

CONSTITUTION WORKING GROUP

Head of Service:	Jackie King, Director of Corporate Services
Wards affected:	(All Wards);
Urgent Decision?(yes/no)	No
If yes, reason urgent decision required:	
Appendices (attached):	Appendix 1 - Working Group Terms of Reference Appendix 2 – HR and HLP Terms of Reference Appendix 3 - Member Champion Profile

Summary

This is the first report from the Constitution Working Group to keep members informed and to propose changes for agreement by committee.

Recommendation (s)

The Committee is asked to:

- (1) Note the Working Group Terms of Reference (Appendix 1).
- (2) Agree to the review of both the Health Liaison Panel and Human Resources Panel Terms of Reference during the 22/23 municipal year and subsequent recommendations made to full Council for ratification (Appendix 2).
- (3) Agree the make-up of the Crime and Disorder sub-committee and recommend to full Council for ratification.
- (4) Agree the Member Champion profile and recommend to full Council for adoption (Appendix 3).
- (5) Note the update of the Working Group regarding the Workplan for the 22/23 Municipal year.

1 Reason for Recommendation

- 1.1 The Terms of Reference for the Human Resources Panel have been amended as follows:

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- 1.1.1 To reflect political proportionality, by substituting 1 RA Councillor with 1 Opposition Councillor;
 - 1.1.2 The content of HR Policies is an operational function and best practice is part of the professional remit of the officers employed in that area and as such this does not fall within the Terms of Reference of a member committee or sub-committee so has been removed;
 - 1.1.3 The HR function remains within the scope of the Strategy and Resources Committee, and it is appropriate for the Committee to receive key workforce information as required, through the Panel;
 - 1.1.4 The Panel cannot make any decisions around staff pay but are able to have early discussions with key officers and representatives to inform the proposal for Committee. This has been added for the 2022/2023 Municipal year.
- 1.2 The remit of the Human Resources Panel will continue to be reviewed during 2022/23 and any revisions proposed for the 2023/24 Municipal year.
 - 1.3 The Terms of Reference for the Health Liaison Panel have not been amended but will be reviewed during 2022/23 and revisions proposed for the 2023/24 Municipal year in the light of significant changes to wider healthcare provision, particularly health inequalities, which are subject to ongoing discussions between key partner agencies at this time.
 - 1.4 Members are being asked to support these proposals.
 - 1.5 The introduction of a sub-committee (of Environment & Safer Communities committee) to deal with Crime and Disorder matters was approved at the Strategy and Resources meeting in January 2022, with the membership to be discussed and proposed by the Working Group.
 - 1.6 In order to ensure that the sub-committee co-ordinates both the Prevent and Protect strategies and also other matters which require close working between both the Environment and Safe Communities committee and the Community and Wellbeing committee the following is proposed for Member agreement:
 - Chair/Vice of Environment and Safe Communities Committee
 - Chair/Vice Chair of Community and Wellbeing Committee (co-opted)
 - 1 RA Councillor (Environment and Safe Communities Committee)
 - 1 Opposition Councillor (by party nomination)

 - 1 member of Surrey Crime Police Panel (co-opted)

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2 Background

- 2.1 It was agreed that the Constitution would be reviewed and updated in 2021/2022 and this work was started but was put on hold due to the impact of COVID and the lead officer for the work leaving the council.
- 2.2 At the Strategy and Resources meeting in January 2022 it was agreed that a Constitution Working Group would be established to complete this work for the 22/23 Municipal year.
- 2.3 It was agreed that the Working group would initially review membership, representation and numbers on each Committee, Sub-committee and Advisory Panel and whether they need to be updated. Also, to review the remit of the Advisory Panels to ascertain whether they need to be amended or updated in light of the changes made to the main Committees Terms of Reference.
- 2.4 That work is summarised in this report.

3 Next Steps

- 3.1 Now that the Committee Terms of Reference phase of the work is complete, the Working Group will be moving on to the update of the rest of the Constitution and associated documents.
- 3.2 A workplan with priorities and target dates will be prepared, with a view to completion in time for presentation to the July 2022 Council meeting.
- 3.3 As previously confirmed, this will include the Standing Orders around speaking at public meetings and incorporating the extensive input from members previously to that piece of work.

4 Risk Assessment

Legal or other duties

- 4.1 Equality Impact Assessment
 - 4.1.1 No specific concerns in this report
- 4.2 Crime & Disorder
 - 4.2.1 No specific concerns in this report
- 4.3 Safeguarding
 - 4.3.1 No specific concerns in this report
- 4.4 Dependencies
 - 4.4.1 No specific concerns in this report

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4.5 Other

4.5.1 No specific concerns in this report

5 Financial Implications

5.1 No specific implications arising from the contents of this report.

5.2 **Section 151 Officer's comments:** None arising from the contents of this report.

6 Legal Implications

6.1 The involvement of the Monitoring Officer in this work will ensure that any Constitutional amendments are made in accordance with regulations and legal requirements.

6.2 **Legal Officer's comments:** None arising from the content of this report.

7 Policies, Plans & Partnerships

7.1 **Council's Key Priorities:** The following Key Priorities are engaged:
Effective Council

7.2 **Service Plans:** The matter is included within the current Service Delivery Plan.

7.3 **Climate & Environmental Impact of recommendations:** None arising from the contents of this report.

7.4 **Sustainability Policy & Community Safety Implications:** None arising from the contents of this report.

7.5 **Partnerships:** None arising from the contents of this report.

8 Background papers

8.1 The documents referred to in compiling this report are as follows:

Previous reports:

- [Report to Strategy and Resources Committee 27 January 2022](#)
- [Minutes of the Strategy and Resources Committee 27 January 2022](#)

Other papers:

- None