
Decisions taken at the meeting held on Tuesday, 16 January 2024.

Meeting Time:

7.00 pm

Meeting Venue:

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

PRESENT: Councillor Sue Doran (Chair), Councillor Maureen Attewell (Vice-Chair), Councillor Michelle Arnold, Councillor Chris Bateson, Councillor John Boughtflower, Councillor Lisa Brennan, Councillor Med Buck, Councillor Sandra Dunn, Councillor Adam Gale, Councillor Kathy Grant and Councillor Paul Woodward

IN ATTENDANCE: Councillor Malcolm Beecher

5. FEES AND CHARGES (AS PART OF THE BUDGET PROCESS)

The Committee **resolved** to:

1. Review the proposed Fees and Charges for 2024-25 for this Committee.
2. Approve the proposed Fees and Charges for 2024-25 for this Committee, except that the fees and charges for the following services: Meals on Wheels, OPAL Group (High Needs) and Luncheon Clubs will not increase and the shortfall of income be covered by the Day Centres hire of hall costs.
3. Recommend to Corporate Policy and Resources Committee that they approve the proposed Fees and Charges for 2024-25 except that the fees and charges for the following services: Meals on Wheels, OPAL Group (High Needs) and Luncheon Clubs will not increase and the shortfall of income be covered by the Day Centres hire of hall costs.

6. SERVICE PLANS (AS PART OF THE BUDGET PROCESS)

The Committee **resolved** to:

1. Formally review the proposed revenue Growth Bids and Savings Plan for 2024-2025 for this Committee.
2. Approve the proposed Revenue Growth Bids and Savings Plan for 2024-2025 for this Committee, subject to officers sending clarification to the Community Wellbeing and Housing Chair and Vice-Chair on any errors within the report and appendices.
3. Recommend to Corporate Policy and Resources Committee that they approve the proposed Revenue Growth Bids and Savings Plan for 2024-25, subject to officers sending clarification to the Community Wellbeing and Housing Chair and Vice-Chair on any errors within the report and appendices.

9. ANNUAL COMMUNITY GRANTS REPORT*

The Committee **resolved** to:

1. Note the recommendations of the Grants Panel regarding the proposed recipients of the 2024/2025 community grants
2. Make a decision and recommendation to Council
3. Note the other support that Spelthorne Borough Council provides to the voluntary/charity sector.
4. Any underspend from the Council Grants and Better Neighbourhood Grants budget will be carried forward to the next financial year.
5. Note the potential changes to the Discretionary Rate Relief Policy.

10. GREENO COMMUNITY CENTRE ALTERATIONS

The Committee **resolved** to approve option 2 as set out in the report and **resolved** to:

1. Endorse the Council's approach of improving the flexible use of space in the Greeno Community Centre by means of internal configuration.
2. Endorse the use of external funding to fully fund the alterations.

12. EXCLUSION OF PUBLIC AND PRESS

It was proposed by Councillor Boughtflower, 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.

13. URGENT ITEM- LOCAL AUTHORITY HOUSING FUND EXTENSION*

The Committee **resolved** to:

1. Approve submission of Expression of Interest to the Department of Levelling Up of Housing and Communities (DLUHC) to participate in the funding extension to deliver additional property acquisition under the Local Authority Housing Fund scheme.
2. Approve expression of Interest in Purchasing the freehold of 50 units at Imtech House, Ashford, using funding through Local Authority Housing Fund to deliver temporary accommodation housing to ease the pressure on the Council in terms of cost and demand for temporary accommodation.
3. Approve expression of Interest in Purchasing additional settled accommodation for refugee families - 4 bedroom property for an Afghan family currently residing in the Council's temporary accommodation and a 2-bedroom property for an Ukrainian family currently residing in the Council's temporary accommodation.
4. Subject to successful application for funding to the Department of Levelling Up of Housing and Communities, to recommend to Development Sub Committee, Corporate Policy and Resources Committee and to Council that:- The Strategic Lead, Housing together with the Group Head of Assets to negotiate Heads of Terms with the freeholder of Imtech House to acquire Imtech House. Any Heads of Terms agreed will require full Council approval;

Legal and Assets team carry out the due diligence, survey and valuation process in respect of Imtech House and the settled accommodation

Finance team assess the viability of acquiring the freehold of Imtech House and the additional settled accommodation.

Delegate authority to the Group Head of Corporate Governance to enter into an addendum to the Memorandum of Understanding in relation to the Local Authority Housing Fund extension – Round 1 and 2 and any other necessary documentation. Reason for Recommendation To provide temporary accommodation in the borough and to utilise government funding for property acquisition Page

14. URGENT ITEM- HOUSEHOLD SUPPORT FUND VERBAL UPDATE

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

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 22 January 2024.***