

Minutes of Cabinet

3 December 2020

Present:

Councillor J.R. Boughtflower, Leader
Councillor J. McIlroy, Deputy Leader
Councillor M.M. Attewell, Deputy Leader and Portfolio Holder for Community Wellbeing and Housing
Councillor R.O. Barratt, Portfolio Holder for Compliance, Waste and Risk
Councillor S. Buttar, Portfolio Holder for Finance
Councillor A.J. Mitchell, Portfolio Holder for Planning and Economic Development
Councillor R.J. Noble, Portfolio Holder for Environment, Communications and Corporate Management

Councillors in attendance:

Councillor C. Bateson
Councillor A. Brar
Councillor R.D. Dunn
Councillor M. Gibson
Councillor R.W. Sider BEM

2789 Minutes

The minutes of the Cabinet meeting held on 4 November 2020 were agreed as a correct record.

2790 Disclosures of Interest

There were none.

2791 Leader's announcements

The following are the latest service updates from various Council departments:

- This Borough, along with the rest of England has just endured a second period of lockdown and I know this continues to be a very difficult time for many of our residents and business in Spelthorne. From Wednesday 2 December, Spelthorne Borough and the rest of Surrey will sit within Tier 2 Covid restrictions. The Council has sought to reassure residents that we are still there to support them through our Support4Spelthorne offering and through available grants to many local businesses who face new guidelines and restrictions as we continue to face this pandemic. The new rules for Spelthorne have been communicated to residents and businesses through all our channels.

- The winter edition of the Bulletin is being distributed to residents this week containing 28 pages of Council news, local information, community messages, leisure updates and environmental stories from around the Borough. You can also read an online version by visiting our website. This edition includes a centre spread to highlight the services this Council offers and contact details for services and Councillors.
- Spelthorne Borough Council has launched a Covid Champion scheme - the first of its kind in Surrey. The Council will be updating over 30 Champions weekly with the latest information and guidance about the Coronavirus pandemic for them to share within their own networks.
- Over the October half-term, the Council responded swiftly and efficiently, through Support4Spelthorne and supported vulnerable families by providing food parcels, which consist of either hot/cold meals or a sandwich through our community centres.
- As we head into a winter that none of us have experienced before, it is more important than ever to look after your own health and home. As a result, we issued our 'Winter Prep' newsletter for information on flooding, driving, snow risks, mental health and the latest Covid advice.
- The Chair of Spelthorne's Overview & Scrutiny Meeting has agreed to hold an Extraordinary meeting to discuss the mounting number of complaints from residents worried about unacceptable noise levels and air pollution from the Eco Park.
- Following a thorough procurement process, Metropolitan Thames Valley Housing (MTVH) have won a five-year contract to provide an intensive housing management and resident support service at two of the Council's residential developments. The White House and Harper House, both in Ashford are due to open for new residents in May 2021.
- The Council also announced that we intend to revise the housing needs figure for the new Local Plan. The decision to use a lower figure has come from a recent Government consultation that proposes a revised method for calculating housing need that would see Spelthorne's need figure reduced from 606 homes per year to 489. Whilst there are no guarantees that this new methodology will be adopted once the Government has concluded the consultation, it represents the most likely figure at this stage and enables further work to continue on the Local Plan rather than waiting months for a decision to be made.
- The Council have also completed an improvement biodiversity project on the River Ash, next to Bronzefield Prison. The project helped naturalise the river using berms in locations to increase water flow and create a gentle meandering river.

- Finally, the Council's litter campaign continues to gather pace and we have now named over 50 young litter heroes in the Borough who have been awarded certificates by the Mayor. The neighbourhood services team are continuing to work with volunteers across the Borough to make Spelthorne a cleaner and greener place to live.

2792 Recommendation from the Audit Committee

Cabinet considered the recommendation from the Audit Committee on the Corporate Risk Register.

Resolved to approve the Corporate Risk Register as submitted.

Reason for the decision:

The Register summarises the Council's most significant risks. It sets out the controls which have been put in place and identifies any further action which might be needed to mitigate risks.

2793 *Capital Monitoring Quarter 2

Cabinet considered a report on the Capital Programme 2020-2025, the current level of spend in 2020/21 and the estimated Capital Outturn.

Resolved to:

1. note the current level of capital spend;
2. recommend to Council the approval of a Supplementary Capital Estimate of £40,000 for a replacement minibus to be funded from Revenue Reserves; and
3. recommend to Council that the amount of £15,730,000 is allocated by virement from Future Development Projects to the individual Development Projects in 2020/21.

2794 Revenue Monitoring Quarter 2

Cabinet considered a report on the current level of revenue spend and a summary of the forecast outturn position at the end of the 2020-21 financial year, based on income and expenditure up to the end of September 2020.

Resolved to note the current level of revenue spend.

2795 Adverse Weather Plan

Cabinet considered a report on the adoption of an Adverse Weather Plan.

The Plan would facilitate a commonly agreed, understood and co-ordinated approach outlining roles and responsibilities, communication to staff and the public. A scalable approach will simplify decision making and response requirements at the time of an adverse weather event.

Alternative options considered and rejected by Cabinet:

- Proceed without documenting the processes and respond on a case by case basis

Resolved to adopt the Adverse Weather Plan as attached at Appendix A to the report.

Reason for Decision

The plan will provide a framework for the Council's adverse weather preparedness and response.

2796 Sandbag Distribution Policy

Cabinet considered a report on proposals for adopting a sandbag distribution policy.

The current approach of delivering sandbags to properties thought to be at risk of flooding or at the request of vulnerable residents, had no clear strategic objective or evidence of direct benefit in terms of protecting properties from flooding or the impact of flood water.

The options available to support flood response and the provision of sandbags effectively and efficiently were reconsidered in consultation with community groups in Surrey.

Alternative options considered and rejected by the Cabinet.

- Continue to distribute under the current reactive arrangements without a clear strategic objective
- Not provide sandbags as there is no statutory duty on the Council to do so

Resolved to adopt the Sandbag Distribution Policy as set out in Appendix A to the report.

Reasons for Decision

Distribution to areas considered to be most at risk of flooding, where it is viable and safe to do so, and supporting the distribution of sandbags by community-based groups provides a clear and achievable strategy for supporting the local community, in relation to sandbags, in a flood event.

2797 Safeguarding Children and Adults at Risk Policy

Cabinet considered a report on the safeguarding children and adults risk policy for 2020-22.

Spelthorne Borough Council has a statutory duty under section 11 of the Children's Act 2004 and the Care Act 2014 to have a robust Safeguarding Policy for both adults and children.

The Policy for 2020-2022 has been updated and replaces the previous version. It covers all aspects of safeguarding best practice and sets out how Spelthorne Borough Council will work independently and alongside other agencies to meet its obligations to safeguard children and adults at risk.

Resolved to:

1. Approve the Safeguarding Children and Adults at Risk Policy attached at Appendix 1 to the report; and
2. Delegate authority to the Portfolio Holder and the Designated Strategic Lead for Safeguarding to approve any minor amendments to the policy.

Reasons for Decision

1. It is a statutory requirement for the Council to have a Safeguarding Policy.
2. Minor changes to procedures and personnel will inevitably occur and as such the policy will need updating to reflect this. Delegation of approval to the Portfolio Holder and the designated Strategic Lead for Safeguarding would expedite this process.
3. Any major changes or updates will seek the appropriate approval.

2798 Professional Services Framework Agreement

Cabinet considered a report on the procurement and award of a professional services framework agreement.

Alternative options considered and rejected by the Cabinet:

- Procure professional services on a project by project basis.
- Continue the use of other external frameworks.

Resolved to

1. approve the Professional Services Framework Agreement and
2. approve the named providers in each lot for the Professional Services Framework Agreement as set out in Confidential Appendix C

Reasons for Decision

The establishment of the Framework Agreement will provide a faster and more compliant route to market.

The fees proposed by the Professional Services provider are the basis for a negotiation to obtain the lowest possible project fees which demonstrate value for money.

2799 Construction Contractors Framework Agreement

Cabinet considered a report on a proposed construction contractors framework agreement.

Alternative options considered and rejected by the Cabinet:

- Procure professional services on a project by project basis.
- Continue the use of other external frameworks

Resolved to

1. approve the Construction Contractors Framework Agreement and
2. approve the named providers in each lot for the Construction Contractors Framework Agreement as set out in Confidential Appendix C

Reasons for Decision

The establishment of the Construction Contractors Framework Agreement will provide a faster and more compliant route to market, and deliver additional benefits, e.g. such as improved social value.

The fees proposed by the Construction Contractors are the basis for a negotiation to obtain the lowest possible project fees which demonstrate value for money.

2800 Urgent items

There were none.

2801 Urgent Actions

Cabinet noted urgent actions taken by the Chief Executive in consultation with the Leader since the last Cabinet meeting in November 2020.

NOTES:-

- (1) *Members of the Overview and Scrutiny Committee are reminded that under Overview and Scrutiny Procedure Rule 16, the "call-in" procedure shall not apply to recommendations the Cabinet makes to the Council. The matters on which recommendations have been made to the Council, if any, are identified with an asterisk [*] in the above Minutes.***
- (2) *Members of the Overview and Scrutiny Committee are entitled to call in decisions taken by the Cabinet for scrutiny before they are implemented, other than any recommendations covered under (1) above.***
- (3) *Within five working days of the date on which a decision of the Cabinet or a Cabinet Member is published, not less than three members [one of whom must be the Chairman] of the Overview and Scrutiny Committee are able to "call in" a decision;***
- (4) *To avoid delay in considering an item "called in", an extraordinary meeting of the Overview and Scrutiny Committee will be convened within seven days of a "call in" being received if an ordinary meeting is not scheduled in that period;***
- (5) *When calling in a Cabinet decision for review the members doing so should in their notice of "call in":-***
 - Outline their reasons for requiring a review;***
 - Indicate any further information they consider the Overview and Scrutiny Committee needs to have before it in order to conduct a review in addition to the written report made by officers to the Cabinet;***

- ***Indicate whether, where the decision was taken collectively by the Cabinet, they wish the Leader or his nominee (who should normally be the Cabinet Member) or where the decision was taken by a Cabinet Member, the member of the Cabinet making the decision, to attend the committee meeting; and***
 - ***Indicate whether the officer making the report to the Cabinet or the Cabinet Member taking the decision or his/her representative should attend the meeting.***
- (6) ***The deadline of five working days for "call in" by Members of the Overview and Scrutiny Committee in relation to the above decisions by the Cabinet is the close of business on 11 December 2020.***

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