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**Decisions taken at the meeting held on Tuesday, 26 September 2023.**

**Meeting Time:**

7.00 pm

**Meeting Venue:**

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

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**PRESENT:**

**5. GRANTS PANEL TERMS OF REFERENCE\***

The Committee **resolved** to approve the four recommendations outlined in the report and **resolved** to approve option 3 set out in the report subject to inclusion of the agreed amendment on absent panel members.

**6. COMMUNITY CENTRE SATURDAY OPENING (A CONTINUATION)**

The Committee **resolved** to:

1)continue to endorse the Council's approach of expanding the Community Centres provision to take account of the impact of current cost of living, energy and social isolation crisis on our communities.

2)continue with the provision of opening at least one community centre within the borough of Spelthorne for 6 days a week, which is currently in place throughout the winter period, engaging centre staff to provide the additional provision.

**7. NORTH WEST SURREY ROLE MAPPING RISKS AND OPPORTUNITIES**

The Committee **resolved** to:

1)Note the range of roles that support residents through a Health and Wellbeing lens. Appendices 1 & 2

2)Note the current approaches to our populations through this lens by major stakeholders including North West Surrey Health and Care Alliance and Surrey County Council.

3)Make recommendations in relation to the level of engagement expected with these similar initiatives.

4)Consider opportunities offered as a system partner

**10. EXCLUSION OF PUBLIC AND PRESS**

It was proposed by Councillor Bateson, seconded by Councillor Arnold and **resolved** to exclude the public and press in view of the likely disclosure of exempt information within the meaning of Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

**11. STAFFING REPORT - INDEPENDENT LIVING**

The Committee **resolved** to make a recommendation to Corporate Policy and Resources Committee.

**12. LEISURE OPERATOR PROCUREMENTS\***

The Committee **resolved** to make recommendations to Corporate Policy and Resources Committee and Council.

**13. URGENT ITEM- COST OF LIVING SUPPORT FUND\***

The Committee **resolved** to note the recommendations outlined in the report and make recommendations to Corporate Policy and Resources Committee.

**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 3 October 2023*