

9 September 2013 – At a meeting of the Committee held at County Hall, Chichester.

Present:

Mr Brown, Mr Burrett, Ms Goldsmith, Mr Griffiths, Mr G L Jones, Mr Peters (Vice-Chairman in the chair) and Dr Walsh.

Apologies were received from Mrs Jupp. Ms Goldsmith arrived at 2.28 p.m.

### **Declarations of Interest**

36. In accordance with the code of conduct, Mr Burrett and Mr Jones declared interests in item 10, West Sussex Pension Fund Annual Report 2012/13, as members of the Local Government Pension Scheme. Mr Burrett also declared an interest as a member of the Local Government Pensions Committee appointed by the Local Government Association.

### **Minutes of the Governance Committee**

37. Resolved - that the minutes of the meeting held on 1 July 2013 be approved as a correct record and that they be signed by the Chairman.

### **Member Expenses and Allowances**

38. Members were reminded that at its last meeting the Committee had agreed to defer this matter to this meeting. However, due to the need for more time for the political groups on the Council to consider their respective positions on any review of the member allowances and expenses system, it was necessary to defer this again to the meeting in November. In the meantime, the current system would remain in place and its provisions would be applied. Political groups would need to schedule a discussion based on the last report to the Committee.

39. Resolved – that the position be noted.

### **Changes to the Structure of the Chief Executive's Leadership Team**

40. The Committee considered a report by the Chief Executive on changes to the structure of his Leadership Team (copy appended to the signed minutes). Following the departure of the last holder of the post of Director of Health and Social Care Commissioning at the end of July, the Committee was asked to approve proposals following a review by the Chief Executive of the structure of his Leadership Team. The proposals included the deletion of the post of Director of Health and Social Care Commissioning and its merger with that of the Director of Public Health.

41. Resolved –

- (1) That the post of Director of Health and Social Care Commissioning be deleted and its functions merged with those of the Director of Public Health; and

- (2) That the Scheme of Delegation of officer functions be amended so that those delegated to the Director of Health and Social Care Commissioning are added to those of the Director of Public Health.

### **Amendment to Scheme of Delegation for reporting of objections to Traffic Regulation Orders**

42. The Committee considered a report by the Director of Service Operations and Head of Highways and Transport (copy appended to the signed minutes) on a proposed amendment to the Scheme of Delegation for the reporting of objection to Traffic Regulation Orders (TROs). Currently when objections were received to TROs decisions on whether to implement TROs were taken by the relevant County Local Committee (CLC). In response to member concerns about the speed of delivery of TROs the Committee was asked to consider a proposal that decisions on TROs which received five objections or fewer should be delegated to the Director of Communities Commissioning, provided local members were consulted. This would help speed up delivery and result in a time saving for officers, members and at CLC meetings. The proposal allowed for members to take a decision at a CLC meeting if this was preferred.

43. The Committee was very supportive of the proposals and reassured by the ability of a CLC to veto the delegation and have the matter determined at a CLC if considered appropriate.

44. In relation to the proposed changes to the Constitution set out at the Appendix, officers agreed to look at the phrasing of the first paragraph of the proposed Delegation Code of Practice. It was noted that in paragraph (ii) on page 20 that the words 'only minor' should read 'five or fewer'. Members also agreed to delete the second sentence of the paragraph on 'Conformity with County Council policies'.

45. Resolved - That the amendments to arrangements for decisions on Traffic Regulations Orders to which objections are received, as set out in the Appendix to the report, subject to the changes set out in minute 44 above, be endorsed for recommendation to the County Council.

### **Appointments to Advisory Panels - Proportionality**

46. The Committee considered a report by the Head of Law and Governance on feedback on appointments to Advisory Panels and proportionality (copy appended to the signed minutes). Members were reminded that at the County Council meeting in July the process whereby members were appointed to advisory panels had been questioned. On behalf of the UKIP group the question raised was whether membership of such panels should be by reference to political proportionality. On behalf of the UKIP group the issue had been raised again and the Committee was asked to consider the matter and to decide whether to recommend any changes to the County Council at its next meeting.

47. A number of members expressed the view that, whilst proportionality was important for decision-making committees, there were some advisory panels where the nature of the topics under consideration meant that discussions should not be on a party political basis. In these instances it was more important for members of

the panel to be interested in the topic under consideration and qualified to serve. The importance of members working together in the best interests of West Sussex was also stressed and the need to avoid over regulation.

48. It was therefore agreed that the Chairman of the Committee be asked to write to the Leader of UKIP to say that the Committee was of the view that the approach to appointments to advisory panels being based on those best qualified to serve represented best practice and that the current arrangements should be retained.

49. Resolved – That the Chairman of the Committee write to the Leader of Leader of UKIP to say that the Committee's view is that the approach to appointments to advisory panels being based on those best qualified to serve represents best practice and that the current arrangements should be retained.

### **Horsham Community Governance Review**

50. The Committee was informed that following a Community Governance Review by Horsham District Council the Boundary Commission had written to the County Council to ask for its support to amend the County Council divisions which were currently co-terminus with the boundaries between Southwater and Shipley parish councils. The Committee considered a report by the Head of Law and Governance which set out the proposals (copy appended to the signed minutes). Members supported the change which was very minor and appeared to match the new natural boundary of south east Southwater.

51. Resolved - That the revision of the boundary between Billingshurst and Southwater electoral divisions be approved, to take effect from May 2017.

### **Filming of Executive Meetings**

52. The Committee considered a report by the Head of Law and Governance on filming of Executive meetings (copy appended to the signed minutes). Members were informed that the Government had issued guidance regarding the filming and reporting by the public through social media of all public Executive meetings of the Council. The Committee was asked to consider an outline of how the County Council would incorporate that guidance in running its Executive meetings.

53. Given the guidance issued and the popularity of social media, members supported the proposals in the report as the best way forward. It was noted that the proposal that any filming should be from the front of the public gallery was intended to protect people in the public gallery from being caught on film inadvertently. Members stressed that there would be a need to manage requests for filming and suggested that it would be helpful to have guidelines available.

54. In relation to the use of social media by a member of an Executive meeting, the Committee felt this would be hard to police and suggested that the recommendation should refer to the use of visual social media, i.e to discourage the filming of an Executive meeting by its members.

55. Resolved –

- (1) That the County Council be recommended that Standing Order 12 be amended as set out in the Appendix to the report;
- (2) That the use of visual social media by a member of an Executive meeting be discouraged (paragraph 2.3 of the report);
- (3) That, the Committee reviews the experience with Executive meetings in a year and at that point considers extending the arrangement to all public non-Executive and Select Committee meetings (paragraphs 3.1 and 5.3 of the report).

### **West Sussex Pension Fund Annual Report 2012/13**

56. The Committee received the Annual Report of the West Sussex Pension Fund for the year ended 31 March 2013 together with a covering report by the Director of Finance and Assurance (copy appended to the signed minutes).

57. The Cabinet Member for Finance introduced the item and emphasised that it had been a very good year for the Fund. He outlined the changes that would be brought in from April 2014, most of which were set out in the report, including the change to the use of the index for uprating pensions to the Consumer Price Index. He stressed that there were likely to be a number of further changes to the management of the Pension Fund which were currently being looked at by a working group of the Pensions Panel and details would be brought to the Governance Committee in due course.

58. Members congratulated the Pensions Panel and officers on the achievements of the Fund and noted that there were likely to be further changes to pensions administration in due course.

59. Resolved - That the Annual Report be noted.

### **Date of Next Meeting**

60. Members noted that the next meeting of the Committee would be held at 2.15 p.m. on Monday, 25 November 2013.

The meeting ended at 3.28 p.m.

Chairman