



GOVERNANCE COMMITTEE

TUESDAY, 9 NOVEMBER 2021

10.30 AM (OR AT THE CONCLUSION OF THE CABINET, WHICHEVER IS THE LATER)
COUNCIL CHAMBER, COUNTY HALL, LEWES

MEMBERSHIP - Councillor Keith Glazier (Chair)
Councillors Nick Bennett, Chris Collier, Rupert Simmons and David Tutt

A G E N D A

1. Minutes of the meeting held on 30 September 2021 (*Pages 3 - 6*)
2. Apologies for absence
3. Disclosures of interests
Disclosures by all members present of personal interests in matters on the agenda, the nature of any interest and whether the member regards the interest as prejudicial under the terms of the Code of Conduct.
4. Urgent items
Notification of items which the Chair considers to be urgent and proposes to take at the appropriate part of the agenda. Any members who wish to raise urgent items are asked, wherever possible, to notify the Chair before the start of the meeting. In so doing, they must state the special circumstances which they consider justify the matter being considered urgent.
5. Non Attendance at Meetings (*Pages 7 - 8*)
Report by Assistant Chief Executive
6. Vacation of Office - Failure to Attend Meetings (*Pages 9 - 10*)
Report by Assistant Chief Executive
7. Any other items previously notified under agenda item 4

PHILIP BAKER
Assistant Chief Executive
County Hall, St Anne's Crescent
LEWES BN7 1UE

1 November 2021

Contact Andy Cottell, 01273 481955
Email: andy.cottell@eastsussex.gov.uk

This page is intentionally left blank

GOVERNANCE COMMITTEE

MINUTES of a meeting of the Governance Committee held at Council Chamber, County Hall, Lewes on 30 September 2021.

PRESENT Councillors Keith Glazier (Chair), Nick Bennett, Christine Robinson, Rupert Simmons and David Tutt

ALSO PRESENT: Councillors Alan Shuttleworth, Colin Swansborough and John Ungar

16. MINUTES OF THE MEETING HELD ON 13 JULY 2021

16.1 RESOLVED – that the minutes of the previous meeting of the Committee held on 13 July 2021 be confirmed and signed as a correct record.

17. APOLOGIES FOR ABSENCE

17.1 Apologies for absence were received from Councillor Collier. It was noted that Councillor Robinson was substituting for him.

18. REPORTS

18.1 Copies of the reports referred to below are included in the minute book.

19. CUSTOMER EXPERIENCE ANNUAL REPORT

19.1 The Committee considered a report by the Director of Communities, Economy and Transport on the customer experience annual report.

19.2 The Committee RESOLVED to:

- 1) note the progress of the Customer Experience Board in the implementation of a series of measures to improve the customer experience;
- 2) note the number and nature of complaints made to the Council in 2020/21; and
- 3) note the contents of the Local Government & Social Care Ombudsman's annual letter to the Chief Executive.

20. INDEPENDENT AUDITOR'S REPORT TO THOSE CHARGED WITH GOVERNANCE AND STATEMENT OF ACCOUNTS FOR 2020/21

20.1 The Committee considered a report by the Chief Finance Officer together with additional information that had been circulated with proposed amendments to the Annual Governance Statement set out in the Statement of Accounts. The Chief Finance Officer informed the Committee that an additional section on illiquid investments including infrastructure and pooled investments was to be added to note 5 on page 178 of the agenda pack prior to publication of the Statement of Accounts.

20.2 The Committee RESOLVED

- 1) note the Independent Auditor's (GT) Report to those charged with governance on ESCC Accounts;
- 2) authorise the Chief Finance Officer to sign the formal Letter of Representation to GT UK LLP; and
- 3) approve the 2020/21 Statement of Accounts for publication subject to the amendments referred to above being incorporated.

21. PARTNERSHIP WORKING: EAST AND WEST SUSSEX COUNTY COUNCILS

21.1 The Committee considered a report by the Assistant Chief Executive regarding the partnership working arrangement with West Sussex County Council.

21.2 The Committee RESOLVED to note the report and endorse the continuation of the partnership arrangements on a permanent basis subject to the termination provisions in the arrangement.

22. WORKSTYLES POLICY

22.1 The Committee considered a report by the Chief Operating Officer regarding a new Workstyles Policy.

22.2 The Committee RESOLVED to agree the Workstyles Policy attached at Appendix 1 to the report.

23. REVIEW OF MEMBERS' ALLOWANCES

23.1 The Committee considered a report by the Assistant Chief Executive regarding a review of the Scheme of Allowances for Members.

23.2 The Committee RESOLVED to recommend the County Council to approve the recommendations of the Independent Remuneration Panel as set out in their report and that the Scheme of Allowances be amended accordingly

24. ANTI FRAUD AND CORRUPTION STRATEGY AND FRAMEWORK

24.1 The Committee considered a report by the Chief Operating Officer regarding an updated Anti-Fraud and Corruption Strategy and Framework.

24.2 The Committee RESOLVED to agree the Council's Anti-Fraud and Corruption Strategy and Framework as set out at Appendix A of the report.

25. MANDATORY VACCINATION IN CQC REGISTERED SETTINGS

25.1 The Committee considered a report by the Chief Operating Officer regarding mandatory vaccination in CQC registered settings.

25.2 The Committee RESOLVED to agree the proposed amendments to the Pre-employment Checks Policy (as set out in Appendix 1 of the report) and the new Covid-19 Vaccination Policy (as set out in Appendix 2 of the report).

26. EMPLOYEE REFERRAL SCHEME

26.1 The Committee considered a report by the Chief Operating Officer regarding an employee referral pilot scheme.

26.2 The Committee RESOLVED to:

- 1) approve the implementation of an employee referral scheme for Support Workers in Adult Social Care, with a payment of £500 (£250 for the referring employee and £250 for the successful applicant) upon completion of a year in post; and

2) agree that the pilot scheme is evaluated after 12 months in order to determine its continuation and/or wider application across the Council.

27. COUNCILLOR PARENTAL LEAVE POLICY

27.1 The Committee considered a report by the Assistant Chief Executive regarding a parental leave policy for councillors.

27.2 The Committee RESOLVED to recommend the County Council to agree the parental leave policy and to amend the Constitution accordingly.

This page is intentionally left blank

Report to	Governance Committee
Date	9 November 2021
Report By	Assistant Chief Executive
Title of Report	Non Attendance at Meetings
Purpose of Report	To consider whether to grant a dispensation to Councillor Pragnell in relation to his non attendance at meetings of the authority.

RECOMMENDATION: The Governance Committee is recommended to recommend the County Council approve the reason for Councillor Pragnell's non-attendance and grant a dispensation for Councillor Pragnell from attending meetings of the Council to allow Councillor Pragnell to remain qualified until such time as he is recovered and is able to attend a meeting of the Council

1. Supporting Information

1.1 Section 85 of the Local Government Act 1972 provides that if a Member fails, throughout a period of six consecutive months to attend a meeting of the authority then they cease to be a member of the authority unless the failure was due to some reason approved by the Authority before the expiration of the period.

1.2 Councillor Pragnell has been unable to attend any meeting of the authority for a period in excess of three months due to ill health. The last meeting he attended was the County Council meeting on 23 July 2021 and he has sent apologies for absence for meetings since then. Councillor Pragnell is unlikely to be in a position to attend a meeting in the near future and has requested that the Council considers granting him a dispensation.

2. Conclusion and Reason for Recommendation

2.1 As a result of Councillor Pragnell's ill health it is unlikely that he will be able to attend a meeting in the coming months. The Committee is therefore recommended to recommend the Council approve the reason for Councillor Pragnell's non-attendance and grant a dispensation from attending meetings of the Council until such time as Cllr Pragnell is recovered and able to attend a meeting.

Philip Baker
Assistant Chief Executive

Contact Officer: Stuart McKeown
Tel: 01273 481583
Email: stuart.mckeown@eastsussex.gov.uk

BACKGROUND DOCUMENTS None

Report to	Governance Committee
Date	9 November 2021
Report By	Assistant Chief Executive
Title of Report	Vacation of Office by Failure to Attend Meetings
Purpose of Report	To consider a proposal to delegate authority to the Governance Committee to grant dispensations to councillors in relation to non attendance at meetings of the authority.

RECOMMENDATION:

The Governance Committee is recommended to recommend the County Council to:

- 1. delegate authority to the Governance Committee to agree reasons for councillor non attendance at meetings and grant dispensation from the requirement for councillors to attend at meetings of the Council to allow them to remain qualified until such time as they are able to attend a meeting of the Council; and**
 - 2. to agree to the Constitution being amended accordingly.**
-
-

1. Supporting Information

1.1 Section 85 of the Local Government Act 1972 provides that if a Member fails, throughout a period of six consecutive months to attend a meeting of the authority then they cease to be a member of the authority unless the failure was due to some reason approved by the Authority before the expiration of the period.

1.2 Currently reports seeking a dispensation are considered by the Governance Committee which makes a recommendation to the County Council. The County Council is the body that grants any dispensation. Given that it might be necessary to consider the reasons for the non attendance and the possibility of a granting a dispensation at relatively short notice to avoid a councillor being disqualified, it is proposed that this matter be delegated to the Governance Committee which meets more frequently than full Council.

2. Conclusion and Reason for Recommendation

2.1 In order to facilitate timely consideration of requests for a dispensation in relation to councillor attendance at meetings in relation to section 85 of the Local Government Act 1972 it is proposed that the County Council delegate authority to the Governance Committee to approve the reason for a councillor's non-attendance and grant a dispensation from attending meetings of the Council until such time as the councillor is able to attend a meeting.

Philip Baker
Assistant Chief Executive

Contact Officer: Stuart McKeown
Tel: 01273 481583
Email: stuart.mckeown@eastsussex.gov.uk

BACKGROUND DOCUMENTS None

This page is intentionally left blank