

**Tony Kershaw**  
Director of Law and Assurance

If calling please ask for:

Clare Jones on 033 022 22526  
Email: [clare.jones@westsussex.gov.uk](mailto:clare.jones@westsussex.gov.uk)

[www.westsussex.gov.uk](http://www.westsussex.gov.uk)

County Hall  
Chichester  
West Sussex  
PO19 1RQ  
Switchboard  
Tel no (01243) 777100



---

28 February 2025

## **Governance Committee**

A meeting of the Committee will be held at **2.15 pm** on **Monday, 10 March 2025** 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 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 4 November 2024 (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. **Review of the County Council's Governance Arrangements** (Pages 9 - 22)

Report by the Director of Law and Assurance.

To consider an update on the review of the Council's governance arrangements agreed by the Committee at its meeting in November 2024. The report sets out feedback from a self-assessment process and a range of options for the Committee to consider.

5. **Pay Policy Statement 2025/26** (Pages 23 - 32)

Report by the Director of Human Resources and Organisational Development.

The Committee is invited to consider the proposed Pay Policy Statement, as set out in the report, for recommendation to the County Council.

6. **Proposed Changes to the Constitution: Section P (Planning) of Part 3 (Scheme of Delegation)** (Pages 33 - 38)

Report by the Assistant Director (Highways, Transport and Planning).

The Committee is asked to approve changes to the Section P (Planning) of Part 3 (Scheme of Delegation) of the Constitution to take account of changes to legislation and other factual matters, and to better reflect current practice relating to the operation of statutory land-use planning functions.

7. **LGPS Employer Discretions** (To Follow)

Report by Director of Human Resources & Organisational Development.

Following a scheduled review, the Committee is asked to consider the recommended approach on discretions available to the County Council as an employer under the Local Government Pension Scheme.

8. **Update to Standing Orders re use of Council Seal**

The Committee is asked to note an update to Standing Order 9.02 in relation to the use of the Council seal in documents and decisions of the Pension Fund as set out below. The amendment concerns the removal of the reference to consultation with the Chairman of the Pensions Committee in these transactions, as set out below.

**Common Seal**

9.02 Subject to Standing Order 9.03 below, the Common Seal of the County Council shall not be affixed to any document unless the sealing has been authorised:

(a) by either:

(iii) in the case of documents required for the exchange, purchase or sale of ***Pension Fund assets, securities or other matters*** ~~Superannuation Fund securities~~, by the Director of Finance and Support Services ***or the Director of Law and Assurance acting in accordance with the decisions and policies of the Pensions Committee*** ~~after consultation with the Chairman of the Pensions Committee;~~  
or

**Contact:** Tony Kershaw, Director of Law and Assurance

**Background papers:** None

9. **Appeals Panel Annual Report 2023/24** (Pages 39 - 44)

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

The Committee is asked to consider the annual report of the Appeals Panel for 2023/24.

10. **Date of Next Meeting**

The next meeting of the Committee will be held at 2.15 pm on 28 April 2025 at County Hall, Chichester.

Members are invited to discuss and agree plans for the business of future meetings of the Committee. Planned agenda items include:

- Results of any further engagement on the review of governance arrangements

**To all members of the Governance Committee**