

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	
Relevant Group Head review	Y	28/05/26
MAT+ review (to have been circulated at least 5 working days before Stage 2)	Y	
This item is on the Forward Plan for the relevant committee	Y	25/05/26
	Reviewed by	
Finance comments (circulate to Finance)		
Risk comments (circulate to Lee O'Neil)	LO	03/06/26
Legal comments (circulate to Legal team)	LH	28/05/26
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 rec'd
Monitoring Officer commentary – at least 5 working days before MAT	L Heron	28/05/26
S151 Officer commentary – at least 5 working days before MAT	T.Collier	03/06/26
Commissioner engagement	JK	
	Delete as applicable:	No issues
Confirm final report cleared by MAT		

Corporate Policy & Resources Committee

13 July 2026

Title	Appointments to Outside Bodies 2026-27
Purpose of the report	To make a decision
Report Author	Karen Wyeth, Democratic Services Manager
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 a Committee decision.
Recommendations	Committee is asked to: Agree the nominations to outside bodies for the 2026-27 municipal year, as proposed by Group Leaders.
Reason for Recommendation	There are a number of organisations which are independent from the Council, but have an impact on its service areas. In order that the Council can maintain effective partnerships with a number of these organisations, representatives of the Council sit on the various committees and forums that are responsible for them.

1. Executive summary of the report

What is the situation	Why we want to do something
In order to maintain effective partnerships with a number of outside organisations, the Council is asked to elect representatives to sit on the Committees/Forums.	To ensure that the Council maintains appropriate representation on outside bodies.
This is what we want to do about it	These are the next steps
Agree the nominations put forward by the Group Leaders for representatives to sit on the Committees/Forums.	The Committee is asked to approve the nominations before the individual organisations are notified.

2. Key issues

- 2.1 The Council appoints to certain outside bodies every municipal year. The responsibility for nominating to outside bodies (with the exception of the South West Middlesex Crematorium Board and the Surrey Police and Crime Panel

which are reserved to Council) is within the remit of the Corporate Policy and Resources Committee.

- 2.2 An “Outside Body” is an organisation that has a separate governance structure to that of the Council. The Council appoints elected members to represent it on a range of outside bodies. Such appointments ensure that the Council’s and residents’ interests are represented within key agencies.
- 2.3 Appointments to outside bodies play an important part in fulfilling the Council’s statutory responsibilities, meeting its corporate and strategic objectives and in building positive relationships with the community it serves.
- 2.4 The list of outside bodies that Council appoints to is monitored and reviewed by Democratic Services. The list of appointments has been reviewed to ensure that the organisations contained within it are still active and have the appropriate number of representatives.

3. Options appraisal and proposal

- 3.1 Option One: Agree the nominations, as proposed by Group Leaders, as set out in Appendix A.
- 3.2 Option Two: Reject the nominations. The Council would fail to appoint representatives to relevant outside bodies and will result in delays to the Council taking up its representation on various outside bodies.

4. Risk implications

- 4.1 By agreeing the nominations, the Council will have representatives appointed on the various outside bodies and forums, ensuring that the Council will continue to have appropriate representation, and the interests of Spelthorne residents is continued to be represented.

5. Financial implications

- 5.1 There are no direct financial implications.

6. Legal comments

- 6.1 There are no legal implications arising directly from the recommendations in this report, but it should be noted that councillors appointed to outside bodies must have a clear understanding of the nature of their appointment.
- 6.2 The proposed appointments comply with the provisions set out in the Council’s Constitution relating to appointments to outside bodies.

Corporate implications

7. Commissioners’ comments

7.1 No issues.

8. S151 Officer comments

8.1 The S151 Officer has no comments as there are no direct financial implications arising from this report.

9. Monitoring Officer comments

9.1 Councillors appointed to outside bodies are expected to act in accordance with that body's constitution and procedural rules. They remain subject to the Council's Member Code of Conduct.

9.2 Appointments to outside bodies must be recorded in each councillor's Register of Interests.

9.3 Councillors should also remain alert to the potential for conflicts of interest and seek advice from the Monitoring Officer where this arises.

10. Procurement comments

10.1 There are no procurement implications.

11. Equality and Diversity

11.1 The equality and diversity implications have been considered and none have been identified.

12. Sustainability/Climate Change Implications

12.1 There are no direct implications.

13. Other considerations

13.1 There are none.

14. Local Government Reorganisation Implications

14.1 There are no immediate impacts due to Local Government Reorganisation. A list of Outside Body appointments has been provided for consideration under the new unitary authority.

15. Timetable for implementation

15.1 The nominations will be effective on the passing of a resolution by the Corporate Policy and Resources Committee. Details of appointments made will be provided to the relevant outside bodies and so will be implemented by the organisations themselves after that.

16. Contact

16.1 Committee Services, committeeservices@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 A – List of Nominations to Outside Bodies as proposed by Group
Leaders**