

# G&W Joint Constitutions Review Group

## 2023/24- work programme

### Upcoming items

Ref	Title	Purpose of item	Lead Member/Officer	Date for consideration	Governance route & Dates
1	Revised terms of reference for the Joint Governance Committee	For the group to note the report and consider the recommendations: The TOR for the Joint Governance Committee were reviewed to ensure they remained, relevant, fit for purpose and included any collaboration arrangement updates.	Councillor Victoria Kiehl/Councillor Merel Rehorst-Smith/Susan Sale	30 Nov 23	S&GP: 8 Jan 24 CGSC: 18 Jan 24 Full Council: ?? Jan 24 TBC
2	New Officer Employment Procedure Rules and consequential revisions as per items 3, 4, 5 and 6	For the group to note the report and consider the recommendations: Officers are recommending that the Officer Employment Procedure Rules are revised using examples of good practice.	Councillor Victoria Kiehl/Councillor Merel Rehorst-Smith/Susan Sale	30 Nov 23	S&GP: 8 Jan 24 CGSC: 18 Jan 24 Full Council: ?? Jan 24 TBC
3	Revised terms of reference of the Joint Appointments Committee (to be called the Joint Senior Staff Committee)	In conjunction with item 2 the New Officer Employment Procedure Rules: For the group to consider the revised TOR for the JAC and the change of name for the committees extended remit.	Councillor Victoria Kiehl/Councillor Merel Rehorst-Smith/Susan Sale	30 Nov 23	S&GP: 8 Jan 24 CGSC: 18 Jan 24 Full Council: ?? Jan 24 TBC
4	To authorise the Head of Paid Service to approve where necessary any	In conjunction with item 2 the New Officer Employment Procedure Rules: For the	Councillor Merel Rehorst-	30 Nov 23	CGSC: 18 Jan 24

	human resource policies specific to Guildford	group to consider the revision to the HOPS responsibilities under the scheme of delegation relating to human resources polices for GBC.	Smith/Susan Sale		Full Council: ?? Jan 24 TBC
5	Revised delegation to the Monitoring Officer to convene an Independent Panel	In conjunction with item 2 the New Officer Employment Procedure Rules: For the group to consider the revised delegation for the Monitoring Officer to convene an independent panel.	Councillor Victoria Kiehl/Councillor Merel Rehorst-Smith/Susan Sale	30 Nov 23	S&GP: 8 Jan 24 CGSC: 18 Jan 24 Full Council: ?? Jan 24 TBC
6	Proposed dissolution of the GBC Employment Committee	In conjunction with item 2 the New Officer Employment Procedure Rules: For the group to consider the dissolution of the GBC Employment Committee.	Councillor Merel Rehorst-Smith/Susan Sale	30 Nov 23	CGSC: 18 Jan 24 Full Council: ?? Jan 24 TBC
7	WBC Key Decision Threshold Review	For the group to note the report and consider the recommendations: To enable the Council to embrace more agile and timely decision making.	Councillor Victoria Kiehl/Susan Sale	30 Nov 23	S&GP: 8 Jan 24 Full Council: ?? Jan 24 TBC
8	Revised Council Procedure Rules	To rectify inconsistencies and consequently enable more effective and efficient discharge of business.	Councillor Victoria Kiehl/Councillor Merel Rehorst-Smith/Susan Sale	18 Dec 23	S&GP: 8 Jan 24 CGSC: 18 Jan 24 Full Council: ?? Jan 24 TBC
9	Officer Scheme of Delegation and Sub Schemes	To ensure that Officers have the correct powers to make decision and carry out the responsibilities of their roles	Councillor Victoria Kiehl/Councillor Merel Rehorst-Smith/Susan Sale	TBC	TBC

10	Individual Executive Member Delegations/Decisions & Executive Procedure Rules	To provide a mechanism for individual Executive Members to make decisions in accordance with regulations.	Councillor Victoria Kiehl/Susan Sale	TBC	TBC
11	Officer Decision Making Procedure Rules	TBC	Councillor Victoria Kiehl/ Councillor Merel Rehorst-Smith/ Susan Sale	TBC	TBC
12	Contract/Procurement procedure Rules	TBC	Councillor Victoria Kiehl/ Councillor Merel Rehorst-Smith/ Susan Sale	TBC	TBC
13	Financial Procedure Rules	TBC	Councillor Victoria Kiehl/ Councillor Merel Rehorst-Smith/ Susan Sale	TBC	TBC
14	Audit and Risk TOR: Surveillance (3.1.10), Whistle blowing, Fraud & Money laundering	TBC	Councillor Victoria Kiehl/ Susan Sale	TBC	TBC
15	Review of code of conduct & arrangements for complaints	TBC	Councillor Victoria Kiehl/ Councillor Merel Rehorst-Smith/ Susan Sale	TBC	TBC
16	Review of the Overview and Scrutiny function	TBC	Councillor Victoria Kiehl/ Councillor Merel Rehorst-Smith/ Susan Sale	TBC	TBC
17	Review of the Articles	TBC	Councillor Victoria Kiehl/	TBC	TBC

			Councillor Merel Rehorst-Smith/ Susan Sale		
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