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**Decisions taken at the meeting held on Thursday, 29 September 2022.**

**Meeting Time:**

7.00 pm

**Meeting Venue:**

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

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**PRESENT:** Councillor Sinead Mooney (Chairman), Councillor Tom Fidler (Vice-Chairman), Councillor Chris Bateson, Councillor Colin Barnard, Councillor Jon Button and Councillor Vivienne Leighton

**1. MINUTES**

The minutes of the meeting held on 9 June 2022 were agreed as a correct record.

**2. DISCLOSURES OF INTERESTS**

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

**3. QUESTIONS FROM MEMBERS OF THE PUBLIC**

There were none.

**4. WARD ISSUES**

There were none.

**5. PRESENTATION FROM HEATHROW AIRPORT LIMITED ON SKILLS AND EMPLOYMENT POST THE COVID-19 PANDEMIC**

The Committee **resolved** to note the presentation from Heathrow Airport Limited on skills and employment post the Covid-19 pandemic.

**6. BID MANAGER VERBAL UPDATE**

The Committee **resolved** to note the presentation on the Staines business plan.

**7. INCUBATOR - MONITORING**

The Committee **resolved:**

to agree the preferred option at paragraph 3.5 to maintain the current arrangement, and

to review again at the Committee Meeting to be held on 15 June 2023 (provisional date).

**8. DRAFT ECONOMIC PROSPERITY STRATEGY**

The Committee **resolved:**

to agree that a draft economic prosperity strategy is required, and

to agree that a final version of the strategy comes back to Committee on 12 January 2023.

**9. DRAFT TOWN CENTRES STRATEGY**

The Committee **resolved** to note the report subject to the changes made at the meeting.

**10. REVENUE MONITORING REPORT (QTR 1 APRIL-JUNE)**

The Committee **resolved** to note the quarter 1 report for 2022/23 as at 30 June 2022.

**11. SURREY DELIVERY BOARD - ECONOMIC DEVELOPMENT STREAM**

The Committee **resolved** to note the progress which had been made to date on collaboration and partnership working between districts and boroughs and Surrey County Council and the next steps as outlined in the report.

**12. FORWARD PLAN**

The Committee **resolved** to note the forward plan subject to the additional items agreed at the meeting.

**14. EXEMPT REPORT - SERVICE PLAN (AS PART OF THE 23/24 BUDGET PROCESS)**

The Committee **resolved** to note the Service Plan for Economic Development.

**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 5 October 2022.*