
Decisions taken at the meetings held on Monday, 26 June 2023 and Thursday, 29 June 2023.

Meeting Time:

7.00 pm

Meeting Venue:

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

PRESENT:

1. **APOLOGIES AND SUBSTITUTES**
5. **CAPITAL OUTTURN REPORT AS AT 31 MARCH 2023**
6. **2022/23 REVENUE CARRY FORWARD REQUESTS**
8. **LOCAL PLAN PAUSE - EXTERNAL REVIEW**

Committee **resolved** to:

1. **Not agree** to using the vision dated December 2021 as a baseline benchmark against which the Regulation 19 Submission version of the Local Plan and not to make a recommendation to Council to adopt the vision for this purpose;
2. **Not agree** the draft provisional specification of works drawn up by the proposed 'critical friend' for the review;
3. **Agree** to issue a direct award contract to Catriona Riddell Associates (CRA) to undertake a review of the Local Plan;
4. **Agree** to give delegated authority to the Chief Executive and the Group Head of Corporate Governance to enter a contract with CRA;
5. This recommendation was not voted on due to the vote against recommendation 1;
6. **Agree** that the costs for the review would come from the Corporate Budget;
7. **Agree** to set a date of 14 September 2023 for an Extraordinary Council Meeting (ECM) in line with the motion agreed at the ECM on 06 June 2023;
8. **Agree** to note the risk considerations; and
9. This recommendation was not voted on due to the vote against recommendation 1;

9. FINANCIAL REPORTING WORKING GROUP

Committee **resolved** to approve the creation of a Member Working Group focused on Financial Reporting.

13. BUILDING CONTROL SERVICE

Committee **resolved** to agree the recommendations in the exempt report.

14. ELECTRIC VEHICLE RAPID CHARGING HUB

Committee **resolved** to agree the recommendations outlined in the exempt report.

15. LOCAL AUTHORITY HOUSING FUND ROUND 2

Committee **resolved** to agree the recommendations outlined in the exempt report.

16. URGENT ITEM - LOCAL AUTHORITY HOUSING FUND (LAHF) PROPERTY ACQUISITIONS

Committee **resolved** to agree the recommendations outlined in the exempt report.

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 06 July 2023.*