

**Minutes of West Surrey Shadow Authority Standards Committee
On 6 July 2026 at
Council Chamber, Knowle Green, Staines-upon-Thames TW18 1XB**

Councillors:

Cllr Jane Austin	Cllr Nirmal Kang	Cllr Isabel Mullens
Cllr Chris Bateson	Cllr Sarbie Kang	Cllr Rory O'Brien
Cllr Harleen Boparai	Cllr Scott Lewis	Cllr Joanne Shaw
Cllr Steve Greentree	Cllr Carl Mann	Cllr Sally Shorthose
Cllr Jonathan Hulley	Cllr Louise Morales	Cllr Richard Wilson

1/SD Election of Chair

Councillor Stephen Greentree nominated and Councillor Nirmal Kang seconded Councillor Richard Wilson as Chair of the West Surrey Shadow Authority Standards Committee.

It was **RESOLVED** that Councillor Richard Wilson be elected as Chair of the West Surrey Shadow Authority Standards Committee.

2/SD Appointment of Vice Chair

Councillor ~~Stephen Greentree~~ **Richard Wilson* nominated and Councillor ~~Nirmal Kang~~ **Sally Shorthose* seconded Councillor Joanne Shaw as Vice Chair of the West Surrey Shadow Authority Standards Committee.

It was **RESOLVED** that Councillor Joanne Shaw be elected as Vice-Chair of the West Surrey Shadow Authority Standards Committee.

*amended by the West Surrey Shadow Authority Standards Committee on 02 September 2026.

3/SD Apologies for Absence

There were none.

4/SD Declarations of Interest

There were none.

5/SD Minutes of previous meeting

The Committee **RESOLVED** that the minutes of the inaugural meeting of the West Surrey Shadow Authority Standards Committee held on 21 May 2026 subject to the last item being amended from 'To appoint members of the

Standards Sub Committee' to 'To appoint members of the Constitution Sub-Committee'.

6/SD Public questions

There were none.

7/SD Members' questions

There were none.

8/SD Member Development Programme Update

The Committee considered a report that provided an update to the Committee on member training and development for the new West Surrey Shadow Authority members.

The Interim Monitoring Officer advised the Committee that a record of any training sessions attended would be recorded against each councillor to ensure that mandatory training had been undertaken. A Sharepoint site for members would be created and it was proposed that all training sessions would be recorded and that they along with any training slides would be stored there for members to access. A record of all training sessions attended or viewed by individual members would be kept to ensure that all mandatory training had been completed.

RESOLVED to:

1. Endorse the Member Development Programme Delivery Approach and Principles set out at paragraphs 14 to 22;
2. Note the arrangements for Phase 1 Induction Training of the Member Development Programme, as set out in Appendix 2 of the report;
3. Authorise the Monitoring Officer to proceed with arrangements for Phase 2 of the Member Development Programme, and provide any feedback on the proposed Phase Training Programming, set out in Appendix 3 to the report; and
4. Agree to receive a report from the Monitoring Officer at the September 2026 meeting of the Standards Committee with a progress update on the Member Development Programme.

9/SD Shadow Authority Constitution Update

The Committee considered a report that sought approval of the formal adoption of revised Executive Procedure Rules into the West Surrey Shadow

Council Constitution. Members were asked to note the Executive Portfolio Holder appointments and to make a recommendation to the Shadow Authority to update the Shadow Authority Constitution.

Concerns were raised about the process of asking questions of the Executive and some members felt that the revised Executive Procedure Rules process would be too restrictive.

Councillor Hulley proposed and Councillor Austin seconded a motion to amend the draft constitution as follows:

A Member of the Shadow Authority may ask the Leader, or any other member of the Shadow Executive, ~~a maximum of three questions, on materially different topics, at a meeting of the Shadow Executive,~~ on any matter in relation to which the Shadow Authority has powers or duties or which affects the area of the Shadow Authority and which relates to an Executive function.

A Member wishing to ask a question must submit the question in writing to the Monitoring Officer at monitoring.offer@westsurrey.gov.uk, no later than two clear working days before the day of the meeting.

~~The length of any such question is limited to a maximum of 150 words.~~

The Monitoring Officer will help ensure the question is worded appropriately. ~~Any such questions may be rejected by the Monitoring Officer if it appears to them that it is defamatory, frivolous, vexatious or offensive, not about a matter for which the Shadow Executive within the last six months, it requires the disclosure of confidential or exempt information, it refers to legal proceedings taken or anticipated by or against the Shadow Authority, or it would more appropriately be dealt with by the Shadow Authority under the Freedom of Information Act 2000 or the Data Protection Act 1988 as amended. If a question is rejected by the Monitoring Officer, the member shall be advised of the reason for rejection.~~

A question relating to an urgent matter not otherwise included on the agenda may be asked provided ~~that (a) the consent of the Leader has been obtained and (b) that the text of the question has been provided to the Monitoring Officer by noon on the day of the meeting.~~

An answer to a question from a member, may be given verbally at the Shadow Executive meeting, by reference to published material or information readily available to Members, or in writing, within 5 clear working days of the meeting.

Questions shall be put and answered without debate.

Proposed amendment to the Executive Procedure Rules re Member Questions/SCS/23Jun26 Page 27.

4.9 Questions will be taken in order in which they are received by the Monitoring Officer, subject to the provisions that all members who submit such a question shall have their first question dealt with before any additional questions from them are considered.

~~4.10 There shall be a total time limit of 30 minutes at a meeting of the Shadow Executive for taking questions from members.~~

~~Questions shall be taken in the order in which they are received, except that the Chair may choose to take similar questions together. If the 30 minutes expires during a supplementary question or answer, the Chair may allow the supplementary question to be heard and responded to.~~

4.11 at the meeting, the member is able to attend either in person or remotely to put their question and has the right to ask one supplementary question without notice to the same Member. The supplementary question must arise directly from the original question or the reply.

~~The member has a maximum of 1 minute to put their supplementary question and the Member responding has a maximum of 2 minutes to respond verbally or may respond with 5 clear working days of the meeting. If the member is not able to attend the meeting either in person or remotely, the question may be read out by an Officer.~~

4.12 The questions and any written response will be recorded in the minutes of the meeting.

Proposed amendment to paragraph 15.2.1 of the West Surrey Authority Constitution adopted on 21 May –

Remove the words, 'In the public gallery, as an observer.

Following a debate a vote was taken.

For the Motion – 6
Against the Motion 9

The motion therefore FELL

The Committee **RESOLVED**:

1. Subject to the decision of the Leader to adopt revised Executive Procedure Rules as set out in Appendix 2, (to include a new section relating to Questions from Members), and to recommend to the Shadow Authority that these revised Executive Procedure Rules, be formally adopted into the West Surrey Shadow Authority Constitution at Part. 4.2, in place of the existing,
2. To authorise the Monitoring Officer to make any consequential constitutional formatting or cross-referencing amendments required to

give effect to the changes arising from the revised Executive Procedure Rules,

3. To note the Executive Portfolio Holder appointments made by the Leader of the Council, as set out in Appendix 3 to this report, and recommend that the Shadow Authority notes the Monitoring Officer's intention to update the Constitution under her delegated authority to include these appointments; and
4. To note the recent changes that will be made to the West Surrey Shadow Authority Constitution, by the Monitoring Officer under her delegated authority, as set out in Appendix 4 to this report.

10/SD Appointment of Independent Persons

The Committee considered a report that sought approval to retain the services of the seven existing Independent Persons of the twelve sovereign authorities in Surrey and a recommendation to be made to the West Surrey Shadow Authority to make the appointments to the role of Independent Persons for the purposes of the Localism Act 2011 to assist with the arrangements for dealing with complaints about elected members and co-opted members until 31 March 2027.

The Committee were advised only six of the existing Independent Persons had submitted their Curriculum Vitae.

The Committee **RESOLVED** to recommend to the West Surrey Shadow Authority:

1. That it appoint Bill Donnelly, Jane Clarke, Belinda Knight, John Smith, Dean Spears and Tim Stokes as Independent Persons for the remainder of the Shadow Period until 31 March 2027; and
2. That an allowance of £1,159 per annum, pro rata, as detailed in the Shadow Authority's Members' Allowance Scheme be paid to each of the Independent Persons, together with expenses for travel, where such costs are incurred in connection with their duties.

11/SD Schedule of meetings for the Remainder of the Shadow Period

The Committee considered the three options outlined in the report in order to make a recommendation to the Shadow Authority.

During the debate a number of views were expressed both for and against the options. Members highlighted that the location of the central West Surrey Authority offices might have an impact on the timings for committee meetings.

The Committee asked that the Senior Responsible Officer for the Implementation Team be requested to bring a report to the next Committee meeting to update members on potential locations.

The Committee **resolved** to:

1. Make a recommendation to the Shadow Authority as follows:
 - a) Executive meetings to take place at 10am (as already agreed by the Leader of West Surrey Shadow Authority),
 - b) Employment Committee and Overview and Scrutiny Committee meetings to take place at 10am or 2pm. Determination of the meeting times to be made by the Chair of the Committees following consultation with Members of that Committee.
 - c) Audit and Governance Committee meetings to take place at 2pm or 5pm. Determination of the meeting times to be made by the Chair of the Committee following consultation with Members of that Committee.
 - d) Standards Committee meetings to be held at 2pm
 - e) Shadow Authority meetings to take place at 2pm or 7pm. Determination of the meeting times to be made by the Chair of the Committee following consultation with Members of that Committee.
2. Agree the next steps for proposing and agreeing future meeting dates from 1 April (post vesting day); and
3. Recommend the proposal for future meeting times for the remainder of the shadow period (as agreed in recommendation 1) to the Shadow Authority for consideration at its meeting on 30 July 2026.

12/SD Committee Forward Plan

The Committee **RESOLVED** to approve the Committee Forward Plan subject to the following item being added:

Appointment of Independent Persons from 01 April 2027.