



*Please reply to:*

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Date: 02 October 2026

## **Notice of meeting**

### **Corporate Policy and Resources Committee**

**Date:** Monday, 12 October 2026

**Time:** 7.00 pm

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

#### **To the members of the Corporate Policy and Resources Committee**

Councillors:

|                         |             |                  |
|-------------------------|-------------|------------------|
| G. Neall (Chair)        | J. Button   | M.J. Lee         |
| C. Bateson (Vice-Chair) | D.C. Clarke | D. Saliagopoulos |
| M.M. Attewell           | S.M. Doran  | J.R. Sexton      |
| J.R. Boughtflower       | R.V. Geach  | J.A. Turner      |
| M. Buck                 | S. Gyawali  | H.R.D. Williams  |

Substitute Members: Councillors S.N. Beatty, H.S. Boparai, T. Burrell, K. Howkins, S.C. Mooney and K.E. Rutherford

*Councillors are reminded that the Gifts and Hospitality Declaration book will be available outside the meeting room for you to record any gifts or hospitality offered to you since the last Committee meeting.*

**Spelthorne Borough Council, Council Offices, Knowle Green**

**Staines-upon-Thames TW18 1XB**

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# Agenda

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**1. Apologies and Substitutes**

To receive apologies for absence and notification of substitutions.

**2. Disclosures of Interest**

To receive any disclosures of interest from councillors in accordance with the Council's Code of Conduct for members.

**3. Minutes**

**7 - 12**

To confirm the minutes of the meeting held on 08 September 2026 as a correct record.

**4. Questions from members of the Public**

The Chair, or their nominee, to answer any questions raised by members of the public in accordance with Standing Order 40.

At the time of publication of this agenda no questions were received.

**5. Write Offs - Sundry Debts and Housing Benefits**

**13 - 24**

Committee is asked to:

Approve the write-offs set out in the appendices for Sundry Debt (Appendix 1) and Housing Benefits (Appendix 2) which total £52,026 which relate to irrecoverable debt relating to Sundry Debt (Assets) and Housing Benefits.

**6. Proposed ICT Server Procurement**

**25 - 34**

Committee is asked to:

1. Authorise the Council's ICT Manager to commence a procurement process for the purchase of new ICT servers for a maximum total contract value of £150,000,
2. Authorise the Group Head of Commissioning and Transformation to select the preferred supplier for new ICT servers and award a contract not exceeding the available budget; and
3. Authorise the Group Head of Corporate Governance to enter into the contract and necessary legal documentation to purchase the new servers.

|            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                 |
|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| <b>7.</b>  | <b>Governance Assurance Update - EDI and Financial Management</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>35 - 54</b>  |
|            | Committee is asked to:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                 |
|            | <ul style="list-style-type: none"> <li>a) Note the current overall assurance level for the Governance Assurance Areas under the remit of the Corporate Policy and Resources Committee (Appendix A), which form part of the Council's Governance Assurance Register; and</li> <li>b) Consider the key areas of focus concerning the Governance Assurances Areas relating to: <ul style="list-style-type: none"> <li>'Ensuring we meet out EDI duties and responsibilities' (Appendix B)</li> <li>And</li> <li>'Ensuring the Council's financial management and long-term planning arrangements are effective to secure financial sustainability (Appendix C).</li> </ul> </li> </ul> |                 |
| <b>8.</b>  | <b>Annual Commercial Property Report for Financial Year 2025/26</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>55 - 80</b>  |
|            | Committee is asked to:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                 |
|            | <ul style="list-style-type: none"> <li>1. Approve the Annual Commercial Property Report for the year ending 31 March 2026; and</li> <li>2. To publish the Annual Commercial Property Report attached as Appendix A on the Council's website.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                             |                 |
| <b>9.</b>  | <b>Procurement of resource to support the LGR transition and transformation process</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                 |
|            | Committee is asked to consider the procurement to modify the contract of the Head of LGR and Special Projects to support Spelthorne's transition into West Surrey and contribute towards the required transformation process.                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                 |
| <b>10.</b> | <b>Procurement of resource to support the preparation of an evidence-based Housing Delivery Plan</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                 |
|            | Committee is asked to consider the procurement of Inner Circle Consulting to deliver an evidence-led Housing Delivery Plan which can be taken forward by West Surrey Council.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                 |
| <b>11.</b> | <b>Procurement of Environmental Health Senior Management Support</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                 |
|            | Committee is asked to consider a report that seeks an extension to the contract for the Interim Head of Environmental Health.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                 |
| <b>12.</b> | <b>Disposal of Communications House, Staines</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>81 - 168</b> |

Committee is asked to:

- 1) Consider the proposed disposal terms as set out in this report; and
- 2) Recommend that the Council:
  - 2.1 Approve the disposal terms set out in this report;
  - 2.2 Delegate authority to the Chief Finance Officer and Group Head of Assets, in consultation with Chair and Vice-Chair of Corporate Policy and Resources Committee to agree minor variations to the Heads of Terms and adjustments to the sale price; and
  - 2.3 Delegate authority to 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.

*Appendices 1-5 (inclusive) contain 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 circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information because, disclosure to the public would prejudice the financial position of the authority in any contract or other type of negotiation with a prospective purchaser who could then know the position of the Council.*

### **13. Disposal of 12 Hammersmith Grove, London W6**

**169 - 208**

Committee is asked to:

- 1) Consider the proposed disposal terms as set out in this report; and
- 2) Recommend that the Council:
  - 2.1 Approve the disposal terms set out in this report;
  - 2.2 Delegate authority to the Chief Finance Officer and group Head of Assets, in consultation with Chair and Vice-Chair of Corporate Policy and Resources Committee to agree minor variations to the Heads of Terms and adjustments to the sale price; and
  - 2.3 Delegate authority to 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.

*Appendices 2-6 (inclusive) contain 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 circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information because, disclosure to the public would prejudice the financial position of the authority in any contract or other type of negotiation with a prospective purchaser who could then know the position of the Council.*

**14. Forward Plan 209 - 216**

To consider the Forward Plan for committee business.

**15. Urgent Actions 217 - 222**

To note those urgent actions which have been taken by the Chief Executive in consultation with the Leader since the last Corporate Policy and Resources meeting on 8 September 2026.

**1. Electricity Contract for the Investment Portfolio**

This item was considered and agreed at Council on 17 September but due to time constraints was not able to be considered by this Committee.