

WAVERLEY BOROUGH COUNCIL

MINUTES OF THE STANDARDS AND GENERAL PURPOSES COMMITTEE - 1 JULY  
2024

(To be read in conjunction with the Agenda for the Meeting)

**Present**

Cllr Andy MacLeod (Chair)  
Cllr John Robini (Vice Chair)  
Cllr Gemma Long

Cllr Peter Nicholson  
Cllr Michael Goodridge  
Cllr Heagin (Co-Optee)

**Apologies**

Cllr John Ward and Parish Councillor Holdroyd

SGP19/23 DECLARATIONS OF INTERESTS (Agenda item 2.)

There were no declarations of interests.

SGP20/23 MINUTES (Agenda item 3.)

The Minutes of the Meeting of the Committee held on 8 April 2024 were confirmed.

SGP21/23 QUESTIONS BY MEMBERS OF THE PUBLIC (Agenda item 4.)

There were none.

SGP22/23 QUESTIONS FROM MEMBERS OF THE COUNCIL (Agenda item 5.)

There were none.

SGP23/23 SCHEME OF DELEGATION (Agenda item 6.)

The Senior Governance Officer introduced the report and summarized that a Joint Officer Scheme of Delegation and Proper Officer Scheme, materially the same for both Councils, whilst being owned by each Council in respect of their services, would help to promote more efficient joint working and would support the transformation programme by aligning officer decision making across both Councils. The revised scheme would improve governance for each Council and would ensure that there would be greater transparency of decision making.

Councillor Macleod moved the recommendation, seconded by Councillor Robini and at the invitation of the Chair, Members considered the proposal. Councillor Long sought clarification of the wording in 1.4.4 '*The exercise of a delegated power shall not amount to a new policy or extension or amendment to an existing policy unless the officer has specific delegated authority to do so*'. The Senior Governance Officer responded that the clause was meant to ensure that only Members would be able to decide upon new policies.

Councillor Robini referenced ward councillor consultations set out on page 54 of the agenda pack and stated that ward councillors would need training on their responsibilities. The Senior Governance Officer explained that once the scheme was approved by Council, training would be arranged for Officers and Members.

There being no further discussion, the Chair called upon Members to vote on the recommendations whereupon it was

**RESOLVED** unanimously:

1. That the revised Joint Officer Scheme of Delegation and Proper Officer Scheme, as set out in Appendices 1 and 2 to the report, be **RECOMMENDED** to Council for adoption as part of the Council's Constitution in so far as the delegations relate to Waverley Borough Council.
2. That the Monitoring Officer be authorised, in consultation with the chair of the Standards and General Purposes Committee, to make such further amendments to the Joint Officer Scheme of Delegation and Proper Officer Scheme as may be necessary to correct errors or for clarification purposes, prior to consideration of these matters by full Council.

#### SGP24/23 NEW FINANCIAL PROCEDURE RULES (Agenda item 7.)

The Interim Assistant Director of Finance introduced the report and explained that it was good practice to keep the Financial Procedure Rules under review, as they formed part of the Constitution of the Council. The review of the Financial Procedure Rules has been undertaken by the Joint Constitutions Review Group (JCRG), at their meetings held on 29 May and 20 June 2024 and they were recommended for approval to the Standards and General Purposes Committee.

Councillor Macleod moved the recommendation, seconded by Councillor Goodridge; there being no further discussion, the Chair called upon Members to vote on the recommendations whereupon it was

**RESOLVED** unanimously: That the revised Financial Procedure Rules, as set out in Appendix 1 to the report, be **RECOMMENDED** to Council for adoption as part of the Council's Constitution.

#### SGP25/23 NEW CONTRACT PROCEDURE RULES (Agenda item 8.)

The Legal Services Manager (GBC) introduced the report and explained that the alignment of both Councils' Contract Procedure Rules supported the Councils' Collaborative and Transformation programme and would provide clarity for all officers who supported procurement activity, as well as for those postholders who were joint officer appointments. The rules would replace the existing Contract Procurement Rules (CPRs) and would introduce a centralised procurement model for WBC. The recommended new CPRs would also implement changes consequential to the Procurement Act 2023 which would come in to force on 28 October 2024. This would allow time for changes to be embedded by both Councils and appropriate resource provided and identified.

Councillor Macleod moved the recommendation, seconded by Councillor Goodridge. Councillor Goodridge requested that the use of the red text at the bottom of each page be revised for the version to full Council. There being no further discussion, the Chair called upon Members to vote on the recommendations whereupon it was

**RESOLVED** unanimously:

1. To **RECOMMEND** to full Council that the revised Contract Procedure Rules, as set out in Appendix 1 to the report, be adopted as part of the Constitution.
2. To support the principle of adopting the Modern Slavery Charter as part of the proposed changes.

SGP26/23 NEW JOINT COUNCILLOR / OFFICER RELATIONSHIP PROTOCOL (Agenda item 9.)

The Senior Governance Officer introduced the report and explained that the Joint Councillor/Officer Relationship Protocol would govern the different roles and responsibilities of Councillors and Officers, and would provide a framework for how they should work together.

Councillor Macleod moved the recommendation, seconded by Councillor Goodridge; there being no further discussion, the Chair called upon Members to vote on the recommendations whereupon it was

**RESOLVED** unanimously: That the proposed Joint Councillor/Officer Relationship Protocol, as set out in Appendix 1 to the report, be **RECOMMENDED** to Council for adoption into the Council's Constitution.

**The meeting commenced at 6.00 pm and concluded at 6.51 pm**

**Chairman**