

# 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.

## **3. MEMBER WORKING PARTIES**

### **General Terms of Reference**

- 3.1 Member Working Parties (MWP) are not Committees and have no decision-making powers. Officers may not act upon them without the authority of the relevant Committee, Sub-Committee, or authorised Officer. However, they can fulfil an important research and advisory function.
- 3.2 The Council has seven MWP which are attended by Councillors and Lead Officers. Their work informs the service Committees and focuses on those issues which are essential in delivering the Corporate Plan. The MWP as at 28 April 2022 are:
  - Climate Change
  - Health & Wellbeing
  - Service & Digital Transformation
  - Constitution
  - Human Resources
  - Infrastructure & Economic Development
  - Housing & Enabling
- 3.3 Each MWP will focus on 2-3 key themes, as agreed in advance at the start of Municipal Year by the chairman of both the service Committee, the MWP and lead officer(s) in conjunction with the Chief Executive, whether at a corporate or service level. Members will be able to review:
  - a. Policies and strategies
  - b. Understand and evaluate the potential challenges of new legislation
  - c. Explore new ways of working
  - d. Review projects and performance
  - e. Evaluate customer feedback

- f. Discuss further opportunities or new ways of approaching old challenges
  - g. Evaluate opportunities for income generation
- 3.4 There will be between 5-7 Members on each MWP, which will each be cross-party.
  - 3.5 A Member may attend a MWP as a non-member but may only speak with the permission of the MWP chair.
  - 3.6 All Members are expected to serve on one MWP, with the exception of the serving Mayor, who will not sit on any MWPs.
  - 3.7 Each MWP will have at least one lead officer, and all meetings will have a formal agenda and will be clerked, with notes taking the form of action points. These will be circulated to all Councillors, copying in the Chief Executive. Members may request a short report being prepared for consideration of an item. Any papers circulated in advance are to go through the Democratic Services Officer servicing that meeting.
  - 3.8 Each MWP will be scheduled to take place four times per year, with ad hoc meetings arranged as and when required. Cancellation of a meeting can only take place with the agreement of the MWP chair and lead officer.
  - 3.9 Meetings of any MWPs shall be held in private, and in the unlikely event of any publicity and communications with members of the public, it must be made clear that the responsibility for the relevant decisions lies with the relevant Committee, Sub-Committee, or authorised Officer.
  - 3.10 The Leader and Deputy Leader of the Council, Chairmen and Vice Chairmen of Committees, and for certain civic purposes the Mayor, will remain as the official spokesmen for the purposes of press releases etc.
  - 3.11 Unless otherwise stated, all meetings to be arranged to start at 7:30pm and normally are held on MS Teams. The meeting time can be varied by arrangement through the appropriate Democratic Services Officer and with the agreement of the majority of Members.
  - 3.12 All Members are expected to serve on one MWP, with the exception of the serving Mayor, who will not sit on any MWP's.

<b>Committee</b>	<b>Membership</b> <b>(Note: this may be varied by resolution of the Council)</b>	<b>Functions</b> <b>within Committee terms of reference</b>
1. Corporate Management	Twelve Members of the Council	<p>1.1 The documents, policies and decisions comprised within the Policy Framework, so far as not within the terms of reference of any other Committee.</p> <p>1.2 Corporate Organisation and structure, including the Constitution.</p> <p>1.3 Any matter not within the terms of reference of another policy Committee.</p> <p>1.4 Management of the Council's financial strategy, affairs and functions, including collection and administration of local taxation, Council Tax Support Scheme.</p> <p>1.5 Asset Management Planning Strategy property reviews, Property Investment Strategy.</p> <p>1.6 Purchase up to £20m in value, management and disposal (where borrowing approval is in place) of real property including the Council's Offices and Depots. (Note: other Committees may have management responsibilities restricted to service purposes).</p> <p>1.7 Town centre and other regeneration or improvement schemes promoted by the Council other than as housing authority.</p> <p>1.8 Exercise of the Council's powers as Trustee of any land held by the Council in trust for purposes within the Committee's remit, through a Management Committee where appointed.</p> <p>1.9 Electoral matters.</p> <p>1.10 Staffing organisation and establishment, policies on pay, pensions, compensation and matters with an additional budgetary impact</p> <p>1.11 The procurement and use of information and communications technology</p>

Committee	Membership (Note: this may be varied by resolution of the Council)	Functions within Committee terms of reference
		<p>1.12 Central professional and administrative services</p> <p>1.13 Insurance</p> <p>1.14 Equality Policy</p> <p>1.15 Community Right to Challenge and Community Right to Bid for Assets of Community Value</p> <p>1.16 General administrative matters.</p> <p>1.17 Appointment and nominations to any outside bodies (if no appointment is made by another Committee under para 2.6 of the list of Standard Duties).</p> <p>1.18 If urgent, and with the consent of the Chairman of that Committee, to exercise any function of another policy committee.</p> <p>1.19 To exercise the Council's powers and rights as a shareholder in respect of any company in which the Council has a shareholding.</p> <p>1.20 Economic Development</p> <p><u>1.21 The Runnymede Business Partnership, and relationships with Chambers of Commerce and other organisations relevant to the economic well-being of the Borough.</u></p> <p><u>1.22 Equalities issues and liaison with local bodies concerned with such issues.</u></p>
2. Environment & 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><u>2.10 Grounds Maintenance</u></p>
<b>Committee</b>	<b>Membership (Note: this may be varied by resolution of the Council)</b>	<b>Functions within Committee terms of reference</b>
		<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><del>2.15 The Runnymede Business Partnership, and relationships with Chambers of Commerce and other organisations relevant to the economic well-being of the Borough.</del></p> <p>2.16 DSO vehicles</p>
3. Housing	Ten Members of the Council	<p>3.1 Provision, assistance, or procurement of Council, social, and affordable housing (except functions under the Planning Acts), and the making of recommendations to Corporate Management Committee for any property acquisition or disposal to achieve these objectives.</p> <p>3.2 Management of Council housing, including energy management.</p> <p>3.3 Homelessness Strategy and Temporary Accommodation</p>

<p><b>Committee</b></p>	<p><b>Membership</b>  <b>(Note: this may be varied by resolution of the Council)</b></p>	<p>3.4 Sale of Council Houses.</p> <p>3.5 Private housing standards (including control of houses in multiple occupation) and grants.</p> <p>3.6 Private Sector Renewal Strategy.</p> <p><b>Functions within Committee terms of reference</b></p> <p>3.7 Exercise of the Council's powers as Trustee of any land held by the Council in trust for purposes within the Committee's remit, through a Management Committee where appointed.</p> <p>3.8 HRA Business Plan.</p> <p>3.9 Housing Capital Programme.</p> <p>3.10 Tenant Strategy and Policy.</p> <p>3.11 Housing Benefits and Discretionary Housing Payments (DHP).</p> <p>3.12 Independent Retirement Living Service.</p>
-------------------------	--	---

<p>4. Community Services</p> <p><b>Committee</b></p>	<p>Ten Members of the Council</p> <p><b>Membership</b> <b>(Note: this may be varied by resolution of the Council)</b></p>	<p>4.1 Provision and management of all the Council's indoor and outdoor sporting, leisure and recreational facilities (including allotments) and events, and the making of recommendations to Corporate Management Committee for any property acquisition or disposal to achieve these objectives.</p> <p>4.2 Services for older persons, including Community Meals services, Community Alarm/Careline system, Day Centres, and Community Transport, Handyperson Scheme, Home Improvement Agency, Disabled Facilities Grants and the making of recommendations to Corporate Management Committee for any property acquisition or disposal to achieve these objectives.</p> <p>4.3 Services and activities for youth and children.</p> <p>4.4 Other personally based services provided by the Council.</p> <p>4.5 Relations with the local Leisure Trust, Community Foundation for Surrey, and other bodies working in</p> <p><b>Functions within Committee terms of reference</b> partnership with the Council or in its area on matters within the Committee's terms of reference.</p> <p>4.6 Appointment of Trustees to Leisure Trust</p> <p>4.7 <del>Grounds Maintenance</del></p> <p>4.8 Chertsey Museum.</p> <p>4.9 Support and development of sports, the Arts and other leisure activities in the Borough.</p>
		<p>4.10 Tourism.</p> <p>4.11 Relationships with the Third Sector</p>

		<p>4.12 Grant Aid not expressly delegated to another Committee.</p> <p><del>4.13 Equalities issues (other than in relation to staff employment by the authority) and liaison with local bodies concerned with such issues.</del></p> <p>4.14 Consultations on health service provision.</p> <p>4.15 Cemeteries, crematoria and closed churchyards.</p> <p>4.16 Burials and cremations which are the Council's responsibility.</p> <p>4.17 Exercise of the Council's powers as Trustee of any land held by the Council in trust for purposes within the Committee's remit, through a Management Committee where appointed.</p> <p>4.18 Community Safety including Safer Runnymede</p> <p>4.19 Armed Forces Covenant</p> <p><del>4.20 Runnymede Travel Initiative</del></p>
<b>Committee</b>	<b>Membership (Note: this may be varied by resolution of the Council)</b>	<b>Functions within Committee terms of reference</b>
		4.21 Safeguarding
5. Planning	Fifteen Members of the Council	<p>5.1 All functions under the Planning Acts or any other function of the Council as Local Planning Authority except property management, acquisition and disposal.</p> <p>5.2 Building Control and dangerous and dilapidated buildings and structures.</p> <p>5.3 Car parking standards and general strategy, but not provision or management of specific parking, or car park charges.</p> <p>5.4 High hedges under part 8 Anti-Social Behaviour Act 2003.</p>

6. Licensing	Eleven Members of the Council  (The Committee may form Sub-Committees for discharge of any of its functions)	6.1 All matters relating to the discharge by the Council of its licensing functions under the Licensing Act 2003.  6.2 All functions of the authority which relate to licensing functions under the Licensing Act 2003, but are not licensing functions.  6.3 Any non-licensing matter which is referred to the Licensing Committee under Section 7 (5) (b) of the Licensing Act 2003, subject (except in cases of urgency) to consideration of the report of any of the authority's other Committees which have responsibility for the matter concerned.
7. Regulatory	Five Members of the Licensing Committee	7.1 All licensing and registration functions of the Council which are neither within the terms of reference of the Licensing Committee nor committed to any other Committee.  7.2 Busking and Street Entertainment Policy.  7.3 Gambling Act 2005 & Policy.  7.4 Public Charitable Collections.
<b>Committee</b>	<b>Membership (Note: this may be varied by resolution of the Council)</b>	<b>Functions within Committee terms of reference</b>
		7.5 Hackney Carriage and private hire policies and procedures.
8. Englefield Green	The Members of the Council for Englefield Green East and West Wards, together with the Mayor and Deputy Mayor (if lawful) and two residents' representatives.	a) To make recommendations to the Council on annual and capital expenditure on the land known as Englefield Green leased from the Crown.  b) To exercise the Council's powers and duties on all other matters relating to Englefield Green under the Crown lease
9. Standards and Audit Committee	Ten Members of the Authority	The functions set out in Article 8 of this Constitution.
<u>10. Standards and Audit Sub-Committee.</u>	<u>Three members of the Standards and Audit Committee (plus one member as a reserve)</u>	<u>Employee appeals in relation to dismissal and grievances (including salary gradings)</u>

101. Crime and Disorder Committee	The same as the Overview and Scrutiny Select Committee	The functions given to the Committee under section 19 and Schedule 8 of the Police and Justice Act 2006, including review or scrutiny of action taken by responsible authorities exercising crime and disorder functions and power to make reports thereon to the Council;  For the avoidance of doubt these matters will normally include the Community Safety Strategy and the Safer Runnymede initiative
124. Overview & Scrutiny Select Committee	Nine Members of the Authority	The functions set out in Article 6 of this Constitution
13. <u>Standing Appointments Sub-Committee</u>	<u>Five Members of the Authority</u>	<u>12. a) To administer relevant chief officer appointments.</u>  <u>b) To make recommendations on preferred candidate appointments.</u>
124. All Committees		Any licensing matter referred to the Committee under Section 7 (5) (a) of the Licensing Act 2003, subject except in cases of urgency to consideration of a report from the Licensing Committee.

## Climate change activities – Committee areas of responsibility

### Corporate Management Committee

- Overall co-ordination of climate change activities with regular review of the Climate Change Action Plan
- Communications Strategy including with businesses and residents
- Policy and strategy formulation
- Resource Allocation
- Events and campaigns
- Responses to consultation and setting of Council policy in respect of Heathrow (including access to Heathrow and other airports).
- Transport initiatives in general including active travel and public transport proposals
- EV Charging Policy and Initiatives
- Management of the Council's civic and commercial stock with a view to making assets as energy efficient as possible

### Planning Committee

- Implementation of measures in the current Local Plan to further a climate change approach including carbon reduction/offsetting, energy efficiency, improvement of air quality and biodiversity
- Development of policies in the emerging Local Plan post 2030.
- Through Development Management, scrutiny and control of planning permissions to ensure that conditions relating to climate change are met.

### Environment and Sustainability Committee

- Waste management and minimisation/ recycling initiatives (including response to the SEP Strategic Plan and the Government's Waste Bill)
- Fleet (except for Community Transport)
- Depot management
- Initiatives relating to open spaces, cemeteries and parks (within the policy guidelines set by the Community Services Committee)
- Additional tree planting initiatives and biodiversity on Council owned land
- Air Quality Monitoring and new initiatives to reduce environmental
- Reduction of pollution relating to the environment including noise reduction where necessary, littering, fly tipping and graffiti
- Management and maintenance of trees on Council owned land
- Working with private landlords to encourage an approach to energy efficiency in private rented homes as well as commercial premises

#### Community Services

- Setting a policy framework for climate change initiatives in parks and open spaces
- Supporting initiatives which encourage and enhance active travel and health and well-being generally as well as better public transport links to key facilities such as hospitals
- Tree Planting Policy
- Management and maintenance of the community transport fleet

#### Housing Committee

- Improving and enhancing energy efficiency in Council owned stock whether by replacement or retro fitting modern facilities
- Feeding into the Council's planning policies to encourage energy efficiency particularly in affordable homes
- Setting high energy efficiency standards in any new build projects
- Assisting tenants (public and private) to be energy efficient
- Working with partners (e.g. RSL's) to encourage energy efficiency across the Borough in relation to both new and existing stock

### **JOINT COMMITTEES**

<p>Joint Committee for the oversight of delivery of Surrey Public Authority Services ("Surrey First")</p>	<p>One Member appointed by Runnymede Borough Council to Joint Committee comprising the Surrey local authorities and the Surrey Police Authority.</p>	<ul style="list-style-type: none"> <li>• oversee joint working arrangements of the Authorities;</li> <li>• promote good working practice amongst the Authorities;</li> <li>• appoint such task groups or sub-committees as it considers necessary;</li> <li>• identify the range of services for inclusion in a Joint Venture Company ("JVC");</li> <li>• approve the draft Articles and Memorandum of Association of the JVC;</li> <li>• approve the draft revised Terms of Reference for the Joint</li> </ul>
---	--	---

		Committee to provide for governance and oversight of the JVC, and manage the project budget.
Surrey Police and Crime Panel	One Member appointed by Runnymede Borough Council to Joint Committee comprising the Surrey local authorities and two Independent Members.	Functions as set out in the Police Reform and Social Responsibility Act 2011.
<del>Runnymede Joint Committee</del>	<del>Six members appointed by Runnymede Borough Council and 6 Members appointed by Surrey County Council</del>	<del>The governance arrangements for the Joint Committee are appended</del>