

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

**June 2026 – December 2027**

| <b>Version History</b> |                                     |               |
|------------------------|-------------------------------------|---------------|
| <b>Version</b>         | <b>Notes</b>                        | <b>Author</b> |
| V1 26/06/26            | First draft – cleared by Susan Sale | SCS/VH/DD     |

| <b>Meeting Date</b> | <b>Number of Items</b> | <b>Feeding Into</b>                                                           |
|---------------------|------------------------|-------------------------------------------------------------------------------|
| 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) |

| <b>Meeting Date</b> | <b>Item</b>                | <b>Description</b>                                                                                                                                     | <b>Portfolio Holder</b> | <b>Lead Officer</b> | <b>Contact</b>                                                | <b>Date Added</b> |
|---------------------|----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|---------------------|---------------------------------------------------------------|-------------------|
| 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        |

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| 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                                                      |                     |            |                                                               |            |

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|             |                                                              | 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 |

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|                | 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><br>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><br>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 |

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|                |                                                                                               | 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 |

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|               |                                                                                              | 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><br>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><br>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 |

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| 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 |

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|               |                                                                                              | 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><br>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><br>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 |