
Decisions taken at the meeting held on Thursday, 27 July 2023.

Meeting Time:

7.30 pm

Meeting Venue:

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

PRESENT: Councillor Jon Button (Chair), Councillor Karen Howkins (Vice-Chair), Councillor Michelle Arnold, Councillor Simon Bhadye, Councillor Mary Bing Dong, Councillor Lawrence Nichols and Philip Briggs

1. APOLOGIES AND SUBSTITUTES

There were no apologies received.

3. DISCLOSURES OF INTEREST

Councillor Nichols declared that he was a member of Knowle Green Estates Limited Board.

4. REFRESHED INTERNAL AUDIT ASSURANCE OPINIONS

The Committee **resolved** to note and endorse the refreshed assurance opinions which have been adopted from 2023.

5. CORPORATE RISK REGISTER (CORPORATE RISK MANAGEMENT)

The Committee **resolved**:

1. To note the significant strategic risks and issues highlighted in the report,
2. To recommend that the Corporate Risk Register be presented to the Corporate Policy and Resources Committee
3. To ensure continued wider reporting of the Corporate Risk Register and Risk Action Plan across other Committees

6. ANNUAL INTERNAL AUDIT REPORT & OPINION FOR 2022/23

The Committee **resolved** to:

1. Note the Annual Internal Audit Report for 2022/23.
2. Note the annual audit opinion on the Council's internal control environment, risk management and governance arrangements

7. PUBLIC INTEREST REPORT RECOMMENDATIONS - ACTION PLAN

The Committee **resolved** to note and agree the action plan, subject to continued input and review by the Development Sub-Committee, to adopt a robust asset and tenancy management strategy that manages tenant risk, reduces void periods and empty premises costs, and delivers certainty of income receipt which supports the debt repayment strategy set out for each asset, and approve the proposed KPIs, and to establish a risk-based view of the expected long term portfolio and individual property behaviour to inform members and support future decisions including sinking fund adequacy.

9. EXTERNAL AUDIT UPDATE

The Committee **resolved** to note the update.

10. ANNUAL GOVERNANCE STATEMENT 2022-23

The Committee **resolved** to approve the draft Annual Governance Statement subject to any further amendments in conjunction with the Chair of Audit Committee and endorse the improvement actions identified in the Statement

11. KGE ACCOUNTS YEAR END 31 MARCH 2022

The Committee **resolved** to note the report

12. SDS ACCOUNTS YEAR END 31 MARCH 2022

The Committee **resolved** to note the report.

13. SBC ACCOUNTS YEAR END 31 MARCH 2023

The Committee **resolved** to note the report and the draft unaudited financial statements, which were published on the Council's website on 31 May 2023, in accordance with the statutory deadline.

14. COMMITTEE FORWARD PLAN

Resolved that the Committee Work Programme for the remainder of the 2023-2024 Municipal year with the inclusion of updates from External Auditors, be approved.

Meeting ended at 22:24

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 Tuesday 1 August 2023.*