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If calling, please ask for:  
Clare Jones

16 November 2017

## **Governance Committee**

A meeting of the Committee will be held at **2.15 p.m.** on **Monday, 27 November 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 11 September 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. [Changes to Standing Orders – Senior Appointments](#)**

Report by the Director of Law and Assurance attached.

Following changes to the range of officers who report to the Chief Executive, the Committee is asked to consider a proposal that the County Council be recommended that the requirement in Standing Orders for formal Appointing Committees be adjusted to provide for different formal arrangements for the less senior roles which report to the Chief Executive.

### **5. Proposed change in name of the Environmental and Community Services Select Committee**

The Environmental and Community Services Select Committee (ECSSC), at its meeting on 30 November 2017, will be looking at the governance

arrangements of the Fire and Rescue Service (F&RS). The F&RS faces a number of significant challenges including:

- The legal duty to collaborate, under the Policing and Crime Act 2017;
- Independent inspection by Her Majesty's Inspectorate of Constabulary and Fire and Rescue;
- The Police and Crime Commissioner business case, which will be reviewed again in two years;
- The Home Office reform agenda; and
- Addressing the local implications of significant events, including recent terrorist incidents and the Grenfell fire.

In the light of these challenges the Authority is looking to strengthen its governance arrangements. ECSSC will be asked consider how it can bolster its engagement with the F&RS in the areas of policy development, performance management and decision preview. In order to reinforce the enhanced role, and make the role of the Committee clearer to residents, the Select Committee will be asked to consider a proposal that its name should be changed to the 'Fire, Environment and Communities Select Committee'.

Subject to confirmation by ECSSC on 30 November 2017, the Governance Committee is asked to endorse the proposal for consideration by the County Council at its meeting on 15 December 2017.

Background Papers - None

Contact: Ninesh Edwards, 033022 22542.

6. **[Electoral Review Panel Recommendations on Parliamentary Boundary Review](#)**

Report by the Director of Law and Assurance attached.

The Boundary Commission for England has issued a further consultation on amendments to Parliamentary boundaries across England and several changes are proposed for West Sussex. The County Council previously supported the proposed changes. The Electoral Review Panel has considered the proposals, which ensure that all constituencies are within 5% of the published electoral quota, and the Committee is asked to approve a recommendation that the County Council should support the minimal change necessary.

7. **[Staff Appeals Panel Annual Report 2016/17](#)**

Report by the Director of Human Resources and Organisational Development (Interim) and the Director of Law and Assurance attached.

The Committee is asked to consider the annual report of the Appeals Panel for 2016/17.

8. **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 an overview of activities since the Group's last report in September 2017, details of Member Development Sessions and a review of the Member Induction Programme 2017.

9. **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 Director of Finance, Performance and Procurement) 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 2015 when the level was left at £15,000.

Members are asked to note that, in line with the resolution, the Director of Finance, Performance and Procurement 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.

10. **Date of Next Meeting**

The next meeting of the Committee will be held at 2.15 p.m. on Monday, 22 January 2018.

**To all members of the Governance Committee**