

SURREY HEATH BOROUGH COUNCIL

Surrey Heath House
Knoll Road
Camberley
Surrey
GU15 3HD

Tuesday, 12 May 2020

To: The Members of the Surrey Heath Borough Council

Dear Councillor,

You are hereby summoned to attend a meeting of Surrey Heath Borough Council to be held in the Council Chamber, Surrey Heath House on Wednesday, 20 May 2020 at 6.00 pm. The business which it is proposed to transact at the meeting is set out below.

Please note that this meeting will be recorded and live streamed on
<https://www.youtube.com/user/SurreyHeathBC>

Yours sincerely

Tim Pashen

(Acting) Chief Executive

1. **Suspension of Council Procedure Rules**

The Mayor to move that Council Procedure Rule 21.2 (the requirement to stand) be suspended for this meeting.

2. **Mayor**

To elect the Mayor for the ensuing year.

3. **Deputy Mayor**

To elect the Deputy Mayor for the ensuing year.

4. **Apologies for Absence**

To report apologies for absence.

5. **Minutes** (Pages 5 - 10)

To approve as a correct record, the open minutes of the meeting of the Council held on 8 April 2020 (attached).

6. Declarations of Interest

Members are invited to declare any Disclosable Pecuniary Interests and non-pecuniary interests they may have with respect to matters which are to be considered at this meeting.

7. Mayor's Announcements

8. Executive Arrangements

The Leader has responsibility for the discharge of all executive functions, for the appointment of councillors to the Executive and for the determination of the individual portfolios to be allocated to the Portfolio Holders.

The Leader can choose to delegate any/all of the executive functions to the Executive as a whole; a committee of the Executive; an individual member of the Executive; an officer; an area committee; joint arrangements; local Member in relation to their ward, or another local authority.

The Leader to advise the Council in relation to

(a) the arrangements for the exercise of executive functions for the ensuing year;

(b) the appointment of councillors to the Executive;

(c) the individual portfolios to be allocated to the Portfolio Holders.

9. Establishment of Committees and Review of Political Proportionality
(Pages 11 - 14)

To appoint the committees of the Council for the ensuing year and to review the political proportionality of the committees. (Report of the Executive Head of Corporate attached).

10. Appointment of Members to Committees

In accordance with the allocation of seats as determined at item 9 above, and having regard to the nominations of the political groups (to be laid on the table), to appoint members to the following committees for the 2020/21 municipal year:

- (a) Planning Applications Committee
- (b) Licensing Committee
- (c) External Partnerships Select Committee
- (d) Performance & Finance Scrutiny Committee

- (e) Audit & Standards Committee
- (f) Employment Committee

11. Appointment of Chairmen and Vice Chairmen

To appoint the Chairmen and Vice-Chairmen of the Committees established in Item 9 above. Nominations to these positions will be laid on the table.

12. Joint Committee

To appoint a member to the Police and Crime Panel for the 2020/21 municipal year on the nomination of the Leader of the Conservative Group.

13. To Appoint Working Groups and Other Bodies of the Council and the Membership thereof

For the 2020/21 municipal year, to appoint the following working groups of Council, to appoint the membership thereof having regard to the nominations of the political groups, as laid on the table:

Group	Seats
The Governance Working Group	5 (4 Substitutes)
Joint Staff Consultative Group	8

14. Responsibility for Functions (Pages 15 - 24)

To consider the report of the Executive Head of Corporate in relation to the Scheme for Delegation of Functions (attached).

15. Questions from Councillors

To deal with questions, if any, received under Council Procedure Rule 11.

16. Exclusion of Press and Public

The Mayor to move "That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the consideration of the business set out in item 17 below on the ground that they involve the likely disclosure of exempt information as defined in paragraph 1 of Part 1 of Schedule 12A of the Act."

17. Exempt minutes

To approve as a correct record, the exempt minutes of the meeting of the Council held on 8 April 2020 (to be circulated separately).

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**MINUTES OF A MEETING OF SURREY
HEATH BOROUGH COUNCIL held at
Surrey Heath House, Camberley on
8 April 2020**

+ Cllr Robin Perry (Mayor)
+ Cllr Valerie White (Deputy Mayor)

+ Cllr Dan Adams	+ Cllr Ben Leach
+ Cllr Graham Alleway	+ Cllr David Lewis
+ Cllr Peter Barnett	+ Cllr David Mansfield
+ Cllr Rodney Bates	+ Cllr Emma-Jane McGrath
+ Cllr Cliff Betton	+ Cllr Charlotte Morley
+ Cllr Richard Brooks	+ Cllr Alan McClafferty
+ Cllr Vivienne Chapman	+ Cllr Sashi Mylvaganam
+ Cllr Sarah Jane Croke	+ Cllr Adrian Page
+ Cllr Paul Deach	+ Cllr Darryl Ratiram
+ Cllr Colin Dougan	- Cllr Morgan Rise
- Cllr Tim FitzGerald	+ Cllr John Skipper
+ Cllr Sharon Galliford	+ Cllr Graham Tapper
+ Cllr Shaun Garrett	+ Cllr Pat Tedder
+ Cllr Edward Hawkins	+ Cllr Victoria Wheeler
+ Cllr Josephine Hawkins	+ Cllr Helen Whitcroft
+ Cllr Rebecca Jennings-Evans	+ Cllr Kristian Wrenn

+ Present
- Apologies for absence presented

91/C Suspension of Council Procedure Rules

It was moved by the Mayor, seconded by the Deputy Mayor and

RESOLVED that Council Procedure Rules 14.5 (length of speech), 14.6 (councillors speaking more than once), and 21.2 (the requirement to stand), be suspended for the meeting in order to allow for freer debate.

92/C Apologies for Absence

Apologies for absence were submitted on behalf of Councillors Tim FitzGerald and Morgan Rise.

93/C Minutes

It was moved by the Mayor, seconded by the Deputy Mayor, and

RESOLVED that the open and exempt minutes of the meeting of the Council held on 26 February 2020 be approved as a correct record.

94/C COVID-19

The Council considered a report setting out a number of decisions and delegations requested in order for the Council to perform its statutory duties and support the community during the COVID-19 pandemic.

Members were reminded that, at its meeting on 24 March 2020, the Executive had recommended that a Hardship Fund of £99,000 be agreed to assist individuals and charities during this difficult time. The Council was asked to agree the creation of this fund, to be funded from reserves.

It was proposed to add an additional delegation to the Scheme of Delegation of Functions to Officers so the Chief Executive, or their nominated officer, could act in the event of an emergency. The Executive, at its meeting on 24 March 2020, had agreed this delegation in respect of executive functions; the Council was asked to agree it in respect of non-executive functions. It was emphasised that, whilst the delegation provided for officers to act in emergency situations, decision making would continue in consultation with Members until this became impossible.

In accordance with The Health Protection (Corona, Business Closure) (England) Regulations 2020, it was proposed to appoint the Executive Head of Community as the designated officer for the purposes of the Regulations. Furthermore, the following officers would be appointed for the enforcement of these regulations:

- a) Any Environmental Health Officer
- b) Any Licensing Officer

The Council considered a recommendation to delegate any planning decisions which would ordinarily be considered by the Planning Applications Committee to the Executive Head of Regulatory in consultation with relevant councillors, whilst restrictions on public gatherings were in place. Members considered the proposal and agreed to continue with Planning Applications Committee meetings as virtual meetings. However, public speaking rules would be amended for this period to allow for public speaking to be conducted by video recording or written representation. Furthermore, the Site Visit Protocol would be suspended during this time.

The Council was reminded that Section 85(1) of the Local Government Act 1972 required a Member of a Local Authority to attend at least 1 meeting of that Authority within a six-month consecutive period. If this was not met, the councillor would cease to be a member of the Authority. However, this could be waived and the time limit extended if the reason is agreed by the Authority before the six-month period expired. Although Regulations had been introduced to provide for councillors to attend meetings virtually, it was agreed to waive this requirement in the event that a Member was unable to satisfy the above requirements due to the COVID-19 pandemic.

It was moved by Councillor Colin Dougan, seconded by Councillor Sharon Galliford, and

RESOLVED that

- (i) **£99,000 be agreed as a supplementary estimate to provide a COVID 19 hardship fund;**
- (ii) **this supplementary estimate be funded from revenue reserves;**
- (iii) **the Scheme of Delegation of Functions to Officers at Part 3, Section B of the Constitution be updated as follows:**

4. Urgent Action

- 4.1 The Chief Executive, Executive Head of Service or Head of Service are authorised to determine matters of an urgent nature which cannot wait for the next meeting of the decision-making body which are not key decisions and which do not contravene established policies or budgets,
 - 4.1.1 after consultation with the Leader and Mayor in relation to Council functions;
 - 4.1.2 after consultation with the Leader or relevant Portfolio holder and with the Chairman or Vice-Chairman of the relevant Scrutiny Committee in relation to Executive functions;
 - 4.1.3 after consultation with the Chairman or Vice Chairman of the relevant regulatory or non-Executive Committee.
- 4.2 All matters will be reported to the next meeting of the appropriate decision-making body and will be advised to all Members by email.
- 4.3 In the event of a national emergency declared by the Crown or HM Government where it is considered it will be impractical to hold meetings either in person or by video conference for an extended period of time, the Chief Executive will have authority to exercise all the powers, duties and functions exercised by the Council, the Executive or any of the committees, including the authority and power to delegate such powers, duties and functions.
- 4.4 This authority is time limited to a six-week period, following which any extension must be authorised by the Leader, or in his/her absence, the Deputy Leader.
- 4.5 Where the Chief Executive is unable to act for the purposes of 4.3 above, the Corporate Management Team, both individually and collectively, is authorised to perform this function.

- 4.6 Decision making, as set out at paragraph 4.3, will continue to be exercised in consultation with the Leader or Deputy Leader, or relevant Committee Chairman or Vice Chairman and, where appropriate, ward councillors where possible, but this provides for officers to continue to act in the event that this is not feasible.;
- (iv) the Executive Head of Community be appointed as the designated officer for the purposes of The Health Protection (Corona, Business Closure) (England) Regulations 2020:**
 - (v) the following officers be appointed for the purposes of the enforcement of The Health Protection (Corona, Business Closure) (England) Regulations 2020:**
 - a. Any Environmental Health Officer**
 - b. Any Licensing Officer;**
 - (vi) until May 2021, or the lifting of restrictions on large public gatherings, whichever is earlier, the Public Speaking at Planning Applications Committee undertaken in accordance with Part 4, Section E of the Constitution be conducted by video recordings or written representations to be read to the meeting by an officer, to be submitted no later than 48 hours before a meeting;**
 - (vii) the Committee Site Visit Protocol at Part 5, Section E, Appendix A of the Constitution be suspended until May 2021, or the lifting of restrictions on large public gatherings, whichever is earlier; and**
 - (viii) in accordance with Section 85 of the Local Government Act 1972, in the event that a Member of the Council is unable to satisfy the requirement to attend a meeting of the authority within a six month consecutive period due to the COVID-19 pandemic, their non-attendance be approved until the lifting of restrictions on public gatherings preventing them from attending or participating in meetings.**

95/C Community Governance Review

The Council was reminded that, at its meeting on 26 February 2020, it had agreed to continue to the second stage of the Community Governance Review (CGR). At this meeting it had been agreed to establish a Working Group to consider options for the next stage of the review. The Working Group had met on 18 March 2020 and agreed in principle a way forward for the next stage of the review.

Members were advised that, due to the Covid-19 pandemic, consideration had been given to whether the Council could continue to meet all of its obligations in respect of the CGR. In particular there was concern that continuing with the CGR

during the expected peak of the pandemic may not afford all of those affected a reasonable opportunity to participate in the consultation.

The Local Government and Public Involvement in Health Act 2007 required that a principal council must conclude the review within the period of 12 months starting with the day on which the council began the review. Legislation did not appear to provide for a CGR to be extended beyond this 12 month period. However, legal advice had been sought on whether, in these exceptional times, the Council could extend the timetable of the review. The advice had concluded that the Council could lawfully postpone the completion of the review.

It was emphasised that the Council was committed to reaching an outcome and would resume with the CGR as soon as considered reasonably practicable in order for the review to be concluded in a timely manner.

Members discussed the proposed deferral and noted that part of the proposed way forward was for Windlesham Parish Council to review its committee structure. It was suggested that the Parish Council should be encouraged to pursue this review as soon as possible.

It was moved by Councillor Colin Dougan, seconded by Councillor Sashi Mylvaganam, and

RESOLVED that the Community Governance Review be postponed due to the COVID-19 pandemic and the timetable be amended, as set out at Annex A to the agenda report.

Note 1: In accordance with the Members' Code of Conduct, Councillors Peter Barnett, Sharon Galliford, Rebecca Jennings-Evans and Valerie White declared non-pecuniary interests as they were members of Windlesham Parish Council;

Note 2: It was noted for the record that Councillors Alan McClafferty, Emma-Jane McGrath, Pat Tedder and Victoria Wheeler declared they had met and discussed the Community Governance Review with residents.

96/C Clapping for Carers

The Council expressed its support for all NHS workers, key workers and other carers during the challenging times presented by the Covid-19 pandemic.

97/C Exclusion of Press and Public

In accordance with Section 100(A)(4) of the Local Government Act 1972, the press and public were excluded from the meeting for the following item of business on the ground that it involved the likely disclosure of exempt information as defined in the paragraphs of Part 3 of Schedule 12A of the Act as set out below:

Minute

Paragraphs

93/C (part)	3
98/C	1
99/C	1

98/C HR Matter

The Council made decisions in relation to a Human Resources matter.

99/C Review of Exempt Items

The Council reviewed the items which had been considered at the meeting following the exclusion of members of the press and public as they involved the likely disclosure of exempt information.

Mayor

Establishment of Committees and Review of Political Proportionality

Purpose

To appoint the Council's committees for the municipal year 2020/21 and to agree their size and their proportionality.

Background

1. The Council is asked to appoint the committees it requires for the next municipal year, agree their size, to review formally the proportional political allocation of places on committees and to adopt a scheme of proportionality for the municipal year 2020/21.
2. The committees which it is proposed to establish for the 2020/21 municipal year, and their proposed size, are set out at Annex A. It also sets out the political proportionality overall.

Political Proportionality

3. The Local Government and Housing Act 1989 requires local authorities to review annually committee membership and political representation. By law, seats on committees must be allocated in proportion to the political composition of the Council. Only with no councillor voting against such a decision, can an authority decide that it wishes to adopt an arrangement other than a proportional one.
4. Five groups have been formed: the Conservative Group, the Liberal Democrats Group, the Community Group, the Camberley Independents Group, and the Green Group. The number of seats of each group on the Council and the resulting percentages are as follows:

<u>Conservative</u>	<u>Liberal Democrats</u>	<u>Community</u>	<u>Camberley Independents</u>	<u>Green</u>
16	10	5	2	2
45.71%	28.57%	14.29%	5.71%	5.71%

5. In determining the allocation of seats on committees, the proportion that each political group forms of the total membership of the Council is applied to the total number of elected councillor seats on each committee. Fractional entitlements of less than one half are rounded down and entitlements of one half or more are rounded up. So that this process of rounding does not result in disproportionate advantage to one political group, the aggregate membership of all the committees must also be in line with the proportions on the Council.

Options

6. The Council must establish a Licensing Committee and at least one scrutiny committee (overview and scrutiny). It is for the Council to decide what other committees it wishes to establish for the discharge of its functions and good governance.
7. The Council has no option but to achieve political proportionality. Where it is not possible to achieve absolute proportionality for each committee, the scheme agreed must achieve overall proportionality across all the committees of the Council.

Proposal

8. It is proposed that the committees listed in Annex A be appointed with the composition shown. The Annex incorporates a scheme of proportionality for 2020/21. This scheme achieves the required balance between the two political groups on the Council.

Resources Implications

9. There are no resource implications arising from this report.

Recommendation

10. The Council is advised to RESOLVE that
 - (i) the committees as set out at Annex A be appointed with the committee sizes shown; and
 - (ii) the scheme of proportionality as set out at Annex A be adopted for 2020/21.

Background Papers: None

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Executive Head of Service Richard Payne
Executive Head of Corporate

Annex A - Scheme of Proportionality

Committee	Conservative	Liberal Democrats	Community	Green	Camberley Independents	TOTAL
Planning Applications	7	4	2	1	1	15
Licensing	6	3	2	1	1	13
Performance & Finance	6	4	2	1	0	13
External Partnerships	6	4	2	0	1	13
Audit & Standards	3	2	1	0	1	7
Employment	4	3	1	1	0	9
Total seats	32	20	10	4	4	70
% of Committee seats	45.71%	28.57%	14.29%	5.71%	5.71%	100%
% of Council membership	45.71%	28.57%	14.29%	5.71%	5.71%	100%

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Responsibility for Functions

Purpose

To agree the Scheme of Delegation of Functions.

Background

1. The Constitution, at Part 4 Section A, requires the Council at its annual meeting to agree the Scheme of Delegation of Functions.
2. The Scheme, as currently included in the Constitution at Part 3 Section A, is set out at Annex A to this report.

Proposal

3. It is proposed that the Scheme of Delegation of Functions be agreed as set out at Annex A.

Recommendation

4. The Council is advised to RESOLVE that the Scheme of Delegation of Functions, as set out at Annex A to this report, be agreed.

Background Papers: None

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Executive Head of Service Richard Payne – Executive Head of Corporate

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PART 3 - RESPONSIBILITIES FOR FUNCTIONS

SECTION A

SCHEME FOR DELEGATION OF FUNCTIONS

1. INTRODUCTION

- 1.1 The Scheme for Delegation of Functions set out in this Part explains where responsibility for the various functions of the Council is located. It details what body is responsible for which functions in the Council. Elsewhere in this Part the Scheme of Officer Delegations details the extent to which, if at all, any functions have been delegated to officers or other bodies.
- 1.2 The functions which the authority is responsible for are either executive or non-executive. Non-executive functions are those specifically required by statute or designated by the Council to be non-executive functions. These will be exercised by either the full Council, committees appointed by the Council or officers. Executive functions are all those functions which are not non-executive functions and will be exercised by the Leader. The Leader may delegate any/all of the executive functions.
- 1.3 The Scheme for Delegation of Functions shall not extend to powers, duties or functions with respect to the levying of the Council Tax or issuing a rate or precept for a rate, or to the borrowing of money. Neither shall it extend to any powers, duties or functions for which the Council must retain responsibility.

2. TYPES OF FUNCTION

- 2.1 Functions fall into the following categories:

a) Non-Executive Council Functions.

These are functions which, under the law, may not be the responsibility of the Leader. In some cases, such as adopting the Council's budget or the policy framework, only the full Council meeting may take the decision. In other cases, the Council may delegate the responsibility for taking the decision to a Committee or an officer.

Council functions shall therefore comprise:

- i) those functions which are reserved as Council functions by the Local Government Act 2000 and by subsequent legislation;
- ii) those functions which are reserved as Council functions by Regulation 2 and Schedule 1 of the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 and

subsequent regulations made under the Local Government Act 2000;

- iii) those functions set out in Regulation 3 and Schedule 2 of the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 and subsequent regulations shown at Table 1 below as non-executive functions;
- iv) the adoption or approval of those plans and strategies which form the Policy Framework, being those plans and strategies set out in Schedule 3 of the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 together with such plans and strategies as the Council shall identify from time to time for this purpose.

Article 4 (The Council) sets out the functions which the Council has decided shall only be carried out by the Full Council.

The Council has determined that certain Council functions shall be carried out by the committees as set out elsewhere in this Part of the Constitution in accordance with their terms of reference, which are set out further in Part 3 of the Constitution.

- b) 'Local Choice' Functions.

'Local Choice' functions are functions which may, by law, be exercised by the Leader or by the Council or a committee or officer of the Council, according to the decision of the Council. Table 2 below sets out the bodies authorised by the Council to undertake these 'local choice' functions identified in Schedule 2 to the Local Authorities (Functions and Responsibilities) (England) Regulations 2000.

- c) Shared functions

Table 3 below sets out the bodies authorised by the Council to undertake those functions identified in Schedule 2 to the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 as functions which shall not be the sole responsibility of the Leader. The amendment or adoption of the plans and strategies identified in this Schedule shall be the responsibility of the bodies shown except where the amendment, modification, variation or revocations giving effect to requirements of the Secretary of State or a Minister of the Crown in relation to a plan or strategy submitted for his approval, or where it has been so authorised by the Council when approving or adopting the plan or strategy, when the responsibility shall be that of the Leader.

- d) Executive Functions.

All functions not otherwise identified in the legislation are executive functions. The Leader may delegate decision-making of his functions to

- (i) the Executive as a whole;
- (ii) a committee of the Executive;
- (iii) an individual member of the Executive;
- (iv) an officer;
- (v) an area committee;
- (vi) joint arrangements;
- (vii) local Member in relation to their ward, or another local authority.

e) Proper Officer Functions.

The purpose of the Proper Officer provisions is to designate people to carry out certain statutory functions. These functions are set out in Part 3 of the Constitution.

f) Delegations to Officers.

The Council and the Leader may authorise designated officers to undertake on their behalf certain of their functions, including some of those listed in the Tables below. Details of these delegations are set out in the Scheme of Officer Delegations set out in Part 3 of the Constitution. A number of powers delegated to officers are also contained in Financial Regulations, as set out in Part 4 of the Constitution.

2.2 This Scheme includes the power for the Council and the Leader to delegate functions to officers or other local authorities.

2.3 Where any Acts or Regulations referred to in Schedule 2 to the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 are amended or repealed the Schedule will be deemed to have been changed to incorporate the appropriate new or amended Act or new or amended Regulation.

2.4 Article 4 (the Council), Article 6 (the Scrutiny Committees), Article 7 (the Leader, Deputy Leader and the Executive) and Article 8 (The Regulatory and Other Committees), as set out in Part 2 of the Constitution, identify the powers of the Council, its committees and the Leader. The terms of reference of these decision-makers are set out in Part 3 of the Constitution.

Table 1**Responsibility for non-executive functions**

(i.e. the functions identified in Schedule 2 to the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 which may not be undertaken by the Leader)

Function	Decision making body
Functions relating to town and country planning, development control and building control insofar as they are the responsibility of the Council as specified in Section A of Schedule 1 to the Local Authorities (Functions and Responsibilities) (England) Regulations 2000.	Planning Applications Committee (except where as provided for in Article 4.2(n).)
Except as otherwise provided in the Licensing Act 2003 and Gambling Act 2005, all functions of the licensing authority prescribed by those Acts. Functions relating to licensing and registration insofar as they are the responsibility of the Council, other than the licensing of films for public exhibition, as specified in Section B of Schedule 1 to the Local Authorities (Functions and Responsibilities) (England) Regulations 2000.	Licensing Committee
Functions relating to health and safety at work insofar as they are specified in Section C of Schedule 1 to the Local Authorities (Functions and Responsibilities) (England) Regulations 2000.	Licensing Committee
Functions relating to elections, name and status of areas and individuals and pensions and powers relating to byelaws and local and personal Bills insofar as they are the responsibility of the Council as specified in Sections D, E, F, G and H of Schedule 1 to the Local Authorities (Functions and Responsibilities) (England) Regulations 2000.	Council
Functions relating to public rights of way and other miscellaneous functions insofar as they are the responsibility of the Council as specified in Section I of Schedule 1 to the Local Authorities (Functions and Responsibilities) (England) Regulations 2000.	Council (functions 23, 36 - 41, 43 - 45, 48) Licensing Committee (functions 22, 30, 31, 42) Planning Applications Committee (functions 32, 46, 47)

Table 2**Responsibility for local choice functions**

(i.e. the functions identified in Schedule 2 to the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 which the Council can choose how to allocate)

Function	Decision making body
Any function under a local Act other than a function specified or referred to in regulation 2 or Schedule 1.	The Leader
The determination of an appeal against any decision made by or on behalf of the authority (other than staffing or licensing matters).	The Leader
Any function relating to contaminated land. <i>Part IIA of the Environmental Protection Act 1990</i>	Licensing Committee
The discharge of any function relating to the control of pollution or the management of air quality. <i>Pollution Prevention and Control Act 1999, Part IV of the Environment Act 1995, Part I of the Environmental Protection Act 1990, Clean Air Act 1993</i>	Licensing Committee
The service of an abatement notice in respect of a statutory nuisance. <i>Section 80(1) of the Environmental Protection Act 1990.</i>	Licensing Committee
The passing of a resolution that Schedule 2 to the Noise and Statutory Nuisance Act 1993 should apply in the authority's area. <i>Section 8 of the Noise and Statutory Nuisance Act 1993</i>	Licensing Committee
The inspection of the authority's area to detect any statutory nuisance <i>Section 79 of the Environmental Protection Act 1990</i>	Licensing Committee
The investigation of any complaint as to the existence of a statutory nuisance <i>Section 79 of the Environmental Nuisance Act 1990</i>	Licensing Committee
The obtaining of information under section 330 of the Town and Country Planning Act 1990 as to interests in land.	Planning Applications Committee
The obtaining of particulars of persons interested in land under section 16 of the Local Government (Miscellaneous Provisions) Act 1976.	The Leader
The making of agreements for the execution of highway works.	Council

Function	Decision making body
<i>Section 278 of the Highways Act 1980</i>	
<p>The appointment of any individual :</p> <p>(a) to any office other than an office in which he is employed by the authority</p> <p>(b) to any body other than (i) the authority or (ii) a joint committee of two or more authorities</p> <p>(c) to any committee or sub-committee of such a body and the revocation of any such appointment</p>	Council
The making of agreements with other local authorities for the placing of staff at the disposal of those other authorities.	The Leader

Table 3

Functions not to be the sole responsibility of the Leader

The functions identified in the table may be considered by the Leader and will be so considered where there are budgetary implications.

Plan or Strategy	Responsibilities
Sustainable Community Strategy <i>Section 4 of the Local Government Act 2000</i>	The Leader recommending to Council
Crime and Disorder Reduction Strategy (locally known as the Surrey Heath Community Safety Strategy) <i>Sections 5 and 6 of the Crime and Disorder Act 2000</i>	The Leader recommending to Council
Plans and alterations which together comprise the Development Plan <i>Section 54 of the Town and Country Planning Act 1990</i>	The Leader recommending to Council

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