

Amendments to the Constitution – 2024/2025 Municipal Year

CPRC - 15 April 2024

Part 3c Delegated Responsibilities in consultation with the Chairs and Vice-Chairs of Committees

Addition of PH12:

Delegate to the Monitoring Officer, in consultation with the Chief Executive and the Chair of Corporate Policy & Resources Committee, to implement any future changes and updates to the Council's Complaints Policy and procedure, and the Unreasonably Persistent, Vexatious or Abusive Complaints Policy.

Council – 25 April 2024 (effective from 23 May 2024)

Part 3b – Terms of Reference

Re-structure of committees and terms of reference to remove Administrative Committee, Economic Development Committee, and Neighbourhood Services and Enforcement Committee and Development Sub-Committee and the addition of Business, Infrastructure and Growth Committee and Commercial Assets Sub-Committee.

Amendment to Investigating and Disciplinary Committee in relation to the power to suspend any relevant officer in an emergency, and the need for the Committee to be politically proportionate.

Part 3c – Delegated Responsibilities in Consultation with the Chairs and Vice-Chairs of Committees

Addition of PH13:

If an exceptional situation arises whereby allegations of misconduct by the Statutory Officer are such that their remaining presence at work poses a serious risk to the health and safety of others or the resources, information or reputation of the authority, the following may suspend the Statutory Officer immediately, in an emergency:

In relation to serious allegations of misconduct against the Chief Executive, the Monitoring Officer and Chief Finance Officer jointly in consultation with the Chair of the IDC or

In relation to serious allegations of misconduct against the Monitoring Officer or Chief Finance Officer, the Chief Executive in consultation with the Chair of the IDC.

Part 3d - Delegations to Officers

Addition of:

Section 4.2a. and b.

Delegation to the Group Head for Assets in consultation with the Chief Finance Officer, in relation to new lettings and lease renewals.

Section 4.3

Delegation to the Group Head for Assets, in relation to new urgent lettings

Consequential amendments arising from above changes - under Delegation to Monitoring Officer – 23 May 2024

Part 2 – Article 7 Strategic, Regulatory and other Committees

Amendments to reflect the new structure of Committees established by the Council.

Part 3b – Terms of Reference for Licensing Committee

Amendment to reflect revised general terms of reference for all committees

6. To adopt, monitor and review relevant Council policies and strategies, where they do not require a Council decision under the Policy Framework at Article 4 of this Constitution.

Part 3b – Terms of reference for Corporate Policy and Resources Committee

Addition to reflect deletion of Administration Committee from Council's establishment:

This Committee has responsibility for scrutinising matters referred to it by the Strategic Committees or councillors in accordance with the Council's Call-in Procedure Rules (Part 4b of this Constitution).

Part 4b - Call-in Scrutiny Procedure Rules

Amendment to reflect deletion of Administration Committee from Council's establishment.

Call-ins will be referred to Corporate Policy and Resources Committee for review, except in the case of a decision by that Committee. Such call-ins will be referred to Council subject to the other provisions within the Call-in procedure.

Under Delegation to Monitoring Officer, Article 13

Part 3b – Terms of reference for Surrey Police and Crime Commissioners Panel

Addition to reflect the PCC Panel's terms of reference as set out in the Police Reform and Social Responsibility Act 2011:

To require the PCC and members of their staff to attend the Police and Crime Panel to answer questions

Under Delegation to Monitoring Officer – July 2024

In all relevant Parts below, changed Internal Audit Manager references to Chief Internal Auditor provided by Southern Internal Audit Partnership and Audit Services references to Internal Audit.

Parts amended as above:

4d – Financial Regulations

5e – Confidential Reporting Code

5f – Counter Fraud, Bribery and Corruption Strategy

5g – Appendix to Local Code of Corporate Governance

5i – Money Laundering Policy