

Notice of Meeting

West Surrey Shadow Authority Constitution Sub Committee

<u>Date and Time</u>	<u>Place</u>	<u>Contact</u>
Thursday, 27 August 2026 at 5.00 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

MEETING SUMMONS

To the members of the Constitution Sub-Committee:

You are hereby summoned to attend a meeting of the Constitution Sub-Committee to be held on Thursday, 27 August 2026 at 5.00 pm, for the transaction of the business set out in the following agenda.

Such meeting to be held in the Guildford Borough Council, Millmead House, Millmead, Guildford, Surrey, GU2 4BB

For enquiries regarding this agenda contact: Democratic Services

committeeservices@spelthorne.gov.uk

Susan Sale
Interim Monitoring Officer
West Surrey Shadow Authority
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AGENDA

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1. Apologies

To receive any apologies for absence.

2. 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 item(s) of business being considered at this meeting.

3. Minutes of previous meeting

1 - 6

To confirm, as a correct record, the minutes of the inaugural Constitution Sub-Committee, held on 6 August 2026.

4. Proposed Amendments to the Member and Officer Protocol

7 - 28

To consider the revised Member Officer Protocol and to make a recommendation to the Standards Committee to approve.

Standards Committee to make a recommendation to Council to approve the revised Member Officer protocol.

5. Scrutiny Structure

To consider the initial future design of a scrutiny structure for West Surrey Council.

Report to follow.

6. Governance Arrangements for the Review and Preparation of the Constitution 29 - 38

To consider a proposal to disband the Constitution Sub-Committee and establish a Constitution Working Group to replace the Sub-Committee with immediate effect.

7. Amendments to the Employment Committee Terms of Reference 39 - 50

To consider changes to the Employment Committee Terms of Reference

8. Responses to Shadow Authority Member Raised Issues

To consider the responses to Shadow Authority member raised issues.

Report to follow.

9. Work Programme 51 - 56

To consider the 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.

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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.