

# 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