

# G&W Joint Constitutions Review Group 2023/24 & 2024/25 - work programme

(Updated 8 August 2024)

## 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
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
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 group to consider the revision to the HOPS	Councillor Merel Rehorst-	30 Nov 23	CGSC: 18 Jan 24 Full Council:

	human resource policies specific to Guildford	responsibilities under the scheme of delegation relating to human resources polices for GBC.	Smith/Susan Sale		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
10	New Council Procedure Rules	To rectify inconsistencies and consequently enable more effective and efficient discharge of business	Councillor Victoria Kiehl/Councillor Merel Rehorst-	28 <sup>th</sup> March 24	S&GP (W): 9 April 24 CG&S (G): TBC April 24

			Smith/Susan Sale		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	
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	Adopted WBC Council 16 July 24  Adopted GBC Council 23 July 24
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	
14	Joint Scheme of Proper Officer Functions			29 May JCRG meeting	
15	Revisions to Joint Officer Employment Procedure Rules			29 May JCRG	Amended July 24 under MO delegations
16	Protocol for Simultaneous Meetings	To provide a guidance document and governance framework to facilitate the conduct of Committee meetings held simultaneously with another		29 May JCRG	Formal adoption not required as not forming

					part of Constitutions
17	Protocol on Councillor and Officer Relationships	To govern the way in which councillors and officers work together and provide clarity over their differing but complimentary roles and responsibilities		29 May JCRG	Adopted full Councils 16 <sup>th</sup> & 23 <sup>rd</sup> July 24
18	Review of the Local Choice Functions	To align, review and update	Councillor Victoria Kiehl/ Councillor Merel Rehorst-Smith/ Susan Sale	12 Aug 24 JCRG	Sim Standards 26 September 24  Full Council meetings Oct 24
19	Review of the terms of reference of the GBC Corporate Governance & Standards Committee, the new proposed GBC Audit Committee, the WBC Audit & Risk Committee and the WBC Standards & general Purposes Committee	To ensure clarity of responsibilities, effective scrutiny, and accountability by Committees.	Councillor Victoria Kiehl/ Susan Sale	12 Aug 24 JCRG	Sim Standards 26 September 24  Full Council meetings Oct 24
20	Review of the terms of reference of the Executives, the GBC Executive Shareholder & Trustee Committee, a new proposed WBC Executive Shareholder & Trustee Committee.	To ensure clarity of responsibilities, effective scrutiny, and accountability by Committees.	Councillor Victoria Kiehl/ Susan Sale	Sept 24 JCRG	Sim Standards 26 September 24  Full Council meetings Oct 24
21	Review of the terms of reference of the GBC O&S Resources and O&S Services and the WBC O&S Resources and O&S Services Committees.	To ensure clarity of responsibilities, effective scrutiny, and accountability by Committees.	Councillor Victoria Kiehl/ Susan Sale	Sept 24 JCRG	Sim Standards 26 September 24

					Full Council meetings Oct 24
22	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	Sept 24 JCRG	Full Council meetings in Oct 24
23	Review of arrangements for Standards Panels	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
24	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	TBC
25	Executive Decision Making Protocol	To provide guidance and support and embed the new individual executive member delegations and decision making process	Councillor Victoria Kiehl/ Councillor Merel Rehorst-Smith/ Susan Sale	TBC	TBC
26	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	TBC
27	Review of terms of reference of the Licensing & Planning Committees				

28	Review of Probity in Planning Protocol				
29	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
30	Budget Council Procedure Rules	TBC	Councillor Victoria Kiehl/ Councillor Merel Rehorst-Smith/ Susan Sale	TBC	TBC But before February 2025
31	Overview & Scrutiny Procedure Rules	TBC	Councillor Victoria Kiehl/ Councillor Merel Rehorst-Smith/ Susan Sale	TBC	TBC
32	Review of the Access to Information Rules	TBC	Councillor Victoria Kiehl/ Councillor Merel Rehorst-Smith/ Susan Sale	TBC	TBC
33	Review of the Articles	TBC	Councillor Victoria Kiehl/ Councillor Merel Rehorst-Smith/ Susan Sale	TBC	TBC
34	Flag Flying Protocol			TBC	TBC
35	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

36	Social Media Policy	TBC	Councillor Victoria Kiehl/ Councillor Merel Rehorst-Smith/ Susan Sale	TBC	TBC
37	Mayoralty Protocol				

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