

Public Document Pack

West Surrey Shadow Authority Constitution Sub Committee Supplementary Agenda

<u>Date and Time</u>	<u>Place</u>	<u>Contact</u>
Thursday, 17 September 2026 at 4.00 pm	Guildford Borough Council, Millmead House, Millmead, Guildford, Surrey, GU2 4BB	Democratic Services committeeservices@spelthorne.gov.uk

Membership	
Name	Ward
Councillor Jane Austin	Waverley Eastern Villages
Councillor Jonathan Hulley	Thorpe, Longcross & Ottershaw
Councillor Louise Morales	Woking South
Councillor Rory O'Brien	Sunbury Common & Ashford Common
Councillor Joanne Shaw	Guildford East
Councillor Sally Shorthose	Farnham South
Councillor Richard Wilson	Bagshot, Windlesham & Chobham Ward

AGENDA

Page nos.

10. Work Programme

1 - 6

To consider the Work Programme for the Constitution Sub-Committee.

Report to follow.

WEST SURREY SHADOW AUTHORITY
CONSTITUTION SUB COMMITTEE OF THE STANDARDS COMMITTEE

WORK PROGRAMME

August 2026 – December 2026

Meeting Date	Number of Items	Feeding Into
6 August 2026	5	Standards Committee 02/09/2026 and Shadow Authority 23/09/2026 (if required)
27 August 2026	5	Standards Committee 02/09/2026 and Shadow Authority 23/09/2026 (if required)
17 September 2026	8	Standards Committee 22/10/2026 and Shadow Authority 19/11/2026 (if required)
8 October 2026	7	Standards Committee 22/10/2026 and Shadow Authority 19/11/2026 (if required)
29 October 2026	11	Standards Committee 02/11/2026 and Shadow Authority 19/11/2026 (if required)
3 December 2026	6	Standards Committee 15/12/26 and Shadow Authority 14/01/2027 (for adoption)

(Note Extraordinary meeting of the Standards Committee has been arranged for 22 October).

Meeting Date	Item	Description	Portfolio Holder	Lead Officer	Contact
6 August 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 / Deborah Davies
6 August 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 / Deborah Davies
6 August 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 / Deborah Davies

6 August 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 / Deborah Davies
6 August 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 / Deborah Davies
27 August 2026	Review of Constitution Sub Committee	Proposal for the Constitution Sub Committee to become a Working Group of the Standards Committee rather than a Sub Committee	Cllr Victoria Kiehl	Susan Sale	Susan Sale / Vicky Hibbert / Deborah Davies
27 August 2026	Proposed Scrutiny Structure	High level consideration of an initial future Post Vesting Day design	Cllr Victoria Kiehl	Susan Sale	Susan Sale / Vicky Hibbert / Deborah Davies
27 August 2026	Review of 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 / Deborah Davies
27 August	Review of Employment Committee TOR	Consideration of the Employment Committee having the ability to approve employment policies without the need for Council approval	Cllr Victoria Kiehl	Susan Sale	Susan Sale / Vicky Hibbert / Deborah Davies
27 August 2026	<u>Standing Item:</u> Responses to shadow authority member raised issues		Cllr Victoria Kiehl	Susan Sale	Susan Sale / Vicky Hibbert / Deborah Davies
17 September 2026	Financial Procedure Rules – High	To consider the High Level Principles for the Financial Procedure Rules for post Vesting Day	Cllr Victoria Kiehl	Susan Sale	Susan Sale / Vicky Hibbert / Deborah Davies

	Level Principles				
17 September 2026	Contract and Procurement Procedure Rules – High Level Principles	To consider the High Level Principles for the Contract & Procurement Procedure Rules for post Vesting Day	Cllr Victoria Kiehl	Susan Sale	Susan Sale / Vicky Hibbert / Deborah Davies
17 September 2026	Council Procedure Rules (1)	Review of the Council procedure Rules for post Vesting Day relating to 'Before the Meeting Rules' and 'At the Meeting Rules'.	Cllr Victoria Kiehl	Susan Sale	Susan Sale / Vicky Hibbert / Deborah Davies
17 September 2026	Responsibility for Functions: Local Choice Functions	Review of additional local choice governance requirements for post vesting day and agree which body will have responsibility for them.	Cllr Victoria Kiehl	Susan Sale	Susan Sale / Vicky Hibbert / Deborah Davies
17 September 2026	Review of Proper Officer designations	Review of Proper Officer designations during the shadow period to designate a scrutiny officer who is not the MO to align with good practice	Cllr Victoria Kiehl	Susan Sale	Susan Sale / Vicky Hibbert / Deborah Davies
17 September 2026	<u>Standing Item:</u> Responses to shadow authority member raised issues		Cllr Victoria Kiehl	Susan Sale	Susan Sale / Vicky Hibbert / Deborah Davies
8 October 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 / Deborah Davies
8 October 2026	Council Procedure Rules (2)	Review of the Council Procedure Rules for post Vesting Day relating to 'Debate' and 'Decision Making'.	Cllr Victoria Kiehl	Susan Sale	Susan Sale / Vicky Hibbert / Deborah Davies
8 October 2026	Review of Audit &	Review of terms of reference and procedure rules for post vesting day	Cllr Victoria Kiehl	Susan Sale	Susan Sale / Vicky Hibbert / Deborah Davies

	Governance Committee				
8 October 2026	Review of Employment Committee	Review of terms of reference and procedure rules for post vesting day	Cllr Victoria Kiehl	Susan Sale	Susan Sale / Vicky Hibbert / Deborah Davies
8 October 2026	Responsibility for Functions: Council v Executive	Review of additional governance requirements for post vesting day and determine which are to be Executive functions and which are non Executive functions.	Cllr Victoria Kiehl	Susan Sale	Susan Sale / Vicky Hibbert / Deborah Davies
8 October 2026	Articles	Review of the articles of the constitution to ensure fit for purpose for post Vesting Day	Cllr Victoria Kiehl	Susan Sale	Susan Sale / Vicky Hibbert / Deborah Davies
8 October 2026	<u>Standing Item:</u> Responses to shadow authority member raised issues		Cllr Victoria Kiehl	Susan Sale	Susan Sale / Vicky Hibbert / Deborah Davies
29 October 2026	Council Procedure Rules (3)	Review of the Council Procedure Rules for post Vesting Day relating to 'Special Business' and 'After the Meeting'.	Cllr Victoria Kiehl	Susan Sale	Susan Sale / Vicky Hibbert / Deborah Davies
29 October 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 / Deborah Davies
29 October 2026	Budget and Policy Framework Rules	To review the existing Budget and Policy Framework Rules in Part 4 to ensure they are fit for purpose for post vesting Day	Cllr Victoria Kiehl	Susan Sale	Susan Sale / Vicky Hibbert / Deborah Davies
29 October 2026	Access to Information Procedure Rules	To review the procedures for both councillors and members of the public accessing council information, including exempt material, and	Cllr Victoria Kiehl	Susan Sale	Susan Sale / Vicky Hibbert / Deborah Davies

		accessing meetings, including when in exempt session.			
29 October 2026	Post Vesting Day Scrutiny Arrangements Scrutiny Function	Detailed design of future Scrutiny arrangements post Vesting Day	Cllr Victoria Kiehl	Susan Sale	Susan Sale / Vicky Hibbert / Deborah Davies
29 October 2026	Planning Function	To agree terms of reference, procedure rules and codes of practice for a post Vesting Day Planning function to ensure compliance with statutory guidance and good practice	Cllr Victoria Kiehl	Susan Sale	Susan Sale / Vicky Hibbert / Deborah Davies
29 October 2026	Licensing Function	To agree terms of reference, procedure rules and codes of practice for a post Vesting Day Licensing function to ensure compliance with statutory guidance and good practice	Cllr Victoria Kiehl	Susan Sale	Susan Sale / Vicky Hibbert / Deborah Davies
29 October 2026	Company Governance Protocol	For post vesting day constitution to agree arrangements for dealing with any companies that WS has an interest in, whether transferring to them, shared ownership or hosted.	Cllr Victoria Kiehl	Susan Sale	Susan Sale / Vicky Hibbert / Deborah Davies
29 October 2026	Financial Procedure Rules	To consider proposed new Financial Procedure Rules for post Vesting Day	Cllr Victoria Kiehl	Susan Sale	Susan Sale / Vicky Hibbert / Deborah Davies
29 October 2026	Contract & Procurement Procedure Rules	To consider proposed new Contract & Procurement Procedure Rules for post Vesting Day	Cllr Victoria Kiehl	Susan Sale	Susan Sale / Vicky Hibbert / Deborah Davies
29 October 2026	<u>Standing Item:</u> Responses to shadow authority member raised issues		Cllr Victoria Kiehl	Susan Sale	Susan Sale / Vicky Hibbert / Deborah Davies

3 December 2026	Consideration of any additional governance arrangements including joint	To consider any specific governance arrangements that may be required for specific functions post vesting day eg. Joint with ESC, Pension body, Fire and Rescue body, Community Safety Boards, Health Boards etc	Cllr Victoria Kiehl	Susan Sale	Susan Sale / Vicky Hibbert / Deborah Davies
3 December 2026	Appointments to Outside Bodies	To consider what outside bodies WSC may make appointments to, which are executive functions and which are not and agree a protocol for post vesting day regarding appointments, roles and remits.	Cllr Victoria Kiehl	Susan Sale	Susan Sale / Vicky Hibbert / Deborah Davies
3 December 2026	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 / Deborah Davies
3 December 2026	Scheme of Delegation to Executive Members	To develop, in consultation with the Leader, a high level Executive Scheme of Delegations to Executive Members for Post vesting Day	Cllr Victoria Kiehl	Susan Sale	Susan Sale / Vicky Hibbert / Deborah Davies
3 December 2026	Review of Proper Officer designations for the Shadow Period	To review the Proper Officer Designations and develop them for post Vesting Day	Cllr Victoria Kiehl	Susan Sale	Susan Sale / Vicky Hibbert / Deborah Davies
3 December 2026	<u>Standing Item:</u> Responses to shadow authority member raised issues		Cllr Victoria Kiehl	Susan Sale	Susan Sale / Vicky Hibbert / Deborah Davies