

Notice of Meeting

East Surrey Shadow Authority Audit and Governance Committee

<u>Date and Time</u>	<u>Place</u>	<u>Contact</u>
Wednesday, 2 September 2026 at 2.00 pm	Council Chamber, Epsom Town Hall, KT18 5BY	democraticservices@epsom- ewell.gov.uk
	Online access to this meeting is available on YouTube: Link to online broadcast	

Committee members

Councillors Councillor Tim Snuggs (Chair), Councillor Stephen McKenna (Vice-Chair), Councillor Nick Abear, Councillor Alex Coomes, Councillor Eva Ferlez, Councillor Fran Fish, Councillor Lynne Fletcher, Councillor Wendy Gibbs, Councillor Nick Greenfield, Councillor Joshua Lambert, Councillor Barry Maguire, Councillor Alan Parker, Councillor Jeremy Pursehouse, Councillor Andrew Stevens and Councillor Jolanta Waugh

MEETING SUMMONS

To the members of the East Surrey Shadow Authority Audit and Governance Committee:

You are hereby summoned to attend a meeting of the East Surrey Shadow Authority Audit and Governance Committee to be held on Wednesday, 2 September 2026 at 2.00 pm, for the transaction of the business set out in the following agenda.

Such meeting to be held in the Council Chamber, Epsom Town Hall, KT18 5BY. Online access to this meeting is available on YouTube: [Link to online broadcast](#)

For enquiries regarding this agenda contact: democraticservices@epsom-ewell.gov.uk

Daniel Bainbridge
Interim Monitoring Officer
East Surrey Shadow Authority
Published: Monday, 24 August 2026

www.surreylqrhub.gov.uk

AGENDA

1 APOLOGIES FOR ABSENCE

2 DECLARATIONS OF INTEREST

All Members present are required to declare, at this point in the meeting or as soon as possible thereafter:

- (i) any disclosable pecuniary interests and / or
- (ii) other interests arising under the Code of Conduct

in respect of any item(s) of business being considered at this meeting.

3 MINUTES OF THE PREVIOUS MEETING

(Pages
5 - 8)

The Committee is asked to confirm as a true record the Minutes of the Meeting of the Committee held on 06 July 2026 (attached) and to authorise the Chair to sign them.

4	FINANCIAL PROCEDURE RULES AND CONTRACT STANDING ORDERS	(Pages 9 - 48)
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This report presents early sight of both the Finance and the Procurement and Contract sections of the new Constitution for East Surrey and invites comments on the draft and principles, ahead of finalising and bringing back to this Committee for final consideration.

Section 9P of the Local Government Act 2000 requires every local authority to prepare, maintain, and keep up to date a formal constitution. This document controls how the local council operates, makes decisions, and handles its governance. The sections relating to Finance and to Procurement and Contracts set out:

- How the Council governs the manner in which the financial activity is conducted and ensures its financial interests are safeguarded; and
- How the Council authorises and manages expenditure and resulting commercial contracts with other organisations.

It is therefore essential that East Surrey Council has an agreed Constitution in place in time for vesting day on 1st April 2027, and that the detail of the finance and the procurement and contract elements of that Constitution are agreed in time to establish required process and controls ahead of vesting day.

5	WHISTLEBLOWING POLICY	(To Follow)
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6	APPOINTMENT OF CO-OPTED MEMBERS TO THE AUDIT AND GOVERNANCE COMMITTEE	(Pages 49 - 54)
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This report requests that the East Surrey Shadow Audit and Governance Committee consider and endorses the proposed process for the appointment of two Independent Co-Opted Members for the remainder of the Shadow Period and thereafter for a four-year term until 31 March 2031.

7	FORWARD WORK PROGRAMME 2026-27	(Pages 55 - 56)
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The Committee is requested to note its forward work programme for 2026-27.

PLEASE NOTE: members of the public are able to attend the meeting in person. The meeting will also be broadcast online on YouTube: [Link to online broadcast](#).

The whole of the meeting will be filmed except where there are confidential or exempt items. In attending any meeting, you are recognising that you may be filmed and consent to the live stream being broadcast online, and available for others to view.

Members of the press/public may film or record proceedings, blog or tweet proceedings and take photographs providing they do not disturb the conduct of the meeting. The Chair of the meeting has the discretion to terminate or suspend filming/recording if in her/his opinion continuing to do so would prejudice the proceedings of the meeting or, on advice, considers that continued filming/recording might infringe the rights of any individual.

EMERGENCY EVACUATION PROCEDURE

No emergency drill is planned to take place during the meeting. If the fire alarm sounds continuously, or if you are instructed to do so, you must leave the building by the nearest available exit. You will be directed to the nearest exit by council staff. It is vital that you follow their instructions.

- You should proceed calmly; do not run and do not use the lifts;
- Do not stop to collect personal belongings;
- Once you are outside, please do not wait immediately next to the building, but move to the assembly point at Dullshot Green and await further instructions; and
- Do not re-enter the building until told that it is safe to do so.