

Committee Report Checklist

Please submit the completed checklists with your report. If final draft report does not include all the information/sign offs required, your item will be delayed until the next meeting cycle.

Stage 1

Report checklist – responsibility of report owner.

ITEM	Yes / No	Date
Councillor engagement / input from Chair prior to briefing	yes	3/9/2025
Commissioner engagement (if report focused on issues of concern to Commissioners such as Finance, Assets etc)	yes	3/9/2025
Relevant Group Head review	yes	12/9/2025
MAT+ review (to have been circulated at least 5 working days before Stage 2)	yes	12/9/2025
This item is on the Forward Plan for the relevant committee	yes	5/9/2025
	Reviewed by	
Finance comments	OO	12/9/2025
Risk comments	JT	12/9/2025
Legal comments	LH/JC	23/9/2025/26/9/2025
HR comments (if applicable)	N/A	

For reports with material financial or legal implications the author should engage with the respective teams at the outset and receive input to their reports prior to asking for MO or s151 comments.

Do not forward to stage 2 unless all the above have been completed.

Stage 2

Report checklist – responsibility of report owner.

ITEM	Completed by	Date
Monitoring Officer commentary – at least 5 working days before MAT	JC	26/9/2025
S151 Officer commentary – at least 5 working days before MAT	OO	12/09/2025
Confirm final report cleared by MAT	MAT	30/9/2025

Corporate Policy & Resources

Monday 13 October

Title	<i>Procurement of goods & services</i>
Purpose of the report	To make a Key Decision
Report Author	<i>Jackie Taylor Group Head Neighbourhood Services</i>
Ward(s) Affected	All Wards
Exempt	No
Exemption Reason	Not applicable
Corporate Priority	Community Resilience Environment Services
Recommendations	Committee is asked to: <ul style="list-style-type: none">• Authorise the Group Head Neighbourhood Services to start the procurement process for goods as detailed at 2.2 in this report. These procurements are all fully funded.• Authorise the Group Head Neighbourhood Services to select the chosen suppliers and award the contracts.• Authorise a direct award for additional Bespoke glass balustrade rails to supplier A who has already installed rails outside of the Eclipse Leisure Centre.• Authorise the Group Head Corporate Governance to enter contracts with the chosen suppliers
Reason for Recommendation	<i>Several budgets have been made available to purchase items listed in the table at 2.2. To enable this to move forward as agreed we need to seek authority to commence the procurement process for all listed in table 2.2 below and award contracts.</i>

1. Executive summary of the report

What is the situation	Why we want to do something
<ul style="list-style-type: none">• <i>To carry out members instructions we are seeking authority to purchase goods and services allocated via in year growth bids, CIL, and CPRC.</i>• <i>To do this we need to procure, award, and enter contracts with chosen suppliers.</i>	<ul style="list-style-type: none">• <i>Funding has already been approved and allocated for the items listed at 2.2 below.</i>• <i>To fulfil these projects, we are required to follow Council contract standing orders which are formal, legally-binding rules that set out how we as a local authority procures goods, services, and works, ensuring fair, transparent, and</i>

	<i>value-for-money spending of public funds</i>
This is what we want to do about it	These are the next steps
<ul style="list-style-type: none"> • Authorise procurement of all fully funded items listed in the table at 2.2 • Authorise the Group Head Neighbourhood Services to award contracts to the chosen suppliers. • Authorise a direct award for additional glass balustrade rails to the supplier of the rails already installed on the outside of the Eclipse Leisure Centre. • Authorise the Group Head Corporate Governance to enter contracts with the chosen suppliers. 	<ul style="list-style-type: none"> • If approval is given by Corporate Policy & Resources Committee, the project documents will be updated with timelines. • The procurement process will commence and once evaluated the Group Head Neighbourhood Services will award contracts to each of the suppliers relative to the spend. • The Group Head Corporate Governance will then enter contracts with the individual suppliers.

2. Key issues

2.1 Neighbourhood Services is responsible for several front-line services which includes parks & open spaces and the fleet of commercial vehicles operated by the Council in delivering services such as waste, cleansing, enforcement, and parks. They also assist assets with the maintenance of outside areas for the Councils estate.

2.2 Neighbourhood Services has been allocated several sums of money awarded in 2025/26 to replace vehicles and equipment, and supply additional glass balustrade rails in the locations detailed in the table below: -

Awarded by	Ward	Goods & Services	Cost £	Procurement pipeline registration	Service	Completion date
Local CIL	Riverside & Laleham	Replace play surface	£60,000	TBC	Parks Greenfield recreation ground	2025/2026
Local CIL	Staines South	Refurbish play equipment & replace play surface	£175,000	2025027	Parks Staines Park	2026
Strategic CIL	Laleham & Shepperton Green	Replace play surface	£70,000	TBC	Parks Littleton Recreation ground	2025/2026

Strategic CIL	Halliford & Sunbury West	Refurbish play equipment Replace play surface	£80,000	TBC	Parks Halliford Recreation ground	2026
Strategic CIL	Lower Sunbury	Renovate equipment	£30,000	TBC	Orchard Meadow	2026
Council Capital growth	Not applicable	Operational vehicles x 7 (electric)	£285,000	2025009	JET & Grounds maintenance	March 2026
Council Capital growth	Not applicable	Operational vehicle x 1	£38,000	2025009	Grounds maintenance	March 2026
Council Capital growth	Council owned sites	New fuel storage tanks x 2	£90,000	2025008	Depot & Nursery sites	March 2026
CPRC Capital growth	Staines	Glass balustrade rails for Eclipse Leisure Centre	£50,000	TBC	Assets	March 2026

3. Options appraisal and proposal

3.1 Option 1 Preferred

Neighbourhood Services officers will work with legal officers and the procurement team all of whom are skilled in managing the entire procurement lifecycle, from initial need to final delivery, achieving strong results and maximizing value. We are asking members to agree to the recommendations below (a,b,c,d) which will ensure that the teams work together for the lifecycle of the procurement process.

- a. **authorise the Group Head Neighbourhood Services to commence the procurement process for all the individual items listed at 2.2.**
- b. **authorise the Group Head Neighbourhood Services to select the successful suppliers and award contracts following the evaluation of the tenders.**
- c. **authorise a direct award to the existing supplier of the glass balustrade rails for additional rails.**
- d. **authorise the Group Head Corporate Governance to enter contracts with the successful bidders.**

Option 2

The table at 2.2 identifies where the funding has been allocated, in all cases this has either been determined as part of the planning process or committee

process, allocated because of CIL applications or a direct need as with the Leisure centre fencing. If committee wishes to redirect the funding already allocated by Council or CPRC the funding would go back into the general capital fund and be subject to new growth bids in 2026/27.

4. Risk implications

- 4.1 A need has been identified to infill part of the walkway that leads in and out of the main doorway of the leisure centre, this is causing damage to soft and hard landscaping and does not give a good first impression. To ensure visitors use the correct access and egress when entering and leaving. To manage this the Council needs to procure additional glass balustrade rails which are a like for like match to the rails that was installed during the leisure centre build stage.
- 4.2 The estimated cost for these extra works is £50k which has already been agreed within the revised capital programme by CPRC on 8 September 2025. There is a risk that if we do not procure from the same company who installed the existing rails there will be a mismatch and potentially a different quality of materials supplied.
- 4.3 Due to this issue, we are requesting an exemption from standing orders to do a direct award to Company A. Direct award will bypass a full competitive tendering process, allowing for a quick, streamlined approach as circumstances already explained make a full competition impractical.
- 4.4 There is a risk that extreme weather may delay the installation of the outdoor play equipment, if this is the case we would aim to start work in Spring 2026.
- 4.5 There is a risk that supply issues could cause delays in installation, this will be mitigated by issuing awards as soon as possible after the suppliers have been selected.

5. Financial implications

- 5.1 There are no additional financial implications within this report as all the items listed in the table at 2.2 have already been allocated funding in 2025/26. If there are any potential over spends following the tender process these will be reported back to committee.

6. Legal comments

- 6.1 6.1 All contracts must comply with the Procurement Act 2023 and the Council's Contract Order Procedural Rules. The Council has a duty to deliver best value under the Local Government Act 1999.
- 6.2 Legal Services support will be required to document Corporate implications.

7. S151 Officer comments.

- 7.1 The procurement process outlined in this report involves fully allocated funding from various sources, including Local CIL, and in year Council Capital Growth approval, for the purchase of goods and services as detailed in section 2.2.
- 7.2 The funding is already approved, ensuring there is no additional financial burden on the Council's general budget. The financial risk is minimal, with the procurement process structured to ensure value for money and compliance with Council contract standing orders. However, potential delays in the supply chain or extreme weather could affect the timeline for certain projects, but

these risks are actively being managed. The direct award for the glass balustrade rails will expedite the process and mitigate any risk of mismatched materials.

8. Monitoring Officer comments.

8.1 All relevant legal implications have been taken into account..

9. Procurement comments

9.1 The Procurement Team will be consulted to assist with the carrying out of a compliant tender exercise in accordance with the Procurement Act 2023 and the Council's Contract Standing Order Procedural Rules.

9.2 A direct award for the glass balustrade rails as detailed in the risk implications of this report will follow Schedule 5 of the Procurement Act 2023 on the basis that there is only one supplier capable of meeting the requirement.

10. Equality and Diversity

10.1 *Spelthorne Borough Council* is committed to equality of opportunity for all in the delivery of goods and services. Our policies, strategies, procedures, services, and all aspects of what we do incorporate equality objectives.

10.2 We will take equality issues into account at all stages of our procurement process, and we expect organisations that deliver goods or provide services on our behalf to promote equal opportunities within their businesses. We are committed to ensuring that contractors delivering services on our behalf share our equality vision and adopt anti discriminatory practices.

10.3 The promotion of equality in procurement will help us to deliver play facilities that are more accessible and meet the needs of our residents and visitors.

11. Sustainability/Climate Change Implications

11.1 Procurement policies and procedures tackle climate change by integrating sustainability into our buying decisions, this ensures we consider the entire life cycle of good and services to help reduce environmental impacts.

11.2 This includes choosing products that are eco-friendly and incorporating whole life costing that accounts for energy, waste, and carbon costs.

11.3 By engaging with suppliers at an early stage of the procurement process we can help to drive lower carbon footprints across supply chains which will contribute to sustainability aims.

11.4 The change of fuel tanks will enable the Council to reduce its carbon footprint by moving from Diesel to HVO. Switching to Hydrotreated Vegetable Oil (HVO) from diesel significantly reduces carbon emissions and is a "drop-in" fuel requiring no vehicle modifications for most diesel engines, making it a simple and quick way for us to help us meet net-zero targets.

12. Other considerations

12.1 As detailed in **4.1**, **4.2** and **4.3** a direct award will be necessary to ensure that we procure additional rails of the same specification for the Eclipse Leisure centre that were installed as part of the initial build.

13. Timetable for implementation

13.1 The timetable for implementation for all vehicles and equipment listed in the table at **2.2** will be dependent on availability of products and equipment. It is

anticipated that the process to purchase and install all items will be complete by the end of 2026.

14. Contact

14.1 *Jackie Taylor Group Head Neighbourhood Services 01784446418*

Please submit any material questions to the Committee Chair and Officer Contact by two days in advance of the meeting.

Background papers: There are none.

Appendices: There are none