

## **SURREY LEADERS' GROUP DRAFT CONSTITUTION**

### **NAME**

1. The group shall be known as the Surrey Leaders' Group (SLG)

### **OBJECTIVES**

2. The aims of the group will be:
  - To act as a strong representative body for local government in Surrey,
  - To provide a forum for discussion of strategic issues
  - To consider matters of common interest to members of the Group and to provide a means by which joint views may be formulated and expressed
  - To promote and maintain effective strategic relationships across local government in Surrey and with other partners
  - To establish effective relationships with the national Parliament and Government
  - To be a voice for the communities of Surrey and for local government in Surrey

### **MEMBERSHIP**

3. The members of the group will be the Leader (or equivalent) of each Borough and District Council in Surrey and the Leader and Deputy Leader (or equivalents) of Surrey County Council. Substitutes will be permitted.
4. Membership of the group is a voluntary matter. However should the Leader of any Council wish to withdraw from membership then at least 12 months notice must be given.

### **CHAIRMAN AND VICE-CHAIRMAN**

5. A Chairman and Vice-Chairman shall be appointed at the Annual Meeting from among the members of the group. The Chairman and Vice chairman shall not be from the same authority and will each be appointed for a two year term of office.

### **MEETINGS**

6. Up to 10 meetings per annum may be held, normally in rotation around the twelve authorities. Additional meetings may be held if the Chairman and Vice-Chairman agree this is necessary. The first meeting after the Council elections each year will be the Annual Meeting to re-constitute the Group, appoint the Chairman and Vice-Chairman, and approve the accounts for the previous year. The subscriptions for the following year shall be fixed at the meeting occurring during the Councils' budget cycle.
7. The quorum for meetings of the Group shall be 5 Members, of whom one must be from the County Council.
8. The Notice and Agenda for each meeting should normally be sent out at least five working days prior to the day of the meeting.

9. The style of the meetings will vary according to the business. The meetings need not be held in Council Chambers, and nor indeed in Council offices. Meetings of the group will not normally be open to members of the public. The Group may invite attendance and representation by others.
10. The aim will be to achieve consensus. In the case of formal meetings where voting is required each member of the group will have one vote. Voting will be by a show of hands.

## **POWERS**

11. The Group will have the ability to consider any matter facing local government, but it shall not have the power to make decisions that would bind any or all of the constituent Councils without the issues being referred to each of those Councils.
12. The Group may authorise the Chairman or Vice Chairman to make representations to any person or organisation on its behalf.
13. The Group will nominate 3 district leaders to represent district councils at meetings of the Surrey Strategic Partnership. Those representatives shall not have the power to make decisions at those meetings that would bind any or all of the district Councils without the issues being referred to each of those Councils.
14. The County Council will continue to make its own nominations to outside bodies. The District Councils' representatives on the Surrey Leaders' Group will be entitled to determine nominations to represent all Surrey district councils on outside bodies. However, it will be open to the Group, with the agreement of all the constituent Councils, to undertake the nomination of representatives onto other bodies on behalf of all the Councils.
15. Amendments to the constitution of the Group shall require approval by all members of the Group.

## **WORK PROGRAMME**

16. The Group will maintain a work programme, recognising however, that issues may occur requiring its alteration.

## **ADMINISTRATION AND TECHNICAL SUPPORT**

17. The Group will maintain a Secretariat to assist in the conduct of its business and that of the Chief Executives Group. The Secretariat will be hosted by one Council and paid from subscriptions from the other Councils.
18. The Group will be supported and advised by the Surrey Chief Executives' Group. It may utilise established working groups, or set up time limited task and finish groups where necessary, to achieve certain objectives and will set up longer standing groups only by exception and with clear terms of reference.
19. The Group will appoint a Treasurer and Auditor from amongst the Chief Financial Officers of the Surrey Councils.

## **FINANCE AND SUBSCRIPTIONS**

20. The Group shall be able to levy subscriptions on the constituent authorities to meet the costs of the secretariat, and to maintain a standing fund to meet any additional cost such as for employing consultants, commissioning research, or meeting the costs of one or more authorities undertaking or commissioning work on behalf of the Group, in support of the Group's work programme.

21. The subscription for the County Council will match that of the eleven Borough and District Councils combined.
22. Members' allowance and travel costs for attendance at Group meetings or those of other organisations to which it may nominate members will be borne by the individual authorities.
23. The accounting year will be that of the municipal year. The Group will determine the level of subscriptions at its meeting during the Councils' budget cycle, and receive the audited accounts for the previous year at the Annual Meeting.

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