

APPENDIX ONE:

TERMS OF REFERENCE FOR THE CONSTITUTION WORKING GROUP

1.0 Purpose

1.1 The Constitution Working Group is established by the Standards Committee 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 Working Group 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 Working Group 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;
- 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 Working Group shall comprise of 7 elected members, who must be selected from the 15 members appointed to the Standards Committee. The Working Group 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 Working Group shall be 3 members, who may be in attendance either by being physically present or by remote attendance.

5.0 Chair

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

6.0 Frequency of meetings

The Working Group shall schedule dates, times and location of their meetings.

7.0 Officer Support

The Monitoring Officer, or their representative, shall attend meetings of the Constitution Working Group in an advisory capacity only and will provide legal and governance support throughout its work.

Officers will use best endeavours to circulate an agenda and reports for meetings of the Constitution Working Group 5 clear days in advance of a meeting, or as soon as possible thereafter.