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		
Relevant Group Head review	**Y**	**23/10/26**
MAT+ review (to have been circulated **at least 5 working days before Stage 2**)	**Y**	**23/10/26**
This item is on the Forward Plan for the relevant committee	Y	
	Reviewed by	
Finance comments (circulate to Finance)	**AB**	**30/10/26**
Risk comments (circulate to Lee O'Neil)	**LO**	**23/10/26**
Legal comments (circulate to Legal team)	LH	29/10/26
HR comments (if applicable)		

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 rec'd**
Monitoring Officer commentary – at least **5 working days before MAT**	L Heron	29/10/26
S151 Officer commentary – at least **5 working days before MAT**	T.Collier	25/10/26
Commissioner engagement	**J. Kingston**	05/11/26
	Delete as applicable:	No comments
Confirm report signed off for publishing for MAT by relevant member of Management Team	L. O'Neil	30/10/26
Confirm final report cleared by MAT	L. O'Neil	05/11/26

Corporate Policy and Resources Committee

24 November 2026

Title	Governance Assurance update – Responding to and recovering from civil emergencies and business interruptions
Purpose of the report	To inform and assure
Report Author	Sandy Muirhead, Group Head Commissioning and Transformation Lee O'Neil, Deputy Chief Executive
Ward(s) Affected	All Wards
Exempt	No
Exemption Reason	
Corporate Priority	Community Resilience Environment Services
Recommendations	**Committee is asked to:** a. Note the current overall assurance level for the Governance Assurance Areas under the remit of the Corporate Policy and Resource Committee (**Appendix A**), which form part of the Council's Governance Assurance Register. b. Consider the key areas of focus concerning the Governance Assurance Areas relating to: *Ensuring the Council has robust mechanisms in place to prepare for, respond to and recover from civil emergencies and business interruptions* (**Appendix B**).
Reason for Recommendation	To enable the Corporate Policy and Resources Committee (CPRC) to review progress with implementation of the Governance Assurance Framework and scrutinise performance for key governance areas relating to its remit.

1. Executive summary of the report *(expand detail in Key Issues section below)*

What is the situation	Why we want to do something

• The Council continues to implement and embed its Governance Assurance (GA) Framework as part of ongoing improvements to the way the authority manages risk. • The 12 Governance Assurance Areas (GAAs) which form the Council's Governance Assurance Register continue to be reviewed by the Audit Committee to provide assurance that effective arrangements are in place to manage key issues, concerns and areas of focus for the Council.	• Under the GA Framework, Service Committees including the CPRC have an opportunity to consider and scrutinise the areas of focus, concerns and issues within their remit.
This is what we want to do about it	**These are the next steps**
To update the Corporate Policy and Resources Committee (CPRC) on the GAA relating to '*Ensuring the Council has robust mechanisms in place to prepare for, respond to and recover from civil emergencies and business interruptions'.*	• Address any questions and concerns from the Committee concerning delivery of GAA actions relating to this governance area.

2. Key issues

2.1 The Council's Governance Assurance Register focuses on twelve key Governance Assurance Areas (GAAs). Nine of those areas come under the remit of the CPRC. These are outlined in **Appendix A** together with the current overall level of assurance for each of those areas (shown as low, medium or high).

2.2 The Council's Governance Assurance Framework specifies how relevant Service Committees have a key role in considering and scrutinising the areas of focus, concerns and issues within their remit. In order to facilitate this process individual senior managers are invited to attend those Committees to discuss their assurance areas, specific matters and key risks in their services.

2.3 **Appendix B** provides an update on progress with implementing the actions relating to the GAA covering '*Ensuring the Council has robust mechanisms in place to prepare for, respond to and recover from civil emergencies and business interruptions',* which currently has an **overall assurance level** of medium. The assurance level for this GAA has recently been reduced, primarily due to the loss of some trained staff who could act as Borough Emergency Control Centre (BECC) coordinators and Incident Liaison Officers (ILOs) in the event of an incident. Measures have already been put in place to train additional staff, realign responsibilities (including sharing a resource with Runnymede Borough Council), run an exercise and update the Emergency Plan to address this issue, which should enable the level of assurance to return to high by the end of November 2026.

NB. An update on Governance Assurance relating to the *Improvement and Recovery Plan (IRP)* will be provided as part of the separate IRP update report which is included on the agenda for this meeting.

3. Options appraisal and proposal

3.1 Committee is asked to:

(a) Note the current overall assurance level for the Governance Assurance Areas under the remit of the Corporate Policy and Resource Committee (**Appendix A**), which form part of the Council's Governance Assurance Register.

(b) Consider the key areas of focus, concerns and issues concerning the Governance Assurance Area relating to '*Ensuring the Council has robust mechanisms in place to prepare for, respond to and recover from civil emergencies and business interruptions'* (**Appendix B**).

4. Governance and risk considerations

4.1 The Council's Governance Assurance Register outlines the authority's governance arrangements in place to provide assurance that key corporate and strategic risks impacting the authority are effectively managed. The change to a governance assurance approach through the Council's Governance Assurance Framework together with training and monitoring ensures that effective governance is embedded within the culture of the organisation.

5. Financial implications

5.1 There are no direct financial implications relating to this report.

5.2 Over time, strengthening the Council's governance assurance arrangements will support more effective financial planning and help mitigate the likelihood of unanticipated financial pressures arising from weakness or failures in governance.

6. Legal comments

6.1 There are no legal implications arising directly from the recommendations in this report.

Corporate implications

7. Commissioners' comments

7.1 The Commissioners have no comments on this report.

8. S151 Officer comments

8.1 The S151 Officer notes that there are no direct financial implications arising from this report. However, effective governance helps underpin good value for money and financial outcomes.

9. Monitoring Officer comments

9.1 Considered and functional Governance Assurance arrangements, underpinned by the appropriate and timely actions, are essential for maintaining a strong framework for risk management and internal control.

9.2 This report supports the Committee in its scrutiny of these actions and seeks to provide assurance that the risks are being managed effectively and in accordance with the Council's statutory responsibilities.

10. Procurement comments

10.1 There are no procurement implications arising directly from the recommendations in this report.

11. Equality and Diversity

11.1 The revised Governance Assurance Register incorporates a specific Governance Assurance Area specifying how the Council ensures the effective discharge of the Council's responsibilities and duties relating to Equality, Diversity and Inclusion.

12. Sustainability/Climate Change Implications

12.1 The revised Governance Assurance approach incorporates a specific Governance Assurance Area covering how the Council discharges its responsibilities with respect to its zero carbon targets and wider environmental responsibilities.

13. Other considerations

13.1 Under the Framework, the Audit Committee considers the effectiveness of the Council's arrangements in relation to risk management, governance and internal control, including overseeing the relevant policies and strategies, with a view to being assured that key governance areas are owned and managed appropriately. The Audit Committee are therefore receiving regular updates on the 12 Governance Assurance Area (GAA) reports that form the Council's Governance Assurance Register.

14. Local Government Reorganisation Implications

14.1 It is important that the Council continues to develop and implement its Governance Assurance arrangement to ensure that strategic and operational risks are managed effectively in the run up to vesting day for the new West Surrey Council.

15. Timetable for implementation

15.1 All Governance Assurance Areas continue to be reviewed and updated on a regular basis to ensure they remain focused on relevant areas of assurance and associated actions to minimise risks to the Council.

16. Contact

16.1 Sandy Muirhead – Group Head Commissioning and Transformation (s.muirhead@spelthorne.gov.uk)

16.2 Lee O'Neil – Deputy Chief Executive (l.o'neil@spelthorne.gov.uk)

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

Background papers:

Appendices:

Appendix A: Table outlining the overall assurance level for the 9 Governance Assurance Areas of the Council's Governance Assurance Register under the remit of the CPRC.

Appendix B: Governance Assurance update for CPRC relating to '*Ensuring the Council has robust mechanisms in place to prepare for, respond to and recover from civil emergencies and business interruptions'*