

## GUILDFORD & WAVERLEY JOINT GOVERNANCE COMMITTEE

Monday, 9 October 2023 at 10.00 am

Committee Room 1 – Chantries, Guildford Borough Council Offices, Millmead,  
Guildford

### Members:

Cllr Paul Follows, Leader, Waverley Borough Council (Joint Chair) (Joint Chair)  
Cllr Julia McShane, Leader, Guildford Borough Council (Joint Chair) (Joint Chair)  
Cllr Joss Bigmore, Guildford Borough Council  
Cllr Brooker, Guildford Borough Council  
Cllr Peter Clark, Deputy Leader, Waverley Borough Council  
Cllr Fenwick, Guildford Borough Council  
Cllr Victoria Kiehl, Waverley Borough Council  
Cllr Peter Martin, Waverley Borough Council  
Cllr Newsom, Guildford Borough Council  
Cllr Rehorst-Smith, Guildford Borough Councillor  
Cllr John Robini, Waverley Borough Council  
Cllr John Ward, Waverley Borough Council

## A G E N D A

- 1 **Apologies for absence and notification of substitutes**
- 2 **Adoption of Minutes of the previous meeting** (Pages 5 - 8)

To agree the Minutes of the meeting held on 17 March 2023.

- 3 **Disclosures of interests**

To receive from Members declarations of interests in relation to any items included on the agenda for this meeting in accordance with the respective Guildford and Waverley Codes of Conduct for Councillors.

- 4 **Collaboration Risk Register Review** (Pages 9 - 32)

This report presents the collaboration risk register for its six-monthly review by the Joint Governance Committee (the Committee). The register was last presented to the Committee in March 2023. Since then, it has been updated by officers, including the assessment of scores and updates to mitigations.

### Recommendation to Committee

1. That the Committee reviews the collaboration risk register and the

changes to the risk ratings suggested by officers and agrees any further changes.

2. That the Committee ask officers to undertake a comprehensive review of the register, including risks; mitigations and scoring, with a view to making it more succinct and focused on the key threats to success of the collaboration.

5 **Update: On the Inter Authority Agreements (IAA's)** (Pages 33 - 38)

The Joint Governance Committee's terms of reference includes a requirement to undertake periodically a formal review (at least once every 12 months) of the inter-authority agreement (IAA) in respect of the Joint Management Team (JMT), ensuring it continues to be fit for purpose and recommending to both Full Councils any changes required.

This report provides the Committee with an update on the IAA and relating matters since its last meeting on the 17 March 2023.

**Recommendations to Committee**

That the Committee notes the report and the updates on both IAA's between Guildford Borough Council and Waverley Borough Council.

6 **Amendments to the Guildford and Waverley Joint Governance Committee's Terms of Reference (TOR)** (Pages 39 - 48)

The Joint Governance Committee was created in April 2022 and its Terms of Reference (TOR) can be found in Part 3 – Appendix 2 of the Waverley Borough Council's Constitution.

At the request of the new Joint Executive Head of Legal & Democratic Services, the TOR for the Joint Governance Committee were reviewed to ensure they remained, relevant, fit for purpose and included any collaboration arrangement updates.

This report asks the Joint Governance Committee to amend the TOR of the Committee to confirm the frequency of meetings and the annual review of the IAA. It also asks the Committee to amend the TOR to reflect the impending Temporary Shared Staffing Inter-Authority Agreement, which will fall under the remit of the Joint Governance Committee and be subject to annual review in line with the JMT IAA.

**Recommendations to Committee**

That the Joint Governance Committee resolves to recommend to both Guildford Borough Council and Waverley Borough Council that the Committee's Terms of Reference are amended as follows:

- (a) The frequency of meetings to Biannually.

- (b) The periodic formal review to (at least annually).
- (c) To include the Temporary Shared Staffing Inter-Authority Agreement within its remit and periodically review at least annually in line with the JMT IAA.
- (d) And that the Executive Head of Legal and Democratic Services be delegated authority to amend both the Guildford Borough Council and Waverley Borough Council Constitutions accordingly.

**7 Date of the next meeting**