

SOUTH WEST HIGHWAY AUTHORITIES AND UTILITIES COMMITTEE

CONSTITUTION – (Reviewed @ July '08 and re-formatted @ March '09)

- 1 The Committee [SW HAUC] shall consist of representatives from Utilities and Highway Authorities operating within the administration areas of the highway authorities of BANES, Bournemouth, Bristol City, Cornwall, Devon, Dorset, Gloucestershire, Highways Agency Areas 1&2, North Somerset, Plymouth, Poole, Somerset South Gloucestershire, Swindon, Torbay and Wiltshire.
- 2 In the case of the Highway Authorities, representation shall comprise a maximum of nine members from the South West Street Works Highways Group [JAG(SW)].
- 3 In the case of the Utilities, representation shall be a maximum of nine members from the South West Joint Utilities Group [SWJUG].
- 4 For the purposes of carrying out business a quorum shall be nine members with a minimum of four members from both the Utilities and Highway Authorities.
- 5 SW HAUC may invite other interested parties to attend meetings.
- 6 Anyone wishing to attend a meeting as an observer must declare themselves to the Secretary at least 24 hours prior to the meeting. and shall not take any active part in proceedings, unless invited to do so.
- 7 SW HAUC shall appoint the Committee's Officers, which shall comprise a Chairman, Vice Chairman, Secretary/Co-ordinator and Treasurer. The Officers will be appointed for a two-year term. The Chairman and Vice Chairman will be nominated by JAG(SW) and SWJUG and these two offices shall alternate annually between the two organisations.
- 8 A minute secretary may attend the meetings as required by the Secretary. The associated costs shall be borne by SW HAUC.
- 9 The Treasurer shall have charge of the funds of the Committee and be authorised to pay incidental expenditure up to a maximum of £75.00. The approvers of expenditure over the £75.00 limit to be the Chairman and Vice Chairman from the JAG(SW) and SWJUG. Any two of the four approvers are required to sanction each item of expenditure over the £75.00 limit. Following sanction of expenditure withdrawals from the SW HAUC Accounts shall be on the signature of the Treasurer. The £75.00 limit to be reviewed annually.
- 10 SW HAUC shall receive audited financial statements for the financial year ending 5th April. The accounts shall be submitted to the appointed Auditor as soon as possible after the end of the financial year and not later than 30th June. The Auditor's report will be presented to the first available Committee meeting following completion.
- 11 The Auditor shall be a member of a Professional Body recognised by the Companies Act 1985 as Auditors, but need not be currently registered as an Auditor. The Auditor must not be an Officer or Member of the SW HAUC.
- 12 Honorariums may be awarded, the amounts and recipients to be agreed, as necessary.
- 13 All Members of JAG(SW) and SWJUG shall pay an annual fee towards the Committee costs for meetings. The level of the annual fee to be agreed at the first meeting of the calendar year.
- 14 SW HAUC funds to be used at the Committee's discretion.
- 15 SW HAUC will meet on a quarterly basis. Additional meetings will be at the request of either JAG(SW) or SWJUG.

- 16 Business for consideration must be included in the agenda, which will be published at least 10 working days prior to the meeting. The Minutes of the meeting will be published within 20 working days of the meeting.
- 17 Business will be generated from the following:-
 - a) National Joint Utilities Group [NJUG]
 - b) National Joint Authorities Group [JAG(UK)]
 - c) Local Government Association [LGA]
 - d) National Highway Authorities and Utilities Committee [HAUC(UK)]
 - e) Highway Authorities within the Region [JAG(SW)]
 - f) Utilities within the Region [SWJUG]
 - g) Members of SW HAUC where the subject has South West wide implications
 - h) Local groups who have been unable to resolve issues locally and any other relevant bodies.
 - i) Department for Transport, Local Government and the Regions [DfT]
- 18 SW HAUC may nominate sub-groups to examine and to report back on topics of mutual concern and interest. Chairmanship of these working groups will be found from SW HAUC members and both JAG(SW) and SWJUG will have the opportunity to appoint an equal number of delegates.
- 19 SW HAUC Agreements, Guidance Notes and Standard Forms shall be approved by both the SW HAUC Chairman and Vice Chairman. The signed Agreements etc shall be held by the Secretary. A copy of each document shall be forwarded to HAUC(UK).
- 20 All SW HAUC correspondence shall be on SW HAUC headed paper and shall be authorised by both the SW HAUC Chairman and Vice Chairman.
- 21. In the event of a dispute at local level, the Conciliation and Arbitration Procedure should apply. Initially it will be referred to the Joint Regional HAUC Chairmen, but if agreement cannot be reached the dispute will be referred to conciliation. An independent Panel of Conciliators shall be compiled if required and when found to be necessary reviewed annually at the first meeting of the calendar year.

Signed and approved on behalf of:-

Joint Authorities Group South West - JAG(SW)

South West Joint Utilities Group - SWJUG




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Date:12th March 2009.....

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