

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

June 2026 – December 2027

Version History		
Version	Notes	Author
V1 26/06/26	First draft – cleared by Susan Sale	SCS/VH/DD
V2 14/07/26	Version 2 – cleared by Susan Sale	AG & SCS

Meeting Date	Number of Items	Feeding Into
6 August 2026	9	Standards Committee 02/09/2026 and Shadow Authority 23/09/2026 (if required)
27 August 2026	11	Standards Committee 02/09/2026 and Shadow Authority 23/09/2026 (if required)
17 September 2026	2	Standards Committee 02/11/2026 and Shadow Authority 19/11/2026 (if required)
8 October 2026	0	Standards Committee 02/11/2026 and Shadow Authority 19/11/2026 (if required)
19 November 2026	2	Standards Committee 18/01/2027 and Shadow Authority 17/02/2027
3 December 2026		Standards Committee 18/01/2027 and Shadow Authority 17/02/2027 (for adoption)

Meeting Date	Item	Description	Portfolio Holder	Lead Officer	Contact	Date Added
6 August 2026	Election of Chair and Vice Chair	No report	N/A	N/A	N/A	14/07/2026
6 August 2026	Terms of Reference & Procedures of the Constitution Sub Committee	The purpose of this report is to present, for consideration and noting, the Terms of Reference and Procedure Rules of the West Surrey Shadow Authority's, Standards Committee's, Constitution Sub Committee.	Cllr Victoria Kiehl	Susan Sale	Susan Sale	14/07/2026

6 August 2026	Council Procedure Rules	To Consider particular issues within the Council Procedure Rules that require member engagement e.g. questions, motions, statements, opposition business	Cllr Victoria Kiehl	Susan Sale	Susan Sale / Vicky Hibbert / Arabella Davies / Deborah Davies	26/06/2026
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 / Arabella Davies / Deborah Davies/Faith Mwende	26/06/2026
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 / Arabella Davies / Deborah Davies	26/06/2026
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 / Arabella Davies / Deborah Davies/Faith Mwende	26/06/2026
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 / Arabella Davies / Deborah Davies	26/06/2026

6 August 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
6 August 2026	Work Programme Update		Cllr Victoria Kiehl	Susan Sale	Susan Sale / Vicky Hibbert / Arabella Davies / Deborah Davies	26/06/2026
27 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 Committee if required (TBC)	Cllr Victoria Kiehl	Susan Sale	Susan Sale / Vicky Hibbert / Arabella Davies / Deborah Davies	26/06/2026
27 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
27 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

27 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
27 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
27 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
27 August 2026	In consultation with the Executive review the executive delegations during the Shadow Period	To seek the Leader's wishes in respect of further officer delegations of executive functions during the Shadow Period and of any Portfolio Holder delegations during the Shadow Period; and to update the delegations arising from the s24 Consent Order approved by the Executive	Cllr Victoria Kiehl	Susan Sale	Susan Sale / Vicky Hibbert / Arabella Davies / Deborah Davies	26/06/2026
27 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	Cllr Victoria Kiehl	Susan Sale	Susan Sale / Vicky Hibbert / Arabella Davies / Deborah Davies	26/06/2026

		also the MO to align with good practice				
27 August 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
27 August 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
27 August 2026	Work Programme Update					
17 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 review of executive functions	Cllr Victoria Kiehl	Susan Sale	Susan Sale / Vicky Hibbert / Arabella Davies / Deborah Davies	26/06/2026
17 September 2026	Consideration of any additional governance arrangements needs for	To consider any specific governance arrangements that may be required for specific functions not within the remit of the Unitary Councils post vesting day	Cllr Victoria Kiehl	Susan Sale	Susan Sale / Vicky Hibbert / Arabella Davies / Deborah Davies	26/06/2026

	specific separate functions	eg arising from the Pension body and Fire and Rescue body				
17 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
17 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
17 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
8 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, safeguarding board, pensions board etc), governance arrangements for companies and shareholder role and joint governance arrangements for post vesting day	Cllr Victoria Kiehl	Susan Sale	Susan Sale / Vicky Hibbert / Arabella Davies / Deborah Davies	26/06/2026

8 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
8 October 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
8 October 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
28 October 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
28 October 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
28 October 2026	Articles	Final review of the articles of the constitution to ensure any changes to other	Cllr Victoria Kiehl	Susan Sale	Susan Sale / Vicky Hibbert / Arabella Davies	26/06/2026

		sections are incorporated for consistency			/ Deborah Davies	
28 October 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
28 October 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
3 November 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
3 November 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
3 November 2026	Wider Codes and Protocols	Other Codes and Protocols to be included in Part 5 of the Post vesting Day constitution as identified during the Shadow Period.	Cllr Victoria Kiehl	Susan Sale	Susan Sale / Vicky Hibbert / Arabella Davies / Deborah Davies	26/06/2026
3 November 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

3 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
3 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