



**Spelthorne
Borough Council**

Council Meeting
Thursday, 26 February 2026



18 February 2026

Please reply to:

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To the Councillors of Spelthorne Borough Council

I hereby summon you to attend a meeting of the Council to be held at The Council's Offices, Knowle Green, Staines-upon-Thames on **Thursday, 26 February 2026** commencing at **7.00 pm** for the transaction of the following business.

Terry Collier
Interim Chief Executive

Councillors are encouraged to wear their badge of past office at the Council meeting.

Councillors are reminded to notify Committee Services of any Gifts and Hospitality offered to you since the last Council meeting so that these may be entered in the Gifts and Hospitality Declaration book.

AGENDA

Description	Page nos.
<p>1. Apologies for absence To receive any apologies for non-attendance.</p>	
<p>2. Minutes To confirm as a correct record the minutes of the Council meeting held on 11 December 2025.</p> <p>To confirm as a correct record the minutes of the Extraordinary Council meeting held on 11 December 2025.</p>	7 - 30
<p>3. Disclosures of Interest To receive any disclosures of interest from Councillors in accordance with the Council's Code of Conduct for Members.</p>	
<p>4. Announcements from the Mayor To receive any announcements from the Mayor.</p>	
<p>5. Announcements from the Leader To receive any announcements from the Leader.</p>	
<p>6. Announcements from the Interim Chief Executive To receive any announcements from the Interim Chief Executive.</p>	
<p>7. Questions from members of the public The Leader, or their nominee, to answer any questions raised by members of the public in accordance with Standing Order 13.</p> <p>One question has been received from a member of public (see attached).</p>	31 - 32
<p>8. Pay Award 2026/27 and Pay Award 2025/26 (back dated award) Council is asked to approve a pay award for 2026/27 and a backdated pay award for 2025/26 as follows:</p> <ul style="list-style-type: none">1. <u>2026/27</u> A consolidated pay award of 4% on all spinal points and personal salaries (across the board increase); and2. <u>2025/26</u> A consolidated backdated pay award of 0.2% in recognition of the	33 - 46

difference between the National Pay Award and Spelthorne Council's pay award of the previous two year period. Payment to be backdated to 01 April 2025.

9. Pay Policy 2026/27

Council is asked to approve the Pay Policy Statement. 47 - 70

10. Annual Grant Awards 2026/27

Council is asked to: 71 - 88

1. Agree the recommendations of the Community Wellbeing and Housing (CWHC) regarding the proposed recipients of the 2026/27 Community Grants,
2. Note the significant decrease in grant budget for 2026/27,
3. Note the other support that Spelthorne Borough Council provides to the voluntary/charity sector,
4. Note that any underspend from the Council Grants Budget and Better Neighbourhood Grants will not be carried forward to the next financial year; and
5. Note that the Community Wellbeing and Housing Committee recommend that there will be no award to sport and arts agencies due to the budget cut.

11. Detailed Budget and Medium Term Financial Strategy

Report to follow

12. Capital Strategy and Capital Programme 2026-2027

Council is asked to approve the Capital Strategy and Capital Programme 2026/27 to 2029/30 as set out in the report (to follow).

13. Treasury Management Strategy 2026/27

Report to follow – this report is to be considered by the Corporate Policy and Resources Committee at the carry-over meeting to be held on Monday 23 February 2026.

14. Amendments to the Constitution

Report to follow

15. Counter Fraud, Bribery and Corruption Strategy

Report to follow

16. Reports from the Committee Chairs

To receive and agree the reports from the Committee Chairs. 89 - 116

17. Motions

To receive any motions from Councillors in accordance with Standing Order 16.

18. General questions

The Leader, or their nominee, to answer questions from Councillors on matters affecting the Borough, in accordance with Standing Order 14.

117 - 118

Two questions have been received (see attached)

**Minutes of the Council
11 December 2025**

Present:

Councillors:

J.T.F. Doran	M. Buck	M.J. Lee
S.A. Dunn	J.R. Boughtflower	G. Neall
M. Arnold	J. Button	L. E. Nichols
M.M. Attewell	J.P. Caplin	K.E. Rutherford
L. Barker	D.C. Clarke	D. Saliagopoulos
C. Bateson	S.M. Doran	J.R. Sexton
S.N. Beatty	R.V. Geach	B. Weerasinghe
M. Beecher	M. Gibson	H.R.D. Williams
M. Bing Dong	K.M. Grant	P.N. Woodward
H.S. Boparai	S. Gyawali	
L.H. Brennan	K. Howkins	

Apologies: Councillors S. Bhadye, T. Burrell, R. Chandler, D.L. Geraci, N. Islam, A. Mathur, S.C. Mooney and J.A. Turner

119/25 Disclosures of Interest

Councillors Attewell, Boparai, Sexton and Weerasinghe advised they were also Surrey County Councillors.

120/25 Exclusion of Public and Press (Exempt Business)

Council **resolved** to move the exclusion of the Press/Public for the following items, in view of the likely disclosure of exempt information within the meaning of Part 1 of Schedule 12A to the Local Government Act 1972, as amended by the Local Government (Access to Information) Act 1985 and by the Local Government (Access to information) (Variation) Order 2006.

121/25 Chief Officer - Employment Matter

Council **resolved** to approve all the recommendations as outlined in the report.

By virtue of paragraph(s) 1 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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L. Barker	D.C. Clarke	D. Saliagopoulos
C. Bateson	S.M. Doran	J.R. Sexton
S.N. Beatty	R.V. Geach	B. Weerasinghe
M. Beecher	M. Gibson	H.R.D. Williams
M. Bing Dong	K.M. Grant	P.N. Woodward
H.S. Boparai	S. Gyawali	
L.H. Brennan	K. Howkins	

Apologies: Councillors S. Bhadye, T. Burrell, R. Chandler, D.L. Geraci, N. Islam, A. Mathur, S.C. Mooney and J.A. Turner

122/25 Minutes

The minutes of the Council meeting held on 23 October 2025 and the Extraordinary Council meeting held on 17 November 2025 were agreed as a correct record.

123/25 Disclosures of Interest

Councillors Attewell, Boparai, Mooney, Sexton and Weerasinghe advised they were also Surrey County Councillors.

124/25 Announcements from the Mayor

The Mayor advised Council of Civic Events that he had attended since the last meeting of Full Council as follows:

List of Events November:

Annual Community Diwali Celebration 2025 in Stanwell

Spelthorne In Bloom Awards Evening – Notcutts

Staines-upon-Thames Library Hub VIP opening

SØSTRENE GRENE GRAND OPENING - Cutting ribbon and speech supplied

Remembrance Sunday Stanwell

Youth Speaks competitions

Remembrance Day 2025 - VE Day | VJ Day Council Offices

Annual Dinner on Friday 14th November 2025 at Oatlands Park Hotel, Weybridge

Xmas Wreath Making

Philip Southcote School

398 (Staines & Egham) Squadron RAF Air Cadets

Christmas with The Salvation Army - Salvation Army

December Events:

Ashford Christmas light switch on.

Kempton Races Christmas

Veterans Hub

The Patient Cancer Support Group

Shepperton Big Tree Night

Christmas Party celebrations at the Staines Community Centre

Christmas Jumper Day

Shepperton Community Christmas Day Lunch

125/25 Announcements from the Leader

The Leader made the following announcements:

Following last month's Full Council approval of key elements of our Improvement and Recovery Plan, we have refinanced a significant portion of our debt, reducing its outstanding loan debt by 32% to £715 million. This means the average debt per resident decreases from £10,000 to £7,000 and aligns the value of our assets with the remaining debt. I want to reassure the residents of this borough that we are working diligently to strengthen our finances and residents will be updated on these decisions.

As I am sure you are aware, I have repeatedly asked Central Government for clarity on the asylum accommodation in Spelthorne, but we still have no meaningful answers. Despite multiple letters and follow-ups, we lack the information needed to address residents' concerns. While we remain committed to working together with the Home Office, our community deserves a prompt and full response, and you can be assured I will continue to pursue the government for answers on your questions.

Alongside these wider issues, I and many of my fellow Councillors are repeatedly being contacted by residents worried about the impacts of Houses in Multiple Occupation in their area. While well-managed HMOs have their place, properties that harm communities or fail to protect tenants will not be tolerated. An Article 4 Direction is now in place in key wards to limit new HMO developments, and from March 2026 this will be borough wide. Landlords must maintain high standards or face consequences.

Turning to consultations, the final opportunity to have your say on the Local Plan is now open, focusing on retaining a Green Belt site no longer available for development at the old Ashford fire station. Two other consultations are also open: our annual Crime and Safety Survey, which shapes Safer Stronger Partnership priorities, and feedback on a new children's playground in Memorial Gardens, Staines. Both close on 11 January.

In parallel with this work, we are working with Surrey County Council and the Environment Agency to clarify how all flood risks, including groundwater, are considered in planning. Early next year, we will prepare a Flooding Supplementary Planning Document (SPD) with expert guidance for building in flood-risk areas. A consultation will take place to agree the document once the Local Plan is adopted.

Looking ahead to the changes coming for local government, in October the Government confirmed that Surrey will be replaced with two new unitary authorities and Spelthorne will be part of the new West Surrey authority. Rest assured, this Administration is fully committed to placing the boroughs needs at the heart of this transition.

Lastly, as this is our final meeting before Christmas, Cllr Bateson and I want to warmly thank all Councillors and Officers for their dedication and hard work

in 2025. To all our residents, we send our heartfelt wishes for a peaceful Christmas and a happy, healthy New Year.

126/25 Announcements from the Chief Executive

The Interim Chief Executive made the following announcements:

As we approach the end of the year, I want to take this opportunity to express my sincere gratitude to all staff colleagues, partners, volunteers, and councillors who have worked tirelessly throughout 2025 to support our residents, businesses, and communities across the borough. Your dedication and commitment have made a real difference, and I and my senior management colleagues are immensely proud of the efforts of our teams across the organisation.

Looking ahead, we recognise that the coming year will bring significant challenges. The local government reorganisation process is a major undertaking, and as we move towards becoming part of West Surrey, our shared focus must remain on achieving the best possible outcomes for our residents. This will require collaboration, resilience, and a continued commitment to public service values. After this Christmas, we will have just one more festive season before Spelthorne ceases to be an independent sovereign authority—a milestone that underscores the importance of working together during this transition.

To conclude, on behalf of all staff, I would like to wish our residents, councillors, commissioners, and partners a very happy Christmas and a peaceful New Year. I hope everyone has the chance to recharge and spend quality time with loved ones over the festive break.

Thank you once again for your hard work and dedication”

127/25 Questions from members of the public

The Mayor reported that, under Standing Order 14, no questions had been received from a member of the public.

128/25 Reserves Strategy 2026-27

Council **resolved** to:

1. Be informed and assured by the draft Reserves Strategy noting that the forward projected figures will change when a Detailed Budget Report is brought to the Corporate Policy and Resources Committee in January 2026,

2. Acknowledge the proposed repurposing of the earmarked Sinking Fund reserves as a revenue budget equalisation reserve; and
3. Recognise the inconsistencies in how the Council’s reserves are presented across various reports and the draft accounts and require that a standardised format be agreed with the Financial Working Group before the next budget is submitted.

129/25 Medium-Term Financial Strategy 2026-27

Councillor Howkins requested that a recorded vote be taken for all remaining items on the agenda.

For	Councillors J Doran, Dunn, Arnold, Barker, Bateson, Beatty, Beecher, Boparai, Button, Caplin, S Doran, Geach, Gibson, Grant, Gyawali, Neall, Nichols, Rutherford, Sexton, Williams – 20 votes
Against	Councillors Attewell, Bing Dong, Boughtflower, Brennan, Buck, Clarke, Howkins, Lee, Saliagopoulos, Weerasinghe, Woodward – 11 votes
Abstain	0 votes

Council **resolved** to:

1. Be informed and assured by the Draft Medium Financial Strategy set out in the report and that an updated strategy (reflecting impact of actual debt discount and refinancing rates achieved, and the outcome of the Fair Funding Review), as part of a Detailed Budget Report will come to the Corporate Policy and Resources Committee in January 2026 for consideration and approval; and
2. Approve the proposed Flexible Use of Capital Receipts Strategy.

130/25 Treasury Management Annual Outturn 2024/25

A recorded vote was taken.

For	Councillors J Doran, Dunn, Arnold, Barker, Bateson, Beatty, Beecher, Boparai, Button, Caplin, S Doran, Geach, Gibson, Grant, Gyawali, Neall, Nichols, Rutherford, Sexton, Williams – 20 votes
Against	Councillors Attewell, Bing Dong, Boughtflower, Brennan, Buck, Clarke, Howkins, Lee, Saliagopoulos, Weerasinghe, Woodward – 11 votes
Abstain	0 votes

Council **resolved** to approve the Treasury Management outturn position for 2024/25.

131/25 Treasury Management Half Yearly Report

A recorded vote was taken.

For	Councillors J Doran, Dunn, Arnold, Barker, Bateson, Beatty, Beecher, Boparai, Button, Caplin, S Doran, Geach, Gibson, Gyawalil, Neall, Nichols, Rutherford, Sexton, Williams – 20 votes
Against	Councillors Attwell, Boughtflower, Buck, Clarke, Howkins, Lee, Saliagopoulos, Weerasinghe, Woodward – 9 votes
Abstain	Councillors Bing Dong and Brennan – 2 votes

Council **resolved** to note the performance of the Treasury Management Team during the first six months of 2025/26.

132/25 Asset Rationalisation to underpin the revised Medium-Term Financial Strategy

A recorded vote was taken.

For	Councillors J Doran, Dunn, Arnold, Barker, Bateson, Beatty, Beecher, Boparai, Button, Caplin, S Doran, Geach, Gibson, Grant, Gyawali, Neall, Nichols, Rutherford, Sexton, Williams – 20 votes
Against	Councillors Attwell, Bing Dong, Buck, Clarke, Howkins, Saliagopoulos, Weerasinghe, Woodward – 8 votes
Abstain	Councillors Boughtflower, Brennan, Lee – 3 votes

Council **resolved** to:

1. Consider and agree the principle of Asset Rationalisation as set out in the report,
2. Approve the commencement of the procurement of a specialist adviser through an appropriate framework.
3. Delegate authority to the s.151 Officer and Group Head of Assets, in consultation with the Leader and Deputy Leader, the Chair of the Commercial Assets Sub-Committee and Chair of the Business Infrastructure and Growth Committee, to appoint the preferred bidder from the above procurement to assist in the implementation of an Asset Rationalisation Strategy; and

4. Delegate authority to the Group Head of Corporate Governance to enter into a contract with the proposed advisers.

Councillor Geach left the chamber at 10pm

133/25 Revised Proportionality Figures for Committees

A recorded vote was taken.

For	Councillors J Doran, Dunn, Arnold, Attewell, Barker, Bateson, Beatty, Beecher, Boparai, Brennan, Buck, Button, Caplin, S Doran, Gibson, Grant, Gyawali, Lee, Neall, Nichols, Rutherford, Sexton, Weerasinghe, Williams, Woodward – 25 votes
Against	0 votes
Abstain	Councillor Bing Dong, Boughtflower, Clarke, Howkins, Saliagopoulos – 5 votes

Council **resolved** to:

1. Approve the revised allocation of seats on Committees; and
2. Approve the revised allocation of Chairs and Vice-Chairs of Committees following a change in the make-up of the political groups.

134/25 Q2 Capital Programme Monitoring 2025-26

A recorded vote was taken.

For	Councillors J Doran, Dunn, Arnold, Barker, Bateson, Beatty, Beecher, Boparai, Button, Caplin, S Doran, Gibson, Grant, Gyawali, Neall, Nichols, Rutherford, Sexton, Williams – 19 votes
Against	0 votes
Abstain	Councillors Attewell, Bing Dong, Boughtflower, Brennan, Buck, Clarke, Howkins, Lee, Saliagopoulos, Weerasinghe, Woodward – 11 votes

Council **resolved** to approve a supplementary capital estimate to the Capital Programme for 2025/26 of up to £1.9m, for acquiring housing units to be part funded by Local Authority Housing Fund Grant funding. This would create a borrowing need of £1.05m and an annual financing requirement of about £70k per annum.

135/25 Voluntary Joint Committee

A recorded vote was taken.

For	Councillors J Doran, Dunn, Arnold, Bateson, Beatty, Beecher, Button, Caplin, S Doran, Gibson, Grant, Neall, Nichols, Rutherford, Sexton, Williams – 16 votes
Against	Councillors Buck and Woodward – 2 votes
Abstain	Councillors Attewell, Barker, Bing Dong, Boughtflower, Brennan, Gyawali, Lee, Saliagopoulos – 8 votes

Councillors Arnold, Attewell, Barker, Boughtflower, Boparai, Howkins, Weerasinghe left the Chamber before the vote was taken to approve all the recommendations in the report.

Council **resolved** to:

1. Note the updates for Local Government Reorganisation in Surrey, particularly the decision and relevant information from the Ministry of Housing Communities and Local Government (MHCLG) in Appendix A of the report,
2. Agree to the establishment of a voluntary West Surrey Joint Committee, effective immediately, that shall be constituted and be established under the provisions of Section 101(5) (arrangements for discharge of functions by local authorities) of the Local Government 1972 Act and pursuant to the requirements of the draft Surrey (Structural Changes) Order 2026,
3. Note the Terms of Reference in Appendix B,
4. Appoint Councillor Sexton as the Spelthorne Borough Council appointed representative on the voluntary West Surrey Joint Committee and Councillor Nichols as their substitute; and
5. Note that upon enactment of the Surrey (Structural Changes) Order 2026 the voluntary West Surrey Joint Committee shall become the joint committee required to be established under the provisions of that legislation and that this will be constituted and established under the provisions of Section 101(5) (arrangements for discharge of functions by local authorities) of the Local Government 1972 Act and pursuant to the requirements of the Surrey (Structural Changes) Order 2026.

136/25 Reports from the Committee Chairs

This item was not considered by Council.

137/25 Motions

In accordance with Standing Order 16, the Council had not received any motions.

138/25 General questions

The Mayor reported that no general questions had been received.

139/25 Exclusion of Public and Press (Exempt Business)

Council **resolved** to move the exclusion of Public and Press for the following item in view of the likely disclosure of exempt information within the meaning of Part 1 of Schedule 12A to the Local Government Act 1972, as amended by the Local Government Act (Access to Information) Act 1985 and by the Local Government (Access to Information) (Variation) Order 2006.

Councillors Bing Dong, Brennan, Buck, Saliagopoulos and Woodward left the chamber before the next item was discussed.

140/25 Sunbury Leisure Centre

Council **resolved** to agree the recommendations of the Corporate Policy and Resources Committee.

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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Question from Rory O'Brien

Context:

As a Lender of monies, it is Westminster's responsibility to run due diligence and underwriting activities, of any loans made to Spelthorne Borough Council. With the anticipated use of these funds being well documented and publicly available, over the years.

Spelthorne Borough Council (up to now), have a sound credit relationship, meeting their annual debt repayment obligations, for the past 8 years.

A Lender holds the risk for default and manages this through interest fees on the principal loan amounts. If similar actions were taken by a Mortgage Lender or Bank seeking to change fixed and agreed loan interest rates, there would be FCA (Financial Conduct Authority) or other Watchdog authorities, protecting the rights of the borrower.

Local Government serves as a vital check and balance on overt Central Government control. With the Courts playing their role to inspect legislation and it's legal interpretations.

Independent treasury advice was sought from Arlingclose to interpret the legislation and this has seemed fit for purpose these past 8 years. Under these circumstances it should be the Courts to decide grey areas of Government legislation. Not the Government marking their own homework, especially as the financial ramifications for Spelthorne Residents, are so great!!

The Risks to Reward ratio are asymmetrical, (costs of seeking legal counsel are miniscule when compared to the monies and impacts saved from changes to loan repayments).

Question:

Would the Leader of the Council please explain how they've decided to abandon all financial responsibility to their Residents, by not engaging with Legal advice or seeking a judicial review into mid-term loan changes from the PWLB funds?

We have seen the highly unusual approach of Westminster assigned Commissioners interpreting the legal framework of Loans and subsequently imposing an increase per year, of loan repayments, from £22.9million to £56.1million. A rise of 144% and exposing Spelthorne Residents to incredible debt risks.

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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	Emailed Cllr Sexton & Cllr Bateson	6/1/26
Commissioner engagement (if report focused on issues of concern to Commissioners such as Finance, Assets etc)	PR	23/12/25
Relevant Group Head review	SM	26/11/25
MAT+ review (to have been circulated at least 5 working days before Stage 2)	Emailed g.groupheads	19/12/25
This item is on the Forward Plan for the relevant committee	Advised Committees	4/12/25
	Reviewed by	
Finance comments (circulate to Finance)	BH	8/12/25
Risk comments (circulate to Lee O'Neil)	LO	8/1/26
Legal comments (circulate to Legal team)	LH	11/12/25
HR comments (if applicable)	HR Report	

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	L Heron	11/12/25
S151 Officer commentary – at least 5 working days before MAT	T.Collier	5/12/25
Confirm final report cleared by MAT		

Council

26 February 2026

Title	Pay Award 2026/27 and Pay Award 2025/26 (back dated award)
Purpose of the report	To make a decision
Report Author	Debbie O’Sullivan/Angela Tooth, Human Resources Managers
Ward(s) Affected	Not applicable
Exempt	No
Exemption Reason	Not applicable
Corporate Priority	This item is not in the current list of Corporate Priorities but still requires a Committee and Council decision.
Recommendations	<p>Council is asked to approve a pay award for 2026/27 and a backdated pay award for 2025/26 as follows:</p> <ol style="list-style-type: none"><u>2026/27</u> A consolidated pay award of 4% on all spinal points and personal salaries (across the board increase).<u>2025/26</u> A consolidated backdated pay award of 0.2% in recognition of the difference between the National Pay Award and Spelthorne Council’s pay award of the previous two year period. Payment to be backdated to 1 April 2025
Reason for Recommendation	<p>As a result of moving to local pay on 1 April 2019, the pay award for 2026/27 and any backdated award for previous years is to be decided by full Council.</p> <p>The pay award is made to help attract and retain staff and is in recognition of their ongoing hard work and dedication in supporting the Council’s services particularly during Local Government Reorganisation (LGR).</p>

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

What is the situation	Why we want to do something
<ul style="list-style-type: none"> • Pay awards are reviewed annually and in consultation with UNISON • Due regard is given to the National Pay Award 	<ul style="list-style-type: none"> • Pay awards are agreed annually to be paid from 1 April each year • The local pay award requires full Council agreement
This is what we want to do about it	These are the next steps
<ul style="list-style-type: none"> • Agree the proposed pay award for 2026/27 • Agree the backdated pay award for 2025/26 	<ul style="list-style-type: none"> • If agreed both awards will be processed in the April 2026 payroll.

2. Key issues

- 2.1 With effect from 1 April 2019 Spelthorne Borough Council (Spelthorne) became a local pay and local terms and conditions employer. Pay awards are to be decided by full Council and the Corporate Policy and Resources Committee (CPRC).
- 2.2 CPRC were asked to recommend to Council the consolidated (built into base) pay award of 0.2% for 2025/26 and 4% for 2026/27 to be applied to all pay scales and personal salaries. This was done at the meeting of the Corporate Policy and Resources Committee on 17 February 2026.
- 2.3 Clause 2.1 of the Collective Agreement between Spelthorne and UNISON states the following:
“Spelthorne will give due regard to the NJC, JNC and JNC for Chief Executives National Pay Award”
- 2.4 A two year pay award of 2.8% was agreed by Council for the 2024/25 and 2025/26 pay awards. The National Pay Award for 2024/25 was 2.5% and for 2025/26 was 3.2%. The 2025/26 National Pay Award was agreed in July 2025 to be effective from 1 April 2025.
- 2.5 Overall, the National Pay Award was in total higher than Spelthorne’s local pay award over the two-year period and CPRC are asked to recommend to Council a consolidated (built into base) payment of 0.2% back dated to 1 April 2025 to reflect the difference.
- 2.6 Based on 2025/26 pay scales (Appendix 1), Spelthorne currently pay lower than the national pay scales (Appendix 2) up to Spelthorne’s scale point 19 (Scale 4) (national spinal column point 13). The bottom NJC spinal column point will also be deleted in April 2026 thus compacting this issue. The gap is bigger when the national Outer Fringe Area Allowance is included. Spelthorne’s neighbouring councils include London Boroughs who are on National Pay and receive the Fringe Allowance and consideration needs to be given to pay to ensure we remain competitive and attractive to candidates.
- 2.7 The National Living Wage for 2026/27 has been increased to £12.71 with effect from 1 April 2026. Spelthorne have always aimed to pay higher than

the National Living Wage, along with many other Councils and the National Pay Award.

- 2.8 As of 1 April 2025, the hourly rate for Spelthorne's lowest scale point is £12.44. If these proposals are agreed, this hourly rate will increase to £12.96 which means there will be a 25 pence per hour difference between the National Living Wage and Spelthorne's lowest scale point.
- 2.9 The Medium Term Financial Strategy which was approved by CPRC on 10 November 2025 and considered by Council on 11 December 2025 highlighted the 4% pay increase assumption.
- 2.10 Spelthorne, along with many other local authorities face significant financial challenges and need to make savings over the next 18 months in particular with the impact of Local Government Funding Review and Statutory Intervention. This has been factored into these recommendations whilst acknowledging that Spelthorne needs to recruit and retain staff in a competitive and changing market and sector.
- 2.11 In order to continue to deliver high quality services, Spelthorne's focus is on retaining the breadth and depth of skills, technical knowledge and managerial experience we have, together with the ability to attract suitable and qualified candidates for vacant posts. Recruitment and attracting the right candidates continue to be challenging.
- 2.12 For the period July to September 2025 the Office for National Statistics reported annual growth in employees' average earnings was 4.6% for regular earnings. This is more than the proposed pay review and previous pay reviews. This is for public and private sector.
- 2.13 As of November 2025, the annual inflation rate as measured by the Consumer Prices Index was 3.2%. Inflation will be impacting all staff who are continuing to experience cost of living increases and may affect their decision on whether to seek higher paid employment or remain with Spelthorne. This could lead to a loss of experienced, qualified employees. The proposed pay award will give employees a small real-terms pay increase.
- 2.14 This proposal has been subject to consultation and negotiation, within the limits of the Collective Agreement, between the Chief Executive, Deputy Chief Executive, Human Resources and UNISON as further detailed below.
- 2.15 UNISON made a pay submission to the Chief Executive on 22 September 2025. Consultation meetings were held. The last meeting was held on 3 December 2025 and UNISON confirmed their acceptance of Spelthorne's pay offer. UNISON's response to the pay offer is attached as Appendix 3.
- 2.16 Clause 1.4 of the Collective Agreement, Mechanism and timetable for deciding pay awards states:

“UNISON may make representations to Corporate Policy and Resources Committee when they consider the budget for the following year. The Corporate Policy and Resources Committee will consider any pay submission/representation from UNISON before they make a recommendation to Council for the Local Pay Award for the following year.”
- 2.17 UNISON may choose to make their own submission/representation to Corporate Policy and Resources Committee.
- 2.18 This explains the main criteria upon which the decision is to be based.

3. Options appraisal and proposal

- 3.1 Option 1 To approve the backdated pay award for 2025/26 (backdated to 1 April 2025) of 0.2% and to approve the 2026/27 pay award of 4% as detailed in this report. This is required to remain competitive with our comparators and will demonstrate a commitment to all staff. **Preferred option.**
- 3.2 Option 2 To decline approval of the backdated pay award and approve the 2026/27 pay award. This would require re-negotiation with UNISON under the Collective Agreement. Consideration would also need to be given to the National Living Wage increase. Spelthorne's pay award in total over the last 2 years would be less than the National Pay Award.
- 3.3 Option 3 To decline approval of the pay award or award a lower pay award. This would require re-negotiation with UNISON under the Collective Agreement. Lower scale points would be increased with effect from 1 April 2026 to ensure compliance with the National Living Wage. This would cause compression between scale points with minimal difference between them. This would also have an impact on morale, motivation and retention.
- 3.4 Option 4 To just increase pay to the lower salary scale points. This would cause compression between scale points with minimal or no difference between them. This would also affect morale, motivation and retention on higher graded staff. This would require re-negotiation with UNISON under the Collective Agreement.

4. Risk implications

- 4.1 The well-publicised cost of living rises may impact retention and recruitment of staff where other organisations may offer higher salaries and benefits. A fair and equitable pay review will go towards mitigating this risk.
- 4.2 A fair and equitable pay increase will assist morale and retention in a period of change with implementation of the Improvement and Recovery Plan and Local Government Reorganisation.

5. Financial implications

- 5.1 The cost of approving the backdated pay award for 2025/26 to 1 April 2025 of 0.2%, including National Insurance and employer pension costs is £48,700. This amount is included in budget monitoring projections for 2025/26.
- 5.2 The cost of approving the 2026/27 pay award of 4% including National Insurance and employer pension costs is £959,600. This additional cost is included in the draft Medium Term Financial Strategy agreed at 11 December 2025 Council.

6. Legal comments

- 6.1 Consultation with UNISON has followed the process detailed in the Collective Agreement.
- 6.2 The recommended decision is within the terms of reference of Corporate Policy and Resources Committee.

Corporate implications

7. S151 Officer comments

- 7.1 The S151 Officer confirms that all financial implications have been taken into account and that the recommendations if approved would be fully funded from within the 2026/27 budget.

8. Monitoring Officer comments

- 8.1 The Monitoring Officer confirm that the relevant legal implications have been taken into account.

9. Procurement comments

Not applicable

10. Equality and Diversity

- 10.1 The pay award is across all pay scales and personal salaries and all staff are included.

11. Sustainability/Climate Change Implications

- 11.1 There will be no impact on climate change issues

12. Other considerations

- 12.1 If agreed, the total pay award as detailed above, is applicable to all staff including those on protected salaries, personal salaries and apprentices.
- 12.2 If agreed, the percentage increase will be applied to certain allowances that are increased annually in line with any pay award.
- 12.3 Under clause 1.1 of the Collective Agreement, Section 1: Arrangement for agreeing the Spelthorne Local Pay Award it states the following:

“Spelthorne will give due regard to the NJC, JNC and JNC for Chief Executives National Pay Award.”

There has been no indication of any proposals for the 2026/27 National Pay Award save for the deletion of spinal column point 2 in the NJC pay spine. Should the 2026/27 National Pay Award be higher than the Spelthorne Local Pay Award, due consideration will be given to proposing to Council that the Local Pay Award meets the National Pay Award, subject to affordability.

13. Timetable for implementation

- 13.1 The backdated pay award will be effective from 1 April 2025.
- 13.2 The 2026/27 pay award will be effective from 1 April 2026.

14. Contact

- 14.1 Angela Tooth – a.tooth@spelthorne.gov.uk
- 14.2 Debbie O’Sullivan - d.o’sullivan@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 1: Spelthorne current pay scales (from April 2025)**
 Appendix 2: National pay Scales
 Appendix 3: UNISON's response to the pay offer

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Appendix 1

Pay scales effective from April 2025



Scale 1	
6	£23,354
7	£23,708
8	NOT IN USE
9	NOT IN USE
10	£23,976
11	£24,307

Scale 2	
11	£24,307
12	£24,774
13	£25,287

Scale 3	
14	£25,677
15	£26,093
16	£26,591
17	£27,084

Scale 4	
18	£27,683
19	£28,649
20	£29,609
21	£30,619

Scale 5	
22	£31,368
23	£32,226
24	£33,215
25	£34,202

Scale 6	
26	£35,081
27	£36,175
28	£37,298

Management 1	
29	£39,051
30	£40,295
31	£41,498
32	£42,659

Management 2	
33	£43,858
34	£45,050
35	£45,943
36	£47,107

Management 3	
37	£48,377
38	£49,730
39	£51,285
40	£52,595

Senior Management 1	
42	£55,250
43	£56,584
44	£57,919
45	£59,168

Senior Management 2	
46	£61,118
47	£62,471
48	£63,809
49	£65,146

Spinal Point	
6	£23,354
7	£23,708
8	NOT IN USE
9	NOT IN USE
10	£23,976
11	£24,307
12	£24,774
13	£25,287
14	£25,677
15	£26,093
16	£26,591
17	£27,084
18	£27,683
19	£28,649
20	£29,609
21	£30,619
22	£31,368
23	£32,226
24	£33,215
25	£34,202
26	£35,081
27	£36,175
28	£37,298
29	£39,051
30	£40,295
31	£41,498
32	£42,659
33	£43,858
34	£45,050
35	£45,943
36	£47,107
37	£48,377
38	£49,730
39	£51,285
40	£52,595
41	£53,931
42	£55,250
43	£56,584
44	£57,919
45	£59,168
46	£61,118
47	£62,471
48	£63,809
49	£65,146

Deputy Group Head 1	
51	£65,601
52	£66,904
53	£68,388
54	£69,857

Deputy Group Head 2	
55	£71,330
56	£73,613
57	£75,410
58	£77,197

Group Head Grade	
61	£82,938
62	£85,466
63	£87,903
64	£90,140

Deputy CX	
73	£100,276
74	£102,728
75	£105,187
76	£107,640
77	£110,099
78	£112,798

Chief Executive	
91	£124,839
92	£127,900
93	£130,973
94	£134,039
95	£137,114
96	£140,492

Spinal Point	
51	£65,601
52	£66,904
53	£68,388
54	£69,857
55	£71,330
56	£73,613
57	£75,410
58	£77,197
61	£82,938
62	£85,466
63	£87,903
64	£90,140
73	£100,276
74	£102,728
75	£105,187
76	£107,640
77	£110,099
78	£112,798
91	£124,839
92	£127,900
93	£130,973
94	£134,039
95	£137,114
96	£140,492

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ANNEX 1

SCP	01-Apr-24		01-Apr-25	
	per annum	per hour	per annum	per hour
1	<i>Deleted wef 01 Apr 23</i>			
2	£23,656	£12.26	£24,413	£12.65
3	£24,027	£12.45	£24,796	£12.85
4	£24,404	£12.65	£25,185	£13.05
5	£24,790	£12.85	£25,583	£13.26
6	£25,183	£13.05	£25,989	£13.47
7	£25,584	£13.26	£26,403	£13.68
8	£25,992	£13.47	£26,824	£13.90
9	£26,409	£13.69	£27,254	£14.13
10	£26,835	£13.91	£27,694	£14.36
11	£27,269	£14.13	£28,142	£14.58
12	£27,711	£14.36	£28,598	£14.82
13	£28,163	£14.60	£29,064	£15.07
14	£28,624	£14.84	£29,540	£15.31
15	£29,093	£15.08	£30,024	£15.56
16	£29,572	£15.33	£30,518	£15.82
17	£30,060	£15.58	£31,022	£16.08
18	£30,559	£15.84	£31,537	£16.35
19	£31,067	£16.10	£32,061	£16.62
20	£31,586	£16.37	£32,597	£16.89
21	£32,115	£16.65	£33,143	£17.18
22	£32,654	£16.93	£33,699	£17.47
23	£33,366	£17.29	£34,434	£17.84
24	£34,314	£17.79	£35,412	£18.36
25	£35,235	£18.26	£36,363	£18.84
26	£36,124	£18.72	£37,280	£19.32
27	£37,035	£19.20	£38,220	£19.81
28	£37,938	£19.66	£39,152	£20.29
29	£38,626	£20.02	£39,862	£20.66
30	£39,513	£20.48	£40,777	£21.14
31	£40,476	£20.98	£41,771	£21.65
32	£41,511	£21.52	£42,839	£22.21
33	£42,708	£22.14	£44,075	£22.85
34	£43,693	£22.65	£45,091	£23.37
35	£44,711	£23.17	£46,142	£23.91
36	£45,718	£23.70	£47,181	£24.46
37	£46,731	£24.22	£48,226	£25.00
38	£47,754	£24.75	£49,282	£25.54
39	£48,710	£25.25	£50,269	£26.06
40	£49,764	£25.79	£51,356	£26.62
41	£50,788	£26.32	£52,413	£27.16
42	£51,802	£26.85	£53,460	£27.71
43	£52,805	£27.37	£54,495	£28.25

NB: hourly rate calculated by dividing annual salary by 52.143 weeks (which is 365 days divided by 7) and then divided by 37 hours (the standard working week)

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Appendix 3

PAY AWARD 2026/2027

Daniel Charles Mouawad
Chief Executive
Spelthorne Borough Council

Spelthorne Branch Executive and Deputy Branch executive.
SCC UNISON Branch

05 December 2025

Dear Daniel,

On behalf of the branch executive, I would like to thank you as the Chief Executive of Spelthorne Borough Council, your management team and HR for our recent negotiations concerning the next staff pay award.

We recognise that as a local borough council SBC is constantly having to balance its finances to provide its statutory obligations and help support all the discretionary services that it has committed to. Conscious that all staff including UNISON members help deliver these services we try to make reasonable claims on behalf of all staff when considering pay and conditions within the wider 'cost of living' crises.

That we have constantly tried to reclaim the pay disparity created by successive governments in their drive to cut costs, our claims have often seemed excessive, but we believe that the wider financial crisis has degraded our pay unnecessarily, especially when we serve the wider community and should be considered vital to society. We do however recognise that affordability generally dictates the salaries and pension contributions that SBC can make, especially when set against future costs.

It is uncertain how much longer we will have the ability to negotiate locally, and it is recognised that future negotiation may take a form that we are unfamiliar with. But we would like to thank you for all your efforts to treat staff as fairly as you have and thank you also for your recognition of UNISON as the chief representative of staff.

Under the terms of the existing collective bargaining agreement between the current Management of Spelthorne Borough Council and the current UNISON branch executive, who are authorised to make this claim, negotiate and then agree the current pay claim on behalf of its union members, I confirm that the UNISON branch executive agree the terms and conditions of the latest pay offer for the period 1st April 2026 to 1st April 2027, and which will be set as a consolidated 4% pay increase across the board. Thank you.

Kind regards,

Graham Clarke and Stuart Duguid
UNISON Surrey County Council, Spelthorne Branch



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 – emailed to Cllr Sexton	yes	26/1/26
Commissioner engagement (if report focused on issues of concern to Commissioners such as Finance, Assets etc)	yes	7/1/26
Relevant Group Head review	yes	7/1/26
MAT+ review (to have been circulated at least 5 working days before Stage 2)	yes	7/1/26
This item is on the Forward Plan for the relevant committee	yes	9/2/26
	Reviewed by	
Finance comments (circulate to Finance)	n/a	
Risk comments (circulate to Lee O'Neil)	yes	7/1/26
Legal comments (circulate to Legal team)	LH	09/01/26
HR comments (if applicable)	HR report	

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	L Heron	09/01/26
S151 Officer commentary – at least 5 working days before MAT	T Collier	09/1/26
Confirm final report cleared by MAT	MAT	21/01/26

Council

26 February 2026

Title	Pay Policy Statement 2026/27
Purpose of the report	To make a decision
Report Author	Debbie O’Sullivan/Angela Tooth, Human Resources Manager
Ward(s) Affected	Not applicable
Exempt	No
Exemption Reason	Not applicable
Corporate Priority	This item is not in the current list of Corporate Priorities but still requires a Committee/Council decision
Recommendations	Council is asked to: Approve the Pay Policy Statement.
Reason for Recommendation	The Pay Policy Statement must be agreed by Council and be published by 31 March each year.

1. Executive summary of the report

What is the situation	Why we want to do something
<ul style="list-style-type: none"> Annual Pay Policy to be published to enable payments to be made for the next financial year 2026/27. 	<ul style="list-style-type: none"> It is a statutory requirement to publish the Pay Policy by 31 March each year
This is what we want to do about it	These are the next steps
<ul style="list-style-type: none"> Council approve the Pay Policy Statement. 	<ul style="list-style-type: none"> Full Council to consider and approve so the Pay Policy can be published in line with requirements.

2. Key issues

- 2.1 Local authorities are required to publish an annual pay policy statement to increase transparency regarding the use of public funds to pay council staff. This requirement was set out in the Localism Act 2011 with guidance on items to be included issued by the Secretary of State for Communities and Local Government.
- 2.2 Pay Policy Statements must be agreed by full Council and be published by 31 March each year to apply to pay decisions during the next financial year.

- 2.3 The Pay Policy Statement must set out the Council's policies on a range of issues relating to the pay of its workforce, particularly its senior staff and the lowest paid employees. The statement must set out the policies for the financial year relating to:
- Remuneration of its Chief Officers
 - Remuneration of its lowest paid employees
 - The relationship between the remuneration of its Chief Officers and the remuneration of those employees who are not Chief Officers
 - The publication of and access to information relating to remuneration of Chief Officers.

- 2.4 The term 'Chief Officer' in this context is as set out in the Local Government and Housing Act 1989 ('the Act') and includes

- The Head of Paid Service (the Chief Executive)
- The Monitoring Officer
- Statutory and non-statutory Chief Officers under section 2 of the Act
- A deputy Chief Officer mentioned in section 2 of the Act

This is a wider definition than is usually understood by the term: in other contexts, the term Chief Officer at Spelthorne is used to mean posts on Management Team (Chief Executive and Deputy Chief Executives only).

- 2.5 It is up to the Council to determine who its lowest paid employees are, but they must give reasons as to why they have defined them as such. At Spelthorne the lowest paid employees are those in jobs paid at the lowest grade and apprentices.

- 2.6 The term 'remuneration' is defined as follows:

- The Chief Officer's salary
- Any bonuses payable
- Any charges, fees or allowances payable by the Council to the Chief Officer
- Any benefits in kind to which the Chief Officer is entitled as a result of their office or employment
- Any increase in or enhancement of the Chief Officer's pension entitlement where the increase or enhancement is as a result of the resolution of the Council
- Any amounts payable by the Council to the Chief Officer on the Chief Officer ceasing to hold office under or be employed by the Council other than amounts that may be payable by virtue of any enactment.

- 2.7 The statement must be approved by a resolution of Council before it comes into force. It can be amended by resolution after the financial year is underway but, if it is amended, it must be published on the Council's website.

- 2.8 There has been no further guidance from the Secretary of State this financial year.
- 2.9 This explains the main criteria upon which the decision is to be based.
- 2.10 Employing authorities are also required to publish a policy on how they propose to exercise certain discretions under the Local Government Pension Scheme, Local Government Compensation Regulations and the Local Government Injury Regulations. As a minimum, an employing authority is required to publish a policy on the mandatory discretions within these regulations.
- 2.11 The Discretions Policy is an Appendix of the Pay Policy Statement and is attached as **Appendix 2**. The Policy includes the mandatory discretions for Award of Additional Pension and Inward Transfer of Pension Rights which are useful to be included.

3. Options appraisal and proposal

- 3.1 The draft Pay Policy Statement for 2026/27 is in the **Appendix 1**. It is proposed that the Council resolves to approve the Pay Policy Statement for 2026/27.
- 3.2 There are no options as it is a statutory requirement that the Pay Policy Statement for 2026/27 is published by 31 March 2026

4. Risk implications

Spelthorne needs to publish a Pay Policy Statement by 31 March each year in order to be able to pay and remunerate employees. Failure to do so will mean that it will breach its contractual and legal obligations to pay employees. It is a statutory requirement to do so and failure to meet this deadline will result in payments to staff not being made on time.

5. Financial implications

No direct financial implications to the Pay Policy Statement 2026/27. All pay decisions in the year must be in accordance with the published pay policy statement.

6. Legal comments

- 6.1 The Council has a statutory duty to provide a Pay Policy Statement for each financial year (section 38 of the Localism Act 2011). The Pay Policy Statement must comply with the relevant provisions in the Localism Act 2011 and give regard to any guidance issued or approved by the Secretary of

State. The Pay Policy Statement that accompanies this report assists in discharging this statutory duty.

- 6.2 Arrangements for pay and employment must comply with relevant employment legislation, the Council's Standing Orders, Scheme of Delegation, policies, procedures and arrangements, staff terms and conditions of employment and the regulations of the Local Government Pension Scheme. Arrangements for compensation for loss of office must comply with the Council's Discretionary Policy.
- 6.3 The matters contained in the Pay Policy Statement include arrangements which are part of the contractual terms and conditions of employment, which cannot be changed without prior consultation.
- 6.4 Since February 2015 there is also a requirement to publish other information on senior salaries/posts following the government's publication of the Local Government Transparency Code 2014. This information is published on the Council's website alongside the Pay Policy Statement and is updated annually.
- 6.5 Approval of the Pay Policy Statement is a matter for the Council (Article 4 – para 4.1 of the Constitution) on the recommendation of the Corporate Policy and Resources Committee (part 3(b) of the Constitution).

Corporate implications

Spelthorne Borough Council is required to approve and publish Pay Policy Statement annually. The Council is an individual employer in its own right and has autonomy on pay elements that are appropriate to local circumstances. The provisions in the Localism Act 2011 and the guidance do not seek to change this or to determine what decisions on pay should be taken or what policies individual employing authorities should have in place. Rather, the provisions require that authorities are more open about their own local policies and how their local decisions are made.

7. S151 Officer comments

The Section 151 Officer has provided comments and input into the report on the pension fund within Appendix 1.

8. Monitoring Officer comments

- 8.1 The Monitoring Officer confirms that the relevant legal implications have been taken into account.

9. Procurement comments

There are no procurement implications arising directly from this report.

10. Equality and Diversity

The Pay Policy Statement is in relation to all staff and will be accessible by all staff.

Arrangements for pay will take into account the full scope of the job including the complexity of work, range of responsibilities and the skills and

experience required to undertake them, having regard to the need for equal pay for work of equal value.
In accordance with the Equality Act 2010, reasonable adjustments are made to ensure safe working and to remove, prevent or reduce any obstacles there may be in carrying out a role.

11. Sustainability/Climate Change Implications

None

12. Other considerations

This is the last Pay Policy Spelthorne Borough Council will publish. From 2027 financial year, it will become part of West Surrey.

13. Timetable for implementation

The Pay Policy Statement for the 2026/27 financial year must be agreed by Council by 31 March 2026 and be published on the website. All pay decisions in the year will be in accordance with the published pay policy statement and any agreed amendments.

14. Contact

Angela Tooth and Debbie O'Sullivan

Background papers: There are none.

Appendices:

Appendix 1: Pay Policy Statement 2026/27

Appendix 2: Discretions Policy

Pay Policy Statement for 2026/27

Spelthorne Borough Council

Pay Policy Statement 2026/27

1 **Purpose**

This Pay Policy Statement is the annual statement as required by the Section 38(1) of the Localism Act 2011 and applies for the financial year 2026/27. The purpose is to provide transparency about how Spelthorne Borough Council uses public funds to pay staff.

The statement sets out Spelthorne Borough Council's policies relating to the remuneration of chief officers, the remuneration of its lowest paid employees, and the relationship between the remuneration of Spelthorne Chief Officers and other employees.

2 **Definitions**

For the purposes of this Pay Policy Statement, the following definitions will apply:

2.1 **Chief Officers**

The following Spelthorne Borough Council posts are included in the definition of chief officers:

- a) The Head of Paid Service designated under section 4(1) of the Local Government and Housing Act 1989.

This is the Chief Executive

- b) The Monitoring Officer designated under section 5(1) of that Act.

This is the Group Head Corporate Governance

- c) A statutory chief officer mentioned in section 2(6) of that Act.

This is the Deputy Chief Executive who acts as the Chief Finance Officer.

- d) Non statutory chief officers mentioned in section 2(7) of that Act.

This is the other Deputy Chief Executive post.

Pay Policy Statement for 2026/27

- e) For the purposes of this Pay Policy Statement the definition of deputy chief officers is wider than the definition contained within section 2(8) of that Act. In this Pay Policy Statement, deputy chief officers are those posts, including those considered in the nature of support services, reporting directly to the statutory and non-statutory chief officers i.e. Head of Paid Service, the Monitoring Officer, the Chief Finance Officer and the other Deputy Chief Executive:

Reporting to the Chief Executive

Deputy Chief Executive (Chief Finance Officer, Section 151)
Deputy Chief Executive
Group Head Corporate Governance
Head of Communications and Customer Experience

Reporting to the Group Head Corporate Governance (monitoring officer)

Legal Services Manager (Deputy Monitoring Officer)

Reporting to the Deputy Chief Executive (Chief Finance Officer) and the other Deputy Chief Executive

Group Head Commissioning and Transformation
Group Head Neighbourhood Services
Group Head Community Wellbeing
Group Head Place, Protection and Prosperity
Group Head for Assets

Any staff turnover at Chief Officer level, restructures during the year or secondments to cover short-term requirements may alter reporting relationships which could change the roles reporting to specific Chief Officer posts.

2.2 Management Team

Spelthorne Borough Council's Management Team is the Chief Executive, the two Deputy Chief Executive posts and Monitoring Officer.

2.3 Pay

In addition to salary, remuneration includes fees, allowances, benefits in kind and termination payments.

2.4 Lowest paid employees

Pay Policy Statement for 2026/27

Refers to those staff employed within grade Scale 1 of the Council's pay framework, which is the lowest grade on the Council's pay framework. Currently there are 51 posts, 11.4% of the Council's filled establishment, at this level.

2.5 Employees who are not a chief officer

Refers to all staff who are not covered under the 'Chief Officer' group above, including the lowest paid employees.

3 Pay framework – general principles applying to all staff

3.1 General approach

Remuneration at all levels needs to be adequate to recruit, retain and develop a skilled and flexible workforce to deliver services to the community and fulfil the Council's business objectives. Remuneration must be fair and reasonable in the circumstances and not unnecessarily excessive. Each Council has responsibility for balancing these factors in the light of the unique challenges locally and retaining flexibility to deal with circumstances that might arise. Pay arrangements must comply with relevant legislation. Salary payments for individual postholders are pro-rated where they are employed for less than full time. Salary and other payments are pensionable payments in accordance with the Pensions Regulations., Terms and conditions of employment are local Spelthorne terms and conditions as amended by Spelthorne. The 2026/27 Pay Policy will be the last one published by Spelthorne before the move to West Surrey under Local Government Reorganisation (LGR).

3.2 Responsibility for decisions on remuneration

Decisions on pay are made in line with Spelthorne Borough Council's Scheme of Delegation and in accordance with employment policies, procedures and arrangements in place, as well as staff terms and conditions of employment.

Approval for any change to the Chief Executive's salary is by the Leader of the Council if within the salary scale and existing policies or otherwise by the Corporate Policy and Resources Committee/Council. Approval for any changes to the salary range for Management Team posts below Chief Executive is by the Head of Paid Service (Chief Executive) in consultation with the Leader. Approval for changes for posts below Management Team are the responsibility of the Head of Paid Service and Management Team or Group Head within the budget, council policy framework and delegations.

Pay awards are considered annually for staff. Spelthorne Borough Council operates local arrangements for deciding pay awards in consultation and negotiation with the Spelthorne Branch of UNISON ("UNISON"), within the limits of the Collective Agreement between

Pay Policy Statement for 2026/27

UNISON and Spelthorne. The pay award is decided by full Council as part of the annual budget process. Retention, affordability and local circumstances will be taken into consideration as part of this decision.

3.3 Salary grades and grading framework

Grades are determined by taking account of the full scope of the job including the complexity of work, range of responsibilities and the skills and experience required to undertake them, having regard to the need for equal pay for work of equal value. Each grade consists of a number of points from the Spelthorne pay spine, from the bottom to the top of the grade. The top of grade is considered to be the rate of pay for a fully experienced, qualified and competent post holder. Incremental progression is subject to satisfactory performance. Accelerated increments can be awarded in exceptional circumstances within the grade but not beyond the top of the grade. Incremental progression for the two Deputy Chief Executives is subject to performance and achievement of targets.

3.4 New starters joining the Council

Appointments are made at the bottom of the salary scale, or at an appropriate point taking into account relevant skills and experience, and staff progress through the scale to the maximum of the grade over a number of years as experience is gained, subject to satisfactory performance.

3.5 Allowances and additional payments

Additional payments may be approved by the Chief Executive, Deputy Chief Executives and Management Team in the case of a member of staff undertaking additional duties for an extended period of time outside the normal responsibilities of their post or to complete specific tasks. For example, to cover the duties of a vacant post which is at a higher grade, to undertake additional work in relation to a time-limited project, or where a formal partnership/secondment arrangement is in place with another local authority resulting in additional duties, responsibilities, complexity and working hours and it is not appropriate to otherwise change the grade of the post.

Spelthorne Borough Council will consider paying a recruitment, retention or market supplement allowance in order to maintain service provision where it has been difficult to recruit to a vacant post or to retain staff in a particular service and specific criteria are met. Recruitment, retention and market payments are a separate payment, not consolidated into salary, and are subject to review and removed when no longer justified. The payments are pensionable, subject to the rules of the LGPS and the Pensions Regulations.

Pay Policy Statement for 2026/27

Essential user and casual user car allowances are payable where staff are required to use their own vehicles for council business. A non-pensionable car allowance is applied to the Chief Executive and Deputy Chief Executive posts. A non-pensionable car allowance is applied to Group Head posts on Chief Officer local terms and conditions of employment. Committee Allowance payments are payable where staff are required to attend Council meetings outside normal working hours (except for Management Team and Chief Officer posts who do not receive additional payment).

3.6 Pay awards

Pay awards are considered annually for staff, or before the end of a current pay award if a different duration is agreed. Spelthorne Borough Council operates local arrangements for deciding pay awards in consultation and negotiation with UNISON, within the limits of the Collective Agreement between UNISON and Spelthorne. Pay awards are decided by full Council as part of the annual budget process. Retention, affordability and local circumstances will be taken into consideration as part of this decision.

3.7 Pension scheme

All Spelthorne staff including Chief Officers are eligible to join the Local Government Pension Scheme with employee contributions tiered according to salary band. Employee contributions range from 5.5% for pensionable pay up to £17,800 to 12.5% for pensionable pay above £203,001 (the top rate does not apply to any Spelthorne posts).

The Council's current service contribution as employer is currently 17.3%. Additionally, there is a past service deficit contribution paid as a single lump sum by the Council. The figure for this was £1,246,000 in 2025/26. Moving forwards from 2026/27 Surrey Pension Fund is combining the two elements into a single percentage to be applied against individual employees and this will equate in 2026/27 to a percentage of 23.1%. This is a saving in the combined percentage of 1.5% and reflects the impact of the Surrey Pension Fund moving into surplus. This percentage would have been maintained at the same level for a further two years but with Local Government Reorganisation a new contribution rate will need to be calculated for West Surrey for 2027/28.

3.8 Policy on employing someone who has taken redundancy from another authority

An individual who has been made redundant from another council, or authority covered by the Modification Order, may apply to work at Spelthorne Borough Council and would be considered against the required criteria for the post. If they accept an offer of employment with Spelthorne before the end of their employment with the other council to take effect within 4 weeks of leaving, then they will not be due a redundancy payment from the previous employer and will retain

Pay Policy Statement for 2026/27

continuity of service. If the gap is longer than 4 weeks their continuous service is broken, which means that they would have no eligibility for redundancy payments until they have 2 years further service.

3.9 Policy on employing someone who is also drawing a pension

In line with the Pension Regulations Spelthorne Borough Council has a flexible retirement policy and will consider requests from staff who wish to draw their pension and continue working in a reduced capacity. Requests will only be agreed where there is a salary saving through either reduced hours or responsibility.

An individual who is drawing a pension in relation to a previous employment may apply to work at Spelthorne and would be considered against the criteria for the post. If they are appointed, the salary will be in accordance with the grade for the job, with abatement of their pension subject to the rules of the appropriate pension scheme of the pension in payment, as applies at the time.

3.10 Policy on increase in or enhancement to pension entitlements

Pension entitlements are in line with the Local Government Pension Scheme Regulations and Spelthorne Pensions Policy in operation at the time.

Spelthorne's Pension Policy was agreed by the Council on 27 February 2020. It applies to all Spelthorne employees including Chief Officers. The Pension Policy is attached as Appendix 2 (to the Pay Policy Statement).

3.11 Payment arrangements

Employees, including chief officers, are paid through payroll and subject to appropriate income tax, pension and national insurance deductions.

4 Level and elements of remuneration for chief officers

4.1 Salaries for chief officers

Spelthorne policy is to pay chief officers according to the Spelthorne salary grade appropriate for the duties and responsibilities of the job. Each grade consists of a number of points from the Spelthorne pay spine, from the bottom to the top of the grade.

The salary paid to Group Head posts depends upon the range of responsibilities and consists of a salary range of a number of increments taken from a 4-point Group Head Salary band.

Pay Policy Statement for 2026/27

The current full time salary scales for chief officer posts listed in Paragraph 2.1 above are set out in the table below. Where posts are filled on a part-time basis the post holders are paid pro-rata to their contractual hours.

Post	Bottom of salary range	Top of salary range
Chief Executive	£124,839	£140,492
Deputy Chief Executives	£100,276	£112,798
Group Head Corporate Governance	£82,938	£90,140
Legal Services Manager and Deputy Monitoring Officer	£55,250	£69,857
Group Heads	£82,938	£90,140
Head of Communications and Customer Experience	£61,118	£65,146

Any restructures during the year or secondments to cover short-term requirements may alter reporting relationships and could change the roles reporting to specific Chief Officer posts, with the appropriate salary range from Spelthorne grades applying.

4.2 Other pay elements for chief officers

A non-pensionable car allowance is applied to the Chief Executive, Deputy Chief Executives and Group Head posts as part of the total remuneration package. Current car allowance values are £7,348 for the Chief Executive and £5,715 for the Deputy Chief Executives and Group Heads.

The salaries for chief officer and Chief Executives / Chief Officers (the Chief Executive, Deputy Chief Executives, Group Heads (and certain professional posts) are inclusive salaries with no additional recompense for additional hours worked, for attendance at Council or other meetings outside of normal working hours, for expenses, for telephone use or for business mileage, except for journeys of 100 miles or more. A mileage rate equivalent to the HMRC rate for company cars applies (13p per mile for most vehicles) for journeys of 100 miles or more.

Professional fees required for the post are paid (for example membership of CIPFA for the Chief Finance Officer and legal practising certificate for the monitoring officer).

A separate allowance is paid for the statutory monitoring officer and Section 151 officer duties. The Monitoring Officer receives an annual allowance of £6000 per annum and the Section 151 Officer receives an annual allowance of £8000.04 per annum

Pay Policy Statement for 2026/27

Election fees are paid separately for additional duties and responsibilities undertaken as elections fall. The Deputy Chief Executive (Section 151 Officer) acts as Returning Officer at elections and other chief officers may receive payments for any additional work undertaken during a national or local election as deputy returning officers, presiding officers or poll clerks at polling stations or for working at the election counts. Election fees are set as elections are called taking account of guidance issued by the Ministry of Justice.

4.3 Remuneration of chief officers on recruitment

Starting salaries are at the bottom of the salary scale, or at an appropriate point taking into account relevant skills and experience.

Chief Executive and Management Team or Group Head approval is required before recruitment to any post below management team level. Approval to fill posts at Management Team level and for Group Heads requires the agreement of the Leader of the Council, with selection decisions made by a member Appointments Committee and ratified by Council if required (for Chief Executive). New appointments may be eligible for removal expenses under the Council's Home Relocation Policy.

4.4 Increases and additions to remuneration for each chief officer

Pay awards are considered annually for staff including Chief Officer, or before the end of a current pay award. Spelthorne operate local arrangements for deciding pay awards in consultation and negotiation with UNISON, within the limits of the Collective Agreement between UNISON and Spelthorne. Pay awards are decided by full Council as part of the annual budget process. Retention, affordability and local circumstances will be taken into consideration as part of this decision.

Changes to salary ranges and other pay elements must be agreed by the Leader/Appointments Committee/Council for the Chief Executive, by the Chief Executive in conjunction with the Leader for Deputy Chief Executive posts and by the Chief Executive and Management Team for all other posts.

4.5 Performance related pay for chief officers

There is no additional performance related pay for Spelthorne chief officers or any other staff. Progression through increments is subject to satisfactory performance. Incremental progression for Deputy Chief Executives is subject to performance and achievement of targets. Once an employee reaches the top of their salary scale there is no opportunity to earn more.

4.6 Bonuses for chief officers

Pay Policy Statement for 2026/27

There are no bonuses available for chief officers or for other staff.

4.7 The approach to the payment of chief officers on their ceasing to hold office under or to be employed by the authority

Spelthorne's Discretionary Compensation Policy agreed by the Executive on 6 February 2007 and confirmed by Cabinet in January 2020, sets out the approach for payments in the event of termination on the grounds of redundancy and efficiency of the service. There is a consistent method of calculating redundancy pay which is applied to all redundant employees, including chief officers, with the level of redundancy pay calculated using the statutory matrix with a multiplier of 2 and at actual weekly earnings (to a maximum of 60 weeks' pay for staff with over 20 years local government service). The redundancy payment is intended to recompense employees for the loss of their livelihood and provide financial support whilst they seek alternative employment and applies when a post is deleted. In the case of termination on efficiency grounds payments would depend on the circumstances of the case and would exceed the amount due for redundancy only in exceptional circumstances, to a maximum of 104 weeks.

The taxation of termination payments is in accordance with statutory provisions.

4.8 Additional payments for chief officers

Additional payments may be approved in the case of a chief officer undertaking additional duties for an extended period of time outside the normal responsibilities of their post. For example, to undertake additional responsibilities, to cover the duties of a vacant post which is at a higher grade, to undertake additional work in relation to a time-limited project, or where a formal partnership/secondment arrangement is in place with another local authority resulting in additional duties, responsibilities, complexity and working hours and it is not appropriate to otherwise change the grade of the post.

5. The remuneration of the lowest paid employees

The lowest paid employees are those in posts graded at Scale 1, which has a current salary range from £23,354 to £24,307 per annum.

The pay rate at the bottom of scale 1 is £12.44 per hour compared to the national minimum wage of £12.21 per hour (National Minimum Wage rate from 1 April 2025 for workers aged 21 and over). The current rate for 18-20 year olds is £10.85 per hour. This rate will be uplifted from April 2026 to £12.71 per hour for workers aged 21 and over, £10.85 per hour for workers aged 18-20.

Young people employed as Apprentices for the temporary period of their apprenticeship training are paid on an appropriate pay rate taking

Pay Policy Statement for 2026/27

into account the level of work and level of qualifications to be obtained with a minimum of the appropriate statutory minimum wage rates. The National Minimum Wage rate is £7.55 per hour (April 2025 rate) for apprentices aged under 21 years increasing to £8 per hour in April 2026.

6. The ratio between the highest and lowest paid staff member

The ratio between the highest and lowest paid salary is 6:1. The lowest salary rate is £23,354, the top of the Chief Executive's salary scale is £140,492.

7. The relationship between the highest paid employee and employees who are not chief officers

The ratio between the median earnings across the organisation and the taxable pay of the highest paid employee (the Chief Executive) is 4:1

The ratio between the mean average earnings across the organisation and the taxable pay of the highest paid employee (the Chief Executive) is 4:1

8. Salary and severance payments over £100,000

8.1 Spelthorne has three posts with a salary package above £100,000, the Chief Executive and Deputy Chief Executives. The appointment of a new Chief Executive is made in accordance with the Council's Constitution and statutory provisions. There would be a report to members on the arrangements for an appointment, including the salary level, and the appointment would be made by a member Appointments Committee and confirmed after ratification by full Council.

8.2 Severance payments are made in accordance with the Council's Discretionary Compensation Policy. Redundancy payments are based on the statutory matrix and Spelthorne multiplier to a maximum of 60 weeks' pay. Severance payments on the grounds of efficiency will exceed that level only in exceptional circumstances.

9. The publication of and access to information relating to remuneration of chief officers

The annual pay policy statement is published on the Spelthorne Borough Council website where it can be easily accessed by tax payers and external organisations.

Appendix 1 Pay Policy Statement effective from April 2026

Appendix 2 Discretions Policy

Spelthorne Borough Council

Local Government Pension Scheme

Payment of Discretionary Compensation to Employees

Policy on Exercise of Employer Discretions

Spelthorne Borough Council as an employer is under a legal duty to prepare and publish a written statement of its policy relating to certain discretionary powers under the Regulations which apply to the Local Government Pension Scheme (“the LGPS”).

Spelthorne Borough Council is also under a duty to formulate, publish and keep under review a policy that Spelthorne Borough Council applies in exercising discretionary powers under Regulations relating to the payment of compensation to employees whose employment is terminated as a result of redundancy or certain other reasons.

This document is intended to comply with these duties and in the following table, sets out the discretionary powers concerned, identifies the relevant Regulation that gives Spelthorne Borough Council the discretion and describes how the discretion will be exercised.

The policy set out in this document will not be departed from except as provided for in the policy or following a variation to the policy approved by Spelthorne Borough Council.

The statement is not a definitive statement of the law and is subject to the provisions of the relevant Regulations.

The Regulations that apply to the LGPS are:

- The Local Government Pension Scheme Regulations 2013 (these are referred to as the “Pensions Regulations”);
- The Local Government Pension Scheme (Transitional Provisions, Savings and Amendment) Regulations 2014 (referred to as the “Transitional Regulations”);
- The Local Government Pension Scheme (Benefits, Membership and Contributions) Regulations 2007 applied to the LGPS before 1 April 2014, are preserved in part on a transitional basis by the Transitional Regulations and are referred to as the “Benefits Regulations”

The Regulations which apply to the payment of compensation to employees whose employment is terminated as a result of redundancy, other specified reasons or injury are:

- The Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006 (referred to as the “Compensation Regulations”).
- The Local Government (Discretionary Payments) (Injury Allowances) Regulations 2011 (referred to as the “Injury Regulations”).

In the table below:

- (1) “The Scheme” or “the Pension Scheme” means the LGPS and “the Fund” or “the Pension Fund” means the fund maintained under the LGPS;
- (2) “Member” means a member of the LGPS;
- (3) “Active Member” means a member in employment and paying, or treated as paying, contributions to the LGPS, or absent from employment for a reason mentioned in Regulation 11 of the Pensions Regulations.
- (4) References to a member with transitional protection are those who can count membership accrued before 1 October 2016 and who have statutory transitional protection under the Transitional Regulations, wholly or partly, from changes that would otherwise be made to their pension entitlements and/or from actuarial reductions that would otherwise be applied to their pension benefits as a result of the coming into force of the Pensions Regulations on 1 April 2014.
- (5) References to a member meeting “the 85 year rule” are those members whose age in whole years when added to the member’s total membership in whole years is 85 years or more.

The power to exercise and to take any decision in relation to each of the discretions is delegated to Spelthorne Borough Council.

This statement was approved by Council and is intended to comply with Spelthorne Borough Council's duties under Regulation 60 of the Pensions Regulations, Regulation 7 of the Compensation Regulations and Regulation 14 of the Injury Regulations.

Discretions Policy

No.	Area	Regulation	Discretion	Policy Summary	Explanation
1	Whether to vary an employee's contribution band	Regulations 9 and 10 Pensions Regulations	Members must pay pension contributions at the appropriate rate set on 1st April or the first day of active membership, if later. The employer may vary the contribution rate if there is a change in employment or a material change that affects the member's pensionable pay.	Spelthorne Borough Council may vary the employee's contribution rate if there is a material change and each case will be considered on its merits	Contribution bands are set on 1st April but the employer may change them if a member changes jobs or has a material pay increase / decrease.
2	Whether to increase assumed pensionable pay in certain specific circumstances	Regulation 21(5), 21(5A) and 21(5B) Pension Regulations	If a member is absent as a result of illness, child related leave or reserve forces leave their pension benefits may be based on assumed pensionable pay (APP). If, in the employer's opinion, the member's APP is materially lower than their pay in the twelve months preceding the absence they can either include (1) a "regular" lump sum received during that period or (2) substitute a higher pensionable pay having regard for their earnings in that period.	Spelthorne Borough Council may increase assumed pensionable pay and each case will be considered on its merits.	If a member's APP is lower than their regular pensionable pay the employer can either substitute a higher rate of pay, based on the pay they received in the year before the absence began, or include regular lump sums received during that period.
3	Funding of Additional Pension Contributions	Regulations 16(2)(e) and 16(4)(d) Pension Regulations	Whether to fund, in whole or in part, a shared cost additional pension contributions (SCAPC) on behalf of an active member by regular contributions (Regulation 16 (2)(e)) or by lump sum (Regulation 16(4)(d)). NOTE: The amount of additional pension that may be credited to an active member's pension accounts may not exceed the overall additional pension limit of £8903 (2025/26) and uplifted annually.	Spelthorne Borough Council will only contribute towards APCs in exceptional circumstances.	The employing authority can choose to pay additional pension contributions on behalf of active employees.
4	Shared Cost Additional Voluntary Contributions (SCAVCs)	Regulation 17(1) and Schedule 1 (definition of SCAVC) Pension Regulations	Whether to contribute towards a Shared Cost Additional Contribution arrangement. Pre2014 SCAVCs also fall under Regulation 17 by virtue of Regulation 15(2A) Transitional Regulations.	Spelthorne Borough Council will pay SCAVC contributions where an employee has elected to pay AVCs by salary sacrifice. The amount of these employer SCAVC contributions will not exceed the amount of salary sacrificed by the employee. This discretion is subject to the employee meeting the conditions for acceptance into the salary sacrifice shared cost AVC scheme and may be withdrawn at any time	An employer can choose to contribute towards a SCAVC.
5	Whether to grant early payment of pension on compassionate grounds (pre-1st April 1998 leavers)	Regulation D11(2)(c) of 1995 Regulations	Whether to agree to early payment of pension benefits from age 50 on compassionate grounds. The employer should note that pension benefits paid before age 55 may attract an unauthorised payments surcharge and they may have to pay a strain cost because the pension benefits cannot be reduced.	Spelthorne Borough Council will only contribute to early payment of pension in exceptional circumstances.	The employer may agree to payment from age 50, but they may incur an unauthorised payments surcharge and/or a capital cost.
No.	Area	Regulation	Discretion	Policy Summary	Explanation

6	Flexible Retirement	Regulation 30(6), Pensions Regulations. Regulations 11(2) and (3) of Transitional Regulations	<p>Whether to agree to an employee aged 55 or over reducing their hours of work or their grade so that they may receive all or some of their retirement pension while still employed.</p> <p>Whether, in addition to any pre -1st April 2008 pension benefits which the member must draw, to permit the member to draw; (a) all, part or none of benefits accrued between 1st April 2008 and 31st March 2014 and (b) all, part or none of the pension benefits built up after 31st March 2014</p>	<p>Spelthorne Borough Council will only award flexible retirement in exceptional circumstances.</p> <p>Decisions are delegated to Management Team for cases up to Group Head and to Corporate Policy and Resources Committee for members of Management Team.</p>	<p>The employing authority can agree to an employee aged 55 or over drawing all or some of their pension and continuing to work in the same employment on reduced hours, pay or grade.</p> <p>The employer should note that granting consent would trigger the rule of 85 (Age plus service is 85 or more) and may require a one-off payment.</p>
7	Switching on the 85-year rule	Schedule 2 of the Transitional Regulations	Whether to switch on the 85-year rule under Regulation 1(2) and 1(3) of Schedule 2 of the Transitional Regulations.	Spelthorne Borough Council will only switch on the rule of 85 in exceptional circumstances.	The employer can agree to switch on the rule of 85, which may mitigate reductions that would, otherwise, apply but the employer may have to make a one-off payment.
8	Waiving of Actuarial Reduction to Pensions	Regulation 30(8), Pensions Regulations. Schedule 2 of Transitional Regulations	<p>(Post 2014) Whether to agree to waive, in whole or in part, any actuarial reduction that would otherwise apply to the pension paid to a former employee aged 55 or over under 30(5) or 30(6) [flexible retirement] using regulation 30(8) of the Pension Regulations.</p> <p>(Pre 2014) Whether to waive actuarial reductions entirely under 30(5) or 30A(5) [deferred pensioner members] of the Benefits Regulations and Regulation 2(1), of Schedule 2 of the Transitional Regulations.</p>	<p>Spelthorne Borough Council will only waive actuarial reductions in exceptional circumstances.</p> <p>Decisions are delegated to the Chief Executive in consultation with the Leader for cases below Management Team and to Corporate Policy and Resources Committee for cases at Management Team.</p>	The employing authority can agree to waive reductions to the pension of a member aged 55 or over who has left employment or been granted flexible retirement. The employer may be required to make a capital payment if they do so.
9	Award of Additional Pension	Regulation 31, Pensions Regulations	<p>To award additional pension at full cost to the employer:</p> <p>(1)an active member; or</p> <p>(2)a former active member who was dismissed by reason of redundancy, business efficiency or mutual consent on grounds of business efficiency.</p> <p>NOTE: Any additional pension awarded (including any additional pension purchased by the employer or the member under Regulation 16 of the Pensions Regulations) may not exceed the overall additional pension limit of £8903 (2025/26) and uplifted annually.</p> <p>Additionally, in the case of a member falling within (2) above, the resolution to award additional pension must be made within 6 months from the date on which the employment ended.</p>	<p>Spelthorne Borough Council will only award additional pension in exceptional circumstances.</p> <p>Decisions are delegated to the Chief Executive in consultation with the Leader for cases below Management Team and to Corporate Policy and Resources Committee for cases at Management Team.</p>	<p>This means the employing authority has the power to award additional pension to an active member.</p> <p>The employer can also award additional pension to members who leave on the grounds of redundancy, business efficiency or mutual consent on grounds to business efficiency - up to six months after termination.</p> <p>The employer would be required to make a capital payment (in addition to the cost of purchase) if the member retired early on any grounds apart from permanent ill-health.</p>

No.	Area	Regulation	Discretion	Policy Summary	Explanation
10	Aggregation of Benefits: Concurrent Employments	Regulation 22 (7)(b), Pensions Regulations	Whether to allow an active member with concurrent employments, who ceases an employment with an entitlement to a deferred pension, more than 12 months to elect not to have their deferred pension aggregated with their active member's pension account.	Spelthorne Borough Council will only extend the deadline in exceptional circumstances.	The employing authority can allow a member who leaves one of two (or more) employments - held at the same time - longer than 12 months to elect not to combine the deferred pension with the ongoing active pension.
11	Aggregation of Benefits: Deferred Member becoming Active Member	Regulation 22 (8)(b), Pensions Regulations	Whether to allow a deferred member who becomes an active member longer than 12 months in which to elect not to have their deferred benefits aggregated with the benefits in their active member's pension account.	Spelthorne Borough Council will only extend the deadline in exceptional circumstances.	The benefits are usually aggregated (joined-up) unless the member elects to keep them separate. The employing authority can agree to a former member having longer than 12 months to choose not to combine their pensions.
12	Aggregation of Benefits: Deferred Member becoming Active Member (pre-2014 membership)	Regulation 10(6)(b) Transitional Regulations	Whether to allow a deferred member who becomes an active member longer than 12 months in which to elect for their pre-2014 deferred benefits to be aggregated with their active member's pension account (but, technically, they would lose the final salary link if they have not made an election under 5(5) Transitional Regulations within twelve months of becoming an active member of 2013 scheme).	Spelthorne Borough Council will only extend the deadline in exceptional circumstances.	The pre-2014 preserved benefits will be kept separate unless the member makes a positive election to aggregate them. The employing authority can agree to a former member having longer than 12 months to choose to combine their pensions.
13	inward Transfer of Pension Rights	Regulation 100, Pensions Regulations	Whether to allow an employee who has been an active member in their current employment for more than 12 months to ask for the transfer of certain accrued pension rights to be considered. NOTE: Regulation 100(6) of the Pensions Regulations requires that a request must be made within 12 months beginning with the date on which the member first became an active member in an employment or such longer period as the employer and the Administering Authority may allow. The discretion is, therefore, only exercisable if both the Employing Authority and the Administering Authority agree.	Spelthorne Borough Council will only extend the deadline in exceptional circumstances.	Members who have been in the pension scheme for more than twelve months can ask for a transfer -in to be considered - but it will only be investigated if both the employing authority and the administering authority agreed.
14	Redundancy Payments.	Regulation 5, Compensation Regulations 2006	Whether to base redundancy pay on actual pay where actual pay exceeds the statutory maximum under the Employment Rights Act 1996 (£719 from April 2025).	Spelthorne Borough Council may pay statutory improved redundancy payments and each case will be considered on its merits and any limits under Regulations.	The employer can base the calculation of a week's pay for redundancy on actual pay if it is higher than the statutory limit (currently £719 from 6 April 2025). Any calculation will be subject to the new and potential Regulations detailed in Regulation 6 and may be reduced accordingly.

No.	Area	Regulation	Discretion	Policy Summary	Explanation
15	Compensation for loss of Employment.	Regulation 6, Compensation Regulations 2006	<p>Whether to pay compensation to a person whose employment ceases</p> <ul style="list-style-type: none"> - by reason of redundancy; - in the interests of the efficient exercise of the employing authority's functions; or <p>in the case of a joint appointment, because the other holder of the appointment leaves.</p> <p>NOTE: Compensation may not be paid under this Regulation if: - a person's period of membership of the Pension Scheme has been increased under Regulation 12 of the Benefits Regulations 2007 (see above); or - a person has been awarded an additional pension under Regulation 13 of the Benefits Regulations 2007 (see above).</p> <p>In all cases the amount of compensation paid under this Regulation may not exceed 104 week's pay less any redundancy payment payable.</p> <p>In all cases the decision to pay compensation under this Regulation must be made no later than 6 months after the date of termination of the person's employment.</p>	<p>Spelthorne Borough Council will only award compensation for loss of employment in exceptional circumstances.</p> <p>Payments to be agreed by the Chief Executive in consultation with the Leader or the Chief Financial Officer in consultation with the Leader as appropriate.</p> <p>Payments to be agreed by Council for the Chief Executive, Management Team and Statutory Officers.</p> <p>Redundancy payments to be at twice statutory minimum using Government redundancy calculator (to maximum of 60 weeks). To be inclusive of statutory redundancy payments. The policy will be kept under review. The Council retains the right to change the policy at any time. No added years.</p> <p>All redundancy payments to be calculated on the employee's actual week's pay (not including allowances unless agreed).</p> <p>Redundancy payments as a result of the Transfer of Undertakings Protection of Employment Regulations (TUPE)</p> <p>Other redundancy payments may apply as a result of a TUPE transfer.</p> <p>Efficiency of the Service a one off lump sum payment, based on the merits of each individual case, up to the maximum of 104 weeks' pay. No added years</p> <p>The Exit Cap Regulations which came into force on 4 November 2020 have been revoked.</p> <p>Further exit pay and pension reforms are expected to be re-introduced (timing not known). Any exit payments with be in line with any regulations and caps in force at the time.</p>	<p>The employing authority can make an award of up to 104 weeks' pay (less any statutory redundancy payment payable). Subject to the maximum regulatory statutory maximum.</p> <p>The Exit Cap Regulations which came into force on 4 November 2020 have been revoked.</p> <p>Further exit pay and pension reforms are expected to be re-introduced (timing not known). Any exit payments with be in line with any regulations and caps in force at the time.</p>

No.	Area	Regulation	Discretion	Policy Summary	Explanation
16	Injury Allowances	14(1) of the Compensation Regulations 2011	<p>Scheme employers (LGPS employers), apart from admission bodies, must formulate, publish and keep under review a policy on:</p> <p>1. whether to make an injury award to those who sustain an injury or contract a disease as a result of anything they were required to do in performing the duties of their job and in consequence of which they:</p> <ul style="list-style-type: none"> - suffer a reduction in remuneration, or - cease to be employed as a result of an incapacity which is likely to be permanent and which was caused by the injury or disease, or - die leaving a surviving spouse, civil partner or dependent, and <p>2. if the Scheme employer has a policy to make such payments, how it will determine the amount of injury allowance to be paid?</p>	Spelthorne Borough Council will only pay injury allowances in exceptional circumstances	An employing authority may award an injury allowance to employees who contract an injury or illness related to their employment.

This Policy is effective from 27 February 2020. The Policy will be kept under review. Any future changes to the policy will come into effect one month after the amended policy is agreed and published. The Council retains the right to change the Policy at any time.

Reviewed by Council 26 February 2026

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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	Yes	21/11/25
Commissioner engagement (if report focused on issues of concern to Commissioners such as Finance, Assets etc)	Sent on 03/12/25	
Relevant Group Head review	Yes	21/11/25
MAT+ review (to have been circulated at least 5 working days before Stage 2)	Yes	24/11/25
This item is on the Forward Plan for the relevant committee	Yes	
	Reviewed by	
Finance comments (circulate to Finance)	Sent 24/11/25	
Risk comments (circulate to Lee O'Neil)	Sent 24/11/25	
Legal comments (circulate to Legal team)	JC	2611/25
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	L Heron	05/12/25
S151 Officer commentary – at least 5 working days before MAT	T.Collier	24/11/25
Confirm final report cleared by MAT		

Council

26 February 2026

Title	Annual Grant Awards for the financial year 2026/2027
Purpose of the report	To make a decision
Report Author	<i>Lisa Stonehouse, Community Development Manager</i>
Ward(s) Affected	All Wards
Exempt	Report & Appendix B– No Appendix A - Yes
Exemption Reason	Appendix A contains exempt information within the meaning of Part 1 of Schedule 12A to the Local Government Act 1972, as amended by the Local Government (Access to Information) Act 1985 and by the Local Government (Access to information) (Variation) Order 2006 Paragraph 3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information) and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information
Corporate Priority	Community
Recommendations	<p>Council is asked to:</p> <ol style="list-style-type: none"> 1. Agree the recommendations of the Community Wellbeing and Housing Committee (CWHC) regarding the proposed recipients of the 2026/2027 community grants. 2. Note the significant decrease in grant budget for 2026/2027. 3. Note the other support that Spelthorne Borough Council provides to the voluntary/charity sector. 4. Note that any underspend from the Council Grants budget and Better Neighbourhood Grants will not be carried forward to the next financial year. 5. Note that the Community Wellbeing and Housing Committee recommended that there will be no award to sport and arts agencies due to the budget cut.
Reason for Recommendation	<p>Agreement to award grants for 2026/2027 is sought to:</p> <ul style="list-style-type: none"> • enable several charities, voluntary organisations and small groups to continue to provide support, assistance, and other essential services for Borough residents. • enable new organisations to begin to provide services that are required in the Borough.

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

What is the situation	Why we want to do something
<ul style="list-style-type: none"> The Council has a community grants budget. Grants are allocated annually to charities and voluntary groups. Due to the budget constraints the Council is facing the Council needs to make choices within the budget available and prioritise which voluntary groups and charities it can support. The cross-party Councillor Grants Panel have reviewed the applications and have made a recommendation to Committee regarding the agencies that should receive grants. 	<ul style="list-style-type: none"> Charities and voluntary organisations/small groups have a crucial role within the borough. Some are fulfilling roles that were previously provided by statutory services. They provide services to improve every aspect of resident’s lives, especially in the current cost of living crisis. Our community grants are essential to enable these groups to operate.
This is what we want to do about it	These are the next steps
<ul style="list-style-type: none"> A decision from Committee to recommend to Council is required to determine which agencies should receive a grant. 	<ul style="list-style-type: none"> Once the Committee has made the decision, a recommendation will be made to Council. The final awards will be subject to the Council budget setting meeting on 26 February 2026

2. Key issues

- 2.1 The Council has a community grants budget. Applications are welcomed annually from charities and community groups. There are always more applications than available budget. This report outlines the recommendations of the cross-party Grants Panel who carefully considered the applications and have prioritised which groups to support.
- 2.2 Charities and voluntary groups play a crucial role in Spelthorne, some are fulfilling roles that were previously provided by statutory services to improve various aspects of resident’s lives and enhance wellbeing, especially in the current cost of living crisis.
- 2.3 Subject to confirmation by Council at the budget setting meeting in February, the baseline grant funding budget for 2026/2027 is **£170,000**. Due to the current financial situation, this was significantly reduced in December 2025 from the previous baseline budget of £231,300 (a reduction of £61k or

26.4%). **All figures are subject to further change following the budget Corporate Policy and Resources and Council meetings in February.**

- 2.4 The allocation of grants is a discretionary activity. It is however acknowledged that grants support for some of the core grant recipients such as Citizens Advice and several others help to divert workload pressure away from some of our statutory services such as Housing Options and Housing Benefits.
- 2.5 The Quarter 2 monitoring report for 2025-26 , is highlighting, that after taking into account the impact of the new minimum revenue provision policy and re-financing, a projected overspend of £14.7m for 2026-27. The current budget gap for 2026-27 is currently £6.6m and with no savings we would not be able to balance the Spelthorne element of the new West Surrey Council over the medium term as the budget gap would exceed usable reserves in 2028/29. Bench marking is showing that our overall service costs are approximately 30% higher than comparative districts and boroughs.
- 2.6 Linked to the above, one of the statutory Best Value directions states that the Council should produce “A plan to reconfigure the Authority’s services commensurate with the Authority’s available financial resources.” which the council must comply with. The Council also do not want to be seen to be using all of our reserves up to 31 March 2028.
- 2.7 External experts, Peopletoo, have been commissioned to provide an analysis of where our spending is above statutory levels and options for potential savings. In this context officers are suggesting, following discussions with Commissioners, that the Grants Panel should reduce its budget for 2025/2027 from £231k to £170k. This will make a contribution towards the savings target which the Council will need to build into the 2026/2027 budget to ensure that not all of the £6.6m budget gap is met from reserves.
- 2.8 Contrary to previous years, any underspend from the grant budget at the end of the financial year 2025/2026 will not be carried forward to 2026/2027 as there is a large overspend projected for the overall Budget. There is currently an underspend of £5,400 on the Grants budget.
- 2.9 The grants application process was open from 3 September – 3 October 2025. It was promoted on the website and social media and also via councillors, community groups, previous applicants and Voluntary Support North Surrey.
- 2.10 As agreed by Council on 18 July 2024, the five core funded organisations (Voluntary Support North Surrey, Citizens Advice Runnymede and Spelthorne, Homestart, Age UK and Shopmobility) were initially given an indication of proposed funding for the financial year 2026/2027 in February 2025. Unfortunately, the financial climate has changed since this time and the grant to these charities has been reduced by 25%.
- 2.11 Demand for funding far outstripped the available budget. 34 applications were received with funding requests totalling **£415,969**, exceeding the revised budget by **£245,969**. The finance team reviewed the accounts of all applicants and the Grants Panel met on 4 and 11 November to consider the applications. They then met again on 2 January due to the reduction in budget. Of the 34

that submitted applications the Grants Panel initially recommended that 24 applicants should receive either partial or full funding. The reduction in budget meant that this recommendation reduced to 14. Two applicants (both scout groups) were advised to apply for Community Infrastructure Levy (CIL) funding as their applications related to making improvements to community buildings. **The recommended awards are listed in appendix A.**

- 2.12 To ensure that the Panel had sufficient information to make an informed decision, applicants were asked to provide evidence of the need that their service fulfils in Spelthorne. They were also asked to explain why their organisation was best placed to meet that need, and to outline how the grant would be used. Additionally, applicants were asked to confirm that they had safeguarding children and adults at risk policies and procedures.
- 2.13 Due to the demand on grants funding this year from several good causes, the panel were unfortunately unable to recommend that any sports or arts projects to receive grant. (A Committee decision on 11/06/2024 approved that sports and arts organisations should receive £3,000 in grants each year).
- 2.14 Appendix B details the voluntary organisations that have free use/low-cost use of Council owned buildings.
- 2.15 Regular monitoring of the top 5 core funded organisations listed in 2.10 ensures that they continue to provide an effective service and the funding is being used as intended. All grant recipients are asked to provide feedback on how the grant has been spent.

3. Options appraisal and proposal

3.1 **Option 1 (proposed option)** is to approve the recommendations of the Community Wellbeing and Housing Committee (CWHC).

3.2 Advantages of option 1

The recommendations made by CWHC are based on extensive work carried out by the Grants Panel who thoroughly considered all the grant applications. The recommendations ensure that several sections of the community will receive grants, eg groups working with adults, children and those with disabilities

3.3 Disadvantages of option 1

Due to budget constraints, some applicants have been unsuccessful.

3.4 ***Option 2 is to not approve the recommendations of the Community Wellbeing and Housing Committee.***

3.5 Advantages of option 2

Council may prefer to propose an alternative allocation of grants.

3.6 Disadvantage of option 2

This could lead to potential delays to the grants being awarded and may lead to reductions in the service provided to the public.

4. Risk implications

- 4.1 Council may decide in February 2026 that the grant budget will be further reduced. This would result in approving a reduced number of grants and could result in community services being cut. This would have a huge impact on the community and could also impact the Council, especially in areas such as housing, housing benefits and independent living, due to a lack of voluntary sector support. It could also damage the reputation of the Council.
- 4.1 The grant support may not be effectively utilised for the intended purpose i.e. to address those community needs set out at application stage. Organisations are aware that the grant must be spent in accordance with what they specified in the grant application

5. Financial implications

- 5.1 Subject to confirmation by Corporate Policy and Resources and Council at the budget setting meeting in February, the baseline grant funding budget for 2026/2027 has now reduced to £170,000.
- 5.2 The underspend of £5,400 in the 2025/2026 budget could be used immediately in 2025/2026 by awarding it to a charity offering mental health support to young people in an area of greater deprivation. (Listed in Appendix A highlighted in yellow).
- 5.3 **These figures are subject to change following the budget meeting in February.**

6. Legal comments

- 6.1 Successful charities and voluntary organisations are to enter into grant agreements and in certain cases service level agreements. Legal services support will be required.
- 6.2 None of the proposed grants amount to unlawful subsidies under the Subsidy Control Act 2022.

Corporate implications

7. S151 Officer comments

- 7.1 The S151 Officer confirm that all financial implications have been taken into account and that the recommendations are fully funded from within the current and future years budget, and recognises the significant contribution being made to closing the Budget gap.

8. Monitoring Officer comments

- 8.1 The Monitoring Officer confirms that the relevant legal implications have been taken into account.

9. Procurement comments

There are no procurement implications in this report.

10. Equality and Diversity

- 10.1 Many of the providers supported by grant funding represent or advocate for minority groups, user groups, and faith communities. Care was taken by the Panel when reviewing applications to ensure a fair mix of organisations supporting all aspects of our communities benefited. Given the budget reductions an equalities impact assessment has been undertaken.
- 10.2 To encourage applications from all sectors of the community, a word version of the form and hard copies were available upon request. No hard copies were requested this year. Everyone submitted an e form

11. Sustainability/Climate Change Implications

The Grant Panel's aim is to support a cross section of voluntary organisations. This includes organisations committed to sustainable practices. Successful applicants are asked to engage with the councils Climate Change & Sustainability specialist where appropriate to ensure that they receive information and advice about energy conservation projects and funding.

12. Other considerations

Not applicable

13. Timetable for implementation

- 13.1 Subject to final approval and confirmation of the budget by Council on 26 February 2026, personalised letters will be sent to applicants advising them of the outcome of their applications. This will be completed by early March 2025. Signposting to other avenues of fundraising will also be included in the correspondence where appropriate.

14. Contact

Lisa Stonehouse (Community Development Manager)

Background papers: Committee decision 11/06/2024 [Decision - Spelthorne Annual Grants 2025/26 - Spelthorne Borough Council](#)

Appendices:

Appendix A – (Confidential) Grant Panel Recommendations

Appendix B - Details of the voluntary organisations that have free use/low-cost use of council owned buildings.

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

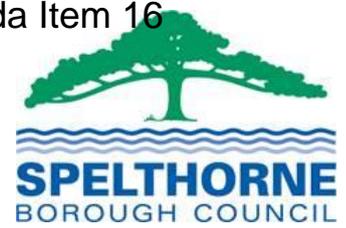
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Appendix B- Details of Spelthorne Buildings in Community Use

Site Name	Building/Land/Feature	Address	Town	Postcode	Asset Type	Tenant	Commencement Date	Term	Passing Rent p.a.	Lease expiry
Bishop Duppas Park	Bowling Green	Walton Bridge Road	Shepperton	TW17 8NR	Bowling Green	Trustees of the Bishop Duppas Bowls Club	01/04/09	30 years	£ 1.00	31/03/2039. Mutua break option after 1/4/2019 on 12 months notice
Fordbridge Recreation Ground	Bowling Green	Kingston Road	Ashford	TW15 3SJ	Bowling Green	Trustees for the Fordbridge Park Bowls Club	28/05/14	30 years	£ 1.00	27/05/2044, mutual break option 28/05/2024
Staines Park	Bowling Green	Commercial Road	Staines	TW18 2QJ	Bowling Green	Trustees of Staines Bowling Club	01/04/09	30 years	£ 1.00	
Stanwell Recreation Ground	Bowling Green	Oaks Road	Stanwell	TW19 7LG	Bowling Green	Trustees of the Stanwell Bowling Club	01/04/09	30 years	£ 1.00	31/03/2039. mutual break option after 1/4/2019
Sunbury Sports Association	Bowling Green	Lower Hampton Road	Sunbury	TW16 5PR	Bowling Green/sports pitch/car park	Trustees of Sunbury Sports Association	24/12/13	20 years	£ 2,890.00	24/12/33
Fordbridge Recreation Ground	Beresford House	Kingston Road	Ashford	TW15 3SJ	Building-Commercial	Trustees of Spelthorne Mental Health Association	14/04/14	15 years	£11,854.14	13/04/29
Knowle Green Council Offices	Council Offices Knowle Green	Knowle Green	Staines	TW18 1XB	Building-Office	CREST Cancer Support	31/03/24	5 years	£ -	30/03/29
Knowle Green Council Offices	Council Offices Knowle Green	Knowle Green	Staines	TW18 1XB	Building-Office	One to One (NW Surrey)	08/07/24	5 years	£ -	14/04/29
Knowle Green Council Offices	Council Offices Knowle Green	Knowle Green	Staines	TW18 1XB	Building-Office	Rent Start	19/02/24	5 years	£ -	18/02/29
Bishop Duppas Park	Bagster House Sports And Social Club	Walton Lane	Shepperton	TW17 8LP	Clubhouse	Bagster House (Ex-Service Club) Ltd	01/09/23	10 years	£10,500	
Short Lane Sports Ground	Ashford Town Football Ground-Clubhouse	Short Lane	Stanwell	TW19 7BH	Clubhouse	The Trustees of Ashford Town (Middlesex) Football Club	11/09/24	25years	£ 12,000.00	Lease expires 10/09/2049. Rent free period whilst project works underway and rent to recommence 11/03/25.
Heritage Centre/Parish Office	Heritage Centre/Parish Office	The Broadway	Laleham	TW18 1RZ	Community	The London Diocesan Fund	01/06/17	20 years	£ 621.84	Break option 31/05/2022/2027/2032. Lease expiry 31/05/2037,
William Perkins Boathouse	Boat House	Laleham Park	Laleham	TW18	Land/Boathouse	Sir William Perkin's School	29/10/14	125 years	£5,675.10	28/10/39
Burway Rowing Club	Boat House	Laleham Park	Laleham	TW18	Boathouse	The Trustees of the Burway Rowing Club	03/06/08	28 years	£ 2,358.00	02/06/36
Laleham Park Canoe Club	Boat House	Laleham Park	Laleham	TW18	Boathouse	Trustees of the Surrey Canoe Club	30/09/22	10 years	£ 900.00	08/05/32
Laleham Park	Camping Site	Laleham Park	Laleham	TW18	Campsite	The Trustees of Laleham Camping Club	07/10/15	25 years	£24,000	06/10/40
Littleton Recreation Ground	Pavilion/Changing rooms	Littleton Recreation Ground	Shepperton	TW17 0JR	Pavilion	The Academy Boxing Club	05/04/22	10 years	£2,000	04/04/32
Ashford Community Centre	Ashford Community Centre	Woodthorpe Road	Ashford	TW15 3LF	Community Centre	Ashford (Middlesex) Community Association	01/04/02	14 years	£ 5.00	Expired 31/03/2016. Tenant holding over. New lease negotiation in place with starting rent at £1,000 pa.
Ashford Recreation Ground	Pavilion Flat - Drama Group	Clockhouse Lane	Ashford	TW15 1BY	Community Hall	Dramatize Theatre Charity	12/06/18	15 years	£ 9,000.00	11/06/33
Charlton Village Hall	Charlton Village Hall - Dance Group	Hetherington Road	Shepperton	TW17 0SP	Community Hall	Andrew Mark Burge	02/04/22	5 years	£ 12,000.00	02/04/27
St Martins Court Hall	St Martins Court Hall	St Martins Court	Ashford	TW15 3NB	Community Hall	The King's Community Church	24/11/11	15 years	£12,000	23/10/26
Stanwell Moor Village Hall	Stanwell Moor Village Hall	Horton Road,Stanwell Moor	Staines	TW19 6AG	Community Hall	Stanwell Moor Village Hall Trustees	01/11/04	30 years	£693	31/10/34
Fordbridge Recreation Ground	Garage & Compound	Kingston Road	Ashford	TW15 3SJ	Garage	Management Committee of Spelthorne Sheds	03/01/24	4 years	£ 600.00	02/01/2028. Terms agreed for a new lease at £600 per annum including electricity cost and insurance.

Laleham Park	Laleham Park Nursery-offices	Shepperton Road	Laleham	TW18 1SJ	Garage	Surrey Choices	01/04/23	5 years	£980	5 Year lease from 01.04.23 to 31.03.2028.
Spelthorne Museum	Spelthorne Museum / Staines Library	1 Elmsleigh Road	Staines	TW18 4PH	Museum	Trustees of Spelthorne Museum	20/10/06	30 years	£ -	19/10/2036. MBO on 6 months notice.
Spelthorne Library	Spelthorne Library	1 Elmsleigh Road	Staines	TW18 4PH	Library	Surrey CC			£ -	VACANT
Bishop Duppas Park	Park-Pavilion	Walton Bridge Road	Shepperton	TW17 8NR	Nursery	Joanne Elms & Jollies House Nursery Ltd	19/10/12	15 years	£ 10,580.78	18/10/27
Sunbury Library - CAB	First floor offices,Sunbury Library, The Parade, Staines Rd West	The Parade, 41-43 Staines Rd West	Sunbury	TW16 7AB	Office	Citizens Advice Runnymede & Spelthorne.	Lease completed	8 years	£ -	Lease agreed with Surrey CC and CARS. We pay SCC £5,500 pa. No rent payable by CARS.
Lammas Recreation Ground	Pavilion - Staines Brass Band	Wraysbury Road	Staines	TW18 4TS	Pavilion	The Trustees of Staines Brass Band	20/06/19	15 years	£ -	19/06/34
Lammas Recreation Ground	Pavilion	Wraysbury Road	Staines	TW18 4TS	Pavilion	Spelthorne Kayak and Canoe Club	29/06/16	20 years		Licence terminated.
Lammas Recreation Ground	Pavilion - Staines Sea Cadets	Wraysbury Road	Staines	TW18 4TS	Pavilion	Trustees of the Staines & Egham Sea Cadet Corp	26/02/18	15 years	£ 1,000.00	25/02/2033.
Manor Park	Cricket Club	Russell Road	Shepperton	TW17 9HY	Pavilion	Trustees for the Shepperton Cricket Club	31/02/2023	21 years	£ 2,400.00	31/03/43
Paxmead	Clubhouse	Dockett Eddy Lane	Shepperton	TW17 9NT	Pavilion	The Guide Association Trust Corporation	21/12/14	20 years	£2,677	20/12/34
Staines Park	Spelthorne Resource Centre	Commercial Road	Staines	TW18 2QJ	Resource Centre	Home Start	01/12/22	3 years	£ 3,110.00	30/11/25
Riverside Arts Centre	Riverside Arts Centre including Store	53 Thames Street	Sunbury	TW16 5QH	Arts Centre	The Riverside Arts Centre	01/04/20	21 years	£0	31/03/2041. Receive grant of £45k.
Staines Park	Pavilion - Museum Store	Knowle Green	Staines	TW18 1AJ	Storage Building	Spelthorne Museum	01/04/09	10 years	£ 1.00	31/03/2019 holding over on tenancy at will. NB: new lease not yet completed.
Commercial Road	Scout Hut,Commercial Road,Staines	Parkside Place,off Commercial Road	Staines	TW18 2QW	Scout hut	The Trustees of 1st Staines Scout Group	23/11/09	21 years	£ 720.00	22/11/30
Ford Close	Land adj 41 Ford Close-Scout Hut	Kingston Road	Ashford	TW15 3SB	Scout hut	3rd Ashford (St Matthews) Scout Group	13/01/16	20 years	£ 847.29	12/01/36
Groveley Road	Scout and Guides Hall	Groveley Road	Sunbury	TW13 4PL	Guide Hut	2nd & 3rd Guides & Rangers	25/06/14	20 years	£500	£650 as of 01/09/2029
Hengrove Park	Hall for St Johns Ambulance/Penrose Club	Hengrove Crescent	Ashford	TW15 3DE	Community hall	Alan Gooding, M King, E Newlands t/a St Johns Ambulance & Penrose	05/07/93	30 years	£ 750.00	04/07/2023 Holding over. New lease in negotiation.
Hengrove Park	Scout Hall	Hengrove Crescent	Ashford	TW15 3DE	Scout hut	2nd Ashford (Methodist) Scouts	30/09/14	32 years	£700	lease expires 31/3/2046
Manor Park	Guide Hut	Russell Road	Shepperton	TW17 9HY	Guide Hut	The Guide Association Trust t/a 1st Shepperton Guides	01/04/11	28 years	£660	31/03/39
Shepperton Recreation Ground	Scout Hall and Premises	Glebeland Gardens	Shepperton	TW17 9DH	Scout hut	1st Shepperton (1st Nicolas) Scout Group	19/10/15	21 years	£700	18/10/36
Shepperton Recreation Ground	Premises	Glebeland Gardens	Shepperton	TW17 9DH	Nursery	Shepperton Pre-school Playgroup	11/10/24	10 years	£5,408	24/01/34
Sunbury Park	Walled Garden	Thames Street	Sunbury	TW16 6AB	Café & gallery	Trustees to the Millennium Embroidery Group	25/05/08	67 years	£1,208	12/10/2075.
Long Lane Pavilion	Long Lane Recreation ground	Cambrian Gardens	Stanwell	TW19 7ER	Pavilion and flat	Stanwell Events	17/05/24	45 years	£ 2,500.00	16/05/49
Pavillion at Kenyngton Manor Recreational Ground	Pavilion	Kenyngton Manor Rec	Sunbury	TW16 7RU	Pavilion	Colne Valley Girls and ladies football Club	13/05/16	24 years	£ 800.00	15/11/40

£ 142,643.05



Commercial Assets Sub-Committee

Decisions taken at the meeting held on Monday, 15 December 2025.

Meeting Time:

1.30 pm

Meeting Venue:

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

PRESENT:

8. COMMERCIAL PORTFOLIO UPDATE

The Committee **resolved** to note the Tenancy Management related activities within the Investment Portfolio.

9. ANNUAL INVESTMENT SERVICE PLANS

The Committee **resolved** to note the Annual Service Plan for the Investment Portfolio for the period 01 April 2026 to 31 March 2027.

10. PROPERTY MANAGEMENT CONTRACT FOR ELMSLEIGH SHOPPING CENTRE*

The Committee **resolved** to:

1. Authorise the Group Head of Assets to commence the procurement process for the selection of a property management agent for the Elmsleigh Shopping Centre in accordance with the terms of this report,
2. Authorise the Group Head of Assets in consultation with the Chair of Commercial Assets Sub-Committee to select the preferred tenderer and award a property management contract for the period of 2 years plus 1 year extension; and
3. Authorise the Group Head of Corporate Governance to enter into the contract.

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 Corporate Policy and Resources 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.*
- (1) *The members exercising the right of call-in must not be members of the Committee which considered the matter.*
- (2) *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 Corporate Policy and Resources Committee.*
- (8) *Where the call-in cannot wait until the next ordinary meeting, the Monitoring Officer will arrange an extraordinary meeting of the Corporate Policy and Resources 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 Corporate Policy and Resources Committee.*
- (10) *In reviewing a matter referred to it under the call-in scrutiny procedure rules, the Corporate Policy and Resources 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 **19 December 2025.***

Decisions taken at the meeting held on Thursday, 8 January 2026.

Meeting Time:

7.00 pm

Meeting Venue:

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

PRESENT: Councillor John Turner (Chair), Councillor John Boughtflower (Vice-Chair), Councillor Laura Barker, Councillor Mary Bing Dong, Councillor Tony Burrell, Councillor Jolyon Caplin, Councillor Darren Clarke, Councillor Sue Doran, Councillor Kathy Grant, Councillor Karen Howkins, Councillor Anant Mathur, Councillor Joanne Sexton, and Councillor Howard Williams

4. FORMAL ENDORSEMENT OF SCC RETROFIT STRATEGY

The Committee **resolved** to:

- 1) Approve the formal endorsement of Surrey County Council Retrofit Strategic Action Plan; and
- 2) Approve the Chair of the Environment and Sustainability Committee to sign the endorsement letter.

5. ADOPTION OF THE SPELTHORNE DESIGN CODE*

The Committee **resolved** to agree that the Spelthorne Design Code be recommended for adoption at Full Council.

6. HMO SUPPLEMENTARY PLANNING DOCUMENT CONSULTATION DRAFT

The Committee **resolved** to agree that the Consultation Draft of the Spelthorne Houses in Multiple Occupation (HMO) Supplementary Planning Guidance (SPD) be published for a 4-week public consultation under Regulation 12 of the Town and Country Planning (Local Planning) Regulations 2012.

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 Corporate Policy and Resources 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.*
- (1) *The members exercising the right of call-in must not be members of the Committee which considered the matter.*
- (2) *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 Corporate Policy and Resources Committee.*
- (8) *Where the call-in cannot wait until the next ordinary meeting, the Monitoring Officer will arrange an extraordinary meeting of the Corporate Policy and Resources 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 Corporate Policy and Resources Committee.*
- (10) *In reviewing a matter referred to it under the call-in scrutiny procedure rules, the Corporate Policy and Resources 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 14 January 2026.*

Decisions taken at the meeting held on Tuesday, 13 January 2026.

Meeting Time:

7.00 pm

Meeting Venue:

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

PRESENT: Councillor Sue Doran (Chair), Councillor Michelle Arnold, Councillor Chris Bateson, Councillor Mary Bing Dong, Councillor Med Buck, Councillor Sandra Dunn, Councillor Rebecca Geach and Councillor Kathy Grant

5. ANNUAL GRANT AWARDS 2026/27

The Committee **resolved** to:

1. Recommend to Council to agree to the recommendations of the Grants Panel regarding the proposed recipients of the 2026/2027 community grants
2. Note the significant decrease in grant budget for 2026/2027
3. Note the other support that Spelthorne Borough Council provides to the voluntary/charity sector
4. Note that any underspend from the Council Grants budget and Better Neighbourhood Grants will not be carried forward to the next financial year
5. Note that the Panel have recommended that there will be no award to sport and art agencies due to the budget cut
6. Recommend that the underspend of £3,400 in 2025/2026 is awarded in 2025/2026 to a charity offering mental health support to young people, and that £2,000 is awarded to a charity providing a river based social activity for those with disabilities.

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 Corporate Policy and Resources 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.*
- (1) *The members exercising the right of call-in must not be members of the Committee which considered the matter.*
- (2) *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 Corporate Policy and Resources Committee.*
- (8) *Where the call-in cannot wait until the next ordinary meeting, the Monitoring Officer will arrange an extraordinary meeting of the Corporate Policy and Resources 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 Corporate Policy and Resources Committee.*
- (10) *In reviewing a matter referred to it under the call-in scrutiny procedure rules, the Corporate Policy and Resources 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 19 January 2026.*

Decisions taken at the meeting held on Wednesday, 14 January 2026.

Meeting Time:

7.00 pm

Meeting Venue:

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

PRESENT: Councillor Howard Williams (Chair), Councillor Sinead Mooney (Vice-Chair), Councillor Chris Bateson, Councillor Sean Beatty, Councillor Med Buck, Councillor Tony Burrell, Councillor Jolyon Caplin, Councillor Darren Clarke, Councillor Michele Gibson, Councillor Karen Howkins and Councillor Joanne Sexton

7. VISIT STAINES BID - VOTING REPORT (AS PART OF THE RENEWAL PROCESS)

The Committee **resolved** to

- 1) Agree that Spelthorne Borough Council supports the principle of the Visit Staines Business Improvement District (BID) ballot and voting “for” in October 2026.
- 2) Delegate authority to the Group Head for Place, Protection & Prosperity to exercise the ballot vote in support of the Visit Staines BID.
- 3) Note the financial implication associated with the Visit Staines BID in respect of paying the BID levy as set out in the report.

8. SOCIAL VALUE STRATEGY FOR SITE DISPOSALS

The Committee **resolved** to:

- 1) Agree the Social Value Strategy relating to the Council’s regeneration sites and recommend to the Corporate Policy and Resources Committee for approval by Council
- 2) Note that by adopting the Strategy the relevant housing and regeneration sites will be marketed to include a requirement for third parties to provide social value provision within their offers.

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 Corporate Policy and Resources 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.*
- (1) *The members exercising the right of call-in must not be members of the Committee which considered the matter.*
- (2) *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 Corporate Policy and Resources Committee.*
- (8) *Where the call-in cannot wait until the next ordinary meeting, the Monitoring Officer will arrange an extraordinary meeting of the Corporate Policy and Resources 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 Corporate Policy and Resources Committee.*
- (10) *In reviewing a matter referred to it under the call-in scrutiny procedure rules, the Corporate Policy and Resources 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 20 January 2026.*

Decisions taken at the meeting held on Monday, 19 January 2026.

Meeting Time:

7.00 pm

Meeting Venue:

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

PRESENT:

1. APOLOGIES AND SUBSTITUTES

Apologies were received from Councillors Attewell and Turner.

Councillor Howkins was present as Councillor Attewell's substitute and Councillor Dunn was present as substitute for Councillor Turner.

2. MINUTES

The minutes of the meeting held on 11 November 2025 were agreed as a correct record.

3. DISCLOSURES OF INTEREST

Councillor Mooney and Sexton declared that they were also Surrey County Councillors.

Councillor Nichols declared that he was a Director on the Knowle Green Estates Board.

4. QUESTIONS FROM MEMBERS OF THE PUBLIC

There were no questions.

5. TENNIS COURT AND FOOTBALL PITCH IMPROVEMENT WORKS

The Committee **resolved** to:

1. Agree to the tennis court and football pitch improvement works within the Council's parks and open spaces,
2. Authorise the Group Head Community Wellbeing, in consultation with the Chair of Corporate Policy and Resources Committee to select the chosen suppliers and award the contracts not exceeding the community infrastructure levy funding set out in this report,
3. Authorise the Group Head Corporate Governance to enter contracts with the chosen supplier; and

4. Recommend to Council a supplementary capital estimate of £260,000 for the gross cost of the capital works.

6. SOCIAL VALUE STRATEGY

The Committee **resolved** to:

1. Agree the Social Value Strategy for the regeneration site disposals and recommend to Council for approval; and
2. Note that by adopting the Strategy the relevant housing and regeneration sites will be marketed to include a requirement for third parties to provide social value provision within their offers, which may reduce the highest financial value being achieved.

3.

7. DEBT WRITE-OFFS

The Committee **resolved** to approve the Sundry Debt write-offs set out amounting to £10,913.44 in total which relates to irrecoverable debts relating to:

- a. Hire costs for Staines Community Centre (£3,763.44) and
- b. A homelessness prevention loan (£7,150)

8. GOVERNANCE ASSURANCE RISK MANAGEMENT) FRAMEWORK AND POLICY

The Committee **resolved** to:

- a. Approve the new Governance Assurance Policy and Framework (as outlined in Appendix a), which focuses on the Council's governance and control arrangements to ensure effective management of risks; and
- b. Authorise the Deputy Chief Executive, in conjunction with the Chair of the Audit Committee to make any adjustments to the Policy and Framework to ensure that it is updated to reflect any future changes in the Council's governance arrangements.

c.

9. DETERMINATION OF COUNCIL TAX BASE FOR COUNCIL TAX SETTING

The Committee **resolved** to recommend to Council that:

- a. The existing Council Tax Reduction Scheme is retained for 2026/27,
- b. In accordance with the Local Authorities (Calculation of Tax Base) (England) Regulations 2012 the Council Tax Base for 2026/27 calculated as Band D equivalents, is determined at 41,276.13, an increase of 1.62%; and
- c. The estimated Council Tax surplus for 2025/26 is £6.478m, of which £0.614m relates to Spelthorne Borough Council (£5.515m of the surplus is a one-off and is due to an adjustment to the 2024/25 bad debt provision).

10. FORWARD PLAN

The Committee noted the contents of the Forward Plan.

11. URGENT ACTIONS

There were none.

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 Corporate Policy and Resources 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.*
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- (8) *Where the call-in cannot wait until the next ordinary meeting, the Monitoring Officer will arrange an extraordinary meeting of the Corporate Policy and Resources 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 Corporate Policy and Resources Committee.*
- (10) *In reviewing a matter referred to it under the call-in scrutiny procedure rules, the Corporate Policy and Resources 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 **Friday 23 January 2026.***

Report of the Chair on the work of the Audit Committee

This report gives an overview of the key items considered by the Committee at its meeting on 22 January 2026.

At the Audit Committee held on 22 January 2026, the following business was considered:

1. Draft Grant Thornton Audit Findings Report

1.1 The Committee received an Audit Findings report from Grant Thornton for the year ended 31 March 2025.

1.2 The Committee **resolved** to note the draft Grant Thornton Audit Findings report for year ended 31 March 2025.

2. Risk Assurance Update

2.1 The Committee received an update on the governance assurance approach to risk management.

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

3. Improvement and Recovery Plan Progress Updates

3.1 The Committee received an update from the Interim Chief Executive and Chair of the Audit Committee on the progress of the Improvement and Recovery Plan.

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

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Decisions taken at the meeting held on Monday, 26 January 2026.

Meeting Time:

1.30 pm

Meeting Venue:

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

PRESENT: Councillor Sean Beatty, Councillor Rose Chandler, Councillor Lawrence Nichols, Councillor Denise Saliagopoulos, Councillor Howard Williams and Mark Bunney

1. APOLOGIES FOR ABSENCE & SUBSTITUTIONS

There were none.

2. MINUTES

The minutes of the meetings held 17 November and 15 December 2025 were agreed as a correct record of proceedings.

3. DISCLOSURE OF INTEREST

Councillor Williams advised he was employed part-time at a unit in the Elmsleigh Centre.

Mark Bunney, Independent Member of the Sub-Committee, advised he was employed by Knight Frank Investment Management LLP, a wholly owned subsidiary of Knight Frank LLP, and would not provide an opinion or view on matters where Knight Frank had provided valuation.

4. QUESTIONS FROM MEMBERS OF THE PUBLIC

There were none.

5. URGENT ACTIONS

There were none.

6. FORWARD PLAN

The Sub-Committee received the Forward Plan for future Committee business.

The Sub-Committee **resolved** to note the Forward Plan.

7. EXCLUSION OF PUBLIC AND PRESS (EXEMPT BUSINESS)

It was proposed by Councillor Beatty, seconded by Councillor Williams and **resolved** to exclude the public and press for the following agenda items, in accordance with paragraph 3 of part 1 of Schedule 12A of the Local Government Act 1972 (as amended) because it was likely to disclose information relating to the financial or business affairs of any particular person (including the

authority holding that information) and in all circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information because the disclosure to the public would prejudice the financial position of the authority in being able to undertake even handed negotiations and finalising acceptable contract terms.

8. DISPOSAL OF A COMMERCIAL OFFICE ASSET*

The Sub-Committee **resolved** to:

1. Approve the offer and the proposed disposal in principle and recommend that the Corporate Policy and Resources Committee support the disposal of this commercial asset, prior to recommending for approval by Full Council,
2. Delegate authority to the Chief Finance Officer and Group Head of Assets, in consultation with the Chair and Vice-Chair of the Corporate Policy and Resources Committee and the Chair and Vice-Chair of the Commercial Assets Sub-Committee, to agree the sale of the property at the agreed price or negotiate a sale price within a tolerance of 10% of the value and agree any variations to the Heads of Terms; and
3. Delegate authority to the Group Head of Corporate Governance to enter into a transfer to complete the disposal and any ancillary legal documentation required in relation to the proposed disposal.

9. COMMERCIAL PORTFOLIO UPDATE

The Sub-Committee received updates on the rent collection, arrears and voids within the Commercial Portfolio.

The Sub-Committee **resolved** to note the updates.

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 Corporate Policy and Resources 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 Corporate Policy and Resources Committee.*
- (8) *Where the call-in cannot wait until the next ordinary meeting, the Monitoring Officer will arrange an extraordinary meeting of the Corporate Policy and Resources 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 Corporate Policy and Resources Committee.*
- (10) *In reviewing a matter referred to it under the call-in scrutiny procedure rules, the Corporate Policy and Resources 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 **29 January 2026**.*

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Decisions taken at the meeting held on Tuesday, 27 January 2026.

Meeting Time:

6.30 pm

Meeting Venue:

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

PRESENT:

2. COMMUNITY WELLBEING & HOUSING COMMITTEE - BUDGET, FEES AND CHARGES AND CAPITAL PROGRAMME FOR 26/27

The Committee **resolved** to:

1. Agree the draft detailed revenue budget for 2026/27 for the Community Wellbeing and Housing Committee subject to the increase on the cost of Meals on Wheels only being increased to £6.00 p/meal,
2. Agree the draft capital budget for 2026/27 for the Community Wellbeing and Housing Committee; and
3. Recommend to the Corporate Policy and Resources Committee to approve the proposed detailed Revenue Budget and Capital Programme proposals for this Committee.

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*
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- (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 Corporate Policy and Resources 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 Corporate Policy and Resources Committee.*
- (6) *Where the call-in cannot wait until the next ordinary meeting, the Monitoring Officer will arrange an extraordinary meeting of the Corporate Policy and Resources Committee to review the decision subject to call-in at the earliest possible opportunity.*
- (7) *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 Corporate Policy and Resources Committee.*
- (8) *In reviewing a matter referred to it under the call-in scrutiny procedure rules, the Corporate Policy and Resources Committee shall follow the procedure for dealing with call-in scrutiny at its meetings as set out in Part 4b of the Constitution.*
- (9) *The deadline of three working days for "call in" in relation to the above decisions by the Committee is the close of business on(Insert date).*

Decisions taken at the meeting held on Tuesday, 27 January 2026.

Meeting Time:

8.00 pm

Meeting Venue:

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

PRESENT:

2. ENVIRONMENT & SUSTAINABILITY COMMITTEE - BUDGET, FEES AND CHARGES AND CAPITAL PROGRAMME FOR 26/27

The Committee **resolved** to:

1. Agree the draft detailed Revenue Budget for 2026/27 for the Environment and Sustainability Committee,
2. Agree the draft detailed Capital Programme Budget for 2026/27 for the Environment and Sustainability Committee; and
3. Recommend to the Corporate Policy and Resources Committee to approve the proposed Detailed Revenue Budget and Capital Programme proposals for this Committee.

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*
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- (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 Corporate Policy and Resources 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.*
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 - 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.*
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- (8) *In reviewing a matter referred to it under the call-in scrutiny procedure rules, the Corporate Policy and Resources Committee shall follow the procedure for dealing with call-in scrutiny at its meetings as set out in Part 4b of the Constitution.*
- (9) *The deadline of three working days for "call in" in relation to the above decisions by the Committee is the close of business on(Insert date).*

Report on the Work of the Licensing Committee and Sub-Committees

This report gives an overview of the key items considered by members of the Licensing Committee and Sub-Committees at their meetings on the following date:

Licensing Sub-Committee – 3 February 2026

The Sub-Committee considered an application by Surrey Trading Standards for a Review of the premises licence at Tony's Food and Wine, 149 High Street, Staines-upon-Thames TW18 4PA. The Sub-Committee **resolved** that the premises licence for Tony's Food and Wine, 149 High Street, Staines-upon-Thames TW18 4PA be revoked in accordance with the decision notice published.

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Decisions taken at the meeting held on Tuesday, 3 February 2026.

Meeting Time:

7.00 pm

Meeting Venue:

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

PRESENT: Councillor Joanne Sexton (Chair), Councillor Chris Bateson (Vice-Chair), Councillor Maureen Attewell, Councillor Med Buck, Councillor Jon Button, Councillor Darren Clarke, Councillor Sue Doran, Councillor Michele Gibson, Councillor Matthew Lee, Councillor Sinead Mooney, Councillor Lawrence Nichols, Councillor John Turner and Councillor Howard Williams

3. CORPORATE POLICY & RESOURCES COMMITTEE - BUDGET, FEES AND CHARGES AND CAPITAL PROGRAMME FOR 26/27

The Committee **resolved** to:

1. Review the draft detailed revenue budget for 2026/27 for this Committee;
2. Review the draft Capital Programme Budget for Corporate Policy & Resources Committee; and
3. Incorporate into the final budget proposals to come to the Committee on 17 February the proposed detailed revenue budget and capital programme proposals.

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;*
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 - 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 Corporate Policy and*

Resources 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.*
- (1) 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 Corporate Policy and Resources Committee.*
- (8) Where the call-in cannot wait until the next ordinary meeting, the Monitoring Officer will arrange an extraordinary meeting of the Corporate Policy and Resources 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 Corporate Policy and Resources Committee.*
- (10) In reviewing a matter referred to it under the call-in scrutiny procedure rules, the Corporate Policy and Resources 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(Insert date).*

Decisions taken at the meeting held on Tuesday, 3 February 2026.

Meeting Time:

8.30 pm

Meeting Venue:

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

PRESENT: Councillor Howard Williams (Chair), Councillor Sinead Mooney (Vice-Chair), Councillor Chris Bateson, Councillor Sean Beatty, Councillor Med Buck, Councillor Darren Clarke, Councillor Rebecca Geach, Councillor Michele Gibson, Councillor Karen Howkins and Councillor Joanne Sexton

3. BUSINESS, INFRASTRUCTURE & GROWTH COMMITTEE - BUDGET, FEES AND CHARGES AND CAPITAL PROGRAMME FOR 26/27

The Committee **resolved** to:

1. Agree the draft detailed revenue budget for 2026/27 for the Business, Infrastructure and Growth Committee
2. Agree the draft capital budget for 2026/27 for the Business, Infrastructure and Growth Committee
3. Recommend to Corporate Policy and Resources Committee to approve the proposed detailed Revenue Budget and Capital Programme proposals for the Business, Infrastructure and Growth Committee

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 Corporate Policy and Resources 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 Corporate Policy and Resources Committee.*
- (6) Where the call-in cannot wait until the next ordinary meeting, the Monitoring Officer will arrange an extraordinary meeting of the Corporate Policy and Resources Committee to review the decision subject to call-in at the earliest possible opportunity.*
- (7) 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 Corporate Policy and Resources Committee.*
- (8) In reviewing a matter referred to it under the call-in scrutiny procedure rules, the Corporate Policy and Resources Committee shall follow the procedure for dealing with call-in scrutiny at its meetings as set out in Part 4b of the Constitution.*
- (9) The deadline of three working days for "call in" in relation to the above decisions by the Committee is the close of business on(Insert date).*

Question 1 from Councillor Buck –

Will the Leader of the Council set out what specific actions Spelthorne Borough Council has taken to alleviate the fear and anxiety felt by residents in Stanwell since Home Office announced plan to place about 100 undocumented young males at Stanwell Hotel, and what concrete steps have been taken to prevent Home Office from placing unchecked young males Stanwell Hotel?

Question 2 from Councillor Buck –

The Council contributes 14% of Council Tax Revenue contributed by hard working taxpayers of Spelthorne to Surrey Police. The latest crime statistics in Spelthorne are shocking:

Serious Sexual Offences – up 11%

Assaults on police officers – up 24%

Drug offences – up by 30%

Possession of knives and blades – up by an alarming rate of 79%

Does the Council have an up to date Community Safety Strategy to protect our residents and what concrete actions has the council actually taken to protect our residents and where is the evidence that any of it is working?

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