

# Public Document Pack

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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**.

Tony Kershaw

Director of Law and Assurance

## 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:

<b>Section /No.</b>	<b>Function</b>	<b>Officer</b>	<b>Form of shared delegation</b>
2A	<b>Anti-Fraud and Corruption</b>		
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**

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## **Governance Committee**

21 January 2019 – At a meeting of the Governance Committee held at 2.15 pm at County Hall, Chichester.

Present: Mr Barnard (Chairman)

Mr Acraman, Ms Goldsmith, Mrs Mullins, Mr R J Oakley, Mrs Sparkes and Dr Walsh

Apologies were received from Mr Burrett, Mr Mitchell and Ms Kennard

### **Part I**

#### **47. Declarations of Interest**

47.1 No interests declared.

#### **48. Minutes of the last meeting of the Committee**

48.1 Resolved – That the minutes of the meeting held on 26 November 2018 be approved as a correct record and that they be signed by the Chairman.

#### **49. Urgent Matters**

49.1 The Chairman referred to a message which members had received from a member of public regarding payments made to the Chief Executive as part of his appointment in 2016 and said that he had asked the Director of Human Resources and Organisational Change to report on the matter. The report would go to the Chairman who would decide on the appropriate action to be taken.

49.2 Members commented that the Council should be seen to deal with the matter fully, that some independence in the process be considered and that the work should be carried out as soon as possible.

49.3 The Chairman agreed to advise all members of the position and the proposed course of action.

#### **50. Review of County Local Committees**

50.1 The Committee was reminded that at its meeting on 28 November 2018 it had agreed to carry out a review of County Local Committees after May 2019. The Committee considered a report by the Director of Law and Assurance on the proposed terms of reference for the review (copy appended to the signed minutes).

50.2 The Head of Democratic Services introduced the report referred to the membership of the working group as set out in paragraph 2 of Appendix 1 of the report. She confirmed that Mrs Millson had agreed to remain a member of the group representing the Horsham district and that

Mrs Mullins would be the representative for Crawley. The Conservative Group Leader would confirm the remaining three names in due course.

50.3 Resolved – That the terms of reference, as set out in Appendix 1 to the report, be approved.

## **51. Substitution on Select Committees**

51.1 The Committee was reminded that at its last meeting it had asked for a more detailed report on substitution with a view to considering whether to recommend the a system to allow substitutes at select committee meetings.

51.2 Members considered a report by the Director of Law and Assurance which set out why the previous system of substitutes on select committees had been abolished in 2005, how to establish substitution and also contained an option for presuming that a member could speak at a select committee if that member's political group would otherwise be unrepresented (copy appended to the signed minutes).

51.3 The Committee considered the two possible approaches set out in section 2 of the report and supported the proposal set out in paragraph 2.2 that there should be a mechanism of formal substitution on select committees.

51.4 Members recommended that there should be one named substitute per political group for each select committee and that substitutes should automatically receive papers for each meeting, irrespective of whether they were likely to be called on to substitute.

51.5 Members noted that the Constitutional changes required to put the proposals into effect would be taken to the next meeting of the County Council in February for approval. The Committee supported the introduction of the new system with immediate effect after the Council meeting and therefore asked that nominations for substitutes be sought for approval at the same meeting.

51.6 Resolved – That the County Council be recommended that a system of formal substitutes be introduced for select committees, with one named member per political group for each select committee, to be adopted with immediate effect.

## **52. Governance of the Capital Programme**

52.1 Members were informed that since the capital governance was approved in December 2015, it had been implemented across all capital programmes and projects. The experience and learning of the last three years had led to some proposed changes in order to improve the efficiency and transparency of the capital approvals process in the following key areas. The Committee was asked to consider a report by the Director of Law and Assurance on a number of changes for recommendation to the County Council (copy appended to the signed minutes).

52.2 Resolved - That changes to the governance of the capital programme, as set out in the report, be endorsed for recommendation to the County Council.

### **53. Pay Policy Statement 2019/20**

53.1 The Committee considered a report by the Director of Human Resources and Organisational Change on proposed revisions to the Pay Policy Statement for recommendation to the County Council (copy appended to the signed minutes).

53.2 Resolved - That the proposed revisions to the Pay Policy Statement, as set out in Appendix 1 to the report, be endorsed for recommendation to the County Council.

### **54. Report of the Member Development Group**

54.1 The Committee considered the regular report on the work of the Member Development Group (MDG), member development activities and member training and development priorities and plans by the Chairman of the Group (copy appended to the signed minutes).

54.2 With reference to paragraph 3.1 (b) of the report and the planned visit to the Materials Recycling Facility in Ford, the Head of Democratic Services said the visit was likely to take place in May. Numbers were limited to 14 due to the restrictions of the site. She confirmed that more than one visit could be arranged if necessary depending on the level of interest.

54.3 A comment was made that it was generally the same members who attended member development activities and that it would be helpful to find out the reasons for other members not attending and if there was anything that could be done to encourage them to do so. It was felt that the Member Day sessions provided a lot of useful background information which was particularly helpful for select committee members.

54.4 Mrs Mullins said that the MDG working group referenced in paragraph 3.2 of the report, which was looking at the barriers to standing for election, was producing some excellent work including looking at new technology and ways of making the content of Member Day sessions available to those who were unable to attend.

54.5 The Leader thanked the Head of Democratic Services and her staff for their excellent work in support of the working group and commented that the recent Local Government Association peer review had praised the work of the unit.

54.6 Resolved - That the report be noted.

### **55. Date of Next Meeting**

55.1 The Committee noted that the next meeting would be held at 2.15 p.m. on Monday, 11 March 2019.

## Agenda Item 2

The meeting ended at 2.50 pm

Chairman



## **Governance Committee**

**13 May 2019**

**Part I**

### **Select Committee Business Planning Group Membership**

#### **Report by Director of Law and Assurance**

##### **Summary**

Current practice is that all Select Committee Vice-Chairmen are members of the Committee's Business Planning Group. However, this is not reflected in the Constitution. Vice-Chairmen work closely with Chairmen in overseeing the scrutiny work programme planning process, and will deputise for Chairmen where necessary. It is therefore proposed to formalise current practice and stipulate that Vice-Chairmen should be members of the Business Planning Group (and should be Vice-Chairmen of these).

##### **Recommendation**

That a recommendation be made to the County Council that the Constitution should require the Vice-Chairman of a Select Committee to be a member of its Business Planning Group and to be Vice-Chairman of this Group, as set out at paragraph 2.1.

##### **Proposal**

#### **1. Background and Context**

- 1.1 The Constitution makes provision for each Select Committee to have a Business Planning Group (BPG), an informal group of five members of the Committee which oversees the planning of its business. BPGs also have a responsibility for deciding whether call-in requests should be accepted for that Committee and whether Task and Finish Groups should be established.
- 1.2 The membership of the BPG is currently set out in the Constitution, Part 3 Appendix 8 as follows:  
  
 'Each Select Committee shall have a Business Planning Group comprising the Chairman of that Committee and four other members, two of whom shall be minority group members. The Chairman of the Select Committee shall be the chairman of the Business Planning Group.'
- 1.3 It is a long-standing arrangement that the Committee's Vice-Chairman has been one of the appointees to the BPG. This is helpful as the Committee's Vice-Chairman will generally deputise for a Chairman in their absence and will naturally work closely with the Chairman in carrying out work programme planning and finalising arrangements for Committee meetings.

#### **2. Proposal**

- 2.1 As the Committee Vice-Chairman is generally always appointed to the BPG, it

is proposed to formalise the arrangement through the following amendment to the Constitution (Part 3, Appendix 8):

'Each Select Committee shall have a Business Planning Group comprising the Chairman **and Vice-Chairman** of that Committee and ~~four~~ **three** other members. **Two of the five members** ~~whom~~ shall be minority group members. The Chairman of the Select Committee shall be the chairman of the Business Planning Group **and the Vice-Chairman of the Select Committee shall be the vice-chairman of the Group.**'

### **3. Resources**

3.1 Not applicable

### **Factors taken into account**

### **4. Consultation**

4.1 Select Committee Chairmen and Vice-Chairmen have been consulted and all those responding (six of eight, including all Chairmen) are in support of the proposal.

### **5. Risk Management Implications**

5.1 Not applicable.

### **6. Other Options Considered**

6.1 The existing wording in the Constitution could be retained, but it is considered better to amend it to reflect existing practice.

### **7. Equality Duty**

7.1 Not applicable.

### **8. Social Value**

8.1 Not applicable.

### **9. Crime and Disorder Act Implications**

9.1 Not applicable.

### **10. Human Rights Implications**

10.1 Not applicable.

**Tony Kershaw**

Director of Law and Assurance

**Contact:** Helen Kenny 033 022 22532

**Background Papers:** None

## **Governance Committee**

**13 May 2019**

**Part I**

### **Filming of Meetings**

#### **Report by Director of Law and Assurance**

##### **Summary**

The Chairman and Group Leaders have asked for a Filming of Meetings Protocol to be developed in line with best practice from other local authorities that seeks to balance the right of the public to film meetings and the need for transparency and respecting the effective management of meetings and the interests of members in attendance.

##### **Recommendations**

- (1) That the draft protocol attached at Appendix 1 be agreed; and
- (2) That the protocol be published on the County Council's website and be posted in each committee room and venues for public meetings.

##### **Proposal**

#### **1. Background and Context**

- 1.1 The Openness of Local Government Bodies Regulations 2014 extended the rights of members of the public to use filming, audio-recording, blogging and tweeting during meetings to report the proceedings of councils. This affected meetings of the County Council, the Cabinet, County Local Committees, Select Committees, non-Executive Committees and all other formal meetings held in public.
- 1.2 The Council changed its Standing Orders in October 2014, to reflect the fact that members of the press and public have a right to record any public meetings of the County Council. Standing Orders state:
  - '4.03 Subject to the provisions allowing the exclusion of the press and public, the filming or recording of all formal meetings of the County Council held in public is permitted. Any communication method, including the internet, to publish, post or otherwise share the results of the person's reporting activities may be used. Publication and dissemination may take place at the time of the meeting or occur after the meeting. A person attending a meeting for the purpose of reporting on the meeting will, so far as practicable, be afforded reasonable facilities for doing so. To assist with the management of a meeting, anyone wishing to film or record is asked to inform an officer of their intentions before the meeting starts. Oral reporting or oral

commentary on a meeting while it takes place if the person is in the room is not permitted.

4.04 Where the press and public are excluded from any part of a meeting, members of the press and public must remove all recording devices that they have brought into the room.

4.05 Mobile devices must be switched to silent while meetings of the County Council are in progress. In the event that any mobile device interferes with microphones, hearing loops or other audio visual equipment used to assist the running of the meeting, the user must switch it off.'

1.3 The Chairman and Group Leaders recently discussed the recording of meetings and asked that examples of good practice in other local authorities be identified to inform a review of the County Council's arrangements.

## **2. Proposal**

2.1 It is proposed that a short protocol be adopted by the Council to clarify arrangements relating to recording of meetings. The proposed wording, attached at Appendix 1, seeks to balance the right of press and public to record meetings with the need to ensure transparency of such action and to ensure it does not disrupt meetings or otherwise compromise the needs of members attending Council meetings.

## **3. Resources**

3.1 Not applicable.

## **Factors taken into account**

## **4. Consultation**

4.1 The filming protocols and policies of Kent, Surrey and Hampshire County Councils and Arun District Council were reviewed to inform the proposed version in the appendix.

## **5. Risk Management Implications**

5.1 The lack of a protocol at present gives a risk that members, press and public will be unclear about their respective rights and expectations and may mean that some meetings may be disrupted or compromised by the need to clarify arrangements ad hoc.

## **6. Other Options Considered**

6.1 None, save to leave arrangements as they are. This remains an option the Committee may choose. The precise content of the protocol is for members to approve or amend as need be.

## **7. Equality Duty**

7.1 Not applicable

**8. Social Value**

8.1 Not applicable.

**9. Crime and Disorder Act Implications**

9.1 None.

**10. Human Rights Implications**

10.1 The Article 10 right of freedom of expression – the obligation upon public bodies to avoid interfering with any person’s right to receive and impart information and ideas, has been applied in the consideration of the proposed content of the protocol.

**Tony Kershaw**

Director of Law and Assurance

**Contact:** Charles Gauntlett (033 022 22524)

**Appendix 1:** Draft West Sussex County Council Filming of Meetings Protocol

**Background Papers**

None

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## **Draft Protocol: West Sussex County Council Recording Broadcasting and Filming of Meetings**

This protocol provides guidance for the management of meetings in relation to the application of the County Council's Standing Orders 4.01 to 4.06 which address the rights of the press and public to film or record business at Council meetings.

The guidance aims to balance the rights of the press and public to film and record with the effective discharge of council business and the rights of members to carry out their responsibilities without undue pressure or harassment.

1. Anyone intending to film or record at a meeting should contact Democratic Services in advance of the meeting or at least before the meeting begins, so that it is known that filming, broadcasting, live-streaming or recording is planned to take place. The Chairman of the meeting will then draw this to the attention of all attendees in advance of the meeting where possible.
2. In the absence of prior notice, the chairman at any meeting may ask for any persons intending to record or film or to broadcast the business of that meeting to let the chairman know of that intention before the business starts. The purpose of this is to ensure that any other person at the meeting, including other members of the public, are aware of this activity. If no such notice is given but it becomes apparent that such activity is being carried out the Chairman may halt the meeting in order to establish whether this is the case. The Chairman shall be entitled to ask whether the activity includes live streaming of the meeting.
3. Democratic Services will strive to give reasonable facilities to the press and public to help them film or record the meeting. This can include giving access to power sockets and giving reasonable space to set up and record, where possible. No such equipment shall, or shall be used in any way so as to, disrupt the business of the meeting or inhibit the exercise by any member of their rights and responsibilities as a member of the Council.
4. Oral reporting or oral commentary on a meeting while it takes place is not permitted in the room where the meeting is taking place.
5. Recordings and broadcasts should not be altered, edited or presented so as to deliberately misrepresent or provide a false account of the business of the meeting or the words or actions of elected members.
6. Recordings and broadcasts should not be used to deliberately ridicule or be defamatory of a member of the County Council.
7. Recordings and broadcasting and the manner in which these take place should not be used so as to cause or lead to a risk that any member will be harassed in any form.
8. Recordings or broadcasts should not be used for any malicious or unlawful purpose.

Any person who breaches any of the above requirements shall be at risk of being required to desist from future recordings of council business, at the discretion of the chairman of the relevant meeting, or by the Chairman of the Council.

Any person or organisation choosing to film, record or broadcast any business at any meeting of the Council shall be entirely responsible for any claims or other adverse consequences resulting from them doing so.



## **Governance Committee**

**13 May 2019**

**Part I**

### **Webcasting of Committee Meetings**

#### **Report by Director of Law and Assurance**

##### **Summary**

Webcasting is seen as an important part of open and transparent government and as a way of increasing accessibility to the authority's decision-making functions. It is included in the Council's performance reporting as a means of showing improved community engagement and access.

The Committee is asked to consider aspects of the County Council's use of webcasting – namely the amount of webcasting undertaken, who should take the decision as to whether a meeting should be webcast and what criteria they should consider when deciding this.

##### **Recommendations**

- (1) To consider how decisions should be taken to webcast a meeting;
- (2) To consider whether any meetings other than the County Council should be presumed to be webcast; and
- (3) To consider criteria to determine whether a meeting should be webcast.

##### **Proposal**

#### **1. Background and Context**

- 1.1 The County Council has been webcasting meetings since February 2008. Webcasting is seen as an important part of open and transparent government and as a way of increasing accessibility to the authority's decision-making functions and democratic debate. The Council webcasts all of its meetings of the County Council (six a year) and other committee meetings where it is judged there is likely significant public interest. This may include Planning Committee or any of the Select Committees. It is a convention that the committee chairman and vice-chairman will take the decision whether a meeting should be webcast. For select committees, this is sometimes done by the Business Planning Group
- 1.2 The current contract for webcasting allows up to 60 hours a year of committee time. This level has never been reached to date. For some years, webcasting was only possible in the formal environment of the Council chamber, but a mobile kit now enables meetings to be webcast in any committee room and from other venues external to County Hall.

- 1.3 Webcasts are usually streamed live and are archived for view for up to six months after the meeting. This enables members of the public to watch meetings at a time to suit them and most viewing statistics show that meetings webcast often reach the hundreds in a whole six-month period. There is a target in the West Sussex Plan to increase the number of meetings webcast in the interests of transparency.
- 1.4 Following a decision not to webcast a meeting in January 2019, it was suggested that the Governance Committee should consider the decision-making and criteria for webcasting. It is also an opportunity to consider the purpose and value of webcasting and what the benefits and aims of webcasting may be. It is an opportunity for members to consider whether there should be a drive to increase webcasting so as to improve access to the democratic process.

## **2. Proposal**

- 2.1 The first proposal is to consider whether there should be an aim of increasing the use of webcasting and whether there should be a presumption in favour of webcasting all meetings of Planning Committee and of the Select Committees. Should that be extended to any of the other non-executive Committees? Should there also be a presumption that Cabinet, when meeting in public, should also be webcast?
- 2.2 In the event that a presumption of webcasting is adopted the Committee is asked to consider whether the decision to waive that presumption should rest with the chairman and vice-chairman of a committee or, in the case of select committees, whether this should rest with the Business Planning Group (BPG). Consultation of a BPG could be done by email. If the Committee is not persuaded that a presumption should apply should the decision to webcast be taken through these routes?
- 2.3 The Committee is asked to consider whether any criteria or factors should be adopted to inform the decision – either to webcast or to waive the presumption. These could include:
- The subject is/is not of significant interest to residents
  - The subject has/does not have a significant impact on the Council's budget or on an area of service delivery
  - The subject is/is not a call-in at a Select Committee
  - The subject relates/does not relate to a matter of current national or local interest
  - The location of the meeting will/will not inhibit public attendance
  - There are/are no specific reasons for webcasting in order to ensure the widest possible audience or accessibility by the public.
- 2.4 The use of such criteria for webcasting could be included in the Constitution. This might be helpful to chairmen and BPG members when considering whether to webcast a meeting or to waive the presumption and would help reduce inconsistency of practice and bring some clarity for the wider membership and the public.

### **3. Resources**

- 3.1 The County Council is entering the final year of a five-year contract with Public-i, webcasting specialists who have provided the County Council's webcasting services since they began. The standard contract allows for up to 60 hours of webcasting. If the Committee wanted to move to webcasting every select committee meeting, it might exceed this and would cost an additional £37.50 per hour.
- 3.2 There is a staffing implication to webcasting. An operator is required for most webcasting operations, particularly when using the mobile kit. This is usually a member of staff in Democratic Services, but any significant increase in webcasting might have a staffing resource implication.

### **Factors taken into account**

#### **4. Consultation**

- 4.1 Not applicable.

#### **5. Risk Management Implications**

- 5.1 Not applicable.

#### **6. Other Options Considered**

- 6.1 Ceasing webcasting altogether or limiting it to the meetings of the County Council is a possible option. This is not recommended as the extension of webcasting would enable members of the public to observe more meetings and see the debate and decisions at them.
- 6.2 Audiocasting is another approach used in some local authorities, including Essex County Council, which is likely to be cheaper. This is not recommended as the County Council currently has modern videoconferencing equipment and as it has webcast for more than 10 years, the public would now expect to be able to watch webcast meetings of the County Council.

#### **7. Equality Duty**

- 7.1 Of significance for this issue is the question of accessibility to the democratic process. Webcasting means that people with an interest in Council business will be able to view meetings from their homes or from anywhere they choose and which has internet access. This will have a benefit for those with disabilities, those in communities more distant from Chichester and those who cannot use time during the working day to attend meetings but who may be able to see an archived webcast at a later time. This applies equally to members who have an interest in a committee of which they are not a member.

#### **8. Social Value**

- 8.1 Not applicable.

**9. Crime and Disorder Act Implications**

9.1 Not applicable.

**10. Human Rights Implications**

10.1 Webcasting is only undertaken at public meetings, where members could be filmed at any time by any member of the public or press. So extending or clarifying criteria for webcasting should not have any impact on human rights.

**Tony Kershaw**

Director of Law and Assurance

**Contact:** Charles Gauntlett 033 022 22524

**Background Papers**

None

## **Governance Committee**

**13 May 2019**

**Part I**

### **Staff Appeals Panel Annual Report 2018/19**

#### **Report by Director of Human Resources and Organisational Change and Director of Law and Assurance**

##### **Summary**

One School Transport Appeal was convened during 2018/19 which was not upheld. No staff appeal hearings were convened.

Appeal hearings are scheduled on fixed dates throughout the year and meetings are cancelled if necessary. Only four members were involved in an appeal during 2018/19.

##### **Recommendation**

That the Appeals Panel Annual Report 2018/19 be noted.

## **1. Background and Context**

- 1.1 The County Council's Human Resources policies and procedures make provision for staff who have been dismissed to appeal against that decision to members via an Appeals Panel. Subject to meeting the agreed criteria (determined by the Director of Law and Assurance), staff may also appeal to the Panel as the final stage of a grievance. The Boards of Appeal drawn from the Panel have the power to uphold management decisions or to reverse a dismissal decision or uphold or alter a grievance outcome.
- 1.2 The Appeals Panel also hears appeals against school transport decisions.
- 1.3 The Appeals Panel currently comprises 13 members of the County Council and is carrying five vacancies (the membership changed during the course of 2018/19 as a result of a resignation and other appointments). The Appeals Panel does not include members of the Cabinet. School transport appeals comprise between three and five members whereas Staff Boards of Appeal now comprise three members and the Chief Executive or his nominee.
- 1.4 Members are usually allocated to four Appeal Boards each year and Boards of Appeal are scheduled approximately every three weeks to ensure that all appeals can be heard in a timely fashion. Some of these dates are cancelled due to a lack of business, so it cannot be guaranteed that all members of the Appeals Panel will sit on a board of appeal.

- 1.5 It was agreed by the Governance Committee in January 2010 that an annual report be presented setting out:

- An overview of the cases heard;
- A summary of any recommendations arising from the hearings and any comments or feedback relating to them;
- Any comments or observations from the annual training session for Panel members; and
- Any recommendations for the future.

## **2. Review of Staff Appeals Panel in 2018/19**

- 2.1 The annual meeting of the Appeals Board took place on 15 May 2018. At that meeting members of the Panel considered a report outlining proposals for changes to the arrangements for hearing staff appeals (subsequently considered by the Governance Committee and the County Council). As a result of the proposals to change the arrangements for hearing staff appeals no training took place during 2018/19 for members of the Panel. A need for training members to chair a Board of Appeal was identified and will be taken forward in 2019/20.
- 2.2 One appeal against the Council's decision not to allow free post-16 school transport was considered in October 2018 was heard by four members of the Panel. The Board upheld the decision taken by the County Council that the pupil was not entitled to free transportation to College.
- 2.3 The other Boards of Appeal scheduled to be held in 2018/19 were cancelled as there were no other appeals needing to be heard.

## **3. Risk Management Implications**

- 3.1 None identified.

## **4. Equality Duty**

- 4.1 An Equality Impact report is not required as this report is dealing with internal matters only.

## **5. Crime and Disorder Act Implications**

- 5.1 None identified.

**Heather Daley**  
Director of Human Resources  
and Organisational Change

**Tony Kershaw**  
Director of Law and Assurance

**Contact:** Amanda Drinkwater 033 022 22521

## **Background Papers**

None

## Governance Committee

**13 May 2019**

**Part I**

### Report of the Member Development Group

#### Report by Chairman

##### Summary

The Member Development Group (MDG) is the custodian of all aspects of the member role and has responsibility for managing the member development process. It is a sub-group of the Governance Committee and provides regular reports to the Committee on its work.

This report provides an overview of member development activities and attendance during 2018/19, including details of upcoming member development sessions. A report is included setting out 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 also plans for phase two.

##### Recommendation

That the report be noted and the phase one findings and recommendations of the MDG working group, as set out at Appendix 1, be endorsed.

## 1. Background and Context

- 1.1 The Member Development Group (MDG) is the custodian of all aspects of the member role and has responsibility for managing the member development process. This includes the programme of all-member sessions that runs over the municipal year and an induction programme following elections every four years. MDG is also responsible for wider development activity including member training, skills development and obtaining feedback on the member role.
- 1.2 This report provides an overview of activities for 2018/19, including MDG's current and upcoming programme.

## 2. Member Development Activity, April 2018 to March 2019

- 2.1 The table below sets out Member Day sessions held during 2018/19, which includes attendance figures, as requested by the Governance Committee.

Date	Topics	Attendance
25 April 2018	<b>Clean and Green – Air Quality in West Sussex</b>	27 plus 4 district/ borough councillors
23 May 2018	<b>Broadband and Digital Infrastructure for the Future</b>	26
	<b>West Sussex Crowd</b>	27

<b>Date</b>	<b>Topics</b>	<b>Attendance</b>
5 June 2018	<b>Chairmanship Skills for Members</b> (workshop no. 1), led by South East Employers	15 (max. 15 spaces)
27 June 2018	<b>Introduction to the Waste Service</b> at the Mechanical Biological Treatment (MBT) facility, Warnham	32
11 July 2018	<b>Road Safety in West Sussex</b>	29
5 Sept 2018	<b>Chairmanship Skills for Members</b> (workshop no. 2), led by South East Employers	13 (max. 15 spaces)
	<b>Lifelong Services</b>	20
7 Nov 2018	<b>Public Health</b>	27
16 Nov 2018	<b>Gatwick Master Plan</b>	23 plus 2 district/ borough councillors
5 Dec 2018	<b>Armed Forces Covenant</b>	21
	<b>LocalView Fusion Workshop</b>	18
9 Jan 2019	<b>Budget 2019/20, Savings Programme and Capital Programme</b>	38
27 Feb 2019	<b>Adult's Services</b>	31
22 March 2019	<b>Whole Council Design</b>	29

- 2.2 Attendance at all-member sessions during 2018/19 has been varied, with the lowest being 20 members for the Lifelong Services session in September 2018 and the highest 38 for the Budget, Savings and Capital Programme session in January 2019.
- 2.3 Responsible cabinet members from district and borough councils were invited to the Air Quality Member Day because of the partnership work being undertaken. Councillors from Crawley Borough, Mid Sussex and Horsham District Councils were invited to the Gatwick Master Plan Member Day, which was held in Crawley, due to the local interest.
- 2.4 MDG regularly reviews the feedback provided by members. Overall, the sessions have been very well received, with members finding them useful and informative. Members enjoyed site visits/tours and the found chairmanship training very valuable, with useful hints and tips. The Member Day on the Budget, Savings and Capital Programmes was very well received, with members feeding back that the topics were very well explained, simply and in sufficient detail to provide them with the information they required. Opportunities to meet with relevant members of staff and to network with each other were also welcomed. Some of the key themes arising during the year are set out below:



- (a) There needs to be a balance between presentation time and time for member input;
- (b) Workshop and market-place style approaches are well-received;
- (c) It is important to ensure an emphasis on strategic, rather than local, issues;
- (d) The supporting information/presentations provided need to balance detail (e.g. statistics/data) with actions and outcomes; opportunities to cut down presentation time by providing detailed information separately should be explored;
- (e) Question and answer sessions need to avoid very local issues specific to individual members' divisions (which should be dealt with separately/outside the session); and
- (f) The involvement of partner organisations in the sessions is welcomed, including opening up attendance to district/borough councillors.

2.5 All comments from Member Days are shared with each service, along with suggestions on further engagement and how to improve future sessions. MDG will review member feedback, comments and attendance at sessions held from April to May at its next meeting on 10 June 2019; this will then be included in its next report to the Governance Committee.

2.6 Current plans for future Member Days are set out in the table below, although these may be subject to change. MDG considers all proposals for Member Day topics, taking into account member needs, priorities and service requirements.

Date	Topic
17 May 2019 (new date)	<ul style="list-style-type: none"> <li>• Questioning Skills (am)</li> <li>• Refresher on Council Procedures (pm)</li> </ul>
26 June 2019	<ul style="list-style-type: none"> <li>• Budget Discussions 2019/20</li> </ul>
10 July 2019	<ul style="list-style-type: none"> <li>• HMIC Fire Service Inspection (am)</li> <li>• Highways (pm)</li> </ul>
4 September 2019	<ul style="list-style-type: none"> <li>• Select Committee Work Programming</li> </ul>
9 October 2019	<ul style="list-style-type: none"> <li>• TBA</li> </ul>
6 November 2019	<ul style="list-style-type: none"> <li>• Climate Change and Waste Disposal Strategy</li> </ul>
4 December 2019	<ul style="list-style-type: none"> <li>• TBA</li> </ul>
8 January 2020	<ul style="list-style-type: none"> <li>• Budget 2020/21</li> </ul>
29 January 2020	<ul style="list-style-type: none"> <li>• TBA</li> </ul>
26 February 2020	<ul style="list-style-type: none"> <li>• TBA</li> </ul>
25 March 2020	<ul style="list-style-type: none"> <li>• TBA</li> </ul>

### 3. Other Member Engagement Activity

3.1 MDG is keen to enhance opportunities for member development. Activities being carried out that are separate to or complement member days include:

- **Escorted Visit to the Viridor Materials Recycling Facility, Ford** – An escorted tour on 24 May 2019. The event is fully booked: maximum of 14 attendees.
- **On-line Learning Opportunities** – MDG has promoted to members the on-line learning opportunities available on the Corporate Learning and Development website, highlighting some of the learning that would be most suitable for members including safeguarding, social media, unconscious bias and the Armed Forces Covenant. In addition, distance learning courses which are available through the LGA have also been promoted.

#### **4. The Journey to the 2021 Elections: Three-year Programme to Promote Local Democracy**

- 4.1 As reported to the Committee in November 2018, MDG has set up a cross-party working group to develop a three-year programme to promote local democracy, leading up to the 2021 elections. The first phase of this work focused on barriers to standing for election and ways to encourage under-represented groups, including women, to become councillors. The working group has reported its phase one findings and recommendations to MDG and these are set out in the Appendix for the Committee's endorsement.

#### **5. MDG Work Programme**

- 5.1 The next MDG meeting on 10 June 2019 will consider feedback from recent member development sessions as well as any new proposals. The Group will also consider the following:
- **Members' Health and Wellbeing** – The Director of Public Health is invited to attend to discuss members' health and wellbeing
  - **Members' IT** – The Cabinet Member for Corporate Resources is invited to provide an update on members' IT

#### **Factors taken into account**

##### **6. Consultation**

- 6.1 No consultation has taken place because this is a report dealing with internal or procedural matters only.

##### **7. Risk Management Implications**

- 7.1 It has been previously agreed that MDG will regularly report to the Governance Committee. To not do so would jeopardise the vital overview that the Governance Committee maintains regarding member development, training and engagement activity.

##### **8. Other Options Considered**

- 8.1 There are no other options to consider because this is a report dealing with internal or procedural matters only.

**9. Equality Duty**

- 9.1 An Equality Impact Report is not required for this decision because this is a report dealing with internal or procedural matters only.

**10. Social Value**

- 9.1 There are no social value implications because it is a report dealing with internal or procedural matters only.

**11. Crime and Disorder Act Implications**

- 10.1 There are no crime and disorder implications decision because this is a report dealing with internal or procedural matters only.

**12. Human Rights Implications**

- 12.1 There are no Human Rights implications because this is a report dealing with internal or procedural matters only.

**Debbie Kennard**

Chairman, Member Development Group

**Contact:** Tracey Guinea, 033022 28679

**Background Papers**

None

**Appendix 1**

Member Development Working Group: Promoting Local Democracy, Phase One Report

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## **Member Development Working Group: Promoting Local Democracy Phase One report, March 2019**

This is the phase one report of the working group set up by the Member Development Group to promote local democracy. Phase one has focused on increasing the diversity of people standing for election to the Council. Member Development Group agreed the findings and recommendations set out in this report in March 2019.

Members of the working group: Mrs Janet Duncton (Chairman), Dr Kate O'Kelly, Mrs Sue Mullins, Mr Viral Parikh, Mrs Elizabeth Sparkes

### **1. Background**

In June 2018, the County Council discussed a notice of motion regarding increasing female representation in local government. The County Council agreed to ask the Member Development Group (MDG) to actively look at ways to encourage women, together with other under-represented groups wanting to become councillors in West Sussex and make recommendation on how to increase the number who stand in the 2021 elections. Following this, MDG agreed to develop a three-year programme to promote local democracy, leading up to the 2021 County Council elections, incorporating:

- The provision of information to people thinking of standing for election, building on learning from 2017.
- An exploration of the barriers to people standing for election and ways to address these and improve the diversity of county councillors.
- A review of member roles.
- Promotion of the role of members and the Council to the wider general public, including through opportunities such as Local Democracy Week.

MDG established a cross-party working group to lead this programme and this is carrying out its work in three phases:

- Sept 2018 – Feb 2019: The barriers to standing for election
- June 2019 – Feb 2020: Reviewing member roles
- April 2020 – March 2021: Planning for the next County Council elections and member induction

### **2. Phase 1 overview**

The working group has met four times, using videoconferencing for two of its meetings. It has reviewed a wide range of information and heard evidence from members, officers, the Council's staff groups and from other councils and representatives from the Local Government Association (LGA) – as summarised below. One member of the working group used a wheelchair to attend County Council in December 2018, in order to gain an insight into access issues at County Hall. Two members of the working group attended the women in Local Government Conference in January 2019.

#### **a) Information reviewed:**

- Demographic data.
- The support available to elected members.

- The Council's '[Be a Councillor West Sussex](#)' website.
- The Member IT offer.
- The LGA '[Be a Councillor](#)' campaign.
- Specific national reports that have particularly informed the working group's deliberations include:
  - [Stand for what you believe in, improving access to local government elected office for people with disabilities](#) (LGA, 2018)
  - [Does local Government work for women?](#) (The Fawcett Society, 2017)
  - [The Speakers Conference report 2010](#) (which considered the disparity between the representation of women, ethnic minorities and disabled people in the House of Commons and their representation in the UK population at large)
  - [Democratic engagement: Respecting, protecting and promoting our democracy](#) (HM Government, 2019)

**b) Evidence heard:**

- LGA national Be a Councillor campaign.
- Briefing on an access audit of County Council buildings, provided by the Head of Facilities Management.
- Feedback from other county councils in the region.
- The working group met with the five staff groups, to explore their perspective on what discourages (and might encourage) people to stand for election. These groups are: Women in the Workplace, the Carers Staff Group, the Disability Staff Group, the LGBT+ (Lesbian, Gay, Bisexual, Transgender) Group and the BAME (Black, Asian and Minority Ethnic) Group.
- The working group also heard evidence from individual members about their personal experience of standing for election and their perspective on the barriers that exist for certain groups, reflecting the following aspects of diversity: support for members with disabilities; for women with childcare responsibilities; for members of the LGBT+ community; for those with caring responsibilities.

**3. Working group findings**

- a) The Group identified the affected groups of people who they considered had to overcome additional barriers to enable them to stand for election as: young people; those working and in education; those with disabilities (both visible and hidden); women (including those with dependent children); those in a minority due to their race, religion or beliefs, those in a minority due to sexual orientation or who have undergone gender reassignment and those with caring responsibilities.
- b) It recognised that there are limitations to what the Council can do to address and influence all barriers to greater diversity in its membership, but identified a number of actions and areas for development (set out in para 4). An overriding concern for the working group was **to enable people to participate equally and to ensure there is equality of opportunity for all**. Whilst it may be difficult to encourage people to stand for election (feedback from the LGA suggest candidates have to be asked six times before they even consider standing), the working group recognised that there are other ways for people to get involved which should be promoted. It is always going to be hard for young people, those in full-time education and in employment to take on the role of a county councillor. But the working group felt that ensuring all groups and

communities have the opportunity to influence and engage through different mechanisms is as important as encouraging them to become councillors.

**Raising the profile of councillors and promoting local democracy is a long-term investment, which may ultimately lead to a broader diversity in terms of people standing for election – but which brings other gains, such as a more engaged community, residents who understand the decisions being made that affect them – and how to influence these, and perhaps higher levels of voting in local elections.**

- c) There are many different barriers affecting different people in different ways, but also that there is a lot of positive work already going on in West Sussex. We need to promote this better, and to **highlight the existing diversity within the Council membership – to present a positive image to the community that celebrates difference.** The Council's commitment to equality of opportunity and addressing stigma and prejudice in all its forms should be clearly communicated.
- d) However, there are some areas that do present real difficulties, and the experience of one member of the working group who spent the morning of a full Council meeting in a wheelchair was salutary. He felt isolated and dependant on others for support, and the working group recognises that there would be significant access challenges at County Hall for any members with disabilities, be they temporary or permanent. Whilst feedback from staff and members does not suggest people have directly experienced prejudice themselves, the working group feels that all members should have training in equalities and unconscious bias. This will help ensure everyone understands the issues and to enable all members to help to address them. Members are also well-placed to lead by example as ambassadors for the County Council.
- e) It is inevitable that there is a reactive approach in terms of providing support for members and making adaptations to meet different needs. However the working group felt that there is potential to be more proactive, through better information, IT and training, and by showing that it is possible to be a councillor even where there are constraints. Initiatives such as the Be a Councillor website and the programme of engagement with the West Sussex Youth Cabinet were highlighted as good practice. The potential to do more including through events such as Local Democracy Week, by engaging with sixth form students, with staff and through County Local Committees were identified.
- f) Feedback from the staff groups was very helpful and the working group wishes to thank them for giving members the opportunity to meet with them. Their perspective on the different barriers people face was very insightful. Staff do not always understand the role of councillors themselves, so there is potential to explore opportunities to address this, and to encourage staff to become advocates for promoting local democracy.
- g) The working group was passionate about the difference local councillors can make to their community, and the fact that all councillors – whether cabinet members or backbenchers, majority or minority party - can have a real influence on policy and decisions through their different roles at the Council. It sees members as the ambassadors for the whole County and as such they have a key role to play in encouraging residents to get involved – whether that means

through standing for election, volunteering, attending engagement events or voting in local elections.

#### 4. Recommendations and action plan

The working group has developed an action plan, summarised in the table below. This will be monitored by the working group as it progresses into phase two of its work. Governance Committee is asked to consider and endorse the actions and recommendations set out below.

Issue/barrier	Actions/Recommendations
4.1 Lack of data – so unclear on the full extent to which members may require support	<ul style="list-style-type: none"> <li>• Question to be asked in the 2019 Member Survey on whether members would be happy to provide more personal data, to provide benchmarking information and help ensure members' needs are met.</li> </ul>
4.2 Perception that there is a lack of diversity of local councillors	<ul style="list-style-type: none"> <li>• Highlight the existing diversity of Council members and present a positive image of the Council as a good place to work and which sees equalities and diversity as important issues.</li> <li>• Consider making more member films (including BAME and working age members) and promote the other member films.</li> <li>• Promote the 'Treating People as Individuals' policy/approach.</li> </ul>
4.3 Improve information on the support available to those thinking of standing for election	<ul style="list-style-type: none"> <li>• Update the WSCC 'Be a Councillor' website to ensure information on the range of support available (including training) is provided.</li> <li>• District/borough council elections teams to be asked to promote the 'Be a Councillor' website.</li> <li>• Develop a lone worker policy for members and ensure members are aware of how to report online and offline abuse and harassment.</li> <li>• Identify members who would be willing to become mentors for people thinking of standing for election and new members once elected.</li> </ul>
4.4 Lack of awareness of the role of members/local government – public	<ul style="list-style-type: none"> <li>• Hold a 'Be a Councillor' event at County Hall North in October 2019, supported by the LGA. If successful, two further events to be held during 2020 at other locations (Worthing, Crawley).</li> <li>• The Working group is developing an outline idea to take a session on local democracy to 6<sup>th</sup> form colleges (see para 4.8 for more detail)</li> <li>• 'Be a Councillor' sessions to be held at all County Local Committees in spring/summer 2020 (pre-events) – publicising the role of members as well as the role of the Council in the community.</li> <li>• Promote the role of councillors, and local democracy in general, including through events during Local Democracy Week.</li> </ul>
4.5 Lack of awareness of the role of members	<ul style="list-style-type: none"> <li>• Staff themselves can play a role in being ambassadors for the Council and in promoting local democracy/the role of members. It is therefore important to promote</li> </ul>



Issue/barrier	Actions/Recommendations
– staff	<p>existing information ('Be a Councillor', member films, online political management training) with staff.</p> <ul style="list-style-type: none"> <li>• Involve staff groups in the member induction programme 2021.</li> <li>• <b>Recommend</b> piloting a member panel/Q&amp;A drop-in session with staff at County Hall, Chichester. If successful this could be rolled out across the five main hubs (County Hall Chichester, County Hall North, Durban House, Centenary House, Crawley Library).</li> </ul>
4.6 Selection process and role of political associations	<ul style="list-style-type: none"> <li>• Provide role profiles to political associations, including expectations/time commitments, support available and link to 'Be a Councillor' website.</li> </ul>
4.7 Political affiliation	<ul style="list-style-type: none"> <li>• It is difficult to stand for election/be elected unless you are affiliated to a political party, but this is a reality that is difficult for the working group to influence. However, the working group felt that it is important to ensure there is support for people thinking of standing as independents, including through the 'Be a Councillor' website and events.</li> </ul>
4.8 Young people	<ul style="list-style-type: none"> <li>• Young people may consider themselves inexperienced and may in reality not be able to make the time commitment due to education/work commitments.</li> <li>• Continue to work with the Youth Cabinet on a programme of youth engagement with WSCC members, to encourage older school children to further their interest in politics, including opportunities for young people to shadow their local county councillor.</li> <li>• <b>Recommend</b> developing a pilot session on local government (approx. 45 minutes to 1 hour long) for members to visit 6th forms/colleges to highlight the role of members and importance of democracy (with a panel of local members). Aim to hold in autumn 2019 (September/October). If successful, to be rolled out across the county.</li> <li>• If successful, to be rolled out across the county.</li> <li>• Encourage members to make more use of social media to engage a younger audience in democracy/community issues.</li> </ul>
4.9 Older people – retired and approaching retirement	<ul style="list-style-type: none"> <li>• The working group agreed not to prioritise this group: older age groups are well represented and therefore the barriers that may exist for them are not seen as a priority.</li> </ul>
4.10 Working age	<ul style="list-style-type: none"> <li>• It is difficult to manage work commitments whilst also fulfilling the role of a councillor. It is important to ensure that the likely time commitment for the role is made clear and there is potential to publicise/highlight existing members who are employed and how they manage the roles.</li> <li>• The working group will review this as part of Phase 2, to include expectations around different member roles and what further engagement might be useful with</li> </ul>

Issue/barrier	Actions/Recommendations
4.11 Disability	<p>local businesses/partner organisations/colleges, district/borough councils etc.</p> <ul style="list-style-type: none"> <li>• There is a reactive approach to supporting the needs of members with disabilities and with limited mobility – making adaptations where required. As members aren't asked to provide this type of information, it is possible that some needs are not recognised or addressed. The working group therefore considered that more detailed data should be requested from newly elected members.</li> <li>• Information on the facilities and assistance available for disabled members should be provided.</li> <li>• There are considerable barriers in terms of accessibility at County Hall. An Access Audit is currently underway into all Council buildings, which is due to be reported back to the working group in summer 2019.</li> <li>• Better use of technology needs to be prioritised to enable people with disabilities to participate in meetings virtually. Members recognised that videoconferencing cannot be used for formal meetings but <b>recommend</b> that it should always be offered for all informal member meetings (following the IT upgrade).</li> </ul>
4.12 Hidden disabilities (e.g. mental health, autistic spectrum disorder, learning difficulty)	<ul style="list-style-type: none"> <li>• The support available to members needs to be clear in all documentation, so people thinking of standing are aware of this (e.g. access to counselling).</li> <li>• There may be potential to encourage members with such conditions to talk about how they manage their disability within their role.</li> <li>• The whole organisation needs to be open about the support for mental health and other hidden conditions – and to highlight that the emphasis is on treating people as individuals. It is important for the Council to be supportive of equalities and to address stigma associated with mental health.</li> <li>• <b>Recommend</b> that the Cabinet Member for Adults and Health/Chairman of Health and Wellbeing Board be asked to champion addressing such stigma.</li> </ul>
4.13 Women	<ul style="list-style-type: none"> <li>• Address the perception, where it exists, that councils are predominantly an 'old boys club' (which the working group members confirmed is not the experience of female councillors at WSCC). Show people what the reality is: promote the role to women – show what female councillors do (role models) and provide mentors. Promote film of female councillors.</li> <li>• Ensure women candidates and members understand the legal protection available against online and offline abuse and harassment and be confident these methods will address the problem (N.B. this applies to all candidates/members, not just women).</li> </ul>
4.14 People with dependent children	<ul style="list-style-type: none"> <li>• It can be difficult to travel and attend meetings during the day and in school holidays; difficult to arrange childcare when meetings are held on different days;</li> </ul>

Issue/barrier	Actions/Recommendations
	<p>childcare costs can be prohibitive; difficult to arrange childcare when meetings re-arranged at short notice.</p> <ul style="list-style-type: none"> <li>• <b>Recommend</b> that meetings should be avoided in school holidays as far as possible and meetings for different committees/panels should be on the same day of the week. Changes to dates of meetings already advertised/set out in the calendar of meetings should not be made without consultation with the affected members.</li> <li>• Recently agreed changes to the member allowance scheme which enable members to claim for childcare costs to be promoted.</li> </ul>
4.15 Race, religion, belief	<ul style="list-style-type: none"> <li>• The working group considered that there could be targeted promotion of the role of councillors through attendance at community events in areas with higher proportion of BAME residents. In addition, the guidance for members (including through the 'Be a Councillor' website) should make clear that all dietary requirements can be catered for.</li> <li>• Work with existing members who have links to different faith/BAME groups to promote the role of councillors/local government, including through a new member film highlighting their work.</li> <li>• Consider shadowing/mentoring initiatives for people thinking of standing for election.</li> </ul>
4.16 Sexual orientation /gender re-assignment	<ul style="list-style-type: none"> <li>• Continue to attend community events such as Pride to promote volunteering and highlight the Council's positive approach to diversity. The working group felt that more members should be encouraged to be involved in such events.</li> <li>• The working group felt that consideration should be given to the Council's listing in the Stonewall workplace equality index (i.e. to achieve a place in the top 100 organisations) and to whether WSCC should sign up to the Stonewall diversity champion programme. It plans to discuss that at its next meeting and may wish to make recommendations to the Cabinet Member for Corporate Relations on this.</li> </ul>
4.17 Caring responsibilities	<ul style="list-style-type: none"> <li>• Whilst recognising that caring responsibilities can make it very difficult to make the commitment to being a councillor, the working group considered it important to promote the carers' support allowance available as well as the experience of current members who are/have been carers (and show what they have brought to the role/how they have managed).</li> </ul>
4.18 Ex-military personnel	<ul style="list-style-type: none"> <li>• The working group did not consider this to be a particular barrier (and noted that several current members are ex-military). However, it agreed that it is important to continue to promote the Council's support for ex-military, and that there may be opportunity to include something within the 'Be a Councillor' website to reference this.</li> </ul>

Issue/barrier	Actions/Recommendations
4.19 Equalities awareness	<ul style="list-style-type: none"> <li>• <b>Recommend</b> that equalities/unconscious bias training be provided to all members.</li> </ul>

## 5. Suggestions for Phases 2 and 3

During the course of Phase 1, the working group identified a number of issues to include in phases 2 and 3, as set out below.

### a) Phase 2: reviewing the member role:

- Review the Member Development Charter programme and consider its appropriateness for the County Council.
- Review the information provided on member allowances
- Provide details of any revised member role profiles to political associations (and make available online).
- Consider any outcomes from the County Local Committee review, particularly relating to the local member/community leader role.

### b) Phase 3: planning for 2021 Council elections

- Ensure candidates have a clear understanding of the day-to-day reality of the role of being a councillor (including time commitments and preparation time); candidates should be shown some 'real' members' calendars (backbencher/cabinet member).
- Equalities/unconscious bias training to be part of induction.
- Gather better/more data on members to be able to provide appropriate support.
- Staff groups to be involved in member induction programme (e.g. Disability Staff Group has offered to run an awareness session).
- Take part in any media campaigns around voter registration – and liaise with district/borough council elections officers on student registration programmes.

## 6. Next steps

The working group plans to continue into Phase 2 of its work, focusing on the member role, although elements of Phase 1 are ongoing. It is proposed that Phase 2 will be between June 2019 and February 2020, and the working group will provide further updates on this during 2019/20. The working group agreed that the membership could be reviewed as necessary by MDG through the course of its work, but that it would be helpful to keep the same 'core' of members involved.

## Governance Committee

**13 May 2019**

### Appointments to Committees, Panels and Outside Bodies

#### Note by Director of Law and Assurance

In accordance with the provisions of the Local Government and Housing Act 1989, the Committee is asked to appoint members to Committees, Panels and outside bodies as follows, in accordance with the wishes expressed by the political groups.

(a) **Appeals Panel (18)**

Mrs Arculus	Mrs Dennis	<b>Mr Patel</b>
Mr Barnard	Mrs Duncton	Mrs Pendleton
Lt Col Barton	Mr High	Mrs Purnell
Mr Bradbury	Mrs Millson	Mr Smytherman
Mr Bradford	Mr R J Oakley	4 vacancies

(b) **Electoral Review Panel (10)**

Mr Acraman (Ch)	Ms Flynn	Mr Mitchell
Mr Boram	Mr Jones	Mr S J Oakley
Mr Crow	Mr Marshall	Mr Waight
Dr Dennis		

(c) **Member Development Group (10)** - Further changes to be notified

Mr Crow	Mr Marshall	<b>Mr Patel</b>
Mrs Duncton	Mr R J Oakley	Mrs Sparkes
Mr Edwards	Dr O'Kelly	1 vacancy
Ms Kennard	Mr Parikh	

N.B. the Chairman and Vice-Chairman are appointed by the Group

(d) **Pensions Panel (7)**

Mr Bradford	Mr Hunt (Ch)	Mrs Urquhart
Mrs Dennis	Mr Jupp	Dr Walsh
Mr Elkins		

(d) **South East Employers**

Members - Mr Burrett, Mr Lanzer and 1 vacancy  
Substitutes - 3 vacancies

**Tony Kershaw**

Director of Law and Assurance

**Contact:** Clare Jones 033 022 22526

**Background Papers** - None

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