

25 November 2013 – At a meeting of the Committee held at County Hall, Chichester.

Present:

Mr Brown, Mr Burrett, Ms Goldsmith, Mr G L Jones, Mrs Jupp (Chairman), Mr Peters, Mrs B A Smith and Dr Walsh.

Apologies were received from Mr Griffiths.

Mrs Field, Mr Lanzer and Mr Patel were also in attendance.

Declarations of Interest

61. In accordance with the code of conduct, Mr Burrett declared an interest in item 11, Revised Terms of Reference of the Staff Joint Committee, as a member of the Regional Joint Committee of South East Employers.

Minutes of the Governance Committee

62. Members noted that Mrs Smith's apologies should have been recorded in the minutes of the meeting held on 9 September 2013.

63. Resolved – that, subject to the addition of Mrs Smith's apologies for the meeting, the minutes of the meeting held on 9 September 2013 be approved as a correct record and that they be signed by the Chairman.

Scheme of Members' Allowances

64. The Committee considered a report by the Head of Law and Governance on options for the review of the Council's Scheme of Members' Allowances (copy appended to the signed minutes).

65. Given the current financial climate, members were of the view that it would be inappropriate to take any action in relation to a review of allowances or re-establishment of the Independent Remuneration Panel at the current time and supported recommendation (2) only, to maintain the present scheme and incorporate only the uplifts provided for as long as the scheme allowed. Members noted that any member could opt not to receive the inflation increase in allowances adopted by the Council in October should they so wish.

66. Resolved – That the present scheme be maintained incorporating only the uplifts provided for as long as the scheme rules allow.

Member Roles - Champions

67. The Committee considered a report by the Head of Law and Governance on proposals for recommendation to the County Council that the role of Adviser to a Cabinet Member should be deleted and that the role of 'Champion' should be formally recognised in the Constitution (copy appended to the signed minutes). The Service Manager Democratic Services informed the Committee that the number

members on the Corporate Parenting Panel, as set out in Appendix C, should read seven.

68. Members supported the proposals and noted that the full list of champions would be published in the Members' Information Service once the inclusion of the role of Champions to the Constitution had been agreed by the County Council. In response to a comment the Service Manager Democratic Services said that the draft template for Champion terms of reference would be adjusted to ensure the third bullet point under 'Purpose' matched the wording in the proposed Corporate Advice Note.

69. Resolved –

(1) That the County Council be recommended to:

- (a) approve a new Part 8 Section 10 of the Constitution to formally recognise the role of Champions (as set out at Appendix A to the report); and
- (b) delete the Adviser to a Cabinet Member role from the Constitution as referenced at Part 8 Section 12.

(2) That a template terms of reference for Champions be noted (as set out at Appendix B to the report) subject to the amendment set out at minute 68 above).

The Work of the Member Development Group

70. The Committee considered a report by the Member Development Champions who had been appointed by the Committee in July to act as the lead contact within their political groups to help enable all members to fulfil all aspects of their role and adopt good practice ways of working (copy appended to the signed minutes). The report was introduced by Mr Patel, the Chairman of the Member Development Group (MDG).

71. Members congratulated the MDG on its work so far and supported the key messages set out at Appendix 2. In particular members stressed the following points:

- There was a need to ensure there was sufficient time for members' questions after presentations/sessions.
- Consideration should be given to using other venues such as County Hall North or Crawley Library to cut down travelling times for members who lived in the north of the county.
- Consideration should be given to the best way to provide information tailored to both new and more experienced members (including the possibility of frequently asked questions).

72. A number of members raised issues relating to IT including problems with hardware and access to emails and weekend support for systems. The Service Manager Democratic Services reassured members that the points raised would be followed up and that support and training was available, including one-to-one training where required. Members help calls were being monitored and advice and

guidance would be included in the regular Members' IT Bulletins. The Committee was reminded that the role of Member Development Champions also included IT and ensuring that members could put the IT kit to best effect. They were also working on how best to use Member Days.

73. In response to concerns about some people finding it hard to read documents on screen, the Service Manager Democratic Services reassured members that there were no plans for all papers to only be accessible online - the proposals were experimental and related to informal working groups. She stressed that it was up to members to decide how they wished to access papers but it was important to ensure the capability was there for those members who wished to embrace new ways of working.

74. Resolved –

- (1) That the key messages to inform the member induction arrangements in 2017 be agreed;
- (2) That the proposed priorities for the Member Development Programme for the remainder of 2013/14 be noted;
- (3) That the Member Development Groups' priorities on ways of working be supported; and
- (4) That the future reporting arrangements from the Member Development Group on member development be agreed.

Establishment of Panel to oversee Acquisition and Development of Investment Properties and amendment to the Scheme of Delegation

75. Following a recent decision of the Cabinet Member for Finance in relation to the County Council's acquisition of land and property assets for investment purposes, the Committee considered a report by the Head of Law and Governance on the establishment of a panel of members to consider investment proposals, monitor developments and manage performance of the investments (copy appended to the signed minutes). The Committee also considered a related amendment to the officer delegations in the Scheme of Delegation in the Constitution.

76. The Cabinet Member for Finance commented on a number of aspects of the report. In terms of the name of the Panel he said that he would prefer it to be called the PropCo Panel and this was supported by the Committee.

77. The Cabinet Member queried the constitution of the Panel in terms of specialist external support and the Head of Law and Governance confirmed that the formal constitution of the Panel as set out in the Scheme of Delegation included elected members only. However, he confirmed that the Panel could co-opt or commission external advice as required. He therefore proposed that the Committee delegate authority to him, in consultation with the Cabinet Member for Finance and the Chairman, to agree the wording of an additional term of reference (5) for submission as part of the report to the County Council to specify that the Panel could seek external advice where required.

78. In relation to the delegation to officers, the Cabinet Member commented that use of the delegation would be an exception in cases of urgency rather than the rule. The Head of Law and Governance commented that a line to that effect would be included in the report to the Council on the establishment of the Panel.

79. In terms of the number of members on the Panel and the way in which appointments would be made, it was agreed that there would be up to five members, appointed by the Council on the recommendation of the Cabinet Member for Finance in consultation with the Leader.

80. Resolved –

- (1) That the County Council be recommended that a property investment panel with the title PropCo Panel be established as described in paragraphs 2.1 and 2.2 of the report;
- (2) That the Panel comprise up to five members of the County Council and that appointments to the Panel be made by the Council on the recommendation of the Cabinet Member for Finance in consultation with the Leader;
- (3) That the Head of Law and Governance, in consultation with the Cabinet Member for Finance and the Chairman, be authorised to agree the wording of an additional term of reference to specify that the Panel can seek external advice where required; and
- (4) That the addition to the officer delegations in the Scheme of Delegation in the Constitution in relation to the acquisition of land and property for investment purposes, as set out in the Appendix to the report, be approved and that the fact that the delegation would be used only in exceptional circumstances be included in the report to Council.

Adult Safeguarding Panel and Champions: Terms of Reference

81. The Committee considered a report by the Head of Law and Governance on changes to the constitution and terms of reference of the Adult Safeguarding Panel and the role of champions for recommendation to the County Council (copy appended to the signed minutes).

82. Resolved - That the revised terms of reference for the Adult Safeguarding Panel, as set out in the Appendix to the report, be endorsed for recommendation to the County Council for inclusion in the Scheme of Delegation in the Constitution.

Care Commissioning Planning Group: Terms of Reference

83. As a result of recent changes in Cabinet portfolios, the Committee considered a report by the Head of Law and Governance on changes to the terms of reference of the Care Commissioning Planning Group for recommendation to the County Council (copy appended to the signed minutes).

84. Resolved – That the revised terms of reference for the Care Commissioning Planning Group, as set out in the Appendix to the report, be endorsed for recommendation to the County Council for inclusion in the Scheme of Delegation in the Constitution.

West Sussex Health and Wellbeing Board: Terms of Reference

85. Members were reminded that the West Sussex Health and Wellbeing Board had commenced its full statutory standing in April 2013, following a year during which the Board had operated in shadow status. Following discussions with the NHS Clinical Commissioning Groups and the Surrey and Sussex Area Team, NHS England, the Committee considered a report by the Head of Law and Governance on a number of revisions to the Board's terms of reference for recommendation to the County Council (copy appended to the signed minutes). The report had also been considered by the Health and Wellbeing Board at its meeting on 21 November 2013.

86. The Cabinet Member for Community Wellbeing attended the meeting and updated the Committee on the views of the Health and Wellbeing Board following its meeting on 21 November 2013. She reported that the Board had supported the changes in relation to the County Council and NHS England representatives. However, further discussions were required in relation to the Clinical Commissioning Group membership of the Board and the Committee was therefore asked to defer consideration of that aspect of the Board's constitution. Revised proposals would be brought to the Committee's meeting in March 2014. Revised changes to the Board's constitution and terms of reference for recommendation to the County Council were tabled (copy appended to the signed minutes).

87. Resolved –

- (1) That the revised terms of reference for the Health and Wellbeing Board, as set out in the revised Appendix to the report, be endorsed for recommendation to the County Council for inclusion in the Scheme of Delegation in the Constitution; and
- (2) That revised proposals in relation to the Clinical Care Commissioning Groups be brought to a future meeting of the Committee.

Revised Terms of Reference for the Staff Joint Committee

88. The Committee considered a report by the Head of Human Resources on changes to the terms of reference of the Staff Joint Committee (copy appended to the signed minutes).

89. It was noted that the reference in paragraph 3.2 of the report to 'senior Unison officials' should be amended to read 'senior Unison representatives'.

90. Resolved - That the revised terms of reference for the Staff Joint Committee, as set out in the Appendix to the report, be approved.

Appointment to South East Employers

91. Following the appointment of Mr Lanzer as the Cabinet Member for Corporate

Relations, the Committee approved the appointment of Mr Lanzer to serve as a member of South East Employers in place of Mr Griffiths for the remainder of the current year.

92. Resolved - That the Mr Lanzer be appointed to South East Employers for the remainder of the current year.

Date of Next Meeting

93. Members noted that the next meeting of the Committee would be held at 2.15 p.m. on Monday, 20 January 2014.

The meeting ended at 3.35 p.m.

Chairman