

AGREED WORKING PROCEDURES



SEHAUC CONSTITUTION AND TERMS OF REFERENCE (supersedes Agreement numbers SE/SPE/001, SE/SPEIO07, SE/SPE/012 And SE/SPE/38)

It was agreed that the SEHAUC Constitution would be amended to allow for the addition of the Highways Agency and the new Unitary Authorities, and thus to increase the representation of both sides to a maximum of nine members each.

Attachments:

- i) Ammended Constitution
 - ii) Terms of Reference
 - iii) Agreed Resolutions Concerning Treasurer
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Cross Reference Information

NRSWA 1991	:	SEHAUC SPECIFIC
Code of Practice	:	ALL
Regulations	:	ALL
SEHAUC Meeting	:	13th MARCH 1997

Signed:

Chairman

Vice-Chairman

This item is registered under the SEHAUC administration reference:

SE/ SPE/ 001A

Secretary

Date 22/5/97

SOUTH EAST HIGHWAY AUTHORITIES & UTILITIES COMMITTEE

SOUTH EAST REGIONAL HAUC CONSTITUTION

1. The SEHAUC Committee shall consist of nominated representatives from Highway Authorities and Statutory Undertakers operating within the geographical counties of Berkshire, Hampshire, Isle of Wight, Kent, Oxfordshire, Surrey, East Sussex and West Sussex.
2. Highway Authority representation shall comprise nominated members from each Highway Authority operating within the region including a representative from the Highways Agency.
3. Statutory Undertaker representation shall comprise nominated members from each Utility Company operating within the region.
4. The SEHAUC Committee may invite guests to the meeting and they may contribute when invited by the Chair.
5. SEHAUC members may invite guests to the meetings as observers of the proceedings but they shall not participate in the business of the meeting.
6. The Committee will appoint a Chairman, Vice Chairman and Secretary and Treasurer. These Officers will be appointed for a two year term.
7. The Treasurer shall have charge of the funds of the Committee. Accounts shall be paid on the signature of any two Officers of the Committee.
8. The Committee will receive audited financial statements for the financial year ending 31st December. The Accounts will be submitted to the appointed Auditor during January. The audited financial statements will be submitted to the first available Committee meeting after completion.
9. 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 Committee.
10. The SEHAUC Committee will meet at least twice a year or at the request of either the Highway Authorities or Utilities.
11. Business for consideration should be included in the agenda and circulated at least ten working days prior to the meeting. The minutes of the meeting will be published within a reasonable time following that meeting.
12. Business will be generated from the following:
 - a) National Joint Utilities Group (NJUG)
 - b) Local Government Association (LGA)
 - c) Highway Authorities and Utilities Committee (HAUC)
 - d) Highway Authorities and Utilities within the Region.
 - e) Local groups who have been unable to resolve issues locally.
 - f) Interested Parties.
13. The SEHAUC Committee may agree to the formation of a sub-Committee should it be required.
14. Conciliation and Arbitration: Refer to the current Code of Practice for the Co-ordination of Street Works and Works for Road Purposes and Related Matters.

SOUTH EAST REGIONAL HAUC

TERMS OF REFERENCE

1. To provide a forum for the discussion of issues of mutual interest to representatives of the utilities and highway authorities.
2. To create and maintain a professional relationship leading to co-operation between the utilities, highway authorities and all other parties involved with street works activities.
3. To promote local liaison, the dissemination of information on best practice and where appropriate to make representations to the national Highway Authorities and Utilities Committee and other organisations.

To achieve these objectives the Committee is committed to

- a) Accepting all National Codes of Practice and Specifications.
- b) Identifying topics where there will be scope for local initiatives and interpretations and achieving South East wide agreements.
- c) Providing a free flow of information between organisations.
- d) Exploring all avenues and options designed to reduce the impact of Street Works upon highways and highway users and the incidence of damage and to minimise the risk of injury.
- e) Acting as a regional focus for NHAUC.
- f) Promoting local liaison by:
 - i) Supporting the creation of local HAUCs.
 - ii) Providing guidance and, if necessary, conciliating where groups have been unable to resolve difficulties locally.
 - iii) Disseminating information on regional and national issues to those organisations which the regional representative represents.

AGREED RESOLUTIONS

The following resolutions were agreed by the Committee:

1. That a Business Investor account be opened with Nationwide Building Society at Kingston upon Thames.
2. That the Society be authorised and instructed subject to the Terms and Conditions of the Business Investor Account: To honour and comply with all instructions, cheques, drafts, orders to pay, orders to withdraw any or all monies, bills of exchange and promissory notes expressed to be drawn, signed, accepted, endorsed or made by or on behalf of the Organisation, provided any such instruction, instrument and/or endorsement is signed by two signatories authorised to sign from time to time.
3. If requested the Society be furnished with a copy, certified to be a true, complete and up-to-date copy, of the rules, bye-laws and other document(s) governing the constitution of the Organisation and/or any changes or amendments to the same and the documents or other authorities effecting such changes or amendments.
4. That the Society be and is by this resolution authorised to provide the Organisation's Auditors for the time being and from time to time with such information as the Organisation's Auditors may request from time to time concerning any account or accounts of the Organisation or concerning any transactions or business of the Organisation with the Society until notice in writing to the contrary is received by the Society signed by any member of the Committee.
5. That the Society be furnished with a list of signatures operative in accordance with the terms of this Mandate and that the Society be notified immediately in writing signed by any member of the Committee for the time being of any changes which may from time to time take place in that list and be entitled to act on any such notice and that until receipt of such notice the Society may continue to treat the last list received as correct.
6. That these resolutions be communicated to the Society and shall constitute the Mandate of the Organisation to the Society and shall remain in force until an amending resolution shall be passed by the Committee and a copy of the resolution certified by any member of the Committee for the time being shall be communicated to the Society.
7. We certify that the above resolutions have been duly entered in the Minute Book and signed there by the Chairman and are in accordance with the rules, bye-laws and other documents governing the constitution of the Organisation and are, at this date, in full force and effect.

8. We agree that this investment is made in accordance with the Terms and Conditions of the account and we acknowledge receipt of the Society's latest Summary Financial Statement.

9. We confirm that the signatures set down below are those of the members of the Committee, the Secretary and other officials authorised to sign, that such signatures are the genuine signatures of such persons and that such signatures operate as the specimen signatures of each such persons and that we the undersigned shall be jointly and severally liable in respect of any indebtedness to the Society.