
Decisions taken at the meeting held on Monday, 12 October 2026.

Meeting Time:

7.00 pm

Meeting Venue:

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

PRESENT: Councillor Greg Neall (Chair), Councillor Chris Bateson (Vice-Chair), Councillor Maureen Attewell, Councillor John Boughtflower, Councillor Med Buck, Councillor Jon Button, Councillor Darren Clarke, Councillor Sue Doran, Councillor Rebecca Geach, Councillor Matthew Lee, Councillor Denise Saliagopoulos, Councillor Joanne Sexton, Councillor John Turner and Councillor Howard Williams

5. WRITE OFFS - SUNDRY DEBTS AND HOUSING BENEFITS*

Committee **resolved** to approve the write-offs set out in the Appendix 1 and 2 of the report which totalled £52,026 and which related to irrecoverable debt relating to Sundry Debt (Assets) and Housing Benefits.

6. PROPOSED ICT SERVER PROCUREMENT*

The Committee **resolved** 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.

7. GOVERNANCE ASSURANCE UPDATE - EDI AND FINANCIAL MANAGEMENT

The Committee **resolved** to:

1. Note the current overall assurance level for the Governance Assurance Areas under the remit of the Corporate Policy and Resource Committee which form part of the Council's Governance Assurance Register; and
2. Acknowledge the key areas of focus concerning the Governance Assurance Areas relating to "Ensuring we meet our EDI duties and responsibilities" and "Ensuring the Council's financial management and long-term planning arrangements are effective to secure financial sustainability."

8. ANNUAL COMMERCIAL PROPERTY REPORT FOR FINANCIAL YEAR 2025/26

The Committee received the Annual Commercial Property Report for Financial Year 2025/2026. The Committee **resolved** to:

1. Approve the Annual Commercial Property Report for the year ending 31 March 2026; and
2. To publish the Annual Commercial Property Report as attached at Appendix A on the Council's website.

9. PROCUREMENT OF RESOURCE TO SUPPORT THE LGR TRANSITION AND TRANSFORMATION PROCESS*

The Committee **resolved** not to approve 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.

10. PROCUREMENT OF RESOURCE TO SUPPORT THE PREPARATION OF AN EVIDENCE-BASED HOUSING DELIVERY PLAN*

The Committee **resolved** to approve the procurement of Inner Circle Consulting to deliver an evidence-led Housing Delivery Plan which can be taken forward by the West Surrey Authority.

11. PROCUREMENT OF ENVIRONMENTAL HEALTH SENIOR MANAGEMENT SUPPORT*

The Committee **resolved** to approve to procure an extension to the contract for the Interim Head of Environmental Health to 31 March 2027 to provide continued management resilience, support the delivery of key service priorities and ensure operational stability during the transition to the new West Surrey Authority arrangements.

12. DISPOSAL OF COMMUNICATIONS HOUSE, STAINES

The Committee **resolved** to make a recommendation to Council to:

Defer any decision on the disposal of Communications House until the Staines Masterplan has been agreed.

13. DISPOSAL OF 12 HAMMERSMITH GROVE, LONDON W6

Committee **resolved** to make a recommendation to Council to:

1. Approve the disposal terms set out in this report,
2. delegate authority to the Chief Finance Officer and Group Head of Assets, in consultation with the 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
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.

14. FORWARD PLAN

The Committee **resolved** to note the contents of the Forward Plan.

15. URGENT ACTIONS

The Committee **resolved** to note the urgent action.

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 16 October 2026.*