

Purpose

The Council is asked to consider a recommendation from the Governance Working Group in relation to a response from the Council to the 2023 Parliamentary Boundary Review. The Council is also asked to note the current position in respect of data and document storage for councillors, the review of the ICT Code of Practice for Members, and the proposals for a comprehensive review of the Constitution.

1. Background

- 1.1. The Working Group met on 2 July 2021. At this meeting it considered a number of issues and made recommendations which are addressed below.

2. Councillor Storage Requirement and ICT Code of Conduct

- 2.1. The Working Group was reminded that there is at present no access to a secure storage area for data and documents for councillors. The Group reviewed an option for providing secure storage and a proposal that a pilot of this solution is undertaken with a small number of Members. The ICT Code of Practice for Members had also been reviewed to ensure it is still current and had also been updated to reflect the proposal to provide councillors with a secure storage solution.
- 2.2. Having discussed the proposals and raised queries requiring further clarification on the storage of documents by councillors, their role as ward councillors and information governance issues, the Working Group agreed to further consider the item at its next meeting.

3. 2023 Parliamentary Boundary Review

- 3.1. On 8 June 2021 the Boundary Commission for England (BCE) published its revised proposals for new parliamentary constituency boundaries. This marked the start of an 8 week consultation on these proposals, with the consultation closing on 2 August 2021. A second consultation will take place in spring 2022, revised proposals would be published in August 2022 and the final recommendation being published by 1 July 2023.
- 3.2. The revised proposals recommend that all of the borough of Surrey Heath will be within Surrey Heath Parliamentary Constituency. The Constituency will no longer include the Guildford borough wards of Ash Vale, Ash Wharf and Ash South & Tongham; however, it will now incorporate the Guildford borough wards of Normandy and Pirbright.

3.3. The Working Group considered the proposals and is recommending that no response is sent by the Council to this stage of the consultation.

4. Review of the Constitution

4.1. The Working Group considered a report on the proposed review of the Council's Constitution, which is intended to be carried out in a phased approach, as follows:

Phase	Primary Documents for Review	Timescale
Phase 1 - Financial regulations and contractual matters	<ul style="list-style-type: none"> • Financial Regulations • Contract Standing Orders 	1 st July 2021 to 30 th August 2021
Phase 2 - the scope, authority and delegations to committees and officers	<ul style="list-style-type: none"> • Scheme of Delegation of Functions to Officers • Terms of Reference of the Executive, Committees and other bodies 	1 st September 2021 to 31 st November 2021
Phase 3 – matters of conduct and dealing with complaints relating to misconduct	<ul style="list-style-type: none"> • Code of Conduct • Procedures for dealing with a complaint against a councillor • Planning Code of Practice 	1 st November 2021 to 31 st December 2021
Phase 4 – procedures for the conduct of meetings	<ul style="list-style-type: none"> • Council Procedure Rules • Executive Procedure Rules • Committees, Sub Committees and Other Bodies Procedure Rules 	1 st November 2021 to 31 st December 2021
Phase 5 – scrutiny	<ul style="list-style-type: none"> • Scrutiny Committee Procedure Rules 	1 st November 2021 to 31 st December 2021

4.2. The phased approach lists the primary documents which will be considered as part of each review, although the relevant sections of other Constitutional documents will be conserved in parallel, with any cross referencing addressed concurrently. It is also intended that, where possible and appropriate, some non-Constitutional documents will be reviewed at the same time.

4.3. The Working Group recognised that timescales were indicative and could vary depending on the outcome of consultation with Group Leaders and relevant Committees, along with the capacity of officers during these periods.

5. Resource Implications

- 5.1. There are no direct financial implications identified at this stage, but any resources regarding the proposals for the provision of ICT storage will be advised at the relevant time.

6. Legal Implications

- 6.1. Any amendments to the provisions of the Constitution must be made by the Council, unless they relate to Executive Functions, and within the statutory framework.

7. Recommendation

- 7.1. The Council is advised to RESOLVE that
- (i) the current position on proposals for the provision of secure a storage area for data and documents for councillors and the review of the ICT Code of Practice be noted;
 - (ii) no response be sent for the Council to this stage of the 2023 Parliamentary Boundary Review consultation; and
 - (iii) the proposed programme for review of the Constitution be noted.

Annexes

None

Background Papers:

Governance Working Group Agendas and Meetings

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