

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	Y	26/01/26
Commissioner engagement (if report focused on issues of concern to Commissioners such as Finance, Assets etc)	N	
Relevant Group Head review	Y	18/02/26
MAT+ review (to have been circulated at least 5 working days before Stage 2)	N/A	
This item is on the Forward Plan for the relevant committee		
	Reviewed by	
Finance comments (circulate to Finance)	LH	18/02/26
Risk comments (circulate to Lee O’Neil)	LH	18/02/26
Legal comments (circulate to Legal team)	LH	18/02/26
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	18/02/26
S151 Officer commentary – at least 5 working days before MAT	T.Collier	18/2/26
Confirm final report cleared by MAT		

Council meeting

26 February 2026

Title	Changes to the Constitution
Purpose of the report	To make a decision
Report Author	Linda Heron, Group Head Corporate Governance and Monitoring Officer
Ward(s) Affected	All Wards
Exempt	No
Exemption Reason	N/A
Corporate Priority	This item is not in the current list of Corporate Priorities but still requires Council decision.
Recommendations	Council is asked to: <ol style="list-style-type: none">1. Agree the proposed changes to the Constitution as set out in Appendices 1 and 2:<ul style="list-style-type: none">- Updated Contract Standing Orders (part 4(e))- Updated Terms of Reference for Audit Committee (part 3(b))- Amendment to the Terms of Reference for Standards Committee (part 3(b))- Amendment to Delegations to Officers (part 3(d))- Amendment to Access to Information Rules (part 4(g)) 2. Authorise the Monitoring Officer to update the Constitution.
Reason for Recommendation	To ensure that the Council's Constitution supports good governance

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

What is the situation	Why we want to do something
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<ul style="list-style-type: none"> Standards Committee is considering various proposed changes to the Constitution on 25 February 	<ul style="list-style-type: none"> To ensure that the Council's constitution supports good governance
This is what we want to do about it	These are the next steps
<ul style="list-style-type: none"> Consider the recommendation from the Standards Committee and the proposed changes to the Constitution 	<ul style="list-style-type: none"> If the proposed changes are agreed, the Council's Constitution will be updated

2. Key issues

- 2.1 This report seeks the Council's approval of the proposed changes to the Constitution which have been considered by the Standards Committee on 25 February.
- 2.2 All relevant key issues are set out in the respective reports for Standards Committee that accompany this report as Appendix 1 and 2.

3. Options appraisal and proposal

- 3.1 Agree the recommendation as set out in this report (recommended option).

This option ensures that the various changes required in order to facilitate the ongoing work to strengthen the Council's procurement function and to address matters raised by the internal auditor and the recommendations from external consultant within the context of changes to Audit Committee and are fully addressed.

This, in turn, ensures that the Council's Constitution is robust and fit for purpose and therefore this option delivers the best long-term benefit.

- 3.2 Approve the proposed constitutional changes in part as may be agreed by this Committee.

This option enables targeted amendments to be considered by the Council, providing the Council with the flexibility to prioritise and address those issues it identifies as the most immediate or high priority. -priority

The proposed changes in their entirety are required in order to address the issues identified in the current governance structure, therefore, this option is not recommended because it does not deliver improved governance.

- 3.3 Do not approve any changes and retain the existing Constitution.

This option is not recommended as it fails to address known issues and does not support continuous improvement in governance.

4. Risk implications

- 4.1 Please refer to risk section in the respective reports in Appendix 1 and 2.

5. Financial implications

5.1 Please refer to financial section in the respective reports in Appendix 1 and 2.

6. Legal comments

6.1 Please refer to legal comments in the respective reports in Appendix 1 and 2.

6.2 Changing the Constitution is a matter for Council pursuant to paragraph 4.2(a) of Article 4 of the Constitution.

Corporate implications

7. S151 Officer comments

7.1 The S151 Officer confirms that financial implications have been considered and that there are no direct financial implications arising.

8. Monitoring Officer comments

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

9. Procurement comments

9.1 There are no procurement implications arising directly from this report.

10. Equality and Diversity

10.1 Please refer to Equality and Diversity section in the respective reports in Appendix 1 and 2.

11. Sustainability/Climate Change Implications

11.1 None arising directly from this report.

12. Other considerations

12.1 No other considerations have been identified.

13. Timetable for implementation

13.1 If the recommendation is agreed, the Constitution will be updated accordingly as soon as practicable.

14. Contact

14.1 Linda Heron, Group Head Corporate Governance and Monitoring Officer
l.heron@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 – Report for Standards Committee 25 February 2026, agenda
item 4 Amendments to the Constitution**

**Appendix 2 – Report for Standards Committee 25 February 2026,
supplemental agenda item 7 Updated Contract Standing Orders**