

Tony Kershaw
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15 June 2018

Governance Committee

A meeting of the Committee will be held at **2.15 pm on Monday, 25 June 2018** at **County Hall, Chichester**.

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Agenda

Part I

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 14 May 2018 (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. **Part II Matters**

Members are asked to indicate at this stage if they wish the meeting to consider bringing into Part I any items on the Part II agenda.

5. **Independent Remuneration Panel Review of Member Allowances** (Pages 9 - 16)

Report by Director of Law and Assurance.

A new Members' Allowances Scheme came into effect in May 2017, based on a Scheme recommended by the Independent Remuneration Panel (IRP) to Council

in December 2016. The Council asked the IRP to review the Scheme after about a year of operation and the IRP review has now completed that review. The Committee is asked to consider the IRP's proposals for recommendation to the County Council.

6. **Review of the Constitution** (Pages 17 - 124)

Report by the Director of Law and Assurance.

A technical review has been undertaken of the County Council's Constitution, with an aim of making it a more accessible document, removing duplication and simplifying some of the more technical language. The Committee is asked to endorse the proposed changes for recommendation to the County Council.

7. **Change to County Local Committee Boundaries** (Pages 125 - 130)

Report by the Director of Law and Assurance.

The Committee is asked to consider whether to recommend to the County Council that the Lindfield & High Weald electoral division, currently part of both the Central and South Mid Sussex County Local Committee (CLC) and the North Mid Sussex CLC, should be entirely within the North Mid Sussex CLC.

8. **Staff Appeals Panel - proposals for change** (Pages 131 - 136)

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

The Committee is asked to consider options for changes to the constitutional arrangements for the Appeals Panel to deal with staff disciplinary or grievance appeals for recommendation to the County Council.

9. **Staff Appeals Panel Annual Report 2017/18** (Pages 137 - 146)

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 2017/18.

10. **Review of Financial Regulations and Financial Procedures** (Pages 147 - 168)

Report by the Director of Finance, Performance and Procurement and the Director of Law and Assurance.

The Committee is asked to consider and endorse revised Financial Regulations for approval by the Regulation, Audit and Accounts Committee (RAAC). The Committee is also asked to endorse a proposal to hold the Treasury Management Policy Statement and the Financial Procedures outside of the Council's Constitution in future. This will be submitted to the Council in July for approval before RAAC considers the changes to Financial Regulations.

11. **Pension Advisory Board Update** (Pages 169 - 182)

Report by the Director of Finance, Performance and Procurement.

The Committee is asked to consider and approve the business plan and budget of the Pension Advisory Board for 2017/18. The Committee is also asked to endorse a recommendation that the number of members and number of meetings of the Board should be increased.

12. **Change to Pensions Panel Terms of Reference** (Pages 183 - 186)

Report by the Director of Finance, Performance and Procurement.

The Committee is asked to consider changes to the terms of reference of the Pensions Panel to reflect the addition of the ACCESS Joint Committee in the governance structure of the Pension Fund.

13. **Date of Next Meeting**

The next meeting of the Committee will be held at 2.15 p.m. on Monday, 10 September 2018 at County Hall, Chichester.

Part II

14. **Exclusion of Press and Public**

The Committee is asked to consider in respect of the following item whether the public, including the press, should be excluded from the meeting on the grounds of exemption under Part I of Schedule 12A of the Local Government Act 1972, as indicated below and because, in all the circumstances of the case, the public interest in maintaining the exemption of that information outweighs the public interest in disclosing the information.

Exempt: paragraph 2, Identity of an individual

15. **Staff Appeals Panel Annual Report 2017/18**

Appendix 2 is included for members of the Committee only.

To all members of the Governance Committee