

To: All Members of the STANDARDS AND
GENERAL PURPOSES COMMITTEE
(Other Members for Information)

When calling please ask for:

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Calls may be recorded for training or monitoring

Date: 22 September 2023

Membership of the Standards and General Purposes Committee

Cllr Andy MacLeod (Chair)
Cllr John Robini (Vice Chair)
Cllr Janet Crowe
Cllr Michael Goodridge

Cllr Gemma Long
Cllr Peter Nicholson
Cllr John Ward

Town/Parish Representatives

Cllr Heagin (Co-Optee) Cllr Joan
Heagin (Co-optee)

Cllr Joan Holroyd (Co-optee)

Dear Member

A meeting of the STANDARDS AND GENERAL PURPOSES COMMITTEE will be held as follows:

DATE: MONDAY, 2 OCTOBER 2023

TIME: 6.00 PM

PLACE: COUNCIL CHAMBER, COUNCIL OFFICES, THE BURYS,
GODALMING

The Agenda for the meeting is set out below.

Yours sincerely

Susan Sale,
Executive Head of Legal & Democratic Services & Monitoring Officer

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NOTE FOR MEMBERS

Members are reminded that contact officers are shown at the end of each report and members are welcome to raise questions etc in advance of the meeting with the appropriate officer.

AGENDA

8. **UPDATE ON THE GUILDFORD AND WAVERLEY JOINT CONSTITUTIONS REVIEW GROUP** (Pages 3 - 12)

The report **(to follow)** provides an update on the status and progress of the Guildford & Waverley Joint Constitutions Review Group (JCRG) since the last Standards & General Purposes Committee meeting.

The purpose of the report is to ensure the Standards and General Purposes Committee is updated and informed of the progress of the GBC & WBC Joint Constitutions Review Group. And, to ensure work on the review of Waverley Borough Council's Constitution, in collaboration with partners from Guildford Borough Council, is meeting the overall objective of aligning key parts thereof, where appropriate to do so.

**For further information or assistance, please telephone
Leila Manzoor, Democratic Services Officer, on 01483 523224 or by
email at leila.manzoor@waverley.gov.uk**

Waverley Borough Council

Report to: Standards & General Purposes Committee

Date: 2 October 2023

Ward(s) affected: All

Report of Director: Transformation and Governance

Senior Officer: Susan Sale, Joint Executive Head of Legal & Democratic Services

Author: Kisi Smith-Charlemagne, Senior Governance Officer

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Report Status: Open

Update on the Guildford BC and Waverley BC Joint Constitutions Review Group

1. Executive Summary

1.1 There is a statutory obligation upon every Local Authority to have a constitution and to both maintain and publish it. It is considered good practice to keep the constitution under constant review and for councillors to consider a more formal review on an annual basis.

1.2 At the last meeting of the Standards & General Purposes Committee (S&GP) held on the 3 July 2023. The Committee, in joint conjunction with Guildford Borough Council's Corporate Governance & Standards Committee, approved the formation of a new Joint Constitutions Review Group (JCRG), with an overall objective of aligning key parts

of the Councils' respective constitutions, where appropriate to do so. This report provides an update on the status (Appendix 1) of the group since the last S&GP Committee meeting.

2. Recommendations to Committee

- 2.1 That the Committee notes the report and current status in **Appendix 1** of the G&W Joint Constitutions Review Group (JCRG).

3. Reason(s) for Recommendation:

- 3.1 To ensure the Standards and General Purposes Committee is updated and informed of the progress of the G&W Joint Constitutions Review Group. And, to ensure work on the review of Waverley Borough Council's Constitution, in collaboration with partners from Guildford Borough Council, is meeting the overall objective of aligning key parts thereof, where appropriate to do so.

4. Exemption from publication

- 4.1 No part of this report is exempt from publication.

5. Purpose of Report

- 5.1 This report asks the Committee.
 - (a) To note the report and current status of the G&W Joint Constitutions Review Group.

6. Strategic Priorities

- 6.1 The work of Councillor task or working groups assist in the delivery of the Council's Corporate Plan priorities.

7. Background

- 7.1 Following the commitment by both Guildford and Waverley to collaborate and the establishment of a Joint Management Team, with the prospect of further collaborative proposals coming forward, the benefits of aligning the governance processes within the respective Constitutions, where appropriate to do so, is becoming increasingly apparent.
- 7.2 On the 3 July 2023 the Committee agreed a Joint Constitutions Review Group, comprising councillors nominated both by this Committee and Guildford's Corporate Governance & Standards Committee, be established to meet and consider constitutional matters jointly. The overarching role of the Joint Constitutions Review Group will be to examine, review, and report back initially to this Committee and Guildford's Corporate Governance & Standards Committee on any matter relating to the Constitutional arrangements of both councils. Each Council will then have the opportunity to debate, and decide upon, any changes to their own Constitution. It is anticipated that ultimately the two Constitutions will always differ in some aspects to reflect the preferences of each Council, but that, in matters pertaining to officer accountabilities are likely to be the same.
- 7.3 The Committee is invited to note the JCRG's progress to date.

8. Equality and Diversity Implications

- 8.1 The Joint Constitutions Review Group is responsible for having due regard to the requirements of the Public Sector Equality Duty (Equality Act 2010) when making any recommendations concerning constitutional arrangements.

9. Financial Implications

- 9.1 There are no financial implications arising from this report. Any proposals, projects, or suggestions from the groups with financial implications will either be contained within approved budgets or considered as part of the Service and Financial Planning cycle.

10. Legal Implications

- 10.1 There is no legal requirement to establish working groups or task groups, but they can be useful to support and inform the work of Council Committees. There is no legal requirement for them to be politically balanced.

11. Human Resource Implications

- 11.1 Currently, we are able to service the proposed working group from within existing staffing resources in the Democratic Services team.

12. Background Papers

Waverley Borough Council Constitution

Minutes from the Standards and General Purposes Committee held on 3 July 2023.

13. Appendices

Appendix 1: Key stages of progress of the Joint Construction Review Group

Appendix 2: Amended Terms of Reference of the Joint Constitutions Review Group

Appendix 3: Agreed membership of the Joint Constitutions Review Group

Joint Constitutions Review Group (JCRG)

Update as of 22 September 2023

Key stages of progress

1. Membership

- 1.1. Guildford Borough Council (GBC) have approved its formation and appointed cross party councillors to the group. GBC's Corporate Governance and Standards Committee will meet on 28 September 2023, where they will appoint a Co-Chair from the four appointed members.
- 1.2. Waverley Borough Council's (WBC) have also agreed its membership to the group. WBC's Standards and General Purposes Committee will appoint a Co-Chair from the four appointed members at its next meeting on 2 October 2023.
- 1.3. A list of the appointed membership for the JCRG can be found in **(Appendix 2)**

2. Terms of Reference (TOR)

- 2.1. Both GBC and WBC have approved the TOR, it has also been agreed that the group will meet on a quarterly basis. The TOR have been updated to reflect this amendment **(Appendix 3)**

3. JCR Group Meetings

- 3.1. Provisional dates have been agreed by both GBC and WBC and circulated to the members of the group and are listed below, please note that they are provisional and will be confirmed by the time the S&GP Committee meets on the 2 October 2023.

6pm Thursday 30 November 2023 at WBC

6pm Thursday 21 March 2024 at GBC

6pm Thursday 6 June 2024 at WBC

6pm Thursday 19 September 2024 at GBC

3.2. Meetings will start at 6pm and the location will be alternated between WBC and GBC. The first meeting will be held at WBC.

4. Work Programme

4.1. The group will consider a work programme at the first meeting, early items are likely to include:

- Officer employment procedure rules
- Terms of reference for employment committees
- Officer scheme of delegations
- Member / Officer protocols

JOINT CONSTITUTION REVIEW GROUP

Guildford Borough Council

Cllr Catherine Houston (Lib Dem)
Cllr James Jones (Lib Dem)
Cllr Sallie Barker (Labour)
Cllr Joss Bigmore (R4GV)

Waverley Borough Council

Cllr Paul Follows (Lib Dem)
Cllr Gemma Long (Lib Dem)
Cllr Michael Goodridge (Con)
Cllr Andy McLeod (Farn)

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Joint Constitutions Review Group

Draft Terms of Reference

Composition of the Joint Constitutions Review Group (“the Group”)

The Group is to be established jointly by Guildford Borough Council’s Corporate Governance & Standards Committee and Waverley Borough Council’s Standards & General Purposes Committee. Each committee shall appoint four members to the Group. The appointed members do not have to be members of the committee appointing them. Political balance rules do not need to apply.

Quorum: 4 (subject to each council being represented at a meeting of the Group by at least two members)

Substitutes: Substitutes may be appointed. Any appointed member of the Group may be substituted by any other member of their political group on the Council they represent.

Chairman: Each committee referred above shall appoint a co-chairman of the Group from among their four appointed members. Meetings of the Group shall be chaired alternately between the respective co-chairmen.

Place of Meetings: Meetings of the Group may be held remotely or in person. If the Group opts to meet in person, the venue for meetings shall normally alternate between the two councils with the host co-chairman chairing the meeting.

Frequency of Meetings: Quarterly.

Servicing the Group: The servicing of the Group shall be agreed between the Councils’ Democratic Services Managers.

Role and Function

To examine, review, and report back initially to the Corporate Governance & Standards Committee and the Standards & General Purposes Committee on any matter relating to the Constitutional arrangements of both councils, or either, council.

Appendix 3 - Terms of Ref of CRGA

It is expected that the Group shall reach its recommendations through consensus. If consensus cannot be reached, a vote shall be held and the matter determined by a majority, provided that, where a matter relates to the Constitution of only one authority, the majority of those representatives of the relevant Council shall be part of that majority. If the overall majority of those present and voting does not include the majority of the relevant Council, then the decision shall stand referred to the Corporate Governance and Standards Committee at Guildford Borough Council or the Standards and General Purposes Committee at Waverley Borough Council, as appropriate, for determination. Where a majority decision on any recommendation cannot be made, the chairman or person presiding shall have no second or casting vote.