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		
Relevant Group Head review	**Y**	**14/08/26**
MAT+ review (to have been circulated **at least 5 working days before Stage 2**)	**Y**	**12/08/26**
This item is on the Forward Plan for the relevant committee	**Y**	
	Reviewed by	
Finance comments (circulate to Finance)		
Risk comments (circulate to Lee O'Neil)	**LO**	**12/08/26**
Legal comments (circulate to Legal team)	LH	14/08/26
HR comments (if applicable)		

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	14/08/26
S151 Officer commentary – at least **5 working days before MAT**	**T.Collier**	13/8/26
Commissioner engagement	**L.O'Neil**	
	Delete as applicable:	Comments in S. 7
Confirm report signed off for publishing for MAT by relevant member of Management Team	**L.O'Neil**	20/08/26
Confirm final report cleared by MAT	**L.O'Neil**	20/08/26

Corporate Policy and Resources Committee

8 September 2026

Title	Governance Assurance update – Organisational Resilience and Cyber Resilience
Purpose of the report	To inform and assure
Report Author	Lee O’Neil, Deputy Chief Executive
Ward(s) Affected	All Wards
Exempt	Main report and Appendices A & B – No Appendix C - Yes
Exemption Reason	Appendix C 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 could expose vulnerabilities and control weaknesses, thereby compromising the Council’s security and ability to manage cyber risk effectively.
Corporate Priority	Community Addressing Housing Need Resilience Environment Services
Recommendations	**Committee is asked to:** a. Receive the current overall assurance level for the Governance Assurance Areas under the remit of the Corporate Policy and Resource Committee (**Appendix A**), which form part of the Council’s Governance Assurance Register. b. Consider the key areas of focus concerning the Governance Assurance Areas relating to Organisational Resilience (**Appendix B**) and Cyber Resilience (**confidential Appendix C**).
Reason for Recommendation	To enable the Corporate Policy and Resources Committee to review progress with implementation of the Governance

	Assurance Framework and scrutinise performance for key governance areas relating to its remit.

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

What is the situation	Why we want to do something
• The Council continues to implement and embed its Governance Assurance (GA) Framework as part of ongoing improvements to the way the authority manages risk. • The 12 Governance Assurance Areas (GAAs) which form the Council's Governance Assurance Register continue to be reviewed by the Audit Committee to provide assurance that effective arrangements are in place to manage key issues, concerns and areas of focus for the Council.	• Under the GA Framework, Service Committees including the CPRC have an opportunity to consider and scrutinise the areas of focus, concerns and issues within their remit.
This is what we want to do about it	**These are the next steps**
• To update the Corporate Policy and Resources Committee (CPRC) on two GAAs under its remit, relating to Organisational Resilience and Cyber Resilience.	• Address any questions and concerns from the Committee concerning delivery of GAA actions relating to Organisational Resilience and Cyber Resilience. • Consider the next GAA updates to be provided to the Committee for the areas under its remit.

2. Key issues

2.1 The Council continues to embed changes to the way it manages risk as part of its Improvement and Recovery Plan, implementing the Governance Assurance Policy and Framework ('the Framework') previously agreed by the Corporate Policy and Resources Committee on 19 January 2026.

2.2 This approach focuses on the effectiveness of the Council's governance and control arrangements, ensuring that this authority can deliver its objectives and corporate and service responsibilities in a more positive way, and that stakeholders receive sufficient assurance that appropriate arrangements are in place.

2.3 The Council's Governance Assurance Register focuses on twelve key Governance Assurance Areas (GAAs). Nine of those areas come under the remit of the CPRC. These are outlined in **Appendix A** together with the current overall level of assurance for each of those areas (shown as low, medium or high).

2.4 Under the Framework, the Audit Committee considers the effectiveness of the Council's arrangements in relation to risk management, governance and internal control, including overseeing the relevant policies and strategies, with a view to being assured that key governance areas are owned and managed appropriately. The Audit Committee are therefore receiving regular updates on the 12 Governance Assurance Area (GAA) reports that form the Council's Governance Assurance Register.

2.5 The Council's Governance Assurance Framework specifies how relevant Service Committees have a key role in considering and scrutinising the areas of focus, concerns and issues within their remit. In order to facilitate this process individual senior managers are invited to attend those Committees to discuss their assurance areas, specific matters and key risks in their services.

2.6 At its last meeting this Committee requested an update on Governance Assurance relating to **Cyber Resilience**. The Governance owner's report relating to this area is shown in **confidential Appendix C**.

2.7 A further Governance Assurance report has been provided for this Committee cycle relating to **Organisational Resilience** (**Appendix B**).

2.8 In view of the ongoing work programme outlined in the Forward Plan for CPRC, it is proposed to provide a limited number of updates for each Committee cycle focusing on key priority areas for the Council. The Committee is therefore invited to consider which of the 9 GAAs listed in **Appendix A** they would like to receive updates on at the next meeting of the Committee.

3. Options appraisal and proposal

3.1 Committee is asked to:

(a) Note the current overall assurance level for the Governance Assurance Areas under the remit of the Corporate Policy and Resource Committee (**Appendix A**), which form part of the Council's Governance Assurance Register.

(b) Consider the key areas of focus, concerns and issues concerning the Governance Assurance Area relating to Organisational Resilience (**Appendix B**) and Cyber Resilience (**confidential Appendix C**).

4. Governance and risk considerations

4.1 The Council's Governance Assurance Register outlines the authority's governance arrangements in place to provide assurance that key corporate and strategic risks impacting the authority are effectively managed. The change to a governance assurance approach through the Council's Governance Assurance Framework together with training and monitoring will ensure that effective governance is embedded within the culture of the organisation.

5. Financial implications

5.1 The development and implementation of the new Governance Assurance Framework and the Governance Assurance Register can be delivered within existing resources. Any minor costs relating to ongoing staff training, development of supporting documentation, and updates to reporting systems will be met from current service budgets. Over time, strengthening the Council's governance assurance arrangements is expected to support more effective financial planning and help mitigate the likelihood of unanticipated financial pressures arising from weakness or failures in governance.

6. Legal comments

6.1 There are no legal implications arising directly from the recommendaitons in this report.

Corporate implications

7. Commissioners' comments

7.1 The Commissioners have no comments on this report.

8. S151 Officer comments

8.1 The S151 Officer notes no direct financial implications arising from this report. However, having an appropriate governance and assurance framework plays a key role in underpinning value for money, and mitigating financial risk. Both organisational resilience and cyber resilience and security risks if crystallised potentially have significant financial consequences.

9. Monitoring Officer comments

9.1 Considered and functional Governance Assurance arrangements, underpinned by the appropriate and timely actions, are essential for maintaining a strong framework for risk management and internal control.

9.2 This report supports the Committee in its scrutiny of these actions and seeks to provide assurance that the risks are being managed effectively and in accordance with the Council's statutory responsibilities

10. Procurement comments

10.1 There are no procurement implications arising direclty from the recommendations in this report.

11. Equality and Diversity

11.1 The revised Governance Assurance Register incorporates a specific Governance Assurance Area specifying how the Council ensures the effective discharge of the Council's responsibilities and duties relating to Equality, Diversity and Inclusion.

12. Sustainability/Climate Change Implications

12.1 The revised Governance Assurance approach incorporates a specific Governance Assurance Area covering how the Council discharges its responsibilities with respect to its zero carbon targets and wider environmental responsibilities.

13. Other considerations

13.1 As with adopting and embedding the governance assurance approach for the Audit Committee, it will inevitably take some time to fully integrate the new processes across all Committees. An audit of progress and compliance with the new Governance Assurance arrangements will be undertaken by the Council's external Governance Assurance/Risk Management advisor (now likely to be completed in September 2026).

14. Local Government Reorganisation Implications

14.1 It is important that the Council continues to develop and implement its Governance Assurance arrangement to ensure that strategic and operational risks are managed effectively in the run up to vesting day for the new West Surrey Council.

15. Timetable for implementation

15.1 The proposed timetable outlining the dates for future updates to CPRC is under review and may be subject to change to ensure sufficient time is available for discussion of the GAAs, together with other reports on the agenda.

16. Contact

16.1 Lee O'Neil – Deputy Chief Executive (l.o'neil@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:

Appendices:

Appendix A: Table outlining the overall assurance level for the 9 Governance Assurance Areas of the Council's Governance Assurance Register under the remit of the CPRC.

Appendix B: Governance Assurance update for CPRC relating to Organisational Resilience.

Appendix C: Governance Assurance update for CPRC relating to Cyber Resilience. (CONFIDENTIAL)