WEST SURREY SHADOW AUTHORITY

STANDARDS COMMITTEE

WORK PROGRAMME

June 2026 – March 2027

Version History		
Version	**Notes**	**Author**
V2 26/06/26	Second draft – cleared by Susan Sale	AG
V3 24/08/26	Third draft – cleared by Susan Sale	SCS
V4 21/10/26	Fourth draft – cleared by Susan Sale	SCS

Meeting Date	**Number of Items**
06/07/2026	5
02/09/2026	8
22/10/2026	4
02/11/2026	11
15/12/2026	9
18/01/2027	1
09/03/2027	3

Meeting Date	**Item**	**Description**	**Portfolio Holder**	**Report Author**	**Contact**	**Date Added**
06/07/2026	Election of Chair and Appointment of Vice Chair	To elect a Chair and appoint a Vice Chair for the West Surrey Standards	N/A	N/A	Susan Sale	26/06/2026

		Committee for the Shadow Period				
06/07/2026	Review of 26/27 Shadow Authority Meeting Times	A report considering the review of shadow meeting times as resolved at the inaugural shadow council meeting.	Cllr Victoria Kiehl	Susan Sale	Vicky Hibbert	26/06/2026
06/07/2026	Appointment of Independent Persons for WSSA	To appoint at least one Independent Person for the shadow period.	Cllr Victoria Kiehl	Susan Sale	Arabella Davies	26/06/2026
06/07/2026	Update on the Member Development Programme -1	To provide an update on the Member Development Programme for the Shadow Year.	Cllr Victoria Kiehl	Susan Sale	Cath Rose / Anna Miller	26/06/2026
06/07/2026	Shadow Authority Constitution Updates	A report to notify the West Surrey Standards Committee of changes needed to the constitution including arising from executive decisions and minor ones under the Monitoring Officers delegations.	Cllr Victoria Kiehl	Susan Sale	Susan Sale	26/06/2026

02/09/2026	Update on the Member Development Programme -2	To provide a further update on proposals for the Member Development Programme for the Shadow Year.	Cllr Victoria Kiehl	Susan Sale	Anna Miller	26/06/2026
02/09/2026	Appointment of Additional Independent Person(s)	To appoint an additional Independent Person for the shadow period.	Cllr Victoria Kiehl	Arabella Davies	Susan Sale	30/07/2026
02/09/2026	Social Media Policy	To receive recommendations from the Constitution Sub Committee	Cllr Victoria Kiehl	Deborah Davies	Susan Sale	06/08/2026
02/09/2026	Gifts & Hospitality Guidance	To receive recommendations from the Constitution Sub Committee	Cllr Victoria Kiehl	Deborah Davies	Susan Sale	06/08/2026
02/09/2026	Member Conduct Complaint Arrangements	To receive recommendations from the Constitution Sub Committee	Cllr Victoria Kiehl	Deborah Davies	Susan Sale	06/08/2026
02/09/26	Governance Arrangements	To propose that the Constitution Sub Committee	Cllr Victoria Kiehl	Susan Sale	Susan Sale	06/08/2026

	for Constitution Work	becomes a Working Group of the Standards Committee				
02/09/2026	Terms of Reference of the Employment Committee	To receive recommendations from the Constitution Sub Committee	Cllr Victoria Kiehl	Deborah Davies	Susan Sale	06/08/2026
02/09/2026	Review of the Member Officer Protocol	To receive recommendations from the Constitution Sub Committee	Cllr Victoria Kiehl	Deborah Davies	Susan Sale	06/08/2026
22/10/2026	Council Motion	To consider the motion from Council regarding recorded votes	N/A	Susan Sale	Susan Sale	23/09/26
22/10/2026	Petition Scheme	To consider a Petition Scheme for West Surrey Council for post Vesting Day	Recommendation from Constitution Working Group Cllr Victoria Kiehl	Vicky Hibbert	Susan Sale	17/09/26
22/10/2026	Proper Officer Designations	To consider an amendment to the shadow period constitution regarding the scrutiny officer	Recommendation from Constitution Working Group Cllr Victoria Kiehl	Vicky Hibbert	Susan Sale	17/09/26
22/10/2026	Articles	To consider the Articles of the	Recommendation from Constitution Working Group	Deborah Davies	Susan Sale	8/10/26

		Constitution for post vesting day	Cllr Victoria Kiehl			
02/11/2026	Schedule of Meetings for West Surrey Council 27/28	To agree principles and recommend that shadow council notes than and delegates authority to an officer to produce a schedule in consultation with group leaders.	Cllr Victoria Kiehl	Vicky Hibbert	Susan Sale	26/06/2026
02/11/2026	Recruitment process for the appointment of independent persons for post vesting day	To approve the process for recruiting and appointing independent persons for post vesting day	Cllr Victoria Kiehl	Arabella Davies	Susan Sale	26/06/2026
02/11/2026	Finance Procedure Rules	To receive recommendations from the Constitution Working Group to endorse the standing orders for post vesting day	Recommendation from Constitution Working Group Cllr Victoria Kiehl	Vicky Radford	Susan Sale	06/08/2026
02/11/2026	Contract & Procurement Procedure Rules	To receive recommendations from the Constitution Working Group to endorse the	Recommendation from Constitution Working Group Cllr Victoria Kiehl	Vicky Radford	Susan Sale	06/08/2026

		standing orders for post vesting day				
02/11/2026	Council Procedure Rules	To receive recommendations from the Constitution Sub Committee to endorse council procedure rules for post vesting day	Recommendation from Constitution Working Group Cllr Victoria Kiehl	Deborah Davies	Susan Sale	06/08/2026
02/11/2026	Review of Proper Officer Designations	To receive recommendations from the Constitution Working Group regarding designation of a scrutiny officer during the shadow period	Recommendation from Constitution Working Group Cllr Victoria Kiehl	Vicky Hibbert	Susan Sale	24/08/2026
02/11/2026	Review of Audit & Governance Committee Procedure Rules and Terms of Reference	To receive recommendations from the Constitution Working Group for post vesting day	Recommendation from Constitution Working Group Cllr Victoria Kiehl	Deborah Davies	Susan Sale	24/08/2026
02/11/2026	Budget Procedure Rules	To receive recommendations from the	Recommendation from Constitution Working Group	Vicky Radford	Susan Sale	24/08/2026

		Constitution Sub Committee	Cllr Victoria Kiehl			
02/11/2026	Post Vesting Day Scrutiny Arrangements	To receive recommendations from the Constitution Sub Committee	Recommendation from Constitution Working Group Cllr Victoria Kiehl	Vicky Hibbert	Susan Sale	24/08/2026
02/11/2026	Company Governance Protocol	To receive recommendations from the Constitution Sub Committee	Recommendation from Constitution Working Group Cllr Victoria Kiehl	Michael Graham	Susan Sale	24/08/2026
02/11/2026	Post vesting Day Licensing Committee Procedure Rules and Terms of Reference	To receive recommendations from the Constitution Sub Committee	Recommendation from Constitution Working Group Cllr Victoria Kiehl	Deborah Davies	Susan Sale	24/08/2026
15/12/2026	Post Vesting Day Planning Committee Procedure Rules and Terms of Reference	To receive recommendations from the Constitution Sub Committee	Cllr Victoria Kiehl	Deborah Davies	Susan Sale	24/08/2026
15/12/2026	DBS checks for councillors	To consider a policy regarding DBS checks for councillors to be effective after Vesting Day	Cllr Victoria Kiehl	Susan Sale	Susan Sale	20/10/2026

15/12/2026	Review of Employment Committee Procedure Rules and Terms of Reference	To receive recommendations from the Constitution Sub Committee	Cllr Victoria Kiehl	Susan Sale	Susan Sale	24/08/2026
15/12/2026	Budget and Policy Framework Rules	To receive recommendations from the Constitution Sub Committee	Cllr Victoria Kiehl	Vicky Radford	Susan Sale	24/08/2026
15/12/2026	Officer Decision Making Protocol	To receive recommendations from the Constitution Sub Committee	Cllr Victoria Kiehl	Susan Sale	Susan Sale	24/08/2026
15/12/2026	Responsibility for Functions	To receive recommendations from the Constitution Sub Committee	Cllr Victoria Kiehl	Vicky Hibbert	Susan Sale	24/08/2026
15/12/2026	Scheme of Officer Delegations	To receive recommendations from the Constitution Sub Committee	Cllr Victoria Kiehl	Susan Sale, Deborah Davies & Vicky Hibbert	Susan Sale	24/08/2026
15/12/2026	Delegations to Executive Members	To receive recommendations from the Constitution Sub Committee	Cllr Victoria Kiehl	Susan Sale, Deborah Davies & Vicky Hibbert	Susan Sale	24/08/2026

15/12/2026	Proper Officer Designations	To receive recommendations from the Constitution Sub Committee	Cllr Victoria Kiehl	Susan Sale, Deborah Davies & Vicky Hibbert	Susan Sale	24/08/2026
15/12/2026	Report on Joint Governance arrangements	To include the Fire & Rescue Service, the Surrey pensions Authority and the Foundation Strategic Authority	Cllr Victoria Kiehl	Susan Sale, Deborah Davies & Vicky Hibbert	Susan Sale	21/10/2026
18/01/2027	Report on proposed appointments of Independent Persons for post Vesting Day	A report to propose appointments of independent persons following the recruitment process	Cllr Victoria Kiehl	Susan Sale	Susan Sale / Vicky Hibbert / Arabella Davies	26/06/2026
09/03/2027	Annual Report of the Monitoring Officer	To receive a report from the Monitoring Officer regarding Standards matters that have arisen during the Shadow Period including member conduct matters	N/A	Susan Sale	Susan Sale / Vicky Hibbert / Deborah Upton	26/06/2026
09/03/2027	Adoption of Member's Allowance Scheme for	To make recommendations to WSSA full council for the adoption of a	Cllr Victoria Kiehl	Susan Sale	Susan Sale	26/06/2026

	West Surrey Council	member's scheme of allowances.				
09/03/2027	To receive a provisional work programme for The West Surrey Council Standards Committee	To consider work programme for the Standards Committee and its sub committees for the 2027/2028 municipal year	Cllr Victoria Kiehl	Susan Sale	Susan Sale / Vicky Hibbert / Arabella Davies	26/06/2026