

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

**WORK PROGRAMME**

**August 2026 – December 2026**

| <b>Meeting Date</b> | <b>Number of Items</b> | <b>Feeding Into</b>                                                          |
|---------------------|------------------------|------------------------------------------------------------------------------|
| 6 August 2026       | 5                      | Standards Committee 02/09/2026 and Shadow Authority 23/09/2026 (if required) |
| 27 August 2026      | 5                      | Standards Committee 02/09/2026 and Shadow Authority 23/09/2026 (if required) |
| 17 September 2026   | 8                      | Standards Committee 22/10/2026 and Shadow Authority 19/11/2026 (if required) |
| 8 October 2026      | 7                      | Standards Committee 22/10/2026 and Shadow Authority 19/11/2026 (if required) |
| 29 October 2026     | 11                     | Standards Committee 02/11/2026 and Shadow Authority 19/11/2026 (if required) |
| 3 December 2026     | 6                      | Standards Committee 15/12/26 and Shadow Authority 14/01/2027 (for adoption)  |

*(Note Extraordinary meeting of the Standards Committee has been arranged for 22 October).*

| <b>Meeting Date</b> | <b>Item</b>                         | <b>Description</b>                                                                                                                                     | <b>Portfolio Holder</b> | <b>Lead Officer</b> | <b>Contact</b>                              |
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| 6 August 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 / Deborah Davies |
| 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 / Deborah Davies |
| 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 / Deborah Davies |

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| 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 / Deborah Davies |
| 6 August 2026     | <u>Standing Item:</u><br>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 / Deborah Davies |
| 27 August 2026    | Review of Constitution Sub Committee                                        | Proposal for the Constitution Sub Committee to become a Working Group of the Standards Committee rather than a Sub Committee                                                                                                                   | Cllr Victoria Kiehl | Susan Sale | Susan Sale / Vicky Hibbert / Deborah Davies |
| 27 August 2026    | Proposed Scrutiny Structure                                                 | High level consideration of an initial future Post Vesting Day design                                                                                                                                                                          | Cllr Victoria Kiehl | Susan Sale | Susan Sale / Vicky Hibbert / Deborah Davies |
| 27 August 2026    | Review of 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 / Deborah Davies |
| 27 August         | Review of Employment Committee TOR                                          | Consideration of the Employment Committee having the ability to approve employment policies without the need for Council approval                                                                                                              | Cllr Victoria Kiehl | Susan Sale | Susan Sale / Vicky Hibbert / Deborah Davies |
| 27 August 2026    | <u>Standing Item:</u><br>Responses to shadow authority member raised issues |                                                                                                                                                                                                                                                | Cllr Victoria Kiehl | Susan Sale | Susan Sale / Vicky Hibbert / Deborah Davies |
| 17 September 2026 | Financial Procedure Rules – High                                            | To consider the High Level Principles for the Financial Procedure Rules for post Vesting Day                                                                                                                                                   | Cllr Victoria Kiehl | Susan Sale | Susan Sale / Vicky Hibbert / Deborah Davies |

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|                   | Level Principles                                                         |                                                                                                                                              |                     |            |                                             |
| 17 September 2026 | Contract and Procurement Procedure Rules – High Level Principles         | To consider the High Level Principles for the Contract & Procurement Procedure Rules for post Vesting Day                                    | Cllr Victoria Kiehl | Susan Sale | Susan Sale / Vicky Hibbert / Deborah Davies |
| 17 September 2026 | Council Procedure Rules (1)                                              | Review of the Council procedure Rules for post Vesting Day relating to 'Before the Meeting Rules' and 'At the Meeting Rules'.                | Cllr Victoria Kiehl | Susan Sale | Susan Sale / Vicky Hibbert / Deborah Davies |
| 17 September 2026 | Responsibility for Functions: Local Choice Functions                     | Review of additional local choice governance requirements for post vesting day and agree which body will have responsibility for them.       | Cllr Victoria Kiehl | Susan Sale | Susan Sale / Vicky Hibbert / Deborah Davies |
| 17 September 2026 | Review of Proper Officer designations                                    | Review of Proper Officer designations during the shadow period to designate a scrutiny officer who is not the MO to align with good practice | Cllr Victoria Kiehl | Susan Sale | Susan Sale / Vicky Hibbert / Deborah Davies |
| 17 September 2026 | <u>Standing Item:</u> Responses to shadow authority member raised issues |                                                                                                                                              | Cllr Victoria Kiehl | Susan Sale | Susan Sale / Vicky Hibbert / Deborah Davies |
| 8 October 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 / Deborah Davies |
| 8 October 2026    | Council Procedure Rules (2)                                              | Review of the Council Procedure Rules for post Vesting Day relating to 'Debate' and 'Decision Making'.                                       | Cllr Victoria Kiehl | Susan Sale | Susan Sale / Vicky Hibbert / Deborah Davies |
| 8 October 2026    | Review of Audit &                                                        | Review of terms of reference and procedure rules for post vesting day                                                                        | Cllr Victoria Kiehl | Susan Sale | Susan Sale / Vicky Hibbert / Deborah Davies |

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|                 | Governance Committee                                                     |                                                                                                                                                            |                     |            |                                             |
| 8 October 2026  | Review of Employment Committee                                           | Review of terms of reference and procedure rules for post vesting day                                                                                      | Cllr Victoria Kiehl | Susan Sale | Susan Sale / Vicky Hibbert / Deborah Davies |
| 8 October 2026  | Responsibility for Functions: Council v Executive                        | Review of additional governance requirements for post vesting day and determine which are to be Executive functions and which are non Executive functions. | Cllr Victoria Kiehl | Susan Sale | Susan Sale / Vicky Hibbert / Deborah Davies |
| 8 October 2026  | Articles                                                                 | Review of the articles of the constitution to ensure fit for purpose for post Vesting Day                                                                  | Cllr Victoria Kiehl | Susan Sale | Susan Sale / Vicky Hibbert / Deborah Davies |
| 8 October 2026  | <u>Standing Item:</u> Responses to shadow authority member raised issues |                                                                                                                                                            | Cllr Victoria Kiehl | Susan Sale | Susan Sale / Vicky Hibbert / Deborah Davies |
| 29 October 2026 | Council Procedure Rules (3)                                              | Review of the Council Procedure Rules for post Vesting Day relating to 'Special Business' and 'After the Meeting'.                                         | Cllr Victoria Kiehl | Susan Sale | Susan Sale / Vicky Hibbert / Deborah Davies |
| 29 October 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 / Deborah Davies |
| 29 October 2026 | Budget and Policy Framework Rules                                        | To review the existing Budget and Policy Framework Rules in Part 4 to ensure they are fit for purpose for post vesting Day                                 | Cllr Victoria Kiehl | Susan Sale | Susan Sale / Vicky Hibbert / Deborah Davies |
| 29 October 2026 | Access to Information Procedure Rules                                    | To review the procedures for both councillors and members of the public accessing council information, including exempt material, and                      | Cllr Victoria Kiehl | Susan Sale | Susan Sale / Vicky Hibbert / Deborah Davies |

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|                 |                                                                          | accessing meetings, including when in exempt session.                                                                                                                        |                     |            |                                             |
| 29 October 2026 | Post Vesting Day Scrutiny Arrangements Scrutiny Function                 | Detailed design of future Scrutiny arrangements post Vesting Day                                                                                                             | Cllr Victoria Kiehl | Susan Sale | Susan Sale / Vicky Hibbert / Deborah Davies |
| 29 October 2026 | Planning Function                                                        | To agree terms of reference, procedure rules and codes of practice for a post Vesting Day Planning function to ensure compliance with statutory guidance and good practice   | Cllr Victoria Kiehl | Susan Sale | Susan Sale / Vicky Hibbert / Deborah Davies |
| 29 October 2026 | Licensing Function                                                       | To agree terms of reference, procedure rules and codes of practice for a post Vesting Day Licensing function to ensure compliance with statutory guidance and good practice  | Cllr Victoria Kiehl | Susan Sale | Susan Sale / Vicky Hibbert / Deborah Davies |
| 29 October 2026 | Company Governance Protocol                                              | For post vesting day constitution to agree arrangements for dealing with any companies that WS has an interest in, whether transferring to them, shared ownership or hosted. | Cllr Victoria Kiehl | Susan Sale | Susan Sale / Vicky Hibbert / Deborah Davies |
| 29 October 2026 | Financial Procedure Rules                                                | To consider proposed new Financial Procedure Rules for post Vesting Day                                                                                                      | Cllr Victoria Kiehl | Susan Sale | Susan Sale / Vicky Hibbert / Deborah Davies |
| 29 October 2026 | Contract & Procurement Procedure Rules                                   | To consider proposed new Contract & Procurement Procedure Rules for post Vesting Day                                                                                         | Cllr Victoria Kiehl | Susan Sale | Susan Sale / Vicky Hibbert / Deborah Davies |
| 29 October 2026 | <u>Standing Item:</u> Responses to shadow authority member raised issues |                                                                                                                                                                              | Cllr Victoria Kiehl | Susan Sale | Susan Sale / Vicky Hibbert / Deborah Davies |

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| 3 December 2026 | Consideration of any additional governance arrangements including joint  | To consider any specific governance arrangements that may be required for specific functions post vesting day eg. Joint with ESC, Pension body, Fire and Rescue body, Community Safety Boards, Health Boards etc | Cllr Victoria Kiehl | Susan Sale | Susan Sale / Vicky Hibbert / Deborah Davies |
| 3 December 2026 | Appointments to Outside Bodies                                           | To consider what outside bodies WSC may make appointments to, which are executive functions and which are not and agree a protocol for post vesting day regarding appointments, roles and remits.                | Cllr Victoria Kiehl | Susan Sale | Susan Sale / Vicky Hibbert / Deborah Davies |
| 3 December 2026 | 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 / Deborah Davies |
| 3 December 2026 | Scheme of Delegation to Executive Members                                | To develop, in consultation with the Leader, a high level Executive Scheme of Delegations to Executive Members for Post vesting Day                                                                              | Cllr Victoria Kiehl | Susan Sale | Susan Sale / Vicky Hibbert / Deborah Davies |
| 3 December 2026 | Review of Proper Officer designations for the Shadow Period              | To review the Proper Officer Designations and develop them for post Vesting Day                                                                                                                                  | Cllr Victoria Kiehl | Susan Sale | Susan Sale / Vicky Hibbert / Deborah Davies |
| 3 December 2026 | <u>Standing Item:</u> Responses to shadow authority member raised issues |                                                                                                                                                                                                                  | Cllr Victoria Kiehl | Susan Sale | Susan Sale / Vicky Hibbert / Deborah Davies |