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19 February 2015

Governance Committee

A meeting of the Committee will be held at **2.15 p.m.** on **Monday, 2 March 2015** at **County Hall, Chichester.**

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A g e n d a

1. Declarations of Interest

Members and officers must declare any pecuniary or personal interest in any business on the agenda. They should also make declarations at any stage such an interest becomes apparent during the meeting. Consideration should be given to leaving the meeting if the nature of the interest warrants it. If in doubt, contact Democratic Services before the meeting.

2. [Minutes](#) of the meeting of the Committee held on 24 November 2014 are attached (blue paper).

3. Urgent Matters

Items not on the agenda which the Chairman of the meeting is of the opinion should be considered as a matter of urgency by reason of special circumstances.

4. [Review of Appeals Mechanism within the Redundancy and Internal Placement Policies](#)

Report by the Director of Workforce, Organisational Development and Delivery Support attached.

The Committee is asked to consider a report on a review of the Redundancy Policy following two recent appeals against redundancy which highlighted confusion about the appeals process. Areas identified for improvement include: the timing of appeals; the clarity of the appeal process; the time an employee remains on the redeployment register; duplication of appeal rights; clarity around the rationale for selection and the robustness of decision making.

5. **Review of Procedure for Hearings of the Staff Appeals Panel**

Report by the Director of Workforce, Organisational Development and Delivery Support attached.

The Committee is asked to consider proposals to change the format of staff appeals conducted by members of the Staff Appeal Panel to a hearing limited to the 'grounds of appeal'. The exception to this would be when a procedural error may have occurred, in which case the format will be that of a full re-hearing of the matter.

6. **Review of Financial Regulations and Financial Procedures**

Report by the Executive Director Corporate Resources and Services and the Director of Law, Assurance and Strategy attached.

The Committee is asked to endorse revisions to Financial Regulations and Procedures following a thorough review to reflect the current organisational structure and processes for approval by the Regulation, Audit and Accounts Committee.

7. **Pay Policy Statement 2015/16**

Report by the Director of Workforce, Organisational Development and Delivery Support attached.

The Localism Act requires the County Council to produce a Pay Policy Statement which has to be approved by the full Council. The report outlines amendments required to the statement to provide further detail and clarify the pay arrangements for staff who transferred into the authority from the former West Sussex Primary Care Trust. The Committee is asked to endorse the Pay Policy Statement for recommendation for adoption and approval by full the Council at its meeting on 27 March 2015.

8. **Review of Council Working Group**

Report by the Director of Law, Assurance and Strategy attached.

The Committee is asked to consider the recommendations of the working group set up to consider the format of Council meetings. The aim of the changes is to introduce greater flexibility in what business is considered at each meeting. Members are asked to endorse the proposals for recommendation to the County Council on 27 March 2015.

9. **Minor Changes to the Scheme of Delegation**

Report by the Director of Law, Assurance and Strategy attached.

The Committee is asked to approve a number of minor changes to the officer delegations in the Scheme of Delegation in the Constitution to reflect recent changes in the organisational structure.

10. **Scheme of Delegation – Write Off of Irrecoverable Debts**

On 12 September 2011 the Committee considered a report on the Scheme of Delegation including the delegation to the then Director of Finance and Assurance (now the Executive Director Corporate Resources and Services) to write off irrecoverable debts. At that point the level of the delegation was set at amounts of less than £15,000 (at 1 April 2011) and it was agreed that the amount should be reviewed every two years with effect from 1 April (minute 63(11/12) refers). The level was last reviewed in January 2013 when the level was left at £15,000.

Members are asked to note that, in line with the resolution, the Executive Director Corporate Resources and Services has been consulted and has confirmed that level of delegation remains appropriate and no change is required.

Background Papers - None

Contact: Clare Jones, 033022 22526.

11. **Pension Advisory Board – Changes to Terms of Reference**

Report by the Executive Director Corporate Resources and Services and the Director of Law, Assurance and Strategy – to follow.

The terms of reference of the Pension Advisory Board were previously endorsed by the Committee and approved by the County Council. This was based on draft regulations, to allow work to proceed and not be delayed by the wait until regulations were finalised by Government. The Final regulations have now been published and the terms of reference need to be slightly amended to accommodate certain details not anticipated in the version submitted for approval prior to the Board being implemented from April. The Committee is asked to endorse the changes set out in the report for recommendation to the County Council on 27 March 2015.

12. **Electoral Review Panel membership**

The County Council meeting on 13 February agreed to a change in membership of the Electoral Review Panel which has resulted in there being no member representing the Arun district. As the constitution of the Panel requires there to be at least one member from each district, the Committee will be asked to approve a change to the membership. A nomination will be available at the meeting following discussion with Group Leaders.

Background Papers - None

Contact: Clare Jones, 033022 22526.

13. **Date of Next Meeting**

The next meeting of the Committee will be held at 2.15 p.m. on Monday, 27 April 2015.

To all members of the Governance Committee