Notice of Meeting

West Surrey Shadow Authority Constitution Sub Committee

Date and Time	Place	Contact
Thursday, 6 August 2026 at 4.00 pm	Guildford Borough Council	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

MEETING SUMMONS

To the members of the CommitteeName:

You are hereby summoned to attend a meeting of the CommitteeName to be held on Thursday, 6 August 2026 at 4.00 pm, for the transaction of the business set out in the following agenda.

Such meeting to be held in the Guildford Borough Council

For enquiries regarding this agenda contact: Democratic Services
committeeservices@spelthorne.gov.uk

Susan Sale
Interim Monitoring Officer
West Surrey Shadow Authority
Published: Date Not Specified

www.surreylgrhub.gov.uk

AGENDA

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1. Election of a Chair for the Constitution Sub-Committee

To elect the Chair of the Constitution Sub-Committee.

2. Election of a Vice Chair for the Constitution Sub-Committee

To elect the Vice Chair of the Constitution Sub-Committee.

3. Apologies

To receive any apologies for absence.

4. Declarations of interest

All members present are required to declare, at this point in the meeting or as soon as possible thereafter:

1. Any disclosable pecuniary interests and/or
2. Other interests arising under the Code of Conduct in respect of any items(s) of business being considered at this meeting.

5. Terms of Reference and Procedures of the Constitution Sub-Committee **1 - 10**

To consider and note the Terms of Reference and Procedure Rules of the West Surrey Shadow Authority's Standards Constitution Sub-Committee.

6. Proposed Changes to Council Procedure Rules **11 - 18**

To consider particular issues within the Council Procedure Rules that require member engagement e.g. questions, motions, statements, opposition business.

7. Guidance for Councillors on Gifts and Hospitality **19 - 36**

To consider a policy to support the provisions in the Member Code of Conduct.

8. Member Conduct Complaints Procedure

To consider suggested arrangements for dealing with allegations of member misconduct under the Code of Conduct, for adoption into the Constitution.

9. Social Media Policy for Councillors **37 - 50**

To consider a Social Media Policy for Members, to be included in the West Surrey Shadow Authority's Constitution.

10. Member Requests Regarding the West Surrey Shadow Authority Constitution **51 - 58**

To consider requests from councillors for areas of the West Surrey Shadow Constitution they would like to see reviewed and amended.

11. Work Programme for the Constitution Sub-Committee **59 - 68**

To consider a proposed work programme for the Constitution Sub-Committee.

PLEASE NOTE: members of the public are able to attend the meeting in person. The meeting will also be broadcast online at www.youtube.com/user/Spelthornecouncil

The whole of the meeting will be filmed except where there are confidential or exempt items. In attending any meeting, you are recognising that you may be filmed and consent to the live stream being broadcast online, and available for others to view. Members of the press/public may film or record proceedings, blog or tweet proceedings and take photographs providing they do not disturb the conduct of the meeting.

The Chair of the meeting has the discretion to terminate or suspend filming/recording if in her/his opinion continuing to do so would prejudice the proceedings of the meeting or, on advice, considers that continued filming/recording might infringe the rights of any individual.

MOBILE TECHNOLOGY AND FILMING – ACCEPTABLE USE

Members of the public and the press may use social media or mobile devices in silent mode during meetings. Public Wi-Fi is available; please ask the committee manager for details.

Anyone is permitted to film, record or take photographs at Council meetings. Please liaise with the committee manager prior to the start of the meeting so that the meeting can be made aware of any filming taking place.

The use of mobile devices, including for the purpose of recording or filming a meeting, is subject to no interruptions, distractions or interference being caused to any Council equipment or any general disturbance to proceedings. The Chairman may ask for mobile devices to be switched off in these circumstances.

Thank you for your co-operation.