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 – Shared with all 02/11/26

ITEM	**Yes / No**	**Date**
Councillor engagement / input from Chair prior to briefing		
Relevant Group Head review		
MAT+ review (to have been circulated **at least 5 working days before Stage 2**)		
This item is on the Forward Plan for the relevant committee	**YES**	
	Reviewed by	
Finance comments (circulate to Finance)		
Risk comments (circulate to Lee O'Neil)	**LO**	**03/11/26**
Legal comments (circulate to legal@spelthorne.gov.uk)	**LH**	**04/11/26**
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**	**04/11/26**
S151 Officer commentary – at least **5 working days before MAT**	**T. Collier**	**03/11/2026**
Commissioner engagement	**J. Kingston**	**02/11/2026**
	Delete as applicable:	No issues
Relevant MAT member sign-off		
Report reviewed by Management Team		

Audit Committee

26 November 2026

Title	*Monitoring of revised Improvement & Recovery Plan (IRP)*
Purpose of the report	To inform and assure
Report Author	*Daniel Dredge Programme 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:** 1. Note the update on the structure and progress of the revised Improvement & Recovery Plan (IRP) 2. Consider whether arrangements for governance of IRP are sufficient. **3.** Consider the need for any changes or amendments to the information on IRP progress and governance being reported to the Audit Committee.
Reason for Recommendation	As an integral element of the Council's governance and assurance apparatus, the Audit Committee has a responsibility to consider progress in delivering the IRP, obtaining assurance that appropriate governance is in place to support IRP delivery.

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

What is the situation	Why we want to do something
• In April 2026, Corporate Policy and Resources Committee agreed 15 high-priority outcomes to focus improvement activity for the remainder of the financial year. Having established those priorities, this report now sets out progress against their delivery.	• The Audit Committee is a significant element of the governance arrangements of the IRP, with the remit to scrutinise assurance arrangements for ensuring progress and mitigating risk. This paper provides details of IRP governance arrangements, including the structure and progress of the IRP.
This is what we want to do about it	These are the next steps

• Note the update on the governance and programme management arrangements supporting delivery of the Improvement & Recovery Plan (IRP). • Consider whether arrangements for governance of IRP are sufficient.	• Audit Committee Members consider the need for any changes or amendments to the information on IRP progress and governance being reported to the Audit Committee

2. Key issues

2.1 This report (see Appendix A) seeks to provide Audit Committee with an update on the governance and oversight arrangements for the Improvement and Recovery Plan (IRP), including an overview of the themes and workstreams, the various roles (Programme Manager, SRO etc.) and how the IRP Board interacts with other Council committees and officers.

2.2 The report also provides an update on arrangements for monitoring the 15 high-priority outcomes, including the introduction of Delivery RAG, Outcome RAG and Direction of Travel reporting to strengthen performance monitoring and oversight.

2.3 A detailed report on the performance of the Improvement and Recovery Plan (IRP) Governance Assurance arrangement is being provided to Audit Committee separately.

3. Options appraisal and proposal

3.1 Option 1 (Preferred Option):
Audit Committee notes the report at Appendix A. This will provide assurance that appropriate governance, oversight, monitoring and reporting arrangements remain in place for the Improvement and Recovery Plan (IRP), including monitoring of the 15 high-priority outcomes.

3.2 Option 2:
Audit Committee notes the report subject to further amendments or additional information being provided.

3.3 Option 3:
Audit Committee does not note the report.

4. Governance and Risk Considerations

4.1 There are no specific risk implications arising from this report. Risks associated with delivery of the Improvement and Recovery Plan (IRP) are managed through a dedicated IRP RAID log, which is maintained by the Council's Programme Management Office (PMO).

4.2 Ensuring effective governance arrangements are in place to support delivery of the IRP forms part of the Council's Governance Assurance Framework. Appendix A provides further detail on the governance, oversight and monitoring arrangements in place and is intended to provide Audit Committee with assurance that these arrangements remain effective

5. Financial implications

5.1 There are no procurement implications arising directly from this report. The budget allocated to implementing the plan is c£114k and is being monitored monthly. As well the reporting will be monthly via the budget monitoring report and the dedicated IRB report.

6. Legal comments

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

6.2 This assurance report assists the Audit Committee in discharging its oversight role by providing assurance on the progress and governance of the Improvement and Recovery Plan.

Corporate implications

7. Commissioners' comments

7.1 Report has been shared with Commissioners. No issues were noted.

8. S151 Officer comments

8.1 The S151 Officer notes that there are no direct financial implications arising from this report. Clearly a key focus of the IRP is around ensuring a sustainable medium-term financial position for Spelthorne/West Surrey and have effective assurance that there are appropriate governance arrangements underpinning the programme management of IRP is important.

9. Monitoring Officer comments

9.1 As part of the Statutory Directions, the Council is required to improve governance and risk management. The Audit Committee has an important assurance role in overseeing the delivery, progress and governance of the Improvement and Recovery Plan.

10. Procurement comments

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

11. Equality and Diversity

11.1 There are no obvious equality and diversity issues arising from this report to the Audit Committee.

12. Sustainability/Climate Change Implications

12.1 *There are no Sustainability / Climate change implications associated with these proposals.*

13. Other considerations

13.1 None.

14. Local Government Reorganisation Implications

14.1 While LGR is a workstream with the Council's Improvement and Recovery Programme, which this report relates to, there are no specific LGR implications associated with this report to the Audit Committee.

15. Timetable for implementation

15.1 Not applicable

16. Contact

16.1 Daniel Dredge, Programme Manager Daniel.dredge@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:
List as Appendix A, B etc with a short description of each.
Appendix A – Monitoring of Improvement and Recovery Plan Report Oct 26
Appendix B – IRP Risk Register