
Decisions taken at the meeting held on Thursday, 19 January 2023.

Meeting Time:

7.00 pm

Meeting Venue:

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

PRESENT: Councillor Naz Islam (Chairman), Councillor John Doran (Vice-Chairman), Councillor Chris Bateson, Councillor Ian Beardsmore, Councillor Jon Button, Councillor Sandra Dunn, Councillor Richard Dunn, Councillor Nick Gething, Councillor Tony Mitchell, Councillor Jenny Vinson and Councillor Stuart Whitmore

1. APOLOGIES AND SUBSTITUTES

Apologies were received from Councillor Brar, Councillor Harman, and Councillor Spoor. Councillor Beardsmore attended as Councillor Harman's substitute, and Councillor Bateson attended as Councillor Spoor's substitute.

4. NEW AND REVISED PROCUREMENT POLICIES AND PROCEDURES*

The Committee **resolved** to

- 1) Note and agree the updates to the existing Procurement Policies and Procedures
- 2) Review and agree the four new Procurement procedures
- 3) Note that it is currently not possible to implement a requested action to increase the threshold for all local procurements to £10k and agree that this will be considered at the next review of contract standing orders.

5. 23/24 BUDGET

The Committee **resolved** that the Chief Accountant requests that cost centres under the remit of the Administrative Committee look for further savings to meet the cost of the Paralegal growth bid.

The Committee **resolved** to recommend the draft 23/24 budget to the Corporate Policy and Resources Committee.

7. APPOINTMENT OF REPRESENTATIVE TRUSTEES - LALEHAM CHARITIES VILLAGE HALL AND RECREATION GROUNDS*

The Committee **resolved** to appoint Bob Parry, Ken Williams and Kevin Rowell as representative trustees to Laleham Charities Village Hall and Recreation Grounds.

8. FORWARD PLAN

The Committee **resolved** to note the Forward Plan with to the additional item raised at the meeting.

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 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.*
- (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 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 26 January 2023.*