

Appendix 2

Extract from Part 4-5 of the West Surrey Shadow Authority Constitution

Standards Committee Procedure Rules

Part B: Constitution Sub Committee Procedure Rules

1.0 Purpose

1.1 *The Constitution Sub Committee is established for the purpose of:*

- *Keeping the Shadow Authority Constitution under regular review; and*
- *Preparing a constitution for West Surrey Council to be adopted from Vesting Day*

1.2 *All recommendations of the Constitution Sub Committee shall be made to the Standards Committee, who may choose to recommend amendments, alterations, deletions and additions to the Shadow Authority Constitution to the Council.*

1.3 *In preparing a constitution for West Surrey Council, and recommending as such to the Standards Committee, for their recommendation to the Shadow Authority for adoption, the sub Committee shall:*

- *Consider best practice in local authority constitutions and the governance requirements applicable to West Surrey Council as a unitary authority from Vesting Day;*
- *Engage with councillors, officers, and members of the public as appropriate;*
- *Work with the Monitoring Officer and legal advisers throughout the process;*
- *Prepare draft articles, procedure rules, codes and other constitutional documents for West Surrey Council;*
- *Report on progress to the Shadow Authority on a regular basis; and*
- *Submit a final draft constitution to the Standards Committee by 31 December 2026.*

2.0 Composition

- 2.1 *The Constitution Sub Committee comprises of 7 members, who must be selected from the 15 members appointed to the Standards Committee. The Sub Committee should be politically balanced as far as possible.*

3.0 Substitutes

- 3.1 *Substitutes may be appointed from within the membership of the Standards Committee*

4.0 Quorum

- 4.1 *The quorum for any meeting of the Constitution Sub Committee shall be 3 members.*

5.0 Chair

- 5.1 *The Constitution Sub Committee shall appoint and elect its own Chair and Vice Chair of the Constitution Sub Committee. The Chair shall preside over meetings of the Sub Committee and has a casting vote in the case of an equality of votes. The Vice Chair shall preside and assume the responsibilities of the Chair, in their absence.*

6.0 Frequency of meetings

- 6.1 *The Standards Committee, as soon as is reasonably practicable, shall schedule dates, times and location of Sub Committee meetings for the Shadow Period. The Sub Committee shall meet on at least four occasions.*

7.0 Officer Support

- 7.1 *The Monitoring Officer, or their representative, shall attend meetings of the Constitution Sub Committee in an advisory capacity and will provide legal and governance support throughout its work.*