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If calling, please ask for:  
Clare Jones

14 January 2016

## **Governance Committee**

A meeting of the Committee will be held at **2.15 p.m.** on **Monday, 25 January 2016** at **County Hall, Chichester**.

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## **A g e n d a**

### **Part I**

#### **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 23 November 2015 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. Part II Matters**

Members are asked to indicate at this stage if they wish the meeting to consider bringing into Part I any items on the Part II agenda.

#### **5. [Changes to Corporate Leadership](#)**

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

The Committee is asked to endorse a proposal that the post of Chief Operating Officer, which encompassed that of Transformation Director, be deleted and that the post of Chief Executive Officer be re-instated for recommendation to the County Council. The Corporate Leadership Team will otherwise be unchanged from that the Committee approved in September

2014 but there are some additional adjustments to accommodate the redistribution of operational roles currently reporting to the Chief Operating Officer which the Committee is asked to approve.

6. **[Electoral Review of West Sussex](#)**

Report by the Director of Law, Assurance and Strategy attached – [Appendix](#) to follow. A copy of the Boundary Commission's recommendations is enclosed ([document](#) plus [map](#) – NB map is very large file (18MB)).

The Local Government Boundary Commission for England has now published its draft recommendations on new electoral arrangements for the County Council. The draft recommendations propose that 70 county councillors should be elected to West Sussex County Council in future, one fewer than the current arrangements. This is based on taking one seat out of Adur and all other district areas retaining the same number of county councillors. The recommendations also propose new electoral divisions across the county. The Committee is asked to consider a report from the Electoral Review Panel which sets out the County Council's proposed response to the Commission.

7. **Update on the work of the Independent Remuneration Panel**

The Committee is invited to note that the Independent Remuneration Panel (IRP) met on 7 January 2016 to begin its work of reviewing the Members' Allowance Scheme. It has considered the work undertaken by the IRP in 2008-10 and spoken to the Chairman, the Leader and the UKIP Group Leader about their views on the current scheme and any review. Following this, the IRP set out an initial plan of action, which will focus on a paper consulting all members around March 2016. It is hoped that the consultation will be included as part of the wider member survey planned by the Member Development Group.

No background papers.

Contact: Charles Gauntlett, 033022 22524

8. **[Council Procedures – Written Questions and Cabinet Member Question Time](#)**

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

At its last meeting, the Committee asked for work to be done on two aspects of procedures at County Council meetings. A survey has been undertaken on written questions in line with the Committee's wishes and the Committee is asked to consider the results. A proposed amendment to Standing Orders has also been prepared to clarify the Cabinet Member Question Time process around reporting on major topics considered by Select Committees.

9. **[Distribution of Summons and Agendas](#)**

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

Following recent changes in legislation, the Committee is asked to endorse

changes to Standing Orders for recommendation to the County Council to allow members to choose how they receive summons and agendas in future. The options are for members to continue to receive all papers in hard copy at their home address, collect hard copies from County Hall or receive agendas by email only to their County Council email address.

10. **[Pay Policy Statement 2016/17](#)**

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 which the Committee is asked to endorse for recommendation for adoption and approval by full the Council at its meeting on 19 February 2016.

11. **Date of Next Meeting**

The next meeting of the Committee will be held at 2.15 p.m. on Monday, 14 March 2016.

**Part II**

The Committee is asked to consider in respect of the following items whether the public, including the press, should be excluded from the meeting on the grounds of exemption under Part I of Schedule 12A of the Local Government Act 1972, as indicated against the item and because, in all the circumstances of the case, the public interest in maintaining the exemption of that information outweighs the public interest in disclosing the information.

The reports dealt with under this part of the agenda **are enclosed for members of the Committee only (yellow paper)**.

12. **Pay, Reward and Recognition Project**

Report by the Executive Director Corporate Resources and Services and the Director of Workforce, Organisational Development and Delivery Support – attached for members of the Committee only.

The Committee is asked to note progress to date on the Pay, Reward and Recognition Project and that formal proposals for change will be submitted to the Governance Committee in late autumn 2016 for approval.

Exempt: paragraph 4, Information relating to labour relations consultations

13. **Pooling of Fund Investment**

Report by the Executive Director Corporate Resources and Services attached for members of the Committee only.

The Committee is asked to note an update on the work of the Pensions Panel Task and Finish Group which is considering the Government's proposals to require all Local Government Pension Scheme Funds to pool assets.

Exempt: paragraph 3, Financial or business affairs of any person (including the authority)

**To all members of the Governance Committee**