

Public Document Pack

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16 June 2023

Governance Committee

A meeting of the Committee will be held at **2.15 pm** on **Monday, 26 June 2023** at **County Hall, Chichester PO19 1RQ**.

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 3 - 6)

The Committee is asked to agree the minutes of the meeting held on 10 May 2023 (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. Pension Advisory Board: Business Plan 2023/24 (Pages 7 - 18)

Report by the Director of Finance and Support Services.

The Committee is asked to consider the Pension Advisory Board draft Business Plan and budget for 2023/24.

5. Severance Payments Procedures (Pages 19 - 24)

Report by Director of Law and Assurance.

The report sets out new Government guidance about severance payments to staff on the termination of contract. The Committee is asked to approve an approach to ensure that the Council follows the new guidance.

6. **Report of the Member Development Group** (Pages 25 - 34)

Report by the Director of Law and Assurance.

The Member Development Group (MDG) is an advisory body to the Governance Committee on all aspects of county councillors' roles and the training and development they need to undertake their work on the County Council. This report provides a review of the member development programme for 2022/23 and updates on the 2023/24 programme and on MDG's own work programme.

7. **Appointments to Committees, Panels and Outside Bodies** (Pages 35 - 36)

Report by the 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 serve on a number of committees, panels and outside bodies in line with the expressed wishes of the political groups.

8. **Report of Member Attendance April 2022 to March 2023** (Pages 37 - 40)

As part of its terms of reference the Governance Committee is required to monitor attendance of members at meetings of the County Council and its committees annually. The Committee is asked to note members' attendance for the period April 2022 to March 2023.

9. **Date of Next Meeting**

The next meeting of the Committee will be held at 2.15 pm on 11 September 2023 at County Hall, Chichester. Planned agenda items include:

- Review of the Executive/Scrutiny Protocol
- Changes to the terms of reference of the Regulation, Audit and Accounts Committee
- Updates to Financial Regulations

To all members of the Governance Committee

Governance Committee

10 May 2023 – At a meeting of the Governance Committee held at 2.15 pm at County Hall, Chichester PO19 1RQ.

Present: Cllr Bradbury (Chairman)

Cllr Wickremaratchi, Cllr Baxter, Cllr Burrett, Cllr Lord, Cllr O'Kelly, Cllr Waight, Cllr Hunt and Cllr Urquhart

Apologies were received from Cllr A Jupp and Cllr Marshall

Also in attendance: Cllr Lanzer

Part I

36. Declarations of Interest

36.1 None declared.

37. Minutes of the last meeting of the Committee

37.1 Resolved – That the minutes of the meeting held on 6 February 2023 be approved as a correct record and that they be signed by the Chairman.

38. Independent Remuneration Panel Review 2023/24

38.1 The Committee considered a report by the Director of Law and Assurance on whether it wished to offer any guidance to the Independent Remuneration Panel on its planned review of member allowances in 2023/24 (copy appended to the signed minutes). The Director reminded members that the Panel would make its recommendations to the full Council in due course for decision.

38.2 Members raised five areas for consideration in the review as set out below:

- (1) Whether allowances such as the carers allowance are at a suitable level to attract working people or those with families, to include a review of the carers allowance hourly rate for both child care and dependent adults which may have been outpaced by inflation and also to see if the allowance for child care is appropriate for those with two or more children.
- (2) Whether the subsistence allowances in Schedule 3 of the scheme are relevant given that members are not employees.
- (3) As this is the first review since the Covid-19 pandemic with more working from home and changes to workloads, community expectations and ways of working, whether this should mean a change to the considerations to be taken into account when assessing the basic allowance.

- (4) On page 10 of the current scheme in relation to the rates for use of a private car, whether paragraphs 6(a) and (b) should be combined to make them simpler and remove duplication.
- (5) Make it clear that the private car rate on page 10 of the scheme (and other allowances if applicable) follow the HMRC rate (as stated in the earlier section on amendments to the scheme).

38.3 Following a vote it was agreed that points (1), (3), (4) and (5) should be put to the IRP.

38.4 Resolved – That the IRP be asked to look at points IRP (1), (3), (4) and (5) in minute 38.1 above as part of its review for 2023/24.

39. Review of Webcasting

39.1 The Committee considered a report by the Director of Law and Assurance on the annual viewing figures for Council/committee meetings webcast during 2022/23 (copy appended to the signed minutes). It was asked to review the one-year trial of webcasting Health and Wellbeing Board meetings and recommend to the County Council that they should continue to be webcast.

39.2 The Head of Democratic Services introduced the report and said that in paragraph 4.1 the text should read 'In 2022/23 this was exceeded by **10 hours**'. She commented that, although the proposal was to continue to webcast Health and Wellbeing Board meetings, there would not be an obligation to webcast meetings if the venue chosen for a particular meeting is not suitable for this.

39.3 The Cabinet Member for Public Health and Wellbeing attended the meeting as Chairman of the Health and Wellbeing Board. He commented that he believed that since the pandemic there is a much greater awareness of health and wellbeing and the County Council is a much more of an equal partner with the Health and the voluntary sector. The webcast viewing figures for the Health and Wellbeing Board put it ahead of all the scrutiny committees. This showed there is a real public interest which the Council should capitalise on to improve the public health agenda.

39.4 Whilst there is a cost to webcasting, members recognised the importance in terms of openness and transparency of the work of the Council which benefitted both residents and staff as well as reducing travel to meetings.

39.5 The Committee supported the continued webcasting of Health and Wellbeing Board meetings and noted that this does not commit the County Council to webcasting in a venue where it is not currently available.

39.6 Resolved –

- (1) That the webcasting viewing figures for 2022/23, as set out at Appendix 1, be noted;

- (2) That the review of the one-year trial of webcasting Health and Wellbeing Board meetings be noted; and
- (3) That the County Council be recommended that Health and Wellbeing Board meetings should be added to the list of meetings where there is a presumption that they will be webcast.

40. Electronic Signatures - Standing Order amendment

40.1 The Committee considered a report by the Director of Law and Assurance on proposed changes to Standing Orders on Procurement and Contracts to enable the use of electronic signatures so that documents can be formally concluded electronically, for recommendation to the Regulation, Audit and Accounts Committee (copy appended to the signed minutes).

40.2 The Director of Law and Assurance confirmed that when the proposals are considered by the Regulation, Audit and Accounts Committee they will include a recommendation to increase the value threshold for the use of the seal as an alternative to the use of a signature alone.

40.3 Members asked about cyber security in relation to the new application. The Director of Law and Assurance said it has a very high specification and that only a small number of systems had met the Council's requirements. There will also be an internal security protocol in terms of who can access the system, enforced by the Director.

40.4 Members asked if there is any government advice on threshold for signatures and whether the Council is an early adopter of electronic signatures for contract. The Director of Law and Assurance confirmed that external advice had been used and the procurement route had used a Crown Commercial framework agreement. He said the Council is a relatively late adopter due to the need to be reassured about security measures.

40.5 In response to a question as to whether the system includes an audit trail the Director confirmed the system will generate an automatic audit trail as opposed to the current manual log.

40.6 Members asked about the benefits of signatures under seal and the Director explained that the period of limitation is 12 years as opposed to six and that there are also different remedies available to courts for documents signed under seal as opposed to those signed by hand or electronically.

40.7 Resolved – That the proposed changes to Standing Orders on Procurement and Contracts to enable the use of electronic signatures within the scope set out in the report, be endorsed for recommendation to the Regulation, Audit and Accounts Committee.

41. Date of Next Meeting

Agenda Item 2

41.1 The Committee noted that the next meeting of the Committee will be held at 2.15 pm on 26 June 2023 at County Hall, Chichester. Planned agenda items include:

- Annual appointments
- Member Development Group Annual Report
- Annual attendance statistics

The meeting ended at 2.52 pm

Chairman

Report to Governance Committee**26 June 2023****Pension Advisory Board: Business Plan 2023/24****Report by Director of Finance and Support Services****Electoral divisions: Not applicable**

Summary

The Pension Advisory Board has prepared its Business Plan and Budget for approval by the Governance Committee.

Recommendation

That the Business Plan and Budget for the Pension Advisory Board for 2023/24, as attached at Appendix 1, be approved.

Proposal**1 Background and context**

1.1 As required under the Pensions Act, the West Sussex Pension Advisory Board was established in 2015 to assist West Sussex County Council as Scheme Manager:

- To secure compliance with the scheme regulations and other legislation relating to the governance and administration of the scheme and any statutory pension scheme that is connected with it;
- To secure compliance with requirements imposed in relation to the scheme and any connected scheme by the Pensions Regulator; and
- In such other matters as the scheme regulations may specify.

1.2 The Board's terms of reference require that it prepares a Business Plan and Budget each year to be approved by the Governance Committee. This is reflected within the terms of reference of the Governance Committee.

2 Proposal details

2.1 At its meeting on 22 May 2023 the Pension Advisory Board considered the draft Business Plan for 2023/24 and agreed to refer it to the Governance Committee for its approval in line with its terms of reference. The full report is included at Appendix 1.

3 Other options considered (and reasons for not proposing)

3.1 Not applicable

4 Consultation, engagement and advice

4.1 Not applicable

5 Finance

5.1 The financial implications are set out within the Business Plan. All costs are chargeable to the Pension Fund.

6 Risk implications and mitigations

Risk	Mitigating Action (in place or planned)
The Pension Advisory Board does not meet its regulatory requirements.	The approval of the Business Plan and Budget. A detailed workplan setting out how the objectives of the Business Plan will be carried out.

7 Policy alignment and compliance

7.1 The Pension Advisory Board terms of reference require a Business Plan and Budget to be prepared and approved by the Governance Committee each year.

Taryn Eves

Director of Finance and Support Services

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Appendices

Appendix 1 – Business Plan Report

Background papers

None

Pension Advisory Board Business Plan 2023/24

Background

This is the Business Plan for the West Sussex Pension Advisory Board. The Business Plan is an important document which sets out the aims and objectives of the Board over the coming year, its core work and how the objectives will be achieved.

The County Council is responsible for the administration of the West Sussex County Council Pension Fund and as the Administering Authority, is required under S106 of the LGPS Regulations 2013 to establish a local pension board and has established the Pension Advisory Board for this purpose.

The County Council acts as the Scheme Manager, as defined by the Public Service Pensions Act 2013, in respect of the management of the Scheme and its functions in this respect are discharged in accordance with the Council's scheme of delegation by the:

- Governance Committee (delegated to the Pensions Committee); and
- Officers (Director of Finance and Support Services and the Director of Law, Assurance & Strategy)

The Board is supported by the officers, by the appointment of an independent Chairman, and by assurance statements and information provided by external service providers. The costs of the Board's operations are charged to the Pension Fund and a budget is included in the Business Plan.

The Board's approach has been to establish a core programme of work based on guidance received from the Pensions Regulator, the Scheme Advisory Board and from CIPFA in the form of advisory guidance.

The Business Plan has been developed to be consistent with and complimentary to the Pensions Committee's business plan. The Plan is reviewed annually, and progress monitored at each meeting. New priorities that might arise can be introduced at each meeting and new action identified where progress has not been as expected.

Details of how the Board's objectives will be met, together with key priorities and an indication of key risks are included in the Plan. The achievement of the objectives and key tasks are reviewed at the end of each year and reported to the Pensions Committee. A brief report is also approved for inclusion in the Pension Fund Annual Report and is made available to scheme employers and to scheme members.

Statutory Responsibilities

1. The statutory responsibilities of the Board are similar to those set out in the Regulations for all local pension boards:

Assist the Scheme Manager:

- To secure compliance with the scheme regulations and other legislation relating to the governance and administration of the scheme;
- To secure compliance with requirements imposed in relation to the scheme by the Pensions Regulator;
- In such other matters as the scheme regulations may specify;
- To ensure the Scheme Manager complies effectively and efficiently with the Code of Practice on the governance and administration of public service pension schemes issued by the Pensions Regulator (COP14); and
- To ensure that the Board complies with the knowledge and understanding requirements in the Regulator's Code of Practice.

Accountability

2. The Board is accountable to the Scheme Manager, to the Pensions Regulator, to the Scheme Advisory Board, and to the scheme employers and members that it represents.
3. The Scheme Advisory Board will advise the Responsible Authority (the Ministry for Levelling Up, Housing, and Communities) and the Scheme Manager.
4. The Pensions Regulator will report to the Responsible Authority but will also be a point of escalation for whistle blowing or similar issues (supplementary to the whistle blowing policy and anti-fraud and corruption policy operated by the Scheme Manager which operate to include all of the functions of the Council as Scheme Manager and its advisers).

Principal Functions

5. The principal functions of the Board include:
 - Seeking assurances that due process is followed with regard to Pensions Committee decisions;
 - Considering the integrity and soundness of Pensions Committee decision making processes;
 - Seeking assurance that administration performance is in compliance with the Administration Strategy;
 - Considering the effectiveness of communications with employers and members including the Communication Strategy;
 - Considering and commenting on Internal Audit recommendations; and
 - Consideration of External Auditor reports.
6. Any complaint or allegation of breach of due process brought to the attention of the Board shall be dealt with in accordance with the Pensions Regulator's Code of Practice.

Objectives

7. The Board's main objectives are set out below:
 - Governance:** Act solely in terms of the public interest, with integrity, objectivity, accountability, openness, honesty and with leadership, and seek to ensure these are followed by all those involved in the Fund's administration.
 - Compliance:** Seek to understand the statutory framework of regulations and guidance, and ensure all aspects are complied with.
 - Administration:** Seek to ensure that proper procedures and controls are in place and are followed, and that performance expectations are met.
 - Communication:** Seek to ensure that standards of reporting and clear communications are maintained and improved.
 - Efficiency:** Seek to ensure improvements are being made in all processes, and minimise demands placed on officers in supporting the Board's work.
 - Effectiveness:** Seek to ensure that the Board is making an effective contribution to the governance of the Fund through careful planning and performance assessment.
 - Risk management:** Seek to ensure that fund risks are being identified, monitored and mitigated through proper procedures and controls.
 - Proper advice:** Seek to ensure that proper advice is being taken and considered in all aspects of decision-making.
 - Knowledge and understanding:** Seek to ensure that all Board members maintain a suitable level of knowledge and understanding.
 - Responsiveness:** Seek to ensure that the Board considers and responds to consultations, surveys and requests for information effectively.
8. The means by which the Board can deliver these objectives is set out in the detailed plan. As part of the agenda planning process, the officers and chairman have agreed a structured agenda as a standard and discuss the detailed agenda well in advance of each scheduled meeting.
9. The papers for each meeting are made available at least one week prior to the meeting and implementation of action agreed is monitored in a progress report at the following meeting.

Budget

10. The Board does not have delegated powers to incur expenditure but agrees an indicative annual budget with the officers each year. Provisional sums are included to allow the Board to request any additional independent advice that might be required in exceptional circumstances.

Budget item	Budget 2022/23 £	Spend 2022/23 £	Budget 2023/24 £
Fee for independent chairman	17,500	17,500	17,500
Travel expenses/subsistence	1,000	458	1,000
Training provision	2,500	0	1,500
Democratic Services Support (0.2 FTE)	7,500	7,067	7,500
Meetings (incl. refreshments)	500	0	500
Provisional sums (if required):			
• Legal and other external advice	2,000	0	1,000
• Contingency	1,000	0	1,000
Total indicative budget	32,000	25,025	30,000

N.B. All costs are chargeable to the Pension Fund.

Training

11. The Pensions Committee has agreed a Training Strategy which incorporates the Board's training needs. Training for Board members, including induction training, is provided primarily through the Hymans LGPS Online Learning Academy (LOLA). Regular updates are provided through the 'Current Issues' module. All current members have completed the LOLA modules.
12. This form of training is supplemented by internally developed training days on West Sussex specific issues, and by attendance, where appropriate, at external seminars which specialise in the needs of local pension boards. Reference is also made to the e-learning provided by the Pensions Regulator which includes a module specific to cyber risk.
13. In terms of self-learning and familiarisation, the Board has developed arrangements to keep members appraised on changes to the scheme regulations and guidance through access to the national LGPS and Scheme Advisory Board websites.

Risk Management

14. The Board does not consider it necessary to have its own risk register but monitors the Fund risk management arrangements as reported to the Pensions Committee on a regular basis. The schedule of key tasks and activities which follows includes references to the key risks applicable to each area.

Issues for Attention in 2023/24

15. These are the issues on which work is expected in the coming year, subject to progress on national initiatives:
- Outcome of SAB Good Governance Review
 - TPR's new General Code of practice (expected in the summer)
 - Strategic investment issues, subject to DLUHC regulation changes
 - Climate change reporting (awaiting DLUHC guidance)
 - Pooling governance, due to be revised following the Spring Budget
 - Implementation of the Pensions Dashboard programme
 - Potential pensions/cyber scams – controls and warnings to members

Pension Advisory Board - Business Plan 2023/24

- Key tasks and activities

Core on-going work	Special activities and reviews 2023/24
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Business Planning and Performance	
<p>Agree programme of work, budget and resources for the coming year and monitor progress at each meeting.</p> <p>Undertake a self-assessment of performance for the year to include on-to-one interviews in January/February.</p> <p>Agree a report each year on activity for inclusion in the Fund Annual Report and for scheme employers.</p>	

Key Risks

- Failure to manage work efficiently and effectively.
- Failure to account for activities and performance within the PAB remit.

Compliance checks	
<p>Review the Council's policy on conflicts of interest annually, ensure interests are declared at each meeting and maintain a register of interests for the Board on the website.</p>	
<p>Review the Pension Fund Annual Report and Accounts for content and compliance.</p>	<p>Monitor any new CIPFA guidance</p>
<p>Review statutory policy statements on a regular basis and on a three-year rolling basis</p>	
<p>Monitor and review changes to regulations and guidance at each meeting</p>	

Key risks

- Failure to manage conflicts properly.
- Non-compliance with regulations and guidance.
- Changes being implemented at short notice due to delayed notification.

Core on-going tasks	Special activities and reviews 2023/24
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Governance arrangements	
Review decisions of the Pensions Committee	
Review management and monitoring of the pension fund risk register	
Monitor audit reports and assurances on internal controls	
Monitor work planned by the Pensions Regulator (tPR)	Review new tPR General Code of practice and assess implications
Monitor reports and initiatives from the Scheme Advisory Board (SAB)	Review planned consultation on future governance arrangements and assess implications
Respond to surveys and requests for information from the tPR and the SAB	
Report to the Pensions Committee and Governance Committee on a regular basis and as required	
Report to tPR, DLUHC and SAB in exceptional circumstances	

Key risks

- The decision-making process is not fully effective.
- Key risks are not managed properly.
- Failure to be aware of scheme-wide developments and changing requirements.
- Failure to properly account for the Board's activities.

Core on-going tasks	Special activities and reviews 2023/24
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Administration procedures and performance	
Consider a report on the administration of the scheme at each meeting	
Monitor notifiable events and the recording and reporting of breaches	
Monitor key performance indicators and recovery action	
Monitor recording of compliments and complaints, and progress on IDRPs cases	
Monitor movements in membership numbers	
Monitor data quality and integrity, and progress on improvement plans	Monitor implementation of the Pensions Dashboard programme
Monitor timeliness of receipt of contribution payments and any recovery action required	
Review operation of key internal procedures and controls relating to third party contracts	

Key risks

- Failure in the efficient and effective administration of the scheme.
- Non-compliance with reporting requirements.
- Failure to detect potential problems, including fraud at an early stage.

Core on-going tasks	Special activities and reviews 2023/24
Investment and funding	
Review the investment strategy statement to assess compliance with regulations and guidance issued by DLUHC and CIPFA	Review any revised guidance on investment strategy issued by DLUHC
Review the funding strategy statement to assess compliance with regulations and guidance	
Review the process of consultation with appropriate persons, particularly scheme employers	
Review the valuation process for compliance and good practice	
Review developments on the pooling arrangements, particularly in relation to governance and investment management	Review any regulatory changes relating to compliance on pooling
Monitor arrangements for monitoring investment performance and costs	
Monitor developments in relation to responsible investing and ESG issues insofar as they relate to the Board's responsibilities	Review guidance on climate change reporting

Key risks

- Non-compliance with investment regulations and Government guidance.
- Failure of proper governance arrangements in the pooling of Fund assets.
- Failure to comply with or respond to developments in good practice or regulatory compliance.
- Net asset values are insufficient to meet future liabilities.
- Lack of clarity on role of PAB in relation to ACCESS and on responsible investing.

Core on-going tasks	Special activities and reviews 2022/23
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Communications	
Monitor disclosure of information in line with statutory requirements, including annual benefit statements	Review information provided on potential pensions/cyber scams
Review newsletters for content and clarity	
Review communications with employing authorities	
Monitor developments in the website and pensions portal	
Consider more effective links to scheme members	

Key risks

- Failure to keep employers and scheme members properly informed.
- Non-compliance with Administration Strategy.
- Scheme members fail to understand scheme benefits and opt-out.

Training	
Maintain training log and review activity regularly	
Monitor implementation of training strategy	
Identify opportunities for in-house training after each meeting and for external training courses or events	

Key risks

- Failure of Board members to maintain a suitable level of knowledge and understanding.
- New training requirements imposed on PAB in relation to compliance testing.

Report to Governance Committee**26 June 2023****Severance Payment arrangements****Report by Director of Law and Assurance****Electoral division: N/A**

Summary

This report explains the effect of recent government guidance on payments made by local authorities to staff on the termination of employment, particularly in any case where the proposals include non-contractual payments. The Council's pay policy statement provides that the Council will apply any statutory guidance to decisions about such payments and the report explains how this will happen and what changes to current procedures need to be made, including to the scheme of delegation and to Standing Orders.

Recommendations

The Committee is asked to:

- (1) Note the provisions of the guidance on severance payments and the proposals for giving effect to them,
 - (2) Approve the proposed changes to the Council's scheme of delegation Part 3, Appendix 4 of the Constitution, and
 - (3) Recommend to the County Council the proposed changes to the Governance Committee's Terms of Reference, Part 3, Appendix 7 and to Council Standing Orders, Part 4, Section 1.
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Proposal**1. Background and Context**

- 1.1 From time to time the County Council, as any employer, needs to settle terms for the termination of employment of a member of staff. This may cover contractual payments for compensation for loss of employment or, less commonly, non-contractual payments due to exceptional circumstances.
- 1.2 The Committee is responsible for considering and recommending for approval by the County Council the Council's statement in relation to its pay policy.

The current statement was approved by Council in February 2023. It includes the following text in relation to severance payments:

`10.1 Severance

Should a severance payment be proposed that exceeds any threshold prescribed by Regulations, the County Council shall act in accordance with the requirements of those Regulations. Until such time any severance payment shall be in accordance with statutory guidance, the Council's pay policy and Scheme of Delegation, including relevant cabinet member approval.'

- 1.3 There are no regulations in place or proposed for a prescribed threshold. The Government has published guidance to local authorities on what the guidance calls 'special severance payments', by which it means those payments made on the termination of employment which are not contractual or otherwise legally binding on the employer.
- 1.4 The guidance is issued under s.99 of the Local Government Act 1999, which deals with the 'best value' obligations of local authorities. In the exceptional circumstances where it is decided that a special severance payment should be paid, the local authority should ensure any special severance payments arrangements are fair, proportionate, lawful and provide value for money.
- 1.5 The guidance provides a list of severance payments which fall outside the scope of the guidance. These include payments for contractual notice, untaken leave, redundancy, ill health retirement or work-based injury and for any costs arising from the payment of contracted pension benefits. They also exclude payments made through settlements in employment tribunal or other legal proceedings and those formally mediated by ACAS.
- 1.6 For exceptional cases where payments are proposed which fall outside the exemptions above the guidance provides for checks to be put in place to ensure that payments are only made after rigorous assessment and with appropriate levels of authorisation. Guidance is also given on how such payments are published in the Council's accounts.
- 1.7 As the Council is committed to making all severance payments in accordance with statutory guidance a number of changes are proposed to practice and procedure, to the Council's scheme of delegation and to Standing Orders.

2. Details of proposals to give effect to the guidance

- 2.1 The Council will prepare a written procedure for use by HR advisers and services in all cases of employment termination so as to distinguish those which meet the criteria for 'special severance' and so will be caught by the statutory guidance. It will provide that the following provisions will apply to special severance payments before they can proceed.
- 2.2 In any case in which any special severance payment is under consideration the officers involved in advising on and considering such payments shall have due regard to the matters recommended for consideration in the guidance or any future version of or amendment to the guidance. This shall include:
 - Whether there is a possibility of exiting the individual at a lower cost

- The duty to manage taxpayers' money appropriately
 - The setting of any potential precedent
 - Evidence for additionality – what is gained by the use of the payments.
- 2.3 The officers shall obtain legal advice on the prospects of successfully defending any potential legal claim. The chance of success and the costs likely to be incurred should be weighed against the costs of the special severance payment. The advice shall include guidance on conflicts of interests and the options for using other mechanisms for dealing with the issues giving rise to the proposals.
- 2.4 It is proposed that the scheme of delegation and Standing Orders be amended to make provision for any proposal for a special severance payment in excess of £100,000 to be referred for approval by the County Council.
- 2.5 The officer scheme of delegation shall be amended to provide for the Chief Executive to have authority to approve special severance payment which exceeds £20,000 only after consultation with the Leader of the Council or such Cabinet Member the Leader so authorises. All proposals for special severance payments shall be referred for advice to the Directors of Law and Assurance and of Finance and Support Services.
- 2.6 Where the Chief Executive is the subject of a severance payment the guidance states that the request for authorisation shall be considered by a panel of members which shall include two independent members (those appointed from time to time to advise the Standards Committee or the Standards Committee of another local authority). It is proposed that Standing Orders be amended to make provision for this and that the panel comprise three members of the Governance Committee and two independent members, to be selected in consultation with the Chairman.
- 2.7 In relation to transparency there are already provisions in the Accounts and Audit Regulations 2015 requiring the publication in the Council's statement of accounts of payments made through severance arrangements. It is proposed that this should include separate reference to any payments of special severance in accordance with the proposals set out above.

3. Consultation, engagement and advice

- 3.1 The Director of HR and Organisational Development has been consulted as has the Director of Finance and Support Services. Both the leader and the Chairman have been consulted as the proposals include the allocation of certain responsibilities to the holders of their respective offices.

4. Finance

- 4.1 There are no financial consequences from the proposals set out in the report. The guidance has been issued to local authorities under the 'best value' provisions of the Local Government Act 1999. The aim of the proposals is to ensure that such payments remain exceptional and subject to due process and transparency.

5. Risk Implications and Mitigations

Risk	Mitigation
Lack of openness and transparency	The arrangements for consulting or referring to members and for the publication in accounts will ensure transparency.
Payments being made outside the provisions of the guidance	The comprehensive set of proposals should provide sufficient checks and balances to ensure due process
Breaches of personal data	The arrangements will be applied by senior officers familiar with data protection rules to ensure no personal information is unlawfully disclosed.

6. Policy alignment and compliance

- 6.1 There are no crime and disorder, human rights or legal implications arising from this report other than those addressed in the report and in the risk implications section. There are no public health or social value implications.
- 6.2 In terms of the Equality Duty, it is important for the Council to ensure all employment practices and procedures are applied fairly and without discrimination. This will be a factor applied when the internal procedures are settled. The procedures will be drafted so as to be fully compliant with anti-discrimination legislation and the public sector equality duty.

Tony Kershaw

Director of Law and Assurance

Contact: Tony Kershaw, Director of Law and Assurance, 22662 or email: tony.kershaw@westsussex.gov.uk

Appendices

Appendix 1 – draft changes to Standing Orders and to Scheme of Delegation

Background Papers: None

Proposed Changes to the Constitution

Part 3 – Scheme of Delegation

Appendix 4 – Officer Delegations, for Governance Committee approval

Proposed new delegations in section 2L, Human Resources/Staff Matters

Section/ No.	Function	Officer	Form of Shared Delegation
193a	<i>Approval of terms for severance on termination of employment including special severance payments below £20,000</i>	<i>Director of HR and OD</i>	<i>Jointly with Director of Law and Assurance</i>
193b	<i>Approval of any special severance payment between £20,000 and £100,000.</i>	<i>Chief Executive</i>	<i>In consultation with the Directors of Law and Assurance, Finance and Support Services and HR and OD, then with the Leader or such Cabinet Member the Leader authorises.</i>
193c	<i>To recommend to the County Council for approval any special severance payment which exceeds £100,000.</i>	<i>Chief Executive</i>	<i>As for 193b.</i>

Appendix 7 – Governance Committee Terms of Reference, For County Council Approval

New paragraph 15:

- 15. *To delegate authority for the approval of special severance payments on the termination of employment in accordance with statutory guidance and to establish a Special Severance Payments Panel when required in line with such guidance.***

Part 4, Section 1 – Standing Orders – For County Council Approval

Section 8. Appointment of Officers and Disciplinary Action. Insert at the end of the section:

Severance Payments

8.23 For special severance payments on the termination of employment of over £100,000, the Chief Executive will recommend this to the County Council for approval in accordance with the officer scheme of delegation.

8.24 If a special severance payment is proposed for the Chief Executive, this will be considered by a Special Severance Payments Panel established by the Governance Committee. If the proposed sum exceeds £100,000, the Panel will make a recommendation to the County Council for approval.

Report to Governance Committee**26 June 2023****Report of the Member Development Group****Report by Director of Law and Assurance****Electoral division(s): Not applicable**

Summary

The Member Development Group (MDG) is an advisory body to the Governance Committee on all aspects of county councillors' roles and the training and development they need to undertake their work on the County Council. It reports to the Governance Committee on its work and member development activities undertaken. This report provides a review of the member development programme for 2022/23 and updates on the 2023/24 programme and on MDG's own work programme.

Recommendation

That the report be noted.

1. Background and context

- 1.1 Member Development Group (MDG) is a cross-party advisory body to the Governance Committee, chaired by the Vice-Chairman of the Council. It has ownership of the annual member training and development programme to ensure this reflects members' needs as well as corporate priorities. Other key MDG responsibilities are a regular all-member survey (generally carried out in alternate years); monitoring the member training budget; overseeing participation in the Councillor Development Charter; and ownership of the member induction programme.
- 1.2 MDG's work is informed by its agreed Member Development Strategy, which provides the structure for councillor learning and development. This sets out the support provided to members to ensure their training reflects both their personal needs and organisational requirements and includes the following priorities for the member development programme:
- Corporate priorities, including those within the Council Plan
 - Service improvement
 - Policy and strategy development
 - Major contract renewal
 - Engagement in the budget process and understanding of local government finance
 - Members' knowledge base - understanding the Council's services through updates, briefings and engagement

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- Key and personal skills (e.g. chairmanship, questioning, council procedures, and mandatory training which includes safeguarding adults and children, IT security and General Data Protection Regulation, equalities and diversity and the Public Sector Equality Duty, Corporate Parenting)
- Values and culture (e.g. Code of Conduct, Equalities)

1.3 Some training is mandatory for members, as previously agreed by this Committee (and listed below). All members are expected to complete this training within one year of their election. MDG monitors uptake of this training, and the political Group Leaders are also kept updated on this.

- Code of Conduct
- Safeguarding Adults
- Safeguarding Children
- Corporate Parenting
- IT Security and Data Protection
- Equalities and Diversity

1.4 Each year, 11 member development sessions are timetabled in the member calendar of meetings (monthly apart from August). These may be used for a range of activities as part of the member development programme (e.g. training, briefings, visits). Sessions may be aimed at all members, or just specific members, relevant to their roles. Three of these sessions are used each year for all-member Budget and Council Plan sessions (usually in July, October/November and January). Whilst most informal member meetings are held virtually, some member development sessions are held in-person where beneficial, particularly where group work is planned or to support networking.

1.5 A Training Needs Assessment (TNA) is completed by members following election, supported by Democratic Services. This identifies any specific training or development needs they have and an opportunity to review/refresh this is offered on an annual basis or where members' roles change.

1.6 MDG meets three times per year to review member development activities, assess any feedback from members and plan the future programme. It is also kept updated on its areas of responsibility in-between meetings and has a work programme up to March 2025. This includes MDG's other areas of responsibility, such as planning for member induction, the all-member survey and the Councillor Development Charter. MDG carries out an end-of-year review each year, and this report provides feedback on the 2022/23 end-of-year review it carried out in May 2023. The report also provides an update on the 2023/24 programme, future plans and other activities carried out by MDG during the year.

2. Member development programme 2022/23

2.1 Full details of member development activities in 2022/23 are attached at **Appendix 1**. There were 34 different member development events held during the year, including four visits, seven training sessions/workshops, a market place event and seven locality sessions for members in their district/borough areas. In addition, tailored induction programmes were provided to the two councillors elected at by-elections during the year and some members were supported to attend external training sessions/seminars/conferences. Overall, MDG felt that the programme was very full and covered a wide range of issues,

with generally positive feedback received from participants and a good balance of types of event. MDG's key findings and conclusions are set out below.

- 2.2 **Average attendance** at events aimed at all members was 44%. This compares with 52% in 2021/22, 58% in 2020/21 and 41% in 2019/20. Attendance levels tend to taper off in the mid-term period of the Council administration, as members' knowledge and confidence grows. It is not possible to tell whether members unable to attend training/development sessions access the online resources available as a follow-up (recordings, presentations etc).
- 2.3 **Evaluation of training and development:** members are asked to give evaluation feedback and response levels have increased to 36%, from 25% in 2021/22. Encouraging greater member feedback has been an emphasis for MDG during the year, and it has supported the development of the use of the chat function in Teams, a mix of paper and online evaluations depending on the event, and some targeted follow-up calls carried out to gather more qualitative data after events. Average satisfaction levels for the sessions aimed at all members were 94%.
- 2.4 **Feedback received:** in general, feedback on the content and presentation of events has been positive. MDG reviews all evaluations (including feedback from external events) and makes suggestions for improvement, where applicable. Questions and comments raised at the Personal Safety training session have led to further work to better support members, including questions in the all-member survey 2023, to provide a baseline for further consideration. Any future market place events will be spread out over more than one session, reflecting member feedback that there was not enough time to explore all the service stands. MDG also reviewed the Carbon Literacy course run specifically for members and agreed that in future, members will be offered the opportunity to participate in the courses offered to staff. Member engagement in the Council Plan and Budget process throughout the year was seen as very successful, with positive feedback from members on this. In response to comments by members about the volume of events held in 2022/23 and 2022/21, MDG has agreed to limit sessions to the scheduled monthly member development sessions, unless there is an urgent need for additional sessions.
- 2.5 **Format of sessions:** MDG is generally satisfied with how training and development activities are delivered. It has asked for presentation slides to be kept simple and easy to read, and to be provided in advance to enable members to digest what can sometimes be complex information. Where this is not possible, MDG has asked that slides be shared on the morning of sessions, to enable members to view these on their laptops. MDG supports a mixed approach in terms of in-person and virtual/hybrid. It considers in-person sessions are particularly important in the first year after elections, to provide networking opportunities but that by mid-term, there is less need for this. Information-type briefings should always be provided virtually, whilst the three Council Plan/Budget sessions held each year are sessions that generally work well in-person. MDG recognises that virtual/hybrid sessions can help increase attendance and accessibility, help to meet the Council's Climate Change commitments, save costs and assist members with work, caring and other commitments and those with disabilities. MDG has agreed that a hybrid option should be available for all in-person training/development sessions.
- 2.6 **External training:** MDG recognises that it is important to support external training and development opportunities, particularly for members in senior

positions. The approval of Group Leaders is always sought for any members’ applications to attend external training, seminars or conferences to support their development and feedback on such events attended is gathered for future reference. MDG also recognises the benefits of using external trainers to deliver some sessions, particularly where their expertise is relevant to local government/elected members. It has highlighted the importance of assessing the value of such training and of ensuring that external training providers are properly briefed on any relevant context/background relating specifically to West Sussex County Council. External trainers used during 2022/23 were South East Employers and the Centre for Governance and Scrutiny.

- 2.7 **Mandatory training:** has been kept under regular review and the MDG Chairman has written to members who have not completed all their required sessions, reminding them of the importance of doing this. MDG welcomed the high uptake of this training (set out in the table below, as at 2 May 2023), but was particularly concerned to ensure 100% completion of safeguarding and IT Security/Data Protection training. It has asked Democratic Services to follow up with the members yet to complete these sessions and to liaise with their Group Leaders.

Mandatory training completion rates	Number of members	% of members
Code of Conduct	70	100%
Safeguarding Adults	65	93%
Safeguarding Children	65	93%
Corporate Parenting	69	99%
IT Security & Data Protection	68	97%
Equalities and Diversity (including the Public Sector Equality Duty)	69	99%

3. Other activities carried out by MDG

- 3.1 **Be a Councillor:** MDG has begun work to review the Council’s ‘Be a Councillor’ programme, which will run up to the 2025 elections. This is part of work to promote local democracy and is aimed at encouraging and supporting people thinking of standing for election. This will include the provision of new information via the Council’s ‘Be a Councillor’ website, ‘Be a Councillor’ events at libraries in 2024 and candidates’ events in early 2025. MDG agreed that examples of casework and success stories should be included in the information provided as part of this programme and that opportunities for buddying, mentoring or shadowing current councillors should be offered.

- 3.2 **LGA political skills framework:** MDG has agreed that the Local Government Association (LGA) political skills framework should be adopted as part of the Member Development Strategy and be used to help structure the future member induction programme. This framework highlights the following six core skills for councillors:

- Local leadership
- Partnership working
- Communication skills
- Political understanding
- Scrutiny and challenge
- Regulation and monitoring

- 3.3 **Accessibility, equalities and diversity:** MDG is continuing the work it carried out prior to the 2021 elections to ensure the appropriate support is in place for councillors with specific needs. It has asked that the 'Be a Councillor' website be updated to include more information about accessibility, including a new short guide setting out the support for councillors with disabilities. This guide was developed in liaison with a councillor with a disability and with input from the LGA. Equalities and Diversity training for members was provided by South East Employers in September 2022 and opportunities to ensure the member development programme is accessible and open continue to be explored. Written briefings/information for members are provided, as well as recordings of sessions to enable members unable to attend on the day to watch at a later date. The Bulletin remains a key weekly resource for members and includes details of the member development sessions. A new initiative trialled during 2022/23 is the use of short podcasts, to summarise key messages from member development sessions. The aim is to develop this further during 2023/22.
- 3.4 **LGA National Census of Local Councillors and Debate Not Hate:** In October 2022, MDG considered the outputs from the LGA's national census of local authority councillors. The response by West Sussex County councillors to this national census was relatively low (23 in total), so MDG agreed that the next all-member survey should include some similar questions, to provide benchmarking data. In particular, this will focus on the issue of members' personal safety and their experience of abuse or intimidation and whether they ever feel at risk when fulfilling their role as a councillor. Linked to this is the LGA's Debate Not Hate campaign, which encourages all councils to sign a public statement. MDG recommended to the Governance Committee that it should sign this statement on behalf of the Council, which it agreed to in February 2023. MDG will aim to identify opportunities to reinforce the messages of Debate Not Hate and to promote civility in public life, including through the Council's 'Be a Councillor' programme. The national census also highlighted the importance of including information in this programme about how councillors can have an influence in their different roles and what being an effective councillor looks like.
- 3.5 **All-member survey:** a survey is being carried out during May/June 2023, focusing on members' personal safety (their experiences and the support available to them) and priorities for future training and development. The results of the survey will be shared with all members and reviewed by MDG and will be used to inform the development of new personal safety guidance for members.

4. **Councillor Development Charter Interim Review**

- 4.1 MDG continues to oversee the Councillor Development Charter, granted in November 2020 for a period of three years. An interim review was carried out by South East Employers in April 2022 and reported to MDG later that year. The assessment found that the Council continues to meet the standard of the Councillor Development Charter and has made significant progress against the action plan developed following the successful Charter Accreditation. Key successes identified include:
- A structured TNA with 100% participation and the opportunity for 1-1 discussions; the TNA is being utilised to inform the development of a councillor learning and development plan

- MDG has a strategic focus and its terms of reference have been reviewed; it MDG focuses successfully on how member development can support the Council's strategic priorities
- MDG has led the development of e-learning opportunities including the recording of training sessions and active use of the LGA's e-learning resources for councillors
- Member development opportunities are actively promoted via newsletters and e-bulletins and a process of continuous evaluation is in place
- A leadership development strategy is in place that incorporates minority Group Leaders. Leadership development includes access to LGA programmes and is a regular area of discussion with Group Leaders

4.2 The Councillor Development Charter is due for renewal by March 2024 and MDG is due to consider whether to seek renewal of the Charter or to seek Charter Plus status at its meeting in October 2023.

5. Member development update 2023/24 and MDG work programme

5.1 Details of the current member development programme are set out at **Appendix 1**. Some details are to be confirmed, may be subject to change and will be regularly reviewed by the MDG to ensure they reflect key corporate priorities and member training needs. It is possible for additional sessions to be arranged for high priority topics, although MDG has asked that this be avoided as far as possible, given the demands on members' time and capacity.

5.2 MDG will continue to monitor member attendance levels, review feedback on events and assess mandatory training completion rates. Other areas of activity planned by MDG for the future include:

- The development of new guidance for members on their local role
- A review of the Member Development Strategy
- Planning for the Member Induction Programme 2025
- The impact of 'smarter working' on members and their future IT requirements
- Reviewing how the Council communicates with members
- Opportunities to promote local democracy, including with young people

6. Other options considered (and reasons for not proposing)

6.1 Alternatives to the proposed member training and development activities may be considered within the Committee's debate.

7. Consultation, engagement and advice

7.1 All members attending member development sessions are invited to provide evaluation feedback, which is analysed and reported to MDG to inform future plans. An all-member survey developed by MDG is currently underway, gathering feedback on members' personal safety and the future training and development programme. The Officer Executive Leadership Team is regularly invited to comment on plans for member training and development.

8. Finance

8.1 There are no financial implications arising directly from the content of this report. Plans for member development and induction can be met from within existing resources. The member training and development budget is £15,000

per year and spend against this budget is monitored by MDG. Costs covered by this budget include training provided by external trainers, member attendance at external training events, conferences and seminars and catering, venue hire and other ancillary costs. Spend against this budget during 2022/23 was £11,374.04.

9. Risk implications and mitigations

Risk	Mitigating Action (in place or planned)
County councillors are unable to fulfil their roles	The member development and induction programmes provide training and information tailored to their needs and overseen by the Member Development Group

10. Policy alignment and compliance

- 10.1 There are no legal, Crime and Disorder Act, human rights, climate change or public health implications directly arising from this report. The member development programme aims to meet the Equality Duty through providing fair opportunities for learning and development to all members. Social value is provided by ensuring members receive support and training to be able to fulfil their roles effectively and therefore help the council to achieve its aims and objectives.

Tony Kershaw

Director of Law and Assurance

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Appendix 1

Member development work programmes 2022/23 and 2023/24

Background papers

None

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Member development work programmes 2022/23 and 2023/24

1. 2022/23

Date	Details	Attendees
13/04/22	Corporate Parenting, including Advocating for Young People, run jointly with external providers, the Care Leaders	37
13/04/22 & 19/04/22	IT Security and Data Protection workshops	10
11/05/22	Tour of Biffa's Mechanical Biological Treatment (MBT) Facility in Warnham / briefing on the West Sussex Waste Partnership (N.B. District/borough councillors were invited to attend this event, with 11 of these attending in addition to 22 county councillors)	22
27/05/22	Communities Directorate information stand at County Council meeting	Not recorded
07/06/22 09/06/22	Education & Skills Strategy Briefings	25
22/06/22	<ul style="list-style-type: none"> AM: Climate Change PM: Armed Forces Covenant Awareness Training 	36 25
28/06/22	Visit to Drayton Highways Depot	23
06/07/22	Visit to the University of Chichester	12
28/07/22	<ul style="list-style-type: none"> AM: Council Plan and Budget session PM: Finance Basics for members 	36 22
July & August 2022	Annual Locality Sessions <ul style="list-style-type: none"> Adur 04/08/22 Arun 19/07/22 Chichester 25/07/22 Crawley 01/08/22 Horsham 21/07/22 Mid Sussex 21/07/22 Worthing 02/08/22 	4 (of 5) 7 (of 12) 6 (of 10) 7 (of 9) 5 (of 12) 9 (of 12) 7 (of 9)
01/09/22	Highways briefing: Street Works	29
07/09/22	Equalities and Diversity for Members, delivered by South East Employers	32
08/09 & 27/09/22	Carbon Literacy Training for Members (delivered across two sessions)	14
22/09/22	Countryside Services at Buchan Country Park	9
19/10/22	<ul style="list-style-type: none"> AM: Council Plan and Budget session PM: Market Place Event 	39 35
04/11/22	Public Health: what is public health, how it delivered in West Sussex, health of local population	32
09/11/22	<ul style="list-style-type: none"> AM: Adults Services: Integrated Care System development; adult social care reform; transition between children and adults' services, work strategy PM: Highways briefing: Transport and Planning 	30 27

Date	Details	Attendees
	Delivery Programme	
24/11/22	Personal Safety for Members, delivered by South East Employers	27
07/12/22	Domestic Abuse and Violence Against Women and Girls (session delivery involved Sussex Police)	26
07/12/22	Briefing on Residential Children's Care	27
20/01/23	Council Plan and Budget session	39
22/02/23	Highways briefing: managing Public Rights of Way	31
15/03/23	Effective scrutiny training, delivered by the Centre for Governance and Scrutiny	20
22/03/23	Adults Services: Adult Social Care Strategy 2022-25, adult social care funding reform, self-assessment for QC Assurance	26

2. 2023/24

Date	Details	Attendees
05/04/22	Highways briefing: on-street parking management	31
10/05/23	Resilience & Emergencies – WSCC role and the role of members	34
10/05/23	Highways briefing: Community Highways Schemes and Traffic Regulation Orders	32
June/July	Annual Locality Sessions (informal information sharing sessions for members in their district/borough area) <ul style="list-style-type: none"> • 21/06/23 (am) - Arun • 21/06/23 (pm) - Crawley • 23/06/23 - Horsham • 26/6/23 - Adur • 03/07/23 (am) - Chichester • 03/07/23 (pm) - Mid Sussex • 07/07/23 - Worthing 	-
28/06/23	Digital Infrastructure in the Horticultural Sector - West Sussex Growers Association, tour of sites in Chichester	-
19/07/23	Council Plan and Budget session	-
06/09/23	Water and Waste Water, involving Southern Water	-
18/10/23	Council Plan and Budget session	-
08/11/23	Adult Services Briefing and Public Health Briefing	-
06/12/23	TBC	-
19/01/24	Council Plan and Budget session	-
21/02/24	Visit to the new Horsham Fire and Training Centre	-
20/03/24	Coroners Service in West Sussex	-

Report to Governance Committee**26 June 2023****Appointments to Committees, Panels and Outside Bodies****Report by Director of Law and Assurance****Electoral divisions: N/A**

Summary

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. Changes are shown in bold text.

Recommendation

That the appointments be approved as set out below.

(a) Appeals Panel (18)

Cllr Bence
Cllr Britton
Cllr Burrett
Cllr Cooper
Cllr Duncton
Cllr Johnson
Cllr Linehan
Cllr Lord
Cllr Mercer
Cllr Mitchell
Cllr Patel
Cllr Quinn
Cllr Turley
Cllr Wall
Cllr Wickremaratchi
3 vacancies

(b) Electoral Review Panel (10)

Cllr Baxter
Cllr Boram
Cllr Bradbury
Cllr Cherry
Cllr Crow (Chairman)
Cllr N Dennis

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Cllr Markwell
Cllr Mitchell
Cllr Oakley
Cllr Waight

(c) Member Development Group (10)

Cllr Baxter

Cllr Cherry
Cllr Cooper
Cllr Duncton
Cllr McGregor

Cllr Patel

Cllr Sparkes
Cllr Waight
Cllr Wickremaratchi

1 Lib Dem vacancy

(d) Pensions Committee (7)

Cllr Condie
Cllr J Dennis
Cllr Elkins
Cllr Hunt (Chairman)
Cllr N Jupp
Cllr Turley
Cllr Urquhart

(e) South East Employers

Cllr Burrett
Cllr Waight
Cllr Cherry
Deputies: 3 vacancies

Tony Kershaw

Director of Law and Assurance

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Background papers

None

Report to Governance Committee**26 June 2023****Report of Member Attendance April 2022 to March 2023****Report by Director of Law and Assurance****Electoral divisions: N/A**

Summary

The Governance Committee is required to monitor attendance of members at meetings of the County Council and its committees annually.

Recommendation

That members' attendance at meetings for the period 1 April 2022 to 31 March 2023 be noted.

1. The Governance Committee is required to monitor attendance of members at County Council, committee and other meetings annually. A schedule showing attendance for the period 1 April 2022 to 31 March 2023 is set out at Appendix 1.
2. The role of the modern councillor is not primarily to attend meetings. Members have other commitments which are difficult to record and not reflected in these figures, such as membership of outside bodies, school governorships and constituency work. In addition, attendance at meetings does not take into account members' work outside formal meetings. Attendance figures can also be affected by factors such as long-term ill health or a clash of commitments.
3. Group Leaders are advised of member attendance figures annually so that they can take any action they consider necessary. The member attendance figures are published regularly on the County Council's website.

Tony Kershaw
Director of Law and Assurance

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Appendix – Member Attendance: April 2022 to March 2023

Background papers

None

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Member Attendance
April 2022 to March 2023

Name	Initials	Cabinet	C&YPS	ECSC	FRSSC	County Council	Governance	HASC	PRoW	PFSC	RAAC	Standards	Task & Finish Groups	Other *	Total	Initials	Name
Albury	C			4 of 6	1 of 1	5 of 6							10 of 13	1 of 1	21 of 27	C	Albury
Alli	Z			6 of 6		5 of 6		6 of 6	5 of 5					5 of 5	27 of 28	Z	Alli
Atkins	N					6 of 6		4 of 6	3 of 5					2 of 2	15 of 19	N	Atkins
Baldwin	A		4 of 6	3 of 6		5 of 5		1 of 1		4 of 6			1 of 1	5 of 5	23 of 30	A	Baldwin
Baxter	C			1 of 2		6 of 6	3 of 4							4 of 4	14 of 16	C	Baxter
Bence	T				4 of 4	5 of 6				1 of 1				5 of 6	15 of 17	T	Bence
Bennett	L					2 of 6								1 of 1	3 of 7	L	Bennett
Boram	K				4 of 4	5 of 6				4 of 6	3 of 4		10 of 10	4 of 4	30 of 34	K	Boram
Bradbury	P					6 of 6	4 of 4					2 of 2		4 of 4	16 of 16	P	Bradbury
Britton	D			6 of 6		5 of 6				4 of 5				7 of 7	22 of 24	D	Britton
Burgess	B		6 of 6	4 of 4		4 of 6		2 of 2					9 of 11	9 of 10	34 of 39	B	Burgess
Burrett	R					6 of 6	3 of 4		5 of 5	6 of 6		2 of 2		12 of 13	34 of 36	R	Burrett
Charles	J					1 of 3									1 of 3	J	Charles
Cherry	R		6 of 6			6 of 6						2 of 2		6 of 6	20 of 20	R	Cherry
Chowdhury	H				4 of 4	6 of 6							1 of 1	2 of 2	13 of 13	H	Chowdhury
Condie	S					5 of 6				6 of 6				8 of 9	19 of 21	S	Condie
Cooper	A					5 of 6		6 of 6						14 of 15	25 of 27	A	Cooper
Cooper	B					1 of 1									1 of 1	B	Cooper
Cornell	A		5 of 6			6 of 6								9 of 9	20 of 21	A	Cornell
Crow	D	13 of 13				6 of 6								22 of 23	41 of 42	D	Crow
Dennis	N					5 of 6					4 of 4			1 of 1	10 of 11	N	Dennis
Dennis	J	11 of 13				5 of 6								21 of 23	37 of 42	J	Dennis
Dunston	J		4 of 6			6 of 6			4 of 5					5 of 7	19 of 24	J	Dunston
Dunn	A					4 of 6		6 of 6			0 of 2			2 of 3	12 of 17	A	Dunn
Elkins	R					5 of 6				5 of 6				4 of 5	14 of 17	R	Elkins
Evans	E		3 of 3		3 of 4	6 of 6								1 of 1	13 of 14	E	Evans
Forbes	B					4 of 6		5 of 6							9 of 12	B	Forbes
Gibson	I					6 of 6			5 of 5	6 of 6				5 of 5	22 of 22	I	Gibson
Greenway	K			6 of 6		6 of 6					4 of 4			2 of 2	18 of 18	K	Greenway
Hall	D		3 of 6			4 of 6			1 of 1					10 of 10	18 of 23	D	Hall
Hillier	S					6 of 6								1 of 1	7 of 7	S	Hillier
Hunt	J	13 of 13				6 of 6	1 of 1							23 of 24	43 of 44	J	Hunt
Johnson	D					5 of 6						1 of 2		2 of 2	8 of 10	D	Johnson
Joy	J					3 of 6			4 of 5					2 of 2	9 of 13	J	Joy
Jupp	A	13 of 13				6 of 6	4 of 4					1 of 1		15 of 16	39 of 40	A	Jupp
Jupp	N	13 of 13				5 of 6								18 of 21	36 of 40	N	Jupp
Kenyon	C			5 of 6		4 of 6					2 of 2	2 of 2		1 of 2	14 of 18	C	Kenyon
Kerry-Bedell	A					6 of 6				4 of 6			9 of 11	2 of 2	21 of 25	A	Kerry-Bedell
Lanzer	B	13 of 13				6 of 6								18 of 18	37 of 37	B	Lanzer
Linehan	P		6 of 6			4 of 6				5 of 6				15 of 16	30 of 34	P	Linehan
Lord	K					5 of 6	2 of 3					2 of 2		12 of 14	21 of 25	K	Lord
Markwell	G					6 of 6								1 of 1	7 of 7	G	Markwell
Marshall	P	13 of 13				6 of 6	3 of 4							8 of 8	30 of 31	P	Marshall
McDonald	S					6 of 6			4 of 5	6 of 6			18 of 20	1 of 1	35 of 38	S	McDonald
McGregor	A		5 of 6			6 of 6								3 of 5	14 of 17	A	McGregor
McKnight	G					3 of 4		4 of 4		4 of 4					11 of 12	G	McKnight
Mercer	J		5 of 6			5 of 6								6 of 7	16 of 19	J	Mercer
Milne	J			4 of 6	3 of 4	6 of 6							2 of 2	4 of 4	19 of 22	J	Milne
Mitchell	C					6 of 6								6 of 6	12 of 12	C	Mitchell
Montyn	P					6 of 6			5 of 5	6 of 6	4 of 4			9 of 9	30 of 30	P	Montyn
Nagel	K		2 of 2			5 of 6		3 of 6						2 of 6	12 of 20	K	Nagel

Member Attendance
April 2022 to March 2023

Name	Initials	Cabinet	C&YPS	ECSC	FRSSC	County Council	Governance	HASC	PRoW	PFSC	RAAC	Standards	Task & Finish Groups	Other *	Total	Initials	Name
Oakley	S					6 of 6	4 of 4	5 of 6					8 of 9	9 of 9	32 of 34	S	Oakley
O'Kelly	K			6 of 6		6 of 6			5 of 5				8 of 10	1 of 1	26 of 28	K	O'Kelly
Oppler	F			3 of 6		5 of 6								8 of 8	16 of 20	F	Oppler
Oxlade	C			2 of 4		3 of 6							5 of 11	9 of 12	19 of 33	C	Oxlade
Patel	A			5 of 6	3 of 4	5 of 6		6 of 6	4 of 5					9 of 10	32 of 37	A	Patel
Payne	S		6 of 6			6 of 6				4 of 4			5 of 10	1 of 1	22 of 27	S	Payne
Pendleton	J				2 of 4	4 of 6							1 of 1	5 of 5	12 of 16	J	Pendleton
Pudaloff	N					6 of 6		6 of 6						4 of 4	16 of 16	N	Pudaloff
Quinn	B			4 of 6		6 of 6			4 of 5				1 of 1	5 of 5	20 of 23	B	Quinn
Richardson	T					4 of 6							11 of 11		15 of 17	T	Richardson
Russell	J	10 of 13				6 of 6								22 of 24	38 of 43	J	Russell
Sharp	S			2 of 2		6 of 6			3 of 3					5 of 5	16 of 16	S	Sharp
Smith	D		6 of 6			6 of 6								2 of 2	14 of 14	D	Smith
Sparkes	E		6 of 6			6 of 6				6 of 6		1 of 2		8 of 9	27 of 29	E	Sparkes
Turley	J					6 of 6				5 of 6	0 of 1			6 of 7	17 of 20	J	Turley
Urquhart	D	13 of 13				6 of 6	1 of 1							11 of 11	31 of 31	D	Urquhart
Waight	S	13 of 13				6 of 6	3 of 4							15 of 15	37 of 38	S	Waight
Wall	G					5 of 6		6 of 6		5 of 6	3 of 4			13 of 13	32 of 35	G	Wall
Walsh	J					6 of 6	1 of 1	6 of 6						6 of 7	19 of 20	J	Walsh
Wickremaratchi	S					5 of 6	3 of 3					2 of 2		7 of 8	17 of 19	S	Wickremaratchi
Wild	J					3 of 3			2 of 3			1 of 1		2 of 2	8 of 9	J	Wild

* Includes attendance at Business Planning Groups, Appeals Panel, Foster Panel, Pensions Committee, Standards Hearing Sub-Committee, Treasury Management Panel, Electoral Review Panel, West Sussex Health and Wellbeing Board, Corporate Parenting Panel, Standing Advisory Council on Religious Education, Member Development Group plus at meetings as a substitute, by invitation or as a Cabinet Member