

To:
All members of the
Corporate Policy and Resources
Committee

Please reply to:
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Date: 5 October 2026

Supplementary Agenda

Corporate Policy and Resources Committee - Monday, 12 October 2026

Dear Councillor

I enclose the following item which was marked 'to follow' on the agenda for the Corporate Policy and Resources Committee meeting to be held on Monday, 12 October 2026:

11. Procurement of Environmental Health Senior Management Support 3 - 12

Committee is asked to consider a report that seeks an extension to the contract for the Interim Head of Environmental Health.

Yours sincerely

Karen Wyeth
Corporate Governance

To the members of the Corporate Policy and Resources Committee

Councillors:

G. Neall (Chair)
C. Bateson (Vice-Chair)
M.M. Attewell
J.R. Boughtflower
M. Buck

J. Button
D.C. Clarke
S.M. Doran
R.V. Geach
S. Gyawali

M.J. Lee
D. Saliagopoulos
J.R. Sexton
J.A. Turner
H.R.D. Williams

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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	01/10/26
MAT+ review (to have been circulated at least 5 working days before Stage 2)	Y	01/10/26
This item is on the Forward Plan for the relevant committee		
	Reviewed by	
Finance comments (circulate to Finance)	AB	02/10/26
Risk comments (circulate to Lee O'Neil)	LO	30/09/26
Legal comments (circulate to legal@spelthorne.gov.uk)	JC	02/10/26
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	J. Clare	02/10/26
S151 Officer commentary – at least 5 working days before MAT	T. Collier	01/10/26
Commissioner engagement	J. Kingston	02/10/2026
	Delete as applicable:	Comments in S. 7
Relevant MAT member sign-off	LO	02/10/26
Report reviewed by Management Team	LO	02/10/26

Corporate Policy and Resources Committee

12 October 2026

Title	Procurement of Environmental Health Senior Management Support
Purpose of the report	To make a decision
Report Author	Lee O'Neil, Deputy Chief Executive
Ward(s) Affected	All Wards
Exempt	No
Exemption Reason	N/A
Corporate Priority	All
Recommendations	Committee is asked to: Grant approval to procure an extension to the contract for the Interim Head of Environmental Health to 31 March 2027 to provide continued management resilience, support the delivery of key service priorities, and ensure operational stability during the transition to the new West Surrey Council arrangements.
Reason for Recommendation	To ensure management resilience within the Environmental Health Service at a critical time for the team, including the need to support work in preparation for Local Government Reorganisation.

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

What is the situation	Why we want to do something
The Environmental Health Service remains under significant pressure due to high levels of existing statutory work, the requirement to undertake new areas of work, and challenges filling key posts. These pressures are unlikely to abate over the next six months, whilst members of the team will also need to participate in the safe and legal transition to the new West Surrey Authority.	Failure to retain the Interim Head of Environmental Health (IHEH) beyond November 2026 would place additional pressure on an already stretched service, increasing the risk of further staff departures, sickness absence, growing backlogs and a deterioration in service performance at a critical point in the Council's transition to the new West Surrey Council.

This is what we want to do about it	These are the next steps
Extend the contract for the existing Interim Head of Environmental Health from 13 November until 31 March 2027.	If approval is given by the Committee arrangements will be made with the relevant recruitment agency to extend the IHEH's contract accordingly.

2. Key issues

- 2.1 In May 2026, a contractor was appointed on a fixed-term basis as Interim Head of Environmental Health (IHEH) to provide additional management capacity and support the delivery of complex work across the Environmental Health (EH) Team. At the time of appointment, the EH Team was experiencing significant operational pressures, including high workloads, difficulties recruiting suitably qualified officers, and long-term staff absences, including the absence of a senior manager. The IHEH's current contract is due to expire on 13 November 2026.
- 2.2 Since joining the Council, the Interim Head of Environmental Health has made a significant and positive contribution to service delivery. This has included reducing the backlog of complaint investigations, resolving complex licensing issues, supporting the regulation of Houses in Multiple Occupation (HMOs), and managing complaints made against the service. These interventions have resulted in measurable service improvements across all areas, together with a substantial reduction in complaints about the service.
- 2.3 The Environmental Health Team continues to face considerable demand across all service areas, coupled with ongoing recruitment and retention challenges. Attracting and retaining suitably qualified and experienced Environmental Health professionals remains difficult, while increasing volumes of service requests and complaints continue to place significant pressure on available resources.
- 2.4 Although management capacity within the team has improved in recent months, a number of challenges remain. In particular, several priority projects require enhanced managerial oversight and access to specialist Environmental Health expertise.
- 2.5 HMO regulation remains a key priority for Members. One of the actions identified within the Council's Transitional Plan is to explore the introduction of an additional licensing scheme for smaller HMOs across the borough. The IHEH has experience in operating similar schemes and has already commenced work in this area. The IHEH will also be required to support the Council's response to Heathrow expansion, with work on this likely to increase significantly over the next 6 months.
- 2.6 Given the strategic importance of these projects, alongside the continuing workload pressures within the EH Team and the anticipated service-level support required for Local Government Reorganisation (LGR), it is considered necessary to extend the Interim Head of Environmental Health's contract until 31 March 2027. This extension would provide continuity, stability and resilience during a critical period, ensuring that key projects, statutory

responsibilities and transitional activities can be delivered effectively. Following this date, the Environmental Health Team will become part of a wider combined West Surrey Council Environmental Health Service, with a bigger pool of resources.

2.7 Whilst there is currently no specific budget allocation for this proposal, the benefits of retaining the Interim Head of Environmental Health are considered to outweigh the associated costs. These benefits include:

- Maintaining resilience within a statutory service during a period of organisational change and local government reorganisation.
- Providing continuity of leadership, expertise and service delivery in the period leading up to vesting day.
- Supporting the delivery of a key Member priority relating to HMO licensing and technical expertise to support work on Heathrow expansion.
- Retaining specialist knowledge, skills and experience that would be difficult to replace in the current labour market.
- Preventing the re-emergence of backlogs in complaints, licensing and enforcement activities.
- Reducing operational pressures on permanent staff and helping to minimise the risk of sickness absence, work-related stress and employee turnover.
- Allowing existing management resources to focus on wider strategic priorities, service transformation and transition planning.
- Sustaining the service performance improvements and enhanced customer satisfaction levels achieved to date.

3. Options appraisal and proposal

Option 1 (the preferred option) - Approve the extension of the Interim Head of Environmental Health contract until 31 March 2027 in order to maintain service resilience, support delivery of Member priorities and ensure continuity of statutory Environmental Health functions during the transition to the new West Surrey Council.

Option 2 – extend the Interim Head of Environmental Health’s contract on a full-time basis for a shorter number of weeks.

Option 3 - extend the Interim Head of Environmental Health’s contract on a part-time basis until 31 March 2027.

Option 4 – extend Interim Head of Environmental Health’s contract on a part-time basis for a shorter number of weeks.

Option 5 – do not extend the Interim Head of Environmental Health’s contract.

Options 2 – 5 are not recommended as they are likely to risk service failure at a critical time prior to the transition to the West Surrey Council.

4. Governance and Risk Considerations

- 4.1 Environmental Health delivers a wide range of statutory functions and is a critical frontline service. Failure to maintain adequate capacity presents a risk to the Council's ability to meet its statutory obligations, increased complaints against the service and excessive pressure on other members of the EH team, which could result in service failure.
- 4.2 The proposed extension to the IHEH's contract would mitigate these risks, providing much needed resilience within the service at a critical time in the lead up to vesting day for the West Surrey Council.

5. Financial implications

- 5.1 The proposal is to extend the current Interim Head of Environmental Health's contract by 18.5 weeks. The day rate for the post holder is £650 inclusive of all agency fees. The costs would therefore be up to £60,125.
- 5.2 The IHEH's current contract runs from 11/05/26 – 13/11/26 (approx. 27 weeks), the cost of which will be up to £87,750. The total cost with the proposed contract extension would therefore be up to £147,875 and therefore requires Committee approval.
- 5.3 The finance team have confirmed that there is no existing budget provision to cover the costs of the proposed contract extension.

6. Legal comments

- 6.1 Under section 111 of the Local Government Act 1972 the Council has the power to do anything that is calculated to facilitate, or is conducive or incidental to, the discharge of any of its functions. This includes activities such as procuring external professional advice and support, provided it supports the Council in fulfilling its statutory duties.
- 6.2 The Local Government (Contracts) Act 1997 enables the Council to enter into contracts for the provision of services, including external advice and support, as part of discharging their statutory functions.
- 6.3 General Power of Competence under the Localism Act 2011 allows the Council to do anything that individuals generally may do, unless explicitly prohibited by law. This power provides a broad basis for the Council to procure external advice and support.
- 6.4 Subject to any legal requirements, any requirements of the Council's Contract Standing Orders may be waived in exceptional circumstances. The proposed extension of the contract must be recorded in writing. Legal Services will assist throughout.

Corporate implications

7. Commissioners' comments

- 7.1 Commissioners support the recommendations of this report which address a significant resourcing challenge for the Council.

8. S151 Officer comments

- 8.1 The S151 Officer confirms that all financial implications have been taken into account. As stated above this will add to the projected overall revenue outturn overspend, as there is no additional budget provision for the extension of the contract and would be required to be funded from reserves.

9. Monitoring Officer comments

Subject to the decision of the Procurement Board and provided Legal Services support is sought to extend the existing contract, the Council has the necessary powers to implement the recommendations in this report.

10. Procurement comments

It is understood that the original appointment of the IHEH was a direct award. A request to waive the Council's Contract Standing Orders in respect of this contract extension has been submitted to Procurement Board and will be considered on 8 October. Subject to any legal requirements, any requirements of these Contract Standing Orders may be waived in exceptional circumstances. As the total value of the extended contract at £147,875 is over £100,000, Committee approval is required.

11. Equality and Diversity

- 11.1 All relevant equality, diversity and inclusion policies have been taken into consideration in relation to the original appointment of the Interim IHEH and this proposed contract extension.

12. Sustainability/Climate Change Implications

- 12.1 Not applicable.

13. Other considerations

- 13.1 None identified.

14. Local Government Reorganisation Implications

- 14.1 Whilst Spelthorne is exempt from the S24 regime and does not require West Surrey Shadow Authority approval, the proposed procurement has been highlighted to the West Surrey Interim Section 151 Officer. The objective is to create appropriate operational management capacity within the EH Service over the next 6 months during transition to the new West Surrey Council.

15. Timetable for implementation

- 15.1 Once Committee have approved, the contract for the Interim Head of Environmental Health would be modified accordingly.

16. Contact

- 16.1 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.

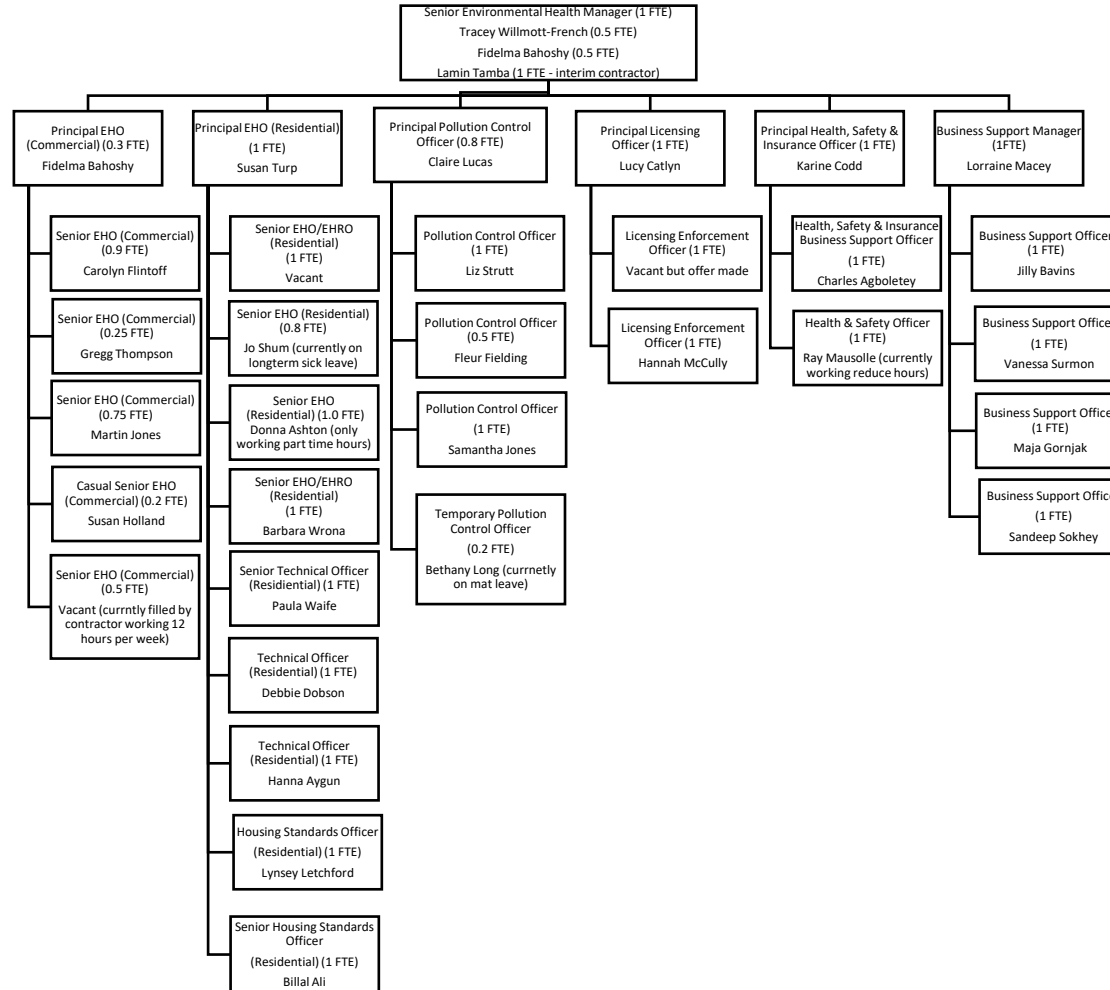
Background papers: There are none.

Appendices:

Appendix A: Organisation Chart Environmental Health (September 2026)

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Environmental Health



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