

Committee Responsibilities

The table on the next pages shows the responsibilities allocated to each Committee. The Scheme of Delegation which follows identifies those which must be the subject of recommendation to the full Council and those which the Committee may decide itself. The table and Scheme must be read subject to the General Note (paragraph 1) and Standard Duties (paragraph 2) below.

Member Working Parties are not Committees and have no decision-making powers, but can fulfil an important research and advisory function. They should be constituted in accordance with the protocol set out in paragraph 3 below.

The Constitution uses the phrase "delegated function" to refer to a function which may be exercised by a Committee, Sub-Committee or Officer.

1. General Note

- 1.1 Notwithstanding anything else in this document, if a particular matter or project falls under the Terms of Reference of more than one Committee, the Council may designate one Committee as the "lead" Committee for that subject. The lead Committee shall then have all the powers and functions of other relevant Committees in relation to that subject. It may also if it wishes refer any aspects of the matter to another appropriate Committee for decision, recommendation to Council, or comment to the lead Committee. (See also 1.4 below).
- 1.2 No Committee or Sub-Committee or Officer shall take any action requiring expenditure unless suitable budgetary provision has been approved.
- 1.3 Decisions on the matters set out in Article 4, or asterisked in the Scheme of Delegation, are reserved to the Council, and the role of each Committee in such matters is to make appropriate recommendations to the Council. However, if it is lawful for a Committee to take the decision, and if in the opinion of the Chairman and Vice-Chairman (or the person presiding at the Meeting of the Committee in question) a decision on the matter is needed so urgently that it cannot reasonably be delayed until the next Meeting of the Council, the matter in question shall become a delegated function for the purposes of that decision only.
- 1.4 If at least thirty per cent of the full number of voting Members of a Committee so request at any time before the vote is taken, the decision on a particular item of business before the Committee shall be referred to the full Council even though it is normally a delegated function. This will not prevent the Committee from debating the matter and making a recommendation.

Such a request cannot be made if:

- the item has been identified on the written agenda as the subject of an urgently needed decision and the Chairman's agreement under 1.3 above; or
 - the delay caused by referring the decision to the Council will lead to breach of a legislative or contractual deadline; or
 - the Chairman of the meeting is satisfied, having consulted any or all of the Chief Executive, Monitoring Officer, Chief Financial Officer, and other appropriate and available staff, that the Council's interests will be substantially prejudiced by the delay.
- 1.5 Committees shall not appoint sub-committees except with the agreement of the full Council, which must have regard to regulations and the Secretary of State's guidance concerning the appointment of sub-committees.

- 1.6 Decisions of Committees or Sub-Committees taken in the exercise of delegated functions are the decisions of the Council for all purposes, unless rescinded in accordance with Standing Orders. For most decisions there will be a four working day delay before they can be implemented, to allow the Overview and Scrutiny Select Committee the right of call-in under Standing Order 27.8 (in Part 4 of this Constitution).
- 1.7 Decisions taken by Officers in the exercise of delegated functions are the decisions of the Council for all purposes unless rescinded in accordance with Standing Orders.
- 1.8 Where a function delegated to an Officer requires consultation or agreement with the Chairman of a Committee, and the Chairman is absent, that function may be fulfilled by his Vice-Chairman, or in his absence the Chairman of Corporate Management Committee (or if absent the Vice-Chairman), unless a different rule is given in the note of delegation.

2. Standard Duties

Each Committee has the following standard functions and authority:-

- 2.1 To set objectives and quality standards for the efficient provision of services within the Committee's Terms of Reference;
 - 2.2 To set a realistic programme to achieve the objectives and standards mentioned in 2.1 above and to examine performance against the programmes and estimates from time to time adopted by the Council;
 - 2.3 To determine the content of any representations to be made to central Government departments, Local Authority Associations, Members of Parliament, and any national body or organisation, regarding current or proposed legislation or policy relating to matters within the Committee's Terms of Reference; save that representations on technical or procedural points may be made by the appropriate Chief Officer or as provided within the Scheme of Delegation.
 - 2.4 The approval of capital schemes for which estimate provision has already been approved;
 - 2.5 To make recommendations to the Corporate Management Committee regarding the necessity for the compulsory purchase of land for any function within the Committee's Terms of Reference;
 - 2.6 To make nominations or appointments to any body whose functions touch and concern the Committee's terms of reference. The Corporate Management Committee, however, has authority to make any nomination or appointment it considers appropriate.
1. To identify areas for further research and invite presentations, workshops and discussions with experts as appropriate to help inform the Council's policies and actions in response to climate change.
 2. To assist in the formulation of a Behavioural Change Strategy which will identify key areas in which the Council could support its communities in responding to the threats of climate change and reach the Borough's 2050 net zero target. This will include consideration of the best ways of engaging with key partners including Government departments, the Environment Agency, Surrey County Council, local businesses, residents and young people to meet the Borough's net zero commitments.
 3. To make recommendations to the relevant committees or other organisations that would help to achieve the Council's net zero commitments.

| Committee | Membership (Note: this may be varied by resolution of the Council) | Functions within Committee terms of reference |
|-----------------------------------|---|--|
| 2. Environment and Sustainability | Ten Members of the Council | <p>2.1 Pollution control, environmental protection, and statutory nuisances (other than control of private housing standards).</p> <p>2.2 Food legislation.</p> <p>2.3 Public health functions.</p> <p>2.4 Refuse collection.</p> <p>2.5 Recycling of waste.</p> <p>2.6 Energy management (other than in Council homes).</p> <p>2.7 Sustainability and climate change Strategy and Policy and Flooding and emergency planning.</p> <p>2.8 The provision and management of parking, and the fixing of parking charges. Decriminalised parking enforcement</p> <p>2.9 Street trading</p> <p>2.10 Grounds Maintenance (including Allotments, Green Spaces, Cemeteries and Closed Churchyards)</p> |
| | | <p>2.10 All highways functions exercisable by the Council Transportation and Infrastructure</p> <p>2.11 Amenity management and maintenance on highways and public spaces, other than parks and Council open spaces.</p> <p>2.12 Street naming and numbering.</p> <p>2.13 All land drainage functions exercisable by the Council.</p> <p>2.14 Animal Licensing</p> <p>2.15 DSO vehicles</p> <p><u>2.16 Regulation of mobile homes and caravan sites</u></p> <p><u>2.17 Determination of the level of Fixed Penalty Notice charges issued under legislation falling within the powers exercised by Environmental Services officers.</u></p> |