



**Table 3 – Responsibility for Executive Functions**

Responsible Party	Membership	Function	Onwards limits on delegations
Leader	N/A	1. Discharge all the functions of the Council except those which have been delegated to any other Committee or Sub-Committee, or those matters: <ul style="list-style-type: none"> <li>a. Reserved for determination by the Council</li> <li>b. Required by statute to be determined by the Council</li> <li>c. Which the Managing Director, Monitoring Officer or Chief Finance Officer determine under their statutory roles should be considered by the Council</li> </ul>	For the Executive and individual Members – see Leader’s Scheme of Delegation as maintained and held by the Managing Director  For Officers – see Officer Scheme of Delegation in Part 3b of the Constitution  For Joint arrangements – see below

Responsible Party	Membership	Function	Onwards limits on delegations
<p><b>Partner, Shareholder and Trustee Executive Sub-Committee</b></p>	<p>Membership will comprise a minimum of 3 Members, appointed by the Leader of the Council, including the Leader, Deputy Leader, and Executive Members with responsibility for finance and investments. As a sub-committee of the Executive, there are no political balance requirements.</p> <p>Membership will be reviewed from time to time and any changes or further appointments required will be determined by the Leader of the Council.</p> <p>Only members of the Executive may sit and vote on the Sub-Committee. Substitutes may be permitted at the discretion of the Leader, and must also be members of the Executive.</p> <p>Additional Members may be invited to attend and speak at meetings of the sub-committee, where they can offer expertise and advice to support the work of the sub-committee.</p> <p><b>Chair</b></p> <p>A Chair shall be elected at the first meeting in any Municipal Year.</p> <p><b>Quorum</b></p>	<p><b>Purpose</b></p> <p>To consider and take decisions with regard to the potential establishment of commercial ventures and the undertaking of other investment activities by the Council.</p> <p>To exercise the function of the Council as a shareholder or partner, in relation to companies, partnerships or other commercial entities owned or part owned by the Council.</p> <p>To monitor and review the performance of commercial ventures undertaken by the Council, and to take decisions on the management of those commercial ventures.</p> <p>To monitor and review the performance of investment activities undertaken by the Council, and to take decisions on the management of those investments.</p> <p><b>Remit</b></p> <ol style="list-style-type: none"> <li>1. To agree the incorporation and the proposal of winding up of companies, subject to relevant shareholder agreements, by the Council, to be conducted in accordance with the requirements of the Commercial Governance Framework, as set out in the terms of references of the Executive Sub-Committee. As identified in the framework, in consideration of these matters, the Executive Sub-Committee shall have regard to the 'Golden Rules' of the framework, and shall consider the requirements of the Initiation and Planning checklist on a comply or explain basis.</li> <li>2. To undertake all functions of the Council as a shareholder under the Companies Act 2006 in relation to companies owned and part owned by the Council, which may include without limitation: <ul style="list-style-type: none"> <li>• To determine Shareholder Agreements between the Council and</li> </ul> </li> </ol>	

	<p>The quorum of the sub-committee will be not less than 3 (three) of the appointed members of the sub-committee.</p>	<p>the companies, including Business Plans.</p> <ul style="list-style-type: none"> <li>• To appoint and dismiss directors of the companies (where power is reserved to the shareholder), including appointment and dismissal of non-executive directors.</li> <li>• To agree any Directors Service Agreements and associated remuneration</li> <li>• Appointment and removal of Company Secretaries and Auditors</li> <li>• To agree any resourcing agreements between the Council and companies for the use of Council staff and facilities and reimbursement for the same.</li> <li>• To agree any loan agreements or draw-down of Council financing (subject to funds being made available by Council)</li> <li>• To agree any reserved matters required by the Articles of Association or Shareholder Agreement</li> <li>• To agree the Articles of Association or any amendment thereof</li> </ul> <p>All shareholder functions are to be undertaken in accordance with the Council's Commercial Governance Framework.</p> <p>3. To agree on behalf of the Council resourcing agreements for companies established by, and being established by, the Council to use Council staff and facilities in furtherance of their business.</p> <p>4. To agree write-off of debts owed by Companies established by the Council to the Council, in consultation with all Executive Members.</p> <p>5. To agree all matters in relation to the following, in line with the priorities in the Council's Capital Investment Strategy:</p> <ul style="list-style-type: none"> <li>• Loan, Grant, Draw Down agreements with regard to commercial ventures established by, and being established by, the Council</li> <li>• Investment in properties</li> <li>• Other capital investments</li> <li>• Performance of investments</li> </ul>	
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Responsible Party	Membership	Function	Onwards limits on delegations
<b>Joint partnership Board for Building Control</b>  <b>Executive October 2016</b>	Tandridge District Council  Mole Valley District Council  Reigate & Banstead Borough Council	To oversee the functions of the Building Control Service.	
<b>The Surrey Hills Board</b>	Core Members (1 member from each): <ul style="list-style-type: none"> <li>- Natural England</li> <li>- Guildford Borough Council</li> <li>- Mole Valley District Council</li> <li>- Reigate and Banstead Borough Council</li> <li>- Surrey County Council</li> <li>- Tandridge District Council</li> <li>- The National Trust</li> <li>- Waverly Borough Council</li> </ul> Advisory Members: <ul style="list-style-type: none"> <li>- Parish and Town Councils (2 members)</li> <li>- Up to 4 representatives from other governmental and voluntary agencies</li> </ul>	1. Exercise the Council's statutory powers to prepare and review the Surrey Hills Area of Outstanding Natural Beauty Management Plan	N/A

<b>Surrey First Joint Committee</b>	<p>One Member each representing:</p> <ul style="list-style-type: none"> <li>- Each Surrey District</li> <li>- Surrey County Council</li> <li>- The Surrey Police Authority</li> </ul>	<ol style="list-style-type: none"> <li>1. Oversee joint working arrangements of the Authorities</li> <li>2. Promote good working practices amongst the Authorities</li> <li>3. Identify the range of services for inclusion in a Joint Venture Company (JVC)</li> <li>4. Approve the draft Articles and Memorandum of Association of the JVC</li> <li>5. Approve the draft revised Terms of Reference for the Joint Committee to provide for governance and oversight of the JVC</li> <li>6. Manage the project budget</li> </ol>	
<b>Police and Crime Panel (Joint Committee)</b>	<p>One Member representing each Surrey District, the Surrey County Council and 2 Independent Members</p>	<ol style="list-style-type: none"> <li>1. Review the draft police and crime plan, or draft variation, given to the Panel by the Police and Crime Commissioner (PCC) and make a report and recommendations to the PCC, who must have regard to them</li> <li>2. Review the PCC's annual report and ask questions, make reports and recommendations at a public meeting, which the PCC must attend</li> <li>3. Review or scrutinise decisions made, or other action taken, by the PCC in connection with the discharge of the PCC's functions</li> <li>4. Publish any reports or recommendations made to the PCC</li> <li>5. Require the PCC and members of their staff to attend the Police &amp; Crime Panel to answer questions</li> <li>6. Hold a confirmation hearing to review, make a report, and recommendation in respect of certain senior appointments made by the PCC</li> <li>7. Hold a confirmation hearing to review and make a report on the proposed appointment of the Chief Constable, with the power to veto the appointment by a 2/3 majority</li> </ol>	<p>N/A</p>

		<ol style="list-style-type: none"> <li>8. Hold a scrutiny hearing to review and report on the PCC's proposals to remove a Chief Constable</li> <li>9. Review the PCC's level of precept, with the power to veto the precept by a 2/3 majority</li> <li>10. Suspend the PCC on their being charged with certain criminal offences</li> <li>11. Appoint an acting PCC where the elected PCC is incapacitated, resigns or is disqualified</li> <li>12. Handle complaints about the conduct of the PCC and/or Deputy PCC and engage in informal resolution of such complaints, passing serious complaints to the Independent Police Complaints Commission (IPCC) as appropriate</li> <li>13. Only exercise functions conferred by the Police Reform and Social Responsibility Act 2011</li> </ol>	
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