

WEST SURREY SHADOW AUTHORITY

STANDARDS COMMITTEE

WORK PROGRAMME

June 2026 – March 2027

Version History		
Version	Notes	Author
V2 26/06/26	Second draft – cleared by Susan Sale	AG

Meeting Date	Number of Items
06/07/2026	5
02/09/2026	0
02/11/2026	2
18/01/2027	0
09/03/2027	2

Meeting Date	Item	Description	Portfolio Holder	Report Author	Contact	Date Added
06/07/26	Election of Chair and Appointment of Vice Chair	To elect a Chair and appoint a Vice Chair for the West Surrey Standards Committee for the Shadow Period	N?A	N/A	Susan Sale	26/06/2026
06/07/2026	Review of 26/27 Shadow Authority Meeting Times	A report considering the review of shadow meeting times as	Cllr Victoria Kiehl	Susan Sale	Vicky Hibbert	26/06/2026

		resolved at the inaugural shadow council meeting.				
06/07/2026	Appointment of Independent Persons for WSSA	To appoint at least one Independent Person for the shadow period.	Cllr Victoria Kiehl	Susan Sale	Arabella Davies	26/06/2026
06/07/2026	Update on the Member Development Programme -1	To provide an update on the Member Development Programme for the Shadow Year.	Cllr Victoria Kiehl	Susan Sale	Cath Rose / Anna Miller	26/06/2026
06/07/2026	Shadow Authority Constitution Updates	A report to notify the West Surrey Standards Committee of changes needed to the constitution including arising from executive decisions and minor ones under the Monitoring Officers delegations	Cllr Victoria Kiehl	Susan Sale	Susan Sale	26/06/2026
02/09/2026	Update on the Member Development Programme -2	To provide a further update on proposals for the Member Development Programme for the Shadow Year.	Cllr Victoria Kiehl	Susan Sale	Cath Rose / Anna Miller	26/06/2026
02/09/2026	Report 1 from the Constitution Sub Committee	A report to the Standards Committee on initial recommendations	Cllr Victoria Kiehl	Susan Sale	Susan Sale / Vicky Hibbert / Arabella Davies	26/06/26

		relating to the Constitution				
02/11/2026	Schedule of Meetings for West Surrey Council 27/28	To make recommendations to WSSA full council for the schedule of meetings for 27/28.	Cllr Victoria Kiehl	Susan Sale	Vicky Hibbert	26/06/2026
02/11/2026	Report 2 from the Constitution Sub Committee	A report to the Standards Committee on recommendations relating to the Constitution	Cllr Victoria Kiehl	Susan Sale	Susan Sale / Vicky Hibbert / Arabella Davies	26/06/2026
18/01/2026	Report from the Constitution Sub Committee: West Surrey Council Constitution	A report to the Standards Committee recommending the final version of the post vesting day West Surrey Council Constitution for recommendation to the Shadow Authority	Cllr Victoria Kiehl	Susan Sale	Susan Sale / Vicky Hibbert / Arabella Davies	26/06/2026
09/03/2027	Annual Report of the Monitoring Officer	To receive a report from the Monitoring Officer regarding Standards matters that have arisen during the Shadow Period including member conduct matters	N/A	Susan Sale	Susan Sale / Vicky Hibbert / Deborah Upton	26/06/2026
09/03/2027	Adoption of Member's Allowance Scheme for	To make recommendations to WSSA full council for the adoption of a member's scheme of allowances.	Cllr Victoria Kiehl	Susan Sale	Susan Sale	26/06/2026

	West Surrey Council					
09/03/2027	To receive a provisional work programme for The West Surrey Council Standards Committee	To consider work programme for the Standards Committee and its sub committees for the 2027/2028 municipal year	Cllr Victoria Kiehl	Susan Sale	Susan Sale / Vicky Hibbert / Arabella Davies	26/06/2026

WEST SURREY SHADOW AUTHORITY
CONSTITUTION SUB COMMITTEE OF THE STANDARDS COMMITTEE
WORK PROGRAMME

June 2026 – December 2027

Version History		
Version	Notes	Author
V1 26/06/26	First draft – cleared by Susan Sale	SCS/VH/DD

Meeting Date	Number of Items	Feeding Into
TBC July 2026	5	Standards Committee 02/09/2026 and Shadow Authority 23/09/2026 (if required)
TBC August 2026	0	Standards Committee 02/09/2026 and Shadow Authority 23/09/2026 (if required)
TBC September 2026	2	Standards Committee 02/11/2026 and Shadow Authority 19/11/2026 (if required)
TBC October 2026	0	Standards Committee 02/11/2026 and Shadow Authority 19/11/2026 (if required)
TBC November 2026	2	Standards Committee 18/01/2027 and Shadow Authority 17/02/2027
TBC December 2026		Standards Committee 18/01/2027 and Shadow Authority 17/02/2027 (for adoption)

Meeting Date	Item	Description	Portfolio Holder	Lead Officer	Contact	Date Added
July 2026	Council Procedure Rules	To Consider particular issues within the Council Procedure Rules that require member engagement eg questions, motions, statements, opposition business	Cllr Victoria Kiehl	Susan Sale	Susan Sale / Vicky Hibbert / Arabella Davies / Deborah Davies	26/06/2026
July 2026	Gifts & Hospitality Policy	To consider a Policy to support the provisions in the Member Code of Conduct	Cllr Victoria Kiehl	Susan Sale	Susan Sale / Vicky Hibbert / Arabella Davies / Deborah Davies	26/06/2026

July 2026	Member Conduct Complaints Procedure	To consider arrangements for dealing with allegations that a Member has breached the Code of Conduct for Members	Cllr Victoria Kiehl	Susan Sale	Susan Sale / Vicky Hibbert / Arabella Davies / Deborah Davies	26/06/2026
July 2026	Social Media Policy for Members	To consider a Social Media Policy for Members to be included in the Constitution	Cllr Victoria Kiehl	Susan Sale	Susan Sale / Vicky Hibbert / Arabella Davies / Deborah Davies	26/06/2026
July 2026	<u>Standing Item:</u> Responses to shadow authority member raised issues	Participation in Committee by non Committee members and seating arrangements (Cllr Hulley); Chairs and Vice Chair roles eg for O&S Committee (Cllr Austin); and Remote attendance by committee members to debate but not vote (Cllr Macdonald)	Cllr Victoria Kiehl	Susan Sale	Susan Sale / Vicky Hibbert / Arabella Davies / Deborah Davies	26/06/2026
July 2026	<u>Standing Item:</u> Views from sub Committee members on any other constitutional issues	Various	Cllr Victoria Kiehl	Susan Sale	Susan Sale / Vicky Hibbert / Arabella Davies / Deborah Davies	26/06/2026
August 2026	Joint Governance Arrangements during the Shadow Period	To consider any joint governance arrangements required for West Surrey Shadow Authority and East Surrey Shadow Authority for during the shadow period, including consideration of a Joint				

		Committee if required (TBC)				
August 2026	Scrutiny Structure	Consideration of an initial future design	Cllr Victoria Kiehl	Susan Sale	Susan Sale / Vicky Hibbert / Arabella Davies / Deborah Davies	26/06/2026
August 2026	Budget Procedure Rules	To consider formal adoption of specific Budget Procedure Rules to be used in place of the usual Shadow Authority Procedure Rules for the SA Budget meeting	Cllr Victoria Kiehl	Susan Sale	Susan Sale / Vicky Hibbert / Arabella Davies / Deborah Davies	26/06/2026
August 2026	Budget and Policy Framework Rules	To review the existing Budget and Policy Framework Rules in Part 4	Cllr Victoria Kiehl	Susan Sale	Susan Sale / Vicky Hibbert / Arabella Davies / Deborah Davies	26/06/2026
August 2026	Contract and Procurement Procedure Rules	To consider Contract and Procurement Procedure Rules for West Surrey rather than continued reliance on the adoption of the Surrey County Council Rules	Cllr Victoria Kiehl	Susan Sale	Susan Sale / Vicky Hibbert / Arabella Davies / Deborah Davies	26/06/2026
August 2026	Review of Member Code of Conduct and Member Officer Protocol	Consideration of the current and future Code of Conduct for members and also of the Protocol for relationships between Members and Officers	Cllr Victoria Kiehl	Susan Sale	Susan Sale / Vicky Hibbert / Arabella Davies / Deborah Davies	26/06/2026
August 2026	In consultation with the Executive review the executive	To seek the Leader's wishes in respect of further officer delegations of executive functions during the Shadow Period and of	Cllr Victoria Kiehl	Susan Sale	Susan Sale / Vicky Hibbert / Arabella Davies / Deborah Davies	26/06/2026

	delegations during the Shadow Period	any Portfolio Holder delegations during the Shadow Period; and to update the delegations arising from the s24 Consent Order approved by the Executive				
August 2026	Review of Proper Officer designations for the Shadow Period	To consider any additional proper officer designations during the shadow period or any amendments including designation of a Scrutiny Officer who is not also the MO to align with good practice				
August 2026	<u>Standing Item:</u> Responses to shadow authority member raised issues	TBC	Cllr Victoria Kiehl	Susan Sale	Susan Sale / Vicky Hibbert / Arabella Davies / Deborah Davies	26/06/2026
August 2026	<u>Standing Item:</u> Views from sub Committee members on any other constitutional issues	TBC	Cllr Victoria Kiehl	Susan Sale	Susan Sale / Vicky Hibbert / Arabella Davies / Deborah Davies	26/06/2026
September 2026	Responsibility for Functions	Review of additional governance requirements for post vesting day to be included in the non-executive functions section, review of local choice functions and agree where new functions sit, and	Cllr Victoria Kiehl	Susan Sale	Susan Sale / Vicky Hibbert / Arabella Davies / Deborah Davies	26/06/2026

		review of executive functions				
September 2026	Future Scrutiny Function	Detailed design of future Scrutiny arrangements	Cllr Victoria Kiehl	Susan Sale	Susan Sale / Vicky Hibbert / Arabella Davies / Deborah Davies	26/06/2026
September 2026	<u>Standing Item:</u> Responses to shadow authority member raised issues	TBC	Cllr Victoria Kiehl	Susan Sale	Susan Sale / Vicky Hibbert / Arabella Davies / Deborah Davies	26/06/2026
September 2026	Consideration of any additional governance arrangements needs for specific separate functions	To consider any specific governance arrangements that may be required for specific functions not within the remit of the Unitary Councils post vesting day eg arising from the Pension body and Fire and Rescue body	Cllr Victoria Kiehl	Susan Sale	Susan Sale / Vicky Hibbert / Arabella Davies / Deborah Davies	26/06/2026
September 2026	<u>Standing Item:</u> Views from sub Committee members on any other constitutional issues	TBC	Cllr Victoria Kiehl	Susan Sale	Susan Sale / Vicky Hibbert / Arabella Davies / Deborah Davies	26/06/2026
October 2026	Responsibility for Functions	Development of Terms of Reference for additional post vesting day committees / boards (eg planning, licensing, corporate parenting, health & wellbeing board,	Cllr Victoria Kiehl	Susan Sale	Susan Sale / Vicky Hibbert / Arabella Davies / Deborah Davies	26/06/2026

		safeguarding board, pensions board etc), governance arrangements for companies and shareholder role and joint governance arrangements for post vesting day				
October 2026	Initial Officer Scheme of Delegations	To develop a high level Officer Scheme of Delegations for post vesting day	Cllr Victoria Kiehl	Susan Sale	Susan Sale / Vicky Hibbert / Arabella Davies / Deborah Davies	26/06/2026
October 2026	<u>Standing Item:</u> Responses to shadow authority member raised issues	TBC	Cllr Victoria Kiehl	Susan Sale	Susan Sale / Vicky Hibbert / Arabella Davies / Deborah Davies	26/06/2026
October 2026	<u>Standing Item:</u> Views from sub Committee members on any other constitutional issues	TBC	Cllr Victoria Kiehl	Susan Sale	Susan Sale / Vicky Hibbert / Arabella Davies / Deborah Davies	26/06/2026
November 2026	Responsibility for Functions	To include further detailed consideration of the post vesting day Officer Scheme of Delegations and develop a post vesting day Scheme of Proper Officer Designations to ensure all post vesting day functions and legislation is covered	Cllr Victoria Kiehl	Susan Sale	Susan Sale / Vicky Hibbert / Arabella Davies / Deborah Davies	26/06/2026

November 2026	Committee Procedure Rules	To develop Committee Procedure Rules for post vesting day new Committee eg Planning Committee(s), Licensing Committee etc.	Cllr Victoria Kiehl	Susan Sale	Susan Sale / Vicky Hibbert / Arabella Davies / Deborah Davies	26/06/2026
November 2026	Articles	Final review of the articles of the constitution to ensure any changes to other sections are incorporated for consistency	Cllr Victoria Kiehl	Susan Sale	Susan Sale / Vicky Hibbert / Arabella Davies / Deborah Davies	26/06/2026
November 2026	<u>Standing Item:</u> Responses to shadow authority member raised issues	TBC	Cllr Victoria Kiehl	Susan Sale	Susan Sale / Vicky Hibbert / Arabella Davies / Deborah Davies	26/06/2026
November 2026	<u>Standing Item:</u> Views from sub Committee members on any other constitutional issues	TBC	Cllr Victoria Kiehl	Susan Sale	Susan Sale / Vicky Hibbert / Arabella Davies / Deborah Davies	26/06/2026
December 2026	Contract and Procurement Procedure Rules	Final review to ensure consistency due to dependency with other services	Cllr Victoria Kiehl	Susan Sale	Susan Sale / Vicky Hibbert / Arabella Davies / Deborah Davies	26/06/2026
December 2026	Planning and Licensing Codes of Best Practice	To incorporate into Part 5 of the post Vesting Day Constitution to ensure compliance with statutory guidance and good practice	Cllr Victoria Kiehl	Susan Sale	Susan Sale / Vicky Hibbert / Arabella Davies / Deborah Davies	26/06/2026
December 2026	Wider Codes and Protocols	Other Codes and Protocols to be included in Part 5 of the Post vesting Day	Cllr Victoria Kiehl	Susan Sale	Susan Sale / Vicky Hibbert / Arabella Davies	26/06/2026

		constitution as identified during the Shadow Period.			/ Deborah Davies	
December 2026	Petition Scheme	To consider public engagement with West Surrey Council and in particular developing a Petition Scheme if required	Cllr Victoria Kiehl	Susan Sale	Susan Sale / Vicky Hibbert / Arabella Davies / Deborah Davies	26/06/2026
December 2026	<u>Standing Item:</u> Responses to shadow authority member raised issues	TBC	Cllr Victoria Kiehl	Susan Sale	Susan Sale / Vicky Hibbert / Arabella Davies / Deborah Davies	26/06/2026
December 2026	<u>Standing Item:</u> Views from sub Committee members on any other constitutional issues	TBC	Cllr Victoria Kiehl	Susan Sale	Susan Sale / Vicky Hibbert / Arabella Davies / Deborah Davies	26/06/2026