

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	14.4.26
Commissioner engagement (if report focused on issues of concern to Commissioners such as Finance, Assets etc)	yes	14.4.26
Relevant Group Head review	yes	14.4.26
MAT+ review (to have been circulated at least 5 working days before Stage 2)	yes	14.4.26
This item is on the Forward Plan for the relevant committee	yes	14.4.26
	Reviewed by	
Finance comments (circulate to Finance)	A.Sood	14Apr.26
Risk comments (circulate to Lee O'Neil)	LO	14/04/26
Legal comments (circulate to Legal team)	LH	19/04/26
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	19/4/26
S151 Officer commentary – at least 5 working days before MAT	T.Collier	17/4/26
Commissioner engagement	Delete as applicable	No issues 08/05/26
Confirm final report cleared by MAT	MAT	05/05/26

Community Wellbeing and Housing Committee

Tuesday 2 June 2026

Title	Monitoring and maintenance of Spelthorne CCTV assets
Purpose of the report	To make a decision
Report Author	<i>Jackie Taylor Group Head Neighbourhood Services</i>
Ward(s) Affected	All Wards
Exempt	Report – 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 because, disclosure to the public would prejudice the financial position of the authority in any lease, contract or other type of negotiation with the tenant or developer, who could then know the position of the Council
Corporate Priority	Community Environment Services
Recommendations	Committee is asked to: <ul style="list-style-type: none">• Approve the Council entering into an inter-authority agreement with Runnymede Borough Council for the delivery of CCTV monitoring and maintenance services, for a term of two (2) years with an option to extend for a further one (1) year, subject to mutual agreement between both parties.• Approve a maximum contract value referenced in 3.1 and as detailed within (Exempt) Appendix A, in accordance with the appropriate level of delegation as set out in the Spelthorne Borough Council Constitution• Delegate authority to the Group Head Corporate Governance to finalise and enter into the agreement and any ancillary documentation, including any minor amendments.

Reason for Recommendation	Spelthorne have been receiving CCTV monitoring services from Runnymede Borough Council (RBC) via Safer Runnymede, since 2003. The most recent contract in place between authorities commenced in 2023 and has now ended. Entering the final year of both Council's before amalgamation into the West Surrey Unitary Authority, both parties are keen to ensure an agreed contract is in place for 2026/2027.
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1. Executive summary of the report

What is the situation	Why we want to do something
The contract that SBC had with Runnymede Borough Council for CCTV monitoring and maintenance which is delivered via Safer Runnymede ended in March 2026, and a new agreement is required to ensure continuity of service during the transition to the West Surrey Unitary Authority.	A new contract is needed to maintain compliance, safeguard service continuity, and ensure that CCTV operations remain functional as both councils move toward amalgamation into the West Surrey Unitary Authority in 2026/27. Without an agreed contract, Spelthorne's CCTV network, dependent on Runnymede's wireless infrastructure, would be at risk of operational disruption and potential additional cost to the future unitary authority.
This is what we want to do about it	These are the next steps
Secure a new inter authority agreement with RBC for continued CCTV monitoring, maintenance, and supporting services. This includes 24/7 monitoring, proactive maintenance, fault response, and out- of- -hours support.	<ul style="list-style-type: none"> • Finalise the new contract for a two-year term with the option of a further one-year extension. • Delegate authority to the Group Head Corporate Governance to finalise and sign the agreement. • Commence the new contract from May 2026 or as soon as possible thereafter.

2. Key issues

- 2.1 Safer Runnymede currently provides CCTV monitoring to a range of public sector partners, including Spelthorne Borough Council, Surrey Heath Borough Council, Hart District Council and Rushmoor Borough Council, and Ashford & St Peters Hospital Trust.
- 2.2 Spelthorne has received these services since 2003, however the contract with Runnymede Borough Council (RBC) ended in March 2026.
- 2.3 A new agreement is therefore required to ensure continued compliance and to confirm service arrangements during the transition to the West Surrey Council. Entering into an inter-authority agreement with RBC for an initial **two (2) year period**, with an option to extend for a **further one (1) year**, will

enable the Council to maintain a resilient, cost-effective, and high-quality CCTV service.

- 2.4 This approach capitalises on Runnymede's established expertise, infrastructure, and operational capacity, avoiding the need for significant internal investment while ensuring continuity of service and compliance and regulatory compliance.
- 2.5 The proposed arrangement supports collaborative working between neighbouring authorities, aligns with best value principles, and provides flexibility to review performance and service outcomes before committing to any longer-term arrangement.
- 2.6 The report sets out the services to be delivered under the agreement, with the associated fee schedule detailed in **exempt Appendix A**.
- 2.7 Under the agreement, RBC will provide the following services to Spelthorne through Safer Runnymede.
- 24/7 CCTV monitoring services across 56 camera assets
 - Two proactive maintenance visits per annum to all CCTV equipment assets
 - Fault identification and response/repair via the maintenance contractor
 - Out-of-hours call handling services
- 2.8 RBC has confirmed that this approach has been formally approved through its committee process.
- 2.9 A table itemising the charges for each element of the contract can be found in **exempt Appendix A**. Whilst the impending West Surrey unitary authority will bring both Runnymede and Spelthorne Boroughs together, effectively superseding this contractual arrangement, for completeness as two sovereign authorities, it is proposed that the contract duration will be recorded as being for a two year term plus an optional further one year, although this will be subject to further discussions.

3. Options appraisal and proposal

3.1 Option 1 (preferred)

- Enter a new contract with Runnymede Borough Council for the provision of CCTV monitoring and maintenance services for an initial **two (2) year period**, with an option to extend for a **further one (1) year**, at an estimated total contract value of **£449,387** over the full **2+1-year term**.
- This option ensures continuity of service during the final year before both council's transition into the West Surrey Unitary Authority
- Maintains uninterrupted CCTV monitoring services.
- Avoids operational and financial risks associated with not having a contract in place during the transition period.
- Reflects both councils' desire to have a formal agreement in place for 2026/27.

Entering the final year of both Council's before amalgamation into the West Surrey Unitary Authority, both parties are keen to ensure an agreed contract is in place for the 2026/2027 budget year.

3.2 Option 2 (not recommended)

- Do Nothing / Do Not Enter into a New Contract

- Not entering into a new agreement with Runnymede Borough Council creates several risks:

Summary of key risks Option 2

- Immediate risk to the future West Surrey Unitary Authority
- No viable monitoring and maintenance framework
- Risk of temporary loss of CCTV services
- CCTV assets may become redundant.

4. Risk implications

- 4.1 Failure to reach an agreement with Runnymede Borough Council presents a strategic risk which, whilst not posing an immediate impact to Spelthorne Borough Council, would likely transfer as a financial and operational pressure to the future West Surrey Unitary Authority.
- 4.2 This risk arises from the longstanding collaborative arrangements between Spelthorne and Runnymede, through which most Spelthorne's CCTV infrastructure has become integrated with the Safer Runnymede system, primarily via wireless technology.
- 4.3 In the absence of a formal agreement, Spelthorne's CCTV network, currently reliant on Safer Runnymede's wireless infrastructure, would lack a sustainable monitoring and maintenance solution. This could lead to a temporary loss of CCTV coverage and a reduction in service capability.
- 4.4 Furthermore, failure to establish a new contractual arrangement, risks rendering the existing CCTV network in Spelthorne inoperable until alternative service provision and transmission solutions are procured and implemented. Such interim arrangements are likely to result in increased costs, which would be borne by the future West Surrey Unitary Authority.

5. Risk Mitigation

- 5.1 The proposed inter-authority agreement mitigates all identified risks by:
- Securing continuity of monitoring and maintenance through a trusted, long-standing delivery partner (Safer Runnymede).
 - Ensuring that the surveillance network remains operational during the transition to West Surrey Council.
 - Locking in a stable service and financial arrangement for the 2026/27 period, avoiding emergency procurement or unplanned technical interventions.

6. Financial implications

- 6.1 Spelthorne's estimated cost of continuing CCTV monitoring, out-of-hours call handling and preventative maintenance through Runnymede Borough Council (via Safer Runnymede) is forecast at £145,390 in 2026/27, rising to £149,752 in 2027/28 and £154,245 in 2028/29 in total over the three year proposed contract period this equates to approximately £449,400. These projections assume a 3% annual CPI uplift on relevant cost lines.
- 6.2 The forecast includes the annual CCTV monitoring contract, service maintenance agreement and storage costs, proactive maintenance visits, and an annual fault repair and replacement allowance which is also subject to CPI uplift in future years.

- 6.3 The 2026/27 budget for CCTV services is £147,500, which is sufficient to meet the projected cost for that year. Additional fault call-out charges may arise where urgent or reactive works are required, in line with the contract pricing schedule.
- 6.4 To support the Council's "safe and legal" objective, it is important to ensure compliant contract arrangements are in place by Vesting Day for transfer to West Surrey. As a result, the procurement is likely to require Section 24 approval from the West Surrey Shadow Council. This does not preclude approval, provided the proposal demonstrates value for money.

7. Legal comments

- 7.1 Under the provisions of Local Authorities (Goods and Services) Act 1970 a local authority may enter into an agreement with another local authority to supply that other local authority with any administrative, professional, or technical services. Any such agreement may contain such terms as to payment or otherwise as the parties consider appropriate.
- 7.2 The Council has appropriate powers to enter the proposed contract with RBC.
- 7.3 Community safety falls within the remit of the Community Wellbeing and Housing Committee (part 3(b) of the Constitution).
- 7.4 The proposed contract with RBC must comply with the Council's Contract Standing Orders and all other applicable rules and regulations. Legal Services will assist in the preparation, negotiation, and the formal completion of the proposed contract.

Corporate implications

8. Commissioners' comments

- 8.1 Commissioners raise no objection to this report proceeding to committee.

9. S151 Officer comments

- 9.1 The S151 Officer confirms that all financial implications have been taken into account and that the recommendations are fully funded from within the 2026/27 budget.

10. Monitoring Officer comments

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

11. Procurement comments

- 11.1 In accordance with the Council's Contract Standing Orders, approval from the relevant service Committee and the Procurement Board is required where the value of the proposed contract exceeds £100,000.00 prior to the commencement of the procurement.

12. Equality and Diversity

- 12.1 The proposal maintains an existing CCTV monitoring service rather than introducing new policies, procedures, or operational changes. Service continuation ensures that all protected groups (including age, disability, race, religion or belief, sex, sexual orientation, gender reassignment, pregnancy and maternity, and marriage and civil partnership) are not adversely affected by changes in safety infrastructure.

12.2 The agreement is between two local authorities and concerns back-end operational arrangements. It does not change how residents access services, does not involve eligibility criteria, and does not reduce any service provision for groups with protected characteristics.

12.3 Maintaining effective CCTV monitoring contributes to community safety and crime prevention across the borough. These benefits are universal, and evidence suggests that community safety measures can be particularly important for vulnerable groups, including older residents, people with disabilities, and those at risk of hate crime.

13. Sustainability/Climate Change Implications

13.1 No sustainability or climate related impacts have been identified in relation to this proposal.

14. Local Government reorganisation (LGR)

14.1 A short-term inter-authority agreement is required to maintain CCTV service continuity during the transition to Local Government Reorganisation (LGR). Although the West Surrey Unitary Authority is expected to assume responsibility in 2026/27, Spelthorne Borough Council remains accountable for service delivery in the interim.

14.2 Without a replacement contract, there is a significant risk of service disruption, non-compliance, and increased costs. A time-limited agreement ensures continued operation, supports legal and regulatory compliance, and provides stability ahead of transfer to the new authority, without constraining future service design.

14.3 The contract will include provisions to address Local Government Reorganisation (LGR), ensuring that on the vesting day (when functions transfer to the West Surrey Unitary Authority), the agreement can either novate to the new authority or be terminated without penalty. This provides flexibility, protects both parties, and ensures continuity of service while avoiding unnecessary financial or legal risk during transition.

15. Other considerations

15.1 The agreement of a new contract with Spelthorne Borough Council, supports the continued delivery of services by Safer Runnymede, which contributes to the Healthy Communities objective within the Health and Wellbeing Strategy.

16. Timetable for implementation

Time Period	Key Activities	Notes
June 2026	Completion of final contract drafting and execution by both parties Delegated authority exercised to sign agreement	Aligned with requirement to begin contract "as soon as possible after the contract documents are agreed and signed." Inter-authority agreement for the provision of CCTV services.
June 2026	Target contract commencement date	Intended start date for the new inter-authority agreement Inter-authority agreement for the provision of CCTV services.

Time Period	Key Activities	Notes
2026–2028 (Initial 2+1-year term)	Delivery of services including: <ul style="list-style-type: none"> • 24/7 CCTV monitoring • Proactive maintenance visits • Fault identification and repair • Out of hours support 	Inter-authority agreement for the provision of CCTV services.
2028–2029 (Optional 1-year extension)	Extension period available subject to review and agreement of both authorities	

17. Contact

17.1 Jackie Taylor Group Head Neighbourhood Services
j.taylor@spelthorne.gov.uk

Background papers: There are none.

Appendices: Exempt Appendix A