

---

**Decisions taken at the meeting held on Tuesday, 27 September 2022.**

**Meeting Time:**

7.00 pm

**Meeting Venue:**

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

---

**PRESENT:** Councillor John Boughtflower (Chairman), Councillor Tony Mitchell (Vice-Chairman), Councillor Maureen Attewell, Councillor Ian Beardsmore, Councillor Malcolm Beecher, Councillor Richard Barratt, Councillor John Doran, Councillor Sinead Mooney, Councillor Lawrence Nichols, Councillor Bob Noble and Councillor Joanne Sexton

**1. APOLOGIES AND SUBSTITUTES\***

Apologies were received from Councillor Mrs Dunn (substituted by Councillor Bateson), Councillor Rybinski (substituted by Councillor Mrs Harvey), and Councillor Siva.

**2. MINUTES\***

The minutes of the meeting held on 11 July 2022 were agreed as a correct record.

**3. DISCLOSURES OF INTEREST\***

Councillor Attewell declared that she was a councillor and deputy cabinet member at Surrey County Council.

Councillor Mooney declared that she was a councillor and cabinet member at Surrey County Council.

Councillor Sexton declared that she was a councillor at Surrey County Council.

**4. QUESTIONS FROM MEMBERS OF THE PUBLIC\***

There were none.

**5. WARD ISSUES\***

There were none.

**6. CORPORATE RISK MANAGEMENT**

The Committee noted the significant strategic risks and issues highlighted in the report and Corporate Risk Register, and provided the following feedback to the Audit Committee:

1. That the Audit Committee review its risk monitoring and reporting structure at its meeting on 22 November 2022, with a view to reporting back to the Corporate Policy and Resources Committee on 28 November 2022.
2. That the reference, in the risk register, to delays in political decision making be urgently reviewed as the Committee did not feel that this was appropriate.

## **7. BUDGET INFLATION FOR COSTS, SALARIES, FEES AND CHARGES 23/24**

The Committee agreed the following budget assumptions for 2023/24, which would result in an estimated budget deficit of £1.27m, requiring savings to be made in accordance with paragraph 3.6 of the report:

1. Salaries 5%
2. Costs 3%
3. Fees & Charges
  - a) 5% Concessionary
  - b) Charge the maximum allowed for statutory fees and charges.

The Committee also asked the Chief Executive to present, at the Corporate Policy and Resources Committee on 28 November 2022, a proposed process for reviewing the Council's staffing and management structure.

## **8. Q1 CAPITAL MONITORING REPORT**

The Committee noted the (£8.6m) underspend on capital expenditure against its Capital Programme provision as at 30 June 2022.

## **9. Q1 REVENUE MONITORING REPORT**

The Committee noted the Q1 position for the 2021/22 revenue budget as at 30 June 2022.

## **10. CORPORATE PEER REVIEW CHALLENGE UPDATE**

The Committee noted the report and the progress made with preparing for the Local Government Association (LGA) Corporate Peer Challenge, subject to repeating requests to include specific sections in the report relating to "leadership", "culture" and "morale", pending clarification from the LGA as to whether the existing themes already sufficiently covered these elements.

## **11. SURREY DELIVERY BOARD UPDATE**

The report was noted.

## **12. RECOVERY ACTION PLAN**

Due to the limited time remaining to transact the business of the meeting, councillors were asked to direct written questions on the report to the Deputy Chief Executive.

## **13. FORWARD PLAN\***

The forward plan of Committee business was agreed, subject to the inclusion of the following items:

1. Review of the Sinking Fund Policy at the meeting on 28 November 2022.
2. Knowle Green Estates Annual Report and refreshed Business Plan at the meeting

on 28 November 2022 (with KGE Directors requested to attend the meeting).

3. Proposed process for reviewing the Council's staffing and management structure at the meeting on 28 November 2022.

**14. URGENT ACTIONS\***

The urgent action was noted.

**15. EXCLUSION OF PUBLIC AND PRESS**

This item was deferred to the 10 October 2022.

**16. UPDATE ON COUNCIL DEVELOPMENTS\***

This item was deferred to the 10 October 2022.

**NOTES:-**

- (1) *Members are reminded that the "call-in" procedure as set out in Part 4b of the Constitution, shall not apply to the following matters:*
  - (a) *Urgent decisions as defined in Paragraph 9. of the Call-in Scrutiny Procedure Rules;*
  - (b) *Decisions to award a contract following a lawful procurement process;*
  - (c) *Those decisions:*
    - i. *reserved to full Council*
    - ii. *on regulatory matters*
    - iii. *on member conduct issues.*
- (2) *Those matters to which Note (1) applies, if any, are identified with an asterisk [\*] in the above Minutes.*
- (3) *Within three working days of the date on which this decision is published, not less than three members from two or more political groups by submission of the standard call-in pro-forma, may ask for that decision to be referred to a meeting of the Administrative Committee for review (call-in). The completed pro-forma must be received by the Proper Officer by 5pm three working days after publication of the decision.*
- (4) *The members exercising the right of call-in must not be members of the Committee which considered the matter.*
- (5) *When calling in a decision for review the members doing so must demonstrate the following exceptional circumstances:*
  - a. *Evidence which suggests that the decision maker, did not take the decision in accordance with the principles set out in Article 11 (Decision Making); or*
  - b. *Evidence that the decision fails to support one or more of the Council's Corporate Plan priorities to the detriment of the majority of the Borough's residents; or*
  - c. *Evidence that explicit Council Policy or legal requirements were disregarded.*

- (6) *Once the request for 'call-in' has been deemed valid by the Monitoring Officer the matter will be suspended until the call-in procedure has been exhausted.*
- (7) *The Chief Executive, in consultation with the relevant officer, will determine if the interests of the Council or Borough would be prejudiced by a delay in implementing a decision such that the call-in cannot wait until the next ordinary meeting of the Administrative Committee.*
- (8) *Where the call-in cannot wait until the next ordinary meeting, the Monitoring Officer will arrange an extraordinary meeting of the Administrative Committee to review the decision subject to call-in at the earliest possible opportunity.*
- (9) *In exceptional cases, where there is clear evidence that a delay to the implementation of a decision would lead to a specific and significant financial or reputational harm to the Council, a call-in request may be refused by the Chief Executive following consultation with the Chair and Vice-Chair of Administrative Committee.*
- (10) *In reviewing a matter referred to it under the call-in scrutiny procedure rules, the Administrative Committee shall follow the procedure for dealing with call-in scrutiny at its meetings as set out in Part 4b of the Constitution.*
- (11) *The deadline of three working days for "call in" in relation to the above decisions by the Committee is the close of business on Monday 10 October 2022.*