

Tony Kershaw
Director of Law and Assurance

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2 May 2019

Governance Committee

A meeting of the Committee will be held at **2.15 pm on Monday, 13 May 2019**
at **County Hall, Chichester**.

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Agenda

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 as 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 please contact Democratic Services before the meeting.

2. Minutes of the last meeting of the Committee (Pages 5 - 8)

The Committee is asked to agree the minutes of the meeting held on 21 January 2019 (cream 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. Select Committee Business Planning Group Membership (Pages 9 - 10)

Report by the Director of Law and Assurance.

The Committee is asked to consider a proposal that the membership of Business Planning Groups (BPGs) should be amended to include the Vice-Chairman of the relevant Select Committee who should also be Vice-Chairman of the BPG, as it is the current practice.

5. Filming of Meetings (Pages 11 - 16)

Report by the Director of Law and Assurance.

Following a request from the Chairman and Group Leaders, the Committee is

asked to consider a Filming of Meetings Protocol which has been developed in line with best practice from other local authorities.

6. **Webcasting of Committee Meetings** (Pages 17 - 20)

Report by the Director of Law and Assurance.

The Committee is asked to consider aspects of the County Council's usage of webcasting – namely the amount of webcasting undertaken, who should take the decision as to whether a meeting should be webcast and the criteria on which the decision should be based.

7. **Proposed delegation re Anti-Fraud and Corruption Policies**

Following the review of the Constitution in summer 2018, the Anti-Bribery and Corruption and Anti-Money Laundering Policies were moved outside the Constitution. Responsibility for the monitoring of and making changes to the policies is part of the terms of reference of the Regulation, Audit and Accounts Committee. An explicit delegation is recommended to the Director of Finance, Performance and Procurement for the operation and enforcement of the policies, as well as making non-material/minor changes to them. The Committee is asked to agree the proposed delegation below for inclusion in the Scheme of Delegation:

Section /No.	Function	Officer	Form of shared delegation
2A	Anti-Fraud and Corruption		
140A	Operation and enforcement of the Anti-Bribery and Corruption and Anti-Money Laundering Policies and the resources and systems to ensure prevention of fraud and the investigation of allegations of fraud. Making non-material/minor changes to the policies.	Director of Finance, Performance and Procurement	

Background Papers: None

Contact: Charles Gauntlett, 033 022 22524

8. **Staff Appeals Panel Annual Report 2018/19** (Pages 21 - 22)

Report by the Director of Human Resources and Organisational Change and the Director of Law and Assurance.

The Committee is asked to consider the annual report of the Appeals Panel for 2018/19.

9. **Report of the Member Development Group** (Pages 23 - 36)

Report by the Chairman of the Member Development Group.

To receive the regular report on the work of the Group, including an overview of member development activities and attendance during 2018/19 and details of upcoming member development sessions. The report also includes the outcomes and action plan as a result of phase one of the work for the 'Journey to the 2021 Elections: Three-year Programme to Promote Local Democracy' and plans for phase two.

10. **Appointments to Committees, Panels and Outside Bodies** (Pages 37 - 38)

In accordance with the provisions of the Local Government and Housing Act 1989, the Committee is asked to appoint members to serve on a number of committees, panels and outside bodies in line with the expressed wishes of the political groups. A note by the Director of Law and Assurance and setting out proposals is attached.

11. **Report of Urgent Action**

To note action taken by the Director of Law and Assurance, in consultation with the Chairman, as follows:

Corporate Parenting Panel Terms of Reference

Endorsement of new terms of reference and membership of the Corporate Parenting Panel, for recommendation to the County Council on 5 April 2019.

Background Paper

[Letter from the Director of Law and Assurance to the Chairman of the Governance Committee dated 27 March 2019](#)

Contact: Helen Kenny, 033 022 22532

12. **Date of Next Meeting**

The next meeting of the Committee will be held at 2.15 p.m. on Monday, 24 June 2019 at County Hall, Chichester.

To all members of the Governance Committee