

## **Governance Committee**

### **Constitution**

Nine members of the County Council, including the Chairman and Vice-Chairman of the Council who are ex-officio Chairman and Vice-Chairman respectively. Quorum is three.

### **Terms of Reference**

1. To oversee the effectiveness of the political structure
2. Without in any way limiting the scope of paragraph 1 above, to consider specifically any disputes which arise as to whether or not the Executive may make a final decision or whether that power is vested in the County Council alone.
3. To advise the County Council on amendments to the Constitution.
4. To receive regular reports from the Chairman of the Member Development Group regarding the work of the Group, member development activities and member training and development priorities and plans, via a standing item on the Committee's agenda.
5. To advise the County Council on any matters in connection with the Members' Allowances Scheme.
6. To monitor the attendance of members at meetings of the County Council and its committees on an annual basis within the context of member development and the effectiveness of the political structure.
7. To exercise the powers and duties of the County Council in relation to elections and local government boundaries under Section 35 of the Representation of the People Act 1983 (c.2).
8. To consider any issues relating to indemnification of and/or securing of insurance cover for members and officers.
9. To make arrangements for the discharge of the County Council's function as Scheme Manager and the exercising of the powers and duties of the County Council in its capacity as Administering Authority in relation to the Local Government Superannuation Acts and Regulations made thereunder and in particular to arrange for the discharge of those responsibilities through a formally constituted committee to be named the Pensions Committee.
10. To determine the standard terms and conditions on which all staff hold office (including procedures for their dismissal).
11. To approve changes to the Scheme of Delegation relating to functions delegated to the Chief Executive and the overall range of functions delegated to senior officers.
12. To approve the arrangements for a meeting of the Appointing Committee for the purposes of Standing Order 9.11; the appointment of officers, and Standing Order 9.19; appeals against disciplinary proceedings (including dismissal)

concerning the Chief Executive, Executive Directors and posts reporting directly to the Chief Executive and the Monitoring Officer and grievances by the Chief Executive.

13. To approve the arrangements for a meeting of the Appeal Committee for the purposes of disciplinary action under Standing Order 9.17.
14. To make arrangements for but not to hear disciplinary proceedings (including dismissal) against the Chief Executive and grievance proceedings by the Chief Executive. The constitution and terms of reference for Member Panels and the Investigation Panels are set out below.
15. To make arrangements for but not to hear appeals against decisions of the Executive including staff appeals, school and college transport appeals, school exclusion and admission appeals and Governors' appeals against the decision of the local authority to require acceptance of a pupil excluded from two or more schools. The Constitution and terms of reference for appeals panels (save those concerning schools exclusion, admission and governor appeals) are set out below.
16. In relation to the Pension Advisory Board to:
  - (a) Approve the job description and remuneration of and oversee the appointment of the independent Chairman of the Pension Advisory Board;
  - (b) Review the tenure of membership of a Board member in the event of consistent non-attendance on the advice of the Director of Law and Assurance;
  - (c) Remove a member of the Board during a term of appointment for reasons other than their ceasing to be eligible.
17. To approve the Business Plan and budget of the Pension Advisory Board.
18. To receive an annual report from the Staff Appeals Panel covering a summary of its work, any lessons learned from hearings by Member Panels and Boards of Appeal in the previous year, the results of cases (including any subsequent Tribunal applications and hearings) and recommendations for the future.
19. To receive and consider any recommendations from meetings between the Chief Executive and the West Sussex branch of UNISON in relation to staff terms and conditions of service.
20. To receive and consider for resolution any issues concerning staff terms and conditions which are the subject of discussion between the Chief Executive and the West Sussex branch of UNISON and which their discussions have not been able to resolve and prior to any referral of such matter to an external body for mediation or resolution.
21. To receive a report on staffing matters twice a year and a report on the output of the Culture Board once a year.
22. To appoint members of the County Council to outside bodies which relate to the non-Executive functions of the Committee (South East Employers).

23. To review and adjust delegations to officers within the functions delegated to the Committee.
24. To delegate powers, when appropriate and on the recommendation of the Director of Law and Assurance, to another local authority including a borough or district borough council and to be able, subsequently, to review, amend or withdraw that delegation.
25. To consider a petition in accordance with the Petitions Scheme in accordance with Standing Order 3.43 (b).