

**GUILDFORD BOROUGH COUNCIL AND WAVERLEY BOROUGH COUNCIL  
INTER-AUTHORITY AGREEMENT JOINT WORKING GROUP  
COMPOSITION AND TERMS OF REFERENCE**

This Joint Working Group is a joint Executive working group established jointly by the Leader/Executive of both authorities in accordance with their respective constitutional provisions

**MEMBERS:** 6

The Leader or Executive of each authority shall each appoint three 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

**QUORUM:** 3 (subject to each council being represented at a meeting by at least 1 Executive member)

**PLACE OF MEETINGS:** Meetings of the IAAJWG may be held remotely or in-person

**CHAIRMAN:** The IAAJWG shall be chaired alternately between the councils by one of the Executive members appointed by their respective Leaders/Executives. The first meeting shall be chaired by the Executive member appointed by the Leader of Guildford Borough Council

**FREQUENCY OF MEETINGS:** As and when required

**SUBSTITUTES:** Substitutes allowed.

**ATTENDANCE BY COUNCILLORS NOT APPOINTED TO THE IAAJWG:** Any councillor from either authority not appointed to the IAAJWG may attend meetings strictly as an observer

**ATTENDANCE BY THE PUBLIC:** The public shall not attend meetings of the IAAJWG

**OFFICER SUPPORT TO THE IAAJWG:** Each authority shall ensure that relevant senior officer leads attend meetings of the IAAJWG dependent upon the matters to be discussed

ROLE AND FUNCTION: The purpose of the IAAJWG is to work up the detail of the draft Heads of Terms of the proposed Inter Authority Agreement, which is to be submitted for approval to both authorities' Full Councils, via their respective Executives.

This work will involve reviewing and making recommendations to each authority's Executive on the key subject areas of the Heads of Terms, which will include but may not be limited to the following:

- Staffing
- Costs
- Property and Assets
- Legal liability and claims
- Insurance
- Data/information sharing (incl re: contracts)
- Intellectual Property Rights
- Conflicts of interests (incl Council-owned trusts/companies)
- Partnership governance
- Review mechanisms
- Termination and Exit Strategy