

Appendix 1 (Terms of Reference)

Joint Constitutions Review Group Terms of Reference

Composition of the Joint Constitutions Review Group (“the Group”)

The Group is to be established jointly by Guildford Borough Council’s Corporate Governance & Standards Committee and Waverley Borough Council’s Standards & General Purposes Committee. Each committee shall appoint four members to the Group. The appointed members do not have to be members of the committee appointing them. Political balance rules do not need to apply.

Quorum: 4 (subject to each council being represented at a meeting of the Group by at least two members)

Substitutes: Substitutes may be appointed. Any appointed member of the Group may be substituted by any other member of their political group on the Council they represent.

Chairman: Each committee referred above shall appoint a co-chairman of the Group from among their four appointed members. Meetings of the Group shall be chaired alternately between the respective co-chairmen.

Place of Meetings: Meetings of the Group may be held remotely or in person. If the Group opts to meet in person, the venue for meetings shall normally alternate between the two councils with the host co-chairman chairing the meeting.

Frequency of Meetings: As and when required.

Servicing the Group: The servicing of the Group shall be agreed between the Councils’ Democratic Services Managers.

Role and Function

To examine, review, and report back initially to the Corporate Governance & Standards Committee and the Standards & General Purposes Committee on any matter relating to the Constitutional arrangements of both councils, or either, council.

Decision making

It is expected that the Group shall reach its recommendations through consensus. If consensus cannot be reached, a vote shall be held and the matter determined by a majority, provided that, where a matter relates to the Constitution of only one authority, the majority of those representatives of the relevant Council shall be part of that majority. If the overall majority of those present and voting does not include the majority of the relevant Council, then the decision shall stand referred to the Corporate Governance and Standards Committee at Guildford Borough Council or the Standards and General Purposes Committee at Waverley Borough Council, as appropriate, for determination. Where a majority decision on any recommendation cannot be made, the chairman or person presiding shall have no second or casting vote.

G&W Joint Constitutions Review Group 2023/24 & 2024/25 - Work Programme

(Updated May 2024)

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
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
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

Ref	Title	Purpose of item	Lead Member/Officer	Date for consideration	Governance route & Dates
4	To authorise the Head of Paid Service to approve where necessary any human resource policies specific to Guildford	In conjunction with item 2 the New Officer Employment Procedure Rules: For the group to consider the revision to the HOPS responsibilities under the scheme of delegation relating to human resources polices for GBC.	Councillor Merel Rehorst-Smith/Susan Sale	30 Nov 23	CGSC: 18 Jan 24 Full Council: Jan 24
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
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
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
8	Revised Council Procedure Rules: *CPR 4: Extraordinary Meetings only (as urgent)	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
9	Monitoring Officer Protocol	A Protocol to clarify the role and duties of the Council's Monitoring Officer appointed as a Statutory Officer under s 5 Local Government and Housing Act 1989.	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

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10	New 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	28 th March 24	S&GP (W): 9 April 24 CG&S (G): TBC April 24 Full Council W: 23 April 24 Full Council GL TBC April 24
11	Joint Scheme of Officer Delegations	To ensure that Officers have the correct powers to make decisions and carry out the responsibilities of their roles. To ensure the alignment of delegations for joint senior officers when making joint officer decisions.	Councillor Victoria Kiehl/Councillor Merel Rehorst-Smith/Susan Sale	25 April JCRG meeting 29 May JCRG meeting	17 June 24 WBC Audit Committee 18 June 24 WBC Exec briefing
12	Joint Financial Procedure Rules	To ensure clear, robust and aligned financial governance procedures are in place	Councillor Victoria Kiehl/Councillor Merel Rehorst-Smith/Susan Sale	29 May JCRG meeting	19 June 24 GBC Exec briefing
13	Joint Contract Procedure Rules	To ensure clear, robust and aligned governance procedures relating to contracts and procurement are in place	Councillor Victoria Kiehl/Councillor Merel Rehorst-Smith/Susan Sale	29 May JCRG meeting	1 July 24 Sim WBC Standards & GBC Corp Gov Committee
14	Joint Scheme of Proper Officer Functions			29 May JCRG meeting	2 July 24 WBC Exec

Ref	Title	Purpose of item	Lead Member/Officer	Date for consideration	Governance route & Dates
					11 July GBC Exec 16 July WBC Council 23 July 24 GBC Council
15	Revisions to Joint Officer Employment Procedure Rules			29 May JCRG	To be amended under MO delegated authority to make minor amendments
16	Officer Decision Making Protocol	To provide guidance and support and embed the new officer delegations and decision making process	Councillor Victoria Kiehl/Councillor Merel Rehorst-Smith/Susan Sale	TBC JCRG Meeting	TBC: Standards Committees July / Aug Full Council September
17	Individual Executive Member Delegations	To enable more agile executive decision making and provide clarity around accountable and robust governance of executive decision making	Councillor Victoria Kiehl/Councillor Merel Rehorst-Smith/Susan Sale	TBC JCRG Meeting	TBC: Standards Committees July / Aug Executive September
18	Executive Decision Making Protocol	To provide guidance and support and embed the new individual executive	Councillor Victoria Kiehl/Councillor	TBC JCRG Meeting	TBC: Standards Committees July / Aug

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		member delegations and decision making process	Merel Rehorst-Smith/Susan Sale		Executive September
19	Review of the terms of reference of all Committees and Joint Committees, including the Overview and Scrutiny Functions	To ensure clarity of responsibilities, effective scrutiny, and accountability by Committees.	Councillor Victoria Kiehl/ Susan Sale	TBC July JCRG meeting	TBC: Standards Committees September Full Council October / November
20	Overview & Scrutiny Procedure Rules	TBC	Councillor Victoria Kiehl/ Councillor Merel Rehorst-Smith/ Susan Sale	TBC July JCRG meeting	TBC: Standards Committees September Full Council October / November
21	Review of code of conduct and arrangements for dealing with complaints and Hearing Committee Procedure Rules	To align codes if possible, to ensure clarity around arrangements re assessment, informal resolution, investigation and agreed procedures for any determination hearings.	Councillor Victoria Kiehl/ Councillor Merel Rehorst-Smith/ Susan Sale	TBC	TBC
22	Review of the Access to Information Rules	TBC	Councillor Victoria Kiehl/ Councillor Merel Rehorst-Smith/ Susan Sale	TBC	TBC
23	Review of the Local Choice Functions	To align, review and update	Councillor Victoria Kiehl/ Councillor Merel Rehorst-Smith/ Susan Sale	TBC	TBC

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24	Review of the Articles	TBC	Councillor Victoria Kiehl/ Councillor Merel Rehorst-Smith/ Susan Sale	TBC	TBC
25	Public Speaking Procedure Rules	To align with the new Council Procedure Rules and to align between G&W	Councillor Victoria Kiehl/ Councillor Merel Rehorst-Smith/ Susan Sale	TBC	TBC
26	Petition Schemes	To align with the new Council Procedure Rules and to align between G&W	Councillor Victoria Kiehl/ Councillor Merel Rehorst-Smith/ Susan Sale	TBC	TBC
27	Budget Council Procedure Rules	TBC	Councillor Victoria Kiehl/ Councillor Merel Rehorst-Smith/ Susan Sale	TBC	TBC But before February 2025
28	Social Media Policy	TBC	Councillor Victoria Kiehl/ Councillor Merel Rehorst-Smith/ Susan Sale	TBC	TBC