



# **Spelthorne Borough Council**

Council Meeting  
Thursday, 24 April 2025





14 April 2025

*Please reply to:*

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To the Councillors of Spelthorne Borough Council

I hereby summon you to attend a meeting of the Council to be held at The Council's Offices, Knowle Green, Staines-upon-Thames on **Thursday, 24 April 2025** commencing at **7.00 pm** for the transaction of the following business.

Daniel Mouawad  
*Chief Executive*

Councillors are encouraged to wear their badge of past office at the Council meeting.

*Councillors are reminded to notify Committee Services of any Gifts and Hospitality offered to you since the last Council meeting so that these may be entered in the Gifts and Hospitality Declaration book.*

## AGENDA

Description	Page nos.
<b>1. Apologies for absence</b> To receive any apologies for non-attendance.	
<b>2. Minutes</b> To confirm as a correct record the minutes of the Council meeting held on 27 February 2025 and the Extraordinary Council meetings held on 18 March 2025.	7 - 22
<b>3. Disclosures of Interest</b> To receive any disclosures of interest from Councillors in accordance with the Council's Code of Conduct for Members.	
<b>4. Announcements from the Mayor</b> To receive any announcements from the Mayor.	
<b>5. Announcements from the Leader</b> To receive any announcements from the Leader.	
<b>6. Announcements from the Chief Executive</b> To receive any announcements from the Chief Executive.	
<b>7. Questions from members of the public</b> The Leader, or their nominee, to answer any questions raised by members of the public in accordance with Standing Order 13.	
<b>8. Items carried over from the Council meeting held on 27 February 2025</b> The following items of business were carried over from the Council meeting held on 27 February 2025:	
a) Amendments to the Constitution Council is asked to approve the proposed changes to the Terms of Reference and Financial Regulations in the Constitution as set out in the report.	23 - 176
b) Appointment of Vice-Chair Standards Committee Council is asked to approve the appointment of the new Vice-Chair of the Standards Committee.	177 - 182
c) Reports from the Committee Chairs	



To receive and agree the reports from the Committee Chairs. 183 - 218

These reports were deferred from the Council meeting held on 27 February 2025.

d) Motions

To receive any motions from Councillors in accordance with Standing Order 16. 219 - 220

One motion was received for the 27 February 2025 Council meeting (as attached).

**9. Grant Application by the Spelthorne Business Forum**

To consider a grant application by the Spelthorne Business Forum. 221 - 236

**10. Amendment to the Terms of Reference for Audit Committee**

Committee is asked to approve the proposed changes to the Terms of Reference for the Audit Committee in the Constitution as set out in the report. 237 - 272

**11. Calendar of Meetings 2025 - 2026**

Council is asked to consider and approve the Calendar of Meetings for 2025-2027. 273 - 284

**12. Motion to Censure**

Council is recommended to: To Follow

Censure Councillor Denise Saliagopoulos for her conduct in respect of the matters detailed by the Investigator Officer in their reports to the Standards Sub-Committee meeting of 10 April 2025 relating to a breach of the Council's Code of Conduct.

Report to follow.

**13. Reports from the Committee Chairs**

To receive and agree the reports from the Committee Chairs. 285 - 302

**14. Motions**

To receive any motions from Councillors in accordance with Standing Order 16.

*Note: The deadline for motions to be considered at this meeting was Thursday 10 April 2025 and none were received.*

**15. General questions**

The Leader, or their nominee, to answer questions from Councillors on matters affecting the Borough, in accordance with Standing Order 14.

*Note: the deadline for questions to be considered at this meeting was 12 noon on Thursday 10 April 2025.*

**Minutes of the Extraordinary Council at 18.00  
18 March 2025**

**Present:**

**Councillors:**

M. Buck	J. Button	A. Mathur
J.T.F. Doran	J.P. Caplin	S.C. Mooney
M.M. Attewell	D.C. Clarke	L. E. Nichols
C. Bateson	S.M. Doran	K.E. Rutherford
S.N. Beatty	S.A. Dunn	J.R. Sexton
M. Beecher	D.L. Geraci	J.A. Turner
H.S. Boparai	M. Gibson	B. Weerasinghe
T. Burrell	K.M. Grant	H.R.D. Williams
J.R. Boughtflower	M.J. Lee	P.N. Woodward

**Apologies:** Councillors M. Arnold, S. Bhadye, L.H. Brennan, R. Chandler, R.V. Geach, S. Gyawali, K. Howkins, N. Islam, O. Rybinski and D. Saliagopoulos

**25/25 Disclosures of Interest**

Councillors Attewell, Boparai, Sexton and Weerasinghe advised they were also Surrey County Councillors.

**26/25 Summit Centre, Sunbury-on-Thames, Site Sale**

Council considered the disposal of the Summit Centre on the terms set out in the report and detailed in the appendices.

A recorded vote was requested by The Mayor.

<b>For</b>	Councillors Buck, J Doran, Attewell, Bateson, Beatty, Beecher, Boparai, Boughtflower, Burrell, Button, Caplin, Clarke, S Doran, Dunn, Geraci, Gibson, Grant, Lee, Mathur, Mooney, Nichols, Rutherford, Sexton, Turner, Weerasinghe, Williams, Woodward – <b>27 votes</b>
<b>Against</b>	<b>0 votes</b>
<b>Abstain</b>	<b>0 votes</b>

Council **resolved** to approve the disposal of the Summit Centre on the terms set out in the report and detailed in the appendices.

## **27/25 Urgent Item - Ashford Victory Place Disposal**

Council considered the disposal of the development site known as Ashford Victory Place in Ashford.

Proposed by: Councillor Boughtflower

Seconded by: Councillor Clarke

Under Standing Order 17 (K), to adjourn the meeting so that a decision on the sale of Ashford Victory Place could be deferred until the Government had confirmed that they would be appointing a Commissioner and they had started working with the Council.

Councillor Boughtflower asked for a recorded vote.

<b>For</b>	Councillors Attewell, Boughtflower, Clarke, Lee, Mathur, Mooney, Weerasinghe, Woodward – <b>8 votes</b>
<b>Against</b>	Councillors Buck, J Doran, Bateson, Beatty, Beecher, Boparai, Burrell, Button, Caplin, S Doran, Dunn, Geraci, Gibson, Grant, Nichols, Rutherford, Sexton, Turner, Williams – <b>19 votes</b>
<b>Abstain</b>	<b>No votes</b>

The motion **FELL**

A recorded vote was requested by Councillor Williams

<b>For</b>	Councillors Buck, J Doran, Bateson, Beatty, Beecher, Boparai, Burrell, Button, Caplin, S Doran, Dunn, Geraci, Gibson, Grant, Rutherford, Sexton, Turner, Williams – <b>18 votes</b>
<b>Against</b>	Councillors Attewell, Boughtflower, Clarke, Lee, Mathur, Mooney, Weerasinghe, Woodward – <b>8 votes</b>
<b>Abstain</b>	Councillor Nichols – <b>1 vote</b>

Council **resolved** to:

- a) Approve bidder A and the disposal of the development site known as Ashford victory Place in Ashford as set out in the appendices,
- b) Delegate authority to the Group Head of Assets in consultation with the Chair and Vice chair of the Business, Infrastructure & Growth Committee to agree detailed Heads of Terms in respect of the disposal of Ashford victory Place with the preferred bidder and;
- c) Delegate authority to the Group Head of corporate Governance to enter into a transfer and any ancillary legal documentation required in relation to the disposal of Ashford victory Place to bidder A.

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**Minutes of the Extraordinary Council Meeting 19.00  
18 March 2025**

**Present:**

**Councillors:**

M. Buck	J. Button	A. Mathur
J.T.F. Doran	J.P. Caplin	S.C. Mooney
M.M. Attewell	D.C. Clarke	L. E. Nichols
C. Bateson	S.M. Doran	K.E. Rutherford
S.N. Beatty	S.A. Dunn	D. Saliagopoulos
M. Beecher	R.V. Geach	J.R. Sexton
S. Bhadye	D.L. Geraci	J.A. Turner
M. Bing Dong	A. Gale	B. Weerasinghe
H.S. Boparai	M. Gibson	H.R.D. Williams
L.H. Brennan	K.M. Grant	P.N. Woodward
T. Burrell	N. Islam	
J.R. Boughtflower	M.J. Lee	

**Apologies:** Councillors M. Arnold, R. Chandler, S. Gyawali, K. Howkins and O. Rybinski

**28/25 Disclosures of Interest**

Councillors Attewell, Boparai, Sexton and Weerasinghe advised they were also Surrey County Councillors.

**29/25 Response to Government Invitation to Submit Interim Plan in Respect of Local Government Reorganisation in Surrey**

Council considered the initial submission to the Ministry of Housing, Communities and Local Government on behalf of the 12 Local Authorities of Surrey.

A recorded vote was requested by The Mayor

<b>For</b>	Councillors Buck, J Doran, Attewell, Bateson, Beatty, Beecher, Bhadye, Bing Dong, Boughtflower, Brennan, Burrell, Button, Caplin, S Doran, Dunn, Gale, Geach, Geraci, Gibson, Grant, Islam, Lee, Mathur, Mooney, Nichols, Rutherford, Saliagopoulos, Sexton, Turner, Weerasinghe, Woodward – <b>31 Votes</b>
<b>Against</b>	<b>No votes</b>
<b>Abstain</b>	Councillors Boparai, Clarke, Williams – <b>3 Votes</b>

Council **resolved** to approve the initial submission to the Ministry of Housing, Communities and Local Government on behalf of the 12 Local Authorities of Surrey.



**Minutes of the Council  
27 February 2025**

**Present:**

**Councillors:**

M. Buck	J. Button	M.J. Lee
J.T.F. Doran	J.P. Caplin	S.C. Mooney
M. Arnold	R. Chandler	L. E. Nichols
C. Bateson	D.C. Clarke	K.E. Rutherford
S.N. Beatty	S.M. Doran	D. Saliagopoulos
M. Beecher	R.V. Geach	J.R. Sexton
S. Bhadye	M. Gibson	J.A. Turner
H.S. Boparai	K.M. Grant	B. Weerasinghe
L.H. Brennan	S. Gyawali	H.R.D. Williams
J.R. Boughtflower	K. Howkins	P.N. Woodward

**Apologies:** Councillors M.M. Attewell, M. Bing Dong, T. Burrell, S.A. Dunn, D.L. Geraci, N. Islam, A. Mathur and O. Rybinski

**7/25 Minutes**

The minutes of the Council meeting held on 12 December 2024 and the Extraordinary Meeting held on 06 February 2025 were agreed as a correct record of the meetings.

**8/25 Disclosures of Interest**

Councillors Attewell, Boparai, Sexton and Weerasinghe advised they were also Surrey County Councillors.

Councillor Nichols declared that he was on the Board of Directors for Knowle Green Estates.

## **9/25      Announcements from the Mayor**

The Mayor made the following announcements:

“I am now going to report on the highlights of my key public engagements and initiatives undertaken over the past two months.

My first engagement this year started on January 3<sup>rd</sup>. I joined the residents of Spelthorne and Walking for Health Group for a 3.5-mile walk around Broadwater Lake. Despite the cold weather, there was a good turn- out. As Mayor, participating in the walk was a great way to demonstrate my commitment to promoting health and wellness within our community and also inspiring other residents to embrace a healthier lifestyle. It was wonderful to witness the enthusiasm of walk leaders Colin and David, as well as the participants who engaged in physical exercise, enjoying social interaction while appreciating the beautiful scenery of our Borough.

My next activity was The International Holocaust Memorial Day observed on 27<sup>th</sup> January to commemorate the victims of the Holocaust. Spelthorne Borough Council marked the 80th anniversary of Holocaust Memorial Day by raising the flag outside the council offices. We gathered in solemn remembrance in this chamber to honour the six million innocent Jews who lost their lives in the most dreadful way. These atrocities must never be forgotten, and we must remain committed to ensuring that history does not repeat itself.

Further to that, I was privileged of attending the Youth Speaks Debate Competition. The participating schools put in a tremendous amount of effort, and the debaters defended their topics with great passion. This event showcased the incredible potential of our young people, and when given the right opportunities, they excel and make our borough proud. I had the honour of presenting certificates and awards to the winning teams, who accepted them with great pride. I would like to thank the Rotary Club of Shepperton Aurora for organising this wonderful competition.

Another activity organised by the Rotary Club of Staines, they gathered several organisations/charities dedicated to improving the lives of people in our borough. I had the opportunity of presenting the funds raised by the Rotary members to support these organisations in their mission to enhance the well-being and quality of life for Spelthorne residents.

Earlier this month, I participated in a cultural celebration, the Saraswati puja organised by Prayash UK at Stanwell Village Hall. This event attracted approximately one hundred residents. It provided an excellent opportunity to celebrate our community's diversity and acknowledge the valuable contributions of The Indian ethnic groups of our borough. I had the honour to present certificates to individuals who excelled in various categories of activities organised by Prayash UK.

Over the next three months, several fundraising events have been scheduled to support my 4 nominated charities.

I am pleased to share details of forthcoming Events aimed to support those charities:

1. **Annual Mayor's Charity Night** at Sunbury Cricket Club which will be held on the 14th of March, It will be an evening of music and entertainment with the famous Chain Gang Band, They played at Cricket club's for previous Mayor's Charity Night. I encourage everyone to join in for a night of fun.
2. **Mayor's Afternoon Tea** at Squire's Garden Centre will be celebrated on 21 March. This event, taking place at 2pm, will be another excellent opportunity to raise funds for the charities while enjoying an afternoon of socialising and community spirit.
3. On the same evening, to mark the **World Poetry Day**, the Surrey Poet Laureateship will organise a poetry competition to commemorate Spelthorne's 50th Anniversary. The theme of the competition is Spelthorne 50 years of memories. The competition is open to all secondary schools and residents, and I look forward to hearing creative expressions of our borough's rich history and culture.
4. Another fantastic Charity event on 22<sup>nd</sup> march, Please Join us for an **Elvis Night at Stanwell Village Hall** in support of our nominated charities. Please come and enjoy a night of rock and roll with our famous Elvis Impersonator Jonny Quattro in a wonderful community atmosphere.
5. **Mayor's Banquet Ball** – On 26th April, will take place at Holiday Inn Shepperton. This year's theme is Bond 007, and our team is working tirelessly to make this a memorable evening. I encourage all of you to book your tickets as soon as possible and join us for a night of elegance, entertainment, and excitement.
6. And finally another exciting evening on 15<sup>th</sup> of May , please join us for the **Mayor's Race Night at Kempton park race course**. You will have the opportunity to enjoy the thrill of live horse racing followed by delicious dinner and drinks at the Panoramic Restaurant while supporting the charities. Book your ticket now to be part of this special night.

Details of all the forthcoming activities will be emailed to all members, and I look forward to seeing many of you, your family and friends at these events as we continue working together for the benefit of our community

To conclude, the past two months have been an enriching and active period in my role as Mayor of Spelthorne. From promoting healthy lifestyle to recognising our youth and engaging in cultural events and my focus has been on fostering community unity and promoting Spelthorne's values. As we move forward, I remain committed to representing our borough with dignity and pride and ensuring that our community are supported and celebrated".

### **10/25     Announcements from the Leader**

The Leader made the following announcements:

The Government has decided to change the way local government is structured by replacing the current two-tier system of district and county councils with unitary councils. We know that Surrey will be in the first wave of the reorganisation which means that, together with the other Surrey councils, we will need to submit an interim business case for reorganisation in March and a full business case in May. Unfortunately, as part of this, the Surrey County Council elections in May have been cancelled. Like many, I am disappointed by this decision as I wanted residents to have the chance to exercise their democratic vote. But please be assured we are firmly focused on representing the interests of this Borough and will endeavour to do everything within our power to deliver the best possible outcome for Spelthorne's residents and businesses.

You will soon be receiving your Council Tax bills. To keep costs down, we have decided to stop sending the leaflet that used to accompany the bills but all the information can be found in the spring Bulletin magazine and on our website. We collect Council Tax on behalf of Surrey County Council and the Police, as well as ourselves. The Spelthorne element of the bill represents just over 9% of the total bill (£4.40 per household per week, based on a band D property) and I hope you agree that Spelthorne's services represent excellent value for money.

The public hearings of the Spelthorne Local Plan Examination have now finished, this is the achievement of a significant milestone, but there is still work to do. Any changes to the Local Plan, agreed by the Examiner, will have to go out for a six-week public consultation before he can start writing his report. Issues involving heights and massing will be subject to our Design Code development.

The Spelthorne Business Plan Competition 2025 has launched. Now in its 11th year, this exciting competition offers aspiring entrepreneurs the opportunity to shine. Applications must be submitted by 14 April so don't miss this chance to take your business idea to the next level. Continuing our commitment to economic growth and business support in the Borough, this

year's Spelthorne Business Awards are now open to enter. With categories to suit every enterprise – there really is something for everyone.

We have signed an agreement for lease with the Arora Group for the regeneration of a riverside site in Staines-upon-Thames. Subject to planning permission, the plans are for a 4-star hotel development and regeneration of the site currently occupied by Bridge Street car park and Hanover House. In the meantime, it will continue to be used by the Council as a public car park. The Arora Group has indicated their commitment to fully engage with a pre-application public consultation and ensure the design of the new development fits well with its surroundings and the conservation area. The terms of the agreement for lease specify that the new building cannot exceed 25m in height.

I often hear from residents who are concerned on the impact of Houses in Multiple Occupation or 'HMOs' on their community. The Council recently agreed to an important positive change which affects HMOs across the Borough. We will be implementing an Article 4 Direction for all wards in Spelthorne, which means that smaller sized Houses in Multiple Occupation (HMO's) will require planning permission. This comes into effect in around 12 months' time (end of March 2026), although for Staines Ashford North & Stanwell South, and Stanwell North wards, it will come into effect earlier, on 29 August. It will ensure that issues such as parking, noise, and impact on the character of the area are considered before a planning decision is made. A separate licencing process already exists under Environmental Health legislation to ensure these properties are of the right quality and managed effectively by a suitable landlord. If you are aware of any issues with an HMO, please report via the website Report It forms or contact your ward councillor.

And finally, applications are open for funding through the 2024-2025 Community Infrastructure Levy (CIL) for local projects and improvements. Last year projects such as playground equipment in local schools and sports clubs, to community building improvements and investment in CCTV to tackle anti-social behaviour were funded. There is information on our website on how to apply and the closing date is the 31 March.

## **11/25     Announcements from the Chief Executive**

The Chief Executive made the following announcements:

"Our 2024 Annual Report contains an assessment of how we have delivered against our commitments as set out in our Corporate Plan. I am incredibly proud of our track record of delivering tangible outcomes: in one year, Spelthorne opened the world's largest Passivhaus Leisure Centre in tandem with providing the largest Local Authority Housing Fund programme of any district or borough council in the country.

We are a small authority, though we are innovative, resilient and ambitious. From supporting nearly 3,000 residents with hospital discharges to helping

over 900 residents into employment at our Jobs and Skills Hub, Spelthorne continues to punch above its weight, advocating for the services and resources that our communities need for a stronger, healthier and safer Borough.

I believe one of the factors that makes Spelthorne special is our teams; our enthusiasm, optimism, expertise and dedication in supporting our communities. This was reaffirmed following the publication of our 2024 residents survey where we far exceeded the Local Government Association own national benchmarks for service satisfaction, trust and delivering best value for money. The 1,700 responses received, aligned with the LGA/Kenetic UK 2024 Spelthorne staff survey which recorded the highest result for overall satisfaction obtained from any Council since the research programme started in 2012.

So, we must be doing something right, and this includes securing financial stability for Spelthorne which has always been at the forefront of our priorities. Our prudent management of our assets, even through the most economically turbulent period during the Covid pandemic, means that Spelthorne residents continue to benefit from many local services that other authorities no longer afford to provide.

Delivering services for over 50 years means we know Spelthorne, its needs, its quirks and its people. But we now face our biggest challenge of them all, following the government plan for reorganisation here in Surrey. The impact on our staff and residents is unparalleled to anything that this authority has faced, and I know that the Leader and I will do everything in our powers to deliver the best outcome for all our communities in Spelthorne.

As Chief Executive, I would like to personally thank everyone, Mr Mayor, Members of this Chamber and Council officers alike, for your contribution and for making a real difference for Spelthorne and its residents”.

## **12/25      Questions from members of the public**

The Mayor reported that, under Standing Order 14, no questions had been received from members of the public.

## **13/25      Pay Policy 2025/26**

Council **resolved** to approve the Pay Policy Statement for 2025/26.

## **14/25      Capital Strategy 2025-2026**

Council **resolved** to approve the Capital Strategy for 2025/26 to 2026/27.

## **15/25      Estimated 2025/26 to 2028/29 Capital Programme**

Council **resolved** to approve the Capital Programme for 2025/26 to 2028/29.

### **16/25 Treasury Management Strategy 2025/26**

Council **resolved** to:

1. Approve the Treasury Management Strategy for 2025/26 as set out in the report; and
2. Acknowledged that by approving the report, they were agreeing the Treasury Management Practices, Council's Minimum Revenue Provision (MRP) Statement, Operational Boundary and Authorised Limits

### **17/25 Detailed Revenue Budget for 2025/26**

Under the Local Authorities (Standing Orders) (England) Regulations 2001 (as amended) the Council was required to hold a recorded vote on the Detailed Revenue Budget and any proposed amendments.

<b>For</b>	Councillors Bateson, Beatty, Beecher, Buck, Button, Caplin, J Doran, S Doran, Geach, Gibson, Grant, Gyawali, Nichols, Sexton, Turner, Williams – <b>16 votes</b>
<b>Against</b>	Councillors Arnold, Bhadye, Boparai, Rutherford, Saliagopoulos – <b>5 votes</b>
<b>Abstain</b>	Councillors Boughtflower, Brennan, Chandler, Clarke, Howkins, Lee, Mooney, Weerasinghe, Woodward – <b>9 votes</b>

Council **resolved** to approve the following:

1. A 2.9% increase on the Spelthorne Borough Council element of the Council Tax for 2025-26. Moreover:
  - a. The Revenue estimates as set out in Appendix 1 be approved.
  - b. £400,100 as set out in this report is to be appropriated from Earmarked Reserves other than sinking fund reserves in support of Spelthorne's local Council Tax for 2025-26. This does not include funding for aborted capital projects.
  - c. Net use of £5,051,900 of Earmarked Sinking Funds reserves.
  - d. To agree that the Council Tax Base for the year 2025-26 is 40,620 Band D equivalent dwellings calculated in accordance with Regulation 3 of the Local Authorities (Calculation of Council Tax Base) Regulations 1992, as

amended, made under Section 35(5) of the Local Government Finance Act 1992.

2. Continuing the Council's Local Council Tax Support Scheme with the current rules and regulations.
3. Continuing the complete disregard of war pension/armed forces pension income from benefit calculations.
4. To note the Chief Finance Officer's commentary in Section 4 of the report on the robustness of budget estimates and levels of reserves under Section 25 and 26 of the Local Government Act 2003.
5. The Council Tax Base for the whole Council area for 2025-26 [Item T in the formula in Section 31b (3) of the Local Government Finance Act 1992, as amended (the "Act")] should be 40,620 Band D equivalent dwellings and calculate that the Council Tax requirement for the Council's own purpose for 2025-26 is £228.86 Per Band D equivalent dwelling.

That the following sums be now calculated by the Council for the year 2025-26 in accordance with Sections 31 to 36 of the Local Government Act 1992.

<b>A</b>	121,762,300	The Council's estimated gross expenditure – being the aggregate of the amount which the Council estimates for the items set out in Section 31A (2) of the Act considering all precepts issued to it by Parish Councils
<b>B</b>	-112,446,000	The Council's estimated gross income – being the aggregate of the amount which the Council estimates for the items set out in Section 31A (3) of the Act
<b>C</b>	9,296,300	The Council's estimated net expenditure or budget requirement – being the amount by which the aggregate at (A) above exceeds the aggregate at (B) above, calculated by the Council, in accordance with Section 31A (4) of the Act, as its Council Tax requirement for the year
<b>D</b>	228.86	The average Band D Council Tax – being the amount at (C) above divided by the amount at 5c (above), calculated by the Council in accordance with Section 31B (a) of the Act, as the basic amount of Council Tax for the



		year (including Parish precepts)
<b>E</b>	0	The sum of the Parish precepts – being the aggregate amount of all special items (Parish precepts) referred to in Section 31(1) of the Act
<b>F</b>	228.86	Being the amount at (D) above less the result given by dividing the amount at (E) above by the amount of 5 (C ) above, calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwelling on those parts of tis areas to which no Parish precept relates.

That the following amounts be calculated for the year 2025-26 in accordance with Sections 31 to 36 of the Local Government Finance Act 1992 as amended by the Localism Act 2011

<b>A</b> <b>£</b>	<b>B</b> <b>£</b>	<b>C</b> <b>£</b>	<b>D</b> <b>£</b>	<b>E</b> <b>£</b>	<b>F</b> <b>£</b>	<b>G</b> <b>£</b>	<b>H</b> <b>£</b>
152.57	178.00	203.43	228.86	279.72	330.58	381.43	457.72

## **18/25 Annual Grant Awards 2025/2026**

Council **resolved** to:

1. Approve the recipients of the 2025/26 Community Grants,
2. Approve the indicative grant funding for the five core funded organisations for 2026/27,
3. Note the other support that Spelthorne Borough Council provides to the voluntary/charity sector,
4. Note the proposal that any underspend from the Council Grants and Better Neighbourhood Grants budgets will be carried forward to the next financial year; and
5. Note the potential changes to the Discretionary Rate Relief Policy.

## **19/25 Amendments to the Constitution**

This item was deferred to the next meeting of the Council on 24 April 2025.

**20/25 Appointment of Monitoring Officer**

Council **resolved** to approve the appointment of Linda Heron as the Council's Monitoring Officer.

**21/25 Appointment of Vice-Chair Standards Committee**

This item was deferred to the next meeting of the Council on 24 April 2025.

**22/25 Reports from the Committee Chairs**

This item was deferred to the next meeting of the Council on 24 April 2025.

**23/25 Motions**

This item was deferred to the next meeting of the Council on 24 April 2025.

**24/25 General questions**

The Mayor reported that no questions had been received.

## **Council Meeting 27 February 2025**

### **Agenda Item – Amendments to the Constitution**

This item was considered at the meeting of the Standards Committee on 12 February 2025. The Committee **resolved** to recommend to Council that it approves the proposed changes to the Terms of Reference and Financial Regulations in the Constitution as set out in the report.

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# Standards Committee

12 February 2025



<b>Title</b>	Amendments to the Constitution
<b>Purpose of the report</b>	To make a recommendation
<b>Report Author</b>	Linda Heron, Interim Monitoring Officer
<b>Ward(s) Affected</b>	All Wards
<b>Exempt</b>	No
<b>Exemption Reason</b>	Not applicable
<b>Corporate Priority</b>	This item is not in the current list of Corporate Priorities but still requires a Council decision.
<b>Recommendations</b>	<b>Committee is asked to recommend Council to: Approve the proposed changes to the Terms of Reference and Financial Regulations in the Constitution as set out in this report.</b>
<b>Reason for Recommendation</b>	<b>To ensure that the Constitution supports good governance.</b>

## 1. Summary of the report

What is the situation	Why we want to do something
<ul style="list-style-type: none"> <li>Two matters requiring correction have been identified in the Constitution. These relate to the terms of reference for the Grants Panel and the ability to have virement for capital budgets.</li> </ul>	<ul style="list-style-type: none"> <li>To ensure the Constitution supports good governance.</li> </ul>
This is what we want to do about it	These are the next steps
<ul style="list-style-type: none"> <li>Recommend the changes as set out in this report, to Council for approval.</li> </ul>	<ul style="list-style-type: none"> <li>Seek Council approval for the proposals.</li> <li>Once approved, the Constitution will be updated and published on the website.</li> </ul>

- 1.1 This report seeks a recommendation to Council to approve proposed amendments to the Constitution, which have the support of the Committee System Working Group.

## 2. Key issues

- 2.1 The Committee System Working Group (CSWG) is responsible for considering whether any amendments are required to the Constitution and making recommendations on these to the Standards Committee.
- 2.2 The proposed amendments relate to:
  - the terms of reference of the Grants Panel (Part 3b of the Constitution), and
  - Financial Regulations (Part 4d)
- 2.3 Officers had identified a minor amendment to wording in the terms of reference for the Grants Panel which clarifies the annual revenue grants process will be the subject of a report to CWHC (Community Wellbeing and Housing Committee) and **a recommendation to** Full Council at its annual budget-setting meeting.
- 2.4 The words '**a recommendation to**' replace '*acceptance by*', to make it clear that it is for Council to consider whether or not to agree the proposals for revenue grants.
- 2.5 The CSWG requested a change to Financial Regulations to remove the ability to have virement for capital projects. Regulations A31 and A34 have been amended and new Regulation A35 included, to give effect to this request.
- 2.0 The Chief Finance Officer supports the view that a capital budget for a project is not transferable.
- 2.1 The proposed changes to the Constitution were discussed with, and received the support of, the Committee System Working Group on 27 January 2025.
- 2.2 Clean copies of the amended Parts of the Constitution are attached as appendices. Tracked change versions of these documents are available to councillors in the Mod.Gov app library.
- 3. Legal comments**
- 3.1 The Council has a statutory obligation to prepare a constitution and keep it up to date (Section 9P of the Local Government Act 2000).
- 3.2 The procedure for making changes to the Council's Constitution is set out in Article 13 of the Constitution.
- 3.3 The amendments set out in the body of this report is a matter for full Council.
- 4. Risk considerations**
- 4.1 None arising from this report.
- 5. Timetable for implementation**
- 5.1 A recommendation from Standards Committee will be considered by Council at its meeting on 27 February 2025.
- 5.2 The amendments will take effect upon agreement by Council and the Constitution will be updated and published as soon as reasonably practicable.
- 6. Contact**
- 6.1 Gill Scott, Corporate Governance Support Officer (g.scott@spelthorne.gov.uk)

**Please submit any material questions to the Mayor and Officer Contact by two days in advance of the meeting.**

**Background papers: There are none.**

**Appendices:**

Appendix 1 - Part 3(b) Terms of Reference

Appendix 2 - Part 4(d) Financial Regulations

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## **TERMS OF REFERENCE**

All Committees will have the following functions in relation to those areas of responsibility falling within the remit of each Committee:

- To work at meeting the Council's corporate objectives, as set out in the Corporate Plan and set strategic priorities within the Budget and Policy Framework, for services within its remit
- To adopt, monitor and review Council policies and strategies which fall within the remit of that Committee.
- To take decisions within the budget framework including contract and virement decisions.
- Where there are significant budgetary implications, to make recommendations to the Corporate Policy and Resources Committee on changes to existing policies, or the adoption of new policies, with the exception of changes to previously approved, or the addition of new policies falling within the Policy Framework. These are reserved to Council.
- Each Committee is limited in authority to grant expenditure to £1 million for any particular project (with the exception of decisions on Community Infrastructure Levy funds allocation by the Corporate Policy and Resources Committee) without seeking approval from full Council. Any project must be taken as a whole, and the project cannot be sub-divided into its constituent parts with each being authorised separately to avoid this limit set by this rule.
- To recommend to Council any expenditure on a project within the Capital Programme where the cost of the project as a whole exceeds £1million.
- To review and have oversight of the agreed Project Initiation Document and other relevant project reporting documentation in relation to service projects within the Committee's remit.
- To consider and propose budget priorities and actions on the delivery of Council services within each Committee's remit, within the overall policy and budgetary framework agreed by the Council.
- To consider periodic budgetary monitoring and variation reports in respect of the functions within the Committee's remit and make any recommendations to the Council as necessary.
- To consider Motions referred to the Committee by Council under Standing Order 16.6, in accordance with the rules of debate at Standing Order 18.
- To review and scrutinise budget proposals relevant to the Committee's functions and make recommendations to the Corporate Policy and Resources Committee, or in the case of that Committee, make recommendations to Council.
- To review and scrutinise service delivery in line with the strategic direction set above and in particular ensuring that best value in service delivery is being obtained for the community.
- To undertake scrutiny and monitor the performance of external bodies who deliver services to the community.

### **Part 3 section (b)**

- To encourage performance improvement in relevant services, consistent with Value for Money principles (defined in Part 4d Glossary of terms) and within the policy and budgetary framework agreed by the Council. This includes responding appropriately to statutory reports on external inspections and service reviews.
- To facilitate and encourage public participation in the Council's activities by engaging key stakeholders in the Council's processes for decision making.
- To oversee the publication of consultation papers on key issues and ensure that there is appropriate public consultation.
- To consult with local Ward councillors about policy developments or service initiatives which have a specific relevance to that Committee.
- To commission studies or the collection of information relating to policy issues (Corporate Policy and Resources Committee) or service delivery (Strategic Committees).
- To establish Working Groups and Task and Finish Groups to examine in detail specific issues or aspects of policy, procedure or service in accordance with the Working Group and Task and Finish Group procedure rules at Part 4i of this Constitution.
- In respect of matters that cross the remits of two or more Strategic Committees, the Chairs of the relevant Committees will agree which Committee will deal with the issue, in consultation with the relevant officer bringing the matter. If the Chair is not available, the Vice-Chair will be consulted. In the case of a conflict, the Corporate Policy and Resources Committee will be responsible for the matter.
- Where a function does not clearly fall within the remit of a Strategic Committee, the Corporate Policy and Resources Committee shall direct which Committee shall deal with the function, or deal with the matter itself.
- This Committee has responsibility for scrutinising matters referred to it by the Strategic Committees or councillors in accordance with the Council's Call-in Scheme (Part 4b of this Constitution).

## **CORPORATE POLICY & RESOURCES COMMITTEE**

### **Membership**

At least 15 members reflecting political balance, comprising the Chairs and Vice-Chairs of the Strategic Committees and with the Leader and Deputy Leader appointed as Chair and Vice-Chair of this Committee.

### **Functions**

The Corporate Policy and Resources Committee exercises any function not delegated to another Committee, an officer or reserved to Council. In particular, it makes recommendations concerning the Council's budget to Council. The Committee will also carry out those statutory and non-statutory functions falling within its area of responsibility as set out below. Working within the Budget and Policy framework previously approved by Council, it will set strategic priorities for the services within the Committee's remit.

Where a function does not clearly fall within the remit of a Strategic Committee, this Committee shall direct which Committee shall deal with the function, or deal with the matter itself.

The Committee will recommend to Council new, or changes in previously approved, policies that fall within the Policy Framework as set out in Article 4 as well as making joint arrangements or delegating decision making to Chief Officers. However, this does not prevent that Committee from choosing to exercise the function itself.

Areas of responsibility include:

- Appointments to Outside Bodies
- Armed Forces Covenant
- Building Control
- Business and Financial Planning
- Compulsory Purchase Orders
- Contracts and Commissioning
- Council Insurance, Health and Safety
- Corporate Communications
- Corporate Complaints
- Customer Services
- Debt and Treasury Management
- Democratic Services
- Electoral Services
- Financial Services
- Human Resources
- Investment and Regeneration Assets
- Land Charges
- Legal Services
- ICT and Digital transformation
- Oversight of major (where the cost of the project as a whole exceeds £1 million) programmes and projects within the Capital programme.
- Performance Management

- Procurement
- Project Management
- Reserves Strategy
- Revenues and Benefits
- Risk Management
- Strategic Partnerships

And specifically:

- To make recommendations as appropriate on matters reserved to Council for decision including:
  - the Council's draft annual budget, including the capital and revenue budgets, prudential controls and council tax
  - the use of reserves
  - the Council's Community and Corporate Plans
  - the Council's Policy Framework
- To consider periodic budgetary monitoring and variation reports and make any recommendations to the Council as necessary.
- To be responsible for decision making in respect of the Council's fees and charges and consider recommendations from the other Strategic Committees on fees and charges for services falling within their remit.
- To act as the Council's shareholder representative on the Knowle Green Estates Board.
- To appoint a shareholder representative for any company set up by Spelthorne Borough Council, from that committee within whose remit the business of the company falls.
- To be responsible for decisions to proceed with asset acquisitions relating directly to Regeneration purposes only.
- To be responsible for decisions to proceed with freehold (or long leasehold) disposal of investment assets and/or commercial assets within the regeneration programme.
- To approve dilapidation settlements that exceed £500k.
- To receive quarterly reports on the Investment Sinking Fund Reserves and to be notified of any change of adverse impact and mitigation measures which are being taken to address.
- To be responsible for the oversight of major programmes and projects within the Capital Programme where the cost of the project as a whole exceeds £1 million.
- To be responsible for decision making in respect of the Council's services and activities other than those specifically delegated to other Committees or officers.
- To be responsible for decision making where there is a conflict in respect of matters that cross the remits of two or more Strategic Committees.
- To be responsible for decisions to adopt new policies or make changes to previously approved policies, falling outside the Policy Framework, where there are significant budgetary implications.
- To be responsible for decisions on Community Infrastructure Levy (CIL) funds allocation on those proposals related to major infrastructure projects where

significantly large sums of monies (approximately £1million or more) are being committed or on schemes which carry a degree of complexity as recommended by the CIL Task Group.

- To consider the Annual report from the Local Government and Social Care Ombudsman (LGSCO) and any maladministration findings of the body.
- To act as the Member Responsible for Complaints in accordance with the Complaint Handling Codes of the LGSCO and the Housing Ombudsman.
- To make a Compulsory Purchase Order and decide on the level of costs arising up to £1 million.
- To make appointments to outside bodies and charities where the appointment is not reserved to Council for decision.
- To be consulted by other committees on any issues raised relating to the performance and provision of services.
- This Committee has responsibility for scrutinising matters referred to it by the Strategic Committees or councillors in accordance with the Council's Call-in Procedure Rules (Part 4b of this Constitution).

## **COMMERCIAL ASSETS SUB-COMMITTEE**

### **Objective**

Within the overall policies and strategies set by the Council, to provide leadership, decision making and accountability for the management of the Council's Investment properties and commercial assets within the Council's regeneration programme.

### **Membership**

A minimum of 4 Members reflecting political balance, with at least 1 member from each political party. An independent member will also be appointed.

### **Functions**

1. Acquisitions relating directly to Regeneration purposes only (acquiring assets for alternative purposes is not covered via the Objectives of this Sub-Committee)
  - (a) To receive recommendations from officers (where officer/member delegation financial limits are exceeded) as to possible new strategic property acquisitions for regeneration purposes only.
  - (b) Following (a) above, to give an initial steer on whether to investigate further those potential acquisitions.
  - (c) Following (b) above and any subsequent reports from officers, to make recommendations to the Corporate Policy & Resources Committee to proceed with acquisitions in accordance with relevant Council procedure rules.
2. Disposals
  - (a) To receive recommendations from officers (where officer/member delegation financial limits are exceeded) as to the potential freehold (or long leasehold) disposal of investment assets and/or commercial assets within the regeneration programme.
  - (b) To receive recommendations from officers (where officer/member delegation financial limits are exceeded) as to the potential joint venture initiative involving investments assets and/or commercial assets within the regeneration programme.
  - (c) Following (a) or (b) above to give an initial steer on whether to investigate further those potential disposals or joint venture initiatives.
  - (d) Following (c) above and any subsequent reports from officers, to make recommendations to the Corporate Policy & Resources Committee to proceed with the particular freehold (or long leasehold) disposal or joint venture initiative in accordance with the relevant Council procedure rules.
  - (e) To receive recommendations from officers and approve (or otherwise) any proposals for the granting of a new or reversionary lease at an aggregated rent over the term which exceeds officer delegation levels.

**3. Management of Investment Assets and Commercial Assets within the Regeneration Programme**

- (a) To approve leasehold disposals (lettings) in investment assets (where officer/member delegation financial limits are exceeded.)
- (b) To approve dilapidation settlements valued between £101k and £500k and make recommendations to Corporate Policy and Resources Committee for any that exceed £500k.
- (c) To approve the change of use of investment assets including recommendations to the Corporate Policy and Resources Committee regarding alternative use or classification of the asset.
- (d) To receive monthly update reports on the management of the investment assets in accordance with the adopted Asset Management Strategy, including rental income, potential letting opportunities, pending break option and lease expiries over the next 12-month period, significant assignments and any other estate management issues based on officer recommendations.
- (e) To approve the exercise of a break option under the terms of lease of land or property where officer/member delegation financial limits are exceeded.
- (f) To approve or agree to the surrender of a lease of land or property where officer/member delegation financial limits are exceeded.
- (g) To approve new lettings where the rental income per annum (net of VAT) exceeds £100k.
- (h) To approve lease renewals where the rent in the first year of the new lease is less than 50% of the passing rent of the previous lease, or where the financial impact exceeds £250k.
- (i) To receive monthly arrears reports on each individual asset/tenant within the investment portfolio by rent quarters.
- (j) To be notified of any potential arrears and issues being faced by individual tenants (including taking decisions on tenant requests to change from quarterly to monthly payments or rent deferment requests) where the rental income exceeds £100,000pa and to be advised of steps being taken by officers to mitigate that risk.
- (k) To receive quarterly reports on the Investment Sinking Funds and to be notified of any change of adverse impact and mitigation measures which are being taken to address.
- (l) To receive notification of and authorize any non-budgeted capital expenditure or any capital expenditure over £50,000. on the investment portfolio.
- (m) To approve, the settlement of rent reviews, lease renewals or lease re-structuring negotiations in respect of the Investment assets where officer/member delegation financial limits are exceeded.
- (n) To review, advise on and approve formal reporting of the investment portfolio to CPRC and/or full council to include Asset Investment Strategies, Business Plans, Key Performance Indicators, Risk Registers, and half yearly update reports.
- (o) To agree the scope of the annual reporting on the Council's investment and regeneration portfolios with the Assets Team.

**4. Frequency**

Monthly day-time meetings. Where meetings are not necessary for lack of business they will be cancelled.

## ENVIRONMENT & SUSTAINABILITY (E&S) COMMITTEE

### Membership

At least 15 members reflecting political balance.

### Functions

This committee has responsibility to carry out those statutory and non-statutory functions falling within its areas of responsibility as set out below. Working within the Budget and Policy framework previously approved by Council, it will set strategic priorities for the services within the Committee's remit.

Areas of responsibility include:

- Cemeteries
- Climate emergency response - including carbon management, mitigation and adaptation measures
- Community Infrastructure Levy (CIL) funds
- Emergency planning
- Environmental sustainability and biodiversity
- Fly tipping
- Grounds Maintenance
- Heathrow liaison
- The Local Plan
- Parking services and strategy
- Parks, open spaces, allotments and playgrounds
- Planning policy and enforcement
- Pollution control including air quality and contaminated land
- Street Cleansing
- Transport including Electric Vehicle strategy
- Waste strategy and management, including Recycling

And specifically:

- To consider and make recommendations on fees and charges in respect of those services falling within the Committee's areas of responsibility to Corporate Policy and Resources Committee.
- To consider all Community Infrastructure Levy (CIL) funds allocation and determination in all cases, except for those proposals related to major infrastructure projects where significantly large sums of monies are being committed or on schemes which carry a degree of complexity which will be referred for decision to Corporate Policy and Resources Committee, as recommended by the CIL Task Group.
- To scrutinise those aspects of the operation of Heathrow Airport that directly relate to this Committee's areas of responsibility.
- To establish the Community Infrastructure Levy Working Group with the membership and terms of reference as set out below



- To establish the Climate Change Working Group with the membership and terms of reference as set out below
- To review and scrutinise flood risk management

## **Working Groups Terms of Reference**

### **Community Infrastructure Levy (CIL) Working Group**

#### **1. Remit**

The CIL Working Group is a Councillor/Officer group set up to work jointly and collaboratively to advise the appropriate Committee on CIL generally and make recommendations on bids for CIL monies allocated to it by the Borough Council.

The CIL Working Group will assess bids for Strategic CIL funding and will recommend to the Environment & Sustainability (E&S) Committee for approval. Bid assessment will consider a number of factors including project cost, match funding, deliverability, and relevance to the identified infrastructure needs set out in the Infrastructure Delivery Plan (IDP).

In exceptional circumstances the Working Group may recommend bids to the Committee and Corporate Policy and Resource Committee (CPRC) should it be appropriate to do so.

#### **2. Membership of the Working Group**

The CIL Working Group comprises:

- The Leader of Spelthorne Borough Council
- The Chair of E&S Committee
- The Chairs of each of the five Local Spending Boards

The Chair of the Working Group will be nominated by the Working Group.

The following Officer representation will apply:

- Strategic Planning Manager
- Infrastructure Delivery Co-ordinator

The Working Group will reserve the right to draw in representatives from other Borough, County, and external service areas as required to assist it in its work.

#### **3. Meetings**

The Strategic CIL Bidding Round will run between the months of April and June. The Working Group will meet as soon as practical after the close of the Bidding Round to consider applications. Once recommendations have been decided, these will be taken to the appropriate Committee as soon as practical for final decision-making. Where possible, final decisions should be published between September and October.

The Working Group may also meet as required throughout the year to discuss Strategic CIL allocations and to ensure effective and timely allocation of CIL monies.

#### **4. Objectives**

The Working Group objectives are:

- To ensure overall programming of infrastructure projects agreed by the appropriate Committee.

- To advise and recommend to the appropriate Committee schemes that will have maximum benefits to the community.
- To monitor receipts and expenditure of CIL monies, including the maintenance of reserves in the fund of approximately £1 million.

The Working Group will be responsible for:

- Recommending projects to the appropriate Committee which require CIL funding from resources allocated to it, following assessment in accordance with the agreed criteria.
- Regular monitoring and reporting to the E&S Committee on the delivery of projects including revisions to timescales and expenditure.
- Reporting to the E&S after completion of each project.

## **5. Output**

Regular project progress updates to the E&S Committee on CIL priorities and funding of projects.

*Adopted 26 April 2023*

## **Climate Change Working Group**

The Spelthorne Climate Change Working Group will consist of 7 members.

The Terms of Reference for the Working Group are:

1. To implement the climate change strategy and action plan agreed in 2022 to deliver our target of carbon neutrality by 2030.
2. To make recommendations to Environment and Sustainability Committee on areas for improvement which can impact on 'climate change' and to identify, and make recommendations on, developing new environmental policies where required which will help move the Council and Borough towards carbon neutrality by 2030.
3. To report to c appropriate action plans and targets to deliver the Council's 2030 target of zero carbon emissions.
4. To monitor progress with delivering the action plans and achieving targets and report on progress to Environment and Sustainability Committee on a quarterly basis.
5. To consider government and wider authorities' consultation on documents relating to 'climate change' and assist Environment and Sustainability Committee in formulating its response.
6. For members of the Working Party to act as 'climate change' champions by leading by example and advocating action on climate change. The Council has an important community leadership role to play regarding the 'climate change' agenda.
7. To identify areas for further research and invite presentations, workshops and discussions with experts as appropriate to help inform the Council's policies and action plans.

8. The Climate Change Working Group will consider the best way of engaging with key partners and work closely with the Government, the Environment Agency, Surrey County Council, local businesses, residents and other partners across the county and Borough to meet the target of making the Borough carbon neutral by 2030.
9. To consider and formulate a communication strategy to promote the Council's activities on climate change.
10. To monitor flood risk and actions to mitigate.

### **Membership and Proceedings of the Working Group on Climate Change**

1. To be a cross party working group
2. The Chair of the Environment and Sustainability Committee or appointee will chair the Group.
3. The Group will appoint its own vice chair from within its membership.
4. The meetings of the Working Group will be internal and confidential to the Council. At the Chair's discretion, some of the meetings will be open to all members of the Council to attend, particularly those to which outside speakers have been invited, to ensure wide engagement across the organisation.
5. The Working Group, can co-opt an external member to the Group, as required, to deal with, specialist areas. However, it remains the decision of the full Working Group as to what targets are recommended.
6. The Working Group will meet at least 4 weeks before an Environment and Sustainability Committee but potentially more frequently depending on workload and actions required.
7. The Working Group should aim to deliver a consensual view to Environment and Sustainability Committee Where this is not possible it should aim to report fairly on the divergent views of the group. Voting is not considered appropriate or necessary. Proactive and innovative suggestions are encouraged.
8. Liaison and engagement with a wide range of stakeholders is welcomed. The Working Group should seek a wide body of opinion to inform its considerations including exchanging views on pertinent matters and receiving suggestions as to how climate change can be addressed in areas over which Spelthorne Borough Council has limited control or significant influence.

*Adopted 27 June 2023*

## **BUSINESS, INFRASTRUCTURE AND GROWTH (BIG) COMMITTEE**

### **Membership**

At least 11 members reflecting political balance

### **Functions**

This committee has responsibility within the overall policies and strategies set by the Council, to provide leadership, decision making and accountability for the management of the Council's municipal, strategic regeneration (non-income producing) and development asset portfolios.

Also to carry out those statutory and non-statutory functions falling within its areas of responsibility as set out below. Working within the Budget and Policy framework previously approved by Council, it will set strategic priorities for the services within the Committee's remit.

Areas of Responsibility:

- Business partnerships
- Business transformation, support and inward investment
- Economic development
- Heathrow liaison
- Infrastructure scrutiny
- Markets
- Tourism
- Town centre viability and regeneration
- Management of the municipal, strategic regeneration (non-income producing) and development asset portfolios as defined in the Asset Management Strategy.

And specifically:

- To consider and make recommendations on fees and charges in respect of those services falling within the Committee's areas of responsibility to Corporate Policy and Resources Committee.
- To be responsible for the management of the strategic regeneration portfolio at such time as those assets are no longer held for income producing purposes.
- To consider and make recommendations to Council on proposals for achieving residential outcomes on assets within the Council's development portfolio through Joint Venture contracts/programmes, including the transfer of units/schemes to Knowle Green Estates or Registered Providers.
- To consider and make recommendations to Council on the disposal of assets in the development portfolio.
- To consider proposals to change the community use of a municipal asset, subject to inviting members of the Community Wellbeing and Housing Committee to attend

any meeting at which the matter is due to be discussed, to make their representations on the proposals.

- To scrutinise and provide observations and comments to the relevant authorities responsible for delivering those infrastructure projects which affect the local economy.
- To scrutinise those aspects of the operation of Heathrow Airport that directly impact this Committee's areas of responsibility.

## **COMMUNITY WELLBEING & HOUSING (CWH) COMMITTEE**

### **Membership**

At least 11 members reflecting political balance.

### **Functions**

This committee has responsibility to carry out those statutory and non-statutory functions falling within its areas of responsibility as set out below. Working within the Budget and Policy framework previously approved by Council, it will set strategic priorities for the services within the Committee's remit.

#### **Areas of Responsibility**

- Affordable, social housing and homelessness provision
- Arts and culture strategy
- Asylum seekers and refugees
- Civil Enforcement (JET)
- Community Day Centres
- Community safety and crime & disorder
- Community Transport (Spelride)
- Disabled Facilities Grants
- Environmental Health excluding pollution control and contaminated land
- Family Support
- Home Improvement Agency
- Housing Benefits/Council Tax Support
- Housing Options including allocations
- Housing policies and strategies
- Leisure and sports contracts
- Licensing matters (including HMO licensing) save for those specifically reserved to the Licensing Committee
- Management and maintenance of council owned housing and services to tenants
- Private sector and social housing enforcement including housing conditions
- Public Halls
- Services for older people
- Supported living independently – including meals on wheels
- Voluntary and community sector strategy and liaison
- Workplace Health & Safety enforcement of businesses in the community

#### **And specifically:**

- To consider and make recommendations on fees and charges in respect of those services falling within the Committee's areas of responsibility to Corporate Policy and Resources Committee.
- To establish the Grants Panel with membership and terms of reference as set out below.
- To make decisions on grants funding to organisations in the voluntary and community sector

- To receive periodic reports from Spelthorne Healthy Communities Board on funding decisions. The Board's membership and terms of reference are set out below for completeness.
- To exercise the Council's statutory scrutiny responsibilities arising under the Police and Justice Act 2006 in relation to crime and disorder.

## **Spelthorne Healthy Communities Board**

### **1. Purpose**

The purpose of the group is to improve the Health and Wellbeing in Spelthorne. The group will discuss and determine the Health & Wellbeing priorities for Spelthorne with targets and performance reviews outlined in the Spelthorne Health & Wellbeing Strategy. The group will raise awareness and communicate Health & Wellbeing information in Spelthorne and will provide an annual report to the joint committee of Spelthorne Borough Council and Surrey County Council.

### **2. Membership**

We will invite representatives from the following organisations:

- (a) Spelthorne Borough Council including the Chair of the Community Wellbeing and Housing Committee and Group Head for Community Wellbeing, and representatives from relevant Council departments
- (b) Surrey County Council representatives including Adult Social Care and Children's Services. A SCC councillor who is appointed by Joint Committee at the start of each municipal year.
- (c) Voluntary organisations such as Voluntary Support North Surrey, Action for Carers and Catalyst
- (d) A representative from North West Surrey Clinical Commissioning Group
- (e) A representative from one of the third sector community care borough wide forums or groups (for, children with disabilities, older people and adults with physical and sensory disabilities—Appendix 1) or a suitable representative from the community.
- (f) Other members from relevant organisations will be invited where appropriate and dependant on topical projects. These may include Surrey and Borders Partnership NHS Foundation Trust, or Ashford & St Peter's Hospital's NHS Trust

Members commit to attending meetings or to ensure that they send a representative at an appropriate level if they are unable to attend a meeting.

### **3. Terms of Reference**

The responsibilities of the Health and Wellbeing Group are:

- (a) To oversee progress towards the Spelthorne priorities as outlined in the Spelthorne Health & Wellbeing Strategy and to identify any new priorities that should be addressed. The group will provide periodic reports to the Community Wellbeing and Housing Committee.
- (b) To develop an action plan for the Health and Wellbeing Strategy outlining clear targets; to be monitored quarterly and reviewed annually. Produce criteria to enable performance as red/amber/green.
- (c) To consider any issues raised by members of the group or the wider community and to determine what needs to be done to resolve these issues.
- (d) To provide an opportunity for the sharing of relevant information between agencies.

- (e) To link to other local, partnership groups as appropriate  
(These responsibilities are underpinned by a statement of principles on equalities (shown in Appendix 2) to ensure that the work of the group pays due regard to issues of discrimination, equality of opportunity and the promotion of good relations between people from different backgrounds.

## **Grants Panel**

### **1. Purpose of the Panel**

The Grants Panel provides an opportunity for people with specialist skills and knowledge to contribute to the development of the community, voluntary and faith sector by granting annual and one-off funding.

The Grants Panel Advisory Panel is designed to ensure that Spelthorne Borough Council meets the highest standards when considering applications and awarding grants and consistently supports those organisations which help to deliver the Council's corporate priorities and enhance the quality of life in the Borough.

It will:

- a) assess grant applications and make recommendations to the Community Wellbeing and Housing Committee (CWHC) as to whether they should be funded.
- b) maintain an overview of the reach of Spelthorne Council's grant-making and suggest ways in which any gaps might be addressed
- c) Review the performance of grant recipients on an annual basis where a Service Level Agreement is in place
- d) Signpost applicants to alternative sources of funding
- e) Co-ordinate regular events to promote funders and grant sources to the CVS sector.

### **2. Terms of Reference**

The Terms of Reference for the Grants Panel are:

- a) A minimum of 3 elected members and three Spelthorne Council officers with relevant skills or knowledge will comprise the panel
- b) These will be appointed to the panel by being proposed and seconded by existing panel members and following a vote of existing members. Members should be nominated on the basis of specific skills that they will bring to the panel.
- c) a quorum shall be four members
- d) the chair must be an elected member and will be elected by majority vote
- e) Councillors on the Panel will be asked to register/declare any interests before considering the applications and making any recommendations.
- f) all decisions will be made by a majority vote and in instances of there being no majority, the chair will gain the power to make one casting vote



### Part 3 section (b)

g) the Panel will meet at least once a year, though “virtual” meetings may be held via telephone or email exchange at any time. The quorum and voting rules will still apply and, normally, at least 5 working days will be allowed from the start to the conclusion of such meetings, in order to allow an adequate opportunity for all Panel members to take part.

h) Panel members will be expected to attend at least 50% of “physical” meetings. Members missing three consecutive meetings without giving good reason may be deemed to have resigned and their position may be filled

i) the Panel may invite anyone to attend a meeting(s) to give specialist input

j) the annual revenue grants process will be the subject of a report to CWHC and ~~acceptance by~~ a recommendation to Full Council at its annual budget-setting meeting

## **POLICE AND CRIME COMMISSIONER'S PANEL**

### **Membership**

The Panel is a joint committee, made up of both appointed and co-opted members. All county, district and borough councillors are eligible to be Panel members.

In Surrey, there are 12 appointed members equating to the 12 councils. One councillor from Spelthorne Borough Council (appointed annually by Council) is a member of the Panel. In addition, there must be at least 2 co-opted members on the Panel (co-opted by the Panel itself, not the constituent councils) but the size of the Panel must not exceed 20 members in total. Surrey County Council is the lead authority administering the work of the Panel.

### **Functions**

The Panel is established as an Overview and Scrutiny body and therefore has the legal powers to:

- Require any papers in the Police and Crime Commissioner's (PCC) possession (except those that are operationally sensitive).
- Require the PCC (and their staff) to attend the Panel to answer questions.
- Request the Chief Constable attends to answer questions where the PCC has been required to appear before the Panel.
- Make reports and recommendations on any action or decision of the Commissioner.

The Police Reform and Social Responsibility Act 2011 details the functions that the Panel exercises as follows:

- Review the draft police and crime plan, or draft variation, given to the Panel by the PCC and make a report or recommendations on the draft plan or variation to the PCC.
- Review the PCC's annual report and make a report or recommendations on the report to the PCC.
- Review or scrutinise decisions made or other action taken by the PCC in connection with the discharge of the PCC's functions.
- Publish any report and recommendations made to the PCC.
- Review certain senior appointments made by the PCC.
- Review Chief Constable appointments, with the power to veto the appointment with a two-thirds majority.
- Review and report on the PCC's proposals to remove a Chief Constable.
- Review the PCC's level of precept, with the power to veto the proposed precept with a two-thirds majority.
- Suspend the PCC if they are charged with certain criminal offences.
- Appoint an acting PCC if necessary.
- Initial handling and informal resolution of complaints about the conduct of the PCC or their Deputy.

## REGULATORY COMMITTEES

### AUDIT COMMITTEE

(7 councillors reflecting political balance and one independent non-voting member)

1. To provide independent assurance of the adequacy of the risk management framework and the associated control environment, independent scrutiny of the authority's financial and non-financial performance to the extent that it affects the authority's exposure to risk and weakens the control environment, and to oversee the financial reporting process:
  - To approve (but not direct) the internal audit's strategy plan and performance.
  - To approve risk related Policies that are not reserved to Council.
  - To receive an annual report on RIPA (Regulation of Investigatory Powers Act) activity.
  - To review summary internal audit reports and the main issues arising and to seek assurance that action has been taken where necessary.
  - To consider the reports of external audit and inspection agencies.
  - To consider the effectiveness of the authority's risk management arrangements, the control environment and associated anti-fraud, bribery and anti-corruption arrangements.
  - Seek assurances that action is being taken on risk related issues identified by auditors and inspectors.
  - To be satisfied that the authority's assurance statements, including the Annual Governance Statement, properly reflect the risk environment and to take actions required to improve it.
  - To ensure that there are effective relationships between external and internal audit, inspection agencies and other relevant bodies, and that the value of the audit process is actively promoted.
  - To review the financial statements, external auditors' opinion and reports to councillors, and monitor management action in response to the issues raised by external audit.

## LICENSING COMMITTEE

### Membership

13 members reflecting political balance

Each Member of the committee is required to: complete in full an Induction Programme, undertake regular training including the legislation governing hearings under the Licensing Act 2003, the Gambling Act 2005 and in relation to hackney carriages and private hire; and attend development updates in relation to the licensing function. Any Member not undertaking these training activities will be unable to serve on the Licensing Sub-Committee until such time that the full training requirement has been met.

### Functions

1. Subject to staff delegations, In relation to the Licensing Act 2003:
  - a. The determination of an application for a premises licence where relevant representations have been made and not withdrawn;
  - b. The determination of an application for a club premises certificate where relevant representations have been made and not withdrawn;
  - c. The determination of an application for a provisional statement where relevant representations have been made and not withdrawn;
  - d. The determination of an application for variation (excluding Minor Variations) of a premises licence/club premises certificates where relevant representations have been made and not withdrawn;
  - e. The determination of an application to vary the designated premises supervisor following objections from a Responsible Authority;
  - f. The determination of an application for the transfer of a premises licence following objections from a Responsible Authority;
  - g. Consideration of an objection from a Responsible Authority made to an interim authority notice;
  - h. The decision to give counter notice following objections from a Responsible Authority to a temporary event order;
  - i. The determination of an application for the grant of a personal licence following objections from the Responsible Authority;
  - j. The determination of an application for a review of a premises licence.
2. In relation to the Gambling Act 2005:
  - a. The determination of an application for a licence where relevant representations have been made and not withdrawn;
  - b. The determination of an application for a variation of a licence where relevant representations have been made and not withdrawn;

- c. The determination of an application for the transfer of a licence where relevant representations have been received from the Gambling Commission;
  - d. The determination of an application for a provisional statement where relevant representations have been received and not withdrawn;
  - e. The determination of an application for a review of a licence;
  - f. The determination of an application for club gaming / club machine permits where objections have been made and not withdrawn;
  - g. The cancellation of club gaming / club machine permits where relevant representations have been received and not withdrawn;
  - h. The decision to give a counter notice to a temporary use notice.
3. In relation to Part II Schedule 3 of the Local Government (Miscellaneous Provision) Act 1982:
- a. To grant or refuse applications for the grant, renewal or transfer of licences for sex establishments;
  - b. To grant or refuse applications for variations;
  - c. To attach such terms, conditions and restrictions to licences as is seen necessary and appropriate;
  - d. To revoke licences
  - e. To determine whether a charge should be made and where applicable, the level of such fees and charges for the issue, approval, consent, licence or permit, or other registration pursuant to powers set out in the Local Government (Miscellaneous Provisions) Act 1982.
4. In relation to taxi and private hire licensing:
- a. the adoption of all policies relating to taxi and private hire licensing.
  - b. In relation to the Local Government (Miscellaneous Provisions) Act 1976 and the Town Police Clauses Act 1847 to revoke, refuse, to grant or renew, hackney carriage and private hire drivers and operators licences in circumstances where staff consider it appropriate to refer the matter to the Committee or Sub-Committee;
  - c. To determine whether a charge should be made and where applicable, the level of such fees and charges for the issue, approval, consent, licence or permit, or other registration pursuant to powers set out in the Local government (Miscellaneous Provisions) Act 1976 and the Local Government (Miscellaneous Provisions) Act 1982;
  - d. To determine applications for the revision of the taxi fare tariff pursuant to section 65 of the Local Government (Miscellaneous Provisions) Act 1976.
5. The passing of a resolution that the schedule 2 to the Noise and Statutory Nuisance Act 1993 should apply in the authority's area.

**Part 3 section (b)**

6. To adopt, monitor and review relevant Council policies and strategies, where they do not require a Council decision under the Policy Framework at Article 4 of this Constitution.
7. To review and scrutinise service delivery and in particular ensuring that best value in service delivery is being obtained for the community.

All members of the Licensing Committee may serve on a Sub-Committee and delegated authority is given to the Monitoring Officer, in consultation with the Chairman of the Licensing Committee, to select members to serve on a Sub-Committee on a case by case basis.

## **PLANNING COMMITTEE**

### **Membership**

15 councillors reflecting political balance

Members must attend Development Control training at least annually. New Members must attend induction training on an introduction to Planning and Decision Making, and Appeals/Costs, as a minimum, before they can sit on the Committee. Members of the Committee are expected to attend all further training sessions provided on the Planning regime. Any Member not undertaking these training activities will be unable to serve on the Committee until such time that the minimum training requirement has been met.

### **Functions**

Subject to staff delegations, any applications for planning permission under Part III of the Town and Country Planning Act 1990 to which any of the following below apply AND subject to no decisions being issued within 21 days of the application's appearance on the Publicity Schedule;

- 1 Where councillor representations are received in writing within the specified "call in" period within the approved scheme.
- 2 Where the Planning Development Manager decides, after consultation with the Chairman of the Planning Committee, that an application should be submitted to the Planning Committee on planning grounds, or where there is significant public concern or where it is very contentious.
- 3 Where the application is submitted by the Council or by the Council with another person (individual or corporate).
- 4 Where the application is submitted by an officer of the Council (which shall also include applications for lawful development under Part VI of the 1990 Act).
- 5 Where an application is submitted by a councillor (which shall also include applications for lawful development under Part VI of the 1990 Act).
- 6 Approval of over 9 (nine) net additional residential units by new build (minor application).
- 7 Approval of over 1,000m<sup>2</sup> net additional floor space by new build (major application)
- 8 Recommendation of no objection for over 1,000m<sup>2</sup> net additional building floor space or 1 hectare net additional land area in connection with new Surrey County Council minerals and waste applications (gravel extraction/restoration).
- 9 Recommendation of no objection for extension of time limits for Surrey County Council minerals and waste applications where the net additional land area is over 5000m<sup>2</sup>.
- 10 Powers under Article 4 of the Town and Country Planning (General Permitted Development) Order 1995 (as revised or amended)
- 11 For the local listing of any building

## **STANDARDS COMMITTEE**

### **Membership**

9 councillors reflecting political balance + 2 Independent non-voting Members

### **Functions**

Promoting the maintenance of high standards of conduct by councillors and any co-opted members of the Council.

In addition to the broad functions of the Committee set out in Article 8 it is also delegated to undertake the following work on behalf of the Council:

- to keep an overview on the arrangements for dealing with complaints under the code of conduct, making alterations and publishing them where it considers necessary;
- to devise such further protocols and procedures as are necessary for the efficient management of complaints which have to be considered by a hearings panel;
- to consult with the Independent Person on any matters which have broad implications for the promotion of high standards by the Council;
- to make recommendations to Council on standing orders for the registration and declaration of Disclosable Pecuniary Interests and other interests; and,
- to make recommendations to Council on any revisions to the Members' Code of Conduct and the registration of interests.
- to consider any issues referred by the Monitoring Officer under the Disclosure and Barring Service Checks for Members Protocol (Part 5m).
- to establish the Committee System Working Group with the Terms of Reference set out below.
- to monitor and review the operation of the Constitution in accordance with Article 13.
- to promote, manage and agree a programme of member development.

Hearings Panels (comprising three councillors drawn from the membership of the Standards Committee and chaired by an independent member) established under the Council's published arrangements for dealing with complaints may:

- require the Member to apologise either privately or in public;
- require the Member to attend training;
- censure the Member;
- send a report to Council to censure the Member;
- require the Monitoring Officer to publish a report in the newspaper or on the Council's website about the councillor's conduct;
- withdraw privileges provided by the Council such as computer equipment, internet or email access;



- recommend to the councillor's group leader that the councillor be removed from a Committee, or an outside body (as appropriate); or,
- a combination of any of the above.

## **Working Groups' Terms of Reference**

### **Committee System Working Group**

#### **Membership**

The membership to comprise one councillor from each political group and any non-aligned members.

#### **Responsibilities**

#### **Monitoring of objectives**

To consider whether the system is meeting the Council's objectives. To recommend any amendments to the system to the Standards Committee where such is required to meet those objectives.

#### **Recommendation of amendments**

To consider whether any adjustments or amendments are required to ensure the smooth operation of the system and to make recommendations to the Standards Committee where required.

#### **Decision Making**

This working group has no formal decision-making powers. Any matters which require a Councillor decision will require a report to the Standards Committee for their decision.

## APPOINTMENTS AND APPEALS COMMITTEE

### Membership

5 members reflecting political balance. The members of this Committee may not also sit on the Investigating and Disciplinary Committee in respect of the same matter.

In undertaking the annual appraisal of the Chief Executive, a minimum of three councillors from at least two different political parties must attend.

### Functions

This committee has responsibility for the following functions of the Council:

- To make a recommendation to Council on the appointment of the Head of Paid Service (Chief Executive).
- To consider and determine the overall scheme and policies in relation to terms and conditions relating to the role of Head of Paid Service.
- To undertake the annual appraisal of the Chief Executive in accordance with the agreed Chief Executive Appraisal Procedure.
- To appoint other Chief Officers and Deputies as defined in Article 10.1, and in accordance with the Officer Employment Procedure Rules at Part 4(f) of this Constitution.
- To make a recommendation to Council on the designation of the Monitoring Officer and the Chief Finance Officer.
- To make a recommendation to Council on the appointment of the Independent Audit member.

Note: for the avoidance of doubt, Chief Officers and Deputy Chief Officers are posts at or above salary level Group Head.

- To hear appeals against action taken short of dismissal in relation to the Council's chief officers in accordance with the Local Authorities (Standing Orders) (England) Regulations 2001 (as amended by the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015) and conduct any further investigation it considers necessary to reach a decision either to confirm the action or to award no sanction or a lesser sanction.

## INVESTIGATING AND DISCIPLINARY COMMITTEE

### Membership

5 members reflecting political balance. The members of this Committee may not also sit on the Appointments and Appeals Committee in respect of the same matter. The quorum for this Committee is 3 provided those members present are of different political groups.

### Responsibilities

1. To conduct an initial assessment of allegations against the Chief Executive, Chief Finance Officer or Monitoring Officer (together known as Statutory Officers), relating to (i) conduct, (ii) capability or (iii) some other substantial issue that requires investigation.
2. To consider whether it is appropriate to suspend a Statutory Officer if an allegation is such that if proven it would amount to gross misconduct or if the continuing presence at work of the Statutory Officer might compromise the investigation or impair the efficient exercise of the council's functions.
3. If an exceptional situation arises whereby allegations of misconduct by the Statutory Officer are such that their remaining presence at work poses a serious risk to the health and safety of others or the resources, information or reputation of the authority, the following may suspend the Statutory Officer immediately, in an emergency:
  - In relation to serious allegations of misconduct against the Chief Executive, the Monitoring Officer and Chief Finance Officer jointly in consultation with the Chair of this Committee or
  - In relation to serious allegations of misconduct against the Monitoring Officer or Chief Finance Officer, the Chief Executive in consultation with the Chair of this Committee.
4. To agree or authorise any protocols which are necessary to manage the suspension of the Statutory Officer and the investigation.
5. To review the suspension of the Statutory Officer after a period of two months has elapsed.
6. To determine whether a detailed investigation of an allegation against the Statutory Officer relating to (i) conduct, (ii) capability or (iii) some other substantial issue is needed.
7. To appoint an Independent Investigator selected from the list maintained by the National Joint Secretaries, providing the necessary facilities, paying the remuneration and providing all available information about the allegations.
8. To consider the report of the Independent Investigator, and also give the Statutory Officer the opportunity to state their case and to question witnesses, where relevant, before making a decision.
9. To decide and issue sanctions short of dismissal for a Statutory Officer.

10. To receive advice from the Independent Panel in the event dismissal of a Statutory Officer is being considered.
11. Subject to receiving advice from the Independent Panel, to make any recommendations to Council for dismissal of a Statutory Officer.

## INDEPENDENT PANEL

### Membership

A Panel shall comprise of independent persons (at least two in number) who have been appointed by the Council, or by another Council, for the purposes of the council members' conduct regime under section 28(7) of the Localism Act 2011.

Invitations for membership of the Panel shall be issued in accordance with the following priority order, as and when the Panel is required to sit:

- (a) an independent person who has been appointed by the Council and who is a local government elector in the authority's area
- (b) any other independent person who has been appointed by the Council and
- (c) an independent person who has been appointed by another council or councils

### Functions

1. In a case where the Investigating and Disciplinary Committee (IDC) is proposing dismissal of a Statutory Officer:
  - to receive any oral representations from the Statutory Officer
  - to invite any response on behalf of the IDC to the points made
  - to review the decision and prepare a report for Council offering any advice, views or recommendations it may have to the council on the proposal for dismissal

Appropriate training should be provided for Independent Panel members.

Members of an Independent Panel may claim out of pocket expenses in relation to their work on the Panel.

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## TERMS OF REFERENCE

All Committees will have the following functions in relation to those areas of responsibility falling within the remit of each Committee:

- To work at meeting the Council's corporate objectives, as set out in the Corporate Plan and set strategic priorities within the Budget and Policy Framework, for services within its remit
- To adopt, monitor and review Council policies and strategies which fall within the remit of that Committee.
- To take decisions within the budget framework including contract and virement decisions.
- Where there are significant budgetary implications, to make recommendations to the Corporate Policy and Resources Committee on changes to existing policies, or the adoption of new policies, with the exception of changes to previously approved, or the addition of new policies falling within the Policy Framework. These are reserved to Council.
- Each Committee is limited in authority to grant expenditure to £1 million for any particular project (with the exception of decisions on Community Infrastructure Levy funds allocation by the Corporate Policy and Resources Committee) without seeking approval from full Council. Any project must be taken as a whole, and the project cannot be sub-divided into its constituent parts with each being authorised separately to avoid this limit set by this rule.
- To recommend to Council any expenditure on a project within the Capital Programme where the cost of the project as a whole exceeds £1million.
- To review and have oversight of the agreed Project Initiation Document and other relevant project reporting documentation in relation to service projects within the Committee's remit.
- To consider and propose budget priorities and actions on the delivery of Council services within each Committee's remit, within the overall policy and budgetary framework agreed by the Council.
- To consider periodic budgetary monitoring and variation reports in respect of the functions within the Committee's remit and make any recommendations to the Council as necessary.
- To consider Motions referred to the Committee by Council under Standing Order 16.6, in accordance with the rules of debate at Standing Order 18.
- To review and scrutinise budget proposals relevant to the Committee's functions and make recommendations to the Corporate Policy and Resources Committee, or in the case of that Committee, make recommendations to Council.
- To review and scrutinise service delivery in line with the strategic direction set above and in particular ensuring that best value in service delivery is being obtained for the community.
- To undertake scrutiny and monitor the performance of external bodies who deliver services to the community.

### **Part 3 section (b)**

- To encourage performance improvement in relevant services, consistent with Value for Money principles (defined in Part 4d Glossary of terms) and within the policy and budgetary framework agreed by the Council. This includes responding appropriately to statutory reports on external inspections and service reviews.
- To facilitate and encourage public participation in the Council's activities by engaging key stakeholders in the Council's processes for decision making.
- To oversee the publication of consultation papers on key issues and ensure that there is appropriate public consultation.
- To consult with local Ward councillors about policy developments or service initiatives which have a specific relevance to that Committee.
- To commission studies or the collection of information relating to policy issues (Corporate Policy and Resources Committee) or service delivery (Strategic Committees).
- To establish Working Groups and Task and Finish Groups to examine in detail specific issues or aspects of policy, procedure or service in accordance with the Working Group and Task and Finish Group procedure rules at Part 4i of this Constitution.
- In respect of matters that cross the remits of two or more Strategic Committees, the Chairs of the relevant Committees will agree which Committee will deal with the issue, in consultation with the relevant officer bringing the matter. If the Chair is not available, the Vice-Chair will be consulted. In the case of a conflict, the Corporate Policy and Resources Committee will be responsible for the matter.
- Where a function does not clearly fall within the remit of a Strategic Committee, the Corporate Policy and Resources Committee shall direct which Committee shall deal with the function, or deal with the matter itself.
- This Committee has responsibility for scrutinising matters referred to it by the Strategic Committees or councillors in accordance with the Council's Call-in Scheme (Part 4b of this Constitution).



## **CORPORATE POLICY & RESOURCES COMMITTEE**

### **Membership**

At least 15 members reflecting political balance, comprising the Chairs and Vice-Chairs of the Strategic Committees and with the Leader and Deputy Leader appointed as Chair and Vice-Chair of this Committee.

### **Functions**

The Corporate Policy and Resources Committee exercises any function not delegated to another Committee, an officer or reserved to Council. In particular, it makes recommendations concerning the Council's budget to Council. The Committee will also carry out those statutory and non-statutory functions falling within its area of responsibility as set out below. Working within the Budget and Policy framework previously approved by Council, it will set strategic priorities for the services within the Committee's remit.

Where a function does not clearly fall within the remit of a Strategic Committee, this Committee shall direct which Committee shall deal with the function, or deal with the matter itself.

The Committee will recommend to Council new, or changes in previously approved, policies that fall within the Policy Framework as set out in Article 4 as well as making joint arrangements or delegating decision making to Chief Officers. However, this does not prevent that Committee from choosing to exercise the function itself.

Areas of responsibility include:

- Appointments to Outside Bodies
- Armed Forces Covenant
- Building Control
- Business and Financial Planning
- Compulsory Purchase Orders
- Contracts and Commissioning
- Council Insurance, Health and Safety
- Corporate Communications
- Corporate Complaints
- Customer Services
- Debt and Treasury Management
- Democratic Services
- Electoral Services
- Financial Services
- Human Resources
- Investment and Regeneration Assets
- Land Charges
- Legal Services
- ICT and Digital transformation
- Oversight of major (where the cost of the project as a whole exceeds £1 million) programmes and projects within the Capital programme.
- Performance Management

- Procurement
- Project Management
- Reserves Strategy
- Revenues and Benefits
- Risk Management
- Strategic Partnerships

And specifically:

- To make recommendations as appropriate on matters reserved to Council for decision including:
  - the Council's draft annual budget, including the capital and revenue budgets, prudential controls and council tax
  - the use of reserves
  - the Council's Community and Corporate Plans
  - the Council's Policy Framework
- To consider periodic budgetary monitoring and variation reports and make any recommendations to the Council as necessary.
- To be responsible for decision making in respect of the Council's fees and charges and consider recommendations from the other Strategic Committees on fees and charges for services falling within their remit.
- To act as the Council's shareholder representative on the Knowle Green Estates Board.
- To appoint a shareholder representative for any company set up by Spelthorne Borough Council, from that committee within whose remit the business of the company falls.
- To be responsible for decisions to proceed with asset acquisitions relating directly to Regeneration purposes only.
- To be responsible for decisions to proceed with freehold (or long leasehold) disposal of investment assets and/or commercial assets within the regeneration programme.
- To approve dilapidation settlements that exceed £500k.
- To receive quarterly reports on the Investment Sinking Fund Reserves and to be notified of any change of adverse impact and mitigation measures which are being taken to address.
- To be responsible for the oversight of major programmes and projects within the Capital Programme where the cost of the project as a whole exceeds £1 million.
- To be responsible for decision making in respect of the Council's services and activities other than those specifically delegated to other Committees or officers.
- To be responsible for decision making where there is a conflict in respect of matters that cross the remits of two or more Strategic Committees.
- To be responsible for decisions to adopt new policies or make changes to previously approved policies, falling outside the Policy Framework, where there are significant budgetary implications.
- To be responsible for decisions on Community Infrastructure Levy (CIL) funds allocation on those proposals related to major infrastructure projects where

significantly large sums of monies (approximately £1million or more) are being committed or on schemes which carry a degree of complexity as recommended by the CIL Task Group.

- To consider the Annual report from the Local Government and Social Care Ombudsman (LGSCO) and any maladministration findings of the body.
- To act as the Member Responsible for Complaints in accordance with the Complaint Handling Codes of the LGSCO and the Housing Ombudsman.
- To make a Compulsory Purchase Order and decide on the level of costs arising up to £1 million.
- To make appointments to outside bodies and charities where the appointment is not reserved to Council for decision.
- To be consulted by other committees on any issues raised relating to the performance and provision of services.
- This Committee has responsibility for scrutinising matters referred to it by the Strategic Committees or councillors in accordance with the Council's Call-in Procedure Rules (Part 4b of this Constitution).

## **COMMERCIAL ASSETS SUB-COMMITTEE**

### **Objective**

Within the overall policies and strategies set by the Council, to provide leadership, decision making and accountability for the management of the Council's Investment properties and commercial assets within the Council's regeneration programme.

### **Membership**

A minimum of 4 Members reflecting political balance, with at least 1 member from each political party. An independent member will also be appointed.

### **Functions**

1. Acquisitions relating directly to Regeneration purposes only (acquiring assets for alternative purposes is not covered via the Objectives of this Sub-Committee)
  - (a) To receive recommendations from officers (where officer/member delegation financial limits are exceeded) as to possible new strategic property acquisitions for regeneration purposes only.
  - (b) Following (a) above, to give an initial steer on whether to investigate further those potential acquisitions.
  - (c) Following (b) above and any subsequent reports from officers, to make recommendations to the Corporate Policy & Resources Committee to proceed with acquisitions in accordance with relevant Council procedure rules.
2. Disposals
  - (a) To receive recommendations from officers (where officer/member delegation financial limits are exceeded) as to the potential freehold (or long leasehold) disposal of investment assets and/or commercial assets within the regeneration programme.
  - (b) To receive recommendations from officers (where officer/member delegation financial limits are exceeded) as to the potential joint venture initiative involving investments assets and/or commercial assets within the regeneration programme.
  - (c) Following (a) or (b) above to give an initial steer on whether to investigate further those potential disposals or joint venture initiatives.
  - (d) Following (c) above and any subsequent reports from officers, to make recommendations to the Corporate Policy & Resources Committee to proceed with the particular freehold (or long leasehold) disposal or joint venture initiative in accordance with the relevant Council procedure rules.
  - (e) To receive recommendations from officers and approve (or otherwise) any proposals for the granting of a new or reversionary lease at an aggregated rent over the term which exceeds officer delegation levels.

**3. Management of Investment Assets and Commercial Assets within the Regeneration Programme**

- (a) To approve leasehold disposals (lettings) in investment assets (where officer/member delegation financial limits are exceeded.)
- (b) To approve dilapidation settlements valued between £101k and £500k and make recommendations to Corporate Policy and Resources Committee for any that exceed £500k.
- (c) To approve the change of use of investment assets including recommendations to the Corporate Policy and Resources Committee regarding alternative use or classification of the asset.
- (d) To receive monthly update reports on the management of the investment assets in accordance with the adopted Asset Management Strategy, including rental income, potential letting opportunities, pending break option and lease expiries over the next 12-month period, significant assignments and any other estate management issues based on officer recommendations.
- (e) To approve the exercise of a break option under the terms of lease of land or property where officer/member delegation financial limits are exceeded.
- (f) To approve or agree to the surrender of a lease of land or property where officer/member delegation financial limits are exceeded.
- (g) To approve new lettings where the rental income per annum (net of VAT) exceeds £100k.
- (h) To approve lease renewals where the rent in the first year of the new lease is less than 50% of the passing rent of the previous lease, or where the financial impact exceeds £250k.
- (i) To receive monthly arrears reports on each individual asset/tenant within the investment portfolio by rent quarters.
- (j) To be notified of any potential arrears and issues being faced by individual tenants (including taking decisions on tenant requests to change from quarterly to monthly payments or rent deferment requests) where the rental income exceeds £100,000pa and to be advised of steps being taken by officers to mitigate that risk.
- (k) To receive quarterly reports on the Investment Sinking Funds and to be notified of any change of adverse impact and mitigation measures which are being taken to address.
- (l) To receive notification of and authorize any non-budgeted capital expenditure or any capital expenditure over £50,000. on the investment portfolio.
- (m) To approve, the settlement of rent reviews, lease renewals or lease re-structuring negotiations in respect of the Investment assets where officer/member delegation financial limits are exceeded.
- (n) To review, advise on and approve formal reporting of the investment portfolio to CPRC and/or full council to include Asset Investment Strategies, Business Plans, Key Performance Indicators, Risk Registers, and half yearly update reports.
- (o) To agree the scope of the annual reporting on the Council's investment and regeneration portfolios with the Assets Team.

**4. Frequency**

Monthly day-time meetings. Where meetings are not necessary for lack of business they will be cancelled.

## ENVIRONMENT & SUSTAINABILITY (E&S) COMMITTEE

### Membership

At least 15 members reflecting political balance.

### Functions

This committee has responsibility to carry out those statutory and non-statutory functions falling within its areas of responsibility as set out below. Working within the Budget and Policy framework previously approved by Council, it will set strategic priorities for the services within the Committee's remit.

Areas of responsibility include:

- Cemeteries
- Climate emergency response - including carbon management, mitigation and adaptation measures
- Community Infrastructure Levy (CIL) funds
- Emergency planning
- Environmental sustainability and biodiversity
- Fly tipping
- Grounds Maintenance
- Heathrow liaison
- The Local Plan
- Parking services and strategy
- Parks, open spaces, allotments and playgrounds
- Planning policy and enforcement
- Pollution control including air quality and contaminated land
- Street Cleansing
- Transport including Electric Vehicle strategy
- Waste strategy and management, including Recycling

And specifically:

- To consider and make recommendations on fees and charges in respect of those services falling within the Committee's areas of responsibility to Corporate Policy and Resources Committee.
- To consider all Community Infrastructure Levy (CIL) funds allocation and determination in all cases, except for those proposals related to major infrastructure projects where significantly large sums of monies are being committed or on schemes which carry a degree of complexity which will be referred for decision to Corporate Policy and Resources Committee, as recommended by the CIL Task Group.
- To scrutinise those aspects of the operation of Heathrow Airport that directly relate to this Committee's areas of responsibility.
- To establish the Community Infrastructure Levy Working Group with the membership and terms of reference as set out below

- To establish the Climate Change Working Group with the membership and terms of reference as set out below
- To review and scrutinise flood risk management

## **Working Groups Terms of Reference**

### **Community Infrastructure Levy (CIL) Working Group**

#### **1. Remit**

The CIL Working Group is a Councillor/Officer group set up to work jointly and collaboratively to advise the appropriate Committee on CIL generally and make recommendations on bids for CIL monies allocated to it by the Borough Council.

The CIL Working Group will assess bids for Strategic CIL funding and will recommend to the Environment & Sustainability (E&S) Committee for approval. Bid assessment will consider a number of factors including project cost, match funding, deliverability, and relevance to the identified infrastructure needs set out in the Infrastructure Delivery Plan (IDP).

In exceptional circumstances the Working Group may recommend bids to the Committee and Corporate Policy and Resource Committee (CPRC) should it be appropriate to do so.

#### **2. Membership of the Working Group**

The CIL Working Group comprises:

- The Leader of Spelthorne Borough Council
- The Chair of E&S Committee
- The Chairs of each of the five Local Spending Boards

The Chair of the Working Group will be nominated by the Working Group.

The following Officer representation will apply:

- Strategic Planning Manager
- Infrastructure Delivery Co-ordinator

The Working Group will reserve the right to draw in representatives from other Borough, County, and external service areas as required to assist it in its work.

#### **3. Meetings**

The Strategic CIL Bidding Round will run between the months of April and June. The Working Group will meet as soon as practical after the close of the Bidding Round to consider applications. Once recommendations have been decided, these will be taken to the appropriate Committee as soon as practical for final decision-making. Where possible, final decisions should be published between September and October.

The Working Group may also meet as required throughout the year to discuss Strategic CIL allocations and to ensure effective and timely allocation of CIL monies.

#### **4. Objectives**

The Working Group objectives are:

- To ensure overall programming of infrastructure projects agreed by the appropriate Committee.

- To advise and recommend to the appropriate Committee schemes that will have maximum benefits to the community.
- To monitor receipts and expenditure of CIL monies, including the maintenance of reserves in the fund of approximately £1 million.

The Working Group will be responsible for:

- Recommending projects to the appropriate Committee which require CIL funding from resources allocated to it, following assessment in accordance with the agreed criteria.
- Regular monitoring and reporting to the E&S Committee on the delivery of projects including revisions to timescales and expenditure.
- Reporting to the E&S after completion of each project.

## **5. Output**

Regular project progress updates to the E&S Committee on CIL priorities and funding of projects.

*Adopted 26 April 2023*

## **Climate Change Working Group**

The Spelthorne Climate Change Working Group will consist of 7 members.

The Terms of Reference for the Working Group are:

1. To implement the climate change strategy and action plan agreed in 2022 to deliver our target of carbon neutrality by 2030.
2. To make recommendations to Environment and Sustainability Committee on areas for improvement which can impact on 'climate change' and to identify, and make recommendations on, developing new environmental policies where required which will help move the Council and Borough towards carbon neutrality by 2030.
3. To report to c appropriate action plans and targets to deliver the Council's 2030 target of zero carbon emissions.
4. To monitor progress with delivering the action plans and achieving targets and report on progress to Environment and Sustainability Committee on a quarterly basis.
5. To consider government and wider authorities' consultation on documents relating to 'climate change' and assist Environment and Sustainability Committee in formulating its response.
6. For members of the Working Party to act as 'climate change' champions by leading by example and advocating action on climate change. The Council has an important community leadership role to play regarding the 'climate change' agenda.
7. To identify areas for further research and invite presentations, workshops and discussions with experts as appropriate to help inform the Council's policies and action plans.



8. The Climate Change Working Group will consider the best way of engaging with key partners and work closely with the Government, the Environment Agency, Surrey County Council, local businesses, residents and other partners across the county and Borough to meet the target of making the Borough carbon neutral by 2030.
9. To consider and formulate a communication strategy to promote the Council's activities on climate change.
10. To monitor flood risk and actions to mitigate.

### **Membership and Proceedings of the Working Group on Climate Change**

1. To be a cross party working group
2. The Chair of the Environment and Sustainability Committee or appointee will chair the Group.
3. The Group will appoint its own vice chair from within its membership.
4. The meetings of the Working Group will be internal and confidential to the Council. At the Chair's discretion, some of the meetings will be open to all members of the Council to attend, particularly those to which outside speakers have been invited, to ensure wide engagement across the organisation.
5. The Working Group, can co-opt an external member to the Group, as required, to deal with, specialist areas. However, it remains the decision of the full Working Group as to what targets are recommended.
6. The Working Group will meet at least 4 weeks before an Environment and Sustainability Committee but potentially more frequently depending on workload and actions required.
7. The Working Group should aim to deliver a consensual view to Environment and Sustainability Committee Where this is not possible it should aim to report fairly on the divergent views of the group. Voting is not considered appropriate or necessary. Proactive and innovative suggestions are encouraged.
8. Liaison and engagement with a wide range of stakeholders is welcomed. The Working Group should seek a wide body of opinion to inform its considerations including exchanging views on pertinent matters and receiving suggestions as to how climate change can be addressed in areas over which Spelthorne Borough Council has limited control or significant influence.

*Adopted 27 June 2023*

## **BUSINESS, INFRASTRUCTURE AND GROWTH (BIG) COMMITTEE**

### **Membership**

At least 11 members reflecting political balance

### **Functions**

This committee has responsibility within the overall policies and strategies set by the Council, to provide leadership, decision making and accountability for the management of the Council's municipal, strategic regeneration (non-income producing) and development asset portfolios.

Also to carry out those statutory and non-statutory functions falling within its areas of responsibility as set out below. Working within the Budget and Policy framework previously approved by Council, it will set strategic priorities for the services within the Committee's remit.

Areas of Responsibility:

- Business partnerships
- Business transformation, support and inward investment
- Economic development
- Heathrow liaison
- Infrastructure scrutiny
- Markets
- Tourism
- Town centre viability and regeneration
- Management of the municipal, strategic regeneration (non-income producing) and development asset portfolios as defined in the Asset Management Strategy.

And specifically:

- To consider and make recommendations on fees and charges in respect of those services falling within the Committee's areas of responsibility to Corporate Policy and Resources Committee.
- To be responsible for the management of the strategic regeneration portfolio at such time as those assets are no longer held for income producing purposes.
- To consider and make recommendations to Council on proposals for achieving residential outcomes on assets within the Council's development portfolio through Joint Venture contracts/programmes, including the transfer of units/schemes to Knowle Green Estates or Registered Providers.
- To consider and make recommendations to Council on the disposal of assets in the development portfolio.
- To consider proposals to change the community use of a municipal asset, subject to inviting members of the Community Wellbeing and Housing Committee to attend

any meeting at which the matter is due to be discussed, to make their representations on the proposals.

- To scrutinise and provide observations and comments to the relevant authorities responsible for delivering those infrastructure projects which affect the local economy.
- To scrutinise those aspects of the operation of Heathrow Airport that directly impact this Committee's areas of responsibility.

## **COMMUNITY WELLBEING & HOUSING (CWH) COMMITTEE**

### **Membership**

At least 11 members reflecting political balance.

### **Functions**

This committee has responsibility to carry out those statutory and non-statutory functions falling within its areas of responsibility as set out below. Working within the Budget and Policy framework previously approved by Council, it will set strategic priorities for the services within the Committee's remit.

#### **Areas of Responsibility**

- Affordable, social housing and homelessness provision
- Arts and culture strategy
- Asylum seekers and refugees
- Civil Enforcement (JET)
- Community Day Centres
- Community safety and crime & disorder
- Community Transport (Spelride)
- Disabled Facilities Grants
- Environmental Health excluding pollution control and contaminated land
- Family Support
- Home Improvement Agency
- Housing Benefits/Council Tax Support
- Housing Options including allocations
- Housing policies and strategies
- Leisure and sports contracts
- Licensing matters (including HMO licensing) save for those specifically reserved to the Licensing Committee
- Management and maintenance of council owned housing and services to tenants
- Private sector and social housing enforcement including housing conditions
- Public Halls
- Services for older people
- Supported living independently – including meals on wheels
- Voluntary and community sector strategy and liaison
- Workplace Health & Safety enforcement of businesses in the community

#### **And specifically:**

- To consider and make recommendations on fees and charges in respect of those services falling within the Committee's areas of responsibility to Corporate Policy and Resources Committee.
- To establish the Grants Panel with membership and terms of reference as set out below.
- To make decisions on grants funding to organisations in the voluntary and community sector

- To receive periodic reports from Spelthorne Healthy Communities Board on funding decisions. The Board's membership and terms of reference are set out below for completeness.
- To exercise the Council's statutory scrutiny responsibilities arising under the Police and Justice Act 2006 in relation to crime and disorder.

## **Spelthorne Healthy Communities Board**

### **1. Purpose**

The purpose of the group is to improve the Health and Wellbeing in Spelthorne. The group will discuss and determine the Health & Wellbeing priorities for Spelthorne with targets and performance reviews outlined in the Spelthorne Health & Wellbeing Strategy. The group will raise awareness and communicate Health & Wellbeing information in Spelthorne and will provide an annual report to the joint committee of Spelthorne Borough Council and Surrey County Council.

### **2. Membership**

We will invite representatives from the following organisations:

- (a) Spelthorne Borough Council including the Chair of the Community Wellbeing and Housing Committee and Group Head for Community Wellbeing, and representatives from relevant Council departments
- (b) Surrey County Council representatives including Adult Social Care and Children's Services. A SCC councillor who is appointed by Joint Committee at the start of each municipal year.
- (c) Voluntary organisations such as Voluntary Support North Surrey, Action for Carers and Catalyst
- (d) A representative from North West Surrey Clinical Commissioning Group
- (e) A representative from one of the third sector community care borough wide forums or groups (for, children with disabilities, older people and adults with physical and sensory disabilities—Appendix 1) or a suitable representative from the community.
- (f) Other members from relevant organisations will be invited where appropriate and dependant on topical projects. These may include Surrey and Borders Partnership NHS Foundation Trust, or Ashford & St Peter's Hospital's NHS Trust

Members commit to attending meetings or to ensure that they send a representative at an appropriate level if they are unable to attend a meeting.

### **3. Terms of Reference**

The responsibilities of the Health and Wellbeing Group are:

- (a) To oversee progress towards the Spelthorne priorities as outlined in the Spelthorne Health & Wellbeing Strategy and to identify any new priorities that should be addressed. The group will provide periodic reports to the Community Wellbeing and Housing Committee.
- (b) To develop an action plan for the Health and Wellbeing Strategy outlining clear targets; to be monitored quarterly and reviewed annually. Produce criteria to enable performance as red/amber/green.
- (c) To consider any issues raised by members of the group or the wider community and to determine what needs to be done to resolve these issues.
- (d) To provide an opportunity for the sharing of relevant information between agencies.

- (e) To link to other local, partnership groups as appropriate  
(These responsibilities are underpinned by a statement of principles on equalities (shown in Appendix 2) to ensure that the work of the group pays due regard to issues of discrimination, equality of opportunity and the promotion of good relations between people from different backgrounds.

## **Grants Panel**

### **1. Purpose of the Panel**

The Grants Panel provides an opportunity for people with specialist skills and knowledge to contribute to the development of the community, voluntary and faith sector by granting annual and one-off funding.

The Grants Panel Advisory Panel is designed to ensure that Spelthorne Borough Council meets the highest standards when considering applications and awarding grants and consistently supports those organisations which help to deliver the Council's corporate priorities and enhance the quality of life in the Borough.

It will:

- a) assess grant applications and make recommendations to the Community Wellbeing and Housing Committee (CWHC) as to whether they should be funded.
- b) maintain an overview of the reach of Spelthorne Council's grant-making and suggest ways in which any gaps might be addressed
- c) Review the performance of grant recipients on an annual basis where a Service Level Agreement is in place
- d) Signpost applicants to alternative sources of funding
- e) Co-ordinate regular events to promote funders and grant sources to the CVS sector.

### **2. Terms of Reference**

The Terms of Reference for the Grants Panel are:

- a) A minimum of 3 elected members and three Spelthorne Council officers with relevant skills or knowledge will comprise the panel
- b) These will be appointed to the panel by being proposed and seconded by existing panel members and following a vote of existing members. Members should be nominated on the basis of specific skills that they will bring to the panel.
- c) a quorum shall be four members
- d) the chair must be an elected member and will be elected by majority vote
- e) Councillors on the Panel will be asked to register/declare any interests before considering the applications and making any recommendations.
- f) all decisions will be made by a majority vote and in instances of there being no majority, the chair will gain the power to make one casting vote

**Part 3 section (b)**

- g) the Panel will meet at least once a year, though “virtual” meetings may be held via telephone or email exchange at any time. The quorum and voting rules will still apply and, normally, at least 5 working days will be allowed from the start to the conclusion of such meetings, in order to allow an adequate opportunity for all Panel members to take part.
- h) Panel members will be expected to attend at least 50% of “physical” meetings. Members missing three consecutive meetings without giving good reason may be deemed to have resigned and their position may be filled
- i) the Panel may invite anyone to attend a meeting(s) to give specialist input
- j) the annual revenue grants process will be the subject of a report to CWHC and a recommendation to Full Council at its annual budget-setting meeting

## **POLICE AND CRIME COMMISSIONER'S PANEL**

### **Membership**

The Panel is a joint committee, made up of both appointed and co-opted members. All county, district and borough councillors are eligible to be Panel members.

In Surrey, there are 12 appointed members equating to the 12 councils. One councillor from Spelthorne Borough Council (appointed annually by Council) is a member of the Panel. In addition, there must be at least 2 co-opted members on the Panel (co-opted by the Panel itself, not the constituent councils) but the size of the Panel must not exceed 20 members in total. Surrey County Council is the lead authority administering the work of the Panel.

### **Functions**

The Panel is established as an Overview and Scrutiny body and therefore has the legal powers to:

- Require any papers in the Police and Crime Commissioner's (PCC) possession (except those that are operationally sensitive).
- Require the PCC (and their staff) to attend the Panel to answer questions.
- Request the Chief Constable attends to answer questions where the PCC has been required to appear before the Panel.
- Make reports and recommendations on any action or decision of the Commissioner.

The Police Reform and Social Responsibility Act 2011 details the functions that the Panel exercises as follows:

- Review the draft police and crime plan, or draft variation, given to the Panel by the PCC and make a report or recommendations on the draft plan or variation to the PCC.
- Review the PCC's annual report and make a report or recommendations on the report to the PCC.
- Review or scrutinise decisions made or other action taken by the PCC in connection with the discharge of the PCC's functions.
- Publish any report and recommendations made to the PCC.
- Review certain senior appointments made by the PCC.
- Review Chief Constable appointments, with the power to veto the appointment with a two-thirds majority.
- Review and report on the PCC's proposals to remove a Chief Constable.
- Review the PCC's level of precept, with the power to veto the proposed precept with a two-thirds majority.
- Suspend the PCC if they are charged with certain criminal offences.
- Appoint an acting PCC if necessary.
- Initial handling and informal resolution of complaints about the conduct of the PCC or their Deputy.



## REGULATORY COMMITTEES

### AUDIT COMMITTEE

(7 councillors reflecting political balance and one independent non-voting member)

1. To provide independent assurance of the adequacy of the risk management framework and the associated control environment, independent scrutiny of the authority's financial and non-financial performance to the extent that it affects the authority's exposure to risk and weakens the control environment, and to oversee the financial reporting process:
  - To approve (but not direct) the internal audit's strategy plan and performance.
  - To approve risk related Policies that are not reserved to Council.
  - To receive an annual report on RIPA (Regulation of Investigatory Powers Act) activity.
  - To review summary internal audit reports and the main issues arising and to seek assurance that action has been taken where necessary.
  - To consider the reports of external audit and inspection agencies.
  - To consider the effectiveness of the authority's risk management arrangements, the control environment and associated anti-fraud, bribery and anti-corruption arrangements.
  - Seek assurances that action is being taken on risk related issues identified by auditors and inspectors.
  - To be satisfied that the authority's assurance statements, including the Annual Governance Statement, properly reflect the risk environment and to take actions required to improve it.
  - To ensure that there are effective relationships between external and internal audit, inspection agencies and other relevant bodies, and that the value of the audit process is actively promoted.
  - To review the financial statements, external auditors' opinion and reports to councillors, and monitor management action in response to the issues raised by external audit.

## LICENSING COMMITTEE

### Membership

13 members reflecting political balance

Each Member of the committee is required to: complete in full an Induction Programme, undertake regular training including the legislation governing hearings under the Licensing Act 2003, the Gambling Act 2005 and in relation to hackney carriages and private hire; and attend development updates in relation to the licensing function. Any Member not undertaking these training activities will be unable to serve on the Licensing Sub-Committee until such time that the full training requirement has been met.

### Functions

1. Subject to staff delegations, In relation to the Licensing Act 2003:
  - a. The determination of an application for a premises licence where relevant representations have been made and not withdrawn;
  - b. The determination of an application for a club premises certificate where relevant representations have been made and not withdrawn;
  - c. The determination of an application for a provisional statement where relevant representations have been made and not withdrawn;
  - d. The determination of an application for variation (excluding Minor Variations) of a premises licence/club premises certificates where relevant representations have been made and not withdrawn;
  - e. The determination of an application to vary the designated premises supervisor following objections from a Responsible Authority;
  - f. The determination of an application for the transfer of a premises licence following objections from a Responsible Authority;
  - g. Consideration of an objection from a Responsible Authority made to an interim authority notice;
  - h. The decision to give counter notice following objections from a Responsible Authority to a temporary event order;
  - i. The determination of an application for the grant of a personal licence following objections from the Responsible Authority;
  - j. The determination of an application for a review of a premises licence.
2. In relation to the Gambling Act 2005:
  - a. The determination of an application for a licence where relevant representations have been made and not withdrawn;
  - b. The determination of an application for a variation of a licence where relevant representations have been made and not withdrawn;

- c. The determination of an application for the transfer of a licence where relevant representations have been received from the Gambling Commission;
  - d. The determination of an application for a provisional statement where relevant representations have been received and not withdrawn;
  - e. The determination of an application for a review of a licence;
  - f. The determination of an application for club gaming / club machine permits where objections have been made and not withdrawn;
  - g. The cancellation of club gaming / club machine permits where relevant representations have been received and not withdrawn;
  - h. The decision to give a counter notice to a temporary use notice.
3. In relation to Part II Schedule 3 of the Local Government (Miscellaneous Provision) Act 1982:
- a. To grant or refuse applications for the grant, renewal or transfer of licences for sex establishments;
  - b. To grant or refuse applications for variations;
  - c. To attach such terms, conditions and restrictions to licences as is seen necessary and appropriate;
  - d. To revoke licences
  - e. To determine whether a charge should be made and where applicable, the level of such fees and charges for the issue, approval, consent, licence or permit, or other registration pursuant to powers set out in the Local Government (Miscellaneous Provisions) Act 1982.
4. In relation to taxi and private hire licensing:
- a. the adoption of all policies relating to taxi and private hire licensing.
  - b. In relation to the Local Government (Miscellaneous Provisions) Act 1976 and the Town Police Clauses Act 1847 to revoke, refuse, to grant or renew, hackney carriage and private hire drivers and operators licences in circumstances where staff consider it appropriate to refer the matter to the Committee or Sub-Committee;
  - c. To determine whether a charge should be made and where applicable, the level of such fees and charges for the issue, approval, consent, licence or permit, or other registration pursuant to powers set out in the Local government (Miscellaneous Provisions) Act 1976 and the Local Government (Miscellaneous Provisions) Act 1982;
  - d. To determine applications for the revision of the taxi fare tariff pursuant to section 65 of the Local Government (Miscellaneous Provisions) Act 1976.
5. The passing of a resolution that the schedule 2 to the Noise and Statutory Nuisance Act 1993 should apply in the authority's area.

**Part 3 section (b)**

6. To adopt, monitor and review relevant Council policies and strategies, where they do not require a Council decision under the Policy Framework at Article 4 of this Constitution.
7. To review and scrutinise service delivery and in particular ensuring that best value in service delivery is being obtained for the community.

All members of the Licensing Committee may serve on a Sub-Committee and delegated authority is given to the Monitoring Officer, in consultation with the Chairman of the Licensing Committee, to select members to serve on a Sub-Committee on a case by case basis.

## **PLANNING COMMITTEE**

### **Membership**

15 councillors reflecting political balance

Members must attend Development Control training at least annually. New Members must attend induction training on an introduction to Planning and Decision Making, and Appeals/Costs, as a minimum, before they can sit on the Committee. Members of the Committee are expected to attend all further training sessions provided on the Planning regime. Any Member not undertaking these training activities will be unable to serve on the Committee until such time that the minimum training requirement has been met.

### **Functions**

Subject to staff delegations, any applications for planning permission under Part III of the Town and Country Planning Act 1990 to which any of the following below apply AND subject to no decisions being issued within 21 days of the application's appearance on the Publicity Schedule;

- 1 Where councillor representations are received in writing within the specified "call in" period within the approved scheme.
- 2 Where the Planning Development Manager decides, after consultation with the Chairman of the Planning Committee, that an application should be submitted to the Planning Committee on planning grounds, or where there is significant public concern or where it is very contentious.
- 3 Where the application is submitted by the Council or by the Council with another person (individual or corporate).
- 4 Where the application is submitted by an officer of the Council (which shall also include applications for lawful development under Part VI of the 1990 Act).
- 5 Where an application is submitted by a councillor (which shall also include applications for lawful development under Part VI of the 1990 Act).
- 6 Approval of over 9 (nine) net additional residential units by new build (minor application).
- 7 Approval of over 1,000m<sup>2</sup> net additional floor space by new build (major application)
- 8 Recommendation of no objection for over 1,000m<sup>2</sup> net additional building floor space or 1 hectare net additional land area in connection with new Surrey County Council minerals and waste applications (gravel extraction/restoration).
- 9 Recommendation of no objection for extension of time limits for Surrey County Council minerals and waste applications where the net additional land area is over 5000m<sup>2</sup>.
- 10 Powers under Article 4 of the Town and Country Planning (General Permitted Development) Order 1995 (as revised or amended)
- 11 For the local listing of any building

## **STANDARDS COMMITTEE**

### **Membership**

9 councillors reflecting political balance + 2 Independent non-voting Members

### **Functions**

Promoting the maintenance of high standards of conduct by councillors and any co-opted members of the Council.

In addition to the broad functions of the Committee set out in Article 8 it is also delegated to undertake the following work on behalf of the Council:

- to keep an overview on the arrangements for dealing with complaints under the code of conduct, making alterations and publishing them where it considers necessary;
- to devise such further protocols and procedures as are necessary for the efficient management of complaints which have to be considered by a hearings panel;
- to consult with the Independent Person on any matters which have broad implications for the promotion of high standards by the Council;
- to make recommendations to Council on standing orders for the registration and declaration of Disclosable Pecuniary Interests and other interests; and,
- to make recommendations to Council on any revisions to the Members' Code of Conduct and the registration of interests.
- to consider any issues referred by the Monitoring Officer under the Disclosure and Barring Service Checks for Members Protocol (Part 5m).
- to establish the Committee System Working Group with the Terms of Reference set out below.
- to monitor and review the operation of the Constitution in accordance with Article 13.
- to promote, manage and agree a programme of member development.

Hearings Panels (comprising three councillors drawn from the membership of the Standards Committee and chaired by an independent member) established under the Council's published arrangements for dealing with complaints may:

- require the Member to apologise either privately or in public;
- require the Member to attend training;
- censure the Member;
- send a report to Council to censure the Member;
- require the Monitoring Officer to publish a report in the newspaper or on the Council's website about the councillor's conduct;
- withdraw privileges provided by the Council such as computer equipment, internet or email access;

- recommend to the councillor's group leader that the councillor be removed from a Committee, or an outside body (as appropriate); or,
- a combination of any of the above.

## **Working Groups' Terms of Reference**

### **Committee System Working Group**

#### **Membership**

The membership to comprise one councillor from each political group and any non-aligned members.

#### **Responsibilities**

##### **Monitoring of objectives**

To consider whether the system is meeting the Council's objectives. To recommend any amendments to the system to the Standards Committee where such is required to meet those objectives.

##### **Recommendation of amendments**

To consider whether any adjustments or amendments are required to ensure the smooth operation of the system and to make recommendations to the Standards Committee where required.

##### **Decision Making**

This working group has no formal decision-making powers. Any matters which require a Councillor decision will require a report to the Standards Committee for their decision.

## APPOINTMENTS AND APPEALS COMMITTEE

### Membership

5 members reflecting political balance. The members of this Committee may not also sit on the Investigating and Disciplinary Committee in respect of the same matter.

In undertaking the annual appraisal of the Chief Executive, a minimum of three councillors from at least two different political parties must attend.

### Functions

This committee has responsibility for the following functions of the Council:

- To make a recommendation to Council on the appointment of the Head of Paid Service (Chief Executive).
- To consider and determine the overall scheme and policies in relation to terms and conditions relating to the role of Head of Paid Service.
- To undertake the annual appraisal of the Chief Executive in accordance with the agreed Chief Executive Appraisal Procedure.
- To appoint other Chief Officers and Deputies as defined in Article 10.1, and in accordance with the Officer Employment Procedure Rules at Part 4(f) of this Constitution.
- To make a recommendation to Council on the designation of the Monitoring Officer and the Chief Finance Officer.
- To make a recommendation to Council on the appointment of the Independent Audit member.

Note: for the avoidance of doubt, Chief Officers and Deputy Chief Officers are posts at or above salary level Group Head.

- To hear appeals against action taken short of dismissal in relation to the Council's chief officers in accordance with the Local Authorities (Standing Orders) (England) Regulations 2001 (as amended by the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015) and conduct any further investigation it considers necessary to reach a decision either to confirm the action or to award no sanction or a lesser sanction.



## INVESTIGATING AND DISCIPLINARY COMMITTEE

### Membership

5 members reflecting political balance. The members of this Committee may not also sit on the Appointments and Appeals Committee in respect of the same matter. The quorum for this Committee is 3 provided those members present are of different political groups.

### Responsibilities

1. To conduct an initial assessment of allegations against the Chief Executive, Chief Finance Officer or Monitoring Officer (together known as Statutory Officers), relating to (i) conduct, (ii) capability or (iii) some other substantial issue that requires investigation.
2. To consider whether it is appropriate to suspend a Statutory Officer if an allegation is such that if proven it would amount to gross misconduct or if the continuing presence at work of the Statutory Officer might compromise the investigation or impair the efficient exercise of the council's functions.
3. If an exceptional situation arises whereby allegations of misconduct by the Statutory Officer are such that their remaining presence at work poses a serious risk to the health and safety of others or the resources, information or reputation of the authority, the following may suspend the Statutory Officer immediately, in an emergency:
  - In relation to serious allegations of misconduct against the Chief Executive, the Monitoring Officer and Chief Finance Officer jointly in consultation with the Chair of this Committee or
  - In relation to serious allegations of misconduct against the Monitoring Officer or Chief Finance Officer, the Chief Executive in consultation with the Chair of this Committee.
4. To agree or authorise any protocols which are necessary to manage the suspension of the Statutory Officer and the investigation.
5. To review the suspension of the Statutory Officer after a period of two months has elapsed.
6. To determine whether a detailed investigation of an allegation against the Statutory Officer relating to (i) conduct, (ii) capability or (iii) some other substantial issue is needed.
7. To appoint an Independent Investigator selected from the list maintained by the National Joint Secretaries, providing the necessary facilities, paying the remuneration and providing all available information about the allegations.
8. To consider the report of the Independent Investigator, and also give the Statutory Officer the opportunity to state their case and to question witnesses, where relevant, before making a decision.
9. To decide and issue sanctions short of dismissal for a Statutory Officer.

10. To receive advice from the Independent Panel in the event dismissal of a Statutory Officer is being considered.
11. Subject to receiving advice from the Independent Panel, to make any recommendations to Council for dismissal of a Statutory Officer.

## INDEPENDENT PANEL

### Membership

A Panel shall comprise of independent persons (at least two in number) who have been appointed by the Council, or by another Council, for the purposes of the council members' conduct regime under section 28(7) of the Localism Act 2011.

Invitations for membership of the Panel shall be issued in accordance with the following priority order, as and when the Panel is required to sit:

- (a) an independent person who has been appointed by the Council and who is a local government elector in the authority's area
- (b) any other independent person who has been appointed by the Council and
- (c) an independent person who has been appointed by another council or councils

### Functions

1. In a case where the Investigating and Disciplinary Committee (IDC) is proposing dismissal of a Statutory Officer:
  - to receive any oral representations from the Statutory Officer
  - to invite any response on behalf of the IDC to the points made
  - to review the decision and prepare a report for Council offering any advice, views or recommendations it may have to the council on the proposal for dismissal

Appropriate training should be provided for Independent Panel members.

Members of an Independent Panel may claim out of pocket expenses in relation to their work on the Panel.

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## FINANCIAL REGULATIONS

### INTRODUCTION

#### Background

1. The Local Government Act 1972 section 151 requires the Council to make arrangements for the proper administration of its financial affairs. Together with the Contract Standing Orders, they regulate the conduct of Council business.
2. These Financial Regulations must be available to and apply to every councillor and employee of the Council and anyone acting on its behalf. They will apply to agents and consultants acting for the Council and to services carried out under agency arrangement, unless specifically excepted by the relevant Group Head and the Chief Finance Officer.
3. They will also apply to all arms-length organisations, wholly owned companies, agencies and partnerships with whom the Council does business and for whom the Council is the relevant accounting body. Where the Council is not the relevant accounting body, but is a responsible partner, staff must ensure that the accounting body has in place adequate Regulations and proper schemes of delegation and ensure that the arrangements are agreed with the Section 151 Officer.
4. Copies of Financial Regulations are provided to the Chief Executive, Deputy Chief Executives, Chief Finance Officer, all Group Heads and Service Managers and are included in the Council's Constitution.
5. To help you understand the terminology used in Financial Regulations, a Glossary of Terms is attached at the end.

#### Scope & Review

6. It is the responsibility of the Chief Executive, Deputy Chief Executives, Chief Finance Officer and Group Heads to ensure Financial Regulations are followed.
7. Group Heads are responsible for ensuring that all staff in their departments are aware of the existence and content of the Financial Regulations and that they comply with them. Equally, staff have a reciprocal responsibility to comply with the regulations.
8. All councillors and employees have a general responsibility for taking reasonable action to provide for the security of the assets under their control, and for ensuring that the use of these resources is legal, is properly authorised, provides value for money and achieves best value. In doing so, proper consideration must be given at all times to matters of probity and propriety in managing the assets, income and expenditure of the Council.
9. Failure to follow Financial Regulations and Contract Standing Orders will be reported to the Chief Finance Officer immediately and may, in consultation with Human Resources, be treated as a disciplinary offence.

10. Financial Regulations should be reviewed in line with inflation every two years by the Chief Finance Officer in consultation with the Chair and Vice Chair of Corporate Corporate Policy and Resources Committee.

## **Financial Regulation A – Financial Accountabilities and Management**

- A1 Financial management covers all financial accountabilities in relation to the running of the Council including the policy framework and budget and should be read in conjunction with the Council's Constitution and in particular the Budget and Policy Framework Procedure Rules.

### **COUNCIL**

- A2 The Council has the general responsibility for setting the Council's policy and budget framework.
- A3 The Council is responsible for:-
- a. adopting and changing the Council's Constitution and Members' Code of Conduct;
  - b. approving the policy framework, including the Capital Strategy, the Treasury Management Strategy and the Revenue Budget and Reserves Strategy within which the Council operates;
  - c. approving and monitoring compliance with the Council's overall framework of accountability and control. The framework is set out in the Council's Constitution;
  - d. monitoring compliance with the agreed policy, related strategy decisions by Corporate Policy and Resources Committee and Local Code of Corporate Governance; and
  - e. approving procedures for recording and reporting decisions taken. This includes those key decisions delegated by and decisions taken by the Council and its committees. These delegations and details of who has responsibility for which decisions are set out in the Constitution.

### **Corporate Policy and Resources Committee**

- A4 The Council is responsible for delegating the following functions to the Corporate Policy and Resources Committee in accordance with the the Constitution:
- a) proposing the policy framework, its overall community and corporate strategies and budget strategy to the Council; and
  - b) monitoring the performance of Services, projects and programmes; and
  - c) discharging its functions and responsibilities as set out in the Council's Constitution and in accordance with the Policy Framework and Budget approved by Council.

The Corporate Policy and Resources Committee can delegate its decision making powers to a formally constituted sub-committee of the Committee, a staff member or a joint committee in accordance with the scheme of delegation as set out in the Council's Constitution.

## ROLE OF OFFICERS

### STATUTORY OFFICERS

#### **Chief Executive (Head of Paid Service)**

- A5 The Chief Executive as Head of Paid Service for the purposes of the Local Government Act 1989 is responsible for overall corporate and strategic management and has operational responsibility for the management of the Council as a whole. They must report as necessary to the Council and to the Corporate Policy and Resources Committee (and other strategic committees). They are responsible for provision of professional advice to all parties in the decision making process. The Chief Executive is also responsible together with the Monitoring Officer, for the system of record keeping in relation to all the Council's decisions.

#### **Group Head of Corporate Governance (Monitoring Officer)**

- A6 The Group Head of Corporate Governance as the Monitoring Officer will contribute to the promotion and maintenance of high standards of conduct through provision of support to the Standards Committee. The Group Head of Corporate Governance will provide advice on the scope of powers and authority to take decisions, maladministration, financial impropriety, probity and budget and policy framework issues to all councillors. He/she is also responsible for reporting any actual or potential breaches of the law or maladministration to the Council and/or to Corporate Policy and Resources Committee, and for ensuring that procedures for recording and reporting key decisions are operating effectively.
- A7 The Group Head of Corporate Governance will ensure that relevant staff reports and background papers are made publicly available as soon as possible. He/she must also ensure that councillors are aware of decisions made by committees and employees who have delegated responsibility in accordance with the Council's Constitution.

#### **Deputy Chief Executive (Chief Finance Officer)**

- A8 Under Section 151 of the Local Government Act 1972 and the general direction of the Corporate Policy and Resources Committee, the Chief Finance Officer is responsible for the proper administration of the Council's financial affairs.
- A9 Under Section 114 of the Local Government Act 1988, the Chief Finance Officer (CFO) is also responsible for reporting to the Council if councillors or staff make or are about to make a decision involving unlawful expenditure, loss or deficiency, or if proposed expenditure is likely to exceed available resources.
- A10 The Chief Finance Officer, as defined in the Constitution has statutory duties in relation to the financial administration and stewardship of the Council. This statutory responsibility cannot be overridden. The statutory duties arise from:
- a) Section 151 of the Local Government Act 1972
  - b) Local Government Finance Act 1988
  - c) The Local Government and Housing Act 1989



- d) The Accounts and Audit Regulations (England) 2015
- e) The Local Government Act 2003

A11 The CFO is responsible for:

- a) the proper administration of the Council's financial affairs
- b) setting and monitoring compliance with accounting and financial management procedures and standards
- c) maintaining an effective and adequate internal audit and all audit arrangements
- d) advising on the corporate financial position
- e) key financial controls necessary to secure sound financial management providing financial information
- f) preparing and controlling forward financial plans, budget strategies, the Revenue Budget, the Capital Strategy and Capital Programme
- g) treasury management and banking arrangements financial and related IT systems
- h) procedures and controls for ordering services, supplies and works
- i) payment of accounts and collection of income
- j) pay and pensions;
- k) providing advice and training to budget holders including advice on financial and operational controls.

A12 Section 114 of the Local Government Finance Act 1988 requires the Chief Finance Officer to report to the Council and External Audit if the Council or its staff:

- has made, or is about to make a decision which involves or would involve unlawful expenditure
- has taken or is about to take a course of action which if pursued to its conclusion would be unlawful and likely to result in a loss or deficiency by the Council; or
- is about to make an unlawful entry in the Council's accounts

A13 The Chief Finance Officer must also make a report under this section if it appears that the expenditure of the authority (including expenditure it is proposing to incur) in a financial year is likely to exceed the resources (including sums borrowed) available to meet that expenditure. In preparing a report the Chief Finance Officer shall consult as far as practicable with the Chief Executive, as the Head of the Council's Paid Service, and with the Group Head of Corporate Governance under the Local Government and Housing Act 1989.

A14 Section 114 of the 1988 Act also requires that the Deputy Chief Finance Officer performs these functions in the absence of the Chief Finance Officer. The Chief Accountant is the Council's statutory Deputy Chief Finance Officer.

- A15 The Council is required to provide the Chief Finance Officer with sufficient staff, accommodation and other resources – including legal advice where this is necessary – to carry out the duties under section 114.
- A16 The Chief Finance Officer is responsible for advising the Corporate Policy and Resources Committee or the Council about whether a decision is likely to be considered contrary or not wholly in accordance with the budget. Actions that may be ‘contrary to the budget’ include:
- a) initiating new policies and financial commitments
  - b) committing expenditure in future years above budget
  - c) budget or spending transfers above virement limits
- A17 The Chief Finance Officer is responsible for considering and approving requests to waive the regulations and will consult the Chief Executive and councillors where they consider this appropriate. All waivers will be reported by the Chief Finance Officer to the Corporate Policy and Resources Committee.
- A18 **Delegated Authorities**
- Under delegations to officers authority to make financial transactions is delegated to the Chief Executive, Deputy Chief Executives and Chief Finance Officer. However, some delegation to other staff is necessary for practical purposes. These delegations form lines of accountability which should be clear, well communicated and regularly reviewed. They also provide control through appropriate levels of authorisation, limited numbers and separation of duties.
- A19 Deputy Chief Executives will keep a list of their staff authorised to make financial transactions, copy that list to Chief Finance Officer for entry onto the financial system, and review it regularly.
- A20 An authorised signatory matrix is available to record delegated authorities. Essential details are staff member’s name, grade, specimen signature, transaction type, value limit of authority and evidence of approval by the Deputy Chief Executives, Management Team and the CFO.
- A21 In an emergency the Chief Executive, Deputy Chief Executives or Chief Finance Officer may authorise such expenditure as is necessary, to be later ratified by the Corporate Policy and Resources Committee.
- A22 A Group Head is a staff member fully responsible to a Deputy Chief Executive or Chief Executive (as applicable), for the management and provision of an identifiable service in accordance with service plans and strategies.
- A23 Group Heads are responsible for:
- a) ensuring that the Corporate Policy and Resources Committee or relevant strategic committee is advised of the financial implications of all proposals and that the financial implications have been agreed by the Chief Finance Officer;
  - b) operating financial processes within their departments. To do this they must ensure that adequate operational controls are in place;

- c) controlling expenditure and income, monitoring performance and taking the necessary action to remain within budgets and cash limits;

A24 It is the responsibility of Group Heads to consult with the Chief Finance Officer and seek approval regarding any matters which are liable to affect the Council's finances materially, before any commitments are incurred.

## **MANAGING EXPENDITURE: SCHEME OF VIREMENT (BUDGET TRANSFERS)**

A25 The Scheme of Virement is intended to enable the Corporate Policy and Resources Committee, Chief Executive, Deputy Chief Executives and Group Heads and their staff to manage budgets with a degree of flexibility within the overall policy framework determined by the Council and therefore, to optimise the use of resources.

A26 The Council is responsible for agreeing procedures for virement of expenditure between budget headings.

A27 Virements are the temporary transfer of surplus budget provisions between 'estimate' headings. These do not affect the base budgets for future years.

A28 Group Heads are responsible for agreeing in-year virements within delegated limits, in consultation with the Chief Finance Officer where required.

A29 Key controls for the Scheme of Virement are:

- a) It is administered by the Chief Finance Officer within guidelines set by the Council. Any variation from this scheme requires the approval of the Corporate Policy and Resources Committee.
- b) The overall budget is agreed by the Corporate Policy and Resources Committee and approved by the Council. The Deputy Chief Executives, Group Heads and budget managers are therefore authorised to incur expenditure in accordance with the estimates that make up the budget. The rules below cover virement. For this purpose, a service comprises a separate page or column in the published budget.
- c) Virement does not create additional overall budget liability. Virements are not permitted on the following revenue expenditure heads unless the Chief Finance Officer has approved their use:
  - a) Business rates resulting from revaluation
  - b) Insurance
  - c) Capital financing charges
  - d) Members' allowances
  - e) Government grants
  - f) And any others identified by the Chief Finance Officer

A30 The Chief Executive, Deputy Chief Executives and Group Heads are expected to exercise their overall discretion in managing their budgets

reasonably and prudently. For example they should aim to avoid supporting recurring expenditure from on-off sources of savings or additional income of creating future commitments, including full-year effects of decisions made partway through a year for which they have not identified future resources.

- A31 The Chief Executive, and Deputy Chief Executives may transfer or "vire" funds between revenue budget heads (~~both revenue and capital~~) within their services, subject to the following general parameters:
- (a) All corporate guidelines and policies will be followed;
  - (b) Conditions of Service will be complied with;
  - (c) A single 'one-off' budget may not be transferred to fund a new ongoing item of expenditure; and
  - (d) Budgets not under effective control of the budget holder may not be vired eg rates and insurance.
- A32 Any such transfer will be agreed with the Group Head and discussed with the service accountant before implementation and agreed by the Chief Finance Officer.
- A33 Any proposal to transfer funds between services requires the approval of the Management Team (MAT) and the Corporate Policy and Resources Committee.
- A34 Any revenue virement (~~revenue or capital~~) with a value greater than £100,000 must be approved by the Corporate Policy and Resources Committee.

A35 Any capital virement must be approved by the Corporate Policy and Resources Committee.

(Note to officers - all numbering hereafter needs adjusting)-

### **Supplementary Estimates**

- A35 If an essential increase in spending cannot be contained within existing budgets through the transfer arrangements described above, the relevant Deputy Chief Executive will consult with the Chief Finance Officer and report to the Corporate Policy and Resources Committee (where applicable), to obtain a supplementary estimate. No expenditure may be incurred until the supplementary estimate has been approved.
- A36 The Chief Finance Officer in consultation with the Chair and Vice Chair of Corporate Policy and Resources Committee is authorised to approve a total supplementary expenditure in a year not exceeding **5%** of the approved Net Revenue Budget, and **£20,000** on any approved capital scheme.
- The Corporate Policy and Resources Committee is authorised to approve a total supplementary expenditure in a year not exceeding **10%** of the approved Net Budget, Requirement of the Council and **£1,000,000** on any approved capital scheme.
- A37 The Chief Finance Officer shall maintain a record of all supplementary estimates approved.

- A38 If a claim is made against the Council which is not recoverable under an insurance policy, the Leader has authority to spend as necessary in resisting the claim, and/or in deciding and meeting the terms of any settlement made in the best interests of the Council. The Chief Executive is authorised to decide the terms of any settlement involving expenditure not exceeding £30,000, and to spend such amounts subject to report on the circumstances of the claim and settlement to the next meeting of the Corporate Policy and Resources Committee.

#### **Treatment of year-end balances**

- A39 The Chief Finance Officer is responsible for agreeing procedures for the carrying forward of underspendings on budget headings.
- A40 The rules below cover arrangements for the transfer of resources between accounting years, i.e a carry-forward. For this purpose, a budget head is a line in the estimates report or, as a minimum, at an equivalent level to the standard service subdivision as defined by the Chartered Institute of Public Finance and Accountancy (CIPFA) in its Service Expenditure Analysis.

#### **Responsibilities of the Chief Finance Officer**

- A41 To administer the scheme of carry forward.
- A42 To report all major underspendings (£50k) on services estimates to the Corporate Policy and Resources Committee
- A43 To report all major overspendings (£50k) service estimates to the Corporate Policy and Resources Committee and to the Council.
- A44 To monitor the spending of any carry forwards and report to Management Team.

#### **Responsibilities of the Corporate Policy and Resources Committee**

- A45 To consider and approve as appropriate the items put forward on the carry forward list.

#### **Responsibilities of Deputy Chief Executives and Group Heads**

- A46 Any overspending on service estimates in total on budgets under the control of the Chief Executive, Deputy Chief Executive or Group Heads must be explained to the Chief Finance Officer. The Chief Finance Officer will report the extent of major over and under spendings to the Corporate Policy and Resources Committee and in the case of major overspendings also to the Council.

### **ACCOUNTING POLICIES**

- A47 The Chief Finance Officer is responsible for determining accounting policies and financial systems and ensuring that they are applied consistently. The Chief Finance Officer is responsible for the preparation of the Council's Statement of Accounts, in accordance with proper practices as set out in the format required by the Code of Practice on Local Authority Accounting in the United Kingdom: A Statement of Recommended Practice (CIPFA/LASAAC)

for each financial year ending 31 March, and the Accounts and Audit (England) Regulations 2015.

A48 The key controls for accounting policies are:

- a) Systems of internal control are in place that ensure financial transactions are lawful;
- b) Suitable accounting policies are selected and applied consistently;
- c) Proper accounting records are maintained; and
- d) Financial statements are prepared which present fairly the financial position of the Council and its expenditure and income.
- e) External audit of these financial statements.

### **Responsibilities of the Chief Finance Officer**

A49 To select suitable accounting policies and to ensure that they are applied consistently.

A50 To exercise supervision over financial and accounting records and systems with a view to ensuring their uniformity, co-ordination and compatibility.

A51 To prepare and publish reports containing the statements on the overall finances of the Council, including the Council's Annual Report and Accounts.

A52 To make proper arrangements for the audit of the Council's accounts in accordance with the provisions of the Accounts & Audit Regulations Act 1996 (as amended and updated);

A53 To prepare and publish the audited accounts in accordance with the statutory timetable for the approval of the Audit Committee before the national target date; and

A54 To ensure Services have in place suitable arrangements for compiling and submitting all claims for funds, including grants, by the due date.

### **Responsibilities of the Deputy Chief Executives and Group Heads**

A55 To adhere to the accounting policies and guidelines approved by the Chief Finance Officer.

A56 To obtain the approval of the Chief Finance Officer before introducing any books, forms or procedures or other records relating to cash, stores or other accounts of the Council which may affect the Council's finances.

A57 To submit to the Chief Finance Officer any information as the latter considers necessary for accounting and costing purposes and allow the Chief Finance Officer access at all reasonable times to all accounting records and documents which may affect the Council's finances.

A58 To consult the Chief Finance Officer when preparing publications containing financial information.

### **ACCOUNTING RECORDS AND RETURNS**

A59 The Chief Finance Officer is responsible for determining the accounting procedures and records for the Council.



- A60 All accounting procedures and records will be approved by the Chief Finance Officer.
- A61 All accounts and accounting records will be compiled by the Chief Finance Officer or under their direction. The form and content of records maintained in other services will be approved by the Chief Finance Officer.
- A62 The following principles will apply in accounting procedures:
- a. calculating, checking and recording of sums due to or from the Council will be separated as completely as possible from their collection or payment;
  - b. staff responsible for examining and checking cash transaction accounts will not process any of these transactions themselves;
  - c. reconciliation procedures are carried out to ensure transactions are correctly recorded;
  - d. procedures are in place to enable accounting records to be reconstituted in the event of systems failure; and
  - e. prime documents are retained in accordance with legislative and other requirements.
- A63 The Chief Finance Officer is responsible for ensuring financial management and accounting information is available for all services administered by the Council, in either electronic or hard copy format.
- A64 The need to balance speed and accuracy with cost in producing accounting statements will be considered and determined by the Chief Finance Officer, after consulting the Group Head concerned.

### **The Annual Statement of Accounts**

- A65 The Audit Committee is responsible for approving the annual statement of accounts, which have to be signed by the Chief Finance Officer and the Chairman of the Audit Committee. The Chair of Corporate Policy and Resources Committee and Chief Executive also to sign off the Annual Governance Statement incorporated into the Statement of Accounts

## FINANCIAL REGULATION B: FINANCIAL PLANNING

B1 The Council is responsible for agreeing the Council's policy framework and budget, which will be proposed by the Corporate Policy and Resources Committee. . In terms of financial planning, the key elements are:

- the corporate strategy in the form of the Corporate Plan;
- service plans;
- the medium term financial strategy;
- the Outline Budget;
- the Revenue Budget;
- the Reserves Strategy
- Treasury Management Strategy
- the Capital Strategy and
- the Capital Programme.

### THE BUDGET PROCESS

#### Introduction

B2 Each year, the Chief Finance Officer and Chief Accountant will prepare timetables for the preparation, submission and approval of the Outline Budget, Capital Budget and detailed Revenue Budget. These budgets will comply with the Code of Practice on a Prudential Approach to Local Authority Commitments.

B3 The order of paragraphs in this section roughly follows the order in which the budget process is carried out.

#### Capital Programme

B4 The Chief Executive, and Deputy Chief Executives will prepare provisional estimates of income and expenditure on capital schemes for each of their services, for each of the next four financial years, together with details of any revenue implications. The Chief Finance Officer will specify the form these estimates should take and the timetable for their submission.

B5 Capital expenditure differs from revenue expenditure in several ways, and falls into the following general categories:

- a) purchase or construction of an asset;
- b) enhancement of an asset; and
- c) grants for capital purposes.

B6 Council assets include land, buildings, vehicles, plant and equipment. The Council makes grants for capital purposes such as improvement grants and grants to housing associations which are classed as capital expenditure.

B7 Capital expenditure is often of high value and the benefit is expected to be spread over a number of years. Revenue expenditure is the annual running costs in relation to the provision of a service.



- B8 Provisional estimates will distinguish between committed and uncommitted expenditure. A scheme can only be included in provisional estimates after detailed evaluation by Management Team in accordance with agreed criteria.
- B9 Management Team will consider the provisional capital programme. After making any necessary amendments, the Chief Finance Officer will submit the summarised programme and estimated resources to the the Corporate Policy and Resources Committee, together with a report on the revenue implications of the programme and any other relevant information.
- B10 The programme recommended by services and a report by the Chief Finance Officer will be submitted to the Corporate Policy and Resources Committee, for final consideration in the context of the Council Tax to be levied.

### **Outline Budget Forecast**

- B11 Management Team will prepare information needed to produce an Outline Budget Forecast for each of their services. The Chief Finance Officer will specify the form this Forecast should take and the timetable for its submission.
- B12 This information will include :-
- i. an indication of the continued need for the service at its current level and in its current form;
  - ii. the impact on the service of known or likely legal or contractual changes over the next four years;
  - iii. the impact over the next four years of any policy changes already approved by the Management Team
  - iv. The impact other changes on service levels and net income such as anticipated population growth, state of the economy
- B13 Management Team will consider the initial Outline Budget Forecast. After making any necessary amendments, the Chief Finance Officer will submit it to the Corporate Policy and Resources Committee, together with a report on the possible central government funding levels as set out in the Local Authorities Provisional Settlement ,other grant funding and anticipated retained business rates income, availability of reserves and implications for the Council Tax.
- B14 The Corporate Policy and Resources Committee will consider this and determine the overall level of resources to be made available, and the limits within which detailed budgets can be prepared.

### **Detailed Revenue Budget**

- B15 Management Team will prepare provisional detailed estimates of income and expenditure on the revenue account in accordance with the Corporate Plan for each of their services for the next financial year. The Chief Finance Officer will specify the form these estimates should take and the timetable for their submission.
- B16 These estimates will reflect the Outline Budget Forecast and the decisions of the Corporate Policy and Resources Committee detailed at paragraph B13 above.
- B17 All revenue budgets will be prepared at current costs, and converted to outturn prices by Financial Services. The forecast for inflation will be decided by the Chief Finance Officer.

- B18 Each budget head will be cash limited, and any minor variations in spending will be met from the approved budget. A budget head is an individual sum specified in the published service budget.
- B19 The Chief Finance Officer will submit the detailed draft Revenue Budget to Management Team for consideration and approval and subsequently submit it to the Corporate Policy and Resources Committee.

### **Approval of the Annual Revenue Budget**

- B20 By 1 March at the latest each year, the Corporate Policy and Resources Committee will submit to the Council estimates of income and expenditure on the revenue account which it recommends for the next financial year, together with statements of precepting authorities' requirements, and its recommendation for the Council Tax necessary to meet the expenses of both the Council and precepting authorities.
- B21 The Council will meet by 1 March each year to consider the total budget proposals submitted by the Corporate Policy and Resources Committee and decide the amount of Council Tax to be levied for the next financial year.
- B22 Once approved by the Council, amounts detailed in the Annual Budget may only be applied to the objects specified under their relevant budget head, or "voted". See paragraph A31 above for procedures to vary these approvals.

### **BUDGETARY CONTROL**

- B23 Budgetary control ensures that once budget has been approved by the Council, resources allocated are used for their intended purposes and are properly accounted for. Budgetary control is a continuous process, enabling the Council to review and adjust its budget targets during the financial year. It also provides the mechanism that calls to account managers responsible for defined elements of the budget.

### **CAPITAL**

#### **Authorisation of Capital Expenditure**

- B24 Capital expenditure on a scheme not included in estimates or budgets may only be incurred after full evaluation of that scheme by the Corporate Policy and Resources Committee and/or its Development sub-committee (as appropriate) (if under £1 million). Any proposed capital expenditure over £1 million must be evaluated and agreed by majority of Council Members. This will include a statement explaining the scheme's purpose, the need for it and a detailed analysis of capital costs involved. Exceptions are any payments authorised under paragraph A35 above. If the estimated expenditure is expected to cover more than one financial year, the estimate will show:
- i. the total estimated expenditure, and
  - ii. the proposed levels of spend for each financial year involved.

This paragraph (B24) shall take priority over any other clause or paragraph within this Constitution that may be, or appear to be, in conflict.

- B25 The scheme evaluation will also include a statement of estimated revenue expenditure and income generated by the scheme:
- (a) during the construction period, and
  - (b) for the first three years following the completion of the project.
- B26 The Deputy Chief Executives can authorise reasonable expenditure on necessary preliminary works, fees and salaries on schemes for which they are responsible, within the approved capital programme.
- B27 Accountability for each capital project is to be accepted by a named manager.

### **Capital Expenditure Monitoring**

- B28 No Group Head responsible for the implementation of a capital scheme may incur capital expenditure greater than the approved budget for that year.
- B29 As soon as a staff member becomes aware of a likely overspend on a Capital Scheme, they must report to Management Team and the Corporate Policy and Resources Committee (as applicable), requesting a supplementary estimate in accordance with A35 and expenditure under A36.
- B30 The Group Head for Neighbourhood Services is authorised to purchase new equipment other than programmed replacements, provided such purchases are contained within Neighbourhood Services' revenue plan as agreed in advance with the Chief Finance Officer.

### **RESPONSIBILITIES OF THE CHIEF FINANCE OFFICER**

- B31 To prepare capital estimates jointly with the Chief Executive, Deputy Chief Executives and Group Heads and to report them to the Corporate Policy and Resources Committee for approval. The Corporate Policy and Resources Committee will make recommendations on the capital estimates and on any associated financing requirements to the Council.
- B32 To prepare and submit reports to the Corporate Policy and Resources Committee on the projected income, expenditure and resources compared with the approved estimates.
- B33 To issue guidance concerning capital schemes and controls, for example on project appraisal techniques.
- B34 To approve the re-phasing of capital schemes within the approved capital programme between financial years, subject to the availability of resources to make the most effective use of those resources.

### **Responsibilities of Chief Executive, Deputy Chief Executives and Group Heads**

- B35 To comply with guidance concerning capital schemes and controls issued by the Chief Finance Officer.
- B36 To ensure that all major capital proposals have undergone a project appraisal in accordance with the Council's project management methodology.
- B37 To ensure that adequate records are maintained for all capital contracts.

- B38 To proceed with projects only when there is adequate provision in the capital programme.
- B39 To prepare and submit reports jointly with the Chief Finance Officer to the Corporate Policy and Resources Committee on any variation in contract costs greater than the approved limits.
- B40 To ensure all credit arrangements such as leasing arrangements, are not entered into without the prior approval of the Chief Finance Officer.

### **Prudential Code**

- B41 Under the Local Government Act 2003 the Council is required by regulation to have regard to the Chartered Institute of Public Finance and Accountancy's (CIPFA) Prudential Code for Capital Finance in Local Authorities (the Code). The key objectives of the Prudential Code are to ensure that within a clear framework, the capital investment plans of local authorities are affordable, prudent and sustainable. A further objective is to ensure that treasury management is undertaken in a manner that supports prudence, affordability and sustainability.
- B42 The Council is responsible for approving prior to the commencement of the financial year the prudential indicators for the forthcoming financial year and at least the two subsequent financial years required by the Code. The indicators required as a minimum are:

#### *For the three year period:*

Estimates of the ratio of financing costs to net revenue stream;  
 Estimates of the Council Tax that would result from the totality of the authority's plan;  
 Estimates of capital expenditure;  
 Estimate of capital financing requirement (underlying need to borrow for a capital purpose);  
 Authorised limit for external debt;  
 Operational boundary for external debt; and  
 aAny locally determined indicators considered appropriate

#### *After the year end actual values are to be calculated for:*

Ratio of financing costs to net revenue stream;  
 Capital expenditure;  
 Capital financing requirement; and  
 External debt.

### **Responsibilities of the Chief Finance Officer**

- B43 The Chief Finance Officer is responsible for establishing procedures to both monitor performance against all forward looking prudential indicators and for ensuring that net external borrowing does not exceed the capital financing requirement. The Chief Finance Officer will report to Council any significant deviations from expectations. The Chief Finance Officer will ensure that regular monitoring is undertaken in year against the key measures of affordability and sustainability, by reviewing estimates of financing costs to revenue and the

capital financing requirement. Significant variation in the estimates used to calculate these prudential indicators, for example caused by major overruns of expenditure on projects or not achieving in-year capital receipts, will require a report to Council setting out management action.

## **REVENUE**

### **Authorisation of Revenue Expenditure**

B44 Subject to Financial Regulations, Contract Standing Orders and any other specific limitations, the Chief Executive, and each Deputy Chief Executive is authorised to spend those sums voted to their areas of responsibility for the financial year. With the exception of Regulations B47-B52 below, revenue expenditure may only be incurred for purposes specified in the Annual Budget, and is strictly limited to the amounts voted under relevant budget heads.

### **Key Controls**

B45 The key controls for managing budgets are:

There is a nominated budget manager for each cost centre heading;

Budget managers accept accountability for their budgets and the level of service to be delivered and understand their financial responsibilities;

Budget managers follow an approved certification process for all expenditure; and

Income and expenditure are properly accounted for.

### **Responsibilities of the Chief Finance Officer**

B46 To establish an appropriate framework of budgetary management and control that ensures that:

- a) Budget management is exercised within annual cash limits;
- b) Each Deputy Chief Executive and Group Head has available timely information on receipts and payments on each budget which is sufficiently detailed to enable managers to fulfil their budgetary responsibilities;
- c) Ensure each cost centre has a single named Manager determined by the, relevant Deputy Chief Executive or Group Head. As a general principle, budgetary responsibility should be aligned as closely as possible to the decision making processes that commits expenditure;
- d) To be responsible for providing appropriate financial information to enable budgets to be monitored effectively;
- e) To administer the Council's scheme of virement; and
- f) To prepare and submit reports on the Council's projected income and expenditure compared with the budget to Management Team, Group Heads and Corporate Policy and Resources Committee on a regular basis.

### **Responsibilities of the Chief Executive, Deputy Chief Executives and Group Heads**

- B47 The Chief Executive, Deputy Chief Executives are responsible for supervising income and expenditure within their services. Similarly Group Heads are responsible for supervising income and expenditure within their departments.
- B48 To control income and expenditure within their areas and to monitor performance taking account of financial information provided by the Chief Finance Officer. They should take any action necessary to avoid exceeding their budget allocation and alert the Chief Finance Officer to any problems.
- B49 To maintain budgetary control within their services and to ensure that all income and expenditure is properly recorded and accounted for.
- B50 To ensure that spending remains within a service's overall cash limit and that individual budget heads are not overspent by monitoring the budget and taking appropriate corrective action where significant variations from the approved budget are forecast.
- B51 To ensure compliance with the scheme of virement.
- B52 To agree with the relevant Chief Executive, Deputy Chief Executive or Group Head where it appears that a budget proposal, including a virement proposal may impact materially on another service area.

### **REPORTS WITH FINANCIAL IMPLICATIONS**

- B53 The Chief Finance Officer will be consulted on any report on any matter affecting or likely to affect the Council's finances.
- B54 This consultation will take place as early as possible, before any meeting of staff or councillors at which the report is first considered.
- B55 Any Committee report with financial implications will first be submitted to Management Team.



## FINANCIAL REGULATION C: CONTROL OF RESOURCES

### INTRODUCTION

- C1 It is essential that robust systems are maintained for identifying and evaluating all significant operational risks to the Council on an integrated basis. This includes the active participation of all staff associated with planning and delivering services

### Risk management

- C2 Risk Management is the whole process of identifying, and evaluating and controlling the strategic and operational risks of the Council. A risk is the chance or possibility of loss, damage, injury or failure to achieve objectives by an unwanted or uncertain action or event. This includes the risk of 'missed opportunities'.
- C3 As the Council is the custodian of public funds risk management is particularly significant and the level of risk that can be tolerated in its activities will need to be carefully considered with risks and reward carefully evaluated.
- C4 The sections below outline key components of the Council's adopted risk management framework.
- C5 The key controls for risk management are:-
- a) establishing clear roles, responsibilities and reporting lines within the Council for risk management;
  - b) maintaining a clear Corporate Risk Register and Policy;
  - b) incorporating risk management considerations into all operations and decision making processes;
  - c) maintaining documented procedures for the control of risk and the provision of suitable information, training and supervision;
  - d) maintaining an appropriate incident reporting and recording system with investigation procedures to establish cause and prevent recurrence;
  - e) offering a framework for allocating resources to identified priority risk areas;
  - f) operating appropriate project management methodologies proportionate to the scale of projects;
  - g) reinforcing the importance of effective risk management as part of the everyday work of employees by offering training;
  - h) maintaining effective communication and the active involvement of every councillor and employee of the Council;
  - i) including risk management as an agenda item at meetings as appropriate and holding Corporate Risk Management Group meetings;
  - j) providing opportunities for shared learning on risk management across the Council; and
  - k) preparing contingency plans in areas where there is a potential for an occurrence having a catastrophic effect on the Council and its business capability.

- C6 The Chief Finance Officer is responsible for ensuring regular corporate assessments of risk and Group Heads for reviewing risks annually.
- C7 The Chief Finance Officer is responsible for developing specific programmes and procedures for establishing and maintaining risk management activities and to ensure the dispersal of vital information and, where appropriate, provide guidance, interpretation and understanding of the systems involved.
- C8 The Chief Finance Officer has implemented a risk management structure involving the Management Team, a Corporate Risk Management Group, Internal Audit and Group Heads to support their responsibilities.
- C9 Group Heads will take responsibility for risk management in their department having regard to advice from the Chief Finance Officer and other specialist staff (e.g. health and safety, internal audit).

## **INSURANCE**

- C10 The Chief Finance Officer will arrange all insurance cover, keep a register of insurances and ensure the Council's insurance arrangements are reviewed each year.
- C11 Before the annual renewal of insurance cover, the Chief Finance Officer will provide the Deputy Chief Executives as necessary with a summary of all current insurances to check and review their adequacy.
- C12 Each Group Head will provide the Chief Finance Officer immediately with details of all new risks to be insured, and of any alterations affecting existing insurable risks.
- C13 Each Deputy Chief Executive will forward any new or renewal contract terms to the Chief Finance Officer for risk analysis before any contract is let and appropriate insurance cover arranged.
- C14 Each Deputy Chief Executive will ensure that any proposals for new buildings or alterations to existing buildings are copied to the Chief Finance Officer before any tenders are requested, for risk analysis and arrangement of appropriate insurance cover.
- C15 The appointment of insurance brokers to act on behalf of the Council will be reviewed every three years by the Chief Finance Officer.
- C16 Any event which may result in an insurance claim will be immediately notified to the Chief Finance Officer, to make all claims on the Council's Insurers. Where an incident has occurred Group Heads must take steps to mitigate any future incident, but where a repair is required should first take a photograph for evidence purposes.
- C17 No staff member will admit liability, take any action or enter into any correspondence admitting liability on behalf of the Council.
- C18 All staff and voluntary workers on Council business are included in a suitable fidelity guarantee policy.



**Internal control**

- C19 Internal Control is a key component in the Council's Risk Management process. It relates to the whole system of policies, processes and checks employed to mitigate risks.
- C20 Internal control refers to the systems of control to ensure that the Council's objectives are achieved in a manner which promotes economical, efficient and effective use of resources, that the Council's assets and interests are safeguarded, and that organisational goals will be achieved.
- C21 The Chief Finance Officer is responsible for advising on effective systems of internal control. These arrangements need to ensure compliance with all applicable statutes and regulations, and other relevant statements of best practice. They should ensure that public funds are properly safeguarded and used economically, efficiently, and in accordance with the statutory and other authorities that govern their use.
- C22 It is the responsibility of Group Heads to establish sound arrangements for planning, appraising, authorising and controlling their operations in order to control risks.

**Internal Audit requirements**

- C23 The authority of the Internal Audit function is derived from legislation and for local authorities this is implied by Section 151 of the Local Government Act 1972, which requires that authorities shall *'make arrangements for the proper administration of their financial affairs and shall ensure that one of their officers has responsibility for the administration of those affairs'*.

The Accounts and Audit (England) Regulations 2015 more specifically state *'A local government body shall maintain an adequate and effective system of internal audit of its accounting records and of its system of internal control in accordance with proper practices in relation to internal control'*.

All audit work must be conducted in accordance with the Public Sector Internal Audit Standards.

- C24 Significant issues arising from audit reports will be reported to the relevant Deputy Chief Executive, and periodic reports will be made to Management Team and the Audit Committee.
- C25 The Chief Finance Officer and the Chief Internal Auditor provided by Southern Internal Audit Partnership or their authorised representatives shall have authority where necessary in the performance of Council duties to:
- enter any Council premises or land in the occupation of the Council;
  - have access to all records, documents and correspondence relating to any financial and other transaction of the Council;

- require and receive oral or written explanations from any employee as he/she thinks necessary concerning any matter under examination; and
- require any employee of the Council to produce cash, stores or any other Council property under their control.

C26 The Audit Committee is to approve the annual audit plan prepared by the Chief Internal Auditor provided by Southern Internal Audit Partnership to take account of the characteristics and relative risks of the activities involved.

C27 Any suspected fraud or irregularity must be reported to the Chief Finance Officer who will refer the matter to Internal Audit for investigation.

Internal Audit will have organisational independence through direct reporting lines to the Section 151 Officer, the Chief Executive and Audit Committee.

The Audit Committee will approve the Annual Governance Statement

### **Responsibilities of Chief Executive, Deputy Chief Executives and Group Heads**

C28 To ensure that internal auditors are given access at all reasonable times to premises, personnel, documents and assets which the auditors consider necessary for their work.

C29 To ensure that auditors are given any information and explanations they seek in the course of their work.

C30 To consider and respond promptly to recommendations in audit reports.

C31 To ensure that any agreed actions arising from audit recommendations are carried out in a timely and efficient fashion.

C32 To ensure that new systems for maintaining financial records, or records of assets, or changes to such systems, are discussed with and agreed by the Chief Internal Auditor provided by Southern Internal Audit Partnership before implementation.

C33 The Council may, from time to time, be subject to audit, inspection or investigation by external bodies such as HM Revenue and Customs who have statutory rights of access.

### **Preventing fraud and corruption**

C34 The Council is a public body and therefore will not tolerate any fraud and corruption in the administration of its responsibilities, whether from inside or outside the authority. All councillors and employees are expected to lead by example on all aspects of honesty, propriety and accountability. The Council also expects that individuals and organisations with whom it comes into contact (e.g. suppliers, contractors, service providers, and partners) will act towards the authority with integrity.

- C35 The Council's Anti-fraud, Bribery and Corruption policy sets the culture for the organisation to address the risk of fraud and corruption, and summarises the methods of prevention, detection and investigation in place.
- C36 All managers are responsible for developing and maintaining procedures to prevent fraud and corruption.

### **FINANCIAL IRREGULARITIES**

- C37 The Chief Finance Officer will be notified of any irregularity in the financial affairs of the Council or in the exercise of its functions.
- C38 Irregularities will be reported as appropriate to the Chief Executive and councillors.
- C39 Any councillor or staff member who is aware of any suspected fraud, theft, irregularity, improper use or misappropriation of the Council's property, resources or systems, should immediately report it to their Group Head, Chief Finance Officer, Chief Internal Auditor provided by Southern Internal Audit Partnership, Chief Executive, Deputy Chief Executives, Monitoring Officer or External Auditor, having regard to the Council's Anti-Fraud, Bribery and Corruption Policy. Pending investigation and reporting, the Group Head should take all necessary steps to prevent further loss and to secure records and documentation against removal or alteration
- C40 If officers feel they cannot raise their concerns through any of these routes, they may contact Protect (0203 117 2520), a registered charity whose services are free and strictly confidential.
- C41 Where irregularities involve either councillors or staff the Chief Finance Officer, in consultation with the Chief Executive, is responsible for deciding whether to involve the police.

### **Assets**

- C42 Group Heads must ensure that records and assets are properly maintained and securely held. They should also ensure that contingency plans for the security of assets and continuity of service in the event of disaster or system failure are in place.
- C43 Separate registers are maintained for the following fixed assets:
- land and buildings (maintained on the Property Terrier);
  - vehicles and plant;
  - ICT equipment
  - furniture and equipment financed from capital; and
  - infrastructure expenditure.
- C 44 It would be uneconomic and inefficient for the cost of assets to outweigh their benefits. Obsolete, non-repairable or unnecessary resources should be disposed of in accordance with the law and the approval of the Deputy Chief Executives.

- C45 If the Council decides to become involved in the commercial exploitation of inventions, the matter should proceed in accordance with its approved intellectual property procedures.

## **SECURITY**

### **General**

- C46 The Deputy Chief Executives, along with the Group Heads, are responsible for the security of buildings, stocks, stores, furniture, equipment, cash etc under their control. The Chief Finance Officer will be consulted where security may be failing or where special security arrangements may be needed.

### **Data Protection and Information Security**

- C47 The Chief Executive, and Deputy Chief Executives are responsible for the security and privacy of information held within their services and for ensuring compliance with Data Protection, Copyright and Computer Misuse Acts.
- C48 All staff members will be made aware of their obligations under the Acts and the Council's policy regarding data and systems security as set out in the Finance Procedure Manual and on Spelnet. This includes physical security, privacy and passwords, back ups, viruses and software copyright.

### **Responsibilities of the Chief Finance Officer**

- C49 The Chief Finance Officer is responsible through the Group Head for Regeneration and Growth, for strategic management and maintenance issues.
- C50 The Chief Finance Officer is responsible in liaison with Accountancy, ICT Services and Asset Management for maintaining the Council's Asset Register.
- C51 To ensure that asset registers are maintained in accordance with good practice for fixed assets. The function of asset registers is to provide the Council with information about fixed assets so that they are:
- safeguarded;
  - used efficiently and effectively; and
  - adequately maintained.

To ensure that assets are valued in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom: A Statement of Recommended Practice (CIPFA/LASAAC).

- C52 To report to the Corporate Policy and Resources Committee any significant (over £50k) write-off of stocks and stores.

## **Responsibilities of Chief Executive, and Deputy Chief Executives**

- C53 The Chief Executive, Deputy Chief Executives and Group Heads are responsible for day to day management of assets used within their services and are accountable for ad hoc maintenance.

## **Responsibilities of Group Heads**

- C54 The Group Head for Regeneration and Growth must maintain an Asset Register in a form approved by the Chief Finance Officer for all land and buildings. The Group Head for Neighbourhood Services is to maintain asset registers in a form approved by the Chief Finance Officer for vehicles and plant currently owned or used by the Council. The Group Head for Commissioning and Transformation to maintain an asset register of all ICT equipment in a form approved by the Chief Finance Officer. Any use of property by a department or establishment other than for direct service delivery, with the exception of investment properties, should be supported by documentation identifying terms, responsibilities and duration of the use.
- C55 The Group Head for Neighbourhood Services is responsible for organising ad hoc maintenance of Neighbourhood Services' assets.
- C56 Group Heads are to ensure the proper security of all buildings and other assets under their control. Investment property let to third parties is their responsibility to secure.
- C57 To pass the title deeds to the Group Head of Corporate Governance, who is responsible for custody of all title deeds.
- C58 To ensure that the department maintains an inventory of moveable assets in accordance with guidance defined by the Chief Finance Officer.
- C59 To ensure that controls are in place to ensure that staff members do not carry out private work in Council time and that staff are aware of an employer's rights with regard to intellectual property.

## **All assets**

- C60 To ensure the safe custody of vehicles, equipment, furniture, stock, stores and other property belonging to the Council.
- C61 To record all disposal or part exchange of assets and notify the Finance team. Individual assets valued at £1,200 or more should be disposed of or part exchanged by competitive tender or public auction unless the Chief Finance Officer agrees otherwise.
- C62 To arrange for the valuation of assets for accounting purposes to meet requirements specified by the Chief Finance Officer.

- C63 To seek advice from the relevant Deputy Chief Executive, or Chief Executive on the disposal of surplus or obsolete materials, stores or equipment, subject to paragraph C61 above.
- C64 To ensure that income received for disposal of an asset is properly banked and coded.
- C65 Assets for disposal should be identified and disposed of:
- a) at the most appropriate time;
  - b) when it is in the Council's best interests; and
  - c) for the best price (taking into account factors such as environmental issues).

### **Land, buildings and other assets**

- C66 To ensure that leaseholders and other prospective occupiers of Council land are not allowed to take possession of or enter the land until a lease or agreement, in a form approved by the relevant Deputy Chief Executive, has been established as appropriate.

### **Moveable assets**

- C67 To ensure that assets are identified, their location recorded and that they are appropriately marked.
- C68 The Deputy Chief Executives and Group Heads are responsible for all furniture and equipment in their departments. Wherever practicable, items will be marked as the property of the Council.
- C69 A central inventory of all furniture, fittings and equipment, plant and machinery will be maintained by the Group Head of Regeneration and Growth , with each Service providing details of all acquisitions and disposals. Services are to liaise with the Finance team
- C70 Council property may not be removed unless on Council business and with the written agreement of the Chief Executive, or Deputy Chief Executive concerned.
- C71 All items on the inventory will be checked annually by Group Heads, and any discrepancies reported to the Chief Finance Officer. As part of the annual check services are to review the condition of assets and take action in relation to surpluses or deficiencies, annotating the inventory accordingly. Attractive and portable items such as laptops, computer equipment, cameras and recording equipment should be identified with security markings as belonging to the Council.
- C72 The Chief Finance Officer will approve write-off of discrepancies, except where the authority of the Corporate Policy and Resources Committee is required under paragraphs D20 to D22 below.
- C73 The Deputy Chief Executives and Group Head for Neighbourhood Services may authorise the disposal of furniture and equipment with an estimated market value of up to £1,200 (per item or collectively). The Chief Finance Officer will approve disposal of more valuable items in writing.

- C74 To make sure that property is only used in the course of the Council's business unless the Chief Executive, or Deputy Chief Executive concerned has given permission otherwise.

### **Stocks and stores**

- C75 The Chief Executive, Deputy Chief Executives and the Group Head for Neighbourhood Services are responsible for all stores held in their services. Wherever practicable, all items will be effectively marked as the property of the Council.
- C76 Stores held will not exceed reasonable requirements.
- C77 All goods received will be checked against the copy order at time of delivery and the supplier immediately notified of rejected goods.
- C78 All receipts, issues and balance of stock items will be properly recorded in a form agreed by the Chief Finance Officer.
- C79 The Chief Executive, Deputy Chief Executives and the Group Head for Neighbourhood Services will regularly check that items are accounted for, and arrange for continuous and independent stocktaking to be carried out. Any material shortfalls will be reported to the Chief Finance Officer. The Chief Executive, Deputy Chief Executives and the Group Head Neighbourhood Services will also arrange for stocktakes and the provision of signed stock certificates as at 31 March each year, as good management and to satisfy external audit requirements.
- C80 The write-off of shortfalls will be approved in writing by the Chief Finance Officer, except where the authority of the Policy and Resources Committee is required under paragraphs D20 to D22 below
- C81 The Deputy Chief Executives and Group Head for Neighbourhood Services may authorise the disposal of stores with an estimated market value of up to £1,200 (per item or collectively). The Chief Finance Officer will approve disposal of more valuable items in writing.
- C82 Where the disposal value is less than £1,200, the Group Head must dispose of the item in a fair and effective manner and keep a record of the disposal.
- C83 Procedures for disposal of such stocks and equipment where their value is over £1,200 should be by competitive quotations or auction unless the Chief Finance Officer advises otherwise in a particular case.

### **Cash**

- C84 Maximum limits for cash holdings will be agreed with the Chief Finance Officer and not exceeded without their permission. Group Heads are to ensure cash holdings on premises are kept within the agreed limits. Group Heads to ensure that keys to safes and similar receptacles are carried on the person of those responsible whilst the site is occupied and removed from the premises when the site is unoccupied and to ensure that access codes, combinations and passwords remain confidential and are made available to the Finance team.



## TREASURY MANAGEMENT

- C85 Treasury Management covers all activities associated with any monies borrowed (Loans) or invested (Investments) on behalf of the Council irrespective of the time period covered by the transactions. It also embraces the management and control of the Council's banking arrangements.
- C86 The Council has adopted CIPFA's "Code of Practice for Treasury Management in Local Authorities".
- C87 A Treasury Policy Statement setting out its strategy and procedures has been adopted by the Council, and its implementation and monitoring delegated to the Corporate Policy and Resources Committee.
- C88 All money (as defined in the Treasury Policy Statement) in the hands of the Council will be aggregated for the purposes of Treasury Management and be under the control of the Chief Finance Officer as the officer designated for the purposes of Section 151 of the Local Government Act, 1972.
- C89 The Chief Finance Officer is responsible for reporting to the Council a proposed treasury management and annual investment strategy for the coming financial year at or before the start of each financial year. The report will set out the proposed levels for the prudential treasury management indicators required by the CIPFA Prudential Code for Capital Finance in Local Authorities.
- C90 All executive decisions on borrowing, investment or financing will be delegated to the Chief Finance Officer, who is required to act in accordance with CIPFA's "Code of Practice for Treasury Management in Local Authorities", the Treasury Policy Statement and Systems Documentation.
- C91 All investments of the Council's funds will be made in the name of the Council by the Chief Finance Officer, unless the Council has authorised its investments to be made by an outside agent, when they should be in the name of Trustees for the Council.
- C92 All loans to the Council will be negotiated by the Chief Finance Officer and paid direct by the lender or their agent into the Council's bank account.
- C93 All stocks of interim loan receipts, temporary loan receipts and bond certificates will be controlled by the Chief Finance Officer.
- C94 The Chief Finance Officer is the only primary authorised signatory to any form of loan receipts, including such receipts issued under seal.
- C95 Repayment of loans will, wherever possible, be made through the head office of the Council's bankers in exchange for the original loan receipt.
- C96 The Chief Finance Officer is authorised to borrow temporarily pending receipt of money from Business Rates, loans, Council Tax, Government Grants and other income properly due to the Council, within the limit agreed by the Council each year.
- C97 The Chief Finance Officer will report to the Corporate Policy and Resources Committee twice each financial year on the activities of the Treasury



Management operation, and on the exercise of Treasury Management powers delegated to them. One of these reports will be an Annual Report on Treasury Management to be presented by 30 September of the succeeding financial year.

### **BANKING ARRANGEMENTS**

- C98 The Chief Finance Officer is responsible for operating and supervising the Council's Bank and Giro Accounts, including ordering, custody and issue of all cheques. The Chief Finance Officer will review the Council's banking arrangements at least every 5 years.
- C99 The Chief Finance Officer, the Deputy Chief Finance Officer and the 1st signatory, and others approved in writing by the Chief Finance Officer, each have authority, in accordance with the mandate given to the bank, to sign cheques and be accepted as satisfactory signatories for any other purpose in connection with the Council's Bank and Giro Accounts.
- C100 All payment instructions for amounts of £21,000 and above require two authorising signatures, namely, the Chief Finance Officer or the Deputy Chief Finance Officer as the 1st signatory, and others approved in writing by the Chief Finance Officer as the 2nd signatory.
- C107 Where the Chief Finance Officer's signature or name, or that of their predecessor, is pre-printed on cheques or Giro-cheques, or is printed by computer or by cheque signing machine, adequate security arrangements will be made for the custody and control of both cheques and signature plates.
- C101 All banking accounts will be reconciled with the cash book each month.

### **PETTY CASH ACCOUNTS**

- C102 When there is no easy access to the Cashiers at the Council offices, the Chief Finance Officer will advance petty cash balances to responsible staff members. An account of total petty cash spent with vouchers, certified by the Chief Executive, Deputy Chief Executives or person authorised by them, will be passed to the Chief Finance Officer for reimbursement. The petty cash account will be kept in a form and manner agreed by the Chief Finance Officer.
- C103 Use of petty cash will be kept to a minimum and limited to expenses which are unavoidably or conveniently payable in this manner. They will not include items over £30 unless agreed by the Chief Finance Officer.
- C104 Income received on behalf of the Council will not be paid into a petty cash account, but paid to the Council in accordance with paragraphs D8 –D19 below.
- C105 Officers responsible for petty cash accounts will give the Chief Finance Officer an annual certificate for each account balance by 15 April.
- C106 On returning a petty cash account, a staff member will account to the Chief Finance Officer for the amount advanced to them.
- C107 Petty cash and other floats will be available for inspection by audit.

## **Credit Cards**

- C108 Maximum limits for credit card facilities will be agreed by the Chief Finance Officer and these will not be exceeded without their permission. Group Heads and Service Managers are to authorise the monthly expenditure incurred by their staff who are authorised credit card users. No personal expenditure is to be incurred on an authorised council credit card and it is the responsibility of the authorised card holder to keep PIN numbers safe and immediately advise their manager and credit card provider if the card becomes cloned or lost.

## **Unofficial Funds**

- C109 Management Team is responsible for ensuring the proper administration of unofficial funds, that is any funds associated with Council business, supervised or managed by Council staff, but not part of the Council's funds, such as social funds in Day Centres.
- C110 The Chief Finance Officer will be notified of any unofficial funds and give advice on keeping and auditing them.
- C111 Any staff member holding unofficial funds will produce an accurate account in writing of all financial transactions, with associated supporting documentation.

## **PROTECTION OF PRIVATE PROPERTY IN THE TEMPORARY CUSTODY OF THE AUTHORITY/LOST PROPERTY**

- C112 The Chief Executive, and Deputy Chief Executives will ensure that details of any lost property is recorded before removal, that two officers certify the accuracy of the record, and that items are held securely until disposal.
- C113 The Chief Executive, and Deputy Chief Executives will obtain proof of ownership prior to release of property.
- C114 The Chief Executive, and Deputy Chief Executives will agree how to dispose of unclaimed items with the Chief Finance Officer.

## **SALARIES AND WAGES**

- C115 The Chief Finance Officer is responsible for the payment of all salaries, wages, compensation and any other sums to current and former employees.
- C116 The Chief Executive, and Deputy Chief Executives will notify the Chief Finance Officer immediately of all appointments, resignations, or any other events affecting terms of employment or pay, including all sick absences, accidents on or off duty, or special leave without pay.
- C117 Where required, time sheets in a form approved by the Chief Finance Officer will:-
- (a) be completed by the employees themselves unless illiterate, when the supervisor will complete them, with a note of the circumstances;
  - (b) be certified by the appropriate supervisor unless otherwise agreed by the Chief Finance Officer; and
  - (c) be forwarded to the Chief Finance Officer at a time agreed by them.

C118 Claims for expenses will be in a form approved by the Chief Finance Officer and signed by the Chief Executive, or Deputy Chief Executive concerned or their nominated staff member, to certify their accuracy and reasonableness. Claims must be submitted within seven days of the end of the month in which the expenditure was incurred.

### **CODE OF CONDUCT FOR EMPLOYEES**

C119 The Staff Code of Conduct (Part 5b of this Constitution) applies to and will be followed by all staff members. It covers:

Standards, disclosure of information, political neutrality, relationships, appointments and other employment matters, outside commitments, personal interests, equality issues, separation of roles during tendering, sponsorship, gifts and hospitalit, and use of financial resources.

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## **Financial Regulation D – Systems and Procedures**

- D1 Sound systems and procedures are essential to an effective framework of accountability and control.

### **General**

- D2 The Chief Finance Officer is responsible for the operation of the Council's IT systems for financial and business-related purposes, for accounting systems, the form of accounts and the supporting financial records. Any changes made to the existing financial systems or the establishment of new systems must be approved by the Chief Finance Officer. However, Group Heads are responsible for the proper operation of financial processes in their own departments.
- D3 Any changes to agreed procedures by Group Heads to meet their own specific service needs should be agreed with the Chief Finance Officer.
- D4 Group Heads should ensure that their staff receive relevant financial training which has been approved by the Chief Finance Officer.
- D5 Group Heads must ensure that, where appropriate, details of system containing personal data are provided to the Data Protection Officer so that where applicable they are registered in accordance with Data Protection legislation.
- D6 Group Heads must ensure that staff are aware of their responsibilities under the freedom of information legislation and comply with guidance issued by the Group Head of Commissioning and Transformation or the Group Head of Corporate Governance.

### **Income and expenditure**

- D7 It is the responsibility of Group Heads to ensure that a proper scheme of delegation has been established within their area and is operating effectively. The scheme of delegation should identify staff members authorised to act on the Group Heads' behalf in respect of payments, income collection and for placing orders together with the limits of their authority.

The Chief Finance Officer is responsible for specifying the procedure to be followed in ordering, making payments, collecting income and approving procedures for writing off debts as part of the overall control framework of accountability and control.

## **INCOME**

### **Setting Fees and Charges**

- D8 Fees and charges will be reviewed at least annually as part of the budget setting process.

- D9 Any changes or new charges will be agreed by the Corporate Policy and Resources Committee or the Chief Executive or Deputy Chief Executives, as set out in the constitution.

### **Invoicing and Collection of Income Due**

#### **Responsibilities of the Chief Finance Officer**

- D10 The Chief Finance Officer is responsible for agreeing arrangements for the collection of all income due to the Council and approving the procedures, systems and documentation for its collection.
- D11 All receipt forms, books, tickets and similar items will be ordered and supplied to Services by the Chief Finance Officer.
- D12 The Chief Finance Officer is responsible for paying all monies received into the Council's bank, normally not later than the next business day.
- D13 To approve all debts to be written-off in accordance with the scheme of delegation.

#### **Responsibilities of Chief Executive, Deputy Chief Executives, and Group Heads**

- D14 The Chief Executive, or each of the Deputy Chief Executives will provide the Chief Finance Officer with details of all amounts due.
- D15 All monies received by a staff member on behalf of the Council will be paid without delay to the Chief Finance Officer as follows, unless direct deposit with the Council's bankers is arranged.
- Cash – daily  
cheques exceeding £1,000 – daily  
cheques not exceeding £1000 – within 3 days
- All cheques and postal orders received in any part of the Council will be crossed with "Account Borough of Spelthorne".
- D16 Every sum received by a member of Council staff will be immediately acknowledged by the issue of an official receipt, ticket or voucher, except for cheques where the Chief Finance Officer may agree other arrangements.
- D17 Every transfer of official money from one staff member to another will be immediately acknowledged by the issue of a receipt or, where appropriate, by signature in a cash accounting record.
- D18 The Chief Finance Officer shall be notified of contracts, leases and other agreements and arrangements entered into which involve the receipt of money by the Council.
- D19 The Chief Executive, Deputy Chief Executives and Group Heads will notify the Chief Finance Officer of all income due before the end of the financial year but not yet invoiced, in accordance with the closure timetable prepared each year by the Chief Finance Officer.

## **WRITE-OFFS OF INCOME, STOCKS, FURNITURE AND EQUIPMENT**

- D20 The Chief Finance Officer may write off income or physical items with a value not exceeding £5,000 or unlimited where there is bankruptcy, liquidation proceedings, administration or receivership proceedings have been instigated.
- D21 Group Heads and the Deputy Group Head for Customer Services and Deputy Chief Executive (Chief Finance Officer) may write off debts for individual outstanding balances up to the following values:
- Council Tax to the value of £5,000
  - Business Rates to the value of £9,000
  - Housing Benefits to the value of £5,000
  - Sales Ledger to the value of £3,000
- D22 An up to date record of all income written-off will be maintained by the Chief Finance Officer, and an independent reconciliation of write-off sums to approved lists for write-off will be made periodically.

## **SPONSORSHIP**

- D23 Where an outside organisation wishes to sponsor or is asked to sponsor a local government activity, whether by invitation, tender, negotiation or voluntarily, the basic conventions concerning acceptance of gifts and hospitality applies, as detailed in the Code of Conduct for Employees.
- D24 A Gifts, Hospitality and Sponsorship Register is maintained by Corporate Governance, where details of any sponsorship accepted by staff on behalf of the authority will be entered.

## **ORDERS FOR WORKS, GOODS AND SERVICES**

### **Responsibilities of the Chief Finance Officer**

- D25 The Chief Finance Officer will approve the form and control of all official orders.

### **Responsibilities of Chief Executive, Deputy Chief Executives and Group Heads**

- D27 The Chief Executive, Deputy Chief Executives and Group Heads are responsible for the control and use of official orders in their respective services.
- D28 The Chief Finance Officer will be notified in writing of staff authorised to issue orders on behalf of the Chief Executive and Deputy Chief Executives, with specimen signatures and details of authority limits, in accordance with the delegations approved under paragraphs A20-A23 above. Group Heads are to ensure that their department reviews periodically a list of staff members approved to authorise invoices.
- D29 All orders will be issued through the financial system except in agreed circumstances, such as for supplies of gas and electricity services, petty cash purchases or where a formal contract is to be prepared.

- D30 If it is not practicable to issue an official order when an order is placed, one will be completed immediately afterwards by the staff member placing the order, and marked "Confirmation of telephone or verbal order"
- D31 Wherever possible the Council will seek to transmit to suppliers by electronic means official purchase orders.
- D32 Official orders will be goods receipted by the staff member responsible for the works or receiving goods. It is important to provide separation of duties between staff raising and goods receipting orders. The Chief Finance Officer will agree accounts to evidence of receipt before making payment.
- D33 As a general principle and subject to Contract Standing Orders, all purchases will be open to competition wherever reasonable and cost effective.

## **PAYMENT OF ACCOUNTS**

### **Responsibilities of the Chief Finance Officer**

- D34 The Chief Finance Officer is responsible for examining, verifying and certifying invoices and any other payment vouchers or accounts through the financial system. Any exceptions will be returned to originating officers for certification. Details of staff members authorised to sign such records will be sent to the Chief Finance Officer by the Chief Executive and each Deputy Chief Executive, together with specimen signatures and authority limits, in accordance with the delegations described at paragraphs A18-A21 above.
- D35 To ensure that all payments for works, goods, and services are made within the statutory 30 days (Late Payment of Commercial Debts (Interest) Act 1988) unless any other terms or conditions have been agreed in writing. Any interest incurred under that act will be recharged to the cost centre of the original payment.
- D36 The Chief Finance Officer will pay accounts due at set intervals, usually not less than once every week.
- D37 A register of periodical payments will be maintained by the Chief Finance Officer for control and monitoring purposes.

### **Responsibilities of Chief Executive, Deputy Chief Executives and Group Heads**

- D38 The certifying officer will ensure:
- (a) the work, goods or services to which the account relates have been received, carried out, examined and approved;
  - (b) the prices, extensions, calculations, trade discounts, other allowances, credits and tax are correct and agree with the official order or contract;
  - (c) the relevant expenditure has been properly incurred and is within the relevant budget;
  - (d) appropriate entries have been made in inventories, stores records or other records as required;
  - (e) the account has not been previously passed for payment and is a proper liability of the Council; and



- (f) the correct expenditure code has been inserted in respect of each item.
- D39 For purchase of land or property, details of the purchase, the name of the vendor and the purchase price and acquisition expenses will be given in a statement for certification by the Chief Executive. Full details of such purchases will be entered in the official Asset Register, to be kept by the Chief Finance Officer.
- D40 The Chief Executive, and Deputy Chief Executives will notify the Chief Finance Officer of all outstanding expenditure relating to the previous financial year in accordance with the agreed closure timetable prepared each year by the Chief Finance Officer .
- D41 Group Heads are to ensure that invoices are passed for payment promptly to ensure they can be paid within 30 days.

## **CONTRACTS FOR BUILDING, CONSTRUCTION OR ENGINEERING WORK, ASSOCIATED MAINTENANCE CONTRACTS AND EMPLOYMENT OF CONSULTANTS**

### **Contract Standing Orders**

- D42 The Chief Executive, and Deputy Chief Executives will ensure compliance with the Council's Contract Standing Orders.

### **Tenders**

- D43 The Chief Finance Officer will investigate the financial status of tenderers as necessary.
- D44 No contract will be entered into unless the Chief Executive, or relevant Deputy Chief Executive is confident of the tenderer's ability to complete the contract.
- D45 The Chief Executive, and Deputy Chief Executives will provide the Chief Finance Officer and the Corporate Procurement Manager with details of all contracts for entry into the contracts register.

### **Contract Register**

- D46 The Chief Finance Officer will maintain an online up to date register of all contracts with a total value of more than £5,000. Purchase orders which have been properly authorised in accordance with the Contract Standing Orders, will not for this purpose constitute contracts.
- D47 The Deputy Chief Executives and Group Heads will be responsible for notifying the Chief Finance Officer and the Corporate Procurement Manager with details of all new contracts and forthcoming contracts necessary to enable the register to be maintained.

### **Contract Payments**

- D48 Payments on account to contractors will only be made on a certificate issued by the supervising officer and signed by the relevant Group Head.
- D49 The payment certificate will show the total amount of the contract, the sum paid to date, the instalment certified, the balance remaining, the retention monies, and Value Added Tax (VAT).



- D50 The Chief Executive, or Deputy Chief Executive concerned is responsible for obtaining all necessary sub-contractors' tax certificates and forwarding them to the Chief Finance Officer prior to payment.
- D51 Under the Inland Revenue Construction Industry Scheme (IR14/15(CIS)) introduced 1 August 1999, payments cannot be made to sub-contractors unless a tax certificate has been obtained.

### **Variations**

- D52 Where practical changes are necessary which do not alter the essential nature of the original contract, as opposed to additional works, goods or service, the Chief Executive, or relevant Deputy Chief Executive may approve such variations after consultation with the Chief Finance Officer, provided the cost of the proposed variation can be met from within the total budget approved for the contract and such variation also accords to the procedures in Contract Standing Orders.
- D53 Where the approved budget would be exceeded, approval for any variation must be obtained in accordance with the provisions for amendments to budgets within these regulations.
- D54 The reasons for and details, including cost, of every variation must be recorded on the relevant contract file, specifically authorised in writing by the supervising officer and endorsed by the Chief Executive or appropriate Deputy Chief Executive, and a copy supplied to the Chief Finance Officer at the time of issue.
- D55 Documented variation orders are not required where site instructions are issued for routine repairs under a maintenance contract, such as for park seat repairs, street cleaning or clearance of fly tipping, provided a budget is built into the contract to cover such work.

### **Final Account**

- D56 The final certificate of completion will not be issued until the supervising officer has provided the Chief Finance Officer with a detailed statement of account and all relevant documents required.
- D57 The Chief Finance Officer will examine contract final accounts, make all necessary enquiries and receive any information and explanations they require to confirm the accuracy of the accounts.
- D58 Claims from contractors for matters not clearly within the terms of any existing contract will be referred to the Group Head of Corporate Governance to consider the Council's legal liability and, where necessary, to the Chief Finance Officer for financial consideration before a settlement is reached.

### **Agency Arrangements**

- D59 As far as practicable, Financial Regulations apply to works entered into on behalf of a body from whom the Council has accepted delegated powers, or for whom the Council acts as an agent. The requirements of any such body should be followed if they differ from these Financial Regulations or Contract Standing Orders.

## Consultants

- D60 In the case of contracts entered into by the Council and supervised by consultants, any agreement with the latter should include a requirement to comply with the Council's Financial Regulations.

## VALUE ADDED TAX (VAT)

- D61 The Chief Finance Officer is responsible for maintaining all records, accounts and claims as directed by the Valued Added Tax Act, 1983.

### VAT on Payments

- D62 The Chief Finance Officer will take reasonable steps to ensure that the payment documentation provided by all suppliers of goods, works, or services conforms to the requirements of a proper VAT invoice.

### VAT on Receipts

- D63 Each staff member responsible for raising invoices on behalf of the Council will ensure within reason that the Council has complied with relevant Value Added Tax legislation regarding the supply of its services.

### Exempt Supplies

- D64 For services where VAT supplies are classified as Exempt under VAT regulations, officers will ensure that all activities are fully evaluated for VAT purposes and any tax implications are identified before any expenditure is committed or contractual arrangements made.

- D65 The following are usually classified as Exempt activities under VAT rules:

Land & Buildings (unless have opted to tax)	Social Services	Education	Burial & Cremation
Insurance	Finance	Health	

## Payments to employees and Councillors and co-opted members

- D66 The Chief Finance Officer is responsible for paying all employees and allowances to Councillors and co-opted members.

## MEMBERS' ALLOWANCES

- D67 The Chief Finance Officer will make payments to any Members or co-opted members entitled to claim allowances on receipt of the proper form, completed and certified in accordance with the Council's scheme for allowances.

## Taxation

- D68 The Chief Finance Officer is responsible for advising Management Team/Group Heads, in the light of guidance issued by appropriate bodies and relevant legislation as it applies, on all taxation issues that affect the Council.

- D69 The Chief Finance Officer is responsible for maintaining the Council's tax records, making all tax payments, receiving tax credits and submitting tax returns by their due date as appropriate.

## **Financial Regulation E – External Arrangements**

- E1 The Council provides a distinctive leadership role in the community. As part of the Community Strategy it brings together other local public, private, voluntary and community sector organisations in partnership to address local needs.
- E2 A partner can be an organisation undertaking part funding or participating as a beneficiary in a project, or a body whose nature or status give it a right or obligation to support the project, or a body working on a joint venture with the Council for the delivery or acquisition of services.

### **Partnerships**

- E3 The Corporate Policy and Resources Committee is responsible for approving partnership arrangements with other public, private, voluntary and community sector organisations to address local needs.
- E4 The Council and strategic committees can delegate functions – including those relating to partnerships – to staff. These are set out in the scheme of delegation that forms part of the Council's Constitution and any subsequent delegations.
- E5 The Chief Executive is responsible for ensuring the due diligence and legality for all partnership arrangements.
- E6 Group Heads are responsible for informing the Chief Finance Officer and Group Head of Corporate Governance of partnership arrangements entered into so that they can ensure that accounting arrangements adopted relating to partnerships and joint ventures are satisfactory and that the overall corporate governance arrangements are satisfactory when contracts are arranged with external bodies. The Chief Finance Officer must ensure that the risks have been fully appraised before agreements are entered into with external bodies.

### **External funding**

- E7 The Chief Finance Officer is responsible for ensuring that all funding notified by external bodies is received and properly recorded in the Council's accounts.

### **Work for third parties**

- E8 The Chief Finance Officer and the Group Head of Corporate Governance are responsible for approving the contractual framework for any work for third parties or external bodies.

## GLOSSARY OF TERMS

<b>Accrual</b>	A sum included in the final accounts to cover income or expenditure attributable to that year but for which payment was not received/made during that year. Local authorities only accrue for revenue expenditure; capital expenditure is recorded on a receipts and payments basis.
<b>Appropriation</b>	The transfer of ownership of land or buildings from one service to another. Transfer of the purpose for holding land from one purpose to another.
<b>Budget</b>	A statement of the authority's plans for revenue and capital expenditure and income over a specified period of time.
<b>Budget Head</b>	A specific area of activity where expenditure may be incurred or income collected.
<b>Capital Discharged</b>	The amount of capital expenditure which has been paid for out of revenue or other sources.
	.
<b>Capital Receipts</b>	Proceeds from the sale of assets and other receipts of a capital nature over £10,000.
<b>Capital Receipts Unapplied</b>	Capital receipts not yet used for repayment of debt, or to finance capital expenditure.
<b>Deferred Capital Receipts</b>	Deferred Capital Receipts are the amounts derived from sales of assets which will be received in instalments over agreed periods of time.
<b>Fidelity Guarantee</b>	Insurance against fraudulent losses.
<b>Government Grants</b>	Sums paid by central Government towards either specific services or in aid of services generally.

<b>Net Revenue Budget</b>	
<b>Outturn</b>	The actual income and expenditure for a period or financial year as disclosed by the quarterly reports or final accounts.
<b>Precept</b>	A rate which the Council is required to levy on behalf of a non-rating authority, e.g. Surrey County Council.
<b>Rateable Value</b>	The annual assumed rental value of a property, to which rate poundages are applied to arrive at rates payable.
<b>Reserves</b>	Funds set aside to meet future revenue and capital expenditure on specific items or as a contingency against future losses.
<b>Revenue Contributions to Capital Outlay (REFCUS)</b>	The financing of capital expenditure directly from revenue, as permitted under statute.
<b>Revenue Expenditure</b>	The day to day costs of providing services, i.e., staff costs and overheads, such as, advertising, subscriptions and vehicle running costs.
<b>Value for Money</b>	<p>The National Audit Office (NAO) uses three criteria to assess the value for money of government spending i.e. the optimal use of resources to achieve the intended outcomes:</p> <p>Economy: minimising the cost of resources used or required (inputs) – spending less;</p> <p>Efficiency: the relationship between the output from goods or services and the resources to produce them – spending well; and</p> <p>Effectiveness: the relationship between the intended and actual results of public spending (outcomes) – spending wisely.</p>
<b>Virement</b>	The transfer of funds between budget heads, once approved by the Chief Financial Officer

<b>Voted</b>	Sums approved by councillors for expenditure against budget heads.
<b>Working Balances</b>	Sum provided within the accounts to meet those expenses which are incurred in advance of the receipt of income as well as for unforeseen contingencies.

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## **FINANCIAL REGULATIONS**

### **INTRODUCTION**

#### **Background**

1. The Local Government Act 1972 section 151 requires the Council to make arrangements for the proper administration of its financial affairs. Together with the Contract Standing Orders, they regulate the conduct of Council business.
2. These Financial Regulations must be available to and apply to every councillor and employee of the Council and anyone acting on its behalf. They will apply to agents and consultants acting for the Council and to services carried out under agency arrangement, unless specifically excepted by the relevant Group Head and the Chief Finance Officer.
3. They will also apply to all arms-length organisations, wholly owned companies, agencies and partnerships with whom the Council does business and for whom the Council is the relevant accounting body. Where the Council is not the relevant accounting body, but is a responsible partner, staff must ensure that the accounting body has in place adequate Regulations and proper schemes of delegation and ensure that the arrangements are agreed with the Section 151 Officer.
4. Copies of Financial Regulations are provided to the Chief Executive, Deputy Chief Executives, Chief Finance Officer, all Group Heads and Service Managers and are included in the Council's Constitution.
5. To help you understand the terminology used in Financial Regulations, a Glossary of Terms is attached at the end.

#### **Scope & Review**

6. It is the responsibility of the Chief Executive, Deputy Chief Executives, Chief Finance Officer and Group Heads to ensure Financial Regulations are followed.
7. Group Heads are responsible for ensuring that all staff in their departments are aware of the existence and content of the Financial Regulations and that they comply with them. Equally, staff have a reciprocal responsibility to comply with the regulations.
8. All councillors and employees have a general responsibility for taking reasonable action to provide for the security of the assets under their control, and for ensuring that the use of these resources is legal, is properly authorised, provides value for money and achieves best value. In doing so, proper consideration must be given at all times to matters of probity and propriety in managing the assets, income and expenditure of the Council.
9. Failure to follow Financial Regulations and Contract Standing Orders will be reported to the Chief Finance Officer immediately and may, in consultation with Human Resources, be treated as a disciplinary offence.

10. Financial Regulations should be reviewed in line with inflation every two years by the Chief Finance Officer in consultation with the Chair and Vice Chair of Corporate Corporate Policy and Resources Committee.

## **Financial Regulation A – Financial Accountabilities and Management**

- A1 Financial management covers all financial accountabilities in relation to the running of the Council including the policy framework and budget and should be read in conjunction with the Council's Constitution and in particular the Budget and Policy Framework Procedure Rules.

### **COUNCIL**

- A2 The Council has the general responsibility for setting the Council's policy and budget framework.
- A3 The Council is responsible for:-
- a. adopting and changing the Council's Constitution and Members' Code of Conduct;
  - b. approving the policy framework, including the Capital Strategy, the Treasury Management Strategy and the Revenue Budget and Reserves Strategy within which the Council operates;
  - c. approving and monitoring compliance with the Council's overall framework of accountability and control. The framework is set out in the Council's Constitution;
  - d. monitoring compliance with the agreed policy, related strategy decisions by Corporate Policy and Resources Committee and Local Code of Corporate Governance; and
  - e. approving procedures for recording and reporting decisions taken. This includes those key decisions delegated by and decisions taken by the Council and its committees. These delegations and details of who has responsibility for which decisions are set out in the Constitution.

### **Corporate Policy and Resources Committee**

- A4 The Council is responsible for delegating the following functions to the Corporate Policy and Resources Committee in accordance with the the Constitution:
- a) proposing the policy framework, its overall community and corporate strategies and budget strategy to the Council; and
  - b) monitoring the performance of Services, projects and programmes; and
  - c) discharging its functions and responsibilities as set out in the Council's Constitution and in accordance with the Policy Framework and Budget approved by Council.

The Corporate Policy and Resources Committee can delegate its decision making powers to a formally constituted sub-committee of the Committee, a staff member or a joint committee in accordance with the scheme of delegation as set out in the Council's Constitution.

## ROLE OF OFFICERS

### STATUTORY OFFICERS

#### **Chief Executive (Head of Paid Service)**

- A5 The Chief Executive as Head of Paid Service for the purposes of the Local Government Act 1989 is responsible for overall corporate and strategic management and has operational responsibility for the management of the Council as a whole. They must report as necessary to the Council and to the Corporate Policy and Resources Committee (and other strategic committees). They are responsible for provision of professional advice to all parties in the decision making process. The Chief Executive is also responsible together with the Monitoring Officer, for the system of record keeping in relation to all the Council's decisions.

#### **Group Head of Corporate Governance (Monitoring Officer)**

- A6 The Group Head of Corporate Governance as the Monitoring Officer will contribute to the promotion and maintenance of high standards of conduct through provision of support to the Standards Committee. The Group Head of Corporate Governance will provide advice on the scope of powers and authority to take decisions, maladministration, financial impropriety, probity and budget and policy framework issues to all councillors. He/she is also responsible for reporting any actual or potential breaches of the law or maladministration to the Council and/or to Corporate Policy and Resources Committee, and for ensuring that procedures for recording and reporting key decisions are operating effectively.
- A7 The Group Head of Corporate Governance will ensure that relevant staff reports and background papers are made publicly available as soon as possible. He/she must also ensure that councillors are aware of decisions made by committees and employees who have delegated responsibility in accordance with the Council's Constitution.

#### **Deputy Chief Executive (Chief Finance Officer)**

- A8 Under Section 151 of the Local Government Act 1972 and the general direction of the Corporate Policy and Resources Committee, the Chief Finance Officer is responsible for the proper administration of the Council's financial affairs.
- A9 Under Section 114 of the Local Government Act 1988, the Chief Finance Officer (CFO) is also responsible for reporting to the Council if councillors or staff make or are about to make a decision involving unlawful expenditure, loss or deficiency, or if proposed expenditure is likely to exceed available resources.
- A10 The Chief Finance Officer, as defined in the Constitution has statutory duties in relation to the financial administration and stewardship of the Council. This statutory responsibility cannot be overridden. The statutory duties arise from:
- a) Section 151 of the Local Government Act 1972
  - b) Local Government Finance Act 1988
  - c) The Local Government and Housing Act 1989

- d) The Accounts and Audit Regulations (England) 2015
- e) The Local Government Act 2003

A11 The CFO is responsible for:

- a) the proper administration of the Council's financial affairs
- b) setting and monitoring compliance with accounting and financial management procedures and standards
- c) maintaining an effective and adequate internal audit and all audit arrangements
- d) advising on the corporate financial position
- e) key financial controls necessary to secure sound financial management providing financial information
- f) preparing and controlling forward financial plans, budget strategies, the Revenue Budget, the Capital Strategy and Capital Programme
- g) treasury management and banking arrangements financial and related IT systems
- h) procedures and controls for ordering services, supplies and works
- i) payment of accounts and collection of income
- j) pay and pensions;
- k) providing advice and training to budget holders including advice on financial and operational controls.

A12 Section 114 of the Local Government Finance Act 1988 requires the Chief Finance Officer to report to the Council and External Audit if the Council or its staff:

- has made, or is about to make a decision which involves or would involve unlawful expenditure
- has taken or is about to take a course of action which if pursued to its conclusion would be unlawful and likely to result in a loss or deficiency by the Council; or
- is about to make an unlawful entry in the Council's accounts

A13 The Chief Finance Officer must also make a report under this section if it appears that the expenditure of the authority (including expenditure it is proposing to incur) in a financial year is likely to exceed the resources (including sums borrowed) available to meet that expenditure. In preparing a report the Chief Finance Officer shall consult as far as practicable with the Chief Executive, as the Head of the Council's Paid Service, and with the Group Head of Corporate Governance under the Local Government and Housing Act 1989.

A14 Section 114 of the 1988 Act also requires that the Deputy Chief Finance Officer performs these functions in the absence of the Chief Finance Officer. The Chief Accountant is the Council's statutory Deputy Chief Finance Officer.

- A15 The Council is required to provide the Chief Finance Officer with sufficient staff, accommodation and other resources – including legal advice where this is necessary – to carry out the duties under section 114.
- A16 The Chief Finance Officer is responsible for advising the Corporate Policy and Resources Committee or the Council about whether a decision is likely to be considered contrary or not wholly in accordance with the budget. Actions that may be ‘contrary to the budget’ include:
- a) initiating new policies and financial commitments
  - b) committing expenditure in future years above budget
  - c) budget or spending transfers above virement limits
- A17 The Chief Finance Officer is responsible for considering and approving requests to waive the regulations and will consult the Chief Executive and councillors where they consider this appropriate. All waivers will be reported by the Chief Finance Officer to the Corporate Policy and Resources Committee.
- A18 **Delegated Authorities**
- Under delegations to officers authority to make financial transactions is delegated to the Chief Executive, Deputy Chief Executives and Chief Finance Officer. However, some delegation to other staff is necessary for practical purposes. These delegations form lines of accountability which should be clear, well communicated and regularly reviewed. They also provide control through appropriate levels of authorisation, limited numbers and separation of duties.
- A19 Deputy Chief Executives will keep a list of their staff authorised to make financial transactions, copy that list to Chief Finance Officer for entry onto the financial system, and review it regularly.
- A20 An authorised signatory matrix is available to record delegated authorities. Essential details are staff member’s name, grade, specimen signature, transaction type, value limit of authority and evidence of approval by the Deputy Chief Executives, Management Team and the CFO.
- A21 In an emergency the Chief Executive, Deputy Chief Executives or Chief Finance Officer may authorise such expenditure as is necessary, to be later ratified by the Corporate Policy and Resources Committee.
- A22 A Group Head is a staff member fully responsible to a Deputy Chief Executive or Chief Executive (as applicable), for the management and provision of an identifiable service in accordance with service plans and strategies.
- A23 Group Heads are responsible for:
- a) ensuring that the Corporate Policy and Resources Committee or relevant strategic committee is advised of the financial implications of all proposals and that the financial implications have been agreed by the Chief Finance Officer;
  - b) operating financial processes within their departments. To do this they must ensure that adequate operational controls are in place;

- c) controlling expenditure and income, monitoring performance and taking the necessary action to remain within budgets and cash limits;

A24 It is the responsibility of Group Heads to consult with the Chief Finance Officer and seek approval regarding any matters which are liable to affect the Council's finances materially, before any commitments are incurred.

## **MANAGING EXPENDITURE: SCHEME OF VIREMENT (BUDGET TRANSFERS)**

A25 The Scheme of Virement is intended to enable the Corporate Policy and Resources Committee, Chief Executive, Deputy Chief Executives and Group Heads and their staff to manage budgets with a degree of flexibility within the overall policy framework determined by the Council and therefore, to optimise the use of resources.

A26 The Council is responsible for agreeing procedures for virement of expenditure between budget headings.

A27 Virements are the temporary transfer of surplus budget provisions between 'estimate' headings. These do not affect the base budgets for future years.

A28 Group Heads are responsible for agreeing in-year virements within delegated limits, in consultation with the Chief Finance Officer where required.

A29 Key controls for the Scheme of Virement are:

- a) It is administered by the Chief Finance Officer within guidelines set by the Council. Any variation from this scheme requires the approval of the Corporate Policy and Resources Committee.
- b) The overall budget is agreed by the Corporate Policy and Resources Committee and approved by the Council. The Deputy Chief Executives, Group Heads and budget managers are therefore authorised to incur expenditure in accordance with the estimates that make up the budget. The rules below cover virement. For this purpose, a service comprises a separate page or column in the published budget.
- c) Virement does not create additional overall budget liability. Virements are not permitted on the following revenue expenditure heads unless the Chief Finance Officer has approved their use:
  - a) Business rates resulting from revaluation
  - b) Insurance
  - c) Capital financing charges
  - d) Members' allowances
  - e) Government grants
  - f) And any others identified by the Chief Finance Officer

A30 The Chief Executive, Deputy Chief Executives and Group Heads are expected to exercise their overall discretion in managing their budgets

reasonably and prudently. For example they should aim to avoid supporting recurring expenditure from on-off sources of savings or additional income of creating future commitments, including full-year effects of decisions made partway through a year for which they have not identified future resources.

- A31 The Chief Executive, and Deputy Chief Executives may transfer or "vire" funds between revenue budget heads within their services, subject to the following general parameters:
- (a) All corporate guidelines and policies will be followed;
  - (b) Conditions of Service will be complied with;
  - (c) A single 'one-off' budget may not be transferred to fund a new ongoing item of expenditure; and
  - (d) Budgets not under effective control of the budget holder may not be vired eg rates and insurance.
- A32 Any such transfer will be agreed with the Group Head and discussed with the service accountant before implementation and agreed by the Chief Finance Officer.
- A33 Any proposal to transfer funds between services requires the approval of the Management Team (MAT) and the Corporate Policy and Resources Committee.
- A34 Any revenue virement with a value greater than £100,000 must be approved by the Corporate Policy and Resources Committee.
- A35 Any capital virement must be approved by the Corporate Policy and Resources Committee.

**(Note to officers - all numbering hereafter needs adjusting)**

### **Supplementary Estimates**

- A36 If an essential increase in spending cannot be contained within existing budgets through the transfer arrangements described above, the relevant Deputy Chief Executive will consult with the Chief Finance Officer and report to the Corporate Policy and Resources Committee (where applicable), to obtain a supplementary estimate. No expenditure may be incurred until the supplementary estimate has been approved.
- A37 The Chief Finance Officer in consultation with the Chair and Vice Chair of Corporate Policy and Resources Committee is authorised to approve a total supplementary expenditure in a year not exceeding **5%** of the approved Net Revenue Budget, and **£20,000** on any approved capital scheme.
- The Corporate Policy and Resources Committee is authorised to approve a total supplementary expenditure in a year not exceeding **10%** of the approved Net Budget, Requirement of the Council and **£1,000,000** on any approved capital scheme.
- A38 The Chief Finance Officer shall maintain a record of all supplementary estimates approved.



- A39 If a claim is made against the Council which is not recoverable under an insurance policy, the Leader has authority to spend as necessary in resisting the claim, and/or in deciding and meeting the terms of any settlement made in the best interests of the Council. The Chief Executive is authorised to decide the terms of any settlement involving expenditure not exceeding £30,000, and to spend such amounts subject to report on the circumstances of the claim and settlement to the next meeting of the Corporate Policy and Resources Committee.

#### **Treatment of year-end balances**

- A40 The Chief Finance Officer is responsible for agreeing procedures for the carrying forward of underspendings on budget headings.
- A41 The rules below cover arrangements for the transfer of resources between accounting years, i.e a carry-forward. For this purpose, a budget head is a line in the estimates report or, as a minimum, at an equivalent level to the standard service subdivision as defined by the Chartered Institute of Public Finance and Accountancy (CIPFA) in its Service Expenditure Analysis.

#### **Responsibilities of the Chief Finance Officer**

- A42 To administer the scheme of carry forward.
- A43 To report all major underspendings (£50k) on services estimates to the Corporate Policy and Resources Committee
- A44 To report all major overspend (£50k) service estimates to the Corporate Policy and Resources Committee and to the Council.
- A45 To monitor the spending of any carry forwards and report to Management Team.

#### **Responsibilities of the Corporate Policy and Resources Committee**

- A46 To consider and approve as appropriate the items put forward on the carry forward list.

#### **Responsibilities of Deputy Chief Executives and Group Heads**

- A47 Any overspending on service estimates in total on budgets under the control of the Chief Executive, Deputy Chief Executive or Group Heads must be explained to the Chief Finance Officer. The Chief Finance Officer will report the extent of major over and under spendings to the Corporate Policy and Resources Committee and in the case of major overspendings also to the Council.

### **ACCOUNTING POLICIES**

- A48 The Chief Finance Officer is responsible for determining accounting policies and financial systems and ensuring that they are applied consistently. The Chief Finance Officer is responsible for the preparation of the Council's Statement of Accounts, in accordance with proper practices as set out in the format required by the Code of Practice on Local Authority Accounting in the United Kingdom: A Statement of Recommended Practice (CIPFA/LASAAC)

for each financial year ending 31 March, and the Accounts and Audit (England) Regulations 2015.

A49 The key controls for accounting policies are:

- a) Systems of internal control are in place that ensure financial transactions are lawful;
- b) Suitable accounting policies are selected and applied consistently;
- c) Proper accounting records are maintained; and
- d) Financial statements are prepared which present fairly the financial position of the Council and its expenditure and income.
- e) External audit of these financial statements.

### **Responsibilities of the Chief Finance Officer**

A50 To select suitable accounting policies and to ensure that they are applied consistently.

A51 To exercise supervision over financial and accounting records and systems with a view to ensuring their uniformity, co-ordination and compatibility.

A52 To prepare and publish reports containing the statements on the overall finances of the Council, including the Council's Annual Report and Accounts.

A53 To make proper arrangements for the audit of the Council's accounts in accordance with the provisions of the Accounts & Audit Regulations Act 1996 (as amended and updated);

A54 To prepare and publish the audited accounts in accordance with the statutory timetable for the approval of the Audit Committee before the national target date; and

A55 To ensure Services have in place suitable arrangements for compiling and submitting all claims for funds, including grants, by the due date.

### **Responsibilities of the Deputy Chief Executives and Group Heads**

A56 To adhere to the accounting policies and guidelines approved by the Chief Finance Officer.

A57 To obtain the approval of the Chief Finance Officer before introducing any books, forms or procedures or other records relating to cash, stores or other accounts of the Council which may affect the Council's finances.

A58 To submit to the Chief Finance Officer any information as the latter considers necessary for accounting and costing purposes and allow the Chief Finance Officer access at all reasonable times to all accounting records and documents which may affect the Council's finances.

A59 To consult the Chief Finance Officer when preparing publications containing financial information.

### **ACCOUNTING RECORDS AND RETURNS**

A60 The Chief Finance Officer is responsible for determining the accounting procedures and records for the Council.

- A61 All accounting procedures and records will be approved by the Chief Finance Officer.
- A62 All accounts and accounting records will be compiled by the Chief Finance Officer or under their direction. The form and content of records maintained in other services will be approved by the Chief Finance Officer.
- A63 The following principles will apply in accounting procedures:
- a. calculating, checking and recording of sums due to or from the Council will be separated as completely as possible from their collection or payment;
  - b. staff responsible for examining and checking cash transaction accounts will not process any of these transactions themselves;
  - c. reconciliation procedures are carried out to ensure transactions are correctly recorded;
  - d. procedures are in place to enable accounting records to be reconstituted in the event of systems failure; and
  - e. prime documents are retained in accordance with legislative and other requirements.
- A64 The Chief Finance Officer is responsible for ensuring financial management and accounting information is available for all services administered by the Council, in either electronic or hard copy format.
- A65 The need to balance speed and accuracy with cost in producing accounting statements will be considered and determined by the Chief Finance Officer, after consulting the Group Head concerned.

### **The Annual Statement of Accounts**

- A66 The Audit Committee is responsible for approving the annual statement of accounts, which have to be signed by the Chief Finance Officer and the Chairman of the Audit Committee. The Chair of Corporate Policy and Resources Committee and Chief Executive also to sign off the Annual Governance Statement incorporated into the Statement of Accounts

## **FINANCIAL REGULATION B: FINANCIAL PLANNING**

B1 The Council is responsible for agreeing the Council's policy framework and budget, which will be proposed by the Corporate Policy and Resources Committee. . In terms of financial planning, the key elements are:

- the corporate strategy in the form of the Corporate Plan;
- service plans;
- the medium term financial strategy;
- the Outline Budget;
- the Revenue Budget;
- the Reserves Strategy
- Treasury Management Strategy
- the Capital Strategy and
- the Capital Programme.

### **THE BUDGET PROCESS**

#### **Introduction**

B2 Each year, the Chief Finance Officer and Chief Accountant will prepare timetables for the preparation, submission and approval of the Outline Budget, Capital Budget and detailed Revenue Budget. These budgets will comply with the Code of Practice on a Prudential Approach to Local Authority Commitments.

B3 The order of paragraphs in this section roughly follows the order in which the budget process is carried out.

#### **Capital Programme**

B4 The Chief Executive, and Deputy Chief Executives will prepare provisional estimates of income and expenditure on capital schemes for each of their services, for each of the next four financial years, together with details of any revenue implications. The Chief Finance Officer will specify the form these estimates should take and the timetable for their submission.

B5 Capital expenditure differs from revenue expenditure in several ways, and falls into the following general categories:

- a) purchase or construction of an asset;
- b) enhancement of an asset; and
- c) grants for capital purposes.

B6 Council assets include land, buildings, vehicles, plant and equipment. The Council makes grants for capital purposes such as improvement grants and grants to housing associations which are classed as capital expenditure.

B7 Capital expenditure is often of high value and the benefit is expected to be spread over a number of years. Revenue expenditure is the annual running costs in relation to the provision of a service.

- B8 Provisional estimates will distinguish between committed and uncommitted expenditure. A scheme can only be included in provisional estimates after detailed evaluation by Management Team in accordance with agreed criteria.
- B9 Management Team will consider the provisional capital programme. After making any necessary amendments, the Chief Finance Officer will submit the summarised programme and estimated resources to the the Corporate Policy and Resources Committee, together with a report on the revenue implications of the programme and any other relevant information.
- B10 The programme recommended by services and a report by the Chief Finance Officer will be submitted to the Corporate Policy and Resources Committee, for final consideration in the context of the Council Tax to be levied.

### **Outline Budget Forecast**

- B11 Management Team will prepare information needed to produce an Outline Budget Forecast for each of their services. The Chief Finance Officer will specify the form this Forecast should take and the timetable for its submission.
- B12 This information will include :-
- i. an indication of the continued need for the service at its current level and in its current form;
  - ii. the impact on the service of known or likely legal or contractual changes over the next four years;
  - iii. the impact over the next four years of any policy changes already approved by the Management Team
  - iv. The impact other changes on service levels and net income such as anticipated population growth, state of the economy
- B13 Management Team will consider the initial Outline Budget Forecast. After making any necessary amendments, the Chief Finance Officer will submit it to the Corporate Policy and Resources Committee, together with a report on the possible central government funding levels as set out in the Local Authorities Provisional Settlement ,other grant funding and anticipated retained business rates income, availability of reserves and implications for the Council Tax.
- B14 The Corporate Policy and Resources Committee will consider this and determine the overall level of resources to be made available, and the limits within which detailed budgets can be prepared.

### **Detailed Revenue Budget**

- B15 Management Team will prepare provisional detailed estimates of income and expenditure on the revenue account in accordance with the Corporate Plan for each of their services for the next financial year. The Chief Finance Officer will specify the form these estimates should take and the timetable for their submission.
- B16 These estimates will reflect the Outline Budget Forecast and the decisions of the Corporate Policy and Resources Committee detailed at paragraph B13 above.
- B17 All revenue budgets will be prepared at current costs, and converted to outturn prices by Financial Services. The forecast for inflation will be decided by the Chief Finance Officer.

- B18 Each budget head will be cash limited, and any minor variations in spending will be met from the approved budget. A budget head is an individual sum specified in the published service budget.
- B19 The Chief Finance Officer will submit the detailed draft Revenue Budget to Management Team for consideration and approval and subsequently submit it to the Corporate Policy and Resources Committee.

### **Approval of the Annual Revenue Budget**

- B20 By 1 March at the latest each year, the Corporate Policy and Resources Committee will submit to the Council estimates of income and expenditure on the revenue account which it recommends for the next financial year, together with statements of precepting authorities' requirements, and its recommendation for the Council Tax necessary to meet the expenses of both the Council and precepting authorities.
- B21 The Council will meet by 1 March each year to consider the total budget proposals submitted by the Corporate Policy and Resources Committee and decide the amount of Council Tax to be levied for the next financial year.
- B22 Once approved by the Council, amounts detailed in the Annual Budget may only be applied to the objects specified under their relevant budget head, or "voted". See paragraph A31 above for procedures to vary these approvals.

### **BUDGETARY CONTROL**

- B23 Budgetary control ensures that once budget has been approved by the Council, resources allocated are used for their intended purposes and are properly accounted for. Budgetary control is a continuous process, enabling the Council to review and adjust its budget targets during the financial year. It also provides the mechanism that calls to account managers responsible for defined elements of the budget.

### **CAPITAL**

#### **Authorisation of Capital Expenditure**

- B24 Capital expenditure on a scheme not included in estimates or budgets may only be incurred after full evaluation of that scheme by the Corporate Policy and Resources Committee and/or its Development sub-committee (as appropriate) (if under £1 million). Any proposed capital expenditure over £1 million must be evaluated and agreed by majority of Council Members. This will include a statement explaining the scheme's purpose, the need for it and a detailed analysis of capital costs involved. Exceptions are any payments authorised under paragraph A35 above. If the estimated expenditure is expected to cover more than one financial year, the estimate will show:
- i. the total estimated expenditure, and
  - ii. the proposed levels of spend for each financial year involved.

This paragraph (B24) shall take priority over any other clause or paragraph within this Constitution that may be, or appear to be, in conflict.

- B25 The scheme evaluation will also include a statement of estimated revenue expenditure and income generated by the scheme:
- (a) during the construction period, and
  - (b) for the first three years following the completion of the project.
- B26 The Deputy Chief Executives can authorise reasonable expenditure on necessary preliminary works, fees and salaries on schemes for which they are responsible, within the approved capital programme.
- B27 Accountability for each capital project is to be accepted by a named manager.

### **Capital Expenditure Monitoring**

- B28 No Group Head responsible for the implementation of a capital scheme may incur capital expenditure greater than the approved budget for that year.
- B29 As soon as a staff member becomes aware of a likely overspend on a Capital Scheme, they must report to Management Team and the Corporate Policy and Resources Committee (as applicable), requesting a supplementary estimate in accordance with A35 and expenditure under A36.
- B30 The Group Head for Neighbourhood Services is authorised to purchase new equipment other than programmed replacements, provided such purchases are contained within Neighbourhood Services' revenue plan as agreed in advance with the Chief Finance Officer.

### **RESPONSIBILITIES OF THE CHIEF FINANCE OFFICER**

- B31 To prepare capital estimates jointly with the Chief Executive, Deputy Chief Executives and Group Heads and to report them to the Corporate Policy and Resources Committee for approval. The Corporate Policy and Resources Committee will make recommendations on the capital estimates and on any associated financing requirements to the Council.
- B32 To prepare and submit reports to the Corporate Policy and Resources Committee on the projected income, expenditure and resources compared with the approved estimates.
- B33 To issue guidance concerning capital schemes and controls, for example on project appraisal techniques.
- B34 To approve the re-phasing of capital schemes within the approved capital programme between financial years, subject to the availability of resources to make the most effective use of those resources.

### **Responsibilities of Chief Executive, Deputy Chief Executives and Group Heads**

- B35 To comply with guidance concerning capital schemes and controls issued by the Chief Finance Officer.
- B36 To ensure that all major capital proposals have undergone a project appraisal in accordance with the Council's project management methodology.
- B37 To ensure that adequate records are maintained for all capital contracts.

- B38 To proceed with projects only when there is adequate provision in the capital programme.
- B39 To prepare and submit reports jointly with the Chief Finance Officer to the Corporate Policy and Resources Committee on any variation in contract costs greater than the approved limits.
- B40 To ensure all credit arrangements such as leasing arrangements, are not entered into without the prior approval of the Chief Finance Officer.

### **Prudential Code**

- B41 Under the Local Government Act 2003 the Council is required by regulation to have regard to the Chartered Institute of Public Finance and Accountancy's (CIPFA) Prudential Code for Capital Finance in Local Authorities (the Code). The key objectives of the Prudential Code are to ensure that within a clear framework, the capital investment plans of local authorities are affordable, prudent and sustainable. A further objective is to ensure that treasury management is undertaken in a manner that supports prudence, affordability and sustainability.
- B42 The Council is responsible for approving prior to the commencement of the financial year the prudential indicators for the forthcoming financial year and at least the two subsequent financial years required by the Code. The indicators required as a minimum are:

#### *For the three year period:*

Estimates of the ratio of financing costs to net revenue stream;  
 Estimates of the Council Tax that would result from the totality of the authority's plan;  
 Estimates of capital expenditure;  
 Estimate of capital financing requirement (underlying need to borrow for a capital purpose);  
 Authorised limit for external debt;  
 Operational boundary for external debt; and  
 aAny locally determined indicators considered appropriate

#### *After the year end actual values are to be calculated for:*

Ratio of financing costs to net revenue stream;  
 Capital expenditure;  
 Capital financing requirement; and  
 External debt.

### **Responsibilities of the Chief Finance Officer**

- B43 The Chief Finance Officer is responsible for establishing procedures to both monitor performance against all forward looking prudential indicators and for ensuring that net external borrowing does not exceed the capital financing requirement. The Chief Finance Officer will report to Council any significant deviations from expectations. The Chief Finance Officer will ensure that regular monitoring is undertaken in year against the key measures of affordability and sustainability, by reviewing estimates of financing costs to revenue and the



capital financing requirement. Significant variation in the estimates used to calculate these prudential indicators, for example caused by major overruns of expenditure on projects or not achieving in-year capital receipts, will require a report to Council setting out management action.

## **REVENUE**

### **Authorisation of Revenue Expenditure**

- B44 Subject to Financial Regulations, Contract Standing Orders and any other specific limitations, the Chief Executive, and each Deputy Chief Executive is authorised to spend those sums voted to their areas of responsibility for the financial year. With the exception of Regulations B47-B52 below, revenue expenditure may only be incurred for purposes specified in the Annual Budget, and is strictly limited to the amounts voted under relevant budget heads.

### **Key Controls**

- B45 The key controls for managing budgets are:

There is a nominated budget manager for each cost centre heading;  
Budget managers accept accountability for their budgets and the level of service to be delivered and understand their financial responsibilities;  
Budget managers follow an approved certification process for all expenditure; and  
Income and expenditure are properly accounted for.

### **Responsibilities of the Chief Finance Officer**

- B46 To establish an appropriate framework of budgetary management and control that ensures that:
- a) Budget management is exercised within annual cash limits;
  - b) Each Deputy Chief Executive and Group Head has available timely information on receipts and payments on each budget which is sufficiently detailed to enable managers to fulfil their budgetary responsibilities;
  - c) Ensure each cost centre has a single named Manager determined by the, relevant Deputy Chief Executive or Group Head. As a general principle, budgetary responsibility should be aligned as closely as possible to the decision making processes that commits expenditure;
  - d) To be responsible for providing appropriate financial information to enable budgets to be monitored effectively;
  - e) To administer the Council's scheme of virement; and
  - f) To prepare and submit reports on the Council's projected income and expenditure compared with the budget to Management Team, Group Heads and Corporate Policy and Resources Committee on a regular basis.

### **Responsibilities of the Chief Executive, Deputy Chief Executives and Group Heads**

- B47 The Chief Executive, Deputy Chief Executives are responsible for supervising income and expenditure within their services. Similarly Group Heads are responsible for supervising income and expenditure within their departments.
- B48 To control income and expenditure within their areas and to monitor performance taking account of financial information provided by the Chief Finance Officer. They should take any action necessary to avoid exceeding their budget allocation and alert the Chief Finance Officer to any problems.
- B49 To maintain budgetary control within their services and to ensure that all income and expenditure is properly recorded and accounted for.
- B50 To ensure that spending remains within a service's overall cash limit and that individual budget heads are not overspent by monitoring the budget and taking appropriate corrective action where significant variations from the approved budget are forecast.
- B51 To ensure compliance with the scheme of virement.
- B52 To agree with the relevant Chief Executive, Deputy Chief Executive or Group Head where it appears that a budget proposal, including a virement proposal may impact materially on another service area.

### **REPORTS WITH FINANCIAL IMPLICATIONS**

- B53 The Chief Finance Officer will be consulted on any report on any matter affecting or likely to affect the Council's finances.
- B54 This consultation will take place as early as possible, before any meeting of staff or councillors at which the report is first considered.
- B55 Any Committee report with financial implications will first be submitted to Management Team.

## FINANCIAL REGULATION C: CONTROL OF RESOURCES

### INTRODUCTION

- C1 It is essential that robust systems are maintained for identifying and evaluating all significant operational risks to the Council on an integrated basis. This includes the active participation of all staff associated with planning and delivering services

### Risk management

- C2 Risk Management is the whole process of identifying, and evaluating and controlling the strategic and operational risks of the Council. A risk is the chance or possibility of loss, damage, injury or failure to achieve objectives by an unwanted or uncertain action or event. This includes the risk of 'missed opportunities'.
- C3 As the Council is the custodian of public funds risk management is particularly significant and the level of risk that can be tolerated in its activities will need to be carefully considered with risks and reward carefully evaluated.
- C4 The sections below outline key components of the Council's adopted risk management framework.
- C5 The key controls for risk management are:-
- a) establishing clear roles, responsibilities and reporting lines within the Council for risk management;
  - b) maintaining a clear Corporate Risk Register and Policy;
  - b) incorporating risk management considerations into all operations and decision making processes;
  - c) maintaining documented procedures for the control of risk and the provision of suitable information, training and supervision;
  - d) maintaining an appropriate incident reporting and recording system with investigation procedures to establish cause and prevent recurrence;
  - e) offering a framework for allocating resources to identified priority risk areas;
  - f) operating appropriate project management methodologies proportionate to the scale of projects;
  - g) reinforcing the importance of effective risk management as part of the everyday work of employees by offering training;
  - h) maintaining effective communication and the active involvement of every councillor and employee of the Council;
  - i) including risk management as an agenda item at meetings as appropriate and holding Corporate Risk Management Group meetings;
  - j) providing opportunities for shared learning on risk management across the Council; and
  - k) preparing contingency plans in areas where there is a potential for an occurrence having a catastrophic effect on the Council and its business capability.

- C6 The Chief Finance Officer is responsible for ensuring regular corporate assessments of risk and Group Heads for reviewing risks annually.
- C7 The Chief Finance Officer is responsible for developing specific programmes and procedures for establishing and maintaining risk management activities and to ensure the dispersal of vital information and, where appropriate, provide guidance, interpretation and understanding of the systems involved.
- C8 The Chief Finance Officer has implemented a risk management structure involving the Management Team, a Corporate Risk Management Group, Internal Audit and Group Heads to support their responsibilities.
- C9 Group Heads will take responsibility for risk management in their department having regard to advice from the Chief Finance Officer and other specialist staff (e.g. health and safety, internal audit).

## **INSURANCE**

- C10 The Chief Finance Officer will arrange all insurance cover, keep a register of insurances and ensure the Council's insurance arrangements are reviewed each year.
- C11 Before the annual renewal of insurance cover, the Chief Finance Officer will provide the Deputy Chief Executives as necessary with a summary of all current insurances to check and review their adequacy.
- C12 Each Group Head will provide the Chief Finance Officer immediately with details of all new risks to be insured, and of any alterations affecting existing insurable risks.
- C13 Each Deputy Chief Executive will forward any new or renewal contract terms to the Chief Finance Officer for risk analysis before any contract is let and appropriate insurance cover arranged.
- C14 Each Deputy Chief Executive will ensure that any proposals for new buildings or alterations to existing buildings are copied to the Chief Finance Officer before any tenders are requested, for risk analysis and arrangement of appropriate insurance cover.
- C15 The appointment of insurance brokers to act on behalf of the Council will be reviewed every three years by the Chief Finance Officer.
- C16 Any event which may result in an insurance claim will be immediately notified to the Chief Finance Officer, to make all claims on the Council's Insurers. Where an incident has occurred Group Heads must take steps to mitigate any future incident, but where a repair is required should first take a photograph for evidence purposes.
- C17 No staff member will admit liability, take any action or enter into any correspondence admitting liability on behalf of the Council.
- C18 All staff and voluntary workers on Council business are included in a suitable fidelity guarantee policy.

## Internal control

- C19 Internal Control is a key component in the Council's Risk Management process. It relates to the whole system of policies, processes and checks employed to mitigate risks.
- C20 Internal control refers to the systems of control to ensure that the Council's objectives are achieved in a manner which promotes economical, efficient and effective use of resources, that the Council's assets and interests are safeguarded, and that organisational goals will be achieved.
- C21 The Chief Finance Officer is responsible for advising on effective systems of internal control. These arrangements need to ensure compliance with all applicable statutes and regulations, and other relevant statements of best practice. They should ensure that public funds are properly safeguarded and used economically, efficiently, and in accordance with the statutory and other authorities that govern their use.
- C22 It is the responsibility of Group Heads to establish sound arrangements for planning, appraising, authorising and controlling their operations in order to control risks.

## Internal Audit requirements

- C23 The authority of the Internal Audit function is derived from legislation and for local authorities this is implied by Section 151 of the Local Government Act 1972, which requires that authorities shall *'make arrangements for the proper administration of their financial affairs and shall ensure that one of their officers has responsibility for the administration of those affairs'*.

The Accounts and Audit (England) Regulations 2015 more specifically state *'A local government body shall maintain an adequate and effective system of internal audit of its accounting records and of its system of internal control in accordance with proper practices in relation to internal control'*.

All audit work must be conducted in accordance with the Public Sector Internal Audit Standards.

- C24 Significant issues arising from audit reports will be reported to the relevant Deputy Chief Executive, and periodic reports will be made to Management Team and the Audit Committee.
- C25 The Chief Finance Officer and the Chief Internal Auditor provided by Southern Internal Audit Partnership or their authorised representatives shall have authority where necessary in the performance of Council duties to:
- enter any Council premises or land in the occupation of the Council;
  - have access to all records, documents and correspondence relating to any financial and other transaction of the Council;

- require and receive oral or written explanations from any employee as he/she thinks necessary concerning any matter under examination; and
- require any employee of the Council to produce cash, stores or any other Council property under their control.

C26 The Audit Committee is to approve the annual audit plan prepared by the Chief Internal Auditor provided by Southern Internal Audit Partnership to take account of the characteristics and relative risks of the activities involved.

C27 Any suspected fraud or irregularity must be reported to the Chief Finance Officer who will refer the matter to Internal Audit for investigation.

Internal Audit will have organisational independence through direct reporting lines to the Section 151 Officer, the Chief Executive and Audit Committee.

The Audit Committee will approve the Annual Governance Statement

### **Responsibilities of Chief Executive, Deputy Chief Executives and Group Heads**

C28 To ensure that internal auditors are given access at all reasonable times to premises, personnel, documents and assets which the auditors consider necessary for their work.

C29 To ensure that auditors are given any information and explanations they seek in the course of their work.

C30 To consider and respond promptly to recommendations in audit reports.

C31 To ensure that any agreed actions arising from audit recommendations are carried out in a timely and efficient fashion.

C32 To ensure that new systems for maintaining financial records, or records of assets, or changes to such systems, are discussed with and agreed by the Chief Internal Auditor provided by Southern Internal Audit Partnership before implementation.

C33 The Council may, from time to time, be subject to audit, inspection or investigation by external bodies such as HM Revenue and Customs who have statutory rights of access.

### **Preventing fraud and corruption**

C34 The Council is a public body and therefore will not tolerate any fraud and corruption in the administration of its responsibilities, whether from inside or outside the authority. All councillors and employees are expected to lead by example on all aspects of honesty, propriety and accountability. The Council also expects that individuals and organisations with whom it comes into contact (e.g. suppliers, contractors, service providers, and partners) will act towards the authority with integrity.

- C35 The Council's Anti-fraud, Bribery and Corruption policy sets the culture for the organisation to address the risk of fraud and corruption, and summarises the methods of prevention, detection and investigation in place.
- C36 All managers are responsible for developing and maintaining procedures to prevent fraud and corruption.

### **FINANCIAL IRREGULARITIES**

- C37 The Chief Finance Officer will be notified of any irregularity in the financial affairs of the Council or in the exercise of its functions.
- C38 Irregularities will be reported as appropriate to the Chief Executive and councillors.
- C39 Any councillor or staff member who is aware of any suspected fraud, theft, irregularity, improper use or misappropriation of the Council's property, resources or systems, should immediately report it to their Group Head, Chief Finance Officer, Chief Internal Auditor provided by Southern Internal Audit Partnership, Chief Executive, Deputy Chief Executives, Monitoring Officer or External Auditor, having regard to the Council's Anti-Fraud, Bribery and Corruption Policy. Pending investigation and reporting, the Group Head should take all necessary steps to prevent further loss and to secure records and documentation against removal or alteration
- C40 If officers feel they cannot raise their concerns through any of these routes, they may contact Protect (0203 117 2520), a registered charity whose services are free and strictly confidential.
- C41 Where irregularities involve either councillors or staff the Chief Finance Officer, in consultation with the Chief Executive, is responsible for deciding whether to involve the police.

### **Assets**

- C42 Group Heads must ensure that records and assets are properly maintained and securely held. They should also ensure that contingency plans for the security of assets and continuity of service in the event of disaster or system failure are in place.
- C43 Separate registers are maintained for the following fixed assets:
- land and buildings (maintained on the Property Terrier);
  - vehicles and plant;
  - ICT equipment
  - furniture and equipment financed from capital; and
  - infrastructure expenditure.
- C 44 It would be uneconomic and inefficient for the cost of assets to outweigh their benefits. Obsolete, non-repairable or unnecessary resources should be disposed of in accordance with the law and the approval of the Deputy Chief Executives.

- C45 If the Council decides to become involved in the commercial exploitation of inventions, the matter should proceed in accordance with its approved intellectual property procedures.

## **SECURITY**

### **General**

- C46 The Deputy Chief Executives, along with the Group Heads, are responsible for the security of buildings, stocks, stores, furniture, equipment, cash etc under their control. The Chief Finance Officer will be consulted where security may be failing or where special security arrangements may be needed.

### **Data Protection and Information Security**

- C47 The Chief Executive, and Deputy Chief Executives are responsible for the security and privacy of information held within their services and for ensuring compliance with Data Protection, Copyright and Computer Misuse Acts.
- C48 All staff members will be made aware of their obligations under the Acts and the Council's policy regarding data and systems security as set out in the Finance Procedure Manual and on Spelnet. This includes physical security, privacy and passwords, back ups, viruses and software copyright.

### **Responsibilities of the Chief Finance Officer**

- C49 The Chief Finance Officer is responsible through the Group Head for Regeneration and Growth, for strategic management and maintenance issues.
- C50 The Chief Finance Officer is responsible in liaison with Accountancy, ICT Services and Asset Management for maintaining the Council's Asset Register.
- C51 To ensure that asset registers are maintained in accordance with good practice for fixed assets. The function of asset registers is to provide the Council with information about fixed assets so that they are:
- safeguarded;
  - used efficiently and effectively; and
  - adequately maintained.

To ensure that assets are valued in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom: A Statement of Recommended Practice (CIPFA/LASAAC).

- C52 To report to the Corporate Policy and Resources Committee any significant (over £50k) write-off of stocks and stores.



### **Responsibilities of Chief Executive, and Deputy Chief Executives**

- C53 The Chief Executive, Deputy Chief Executives and Group Heads are responsible for day to day management of assets used within their services and are accountable for ad hoc maintenance.

### **Responsibilities of Group Heads**

- C54 The Group Head for Regeneration and Growth must maintain an Asset Register in a form approved by the Chief Finance Officer for all land and buildings. The Group Head for Neighbourhood Services is to maintain asset registers in a form approved by the Chief Finance Officer for vehicles and plant currently owned or used by the Council. The Group Head for Commissioning and Transformation to maintain an asset register of all ICT equipment in a form approved by the Chief Finance Officer. Any use of property by a department or establishment other than for direct service delivery, with the exception of investment properties, should be supported by documentation identifying terms, responsibilities and duration of the use.
- C55 The Group Head for Neighbourhood Services is responsible for organising ad hoc maintenance of Neighbourhood Services' assets.
- C56 Group Heads are to ensure the proper security of all buildings and other assets under their control. Investment property let to third parties is their responsibility to secure.
- C57 To pass the title deeds to the Group Head of Corporate Governance, who is responsible for custody of all title deeds.
- C58 To ensure that the department maintains an inventory of moveable assets in accordance with guidance defined by the Chief Finance Officer.
- C59 To ensure that controls are in place to ensure that staff members do not carry out private work in Council time and that staff are aware of an employer's rights with regard to intellectual property.

### **All assets**

- C60 To ensure the safe custody of vehicles, equipment, furniture, stock, stores and other property belonging to the Council.
- C61 To record all disposal or part exchange of assets and notify the Finance team. Individual assets valued at £1,200 or more should be disposed of or part exchanged by competitive tender or public auction unless the Chief Finance Officer agrees otherwise.
- C62 To arrange for the valuation of assets for accounting purposes to meet requirements specified by the Chief Finance Officer.

- C63 To seek advice from the relevant Deputy Chief Executive, or Chief Executive on the disposal of surplus or obsolete materials, stores or equipment, subject to paragraph C61 above.
- C64 To ensure that income received for disposal of an asset is properly banked and coded.
- C65 Assets for disposal should be identified and disposed of:
- a) at the most appropriate time;
  - b) when it is in the Council's best interests; and
  - c) for the best price (taking into account factors such as environmental issues).

### **Land, buildings and other assets**

- C66 To ensure that leaseholders and other prospective occupiers of Council land are not allowed to take possession of or enter the land until a lease or agreement, in a form approved by the relevant Deputy Chief Executive, has been established as appropriate.

### **Moveable assets**

- C67 To ensure that assets are identified, their location recorded and that they are appropriately marked.
- C68 The Deputy Chief Executives and Group Heads are responsible for all furniture and equipment in their departments. Wherever practicable, items will be marked as the property of the Council.
- C69 A central inventory of all furniture, fittings and equipment, plant and machinery will be maintained by the Group Head of Regeneration and Growth , with each Service providing details of all acquisitions and disposals. Services are to liaise with the Finance team
- C70 Council property may not be removed unless on Council business and with the written agreement of the Chief Executive, or Deputy Chief Executive concerned.
- C71 All items on the inventory will be checked annually by Group Heads, and any discrepancies reported to the Chief Finance Officer. As part of the annual check services are to review the condition of assets and take action in relation to surpluses or deficiencies, annotating the inventory accordingly. Attractive and portable items such as laptops, computer equipment, cameras and recording equipment should be identified with security markings as belonging to the Council.
- C72 The Chief Finance Officer will approve write-off of discrepancies, except where the authority of the Corporate Policy and Resources Committee is required under paragraphs D20 to D22 below.
- C73 The Deputy Chief Executives and Group Head for Neighbourhood Services may authorise the disposal of furniture and equipment with an estimated market value of up to £1,200 (per item or collectively). The Chief Finance Officer will approve disposal of more valuable items in writing.

- C74 To make sure that property is only used in the course of the Council's business unless the Chief Executive, or Deputy Chief Executive concerned has given permission otherwise.

### **Stocks and stores**

- C75 The Chief Executive, Deputy Chief Executives and the Group Head for Neighbourhood Services are responsible for all stores held in their services. Wherever practicable, all items will be effectively marked as the property of the Council.
- C76 Stores held will not exceed reasonable requirements.
- C77 All goods received will be checked against the copy order at time of delivery and the supplier immediately notified of rejected goods.
- C78 All receipts, issues and balance of stock items will be properly recorded in a form agreed by the Chief Finance Officer.
- C79 The Chief Executive, Deputy Chief Executives and the Group Head for Neighbourhood Services will regularly check that items are accounted for, and arrange for continuous and independent stocktaking to be carried out. Any material shortfalls will be reported to the Chief Finance Officer. The Chief Executive, Deputy Chief Executives and the Group Head Neighbourhood Services will also arrange for stocktakes and the provision of signed stock certificates as at 31 March each year, as good management and to satisfy external audit requirements.
- C80 The write-off of shortfalls will be approved in writing by the Chief Finance Officer, except where the authority of the Policy and Resources Committee is required under paragraphs D20 to D22 below
- C81 The Deputy Chief Executives and Group Head for Neighbourhood Services may authorise the disposal of stores with an estimated market value of up to £1,200 (per item or collectively). The Chief Finance Officer will approve disposal of more valuable items in writing.
- C82 Where the disposal value is less than £1,200, the Group Head must dispose of the item in a fair and effective manner and keep a record of the disposal.
- C83 Procedures for disposal of such stocks and equipment where their value is over £1,200 should be by competitive quotations or auction unless the Chief Finance Officer advises otherwise in a particular case.

### **Cash**

- C84 Maximum limits for cash holdings will be agreed with the Chief Finance Officer and not exceeded without their permission. Group Heads are to ensure cash holdings on premises are kept within the agreed limits. Group Heads to ensure that keys to safes and similar receptacles are carried on the person of those responsible whilst the site is occupied and removed from the premises when the site is unoccupied and to ensure that access codes, combinations and passwords remain confidential and are made available to the Finance team.

## TREASURY MANAGEMENT

- C85 Treasury Management covers all activities associated with any monies borrowed (Loans) or invested (Investments) on behalf of the Council irrespective of the time period covered by the transactions. It also embraces the management and control of the Council's banking arrangements.
- C86 The Council has adopted CIPFA's "Code of Practice for Treasury Management in Local Authorities".
- C87 A Treasury Policy Statement setting out its strategy and procedures has been adopted by the Council, and its implementation and monitoring delegated to the Corporate Policy and Resources Committee.
- C88 All money (as defined in the Treasury Policy Statement) in the hands of the Council will be aggregated for the purposes of Treasury Management and be under the control of the Chief Finance Officer as the officer designated for the purposes of Section 151 of the Local Government Act, 1972.
- C89 The Chief Finance Officer is responsible for reporting to the Council a proposed treasury management and annual investment strategy for the coming financial year at or before the start of each financial year. The report will set out the proposed levels for the prudential treasury management indicators required by the CIPFA Prudential Code for Capital Finance in Local Authorities.
- C90 All executive decisions on borrowing, investment or financing will be delegated to the Chief Finance Officer, who is required to act in accordance with CIPFA's "Code of Practice for Treasury Management in Local Authorities", the Treasury Policy Statement and Systems Documentation.
- C91 All investments of the Council's funds will be made in the name of the Council by the Chief Finance Officer, unless the Council has authorised its investments to be made by an outside agent, when they should be in the name of Trustees for the Council.
- C92 All loans to the Council will be negotiated by the Chief Finance Officer and paid direct by the lender or their agent into the Council's bank account.
- C93 All stocks of interim loan receipts, temporary loan receipts and bond certificates will be controlled by the Chief Finance Officer.
- C94 The Chief Finance Officer is the only primary authorised signatory to any form of loan receipts, including such receipts issued under seal.
- C95 Repayment of loans will, wherever possible, be made through the head office of the Council's bankers in exchange for the original loan receipt.
- C96 The Chief Finance Officer is authorised to borrow temporarily pending receipt of money from Business Rates, loans, Council Tax, Government Grants and other income properly due to the Council, within the limit agreed by the Council each year.
- C97 The Chief Finance Officer will report to the Corporate Policy and Resources Committee twice each financial year on the activities of the Treasury

Management operation, and on the exercise of Treasury Management powers delegated to them. One of these reports will be an Annual Report on Treasury Management to be presented by 30 September of the succeeding financial year.

### **BANKING ARRANGEMENTS**

- C98 The Chief Finance Officer is responsible for operating and supervising the Council's Bank and Giro Accounts, including ordering, custody and issue of all cheques. The Chief Finance Officer will review the Council's banking arrangements at least every 5 years.
- C99 The Chief Finance Officer, the Deputy Chief Finance Officer and the 1st signatory, and others approved in writing by the Chief Finance Officer, each have authority, in accordance with the mandate given to the bank, to sign cheques and be accepted as satisfactory signatories for any other purpose in connection with the Council's Bank and Giro Accounts.
- C100 All payment instructions for amounts of £21,000 and above require two authorising signatures, namely, the Chief Finance Officer or the Deputy Chief Finance Officer as the 1st signatory, and others approved in writing by the Chief Finance Officer as the 2nd signatory.
- C107 Where the Chief Finance Officer's signature or name, or that of their predecessor, is pre-printed on cheques or Giro-cheques, or is printed by computer or by cheque signing machine, adequate security arrangements will be made for the custody and control of both cheques and signature plates.
- C101 All banking accounts will be reconciled with the cash book each month.

### **PETTY CASH ACCOUNTS**

- C102 When there is no easy access to the Cashiers at the Council offices, the Chief Finance Officer will advance petty cash balances to responsible staff members. An account of total petty cash spent with vouchers, certified by the Chief Executive, Deputy Chief Executives or person authorised by them, will be passed to the Chief Finance Officer for reimbursement. The petty cash account will be kept in a form and manner agreed by the Chief Finance Officer.
- C103 Use of petty cash will be kept to a minimum and limited to expenses which are unavoidably or conveniently payable in this manner. They will not include items over £30 unless agreed by the Chief Finance Officer.
- C104 Income received on behalf of the Council will not be paid into a petty cash account, but paid to the Council in accordance with paragraphs D8 –D19 below.
- C105 Officers responsible for petty cash accounts will give the Chief Finance Officer an annual certificate for each account balance by 15 April.
- C106 On returning a petty cash account, a staff member will account to the Chief Finance Officer for the amount advanced to them.
- C107 Petty cash and other floats will be available for inspection by audit.

## **Credit Cards**

- C108 Maximum limits for credit card facilities will be agreed by the Chief Finance Officer and these will not be exceeded without their permission. Group Heads and Service Managers are to authorise the monthly expenditure incurred by their staff who are authorised credit card users. No personal expenditure is to be incurred on an authorised council credit card and it is the responsibility of the authorised card holder to keep PIN numbers safe and immediately advise their manager and credit card provider if the card becomes cloned or lost.

## **Unofficial Funds**

- C109 Management Team is responsible for ensuring the proper administration of unofficial funds, that is any funds associated with Council business, supervised or managed by Council staff, but not part of the Council's funds, such as social funds in Day Centres.
- C110 The Chief Finance Officer will be notified of any unofficial funds and give advice on keeping and auditing them.
- C111 Any staff member holding unofficial funds will produce an accurate account in writing of all financial transactions, with associated supporting documentation.

## **PROTECTION OF PRIVATE PROPERTY IN THE TEMPORARY CUSTODY OF THE AUTHORITY/LOST PROPERTY**

- C112 The Chief Executive, and Deputy Chief Executives will ensure that details of any lost property is recorded before removal, that two officers certify the accuracy of the record, and that items are held securely until disposal.
- C113 The Chief Executive, and Deputy Chief Executives will obtain proof of ownership prior to release of property.
- C114 The Chief Executive, and Deputy Chief Executives will agree how to dispose of unclaimed items with the Chief Finance Officer.

## **SALARIES AND WAGES**

- C115 The Chief Finance Officer is responsible for the payment of all salaries, wages, compensation and any other sums to current and former employees.
- C116 The Chief Executive, and Deputy Chief Executives will notify the Chief Finance Officer immediately of all appointments, resignations, or any other events affecting terms of employment or pay, including all sick absences, accidents on or off duty, or special leave without pay.
- C117 Where required, time sheets in a form approved by the Chief Finance Officer will:-
- (a) be completed by the employees themselves unless illiterate, when the supervisor will complete them, with a note of the circumstances;
  - (b) be certified by the appropriate supervisor unless otherwise agreed by the Chief Finance Officer; and
  - (c) be forwarded to the Chief Finance Officer at a time agreed by them.

C118 Claims for expenses will be in a form approved by the Chief Finance Officer and signed by the Chief Executive, or Deputy Chief Executive concerned or their nominated staff member, to certify their accuracy and reasonableness. Claims must be submitted within seven days of the end of the month in which the expenditure was incurred.

### **CODE OF CONDUCT FOR EMPLOYEES**

C119 The Staff Code of Conduct (Part 5b of this Constitution) applies to and will be followed by all staff members. It covers:

Standards, disclosure of information, political neutrality, relationships, appointments and other employment matters, outside commitments, personal interests, equality issues, separation of roles during tendering, sponsorship, gifts and hospitalit, and use of financial resources.

## **Financial Regulation D – Systems and Procedures**

- D1 Sound systems and procedures are essential to an effective framework of accountability and control.

### **General**

- D2 The Chief Finance Officer is responsible for the operation of the Council's IT systems for financial and business-related purposes, for accounting systems, the form of accounts and the supporting financial records. Any changes made to the existing financial systems or the establishment of new systems must be approved by the Chief Finance Officer. However, Group Heads are responsible for the proper operation of financial processes in their own departments.
- D3 Any changes to agreed procedures by Group Heads to meet their own specific service needs should be agreed with the Chief Finance Officer.
- D4 Group Heads should ensure that their staff receive relevant financial training which has been approved by the Chief Finance Officer.
- D5 Group Heads must ensure that, where appropriate, details of system containing personal data are provided to the Data Protection Officer so that where applicable they are registered in accordance with Data Protection legislation.
- D6 Group Heads must ensure that staff are aware of their responsibilities under the freedom of information legislation and comply with guidance issued by the Group Head of Commissioning and Transformation or the Group Head of Corporate Governance.

### **Income and expenditure**

- D7 It is the responsibility of Group Heads to ensure that a proper scheme of delegation has been established within their area and is operating effectively. The scheme of delegation should identify staff members authorised to act on the Group Heads' behalf in respect of payments, income collection and for placing orders together with the limits of their authority.

The Chief Finance Officer is responsible for specifying the procedure to be followed in ordering, making payments, collecting income and approving procedures for writing off debts as part of the overall control framework of accountability and control.

## **INCOME**

### **Setting Fees and Charges**

- D8 Fees and charges will be reviewed at least annually as part of the budget setting process.



- D9 Any changes or new charges will be agreed by the Corporate Policy and Resources Committee or the Chief Executive or Deputy Chief Executives, as set out in the constitution.

### **Invoicing and Collection of Income Due**

#### **Responsibilities of the Chief Finance Officer**

- D10 The Chief Finance Officer is responsible for agreeing arrangements for the collection of all income due to the Council and approving the procedures, systems and documentation for its collection.
- D11 All receipt forms, books, tickets and similar items will be ordered and supplied to Services by the Chief Finance Officer.
- D12 The Chief Finance Officer is responsible for paying all monies received into the Council's bank, normally not later than the next business day.
- D13 To approve all debts to be written-off in accordance with the scheme of delegation.

#### **Responsibilities of Chief Executive, Deputy Chief Executives, and Group Heads**

- D14 The Chief Executive, or each of the Deputy Chief Executives will provide the Chief Finance Officer with details of all amounts due.
- D15 All monies received by a staff member on behalf of the Council will be paid without delay to the Chief Finance Officer as follows, unless direct deposit with the Council's bankers is arranged.
- Cash – daily  
cheques exceeding £1,000 – daily  
cheques not exceeding £1000 – within 3 days
- All cheques and postal orders received in any part of the Council will be crossed with "Account Borough of Spelthorne".
- D16 Every sum received by a member of Council staff will be immediately acknowledged by the issue of an official receipt, ticket or voucher, except for cheques where the Chief Finance Officer may agree other arrangements.
- D17 Every transfer of official money from one staff member to another will be immediately acknowledged by the issue of a receipt or, where appropriate, by signature in a cash accounting record.
- D18 The Chief Finance Officer shall be notified of contracts, leases and other agreements and arrangements entered into which involve the receipt of money by the Council.
- D19 The Chief Executive, Deputy Chief Executives and Group Heads will notify the Chief Finance Officer of all income due before the end of the financial year but not yet invoiced, in accordance with the closure timetable prepared each year by the Chief Finance Officer.

## **WRITE-OFFS OF INCOME, STOCKS, FURNITURE AND EQUIPMENT**

- D20 The Chief Finance Officer may write off income or physical items with a value not exceeding £5,000 or unlimited where there is bankruptcy, liquidation proceedings, administration or receivership proceedings have been instigated.
- D21 Group Heads and the Deputy Group Head for Customer Services and Deputy Chief Executive (Chief Finance Officer) may write off debts for individual outstanding balances up to the following values:
- Council Tax to the value of £5,000
  - Business Rates to the value of £9,000
  - Housing Benefits to the value of £5,000
  - Sales Ledger to the value of £3,000
- D22 An up to date record of all income written-off will be maintained by the Chief Finance Officer, and an independent reconciliation of write-off sums to approved lists for write-off will be made periodically.

## **SPONSORSHIP**

- D23 Where an outside organisation wishes to sponsor or is asked to sponsor a local government activity, whether by invitation, tender, negotiation or voluntarily, the basic conventions concerning acceptance of gifts and hospitality applies, as detailed in the Code of Conduct for Employees.
- D24 A Gifts, Hospitality and Sponsorship Register is maintained by Corporate Governance, where details of any sponsorship accepted by staff on behalf of the authority will be entered.

## **ORDERS FOR WORKS, GOODS AND SERVICES**

### **Responsibilities of the Chief Finance Officer**

- D25 The Chief Finance Officer will approve the form and control of all official orders.

### **Responsibilities of Chief Executive, Deputy Chief Executives and Group Heads**

- D27 The Chief Executive, Deputy Chief Executives and Group Heads are responsible for the control and use of official orders in their respective services.
- D28 The Chief Finance Officer will be notified in writing of staff authorised to issue orders on behalf of the Chief Executive and Deputy Chief Executives, with specimen signatures and details of authority limits, in accordance with the delegations approved under paragraphs A20-A23 above. Group Heads are to ensure that their department reviews periodically a list of staff members approved to authorise invoices.
- D29 All orders will be issued through the financial system except in agreed circumstances, such as for supplies of gas and electricity services, petty cash purchases or where a formal contract is to be prepared.

- D30 If it is not practicable to issue an official order when an order is placed, one will be completed immediately afterwards by the staff member placing the order, and marked "Confirmation of telephone or verbal order"
- D31 Wherever possible the Council will seek to transmit to suppliers by electronic means official purchase orders.
- D32 Official orders will be goods receipted by the staff member responsible for the works or receiving goods. It is important to provide separation of duties between staff raising and goods receipting orders. The Chief Finance Officer will agree accounts to evidence of receipt before making payment.
- D33 As a general principle and subject to Contract Standing Orders, all purchases will be open to competition wherever reasonable and cost effective.

## **PAYMENT OF ACCOUNTS**

### **Responsibilities of the Chief Finance Officer**

- D34 The Chief Finance Officer is responsible for examining, verifying and certifying invoices and any other payment vouchers or accounts through the financial system. Any exceptions will be returned to originating officers for certification. Details of staff members authorised to sign such records will be sent to the Chief Finance Officer by the Chief Executive and each Deputy Chief Executive, together with specimen signatures and authority limits, in accordance with the delegations described at paragraphs A18-A21 above.
- D35 To ensure that all payments for works, goods, and services are made within the statutory 30 days (Late Payment of Commercial Debts (Interest) Act 1988) unless any other terms or conditions have been agreed in writing. Any interest incurred under that act will be recharged to the cost centre of the original payment.
- D36 The Chief Finance Officer will pay accounts due at set intervals, usually not less than once every week.
- D37 A register of periodical payments will be maintained by the Chief Finance Officer for control and monitoring purposes.

### **Responsibilities of Chief Executive, Deputy Chief Executives and Group Heads**

- D38 The certifying officer will ensure:
- (a) the work, goods or services to which the account relates have been received, carried out, examined and approved;
  - (b) the prices, extensions, calculations, trade discounts, other allowances, credits and tax are correct and agree with the official order or contract;
  - (c) the relevant expenditure has been properly incurred and is within the relevant budget;
  - (d) appropriate entries have been made in inventories, stores records or other records as required;
  - (e) the account has not been previously passed for payment and is a proper liability of the Council; and

- (f) the correct expenditure code has been inserted in respect of each item.
- D39 For purchase of land or property, details of the purchase, the name of the vendor and the purchase price and acquisition expenses will be given in a statement for certification by the Chief Executive. Full details of such purchases will be entered in the official Asset Register, to be kept by the Chief Finance Officer.
- D40 The Chief Executive, and Deputy Chief Executives will notify the Chief Finance Officer of all outstanding expenditure relating to the previous financial year in accordance with the agreed closure timetable prepared each year by the Chief Finance Officer .
- D41 Group Heads are to ensure that invoices are passed for payment promptly to ensure they can be paid within 30 days.

## **CONTRACTS FOR BUILDING, CONSTRUCTION OR ENGINEERING WORK, ASSOCIATED MAINTENANCE CONTRACTS AND EMPLOYMENT OF CONSULTANTS**

### **Contract Standing Orders**

- D42 The Chief Executive, and Deputy Chief Executives will ensure compliance with the Council's Contract Standing Orders.

### **Tenders**

- D43 The Chief Finance Officer will investigate the financial status of tenderers as necessary.
- D44 No contract will be entered into unless the Chief Executive, or relevant Deputy Chief Executive is confident of the tenderer's ability to complete the contract.
- D45 The Chief Executive, and Deputy Chief Executives will provide the Chief Finance Officer and the Corporate Procurement Manager with details of all contracts for entry into the contracts register.

### **Contract Register**

- D46 The Chief Finance Officer will maintain an online up to date register of all contracts with a total value of more than £5,000. Purchase orders which have been properly authorised in accordance with the Contract Standing Orders, will not for this purpose constitute contracts.
- D47 The Deputy Chief Executives and Group Heads will be responsible for notifying the Chief Finance Officer and the Corporate Procurement Manager with details of all new contracts and forthcoming contracts necessary to enable the register to be maintained.

### **Contract Payments**

- D48 Payments on account to contractors will only be made on a certificate issued by the supervising officer and signed by the relevant Group Head.
- D49 The payment certificate will show the total amount of the contract, the sum paid to date, the instalment certified, the balance remaining, the retention monies, and Value Added Tax (VAT).

- D50 The Chief Executive, or Deputy Chief Executive concerned is responsible for obtaining all necessary sub-contractors' tax certificates and forwarding them to the Chief Finance Officer prior to payment.
- D51 Under the Inland Revenue Construction Industry Scheme (IR14/15(CIS)) introduced 1 August 1999, payments cannot be made to sub-contractors unless a tax certificate has been obtained.

### **Variations**

- D52 Where practical changes are necessary which do not alter the essential nature of the original contract, as opposed to additional works, goods or service, the Chief Executive, or relevant Deputy Chief Executive may approve such variations after consultation with the Chief Finance Officer, provided the cost of the proposed variation can be met from within the total budget approved for the contract and such variation also accords to the procedures in Contract Standing Orders.
- D53 Where the approved budget would be exceeded, approval for any variation must be obtained in accordance with the provisions for amendments to budgets within these regulations.
- D54 The reasons for and details, including cost, of every variation must be recorded on the relevant contract file, specifically authorised in writing by the supervising officer and endorsed by the Chief Executive or appropriate Deputy Chief Executive, and a copy supplied to the Chief Finance Officer at the time of issue.
- D55 Documented variation orders are not required where site instructions are issued for routine repairs under a maintenance contract, such as for park seat repairs, street cleaning or clearance of fly tipping, provided a budget is built into the contract to cover such work.

### **Final Account**

- D56 The final certificate of completion will not be issued until the supervising officer has provided the Chief Finance Officer with a detailed statement of account and all relevant documents required.
- D57 The Chief Finance Officer will examine contract final accounts, make all necessary enquiries and receive any information and explanations they require to confirm the accuracy of the accounts.
- D58 Claims from contractors for matters not clearly within the terms of any existing contract will be referred to the Group Head of Corporate Governance to consider the Council's legal liability and, where necessary, to the Chief Finance Officer for financial consideration before a settlement is reached.

### **Agency Arrangements**

- D59 As far as practicable, Financial Regulations apply to works entered into on behalf of a body from whom the Council has accepted delegated powers, or for whom the Council acts as an agent. The requirements of any such body should be followed if they differ from these Financial Regulations or Contract Standing Orders.

### **Consultants**

- D60 In the case of contracts entered into by the Council and supervised by consultants, any agreement with the latter should include a requirement to comply with the Council's Financial Regulations.

### **VALUE ADDED TAX (VAT)**

- D61 The Chief Finance Officer is responsible for maintaining all records, accounts and claims as directed by the Valued Added Tax Act, 1983.

#### **VAT on Payments**

- D62 The Chief Finance Officer will take reasonable steps to ensure that the payment documentation provided by all suppliers of goods, works, or services conforms to the requirements of a proper VAT invoice.

#### **VAT on Receipts**

- D63 Each staff member responsible for raising invoices on behalf of the Council will ensure within reason that the Council has complied with relevant Value Added Tax legislation regarding the supply of its services.

### **Exempt Supplies**

- D64 For services where VAT supplies are classified as Exempt under VAT regulations, officers will ensure that all activities are fully evaluated for VAT purposes and any tax implications are identified before any expenditure is committed or contractual arrangements made.

- D65 The following are usually classified as Exempt activities under VAT rules:

Land & Buildings (unless have opted to tax)	Social Services	Education	Burial & Cremation
Insurance	Finance	Health	

### **Payments to employees and Councillors and co-opted members**

- D66 The Chief Finance Officer is responsible for paying all employees and allowances to Councillors and co-opted members.

### **MEMBERS' ALLOWANCES**

- D67 The Chief Finance Officer will make payments to any Members or co-opted members entitled to claim allowances on receipt of the proper form, completed and certified in accordance with the Council's scheme for allowances.

### **Taxation**

- D68 The Chief Finance Officer is responsible for advising Management Team/Group Heads, in the light of guidance issued by appropriate bodies and relevant legislation as it applies, on all taxation issues that affect the Council.

- D69 The Chief Finance Officer is responsible for maintaining the Council's tax records, making all tax payments, receiving tax credits and submitting tax returns by their due date as appropriate.

## **Financial Regulation E – External Arrangements**

- E1 The Council provides a distinctive leadership role in the community. As part of the Community Strategy it brings together other local public, private, voluntary and community sector organisations in partnership to address local needs.
- E2 A partner can be an organisation undertaking part funding or participating as a beneficiary in a project, or a body whose nature or status give it a right or obligation to support the project, or a body working on a joint venture with the Council for the delivery or acquisition of services.

### **Partnerships**

- E3 The Corporate Policy and Resources Committee is responsible for approving partnership arrangements with other public, private, voluntary and community sector organisations to address local needs.
- E4 The Council and strategic committees can delegate functions – including those relating to partnerships – to staff. These are set out in the scheme of delegation that forms part of the Council's Constitution and any subsequent delegations.
- E5 The Chief Executive is responsible for ensuring the due diligence and legality for all partnership arrangements.
- E6 Group Heads are responsible for informing the Chief Finance Officer and Group Head of Corporate Governance of partnership arrangements entered into so that they can ensure that accounting arrangements adopted relating to partnerships and joint ventures are satisfactory and that the overall corporate governance arrangements are satisfactory when contracts are arranged with external bodies. The Chief Finance Officer must ensure that the risks have been fully appraised before agreements are entered into with external bodies.

### **External funding**

- E7 The Chief Finance Officer is responsible for ensuring that all funding notified by external bodies is received and properly recorded in the Council's accounts.

### **Work for third parties**

- E8 The Chief Finance Officer and the Group Head of Corporate Governance are responsible for approving the contractual framework for any work for third parties or external bodies.



## GLOSSARY OF TERMS

<b>Accrual</b>	A sum included in the final accounts to cover income or expenditure attributable to that year but for which payment was not received/made during that year. Local authorities only accrue for revenue expenditure; capital expenditure is recorded on a receipts and payments basis.
<b>Appropriation</b>	The transfer of ownership of land or buildings from one service to another. Transfer of the purpose for holding land from one purpose to another.
<b>Budget</b>	A statement of the authority's plans for revenue and capital expenditure and income over a specified period of time.
<b>Budget Head</b>	A specific area of activity where expenditure may be incurred or income collected.
<b>Capital Discharged</b>	The amount of capital expenditure which has been paid for out of revenue or other sources.
	.
<b>Capital Receipts</b>	Proceeds from the sale of assets and other receipts of a capital nature over £10,000.
<b>Capital Receipts Unapplied</b>	Capital receipts not yet used for repayment of debt, or to finance capital expenditure.
<b>Deferred Capital Receipts</b>	Deferred Capital Receipts are the amounts derived from sales of assets which will be received in instalments over agreed periods of time.
<b>Fidelity Guarantee</b>	Insurance against fraudulent losses.
<b>Government Grants</b>	Sums paid by central Government towards either specific services or in aid of services generally.

<b>Net Revenue Budget</b>	
<b>Outturn</b>	The actual income and expenditure for a period or financial year as disclosed by the quarterly reports or final accounts.
<b>Precept</b>	A rate which the Council is required to levy on behalf of a non-rating authority, e.g. Surrey County Council.
<b>Rateable Value</b>	The annual assumed rental value of a property, to which rate poundages are applied to arrive at rates payable.
<b>Reserves</b>	Funds set aside to meet future revenue and capital expenditure on specific items or as a contingency against future losses.
<b>Revenue Contributions to Capital Outlay (REFCUS)</b>	The financing of capital expenditure directly from revenue, as permitted under statute.
<b>Revenue Expenditure</b>	The day to day costs of providing services, i.e., staff costs and overheads, such as, advertising, subscriptions and vehicle running costs.
<b>Value for Money</b>	<p>The National Audit Office (NAO) uses three criteria to assess the value for money of government spending i.e. the optimal use of resources to achieve the intended outcomes:</p> <p>Economy: minimising the cost of resources used or required (inputs) – spending less;</p> <p>Efficiency: the relationship between the output from goods or services and the resources to produce them – spending well; and</p> <p>Effectiveness: the relationship between the intended and actual results of public spending (outcomes) – spending wisely.</p>
<b>Virement</b>	The transfer of funds between budget heads, once approved by the Chief Financial Officer

<b>Voted</b>	Sums approved by councillors for expenditure against budget heads.
<b>Working Balances</b>	Sum provided within the accounts to meet those expenses which are incurred in advance of the receipt of income as well as for unforeseen contingencies.

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# Council

27 February 2025



<b>Title</b>	<b>Appointment of Vice-Chair of Standards Committee</b>
<b>Purpose of the report</b>	To make a decision
<b>Report Author</b>	Linda Heron, Interim Monitoring Officer
<b>Wards Affected</b>	All Wards
<b>Exempt</b>	No but Appendix A exempt
<b>Exemption Reason</b>	Report - Not applicable Appendix A - On the grounds that it contains information relating to an individual and is likely to involve the disclosure of exempt information as defined in Paragraph 1 (Information relating to any individual) of Part 1 of Schedule 12A of the Local Government Act 1972.
<b>Corporate Priority</b>	This item is not in the current list of Corporate Priorities but still requires a Council decision.
<b>Recommendations</b>	<b>Council is asked to appoint:</b>  <b>Martin Hull as the Vice-Chair of the Standards Committee for two years, until February 2027.</b>
<b>Reason for Recommendation</b>	<b>Following a recruitment process, Mr Hull was considered the most suitable applicant for the role.</b>

## 1. Requirement for appointments

- 1.1 The Council's constitution specifies that the Standards Committee shall consist of 9 councillors and two independent members who are not staff or councillors.
- 1.2 The Chair and Vice-Chair of the Committee shall be the two independent members. They are present in an advisory capacity and are not entitled to vote at meetings. Initial appointments are for two years with a possibility of renewing the appointments once for another two-year period.
- 1.3 The current Vice-Chair, Dylan Price has held his position since 2020 and consequently a vacancy now exists for that role.

## 2. Recruitment process

- 2.1 A recruitment process has been undertaken. The recruitment pack included a person specification stating the essential and desirable requirements for the role, these being:

(a) Essential

As well as being of good character, Independent members of the Standards Committee must:

1. Bring the qualities of impartiality to any decisions which have to be made by the committee;
2. Possess the ability to take an objective approach to decision making without being swayed by popular opinions or influenced by more powerful and articulate councillors taking part in the decision making;
3. Demonstrate the ability to consider contentious matters fairly;
4. Understand and weigh up evidence objectively;
5. Be able to deal with substantial documentation and to analyse and interpret that which is important, meaningful and relevant;
6. Respect others and have respect for strong ethical values;
7. Be a good listener with an open mind;
8. Be able to constructively challenge the accepted views of others and put forward clear and logical alternatives; and
9. Possess good written and oral communication skills.

(b) Desirable

It would be desirable for the Independent member to the Standards Committee to have:

1. Had involvement in or knowledge of public authorities or voluntary organisations;
2. Experience for working in a committee setting, research groups, investigations panels or other similar situations;
3. Experience in dealing with complaints;
4. Knowledge of the role of Councillors in a public authority; and/or
5. Knowledge of the Nolan Principles.

- 2.2 The role was advertised on the Council's website, in its e-newsletter and on all social media channels from 16 December 2024 until 20 January 2025.
- 2.3 There was a positive response to the advertisement with four applications for the role. Three candidates were interviewed.
- 2.4 The interviews were undertaken by the Chief Executive, Interim Monitoring Officer and Paul Hoey as an independent advisor. Paul Hoey was selected to be on the interview panel due to his expertise in this area. He was Director of Strategy at Standards for England from 2001 until its closure in 2013, and he has worked with over 400 authorities in one form or another through provision of training, investigative support and wider governance advice. He most recently assisted the Council to deliver its training to Standards Committee at the induction in 2023.

- 2.5 The interview panel were unanimous in their decision on the recommendation to put before the Council.

### **3. Recommendation for appointments**

- 3.1 It is recommended that the Council appoints Martin Hull as Vice-Chair of the Standards Committee as he clearly demonstrated the essential and desirable skills, knowledge, abilities and personal qualities required for the role.
- 3.2 Mr Hull is a business leader with 25 years of international experience steering organisations through complex transitions, as well as dealing with public reporting, ethical standards, and potential conflicts of interest. He also has experience of managing sensitive executive remuneration discussions. Mr Hull demonstrated an ability to handle contentious issues fairly and diplomatically, remaining open-minded and impartial in decision-making processes. Further details regarding Mr Hull's professional background are contained at Appendix A.
- 3.3 Mr Hull demonstrated a good knowledge and understanding of local government and respect for the Nolan Principles.

### **4. Next steps**

- 4.1 If the Council is minded to approve the appointment, training for the Standards Committee Vice-Chair would be provided prior to the next scheduled meeting of the Committee in June 2025.

## **APPENDICES**

### **Exempt Appendix A – Summary of Mr Hull's professional background**

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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## Commercial Assets Sub-Committee

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**Decisions taken at the meeting held on Monday, 16 December 2024.**

**Meeting Time:**

1.30 pm

**Meeting Venue:**

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

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**PRESENT:** Councillor Lawrence Nichols (Chair), Councillor Sean Beatty (Vice-Chair), Councillor Denise Saliagopoulos and Councillor Howard Williams

**5. FORWARD PLAN**

The Sub-Committee **resolved** to note the forward plan for future committee business.

**7. COMMERCIAL PORTFOLIO UPDATE**

The Sub-Committee **resolved** to note the updates.

**8. NEW LETTING , 36B KINGSTON ROAD TO ULTRAMECH LTD**

The Sub-Committee **resolved** to:

- 1) Approve a letting of 36b Kingston Road to Ultramech Ltd on the terms set out in the report
- 2) Authorise the Group Head of Assets in consultation with the Chair and Vice-Chair of the Commercial Assets Sub-Committee to agree to any variations to the proposed terms and authorise the Group Head of Corporate Governance to enter the new lease and associated documentation.

**9. URGENT ACTIONS**

The Sub-Committee **resolved** to note the urgent action that had been taken by the Chief Executive in consultation with the Chair and Vice-Chair of the Sub-Committee.

**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 Corporate Policy and Resources 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 Corporate Policy and Resources Committee.*
- (8) *Where the call-in cannot wait until the next ordinary meeting, the Monitoring Officer will arrange an extraordinary meeting of the Corporate Policy and Resources 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 Corporate Policy and Resources Committee.*
- (10) *In reviewing a matter referred to it under the call-in scrutiny procedure rules, the Corporate Policy and Resources Committee shall follow the procedure for dealing with call-in scrutiny at its meetings as set out in Part 4b of the Constitution.*
- (6) *The deadline of three working days for "call in" in relation to the above decisions by the Committee is the close of business on 19 December 2024.*

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**Decisions taken at the meeting held on Monday, 27 January 2025.**

**Meeting Time:**

1.30 pm

**Meeting Venue:**

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

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**PRESENT:** Councillor Lawrence Nichols (Chair), Councillor Sean Beatty (Vice-Chair), Councillor Malcolm Beecher, Councillor Darren Clarke, Councillor Howard Williams, and Mark Bunney (Independent Member)

**7. EXCLUSION OF PUBLIC AND PRESS (EXEMPT BUSINESS)**

It was proposed by Councillor Beatty, seconded by Councillor Williams and resolved to exclude the public and press for the following agenda 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.

**8. COMMERCIAL PORTFOLIO UPDATE**

The Sub-Committee **resolved** to note the updates.

**9. ELMSLEIGH PROPERTY MANAGEMENT UPDATE**

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

**10. LEASE RENEWAL UNIT 4 ELMSLEIGH SHOPPING CENTRE, STAINES-UPON-THAMES TW18 4QB**

The Sub-Committee **resolved** to agree to the recommendations as set out in the report.

**11. SUMMIT CENTRE, SUNBURY-ON-THAMES, SITE SALE**

The Sub-Committee **resolved** to agree to the recommendations as set out in the report.

**12. INVESTMENT & REGENERATION ASSETS BUSINESS PLANS**

The Sub-Committee **resolved** to note the annual Business Plans for Communications House, Porter Building, Thames Tower, and World Business Centre 4.

**13. GROUND FLOOR LETTING, CHARTER BUILDING**

The Sub-Committee **resolved** to agree to the recommendations as set out in the report.

**14. LEASE RENEWAL, COMMUNICATIONS HOUSE**

The Sub-Committee **resolved** to agree to the recommendations as set out in the report.

**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;*
  - (a) *Decisions to award a contract following a lawful procurement process;*
  - (b) *Those decisions:*
    - i. *reserved to full Council*
    - ii. *on regulatory matters*
    - iii. *on member conduct issues.*
- (1) *Those matters to which Note (1) applies, if any, are identified with an asterisk [\*] in the above Minutes.*
- (2) *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 Corporate Policy and Resources 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.*
- (3) *The members exercising the right of call-in must not be members of the Committee which considered the matter.*
- (4) *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 Corporate Policy and Resources Committee.*
- (8) *Where the call-in cannot wait until the next ordinary meeting, the Monitoring Officer will arrange an extraordinary meeting of the Corporate Policy and Resources 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 Corporate Policy and Resources Committee.*
- (10) *In reviewing a matter referred to it under the call-in scrutiny procedure rules, the Corporate Policy and Resources 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 30 January 2025.*

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**Decisions taken at the meeting held on Tuesday, 7 January 2025.**

**Meeting Time:**

7.00 pm

**Meeting Venue:**

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

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**PRESENT:** Councillor Sue Doran (Chair), Councillor Michelle Arnold, Councillor Maureen Attewell, Councillor Chris Bateson, Councillor Lisa Brennan, Councillor Sandra Dunn, Councillor Adam Gale, Councillor Rebecca Geach, Councillor Kathy Grant, Councillor Anant Mathur and Councillor Paul Woodward

**5. COMMUNITY WELLBEING & HOUSING DRAFT DETAILED BUDGET FOR 2025/26**

Committee **resolved** to agree the Community Wellbeing draft detailed budget for 2025/26 and made a recommendation to Corporate Policy and Resources Committee to approve the proposed budget.

**6. COMMUNITY WELLBEING & HOUSING - DRAFT DETAILED CAPITAL BUDGET FOR 2025/26**

Committee **resolved** to agree the Community Wellbeing draft detailed capital budget for 2025/26 and made a recommendation to Corporate Policy and Resources Committee to approve the proposed budget.

**7. ANNUAL GRANT AWARDS 2025/2026\***

Committee **resolved** to:

1. Approve the recommendations of the Grants Panel regarding the proposed recipients of the 2025/2026 community grants, and made a recommendation to Council.
2. Approve the recommendations of the Grants Panel regarding indicative grant funding for the 5 core funded organisations for 2026/2027.
3. Note the other support that Spelthorne Borough Council provides to the voluntary/charity sector.
4. Note the proposal that any underspend from the Council Grants and Better Neighbourhood Grants budget will be carried forward to the next financial year.
5. Note the potential changes to the Discretionary Rate Relief Policy

## **8. ECLIPSE LEISURE CENTRE ADDITIONAL SPEND**

Committee **resolved** to:

1. Approve option one (Non-Combustible Timber Upstand) and a budget of £3000 in relation to the sauna coals.
2. Approve option 4, subject to exploring alternative hedging solutions and a budget of £10,000 in relation to the barrier to protect the turfed area.
3. Delegate approval of the final solution in relation to the design barrier to protect the turfed area to the Group Head Community Wellbeing in consultation with the Chair and Vice Chair of Community Wellbeing and Housing Committee.

## **9. LEISURE AND CULTURE STRATEGY**

Committee **resolved** to:

1. Approve and adopt the Spelthorne Leisure & Culture Strategy 2025-2035
2. Agree delegated authority to the Group Head, Community Wellbeing in consultation with Chair and Vice Chair of Community Wellbeing and Housing Committee to make necessary changes to the Spelthorne Leisure and Culture Strategy, 2025 – 2035.

## **10. HOUSEHOLD SUPPORT FUND PHASE 6**

Committee **resolved** to:

1. Agree the proposed scheme of distribution of Household Support Fund Phase 6 as per preferred option 3.
2. Agree that in the event of any funds being unallocated that they are moved to the “General Allocation Pot” at the end of March 2025.

## **11. COMMUNITY CENTRE SATURDAY OPENING**

Committee **resolved** to:

1. Continue to endorse the Council’s approach of expanding the Community Centres provision to take account of the impact of current cost of living, energy and social isolation crisis on our communities.
2. Continue with the provision of opening at least one community centre within the borough of Spelthorne for 6 days a week, which is currently in place, engaging centre staff to provide the additional provision as per option 2.
3. To agree delegated authority to Deputy Chief Executive Terry Collier in consultation with Chair and Vice Chair of Community Wellbeing and Housing Committee to agree a continuation every 6 months within the permitted budget envelope.

### 13. OPTIONS FOR PRICING MEALS ON WHEELS

The Committee **resolved** to make a recommendation to Corporate Policy and Resources Committee to increase the unit price of meals on wheels based on option 3.

### 14. OPTIONS FOR PRICING OPAL (OLDER PERSONS ACTIVE LIVING) GROUP

The Committee **resolved** to make a recommendation to Corporate Policy and Resources Committee to increase the unit price of OPAL Group based on option 2.

#### 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 Corporate Policy and Resources 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 Corporate Policy and Resources Committee.*
- (8) *Where the call-in cannot wait until the next ordinary meeting, the Monitoring Officer will arrange an extraordinary meeting of the Corporate Policy and Resources 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 Corporate Policy and Resources Committee.*
- (10) *In reviewing a matter referred to it under the call-in scrutiny procedure rules, the Corporate Policy and Resources 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 13 January 2025.***

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**Decisions taken at the meeting held on Tuesday, 14 January 2025.**

**Meeting Time:**

7.00 pm

**Meeting Venue:**

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

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**PRESENT:** Councillor Malcolm Beecher (Chair), Councillor Kathy Grant (Vice-Chair), Councillor Lisa Brennan, Councillor Tony Burrell, Councillor Jolyon Caplin, Councillor John Doran, Councillor Sue Doran, Councillor Anant Mathur, Councillor Joanne Sexton, Councillor John Turner, Councillor Howard Williams and Councillor Paul Woodward

**5. ENVIRONMENT & SUSTAINABILITY - DRAFT DETAILED BUDGET FOR 2025/26**

The Committee **resolved** to recommend to Corporate Policy and Resources Committee to approve the proposed budget with the agreed amendments.

**6. ENVIRONMENT & SUSTAINABILITY - DRAFT DETAILED CAPITAL BUDGET FOR 2025/26**

The Committee **resolved** to recommend to Corporate Policy and Resources Committee to approve the proposed budget.

**7. AUDITED FINANCIAL STATEMENTS FOR SPELTHORNE DIRECT SERVICES LTD (SDS) FOR THE YEAR END 31 MARCH 2024**

The Committee **resolved** to note the report, and particularly the unqualified audit report.

**8. HEATHROW EASTERLIES ALTERATION CONSULTATION\***

The Committee **resolved** by majority to make comments to the Planning Committee advising that the Environment and Sustainability Committee agrees with the officer's attached draft report to raise **objection** on unacceptable noise impact on Spelthorne properties in Stanwell Moor.

**9. CONSERVATION AREA APPRAISALS**

The Committee **resolved** to

1. Note the comments received on each Conservation Area Appraisal; and
2. Agree the Laleham Conservation Area Appraisal and boundary revisions;
3. Agree the Lower Halliford Conservation Area Appraisal and boundary revisions;
4. Agree the Lower Sunbury Conservation Area Appraisal with additional text at S5.0 Summary of Issues and boundary revisions with alterations at Swan Island;
5. Agree the Manygate Lane Conservation Area Appraisal;
6. Agree the Shepperton Conservation Area Appraisal and boundary revisions;
7. Agree the Stanwell Village Conservation Area Appraisal and boundary revisions;
8. Agree the Upper Halliford Conservation Area Appraisal with text amendments at S4.0 Summary of Issues, and boundary revisions with retention of 34 Upper Halliford Road.

**10. UPDATE TO SANDBAG POLICY**

The Committee **resolved** to approve the update to the Sandbag Policy.

**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;*
  - (a) *Decisions to award a contract following a lawful procurement process;*
  - (b) *Those decisions:*
    - i. *reserved to full Council*
    - ii. *on regulatory matters*
    - iii. *on member conduct issues.*
- (1) *Those matters to which Note (1) applies, if any, are identified with an asterisk [\*] in the above Minutes.*
- (2) *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 Corporate Policy and Resources 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.*
- (3) *The members exercising the right of call-in must not be members of the Committee which considered the matter.*
- (4) *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 Corporate Policy and Resources Committee.*
- (8) *Where the call-in cannot wait until the next ordinary meeting, the Monitoring Officer will arrange an extraordinary meeting of the Corporate Policy and Resources 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 Corporate Policy and Resources Committee.*
- (10) *In reviewing a matter referred to it under the call-in scrutiny procedure rules, the Corporate Policy and Resources 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 20 January 2025.*

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**Decisions taken at the meeting held on Thursday, 16 January 2025.**

**Meeting Time:**

7.00 pm

**Meeting Venue:**

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

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**PRESENT:** Councillor Howard Williams (Chair), Councillor John Boughtflower (Vice-Chair), Councillor Chris Bateson, Councillor Malcolm Beecher, Councillor Jon Button, Councillor Tony Burrell, Councillor Jolyon Caplin, Councillor Darren Clarke, Councillor Anant Mathur and Councillor Sinead Mooney

**8. BUSINESS, INFRASTRUCTURE AND GROWTH DRAFT DETAILED BUDGET**

The Committee **resolved** to recommend to Corporate Policy and Resources Committee to approve the proposed budget.

**9. GRANT APPLICATION BY THE SPELTHORNE BUSINESS FORUM**

The Committee **resolved** to recommend to Council to approve the grant application made by the Spelthorne Business Forum.

**10. EXCLUSION OF PUBLIC AND PRESS (EXEMPT BUSINESS)**

It was proposed by Councillor Boughtflower, seconded by Councillor Bateson and **resolved** to exclude the public and press for the following agenda 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.

**11. SUMMIT CENTRE, SUNBURY-ON-THAMES, SITE SALE**

The Committee **resolved** to agree to the recommendations as set out in the report.

**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 Corporate Policy and Resources 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.
- (1) The members exercising the right of call-in must not be members of the Committee which considered the matter.
- (2) 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 Corporate Policy and Resources Committee.
- (8) Where the call-in cannot wait until the next ordinary meeting, the Monitoring Officer will arrange an extraordinary meeting of the Corporate Policy and Resources 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 Corporate Policy and Resources Committee.
- (10) In reviewing a matter referred to it under the call-in scrutiny procedure rules, the Corporate Policy and Resources 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 21 January 2025.

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**Decisions taken at the meeting held on Monday, 20 January 2025.**

**Meeting Time:**

7.00 pm

**Meeting Venue:**

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

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**PRESENT:**

**2. MINUTES**

The minutes of the meeting held on 09 December 2024 were agreed as a correct record.

**3. DISCLOSURES OF INTEREST**

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

Councillor Nichols declared that he sat on the Knowle Green Estates board of directors.

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

There were no questions received from members of the public.

**5. CORPORATE POLICY AND RESOURCES DRAFT DETAILED BUDGET FOR 2025/26\***

The Committee **resolved** to:

Approve the Draft Detailed Budget for the Corporate Policy & Resources Committee before it was presented back to this Committee as part of the overall budget for this Council for 2025/26.

**6. CORPORATE POLICY AND RESOURCES DRAFT CAPITAL PROGRAMME FOR 2025/26**

The Committee **resolved** to note the draft Capital Programme for 2025/26.

**7. TREASURY MANAGEMENT STRATEGY MID-YEAR REVIEW**

The Committee **resolved** to note the performance of the Treasury Department during the first six months of 2024/25.

**8. TREASURY MANAGEMENT DRAFT STRATEGY 2025-26**

The Committee **resolved** to:

1. Recommend to Council that it approves the Treasury Management Strategy for

2025-26 as set out in the report; and

2. Advise Council that by approving the report, they will be agreeing to the Treasury Management Practices (TMP), MRP statement, Operational Boundary and Authorised Limits.

#### **9. REFRESHED SINKING FUND MODEL**

The Committee asked for additional information to be provided on the proposed Sinking Fund Model and training to be given to all committee members before they agreed to note the report.

A demonstration of the model is to be provided to members of this committee and the Commercial Assets Sub-Committee before the model is refined and brought back to this committee.

#### **10. REVISED CORPORATE COMPLAINTS POLICY\***

The Committee **resolved** to approve the adoption of the proposed revised Corporate Complaints Policy.

#### **11. 2023-24 AUDITED ACCOUNTS FOR KGE**

The Committee **resolved** to note the contents of the report and in particular the unqualified audit report.

#### **12. ECLIPSE LEISURE CENTRE ADDITIONAL SPEND**

The Committee requested that a more clear and concise report be brought back to this committee for them to consider the current budget position for the construction of the Eclipse Leisure Centre.

#### **13. CORPORATE PLAN PROGRESS REPORT**

The Committee were advised that this item had been deferred to the next meeting of the Committee on 10 February 2025.

#### **14. TERMS OF REFERENCE FOR KGE TASK & FINISH GROUP\***

The Committee **resolved** to agree the Terms of Reference for Knowle Green Estates Task & Finish Group.

#### **15. TERMS OF REFERENCE FOR REORGANISATION BOARD**

The Committee agreed that this item would be taken to the Extraordinary Council Meeting to be held on 06 February 2025.

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

The Committee were advised that no urgent actions had been taken since the last meeting of the committee on 09 December 2024.

## 17. FORWARD PLAN

The Committee resolved to note the contents of the Forward Plan for this committee.

### 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;*
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- (5) *When calling in a decision for review the members doing so must demonstrate the following exceptional circumstances:*
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- (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.*
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- (10) *In reviewing a matter referred to it under the call-in scrutiny procedure rules, the Corporate Policy and Resources 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 **28 February 2025**.*

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**Decisions taken at the meeting held on Monday, 10 February 2025.**

**Meeting Time:**

7.00 pm

**Meeting Venue:**

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

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**PRESENT:**

**4. PROPOSED FEES AND CHARGES FOR 2025-26**

The Committee **resolved** to agree the Fees and Charges for 2025-26.

**5. DETAILED BUDGET FOR 2025/26**

The Committee **resolved** to recommend that Council consider and approve the following:

1. To approve a 2.9% increase on the Spelthorne Borough Council element of the Council Tax for 2025-26. Moreover:
  - a. The Revenue estimates as set out in Appendix 1 be approved.
  - b. £400,100 as set out in this report are to be appropriated from Earmarked Reserves other than sinking fund reserves in support of Spelthorne's local Council Tax for 2025-26.
  - c. Net use of £5,037,300 of Earmarked Sinking Funds reserves.
  - d. To agree that the Council Tax Base for the year 2025-26 is 40,620 Band D equivalent dwellings calculated in accordance with Regulation 3 of the Local Authorities (Calculation of Council Tax Base) Regulations 1992, as amended, made under Section 35(5) of the Local Government Finance Act 1992.
2. Continuing the Council's Local Council Tax Support Scheme with the current rules and regulations.
3. Continuing the complete disregard of war pension/armed forces pension from benefit calculations.
4. To note the Chief Finance Officer's commentary in Section 4 of the report on the

robustness of budget estimates and levels of reserves under Section 25 and 26 of the Local Government Act 2003.

5. The Council Tax Base for the whole Council area for 2025-26. (Item T in the formula in Section 31b(3) of the Local Government Finance Act 1992, as amended (the 'act')) should be 40,620 band D equivalent dwellings and calculate that the Council Tax requirement for the Council's own purpose for 2025-26 is £228.86 Per Band D equivalent dwelling.

That the following sums be now calculated by the Council for the year 2025-26 in accordance with Section 31 to 36 of the Local Government Act 1992.

<b>A</b>	<b>11,762,300</b>	<b>The Council's estimated gross expenditure - being the aggregate of the amount which the Council estimates for the items set out in Section 31A (2) of the Act considering all precepts issued to it by Parish Councils.</b>
<b>B</b>	<b>-112,446,000</b>	<b>The Council's estimated gross income - being the aggregate of the amount which the Council estimates for the items set out in Section 31A (3) of the Act</b>
<b>C</b>	<b>9,296,300</b>	<b>The Council's estimated net expenditure or budget requirement - being the amount by which the aggregate at (A) above exceeds the aggregate at (B) above, calculated by the Council, in accordance with Section 31A (4) of the Act, as its Council Tax requirement for the year</b>
<b>D</b>	<b>228.86</b>	<b>The average band D Council Tax - being the amount at (C) above divided by the amount at 5c (above), calculated by the Council in accordance with Section 31B (1) of the act, as the basic amount of its Council Tax for the year (including Parish precepts)</b>
<b>E</b>	<b>0</b>	<b>The sum of the parish precepts - being the aggregate amount of all special items (Parish precepts) referred to in Section 34(1) of the Act.</b>
<b>F</b>	<b>228.86</b>	<b>Being the amount at (D) above less the result given by dividing the amount at (E) above by the amount at 5c (above), calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings on those parts of its area to which no Parish precept relates.</b>

That the following amounts be calculated for the year 2025-26 in accordance with Sections 31 to 36 of the Local Government Finance Act 1992 as amended by the Localism Act 2011.

<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
----------	----------	----------	----------	----------	----------	----------	----------



£	£	£	£	£	£	£	£
152.57	178.00	203.43	228.86	279.72	330.58	381.43	457.72

**6. CAPITAL STRATEGY 2025/26 TO 2026/27**

Committee **resolved** to recommend that Council approves the Capital Strategy as set out in the report.

**7. ESTIMATED 2025/26 TO 2028/29 CAPITAL PROGRAMME**

The Committee **resolved** to recommend that Council approves the proposed Capital Programme for 2025/26 to 2028/29.

**8. CAR PARK MANAGEMENT SYSTEM AWARD\***

The Committee **resolved** to:

1. Approve the tender award as set out in this report; and
2. Delegate authority to the Group Head of Corporate Governance to enter into necessary legal documentation to formalise the appointment of the preferred contractor.

**9. PAY POLICY 2025/26**

The Committee **resolved** to recommend to Council that the Pay Policy Statement is approved.

**10. CORPORATE PLAN PROGRESS REPORT**

The Committee **resolved** to:

1. Note the update on progress with the planned actions under each of the Corporate Plan priorities, which are summarised in Appendix A; and
2. Agree to a review of the planned actions under the Corporate Plan to take account of the factors outlined in this report, in particular the proposed reorganisation of Local Government in Surrey and for progress with any revised prioritisation of actions to be reported back to the next meeting of this Committee.

**11. URGENT ACTIONS**

The Committee **resolved** to note the two urgent actions that had been taken since the last meeting.

**12. FORWARD PLAN**

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

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 Corporate Policy and Resources 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 Corporate Policy and Resources Committee.*
- (8) *Where the call-in cannot wait until the next ordinary meeting, the Monitoring Officer will arrange an extraordinary meeting of the Corporate Policy and Resources 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 Corporate Policy and Resources Committee.*

- (10) In reviewing a matter referred to it under the call-in scrutiny procedure rules, the Corporate Policy and Resources 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 **13 February 2025**.*

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## Report of the Chair on the Work of the Planning Committee

This report gives an overview of the key items considered by the Committee at its meetings on 08 January 2025 and 05 February 2025.

### 1. Planning Committee Meeting – 08 January 2025

- 1.1 The Committee considered three reports.
- 1.2 Application No. 24/01268/RVC Development Site at Former the Old Telephone Exchange, Elmsleigh Road, Staines-upon-Thames, TW18 4PN Variation of Condition 2 (plan numbers) relating to planning permission 20/01199/FUL for the demolition of the former Masonic Hall and redevelopment of site to provide 206 dwellings together with car and cycle parking, hard and soft landscaping and other associated works. To update the approved plans to remove reference to Affordable Housing.
- 1.3 The Committee agreed to **defer** the decision on this application until the next meeting to allow time to discuss alternative provision with RentPlus.
- 1.4 Application No. 24/01434/FUL Sunbury Leisure Centre, Nursery Road, Sunbury-on-Thames, TW16 6LG Installation of Air Source Heat Pumps on flat roof.
- 1.5 The application was **approved** subject to the agreed condition that the acoustic level at the boundary of properties must not exceed [value to be advised], in the interest of residential amenity
- 1.6 Houses in Multiple Occupation (HMOs) - To consider a report on the Article 4 Direction made on 21 August 2024 in respect of Staines, Ashford North and Stanwell South, and Stanwell North wards. This item was carried over from the meeting on 10 December 2024.
- 1.7 The Committee **resolved** to confirm the Article 4 Direction made on 21 August 2024 in respect of Staines, Ashford North and Stanwell South, and Stanwell North wards, and serve an Article 4 Direction under the Town & Country Planning Act 1990 to remove Permitted Development Rights for HMOs across all ten remaining wards within Spelthorne to come into effect in twelve months' time

### 2. Planning Committee – 5 February 2025

- 2.1 The Committee considered 2 reports.
- 2.2 Application No. 24/01370/MIS Northern Runway, Heathrow Airport, Hounslow Adjoining Authority Consultation - Consultation by the London Borough of Hillingdon for enabling works to allow implementation of full

runway alternation during easterly operations at Heathrow Airport including the creation of a new 'hold area' at the western end of the northern runway, the construction of new access and exit taxiways, the construction of an acoustic noise barrier to the south of Longford Village and temporary construction compounds (Hillingdon ref: 41573/APP/2024/2838)

- 2.3 The Committee **resolved** to raise objection to the neighbouring authority consultation on noise grounds
- 2.4 Application No. 24/01268/RVC Development Site at Former the Old Telephone Exchange, Elmsleigh Road, Staines-upon-Thames, TW18 4PN Variation of Condition 2 (plan numbers) relating to planning permission 20/01199/FUL for the demolition of the former Masonic Hall and redevelopment of site to provide 206 dwellings together with car and cycle parking, hard and soft landscaping and other associated works. to update the approved plans to remove reference to Affordable Housing.
- 2.5 The Committee **resolved** to approve the application subject to the prior completion of a Section 106 agreement.

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**Decisions taken at the meeting held on Monday, 24 February 2025.**

**Meeting Time:**

1.30 pm

**Meeting Venue:**

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

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**PRESENT:** Councillor Lawrence Nichols (Chair), Councillor Sean Beatty (Vice-Chair), Councillor Rose Chandler, Councillor Adam Gale, Councillor Denise Saliagopoulos and Councillor Howard Williams

**7. EXTENSION OF PROPERTY MANAGEMENT CONTRACT WITH THE CURRENT MANAGING AGENT AND APPOINTMENT OF NEW 3 YEAR PROPERTY MANAGEMENT CONTRACT FOR THE INVESTMENT PORTFOLIO**

The Sub-Committee **resolved** to

- 1) Approve the direct award of a property management contract for the investment portfolio to Cushman and Wakefield for the period 1 April 2025 to 30 September 2025 in accordance with the terms set out in the report.
- 2) Authorise the Group Head of Corporate Governance to enter into the short-term property management contract with Cushman and Wakefield for the period 1 April 2025 to 30 September 2025.
- 3) Approve the procurement of a new property management contract for the investment portfolio for a period of 3 years from 1 October 2025, subject to a further report being taken to Corporate Policy and Resources Committee and then Council seeking approval to enter into a contract with the preferred bidder.

**12. LETTING OF 5TH AND 6TH FLOORS TOTHILL CAR PARK**

The Sub-Committee **resolved** to approve the recommendations as set out in the report.

**14. LEASE RENEWAL UNIT 13-14 ELMSLEIGH SHOPPING CENTRE, STAINES-UPON-THAMES TW18 4QB**

The Sub-Committee **resolved** to approve the recommendations as set out in the report.

**15. URGENT ITEM - LETTINGS AND SURRENDERS FOR 77 HIGH STREET AND UNIT 35/36 ELMSLEIGH SHOPPING CENTRE\***

The Sub-Committee **resolved** to approve the recommendations as set out in the report.

**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.*
- (1) *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 Corporate Policy and Resources 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.*
- (2) *The members exercising the right of call-in must not be members of the Committee which considered the matter.*
- (3) *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 Corporate Policy and Resources Committee.*
- (8) *Where the call-in cannot wait until the next ordinary meeting, the Monitoring Officer will arrange an extraordinary meeting of the Corporate Policy and Resources 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 Corporate Policy and Resources Committee.*
- (10) *In reviewing a matter referred to it under the call-in scrutiny procedure rules, the Corporate Policy and Resources 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 27 February 2025.*

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## **Report of the Chairman on the work of the Audit Committee**

This report gives an overview of the key items considered by the Committee at its meetings on 28 January 2025, Carry-Over meeting on 25 February 2025 and Extraordinary Audit Committee on 25 February 2025.

**At the Audit Committee held on 28 January 2025, the following business was considered:**

### **1. Internal Audit Progress Report**

1.1 The Committee considered the Internal Audit Progress Report which had been drafted by the Deputy Head, Southern Internal Audit Partnership.

1.2 The Committee **resolved** to agree they had been informed and assured of Internal Audit progress as at December 2024.

### **2. Implementation of the Global Internal Audit Standards**

2.1 The Committee considered a report on the Implementation of the Global Internal Audit Standards

2.2 The Committee resolved to agree they had been informed and assured of the pending implementation of the Global Internal Audit Standards.

### **3. Interim Auditor's Annual Report**

3.1 The Committee considered the Interim Auditor's Annual Report 23-24 from our External Auditor's, Grant Thornton.

3.2 The Committee **resolved** to:

1. Accept the Interim Auditor's Annual Report 23-24
2. Approve the management responses as set out in the report, in principle subject to seeing more detailed and refined responses at an Extraordinary Audit Committee in February 2025.

### **4. Audit Finding's Report 23-24**

4.1 The Committee considered the Audit Finding's Report 23-24 from our External Auditor's, Grant Thornton.

4.2 The Committee **resolved** to:

1. Accept the Audit Finding's Report 23-24

2. Approve the management responses as set out in the report, in principle subject to seeing more detailed and refined responses at an Extraordinary Audit Committee in February 2025.

## **5. 2023-24 Audited Accounts for KGE**

5.1 The Committee considered the 2023-24 Audited Accounts for Knowle Green Estates Ltd (KGE).

5.2 The Committee **resolved** to note the report and in particular the unqualified audit report.

## **6. 2023-24 Audited Accounts for SDS**

6.1 The Committee considered the 2023-24 Audited Accounts for Spelthorne Direct Services Ltd (SDS).

6.2 The Committee resolved to note the report and in particular the unqualified audit report.

## **7. Update on use of Regulation of Investigatory Powers Act Policy (RIPA Policy)**

7.1 The Committee considered the report which updated on the use of RIPA Policy.

7.2 The Committee **resolved** to acknowledge that there has been no use of RIPA powers during the period 1 January to 31 December 2024.

## **8. Local Audit Strategy Consultation Response**

8.1 The Committee considered the Local Audit Strategy Consultation Draft Response on behalf of Spelthorne Borough Council.

8.2 The Committee **resolved** to note the Local Audit Strategy Consultation draft response on behalf of Spelthorne Borough Council.

**At the Carry-over Audit Committee on 25 February 2025, the following business was considered:**

## **9. Corporate Risk Register (Corporate Risk Management)**

9.1 The Committee considered the Corporate Risk Register

9.2 The Committee **resolved** to:

1. Note the significant strategic risks and issues highlighted in this report and present these to the Corporate Policy and Resources Committee, ensuring continued wider reporting of the Corporate Risk Register and actions across other Committees.
2. Agree the proposed changes to the risk categories/risk subject areas outlined in **Appendix C**

**At the Extraordinary Audit Committee held on 25 February 2025, the following business was considered:**

**10. 2024-25 Accounting Policies Spelthorne Borough Council and its subsidiaries Knowle Green Estates Limited and Spelthorne Direct Services Limited**

10.1 The Committee considered a report on the 2024-25 Accounting Policies for Spelthorne Borough Council and its subsidiaries, Knowle Green Estates Limited and Spelthorne Direct Services Limited.

10.2 The Committee **resolved** to acknowledge the 2024-25 accounting policies.

**11. To receive the final Statement of Accounts and Audit Report for 2023-24**

11.1 The Committee considered the report on the final Statement of Accounts and Audit Report for 2023-24.

11.2 The Committee **resolved** to:

1. Approve the Statement of Accounts for 2023-24 and to delegate authority to the Chair of the Committee and the Chief Finance Officer to sign the letter of representation; and
2. To accept the External Auditors' report and disclaimer opinion.

**12. Action Plans to address Annual Audit Report and Audit Findings Report Recommendations**

12.1 The Committee considered the Action Plans to address the Annual Audit Report and Audit Findings Report recommendations.

12.2 The Committee **resolved** to:

1. Approve Action Plans for responses to the External Auditor's Annual Report for 2023-24 Recommendations.

2. Agree to add to the Forward Plan for the Committee, as a standing item, updates on progress against the plans to be received at each meeting of the Committee.

**Motion for Council 27 February 2025 (deferred to 24 April 2025)**

**Proposer – Councillor H Williams**

**Secunder – Councillor C Bateson**

Home delivery services via motorcycles, e-bikes and pedal cycles grew during Covid lockdowns and remain popular. However, they also raise some unwanted consequences.

In Spelthorne, high streets and shopping centres face growing need for parking spaces by delivery riders and, too often, that is leading to inconsiderate, dangerous and illegal parking on the pavement to the detriment and safety of pedestrians and there is currently no agreed response from Spelthorne Borough Council.

Therefore, this Council agrees to:

Ask that the Spelthorne Local Planning Authority (LPA) consider the requirements for motorcycle and e-bike parking in new retail developments and change of use applications, and include any necessary policy and supplementary planning documents to support this.

Write to fast-food delivery companies to highlight the issue of delivery riders parking on pavements and issues caused by riding on pavements.

Convene a round-table meeting with all delivery companies to discuss best practice guidelines in Spelthorne.

Work closely with partners, the Police and Surrey County Council to enforce current parking restrictions, and to identify measures to discourage all motorised vehicles from accessing the footway.

Highlight parking areas in Spelthorne that can be accessed by delivery riders and work to identify possible new alternative parking areas.

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**Agenda Item – Grant Application by the Spelthorne Business Forum**

**Recommendation from the Business Infrastructure & Growth Committee – 16  
January 2025**

Committee **resolved** to recommend to Council to approve the grant application made by the Spelthorne Business Forum.

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**Date of meeting: 16 January 2025**

<b>Title</b>	<i>Grant Application by the Spelthorne Business Forum</i>
<b>Purpose of the report</b>	To make a recommendation.
<b>Report Author</b>	<i>Chris Norrington, Economic Development Manager</i>
<b>Ward(s) Affected</b>	All Wards
<b>Exempt</b>	No
<b>Exemption Reason</b>	N/A
<b>Corporate Priority</b>	Resilience
<b>Recommendations</b>	<b>Committee is asked to:</b> <i>To recommend to Council to approve a grant application made by the Spelthorne Business Forum.</i>
<b>Reason for Recommendation</b>	This application for a grant is from a business group and not from a community group, therefore the Business Infrastructure & Growth Committee is the recommended committee to consider the request and recommend to Council to approve the application.

## 1. Summary of the report

What is the situation	Why we want to do something
<ul style="list-style-type: none"> <li>The Spelthorne Business Forum has received grants from the Economic Development Budget which were previously approved by Council as part of the Growth Bid and Service Plan process.</li> </ul>	<ul style="list-style-type: none"> <li>To align the approval of business grants as per community grants which are currently approved by committee.</li> </ul>
This is what we want to do about it	These are the next steps
<ul style="list-style-type: none"> <li>Consider the application</li> </ul>	<ul style="list-style-type: none"> <li>To approve the application or the Committee can reject the application.</li> </ul>

- 1.1 This report seeks to present an application by The Spelthorne Business Forum (Appendix A) that recommends approval by Council. The amount applied for is £10,000 for the financial year 2025- 2026. The amount is currently accounted for in Economic Development's Service Plan and therefore subject to Council approval as a part of the budget approval process.

## **2. Key issues**

- 2.1 The Council has supported the Spelthorne Business Forum in the past as it provided businesses with a representative body as there is not a Chamber of Commerce or similar business group in Spelthorne. Further information can be found on the [Spelthorne Business Forum website](#).
- 2.2 The Spelthorne Business Forum provides networking events, an online business directory and communications to the business community.
- 2.3 The grant will specifically be used to cover the employee cost of two persons who manage the events, finances and communications.
- 2.4 To continue to provide the services, the Spelthorne Business Forum requires a grant until it establishes alternative income streams in the future. It does not have any other ways of obtaining a grant other than through Spelthorne Borough Council. Spelthorne Business Forum does intend to raise sponsorship from its events and the Business Plan Competition to increase income and potentially reduce the need to request a grant.
- 2.5 The Spelthorne Business Forum regularly sends business communications via its newsletter to business contacts. Its activities include 10 networking events, 2 social events including the Riverboat Cruise which Council employees attend.
- 2.6 The Spelthorne Business Forum is also focussing on developing a [business directory](#) which will connect business services in the borough. Please refer to appendix A – the application for more detail.

## **3. Options analysis and proposal**

- 3.1 **Option 1 and preferred recommendation:** To recommend to Council that it approves the application for a grant of £10,000 to be awarded to The Spelthorne Business Forum which will ensure that activities in the application are carried out in the interests of the Council and the business community. This decision is subject to Council approving the Economic Development budget for 2025-26.
- 3.2 **Option 2:** To recommend to Council that the application of a grant of £10,000 to The Spelthorne Business Forum is denied. The consequence of this action will likely force the Spelthorne Business Forum to stop all activity in the short-term until alternative income streams are identified. The Economic Development Team have capacity to fulfil some of the functions but not all.

## **4. Financial management comments**

- 4.1 If **option 1** is preferred, provision for a grant of £10,000 is included in Economic Development's 2025/26 Growth Bid and Service Plan. This has already been approved by this committee subject to Council approving the Budget on 27 February 2025.
- 4.2 If **option 2** is preferred, the Economic Development Team will use the £10,000 to carry out the activities if the Spelthorne Business Forum is unable to.

## **5. Risk management comments**

- 5.1 If **option 1** is preferred, the Spelthorne Business Forum will continue to provide activities in collaboration with the Economic Development team.

There is a risk that the grant funding objectives may not be met by the Spelthorne Business Forum.

It is a requirement of the awarding of the grant to have an agreement between Spelthorne Borough Council and The Spelthorne Business Forum in place. This will ensure that bi-annual reports will be submitted for this Committee's information and review. This will also provide overview and scrutiny of the Spelthorne Business Forum's objectives and success in respect of the grant awarded. This will ensure the Council provides value for money and good practise in providing this grant.

- 5.2 If **option 2** is preferred, the Economic Development Team will conduct most of the activities instead of the Spelthorne Business Forum. The current team does not have capacity to manage an extra ten networking events, nor does it have the capacity to manage the Forum's Wayfinder directory as it stands as it is a commercial exercise.

**6. Procurement comments**

- 6.1 None arising from this report.

**7. Legal comments**

- 7.1 The Council has the powers to award grants to organisations using its general power of competence in section 1 of the Localism Act 2011.
- 7.2 Grant funding criteria and objectives must be met in order for the Council to evidence compliance with the statutory duty to deliver best value under the Local Government Act 1999.

**8. Other considerations**

- 8.1 N/A

**9. Equality and Diversity**

- 9.1 No impact

**10. Sustainability/Climate Change Implications**

- 10.1 No impact

**11. Timetable for implementation**

- 11.1 The grant will be paid in the financial year 2025-26.

**12. Contact**

- 12.1 Chris Norrington: [c.norrington@spelthorne.gov.uk](mailto:c.norrington@spelthorne.gov.uk)

**Please submit any material questions to the Committee Chair and Officer  
Contact by two days in advance of the meeting.**

**Background papers:**  
There are none.

**Appendices:**  
**Appendix A – Spelthorne Business Forum Grant Application**

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Spelthorne Borough Council

Annual Council Grant  
Application Form  
25/26



Thank you for your interest in applying for a Spelthorne Borough Council Annual Grant. Prior to making this application, please read the guidance provided and make sure you meet and can evidence meeting **all** the criteria. If you do not meet the criteria your application will not progress to panel consideration.

Please submit this form by 12 December 2024

If you require any further assistance with completing this form or require the form and guidance in an alternative format, please contact Chris Norrington  
[c.norrington@spelthorne.gov.uk](mailto:c.norrington@spelthorne.gov.uk) or call 01784 446 208

The criteria that you **MUST** satisfy are:

- a) You are applying on behalf of a voluntary or charitable organisation. We also consider applications from not-for-profit organisations.
- b) The organisation is located in Spelthorne and/or you provide services for people in Spelthorne.
- c) You support Spelthorne Borough Council's vision and comply with at least one of our key priorities.  
[Putting our residents at the heart of everything we do - Spelthorne Borough Council](#)
- d) You are not applying for salary costs for your Chief Executive.
- e) Your organisation is financially stable but is also not carrying large reserves.
- f) You must not be applying for multiple financial support for the same objective. (Unless you are specifically requesting grant match funding).
- g) You have clear outcomes for the additional funding applied for.
- h) You need to be able to monitor your performance towards your goals and demonstrate how you have successfully achieved them.
- i) That you have been able to flex and adapt your service provision, or would be able to, as a response to emerging need.

**Contact details**

Name and position	<b>Tracey Carter</b>
Organisation	<b>Spelthorne Business Forum CIC Ltd</b>
Charity number (if applicable)	

Address of company	<b>Spirit House, 8 High Street, West Molesey, Surrey, United Kingdom, KT8 2NA</b>
Where will your service be provided	<b>In Spelthorne</b>
Contact phone	<b>07919075092</b>
Contact email	<b>tracey.carter@sbf.biz</b>

### **Financial status:**

Please provide your last set of audited accounts (if possible, for the previous year). If you are a small community group that does not need to produce audited accounts, please provide your treasurers accounts. Accounts are required for us to verify that your organisation is financially able to deliver what you are applying for. Please note that these will be treated in the strictest of confidence.

Please provide details of all funding that you have applied for, for the year 2025-2026. Please include any applications you have made for funding that remain pending, along with those refused, agreed or agreed in part. In addition, if you have been advised that an offer of match funding has been made, please include that in the table below.

Other grant or applications for financial assistance for the year 2025-2026

Organisation applied for, for funding	Reason for grant application	Grant application amount	Current status of application
None			

### **The Aims of your organisation:**

It is extremely helpful for the Grant's Panel to know about your organisation. How, why and when it was set up and for what purpose. What are your key objectives and how have these changed?



When was your organisation set up?	SBF have been in existence for over 15 years. It has been a CIC since 20 September 2018
If you have charity status, when was it awarded?	We are a Community Interest Company
Why was your organisation created?	<p>Our mission is to help bring economic stability and prosperity to Spelthorne by providing a platform to deliver a range of benefits to our members including networking, support, workshops and mentoring.</p> <p>We exist to make Spelthorne a great place to do business</p>
What are you aiming to achieve?	Our aim is to be the voice of Spelthorne businesses with local and central government, champion the innovative and create an environment where businesses can thrive. We have created a vibrant and connected business community that rivals that of any Surrey borough. Through our events, newsletters and partnership work we aim to continue being the leading voice for business in Spelthorne.
How do you measure success?	<p>We measure our success by the number of subscribed members (currently 1004), the number of events we deliver (at least 10 per year) and the e-newsletters sent sharing business news and updates (at least one per month).</p> <p>It is estimated that the number of members based in Spelthorne is around 70%.</p> <p>It is hard to be exact as many businesses may be registered outside the Borough (ie with an Accountant) whilst trading in the borough. We also have a large number of partner organisations who offer support services to Spelthorne based businesses as part of our membership. Our new web launch in 2025 will allow us to collect more in depth data to allow us to be more accurate regarding membership location.</p>

## Previous Year

Have you received a grant from Spelthorne Borough Council in the financial year 2024/25?	YES
If YES, how much was this grant for?	£10,000

Please provide a detailed report that clearly demonstrates what your objectives were, how you matched the grant funding to the objectives, did you meet your objectives and how did you measure your success? (there is no word limit).

### Strategic Statement & Priorities

The first priority was to increase our membership by increasing our engagement with business owners and employees across Spelthorne and create a reputation as a trusted and influential local business support organisation.

The goal was to increase the membership above 1000 members through company engagement via events, workshops, forums and social media posts.

We believe our diverse membership across many sectors, industries and professions gives us the opportunity to create a reputation as the leading conveyor and connector in the Spelthorne Business community.

We also understand that with the rapidly changing economic landscape with Covid 19 and Brexit and the cost of living crisis we need to engage and attract a more diverse membership from all ages and sectors to ensure we are truly representative of all businesses in the area.

This was done through monthly events, e newsletters and partnership working with other business support organisations and corporate partners.

Our strategy states that the SBF will be an important partner to Spelthorne Council in its economic recovery plan and must align its strategy to support the Councils objectives to ensure the best outcome for its members and local businesses.

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**Your application:**

**Submission deadline: 12 December 2024: 1700**

**Committee Date: 16 January 2025**

**Council Date: 27 February 2025**

Please provide information to clearly demonstrate what you wish to achieve with the funding you are applying for and how you will measure success of the grant funding.

Please provide as much detail as possible here including who are your beneficiaries/key service users and where and how your service will be provided.

Please detail the importance of this and why you believe this service to be necessary. Please refer to our vision and aims and detail which one/s your service supports.

Amount of grant applied for from Spelthorne Borough Council.	£10,000
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Funding agreed from elsewhere.	None
What will our funding enable you to deliver? This needs to be a detailed description of how the grant money matched against objectives will be spent (specific projects or initiatives).	<p>1) Support the funding of two part time members of staff.</p> <p>2) Deliver a minimum of 10 Business Networking events plus special Social events including the Riverboat Cruise, Summer Social and Christmas Social.</p> <p>3) Send monthly e newsletters to members with the roundup of latest news and events</p>
How have you identified the community need?	Through over 15 years of engagement with the local business community working in partnership with Spelthorne Council to help deliver support to businesses through some of the most challenging economic circumstances.
Please show how this meets Spelthorne's values and priorities <a href="#">Putting our residents at the heart of everything we do - Spelthorne Borough Council</a>	Our strategy states that the SBF will be an important partner to Spelthorne Council in its economic recovery plan and must align its strategy to support the Council's objectives to ensure the best outcome for its members and local businesses.
Please identify where services will be delivered.	In Spelthorne
Please identify who your key customers are.	Businesses in Spelthorne
<b>How will you measure success?</b> Please provide detail on targets you will set and how you will measure the effectiveness of your activities.	<p>1) Increase our membership by 5% (currently 1004 members)</p> <p>2) Send 12 e-newsletters and maintain an open rate and click rate above the national average.</p> <p>3) Hold a minimum of 10 networking events plus 2 special events with a minimum of 20 attendees at each networking event and 30 attendees for each special event.</p>

	4) Send an annual business confidence questionnaire asking where they need support and what more the SBF can do.
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## **Safeguarding**

Does your organisation work with either children and young people or adults at risk?

No (delete as applicable)

**If yes**

**\*Please attach details of your safeguarding arrangements/policy/procedures and**

**\*Details of your process for undertaking Disclosure and Barring (DBS) checks (if necessary)**

## **Sustainability**

If your application is successful, we may ask you to engage with the Council Climate Change & Sustainability specialists. They will share information about support available to you to become more sustainable. Please indicate that you are happy to engage with our climate change and sustainability specialists

\*Yes

## **Reviewing the application**

Once your application has been received, it will be reviewed to ensure that it meets the criteria.

If the application does not meet the criteria, the application will not be taken further. We will endeavour to signpost you to other potential financial support available.

If it is obvious that an error has been made and crucial information has mistakenly been omitted, we will endeavour to contact you to give you the opportunity to provide the missing information.

It is important to note that meeting the criteria does not guarantee that you will receive a grant. Spelthorne Borough Council receive numerous applications from worthy organisations and with regret we cannot offer grants to all. The applications received within the specified time limit and those evidencing that they meet our criteria will be considered by a panel.

In some cases, the grant panel may ask you for further information or clarification. The panel does not have the final say and makes recommendations to be considered by Committee and then approved by Council in its February meeting.

The process takes several months. We are required to follow this process as we are using public money.

### **The final decision and payment**

The panel may decide to recommend to Committee:

- That your organisation gets awarded the full amount applied for.
- That your organisations receives an award for a lower amount than applied for.
- That your organisation has been unsuccessful for the current year.

Where we are unable to provide you with any grant funding, or in some cases, a smaller amount than you applied for, we will endeavour to signpost you to other potential funding sources to help you achieve your outcomes. In the cases of a partial award, we will ask you to review what is achievable with the smaller amount of funding awarded.

We will write to you with the decision at the end of February / beginning of March 2025. It is hoped that the funding will be paid into the relevant account by the start of the financial year.

## **Appendix B**

Supplementary paper for Business Infrastructure and Growth Committee

Committee Date: 16 January 2025

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### **Introduction**

Management team (MAT) reviewed the Spelthorne Business Forum's application for a grant on 7 January 2025 before it is submitted to Committee and then Council. They felt that the response provided for the previous year (which is this current year) did not answer the question, there could be more to measuring success and more detail on how the money will be used in 2025/26, especially as value for money and value to businesses has not been articulated.

### **Questions posed by MAT where as follows:**

- 1      Measuring success: Is the success measured by the impact of your events, and the increase in membership numbers which would be evidenced by feedback and surveys rather than the number of events held and the number of subscribers to a newsletter?
- 2      Please provide a detailed report that clearly demonstrates what your objectives were, how you matched the grant funding to the objectives, did you meet your objectives and how did you measure your success? The Committee will need to see more detail on this.
- 3      In your response to 2025/26 How you will measure success, is the intention to increase Spelthorne members? How many do you have and how many therefore is 5% of an increase? Please can you provide a baseline (national average) for open rate and click rate, what you currently receive and how you see that increasing?
- 4      Regarding the networking events, traditionally there seems to be businesses who attend on a regular basis – so what is your intention regarding attracting newcomers to the event and do you have a target for that?

### **The response from The Spelthorne Business Forums board is as follows:**

Currently, our membership baseline stands at approximately 1,000 members. This figure varies daily due to new members joining and others leaving their organizations and subsequently unsubscribing. Our goal is to not only increase the total number of members but also expand into specific targeted sectors. However, defining these sectors will be challenging at this stage since we are in the process of implementing numerous new events, projects, and web features before we can focus on sector-specific initiatives.

With this context in mind, as a minimum baseline we are aiming for a 5% growth target, which translates to an additional 50 members.

With the above in mind and in answer to your first question here is an example;

We are excited to announce our inaugural industry-focused event taking place in March. This event will cater specifically to the construction and property sectors, aiming to encourage businesses to transition into the retrofit market. By addressing skill gaps, we aspire to contribute towards a Carbon Neutral Spelthorne and Surrey.

The event will be promoted widely across Surrey to the construction and property sector and hosted in Staines Upon Thames.

Our goal is not only to attract new members from these sectors but also to forge partnerships that support local job initiatives and skills development through collaboration with the local jobs hub, DWP, Surrey County Council and various stakeholders in the retrofit sector. Additionally, this endeavour aligns with Spelthorne's carbon reduction targets.

While it can be challenging to measure the outputs and outcomes of such events, we believe they are crucial for fostering sustainable growth in our community.

Each of our events and projects is designed with the needs and requirements of the local business community in mind, while also aligning with the roles and objectives set out by Spelthorne Council in their Economic Strategy.

Our goal for every project, interaction, or event is to enhance the economic prosperity of Spelthorne. We strive to raise awareness about the Council's role in supporting our community and foster connections among stakeholders and partners who are responsible for delivering government-funded support.

Additionally, we aim to unite corporate partners to expand their Corporate Social Responsibility (CSR) outreach within Spelthorne.

For instance, we are thrilled to announce that British Airways has agreed to become a Corporate Sponsor. We are currently collaborating with their Community Team to develop a plan that will bolster their Community Outreach Program in Spelthorne.

Above are examples of how the SBF will utilise the grant fund to offer maximum value for taxpayers.

### **Networking Events**

As a membership organization dedicated to a small, targeted business community, we are pleased to offer our members a consistent meeting platform. Every organization that provides such opportunities will always have its share of "regulars." To enhance participation, we actively promote our events through various partner platforms, including (but not limited to) Surrey Chambers of Commerce, West London Chambers of Commerce, FSB, Business Surrey, Surrey Events Group, IOD, and Eventbrite.

In addition to our traditional networking sessions, we are excited to introduce themed events that cater to different business sectors and topics. Our regular networking gatherings will also include opportunities for members to take the stage as guest speakers in their areas of expertise.

These initiatives create a diverse and engaging environment for both our established attendees and newcomers alike.



**Agenda Item – Amendment to the Terms of Reference for Audit Committee**

**Recommendation from the Standards Committee – 9 April 2025**

Committee **resolved** to recommend to Council to approve the proposed changes to the Terms of Reference in the Constitution as set out in the report.

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# Extraordinary Standards Committee

9 April 2025



<b>Title</b>	Amendments to the Constitution
<b>Purpose of the report</b>	To make a recommendation
<b>Report Author</b>	Linda Heron, Monitoring Officer
<b>Ward(s) Affected</b>	All Wards
<b>Exempt</b>	No
<b>Exemption Reason</b>	Not applicable
<b>Corporate Priority</b>	This item is not in the current list of Corporate Priorities but still requires a Council decision.
<b>Recommendations</b>	Committee is asked to recommend to the Council to: Approve the proposed changes to the Terms of Reference in the Constitution as set out in this report.
<b>Reason for Recommendation</b>	To ensure that the Constitution supports good governance.

## 1. Summary of the report

What is the situation	Why we want to do something
<ul style="list-style-type: none"><li>A matter requiring correction has been identified in the Constitution. This relates to the terms of reference for the Audit Committee.</li></ul>	<ul style="list-style-type: none"><li>To ensure the Constitution supports good governance.</li></ul>
This is what we want to do about it	These are the next steps
<ul style="list-style-type: none"><li>Recommend the changes as set out in this report, to Council for approval.</li></ul>	<ul style="list-style-type: none"><li>Seek Council approval for the proposals.</li><li>Once approved, the Constitution will be updated and published on the website.</li></ul>

- 1.1 This report seeks a recommendation to Council to approve proposed amendments to the Constitution, which have the support of the Committee System Working Group.

## 2. Key issues

- 2.1 The Committee System Working Group (CSWG) is responsible for considering whether any amendments are required to the Constitution and making recommendations on these to the Standards Committee.
- 2.2 The proposed amendments relate to the terms of reference of the Audit Committee (Part 3b of the Constitution).
- 2.3 CIPFA guidance recommends that Audit Committee should include two co-opted independent members to provide appropriate technical expertise and to strengthen the capacity of the Committee to provide constructive challenge. Grant Thornton's report for the year ended 31 March 2024 also identified this point.
- 2.4 The Terms of Reference for Audit Committee state the Committee is comprised of 7 councillors and one independent member, and therefore require amendment to allow for two independent members.
- 2.5 The proposed changes to the Constitution were discussed with, and received the support of, the Committee System Working Group on 27 March 2025.
- 2.6 Clean and tracked change copies of the amended Parts of the Constitution are attached in Appendix 1.

### **3. Legal comments**

- 3.1 The Council has a statutory obligation to prepare a constitution and keep it up to date (Section 9P of the Local Government Act 2000).
- 3.2 The procedure for making changes to the Council's Constitution is set out in Article 13 of the Constitution.
- 3.3 The amendments set out in the body of this report is a matter for full Council.

### **4. Risk management comments**

- 4.1 None arising directly from this report save that the proposed amendments to the Constitution are required to implement recommendations from the external auditor's report and are aligned to CIPFA guidance.

### **5. Financial management comments**

- 5.1 Independent Member on Audit Committee receives an allowance of £750 pa (part 6 of the Constitution).
- 5.2 An appointment of another independent member would mean an additional £750 allowance per annum for the duration of the appointment (typically 2 years).

### **6. Other considerations**

- 6.1 An additional independent member will provide appropriate technical expertise which will increase the resilience of the Audit Committee and will better equip it to scrutinise risks issues.

### **7. Timetable for implementation**

- 7.1 A recommendation from Standards Committee will be considered by Council at its meeting on 24 April 2025.

7.2 The amendments will take effect upon agreement by Council and the Constitution will be updated and published as soon as reasonably practicable.

**8. Contact**

8.1 Linda Heron, Group Head Corporate Governance and Monitoring Officer  
(l.heron@spelthorne.gov.uk)

**Please submit any material questions to the Mayor and Officer Contact by two days in advance of the meeting.**

**Background papers:** There are none

**Appendices:**

Appendix 1 - Part 3(b) Terms of Reference

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## **TERMS OF REFERENCE**

All Committees will have the following functions in relation to those areas of responsibility falling within the remit of each Committee:

- To work at meeting the Council's corporate objectives, as set out in the Corporate Plan and set strategic priorities within the Budget and Policy Framework, for services within its remit
- To adopt, monitor and review Council policies and strategies which fall within the remit of that Committee.
- To take decisions within the budget framework including contract and virement decisions.
- Where there are significant budgetary implications, to make recommendations to the Corporate Policy and Resources Committee on changes to existing policies, or the adoption of new policies, with the exception of changes to previously approved, or the addition of new policies falling within the Policy Framework. These are reserved to Council.
- Each Committee is limited in authority to grant expenditure to £1 million for any particular project (with the exception of decisions on Community Infrastructure Levy funds allocation by the Corporate Policy and Resources Committee) without seeking approval from full Council. Any project must be taken as a whole, and the project cannot be sub-divided into its constituent parts with each being authorised separately to avoid this limit set by this rule.
- To recommend to Council any expenditure on a project within the Capital Programme where the cost of the project as a whole exceeds £1million.
- To review and have oversight of the agreed Project Initiation Document and other relevant project reporting documentation in relation to service projects within the Committee's remit.
- To consider and propose budget priorities and actions on the delivery of Council services within each Committee's remit, within the overall policy and budgetary framework agreed by the Council.
- To consider periodic budgetary monitoring and variation reports in respect of the functions within the Committee's remit and make any recommendations to the Council as necessary.
- To consider Motions referred to the Committee by Council under Standing Order 16.6, in accordance with the rules of debate at Standing Order 18.
- To review and scrutinise budget proposals relevant to the Committee's functions and make recommendations to the Corporate Policy and Resources Committee, or in the case of that Committee, make recommendations to Council.
- To review and scrutinise service delivery in line with the strategic direction set above and in particular ensuring that best value in service delivery is being obtained for the community.
- To undertake scrutiny and monitor the performance of external bodies who deliver services to the community.

### **Part 3 section (b)**

- To encourage performance improvement in relevant services, consistent with Value for Money principles (defined in Part 4d Glossary of terms) and within the policy and budgetary framework agreed by the Council. This includes responding appropriately to statutory reports on external inspections and service reviews.
- To facilitate and encourage public participation in the Council's activities by engaging key stakeholders in the Council's processes for decision making.
- To oversee the publication of consultation papers on key issues and ensure that there is appropriate public consultation.
- To consult with local Ward councillors about policy developments or service initiatives which have a specific relevance to that Committee.
- To commission studies or the collection of information relating to policy issues (Corporate Policy and Resources Committee) or service delivery (Strategic Committees).
- To establish Working Groups and Task and Finish Groups to examine in detail specific issues or aspects of policy, procedure or service in accordance with the Working Group and Task and Finish Group procedure rules at Part 4i of this Constitution.
- In respect of matters that cross the remits of two or more Strategic Committees, the Chairs of the relevant Committees will agree which Committee will deal with the issue, in consultation with the relevant officer bringing the matter. If the Chair is not available, the Vice-Chair will be consulted. In the case of a conflict, the Corporate Policy and Resources Committee will be responsible for the matter.
- Where a function does not clearly fall within the remit of a Strategic Committee, the Corporate Policy and Resources Committee shall direct which Committee shall deal with the function, or deal with the matter itself.
- This Committee has responsibility for scrutinising matters referred to it by the Strategic Committees or councillors in accordance with the Council's Call-in Scheme (Part 4b of this Constitution).



## **CORPORATE POLICY & RESOURCES COMMITTEE**

### **Membership**

At least 15 members reflecting political balance, comprising the Chairs and Vice-Chairs of the Strategic Committees and with the Leader and Deputy Leader appointed as Chair and Vice-Chair of this Committee.

### **Functions**

The Corporate Policy and Resources Committee exercises any function not delegated to another Committee, an officer or reserved to Council. In particular, it makes recommendations concerning the Council's budget to Council. The Committee will also carry out those statutory and non-statutory functions falling within its area of responsibility as set out below. Working within the Budget and Policy framework previously approved by Council, it will set strategic priorities for the services within the Committee's remit.

Where a function does not clearly fall within the remit of a Strategic Committee, this Committee shall direct which Committee shall deal with the function, or deal with the matter itself.

The Committee will recommend to Council new, or changes in previously approved, policies that fall within the Policy Framework as set out in Article 4 as well as making joint arrangements or delegating decision making to Chief Officers. However, this does not prevent that Committee from choosing to exercise the function itself.

Areas of responsibility include:

- Appointments to Outside Bodies
- Armed Forces Covenant
- Building Control
- Business and Financial Planning
- Compulsory Purchase Orders
- Contracts and Commissioning
- Council Insurance, Health and Safety
- Corporate Communications
- Corporate Complaints
- Customer Services
- Debt and Treasury Management
- Democratic Services
- Electoral Services
- Financial Services
- Human Resources
- Investment and Regeneration Assets
- Land Charges
- Legal Services
- ICT and Digital transformation
- Oversight of major (where the cost of the project as a whole exceeds £1 million) programmes and projects within the Capital programme.
- Performance Management

- Procurement
- Project Management
- Reserves Strategy
- Revenues and Benefits
- Risk Management
- Strategic Partnerships

And specifically:

- To make recommendations as appropriate on matters reserved to Council for decision including:
  - the Council's draft annual budget, including the capital and revenue budgets, prudential controls and council tax
  - the use of reserves
  - the Council's Community and Corporate Plans
  - the Council's Policy Framework
- To consider periodic budgetary monitoring and variation reports and make any recommendations to the Council as necessary.
- To be responsible for decision making in respect of the Council's fees and charges and consider recommendations from the other Strategic Committees on fees and charges for services falling within their remit.
- To act as the Council's shareholder representative on the Knowle Green Estates Board.
- To appoint a shareholder representative for any company set up by Spelthorne Borough Council, from that committee within whose remit the business of the company falls.
- To be responsible for decisions to proceed with asset acquisitions relating directly to Regeneration purposes only.
- To be responsible for decisions to proceed with freehold (or long leasehold) disposal of investment assets and/or commercial assets within the regeneration programme.
- To approve dilapidation settlements that exceed £500k.
- To receive quarterly reports on the Investment Sinking Fund Reserves and to be notified of any change of adverse impact and mitigation measures which are being taken to address.
- To be responsible for the oversight of major programmes and projects within the Capital Programme where the cost of the project as a whole exceeds £1 million.
- To be responsible for decision making in respect of the Council's services and activities other than those specifically delegated to other Committees or officers.
- To be responsible for decision making where there is a conflict in respect of matters that cross the remits of two or more Strategic Committees.
- To be responsible for decisions to adopt new policies or make changes to previously approved policies, falling outside the Policy Framework, where there are significant budgetary implications.
- To be responsible for decisions on Community Infrastructure Levy (CIL) funds allocation on those proposals related to major infrastructure projects where

significantly large sums of monies (approximately £1million or more) are being committed or on schemes which carry a degree of complexity as recommended by the CIL Task Group.

- To consider the Annual report from the Local Government and Social Care Ombudsman (LGSCO) and any maladministration findings of the body.
- To act as the Member Responsible for Complaints in accordance with the Complaint Handling Codes of the LGSCO and the Housing Ombudsman.
- To make a Compulsory Purchase Order and decide on the level of costs arising up to £1 million.
- To make appointments to outside bodies and charities where the appointment is not reserved to Council for decision.
- To be consulted by other committees on any issues raised relating to the performance and provision of services.
- This Committee has responsibility for scrutinising matters referred to it by the Strategic Committees or councillors in accordance with the Council's Call-in Procedure Rules (Part 4b of this Constitution).

## **COMMERCIAL ASSETS SUB-COMMITTEE**

### **Objective**

Within the overall policies and strategies set by the Council, to provide leadership, decision making and accountability for the management of the Council's Investment properties and commercial assets within the Council's regeneration programme.

### **Membership**

A minimum of 4 Members reflecting political balance, with at least 1 member from each political party. An independent member will also be appointed.

### **Functions**

1. Acquisitions relating directly to Regeneration purposes only (acquiring assets for alternative purposes is not covered via the Objectives of this Sub-Committee)
  - (a) To receive recommendations from officers (where officer/member delegation financial limits are exceeded) as to possible new strategic property acquisitions for regeneration purposes only.
  - (b) Following (a) above, to give an initial steer on whether to investigate further those potential acquisitions.
  - (c) Following (b) above and any subsequent reports from officers, to make recommendations to the Corporate Policy & Resources Committee to proceed with acquisitions in accordance with relevant Council procedure rules.
2. Disposals
  - (a) To receive recommendations from officers (where officer/member delegation financial limits are exceeded) as to the potential freehold (or long leasehold) disposal of investment assets and/or commercial assets within the regeneration programme.
  - (b) To receive recommendations from officers (where officer/member delegation financial limits are exceeded) as to the potential joint venture initiative involving investments assets and/or commercial assets within the regeneration programme.
  - (c) Following (a) or (b) above to give an initial steer on whether to investigate further those potential disposals or joint venture initiatives.
  - (d) Following (c) above and any subsequent reports from officers, to make recommendations to the Corporate Policy & Resources Committee to proceed with the particular freehold (or long leasehold) disposal or joint venture initiative in accordance with the relevant Council procedure rules.
  - (e) To receive recommendations from officers and approve (or otherwise) any proposals for the granting of a new or reversionary lease at an aggregated rent over the term which exceeds officer delegation levels.

3. Management of Investment Assets and Commercial Assets within the Regeneration Programme
- (a) To approve leasehold disposals (lettings) in investment assets (where officer/member delegation financial limits are exceeded.)
  - (b) To approve dilapidation settlements valued between £101k and £500k and make recommendations to Corporate Policy and Resources Committee for any that exceed £500k.
  - (c) To approve the change of use of investment assets including recommendations to the Corporate Policy and Resources Committee regarding alternative use or classification of the asset.
  - (d) To receive monthly update reports on the management of the investment assets in accordance with the adopted Asset Management Strategy, including rental income, potential letting opportunities, pending break option and lease expiries over the next 12-month period, significant assignments and any other estate management issues based on officer recommendations.
  - (e) To approve the exercise of a break option under the terms of lease of land or property where officer/member delegation financial limits are exceeded.
  - (f) To approve or agree to the surrender of a lease of land or property where officer/member delegation financial limits are exceeded.
  - (g) To approve new lettings where the rental income per annum (net of VAT) exceeds £100k.
  - (h) To approve lease renewals where the rent in the first year of the new lease is less than 50% of the passing rent of the previous lease, or where the financial impact exceeds £250k.
  - (i) To receive monthly arrears reports on each individual asset/tenant within the investment portfolio by rent quarters.
  - (j) To be notified of any potential arrears and issues being faced by individual tenants (including taking decisions on tenant requests to change from quarterly to monthly payments or rent deferment requests) where the rental income exceeds £100,000pa and to be advised of steps being taken by officers to mitigate that risk.
  - (k) To receive quarterly reports on the Investment Sinking Funds and to be notified of any change of adverse impact and mitigation measures which are being taken to address.
  - (l) To receive notification of and authorize any non-budgeted capital expenditure or any capital expenditure over £50,000. on the investment portfolio.
  - (m) To approve, the settlement of rent reviews, lease renewals or lease re-structuring negotiations in respect of the Investment assets where officer/member delegation financial limits are exceeded.
  - (n) To review, advise on and approve formal reporting of the investment portfolio to CPRC and/or full council to include Asset Investment Strategies, Business Plans, Key Performance Indicators, Risk Registers, and half yearly update reports.
  - (o) To agree the scope of the annual reporting on the Council's investment and regeneration portfolios with the Assets Team.

4. Frequency

Monthly day-time meetings. Where meetings are not necessary for lack of business they will be cancelled.

## ENVIRONMENT & SUSTAINABILITY (E&S) COMMITTEE

### Membership

At least 15 members reflecting political balance.

### Functions

This committee has responsibility to carry out those statutory and non-statutory functions falling within its areas of responsibility as set out below. Working within the Budget and Policy framework previously approved by Council, it will set strategic priorities for the services within the Committee's remit.

Areas of responsibility include:

- Cemeteries
- Climate emergency response - including carbon management, mitigation and adaptation measures
- Community Infrastructure Levy (CIL) funds
- Emergency planning
- Environmental sustainability and biodiversity
- Fly tipping
- Grounds Maintenance
- Heathrow liaison
- The Local Plan
- Parking services and strategy
- Parks, open spaces, allotments and playgrounds
- Planning policy and enforcement
- Pollution control including air quality and contaminated land
- Street Cleansing
- Transport including Electric Vehicle strategy
- Waste strategy and management, including Recycling

And specifically:

- To consider and make recommendations on fees and charges in respect of those services falling within the Committee's areas of responsibility to Corporate Policy and Resources Committee.
- To consider all Community Infrastructure Levy (CIL) funds allocation and determination in all cases, except for those proposals related to major infrastructure projects where significantly large sums of monies are being committed or on schemes which carry a degree of complexity which will be referred for decision to Corporate Policy and Resources Committee, as recommended by the CIL Task Group.
- To scrutinise those aspects of the operation of Heathrow Airport that directly relate to this Committee's areas of responsibility.
- To establish the Community Infrastructure Levy Working Group with the membership and terms of reference as set out below

- To establish the Climate Change Working Group with the membership and terms of reference as set out below
- To review and scrutinise flood risk management

## **Working Groups Terms of Reference**

### **Community Infrastructure Levy (CIL) Working Group**

#### **1. Remit**

The CIL Working Group is a Councillor/Officer group set up to work jointly and collaboratively to advise the appropriate Committee on CIL generally and make recommendations on bids for CIL monies allocated to it by the Borough Council.

The CIL Working Group will assess bids for Strategic CIL funding and will recommend to the Environment & Sustainability (E&S) Committee for approval. Bid assessment will consider a number of factors including project cost, match funding, deliverability, and relevance to the identified infrastructure needs set out in the Infrastructure Delivery Plan (IDP).

In exceptional circumstances the Working Group may recommend bids to the Committee and Corporate Policy and Resource Committee (CPRC) should it be appropriate to do so.

#### **2. Membership of the Working Group**

The CIL Working Group comprises:

- The Leader of Spelthorne Borough Council
- The Chair of E&S Committee
- The Chairs of each of the five Local Spending Boards

The Chair of the Working Group will be nominated by the Working Group.

The following Officer representation will apply:

- Strategic Planning Manager
- Infrastructure Delivery Co-ordinator

The Working Group will reserve the right to draw in representatives from other Borough, County, and external service areas as required to assist it in its work.

#### **3. Meetings**

The Strategic CIL Bidding Round will run between the months of April and June. The Working Group will meet as soon as practical after the close of the Bidding Round to consider applications. Once recommendations have been decided, these will be taken to the appropriate Committee as soon as practical for final decision-making. Where possible, final decisions should be published between September and October.

The Working Group may also meet as required throughout the year to discuss Strategic CIL allocations and to ensure effective and timely allocation of CIL monies.

#### **4. Objectives**

The Working Group objectives are:

- To ensure overall programming of infrastructure projects agreed by the appropriate Committee.

- To advise and recommend to the appropriate Committee schemes that will have maximum benefits to the community.
- To monitor receipts and expenditure of CIL monies, including the maintenance of reserves in the fund of approximately £1 million.

The Working Group will be responsible for:

- Recommending projects to the appropriate Committee which require CIL funding from resources allocated to it, following assessment in accordance with the agreed criteria.
- Regular monitoring and reporting to the E&S Committee on the delivery of projects including revisions to timescales and expenditure.
- Reporting to the E&S after completion of each project.

## **5. Output**

Regular project progress updates to the E&S Committee on CIL priorities and funding of projects.

*Adopted 26 April 2023*

## **Climate Change Working Group**

The Spelthorne Climate Change Working Group will consist of 7 members.

The Terms of Reference for the Working Group are:

1. To implement the climate change strategy and action plan agreed in 2022 to deliver our target of carbon neutrality by 2030.
2. To make recommendations to Environment and Sustainability Committee on areas for improvement which can impact on 'climate change' and to identify, and make recommendations on, developing new environmental policies where required which will help move the Council and Borough towards carbon neutrality by 2030.
3. To report to c appropriate action plans and targets to deliver the Council's 2030 target of zero carbon emissions.
4. To monitor progress with delivering the action plans and achieving targets and report on progress to Environment and Sustainability Committee on a quarterly basis.
5. To consider government and wider authorities' consultation on documents relating to 'climate change' and assist Environment and Sustainability Committee in formulating its response.
6. For members of the Working Party to act as 'climate change' champions by leading by example and advocating action on climate change. The Council has an important community leadership role to play regarding the 'climate change' agenda.
7. To identify areas for further research and invite presentations, workshops and discussions with experts as appropriate to help inform the Council's policies and action plans.



8. The Climate Change Working Group will consider the best way of engaging with key partners and work closely with the Government, the Environment Agency, Surrey County Council, local businesses, residents and other partners across the county and Borough to meet the target of making the Borough carbon neutral by 2030.
9. To consider and formulate a communication strategy to promote the Council's activities on climate change.
10. To monitor flood risk and actions to mitigate.

### **Membership and Proceedings of the Working Group on Climate Change**

1. To be a cross party working group
2. The Chair of the Environment and Sustainability Committee or appointee will chair the Group.
3. The Group will appoint its own vice chair from within its membership.
4. The meetings of the Working Group will be internal and confidential to the Council. At the Chair's discretion, some of the meetings will be open to all members of the Council to attend, particularly those to which outside speakers have been invited, to ensure wide engagement across the organisation.
5. The Working Group, can co-opt an external member to the Group, as required, to deal with, specialist areas. However, it remains the decision of the full Working Group as to what targets are recommended.
6. The Working Group will meet at least 4 weeks before an Environment and Sustainability Committee but potentially more frequently depending on workload and actions required.
7. The Working Group should aim to deliver a consensual view to Environment and Sustainability Committee Where this is not possible it should aim to report fairly on the divergent views of the group. Voting is not considered appropriate or necessary. Proactive and innovative suggestions are encouraged.
8. Liaison and engagement with a wide range of stakeholders is welcomed. The Working Group should seek a wide body of opinion to inform its considerations including exchanging views on pertinent matters and receiving suggestions as to how climate change can be addressed in areas over which Spelthorne Borough Council has limited control or significant influence.

*Adopted 27 June 2023*

## **BUSINESS, INFRASTRUCTURE AND GROWTH (BIG) COMMITTEE**

### **Membership**

At least 11 members reflecting political balance

### **Functions**

This committee has responsibility within the overall policies and strategies set by the Council, to provide leadership, decision making and accountability for the management of the Council's municipal, strategic regeneration (non-income producing) and development asset portfolios.

Also to carry out those statutory and non-statutory functions falling within its areas of responsibility as set out below. Working within the Budget and Policy framework previously approved by Council, it will set strategic priorities for the services within the Committee's remit.

Areas of Responsibility:

- Business partnerships
- Business transformation, support and inward investment
- Economic development
- Heathrow liaison
- Infrastructure scrutiny
- Markets
- Tourism
- Town centre viability and regeneration
- Management of the municipal, strategic regeneration (non-income producing) and development asset portfolios as defined in the Asset Management Strategy.

And specifically:

- To consider and make recommendations on fees and charges in respect of those services falling within the Committee's areas of responsibility to Corporate Policy and Resources Committee.
- To be responsible for the management of the strategic regeneration portfolio at such time as those assets are no longer held for income producing purposes.
- To consider and make recommendations to Council on proposals for achieving residential outcomes on assets within the Council's development portfolio through Joint Venture contracts/programmes, including the transfer of units/schemes to Knowle Green Estates or Registered Providers.
- To consider and make recommendations to Council on the disposal of assets in the development portfolio.
- To consider proposals to change the community use of a municipal asset, subject to inviting members of the Community Wellbeing and Housing Committee to attend

any meeting at which the matter is due to be discussed, to make their representations on the proposals.

- To scrutinise and provide observations and comments to the relevant authorities responsible for delivering those infrastructure projects which affect the local economy.
- To scrutinise those aspects of the operation of Heathrow Airport that directly impact this Committee's areas of responsibility.

## **COMMUNITY WELLBEING & HOUSING (CWH) COMMITTEE**

### **Membership**

At least 11 members reflecting political balance.

### **Functions**

This committee has responsibility to carry out those statutory and non-statutory functions falling within its areas of responsibility as set out below. Working within the Budget and Policy framework previously approved by Council, it will set strategic priorities for the services within the Committee's remit.

#### **Areas of Responsibility**

- Affordable, social housing and homelessness provision
- Arts and culture strategy
- Asylum seekers and refugees
- Civil Enforcement (JET)
- Community Day Centres
- Community safety and crime & disorder
- Community Transport (Spelride)
- Disabled Facilities Grants
- Environmental Health excluding pollution control and contaminated land
- Family Support
- Home Improvement Agency
- Housing Benefits/Council Tax Support
- Housing Options including allocations
- Housing policies and strategies
- Leisure and sports contracts
- Licensing matters (including HMO licensing) save for those specifically reserved to the Licensing Committee
- Management and maintenance of council owned housing and services to tenants
- Private sector and social housing enforcement including housing conditions
- Public Halls
- Services for older people
- Supported living independently – including meals on wheels
- Voluntary and community sector strategy and liaison
- Workplace Health & Safety enforcement of businesses in the community

#### **And specifically:**

- To consider and make recommendations on fees and charges in respect of those services falling within the Committee's areas of responsibility to Corporate Policy and Resources Committee.
- To establish the Grants Panel with membership and terms of reference as set out below.
- To make decisions on grants funding to organisations in the voluntary and community sector

- To receive periodic reports from Spelthorne Healthy Communities Board on funding decisions. The Board's membership and terms of reference are set out below for completeness.
- To exercise the Council's statutory scrutiny responsibilities arising under the Police and Justice Act 2006 in relation to crime and disorder.

## **Spelthorne Healthy Communities Board**

### **1. Purpose**

The purpose of the group is to improve the Health and Wellbeing in Spelthorne. The group will discuss and determine the Health & Wellbeing priorities for Spelthorne with targets and performance reviews outlined in the Spelthorne Health & Wellbeing Strategy. The group will raise awareness and communicate Health & Wellbeing information in Spelthorne and will provide an annual report to the joint committee of Spelthorne Borough Council and Surrey County Council.

### **2. Membership**

We will invite representatives from the following organisations:

- (a) Spelthorne Borough Council including the Chair of the Community Wellbeing and Housing Committee and Group Head for Community Wellbeing, and representatives from relevant Council departments
- (b) Surrey County Council representatives including Adult Social Care and Children's Services. A SCC councillor who is appointed by Joint Committee at the start of each municipal year.
- (c) Voluntary organisations such as Voluntary Support North Surrey, Action for Carers and Catalyst
- (d) A representative from North West Surrey Clinical Commissioning Group
- (e) A representative from one of the third sector community care borough wide forums or groups (for, children with disabilities, older people and adults with physical and sensory disabilities—Appendix 1) or a suitable representative from the community.
- (f) Other members from relevant organisations will be invited where appropriate and dependant on topical projects. These may include Surrey and Borders Partnership NHS Foundation Trust, or Ashford & St Peter's Hospital's NHS Trust

Members commit to attending meetings or to ensure that they send a representative at an appropriate level if they are unable to attend a meeting.

### **3. Terms of Reference**

The responsibilities of the Health and Wellbeing Group are:

- (a) To oversee progress towards the Spelthorne priorities as outlined in the Spelthorne Health & Wellbeing Strategy and to identify any new priorities that should be addressed. The group will provide periodic reports to the Community Wellbeing and Housing Committee.
- (b) To develop an action plan for the Health and Wellbeing Strategy outlining clear targets; to be monitored quarterly and reviewed annually. Produce criteria to enable performance as red/amber/green.
- (c) To consider any issues raised by members of the group or the wider community and to determine what needs to be done to resolve these issues.
- (d) To provide an opportunity for the sharing of relevant information between agencies.

- (e) To link to other local, partnership groups as appropriate  
(These responsibilities are underpinned by a statement of principles on equalities (shown in Appendix 2) to ensure that the work of the group pays due regard to issues of discrimination, equality of opportunity and the promotion of good relations between people from different backgrounds.

## **Grants Panel**

### **1. Purpose of the Panel**

The Grants Panel provides an opportunity for people with specialist skills and knowledge to contribute to the development of the community, voluntary and faith sector by granting annual and one-off funding.

The Grants Panel Advisory Panel is designed to ensure that Spelthorne Borough Council meets the highest standards when considering applications and awarding grants and consistently supports those organisations which help to deliver the Council's corporate priorities and enhance the quality of life in the Borough.

It will:

- a) assess grant applications and make recommendations to the Community Wellbeing and Housing Committee (CWHC) as to whether they should be funded.
- b) maintain an overview of the reach of Spelthorne Council's grant-making and suggest ways in which any gaps might be addressed
- c) Review the performance of grant recipients on an annual basis where a Service Level Agreement is in place
- d) Signpost applicants to alternative sources of funding
- e) Co-ordinate regular events to promote funders and grant sources to the CVS sector.

### **2. Terms of Reference**

The Terms of Reference for the Grants Panel are:

- a) A minimum of 3 elected members and three Spelthorne Council officers with relevant skills or knowledge will comprise the panel
- b) These will be appointed to the panel by being proposed and seconded by existing panel members and following a vote of existing members. Members should be nominated on the basis of specific skills that they will bring to the panel.
- c) a quorum shall be four members
- d) the chair must be an elected member and will be elected by majority vote
- e) Councillors on the Panel will be asked to register/declare any interests before considering the applications and making any recommendations.
- f) all decisions will be made by a majority vote and in instances of there being no majority, the chair will gain the power to make one casting vote

### **Part 3 section (b)**

- g) the Panel will meet at least once a year, though “virtual” meetings may be held via telephone or email exchange at any time. The quorum and voting rules will still apply and, normally, at least 5 working days will be allowed from the start to the conclusion of such meetings, in order to allow an adequate opportunity for all Panel members to take part.
- h) Panel members will be expected to attend at least 50% of “physical” meetings. Members missing three consecutive meetings without giving good reason may be deemed to have resigned and their position may be filled
- i) the Panel may invite anyone to attend a meeting(s) to give specialist input
- j) the annual revenue grants process will be the subject of a report to CWHC and acceptance by Full Council at its annual budget-setting meeting

## **POLICE AND CRIME COMMISSIONER'S PANEL**

### **Membership**

The Panel is a joint committee, made up of both appointed and co-opted members. All county, district and borough councillors are eligible to be Panel members.

In Surrey, there are 12 appointed members equating to the 12 councils. One councillor from Spelthorne Borough Council (appointed annually by Council) is a member of the Panel. In addition, there must be at least 2 co-opted members on the Panel (co-opted by the Panel itself, not the constituent councils) but the size of the Panel must not exceed 20 members in total. Surrey County Council is the lead authority administering the work of the Panel.

### **Functions**

The Panel is established as an Overview and Scrutiny body and therefore has the legal powers to:

- Require any papers in the Police and Crime Commissioner's (PCC) possession (except those that are operationally sensitive).
- Require the PCC (and their staff) to attend the Panel to answer questions.
- Request the Chief Constable attends to answer questions where the PCC has been required to appear before the Panel.
- Make reports and recommendations on any action or decision of the Commissioner.

The Police Reform and Social Responsibility Act 2011 details the functions that the Panel exercises as follows:

- Review the draft police and crime plan, or draft variation, given to the Panel by the PCC and make a report or recommendations on the draft plan or variation to the PCC.
- Review the PCC's annual report and make a report or recommendations on the report to the PCC.
- Review or scrutinise decisions made or other action taken by the PCC in connection with the discharge of the PCC's functions.
- Publish any report and recommendations made to the PCC.
- Review certain senior appointments made by the PCC.
- Review Chief Constable appointments, with the power to veto the appointment with a two-thirds majority.
- Review and report on the PCC's proposals to remove a Chief Constable.
- Review the PCC's level of precept, with the power to veto the proposed precept with a two-thirds majority.
- Suspend the PCC if they are charged with certain criminal offences.
- Appoint an acting PCC if necessary.
- Initial handling and informal resolution of complaints about the conduct of the PCC or their Deputy.



## REGULATORY COMMITTEES

### AUDIT COMMITTEE

(7 councillors reflecting political balance and ~~two~~<sup>one</sup> independent non-voting members)

1. To provide independent assurance of the adequacy of the risk management framework and the associated control environment, independent scrutiny of the authority's financial and non-financial performance to the extent that it affects the authority's exposure to risk and weakens the control environment, and to oversee the financial reporting process:
  - To approve (but not direct) the internal audit's strategy plan and performance.
  - To approve risk related Policies that are not reserved to Council.
  - To receive an annual report on RIPA (Regulation of Investigatory Powers Act) activity.
  - To review summary internal audit reports and the main issues arising and to seek assurance that action has been taken where necessary.
  - To consider the reports of external audit and inspection agencies.
  - To consider the effectiveness of the authority's risk management arrangements, the control environment and associated anti-fraud, bribery and anti-corruption arrangements.
  - Seek assurances that action is being taken on risk related issues identified by auditors and inspectors.
  - To be satisfied that the authority's assurance statements, including the Annual Governance Statement, properly reflect the risk environment and to take actions required to improve it.
  - To ensure that there are effective relationships between external and internal audit, inspection agencies and other relevant bodies, and that the value of the audit process is actively promoted.
  - To review the financial statements, external auditors' opinion and reports to councillors, and monitor management action in response to the issues raised by external audit.

## LICENSING COMMITTEE

### Membership

13 members reflecting political balance

Each Member of the committee is required to: complete in full an Induction Programme, undertake regular training including the legislation governing hearings under the Licensing Act 2003, the Gambling Act 2005 and in relation to hackney carriages and private hire; and attend development updates in relation to the licensing function. Any Member not undertaking these training activities will be unable to serve on the Licensing Sub-Committee until such time that the full training requirement has been met.

### Functions

1. Subject to staff delegations, In relation to the Licensing Act 2003:
  - a. The determination of an application for a premises licence where relevant representations have been made and not withdrawn;
  - b. The determination of an application for a club premises certificate where relevant representations have been made and not withdrawn;
  - c. The determination of an application for a provisional statement where relevant representations have been made and not withdrawn;
  - d. The determination of an application for variation (excluding Minor Variations) of a premises licence/club premises certificates where relevant representations have been made and not withdrawn;
  - e. The determination of an application to vary the designated premises supervisor following objections from a Responsible Authority;
  - f. The determination of an application for the transfer of a premises licence following objections from a Responsible Authority;
  - g. Consideration of an objection from a Responsible Authority made to an interim authority notice;
  - h. The decision to give counter notice following objections from a Responsible Authority to a temporary event order;
  - i. The determination of an application for the grant of a personal licence following objections from the Responsible Authority;
  - j. The determination of an application for a review of a premises licence.
2. In relation to the Gambling Act 2005:
  - a. The determination of an application for a licence where relevant representations have been made and not withdrawn;
  - b. The determination of an application for a variation of a licence where relevant representations have been made and not withdrawn;

- c. The determination of an application for the transfer of a licence where relevant representations have been received from the Gambling Commission;
  - d. The determination of an application for a provisional statement where relevant representations have been received and not withdrawn;
  - e. The determination of an application for a review of a licence;
  - f. The determination of an application for club gaming / club machine permits where objections have been made and not withdrawn;
  - g. The cancellation of club gaming / club machine permits where relevant representations have been received and not withdrawn;
  - h. The decision to give a counter notice to a temporary use notice.
3. In relation to Part II Schedule 3 of the Local Government (Miscellaneous Provision) Act 1982:
- a. To grant or refuse applications for the grant, renewal or transfer of licences for sex establishments;
  - b. To grant or refuse applications for variations;
  - c. To attach such terms, conditions and restrictions to licences as is seen necessary and appropriate;
  - d. To revoke licences
  - e. To determine whether a charge should be made and where applicable, the level of such fees and charges for the issue, approval, consent, licence or permit, or other registration pursuant to powers set out in the Local Government (Miscellaneous Provisions) Act 1982.
4. In relation to taxi and private hire licensing:
- a. the adoption of all policies relating to taxi and private hire licensing.
  - b. In relation to the Local Government (Miscellaneous Provisions) Act 1976 and the Town Police Clauses Act 1847 to revoke, refuse, to grant or renew, hackney carriage and private hire drivers and operators licences in circumstances where staff consider it appropriate to refer the matter to the Committee or Sub-Committee;
  - c. To determine whether a charge should be made and where applicable, the level of such fees and charges for the issue, approval, consent, licence or permit, or other registration pursuant to powers set out in the Local government (Miscellaneous Provisions) Act 1976 and the Local Government (Miscellaneous Provisions) Act 1982;
  - d. To determine applications for the revision of the taxi fare tariff pursuant to section 65 of the Local Government (Miscellaneous Provisions) Act 1976.
5. The passing of a resolution that the schedule 2 to the Noise and Statutory Nuisance Act 1993 should apply in the authority's area.

**Part 3 section (b)**

6. To adopt, monitor and review relevant Council policies and strategies, where they do not require a Council decision under the Policy Framework at Article 4 of this Constitution.
7. To review and scrutinise service delivery and in particular ensuring that best value in service delivery is being obtained for the community.

All members of the Licensing Committee may serve on a Sub-Committee and delegated authority is given to the Monitoring Officer, in consultation with the Chairman of the Licensing Committee, to select members to serve on a Sub-Committee on a case by case basis.

## **PLANNING COMMITTEE**

### **Membership**

15 councillors reflecting political balance

Members must attend Development Control training at least annually. New Members must attend induction training on an introduction to Planning and Decision Making, and Appeals/Costs, as a minimum, before they can sit on the Committee. Members of the Committee are expected to attend all further training sessions provided on the Planning regime. Any Member not undertaking these training activities will be unable to serve on the Committee until such time that the minimum training requirement has been met.

### **Functions**

Subject to staff delegations, any applications for planning permission under Part III of the Town and Country Planning Act 1990 to which any of the following below apply AND subject to no decisions being issued within 21 days of the application's appearance on the Publicity Schedule;

- 1 Where councillor representations are received in writing within the specified "call in" period within the approved scheme.
- 2 Where the Planning Development Manager decides, after consultation with the Chairman of the Planning Committee, that an application should be submitted to the Planning Committee on planning grounds, or where there is significant public concern or where it is very contentious.
- 3 Where the application is submitted by the Council or by the Council with another person (individual or corporate).
- 4 Where the application is submitted by an officer of the Council (which shall also include applications for lawful development under Part VI of the 1990 Act).
- 5 Where an application is submitted by a councillor (which shall also include applications for lawful development under Part VI of the 1990 Act).
- 6 Approval of over 9 (nine) net additional residential units by new build (minor application).
- 7 Approval of over 1,000m<sup>2</sup> net additional floor space by new build (major application)
- 8 Recommendation of no objection for over 1,000m<sup>2</sup> net additional building floor space or 1 hectare net additional land area in connection with new Surrey County Council minerals and waste applications (gravel extraction/restoration).
- 9 Recommendation of no objection for extension of time limits for Surrey County Council minerals and waste applications where the net additional land area is over 5000m<sup>2</sup>.
- 10 Powers under Article 4 of the Town and Country Planning (General Permitted Development) Order 1995 (as revised or amended)
- 11 For the local listing of any building

## **STANDARDS COMMITTEE**

### **Membership**

9 councillors reflecting political balance + 2 Independent non-voting Members

### **Functions**

Promoting the maintenance of high standards of conduct by councillors and any co-opted members of the Council.

In addition to the broad functions of the Committee set out in Article 8 it is also delegated to undertake the following work on behalf of the Council:

- to keep an overview on the arrangements for dealing with complaints under the code of conduct, making alterations and publishing them where it considers necessary;
- to devise such further protocols and procedures as are necessary for the efficient management of complaints which have to be considered by a hearings panel;
- to consult with the Independent Person on any matters which have broad implications for the promotion of high standards by the Council;
- to make recommendations to Council on standing orders for the registration and declaration of Disclosable Pecuniary Interests and other interests; and,
- to make recommendations to Council on any revisions to the Members' Code of Conduct and the registration of interests.
- to consider any issues referred by the Monitoring Officer under the Disclosure and Barring Service Checks for Members Protocol (Part 5m).
- to establish the Committee System Working Group with the Terms of Reference set out below.
- to monitor and review the operation of the Constitution in accordance with Article 13.
- to promote, manage and agree a programme of member development.

Hearings Panels (comprising three councillors drawn from the membership of the Standards Committee and chaired by an independent member) established under the Council's published arrangements for dealing with complaints may:

- require the Member to apologise either privately or in public;
- require the Member to attend training;
- censure the Member;
- send a report to Council to censure the Member;
- require the Monitoring Officer to publish a report in the newspaper or on the Council's website about the councillor's conduct;
- withdraw privileges provided by the Council such as computer equipment, internet or email access;

- recommend to the councillor's group leader that the councillor be removed from a Committee, or an outside body (as appropriate); or,
- a combination of any of the above.

## **Working Groups' Terms of Reference**

### **Committee System Working Group**

#### **Membership**

The membership to comprise one councillor from each political group and any non-aligned members.

#### **Responsibilities**

##### **Monitoring of objectives**

To consider whether the system is meeting the Council's objectives. To recommend any amendments to the system to the Standards Committee where such is required to meet those objectives.

##### **Recommendation of amendments**

To consider whether any adjustments or amendments are required to ensure the smooth operation of the system and to make recommendations to the Standards Committee where required.

##### **Decision Making**

This working group has no formal decision-making powers. Any matters which require a Councillor decision will require a report to the Standards Committee for their decision.

## APPOINTMENTS AND APPEALS COMMITTEE

### Membership

5 members reflecting political balance. The members of this Committee may not also sit on the Investigating and Disciplinary Committee in respect of the same matter.

In undertaking the annual appraisal of the Chief Executive, a minimum of three councillors from at least two different political parties must attend.

### Functions

This committee has responsibility for the following functions of the Council:

- To make a recommendation to Council on the appointment of the Head of Paid Service (Chief Executive).
- To consider and determine the overall scheme and policies in relation to terms and conditions relating to the role of Head of Paid Service.
- To undertake the annual appraisal of the Chief Executive in accordance with the agreed Chief Executive Appraisal Procedure.
- To appoint other Chief Officers and Deputies as defined in Article 10.1, and in accordance with the Officer Employment Procedure Rules at Part 4(f) of this Constitution.
- To make a recommendation to Council on the designation of the Monitoring Officer and the Chief Finance Officer.
- To make a recommendation to Council on the appointment of the Independent Audit member.

Note: for the avoidance of doubt, Chief Officers and Deputy Chief Officers are posts at or above salary level Group Head.

- To hear appeals against action taken short of dismissal in relation to the Council's chief officers in accordance with the Local Authorities (Standing Orders) (England) Regulations 2001 (as amended by the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015) and conduct any further investigation it considers necessary to reach a decision either to confirm the action or to award no sanction or a lesser sanction.



## INVESTIGATING AND DISCIPLINARY COMMITTEE

### Membership

5 members reflecting political balance. The members of this Committee may not also sit on the Appointments and Appeals Committee in respect of the same matter. The quorum for this Committee is 3 provided those members present are of different political groups.

### Responsibilities

1. To conduct an initial assessment of allegations against the Chief Executive, Chief Finance Officer or Monitoring Officer (together known as Statutory Officers), relating to (i) conduct, (ii) capability or (iii) some other substantial issue that requires investigation.
2. To consider whether it is appropriate to suspend a Statutory Officer if an allegation is such that if proven it would amount to gross misconduct or if the continuing presence at work of the Statutory Officer might compromise the investigation or impair the efficient exercise of the council's functions.
3. If an exceptional situation arises whereby allegations of misconduct by the Statutory Officer are such that their remaining presence at work poses a serious risk to the health and safety of others or the resources, information or reputation of the authority, the following may suspend the Statutory Officer immediately, in an emergency:
  - In relation to serious allegations of misconduct against the Chief Executive, the Monitoring Officer and Chief Finance Officer jointly in consultation with the Chair of this Committee or
  - In relation to serious allegations of misconduct against the Monitoring Officer or Chief Finance Officer, the Chief Executive in consultation with the Chair of this Committee.
4. To agree or authorise any protocols which are necessary to manage the suspension of the Statutory Officer and the investigation.
5. To review the suspension of the Statutory Officer after a period of two months has elapsed.
6. To determine whether a detailed investigation of an allegation against the Statutory Officer relating to (i) conduct, (ii) capability or (iii) some other substantial issue is needed.
7. To appoint an Independent Investigator selected from the list maintained by the National Joint Secretaries, providing the necessary facilities, paying the remuneration and providing all available information about the allegations.
8. To consider the report of the Independent Investigator, and also give the Statutory Officer the opportunity to state their case and to question witnesses, where relevant, before making a decision.
9. To decide and issue sanctions short of dismissal for a Statutory Officer.

10. To receive advice from the Independent Panel in the event dismissal of a Statutory Officer is being considered.
11. Subject to receiving advice from the Independent Panel, to make any recommendations to Council for dismissal of a Statutory Officer.

## INDEPENDENT PANEL

### Membership

A Panel shall comprise of independent persons (at least two in number) who have been appointed by the Council, or by another Council, for the purposes of the council members' conduct regime under section 28(7) of the Localism Act 2011.

Invitations for membership of the Panel shall be issued in accordance with the following priority order, as and when the Panel is required to sit:

- (a) an independent person who has been appointed by the Council and who is a local government elector in the authority's area
- (b) any other independent person who has been appointed by the Council and
- (c) an independent person who has been appointed by another council or councils

### Functions

1. In a case where the Investigating and Disciplinary Committee (IDC) is proposing dismissal of a Statutory Officer:
  - to receive any oral representations from the Statutory Officer
  - to invite any response on behalf of the IDC to the points made
  - to review the decision and prepare a report for Council offering any advice, views or recommendations it may have to the council on the proposal for dismissal

Appropriate training should be provided for Independent Panel members.

Members of an Independent Panel may claim out of pocket expenses in relation to their work on the Panel.

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## **Agenda Item - Calendar of Meetings**

This item was considered at the meeting of the Corporate Policy & Resources Committee on 24 March 2025.

The Committee **resolved** to recommend that Council approve the Calendar of Meeting for 2025-2027 as set out in Appendix A.

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# Corporate Policy and Resources Committee



24 March 2024

<b>Title</b>	Calendar of Meetings 2025 - 2027
<b>Purpose of the report</b>	To make a recommendation to Council
<b>Report Author</b>	Karen Wyeth, Democratic Services Manager
<b>Ward(s) Affected</b>	All Wards
<b>Exempt</b>	No
<b>Exemption Reason</b>	Not Applicable
<b>Corporate Priority</b>	Community Addressing Housing Need Resilience Environment Services
<b>Recommendations</b>	<b>Committee is asked to:</b>  <b>Recommend that Council approve the Calendar of Meetings for 2025 – 2027 as set out in Appendix A.</b>
<b>Reason for Recommendation</b>	<b>The Calendar of Meetings provides a framework for the democratic and decision-making procedures that will underpin the delivery of the Council's key corporate priorities.</b>

## 1. Summary of the report

What is the situation	Why we want to do something
<ul style="list-style-type: none"> <li>The current calendar of meetings expires in August 2025.</li> </ul>	<ul style="list-style-type: none"> <li>We are required to have an up-to-date calendar of meetings, allowing future planning for Councillors, Officers, and members of the public.</li> </ul>
This is what we want to do about it	These are the next steps
<ul style="list-style-type: none"> <li>A calendar of meetings has been produced for the period August 2025-May 2027.</li> </ul>	<ul style="list-style-type: none"> <li>Recommendation to Council</li> </ul>

- 1.1 This report proposes a schedule of Council and Committee meetings (Appendix A) to enable proper consideration of Council business during the period August 2025 to May 2027.
- 2. Key issues**
- 2.1 Meetings have been scheduled with the following general principals in mind, to enable effective decision-making whilst making the best use of resources available:
- i) Avoidance of Surrey school holidays wherever possible. It is not possible to additionally accommodate the differing holiday periods of private schools.
  - ii) Maintaining the current scheduling of Council meetings i.e. meetings in July, October, December, February, April and the Annual (Mayor making) meeting in May.
  - iii) The Committee meetings have been set out to enable matters which need to be referred on to the Corporate Policy and Resources Committee and/or Council can proceed in a timely way.
  - iv) The Regulatory Committees feed directly into Council (i.e. Planning, Licensing, Audit and Standards).
  - v) Each Committee meets wherever possible on the same day of the week.
  - vi) Licensing Committee primarily meets as a daytime Sub-Committee and those meetings are arranged as required. Full Licensing Committee meetings can be scheduled as business arises.
  - vii) Planning Committee meets every 4 weeks.
  - viii) Commercial Assets Sub-Committee is a daytime meeting and meets once a month.
- 2.2 The Committee Chairs have the power to call additional or extraordinary meetings, when required, to accommodate urgent or unscheduled matters of business. Should an election, or by-election occur, the Committee Chair and Vice-Chair also have the power to adjust the date of the meeting to avoid conflict with this date.
- 2.3 The Finance Team has been consulted on the suitability of dates to enable financial reports to be ready for consideration at the relevant service committees on a timely basis.
- 3. Options analysis and proposal**
- 3.1 The calendar of meetings provides a framework for the democratic and decision-making processes that will underpin the delivery of the Council's key priorities. It is proposed that the dates as set out in Appendix A are recommend to Council.
- 4. Financial management comments**
- 4.1 The cost of administering the proposed meetings will be met from within existing budgets.
- 5. Risk management comments**



- 5.1 There are no direct risk implications arising from this report. Meetings have been scheduled to enable the timely consideration of ordinary business, with the flexibility for extraordinary meetings to be called as business requires.
- 6. Procurement comments**
- 6.1 There are no Procurement considerations to take into account.
- 7. Legal comments**
- 7.1 Council and Committee meetings have been scheduled to fulfil the Council's constitutional and legal obligations.
- 8. Other considerations**
- 8.1 Additional Committee meetings to those proposed will have resource implications.
- 9. Equality and Diversity**
- 9.1 Consideration has been given to avoiding, if possible, scheduling meetings on the same day as major religious festivals.
- 10. Sustainability/Climate Change Implications**
- 10.1 There are no Sustainability/Climate Change implications arising from this report.
- 11. Timetable for implementation**
- 11.1 Corporate Policy and Resources Committee on 24 March 2025.  
Council on 24 April 2025  
To be Implemented from 01 August 2025
- 12. Contact**
- 12.1 Committee Services, [committeeservices@spelthorne.gov.uk](mailto:committeeservices@spelthorne.gov.uk)

**Background papers:** There are none.

**Appendices:**

**Appendix A – Calendar of Meetings 2025 - 2027**

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## Calendar of Meetings August 2025 to May 2027

Meeting	Aug 2025	Sept 2025	Oct 2025	Nov 2025	Dec 2025	Jan 2026	Feb 2026	Mar 2026	Apr 2026	May 2026	Jun 2026	Jul 2026	Aug 2026
<b>Council</b> <b>Thursday</b>			23		11		26		30	21		16	
<b>Corporate Policy and Resources Committee</b> <b>Monday</b>			13		1	19	9		20	18		6	
<b>Commercial Assets Sub-Committee</b> <b>Monday (Daytime)</b>	11	15	20	17	15	12	23	16	13	18	8	13	10
<b>Environment &amp; Sustainability Committee</b> <b>Thursday</b>		18		13		8		19			18		
<b>Business, Infrastructure &amp; Growth Committee</b> <b>Thursday</b>		11		20		15		12			11		
<b>Community Wellbeing and Housing Committee</b> <b>Tuesday</b>		30 C&D		18		13		24			2		
<b>Planning Committee</b> <b>Wednesday</b>	20	17	15	12	9	7	4	4	1, 29	27	24	22	19
<b>Audit Committee</b> <b>Thursday</b>		25		27			24	26			16	23	
<b>Standards Committee</b> <b>Wednesday</b>			8				11				17		
<b>Borough Election</b>													
<b>Bank Holidays Council Offices closed</b>	25				25, 26	1			3, 6	4, 25			31

C&D = Crime and Disorder. The Council has a statutory duty to review crime and disorder matters once a year.

1. Licensing Committees will be scheduled as and when required
2. Planning Committee in December to be held on Tuesday to avoid Big Tree Night

Meeting	Sept 2026	Oct 2026	Nov 2026	Dec 2026	Jan 2027	Feb 2027	Mar 2027	Apr 2027	May 2027
<b>Council</b> <b>Thursday</b>		22		10		25		29	<b>20</b>
<b>Corporate Policy and Resources Committee</b> <b>Monday</b>		12	30		18	8		19	
<b>Commercial Assets Sub-Committee</b> <b>Monday (Daytime)</b>	7	5	2	7	11	22	22	26	
<b>Environment &amp; Sustainability Committee</b> <b>Thursday</b>	10		19		7		18		
<b>Business, Infrastructure &amp; Growth Committee</b> <b>Thursday</b>		1	12		14		11		
<b>Community Wellbeing and Housing Committee</b> <b>Tuesday</b>	<b>29</b> <b>C&amp;D</b>		17		12		23		
<b>Planning Committee</b> <b>Wednesday</b>	16	14	11	8	6	3	3, 31	28	26
<b>Audit Committee</b> <b>Thursday</b>	24		26		28		4	15	
<b>Standards Committee</b> <b>Wednesday</b>		7				10			
<b>Borough Election</b>									<b>6</b>
<b>Bank Holidays Council Offices closed</b>				25, 26	1		26, 29		3,31

**C&D** = Crime and Disorder. The Council has a statutory duty to review crime and disorder matters once a year.

3. Licensing Committees and Sub-Committees will be scheduled as and when required
4. Planning Committee in December to be held on Tuesday to avoid Big Tree Night



2026 Year Planner

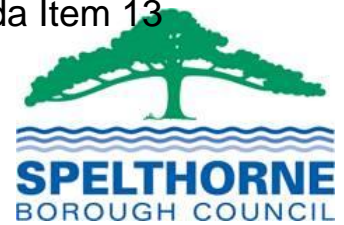
2026	M	T	W	T	F	SS	M	T	W	T	F	SS	M	T	W	T	F	SS	M	T	W	T	F	SS	M	T							
January 2026				1 BH	2	3 4	5	6	7 Planning	8 ES	9	10 11	12 CASC	13 CWH	14	15 BIG	16	17 18	19 CPRC	20	21	22	23	24 25	26	27	28	29	30	31			
February 2026						1	2	3	4 Planning	5	6	7 8	9 CPRC	10	11 Standards	12	13	14 15	16	17	18	19	20	21 22	23 CASC	24 Audit	25	26 Council	27	28			
March 2026						1	2	3	4 Planning	5	6	7 8	9	10	11	12 BIG	13	14 15	16 CASC	17	18	19 ES	20	21 22	23	24 CWH	25	26 Audit	27	28 29	30	31	
April 2026			1 Planning	2	3 BH	4 5	6 BH	7	8	9	10	11 12	13 CASC	14	15	16	17	18 19	20 CPRC	21	22	23	24	25 26	27	28	29 Planning	30 Council					
May 2026					1	2 3	4 BH	5	6	7	8	9 10	11	12	13	14	15	16 17	18 CASC CPRC	19	20	21 Council ACM	22	23 24	25 BH	26	27 Planning	28	29	30 31			
June 2026	1	2 CWH	3	4	5	6 7	8 CASC	9	10	11 BIG	12	13 14	15	16 Audit	17 Standards	18 ES	19	20 21	22	23	24 Planning	25	26	27 28	29	30							
July 2026			1	2	3	4 5	6 CPRC	7	8	9	10	11 12	13 CASC	14	15	16 Council	17	18 19	20	21	22 Planning	23 Audit	24	25 26	27	28	29	30	31				
August 2026						1 2	3	4	5	6	7	8 9	10 CASC	11	12	13	14	15 16	17	18	19 Planning	20	21	22 23	24	25	26	27	28	29 30	31 BH		
September 2026		1	2	3	4	5 6	7 CASC	8	9	10 ES	11	12 13	14	15	16 Planning	17	18	19 20	21	22	23	24 Audit	25	26 27	28	29 CWH	30						
October 2026				1 BIG	2	3 4	5 CASC	6	7 Standards	8	9	10 11	12 CPRC	13	14 Planning	15	16	17 18	19	20	21	22 Council	23	24 25	26	27	28	29	30	31			
November 2026						1	2 CASC	3	4	5	6	7 8	9	10	11 Planning	12 BIG	13	14 15	16	17 CWH	18	19 ES	20	21 22	23	24	25	26 Audit	27	28 29	30 CPRC		
December 2026		1	2	3	4	5 6	7 CASC	8 Planning	9	10 Council	11	12 13	14	15	16	17	18	19 20	21	22	23	24	25 BH	26 27	28 BH	29	30	31					

2027 Year Planner

2027	M	T	W	T	F	SS	M	T	W	T	F	SS	M	T	W	T	F	SS	M	T	W	T	F	SS	M	T	W	T	F	SS	M	T
January 2027					1 BH	2 3	4	5	6 Planning	7 ES	8	9 10	11 CASC	12 CWH	13	14 BIG	15	16 17	18 CPRC	19	20	21	22	23 24	25	26	27	28 Audit	29	30 31		
February 2027	1	2	3 Planning	4	5	6 7	8 CPRC	9	10 Standards	11	12	13 14	15	16	17	18	19	20 21	22 CASC	23	24	25 Council	26	27 28								
March 2027	1	2	3 Planning	4 Audit	5	6 7	8	9	10	11 BIG	12	13 14	15	16	17	18 ES	19	20 21	22 CASC	23 CWH	24	25	26 BH	27 28	29 BH	30	31 Planning					
April 2027				1	2	3 4	5	6	7	8	9	10 11	12	13	14	15 Audit	16	17 18	19 CPRC	20	21	22	23	24 25	26 CASC	27	28 Planning	29 Council	30			
May 2027						1 2	3 BH	4	5	6 Election	7	8 9	10	11	12	13	14	15 16	17	18	19	20 Council ACM	21	22 23	24	25	26 Planning	27	28	29 30	31 BH	
June 2027																																
July 2027																																
August 2027																																
September 2027																																
October 2027																																
November 2027																																
December 2027																																

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## Environment and Sustainability Committee

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### Decisions taken at the meeting held on Tuesday, 4 March 2025.

#### Meeting Time:

7.00 pm

#### Meeting Venue:

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

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**PRESENT:** Councillor Malcolm Beecher (Chair), Councillor Kathy Grant (Vice-Chair), Councillor Sean Beatty, Councillor Lisa Brennan, Councillor Tony Burrell, Councillor Jolyon Caplin, Councillor Darren Clarke, Councillor Sue Doran, Councillor Karen Howkins, Councillor Anant Mathur, Councillor Joanne Sexton, Councillor John Turner, Councillor Howard Williams and Councillor Paul Woodward

#### 4. GREEN INITIATIVES FUND BID - SCOUT HUT

The Committee **resolved** to authorise £15,000 from the Green Initiatives Fund towards improvements for Hengrove Scout Hut.

#### 5. GREEN INITIATIVES FUND BID - CLIMATE CHANGE OFFICER

The Committee **resolved** to authorise £50,900 of funding from the Green Initiatives Fund to finance the climate change office role up to 2028/29.

#### 6. RECOMMENDATION FOR MEMBER DIRECTOR ON THE SPELTHORNE DIRECT SERVICES BOARD

The Committee **resolved** to recommend to the Corporate Policy and Resources Committee that Councillor Councillor Woodward be appointed to sit on the Board of Spelthorne Direct Services Limited.

#### 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 Corporate Policy and Resources 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.*
- (1) *The members exercising the right of call-in must not be members of the Committee which considered the matter.*
- (2) *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 Corporate Policy and Resources Committee.*
- (8) *Where the call-in cannot wait until the next ordinary meeting, the Monitoring Officer will arrange an extraordinary meeting of the Corporate Policy and Resources 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 Corporate Policy and Resources Committee.*
- (10) *In reviewing a matter referred to it under the call-in scrutiny procedure rules, the Corporate Policy and Resources 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 7 March 2025.*

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**Decisions taken at the meeting held on Tuesday, 11 March 2025.**

**Meeting Time:**

7.00 pm

**Meeting Venue:**

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

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**PRESENT:** Councillor Sue Doran (Chair), Councillor Olivia Rybinski (Vice-Chair), Councillor Michelle Arnold, Councillor Chris Bateson, Councillor Sandra Dunn, Councillor Rebecca Geach, Councillor Kathy Grant and Councillor Anant Mathur

**6. LEISURE CENTRE OPERATING CONTRACT UPDATE**

The Committee **resolved** that they had considered the information on the arrangements for leisure centre contract monitoring.

**7. ANTI-SOCIAL BEHAVIOUR PUBLIC SPACE PROTECTION ORDER (PSPO)**

The Committee **resolved** to adopt the proposed Anti-Social Behaviour Public Space Protection Order.

**8. HOUSING, HOMELESSNESS AND ROUGH SLEEPING STRATEGY**

The Committee **resolved** to approve the Housing, Homelessness and Rough Sleeping Strategy.

**10. LOCAL AUTHORITY HOUSING FUND (LAHF) ROUND 3 EXTENSION UPDATE**

The Committee **resolved** to note the update on the Local Authority Housing Fund (LAHF) Round 3 Extension Update.

**11. URGENT ITEM- OUTLINE TO THE RENTERS RIGHTS BILL**

The Committee **resolved** to agree that they had considered the update to the Renters Rights Bill.

**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 Corporate Policy and Resources 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.*
- (1) *The members exercising the right of call-in must not be members of the Committee which considered the matter.*
- (2) *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 Corporate Policy and Resources Committee.*
- (8) *Where the call-in cannot wait until the next ordinary meeting, the Monitoring Officer will arrange an extraordinary meeting of the Corporate Policy and Resources 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 Corporate Policy and Resources Committee.*
- (10) *In reviewing a matter referred to it under the call-in scrutiny procedure rules, the Corporate Policy and Resources 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 14 March 2025.*

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**Decisions taken at the meeting held on Thursday, 13 March 2025.**

**Meeting Time:**

7.00 pm

**Meeting Venue:**

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

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**PRESENT:** Councillor Howard Williams (Chair), Councillor John Boughtflower (Vice-Chair), Councillor Chris Bateson, Councillor Sean Beatty, Councillor Malcolm Beecher, Councillor Tony Burrell, Councillor Darren Clarke, Councillor Michele Gibson, Councillor Anant Mathur and Councillor Sinead Mooney

**6. APPOINTMENT OF A DIRECTOR TO THE BOARD OF VISIT STAINES (THE BUSINESS IMPROVEMENT DISTRICT IN STAINES UPON THAMES)**

The Committee **resolved** to appoint the Economic Development Manager as a director to the board of Visit Staines Ltd, the Business Improvement District in Staines-upon-Thames subject to a resolution to appoint by the Visit Staines Board.

**10. COUNCIL LAND AND PROPERTY DISPOSALS**

The Committee **resolved** to proceed with the re-marketing of Thameside House offering the unencumbered freehold.

**12. DISPOSAL OF ASHFORD VICTORY PLACE\***

The Committee **resolved** to:

1. Select Bidder A as the preferred bidder.

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

1. Approve the disposal of Ashford Victory Place to Bidder A.
2. Delegate authority to the Group Head of Assets in consultation with the Chair and Vice-Chair of the Business, Infrastructure and Growth Committee to agree detailed Heads of Terms in respect of the disposal of Ashford Victory Place with Bidder A.
3. Delegate authority to the Group Head Corporate Governance to enter into any necessary legal documentation to complete the disposal of Ashford Victory Place to Bidder A.

**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:*
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    - 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.*
- (1) *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 Corporate Policy and Resources 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.*
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- (3) *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*
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- (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 Corporate Policy and Resources Committee.*
- (8) *Where the call-in cannot wait until the next ordinary meeting, the Monitoring Officer will arrange an extraordinary meeting of the Corporate Policy and Resources 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 Corporate Policy and Resources Committee.*
- (10) *In reviewing a matter referred to it under the call-in scrutiny procedure rules, the Corporate Policy and Resources 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 19 March 2025.*



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**Decisions taken at the meeting held on Monday, 31 March 2025.**

**Meeting Time:**

1.30 pm

**Meeting Venue:**

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

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**PRESENT:** Councillor Lawrence Nichols (Chair), Councillor Karen Howkins, Councillor Denise Saliagopoulos, Councillor Howard Williams and Mark Bunney

**13. URGENT ITEM - APPOINTMENT OF A CONTRACTOR - 11TH FLOOR, THAMES TOWER**

The Committee **resolved** to:

1. Agree the appointment of the preferred contractor to undertake the Category A works to the 11<sup>th</sup> Floor, Thames Tower
2. Approve the Council entering into a JCT Minor Works Contract with the preferred contractor
3. Authorise the Group Head of Corporate Governance to enter into the necessary documentation.

**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:*
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    - 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 Corporate Policy and Resources 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 Corporate Policy and Resources Committee.*
- (8) *Where the call-in cannot wait until the next ordinary meeting, the Monitoring Officer will arrange an extraordinary meeting of the Corporate Policy and Resources 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 Corporate Policy and Resources Committee.*
- (10) *In reviewing a matter referred to it under the call-in scrutiny procedure rules, the Corporate Policy and Resources 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 3 April 2025.*

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**Decisions taken at the meeting held on Monday, 17 March 2025.**

**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 Malcolm Beecher, Councillor John Boughtflower, Councillor Michele Gibson, Councillor Kathy Grant, Councillor Naz Islam, Councillor Matthew Lee, Councillor Sinead Mooney, Councillor Lawrence Nichols and Councillor Howard Williams

**3. SUMMIT CENTRE, SUNBURY-ON-THAMES, SITE SALE**

The Committee **resolved** to recommend to Council that it approves the disposal of the Summit Centre on the terms set out in this report and detailed in the appendices.

**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;*
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    - 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 Corporate Policy and Resources 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 Corporate Policy and Resources Committee.*
- (8) *Where the call-in cannot wait until the next ordinary meeting, the Monitoring Officer will arrange an extraordinary meeting of the Corporate Policy and Resources Committee to review the decision subject to call-in at the earliest possible opportunity.*
- (6) *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 Corporate Policy and Resources Committee.*
- (7) *In reviewing a matter referred to it under the call-in scrutiny procedure rules, the Corporate Policy and Resources Committee shall follow the procedure for dealing with call-in scrutiny at its meetings as set out in Part 4b of the Constitution.*
- (8) *The deadline of three working days for "call in" in relation to the above decisions by the Committee is the close of business on .....(Insert date).*

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**Decisions taken at the meeting held on Monday, 24 March 2025.**

**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 Malcolm Beecher, Councillor John Boughtflower, Councillor Jon Button, Councillor Sue Doran, Councillor Rebecca Geach, Councillor Michele Gibson, Councillor Kathy Grant, Councillor Karen Howkins, Councillor Matthew Lee, Councillor Lawrence Nichols and Councillor Howard Williams

**5. Q3 KPI UPDATE**

The Committee **resolved** to acknowledge the Key Performance Indicators for Q3 2024/25.

**6. REVISED CORPORATE KEY PERFORMANCE INDICATORS**

The Committee **resolved** to approve the proposed amendments to the Corporate Key Performance Indicators.

**7. CORPORATE DEBT POLICY**

The Committee **resolved** to approve the proposed amendments to the Corporate Debt Policy.

**8. DISCRETIONARY RATE RELIEF POLICY ON NON-DOMESTIC RATES**

Committee **resolved** to approve the Non-Domestic Rates Discretionary Rate Relief Policy.

**9. OUTLINE TO THE RENTERS RIGHTS BILL**

Committee **resolved** to note the Renters Rights Bill and its implications.

**10. IN YEAR GROWTH BID FOR 2025-26 FOR ADDITIONAL RESOURCING IN ENVIRONMENTAL HEALTH**

This item was not considered at this meeting. It is to be presented to the Community Wellbeing & Housing Committee for them to consider and make a decision on at their next meeting on 03 June 2025.

**11. CALENDAR OF MEETINGS 2025 - 2026**

The Committee **resolved** to recommend to Council that it approves the Calendar of Meetings for 2025-2027.

**12. TRANSFORMATION & REORGANISATION BOARD TERMS OF REFERENCE**

The Committee **resolved** to:

1. Confirm the merging of the Reorganisation Board and the Transformation Board,

with the combined Board to oversee the Council's Transformation Programme and any changes required as part of the Local Government Organisation in Surrey; and

2. Agree the Terms of Reference for the combined Reorganisation and Transformation Board as outlined in Appendix A of the report.

**13. RECOMMENDATION FOR MEMBER DIRECTOR ON THE SPELTHORNE DIRECT SERVICES BOARD**

The Committee **resolved** to approve the nomination of Councillor Woodward to sit on the Spelthorne Direct Services Board.

**16. URGENT ACTION**

The Committee **resolved** to:

1. Acknowledge the urgent action report in respect of the Local Authority Housing Fund Round 3 Extension to purchase additional properties; and
2. Agree to make a recommendation to Council to add a supplementary estimate to the Capital Programme for 2025-26.

**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.*
- (1) *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 Corporate Policy and Resources 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.*
- (2) *The members exercising the right of call-in must not be members of the Committee which considered the matter.*
- (3) *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 Corporate Policy and Resources Committee.*
- (8) Where the call-in cannot wait until the next ordinary meeting, the Monitoring Officer will arrange an extraordinary meeting of the Corporate Policy and Resources 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 Corporate Policy and Resources Committee.*
- (10) In reviewing a matter referred to it under the call-in scrutiny procedure rules, the Corporate Policy and Resources 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 **31 March 2025***

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## **Report of the Chair on the Work of the Planning Committee**

This report gives an overview of the key items considered by the Committee at its meeting on 2 April 2025.

### **1. Planning Committee Meeting – 2 April 2025**

1.1 The Committee considered two applications.

1.2 Application No. 23/00388/FUL – Multi-Storey Car Park and adjoining highway land, Church Road, Ashford relating to demolition of Multi-Storey Car Park and erection of a residential block for 42 no. residential units, with associated car parking, together with a further provision of public car parking spaces, and a ground floor commercial use (Use Class E). Provision of landscaping/public realm, access arrangements and associated highway works.

1.3 The application was **approved** subject to amendments raised at the meeting.

1.4 Application No. 24/01432/FUL – 18 Edward Way, Ashford TW15 3AY relating to change of use from Residential (C3) to a young adult's care home (C2).

1.5 The application was **approved** subject to the amendments raised at the meeting.

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