

# **WAVERLEY BOROUGH COUNCIL**

## **EXECUTIVE**

**14 DECEMBER 2021**

---

**Title:**

### **APPOINTMENT OF EXECUTIVE WORKING GROUPS**

---

**Portfolio Holder:** Cllr Paul Follows, Leader of the Council

**Head of Service:** Robin Taylor, Head of Policy and Governance

**Key decision:** No

**Access:** Public

---

#### **1. Purpose and summary**

1.1 At its meeting on 19 October 2021, the Council agreed to adopt a protocol for the establishment of Executive Working Groups. This report proposes the establishment of an Inter-Authority Agreement Joint Working Group with Guildford Borough Council and the noting of the Executive Working Groups currently established with their memberships for the 2021/22 Council year.

#### **2. Recommendation**

It is recommended that the Executive

1. Agree the establishment of an Inter-Authority Agreement Joint Working Group as set out in paragraph 4.2 below and with the Terms of Reference attached at Annexe 1.
2. Note the current Executive Working Groups and their memberships attached at Annexe 2.

#### **3. Reason for the recommendation**

3.1 To enable both councils to support the work of officers in the preparation of the Inter-Authority Agreement, and to ensure the correct democratic avenue of input by Councillors into its development.

#### **4. Background**

4.1 At its meeting on 3 August 2021, the Council noted an early draft of the outline Heads of Terms of the Inter-Authority Agreement between Guildford and Waverley Borough Councils, and that significant further work was necessary before a further report is submitted to both Councils to agree the final Heads of Terms. To carry out this detailed work, it is proposed that a joint cross-party working group be established under the agreed Executive Working Group protocol.

- 4.2 The draft Terms of Reference of the Inter-Authority Agreement Joint Working Group (IAAJWG) are set out at Annexe 1 to this report. It is proposed that the Working Group comprises the Executive Leaders of both Guildford and Waverley Borough Councils and that each Leader nominates two members to the Inter-Authority Agreement Joint Working Group (IAAJWG), of whom at least one shall be an Executive member of that authority, and at least one shall be an opposition group member of that authority.

## **5. Relationship to the Corporate Strategy and Service Plan**

- 5.1 The recommendations in this report contribute to the Council's commitment to open, democratic and participative governance.

## **6. Implications of decision**

### **6.1 Resource (Finance, procurement, staffing, IT)**

There are no resource implications arising from this report. The proposed IAAJWG can be serviced within existing resources.

### **6.2 Risk management**

None for the purposes of this report.

### **6.3 Legal**

The Council's Constitution enables the Executive to create and appoint to Executive Working Groups, and provisions of the Local Government Acts 1972 and 2000 enable the Council to carry out its functions in joint arrangements with another local authority.

### **6.4 Equality, diversity and inclusion**

There are no direct equality, diversity or inclusion implications in this report. Equality impact assessments are carried out when necessary across the council to ensure service delivery meets the requirements of the Public Sector Equality Duty under the Equality Act 2010.

### **6.5 Climate emergency declaration**

There are no implications for the council's environmental and sustainability objectives arising from this report.

## **7. Consultation and engagement**

- 7.1 None for the purposes of this report.

## **8. Other options considered**

- 8.1 The Executive could choose not to establish a joint working group to carry out the work on the IAA. However it is felt that due to the significant work involved and the strategic importance of the IAA, that establishing a cross party working group which would make recommendations to each council's respective Executives is the most efficient and effective approach.

## **9. Governance journey**

9.1 This will be reported to the Special meeting of the Executive on 14 December 2021 for approval.

**Annexes:**

Annexe 1 – Joint IAA Working Group Terms of Reference

Annexe 2 –Executive Working Groups 2021/22

---

**Background Papers**

There no background papers, as defined by Section 100D(5) of the Local Government Act 1972).

---

**CONTACT OFFICER:**

Name: Louise Fleming

Position: Democratic Services and Business Support Team Manager (Deputy Monitoring Officer)

Telephone: 0148 3523517

Email: [louise.fleming@waverley.gov.uk](mailto:louise.fleming@waverley.gov.uk)

Agreed and signed off by:

Legal Services: date

Head of Finance: date

Strategic Director: date

Portfolio Holder: date