

Administrative Committee

Decisions taken at the meeting held on Thursday, 7 July 2022.

Meeting Time:

7.00 pm

Meeting Venue:

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

PRESENT: Councillor Naz Islam (Chairman), Councillor Colin Barnard, Councillor John Doran, Councillor Richard Dunn, Councillor Nick Gething, Councillor Sinead Mooney, Councillor Stuart Whitmore and Councillor Ian Harvey

1. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Amar Brar. She nominated Cllr Ian Harvey to attend as her substitute.

Cllrs Sandra Dunn and Denise Saliagopoulos attended the meeting remotely via Microsoft Teams.

2. DISCLOSURES OF INTEREST

There were none.

3. MINUTES

The minutes of the meeting held on 21 April 2022 were agreed as a correct record.

4. *CIVIC ENGAGEMENT PLATFORM

Subject to Council approving the expenditure, the committee **resolved** to

1. Agree the expansion of the Granicus Civic Engagement platform, to merge existing self-service portals into one and offer a wider range of feature sand functions to Spelthorne's communities and customers through that portal.
2. To authorise direct award for a call off contract via the Crown Commercial Service (CCS) GCloud 12 (RM1557) procurement framework to system vendiro Granicus-Firmstep Limited "Lot 2:Cloud Software". The contract would run for a minimum of 2 years with the option to extend the contract for up to 2 periods of 12 months each.
3. To authorise the Head of Corporate Governance to enter into any legal documentation necessary to implement the new contract.

5. CORPORATE PROJECT MANAGEMENT UPDATE

The Committee **resolved** to note the Corporate Project Management update.

6. MEMBERS ICT POST 2023 ELECTION (BEING PURCHASED IN 2022)

The Committee **resolved**

1. To approve the purchase of 41 Surface Pros and

- That officers be asked to provide a report on the retention of devices at the end of councillors' four year terms and the provision of allowances for incidental ICT related costs.

7. APPOINTMENTS TO OUTSIDE BODIES FOR 2022-23

The committee **resolved** to appoint Cllr Richard Barratt as the representative to the Surrey Museums Consultative Committee.

The committee **resolved** to appoint Cllr Tom Fidler as deputy representative to the Surrey Museums Consultative Committee.

The Committee **resolved** to appoint the remaining representatives and deputy representatives as set out in the supplementary agenda.

8. FORWARD PLAN

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

NOTES:-

- Members are reminded that the "call-in" procedure as set out in Part 4b of the Constitution, shall not apply to the following matters:*
 - Urgent decisions as defined in Paragraph 9. of the Call-in Scrutiny Procedure Rules;*
 - Decisions to award a contract following a lawful procurement process;*
 - Those decisions:*
 - reserved to full Council*
 - on regulatory matters*
 - on member conduct issues.*
- Those matters to which Note (1) applies, if any, are identified with an asterisk [*] in the above Minutes.*
- 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 Council for review and decision (call-in). The completed pro-forma must be received by the Proper Officer by 5pm three working days after publication of the decision.*
- The members exercising the right of call-in must not be members of the Committee which considered the matter.*
- When calling in a decision for review the members doing so must demonstrate the following exceptional circumstances:*
 - 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*
 - 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*
 - 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 Council makes its determination.*
- (7) *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 July 2022.*