

Joint Constitutions Review Group

Draft 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.