
If calling, please ask for:
Charles Gauntlett

31 August 2017

Governance Committee

A meeting of the Committee will be held at **2.15 p.m.** on **Monday, 11 September 2017** at **County Hall, Chichester**.

Tony Kershaw
Director of Law and Assurance

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 26 June 2017 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 Call-in Protocol](#)

Report by the Director Law and Assurance attached.

Further to minute 18 of the last meeting and following engagement with Group Leaders, the Committee is asked to endorse a further revision to the call-in criteria by reducing the number of members required to support a call-in request from six to four.

5. Written Questions to Council – earliest date for submission

As part of the Question Time item at Council meetings, members may ask written questions of any matter in relation to which the County Council has powers or duties or which affects West Sussex. Each Council meeting receives the answers to the first 10 questions received. Further questions are referred to the appropriate senior officer for a written reply which is

published in the Members' Information Service newsletter. There is a limit of two questions per member within the first 10 received, except that, if fewer than 10 questions are received, additional questions will be answered up to the maximum of 10.

During the induction session for Council meetings following the elections, it was proposed that there should be an earliest date for submission of the written questions which form part of the Question Time session at Council meeting. Unlike motions, although there is a deadline for the submission of questions (currently 9.00 a.m. on the Monday of the week of the meeting) there is no limit on how soon before a meeting questions can be submitted. The Committee is asked to endorse a recommendation to the County Council that the earliest date for submission of written questions should be the same as that for motions, i.e. no earlier than four weeks before the meeting, and that Standing Order 15(9) be amended as set out below:

'(9) The notice of a question to be asked in pursuance of sub-paragraph (8)(a) of this Standing Order shall be in writing and shall be given to the Director of Law and Assurance **no earlier than four weeks before the meeting and at the latest** by 9.00 a.m. on the fourth working day before the meeting of the County Council at which the question is to be asked; the Chairman may allow this provision to be relaxed if, in his or her opinion, it would be an advantage to the County Council's business to do so.'

No background papers

Contact: Clare Jones, 033022 22526

6. **West Sussex Pension Fund Update**

Report by the Director of Finance, Performance and Procurement attached.

The Committee is asked to consider an update which includes the Pension Fund Annual Report, use of the De-Risking Strategy, the work programme and budget for the Pension Advisory Board, an update on Pension Fund Pooling and implementation of the Markets in Financial Instruments Directive which reclassifies local and public authorities as retail investors from 3 January 2018.

7. **Report of the Member Development Group**

Report by the Chairman of the Member Development Group (MDG) attached.

To receive the regular report on the work of the MDG, member development activities and member training and development priorities and plans, including a summary of member feedback, an overview of the Member Induction Programme 2017 and details of MDG's current and upcoming programme.

8. **Appointments to the Staff Appeals Panel**

The Committee is asked to appoint members to fill two vacancies on the

Staff Appeals Panel. Nominations will be available at the meeting.

No background papers

Contact: Clare Jones, 033022 22526

9. **Date of Next Meeting**

The next meeting of the Committee will be held at 2.15 p.m. on Monday, 27 November 2017.

To all members of the Governance Committee