

Item 14

Surrey Heath Local Committee Protocol

SURREY COUNTY COUNCIL'S LOCAL COMMITTEE IN SURREY HEATH

10th June 2004

KEY ISSUE:

This report is to inform Members for the Local Committee.

SUMMARY:

The purpose of the protocol is to ensure that all Members are familiar with the standing orders relating to the Local Committee and to outline local arrangements.

OFFICER RECOMMENDATIONS:

That the Surrey Heath Local Committee note the protocol in the Annex.

ANALYSIS AND COMMENTARY

1. Under a New Standing order added to part 2 of Standing Orders by Surrey County Council on 4th May 2004:

“Local Committees shall comply fully with these Standing Orders (parts 2 and 3) except where they draw up local protocols allowing them discretion to make minor variations to working practices which may only relate to arrangements for public engagement, including arrangements for the presentation of petitions, public question time etc. and monitoring service performance locally.

Any local protocols shall be drawn up by the Local Director in consultation with the Head of Member Services, and approved by the Local Committee”.

CONSULTATION

2. The Chairman of the Local Committee and the Leader of the Borough Council have been consulted on this draft. The Chief Executive and Assistant Chief Executive of Surrey Heath Borough Council have also been consulted.
3. The Head of Member Services at Surrey County Council has approved the Protocol.

FINANCIAL IMPLICATIONS

4. None.

SUSTAINABLE DEVELOPMENT IMPLICATIONS

5. None.

CRIME & DISORDER IMPLICATIONS

6. None.

EQUALITIES IMPLICATIONS

7. None.

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BACKGROUND PAPERS: None

Number of Annexes: 1

Surrey Heath Local Committee Protocol for 2004/05

- ❖ The Committee will be managed according to the terms of reference agreed by the County Council, as shown in annex A.

- ❖ **Membership and Meetings**

Eight meetings will be held per financial year. Four will be in Camberley and four will be in more rural areas of Surrey Heath.

Open Public Question Time will start at 6.30pm.

Committee meetings will start at 7pm with Part A General items. The six Borough Councillors will join the six County Councillors for the discussion of all items, but will not vote in this part of the committee.

Part B – the Transportation part of the committee will follow at approximately 9.00 after a short coffee break, and in this section, the six Borough Councillors will have voting rights

If a Borough Councillor cannot be present he or she should arrange a substitute to attend, from the agreed list of substitutes, and inform the Local Committee and Partnership Officer on 01276 702504

❖ Questions and Comments

Questions and comments from members of the public are welcomed. Open Public Question Time will start at 6.30pm and cover both general questions and transportation questions.

Members of the public will be invited to ask questions by the Chair of the Local Committee. The Committee will answer the question at the time if they are able to, but if not, a written reply will be sent subsequently.

If questions are submitted in writing to the Local Committee and Partnership Officer at least seven days before the committee meeting, a written answer will be given on the day of the meeting at the appropriate place on the agenda.

Petitions will only be received by the Local Committee if they are submitted to the Local Committee and Partnership Officer at least 14 days before the date of the meeting. A petitioner may speak to the Committee for up to three minutes. The petition will be received without comment and reported on at the next appropriate Local Committee meeting.

Questions or applications for the County Councillors' individual allocations should be raised by contacting the relevant County Councillor directly. He or she will follow this up in committee meetings as appropriate. No requests for funding may be made from the floor.

The Local Committee is unable to accept original Motions from Borough Councillors referred to it by the Borough Council as the Local Committee is a County Council Committee, not a joint County and Borough Council Committee.

**TERMS OF REFERENCE AND SCHEME
OF DELEGATION FOR THE SURREY HEATH LOCAL
COMMITTEE (Part A and Part B)**

TERMS OF REFERENCE

Membership

The 6 County Councillors in the Borough plus 6 Borough Executive Councillors.

TERMS OF REFERENCE

Executive Functions

The Committees will be responsible for the following :

- (a) Decisions on local services and budgets delegated to them by the Executive.
- (b) Decisions on local services and functions devolved to them by the Executive within a framework of agreed performance and resources.
- (c) Monitoring the quality of services provided locally, and recommending or taking action as appropriate.
- (d) Engaging local people in issues of concern and influencing the County Council and the Executive on county-wide services and plans in the light of local needs.

Within approved policies as set out in the SCC manual of policies and standards and the local transport plan for Surrey, the Committees will also exercise within their areas, the powers and duties of the Executive in relation to the following functions:

- (e) Decisions on highway maintenance, minor highway improvements, on street parking, transport initiatives, socially necessary bus services, road safety matters of local concern, and traffic management matters within their areas.
- (f) Decisions on the detailed design of major highway improvements either wholly or partly in their areas.
- (g) Commenting upon movement proposals contained within district local plans, community transport schemes, and movement and feasibility studies.
- (h) Approving and monitoring an annual maintenance plan for revenue expenditure for their areas.
- (i) Approving capital expenditure on local highway improvements up to a proportion of the LTP capital settlement determined by the Executive.

- (j) Monitoring Corporate Plan and Best Value performance indicators relating to activities in the Borough or District area and ensuring the required outcomes for the Local Transport Plan are met.

Rights of Way & Highways

The Committees will deal with all those non-Executive functions relating to public rights of way set out in the Local Authorities (Functions and Responsibilities) (England) Regulations 2000, as amended, except for those separately referred to in the Scheme of Delegation (or within the terms of reference of other committees).

Delegated Powers

The Committee may take decisions in response to local needs within the County Council's power of wellbeing, up to a maximum sum per County Council Member of the Committee to be determined annually as part of the budget process and in accordance with the financial framework.

Devolved Powers

The Committees may take decisions within a framework of resources and national and local performance outcomes on the following matters:

- (a) Local schemes for the Local Transport Plan programme, ensuring that the required outcomes for the LTP are met; and the capital programme allocated to their areas;
- (b) The local transportation revenue programme, taking account of the capital programme, and ensuring that it meets required standards and performance indicators.

(Note : The Committees may spend their block allocation in response to local need, provided that it meets agreed standards)

- (c) The detailed design of transportation major schemes once they have been approved by the Executive.
- (d) Hours of opening for local libraries within the resources available to the service in accordance with standards in the Library Plan.
- (e) Funding for self-reliance projects allocated to the Committee's area, to be deployed in accordance with the self-reliance policy, funding and targets and spent in partnership with other key partners locally.

(Note: This funding is ring-fenced for use in connection with approved self-reliance projects).

- (f) Community safety funding allocated to the three-way crime and disorder partnerships with the police and the district/borough councils and spent in accordance with the local crime and disorder reduction strategy.

(Note : This funding is ring-fenced for the use of the crime and disorder partnerships and must be spent in agreement with them.)

- (g) The Committees will also provide advice to Area Directors for Adult Services on the nature and level of adult services contracts with district/borough councils, purchasing a range of services for people who generally fall outside the County Council's eligibility criteria, e.g. dial-a-ride, meals on wheels, day services etc.

(Note: A Committee may not make any decisions which have an adverse affect on a part of the area of the county for which it does not have functions).

Local protocols

Local Committees shall comply fully with these Standing Orders (parts 2 and 3) except where they draw up local protocols allowing them discretion to make minor variations to working practices which may only relate to arrangements for public engagement, including arrangements for the presentation of petitions, public question time etc. and monitoring service performance locally.

Any local protocols shall be drawn up by the Local Director in consultation with the Head of Member Services, and approved by the Local Committee.