
Decisions taken at the meeting held on Thursday, 5 October 2023.

Meeting Time:

7.00 pm

Meeting Venue:

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

PRESENT: Councillor Katherine Rutherford (Vice-Chair, in the Chair), Councillor Mary Bing Dong, Councillor Tony Burrell, Councillor Jolyon Caplin, Councillor Darren Clarke and Councillor Joanne Sexton

6. SPELTHORNE BOROUGH COUNCIL - ENVIRONMENTAL HEALTH & BUILDING CONTROL ENFORCEMENT POLICY

The Committee **resolved** to:

1. Recommend to Corporate Policy and Resources Committee that they adopt the Environmental Health & Building Control Enforcement Policy (2023-2026)
2. Recommend to Corporate Policy and Resources Committee that they grant approval that minor changes can be made to the Policy with the approval of Deputy Chief Executive with responsibility for Place, Protection and Prosperity.
3. To note Spelthorne Borough Council's Environmental Health 'Procedure for Setting Financial Penalties – Banding the Offence and Determining Appropriate Sanctions'.

7. REVIEW OF COMMUNITY SAFETY 2023

The Committee **resolved** to note the 2023 review of Community Safety.

9. PLAY AREA IMPROVEMENTS

The Committee **resolved** to:

1. Authorise the Group Head of Neighbourhood Services to commence a tender for the procurement of play area equipment;
2. Delegate authority to the Group Head Neighbourhood Services in consultation with the Chair of Neighbourhood Services to appoint the chosen supplier/s; and
3. Authorise the Group Head of Corporate Governance to enter the contract with the selected supplier.

10. ROAD CHANNEL SWEEPING

The Committee **resolved** that a letter would be sent from the Committee to Surrey County Council. The letter would be approved by the Chair and Vice-Chair of the Committee as well as Councillor Attewell and Councillor Sexton.

The Committee **resolved** that a report would be added to the Forward Plan for March 2024 with possible options to deal with the Road Channel Sweeping issue.

The Committee **resolved** to note the 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 Wednesday 11 October 2023.*