



## GOVERNANCE COMMITTEE

TUESDAY, 29 JUNE 2021

10.45 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, Rupert Simmons, David Tutt and Chris Collier

### A G E N D A

- 1 Minutes of the meeting held on 14 May 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 Amendment to the Constitution - East Sussex Channel Panel (*Pages 7 - 18*)  
Report by Director of Adult Social Care
- 6 Amendment to the Recruitment Incentives Policy (*Pages 19 - 24*)  
Report by Chief Operating Officer
- 7 Coronavirus temporary arrangements (*Pages 25 - 28*)  
Report by Assistant Chief Executive
- 8 Appointments to outside bodies (*Pages 29 - 32*)  
Report by Assistant Chief Executive
- 9 Appointment to outside body - Police and Crime Panel (*Pages 33 - 34*)  
Report by Assistant Chief Executive
- 10 Conservators of Ashdown Forest - Appointment of Council representatives (*Pages 35 - 36*)  
Report by Assistant Chief Executive
- 11 Any other non exempt items previously notified under agenda item 4
- 12 Exclusion of Public and Press  
To consider excluding the public and press from the meeting for the remaining agenda items on the grounds that if the public and press were present there would be disclosure to them of exempt information as specified in paragraphs 1 of Part 1 of

Schedule 12A to the Local Government Act 1972 (as amended), namely information relating to any individual.

- 13 Conservators of Ashdown Forest - Appointment of Council representatives (*Pages 37 - 46*)  
Report by Assistant Chief Executive
- 14 Any other exempt items considered urgent by the Chair

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

21 June 2021

Contact Andy Cottell, 01273 481955,

Email: [andy.cottell@eastsussex.gov.uk](mailto:andy.cottell@eastsussex.gov.uk)

*NOTE: As part of the County Council's drive to increase accessibility to its public meetings, this meeting will be broadcast live on its website. The live broadcast is accessible at:*  
[www.eastsussex.gov.uk/yourcouncil/webcasts/default.htm](http://www.eastsussex.gov.uk/yourcouncil/webcasts/default.htm)

## GOVERNANCE COMMITTEE

MINUTES of a meeting of the Governance Committee held at Council Chamber, County Hall, Lewes on 14 May 2021.

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PRESENT Councillors Keith Glazier (Chair), Nick Bennett, Godfrey Daniel, Rupert Simmons and David Tutt

ALSO PRESENT: Councillors Johnny Denis and Wendy Maples

### 43 MINUTES OF THE MEETING HELD ON 4 MAY 2021

43.1 RESOLVED – that the minutes of the previous meeting of the Committee held on 4 May 2021 be confirmed and signed as a correct record.

### 44 ALLOCATION OF PLACES ON COMMITTEES, SUB-COMMITTEES, PANELS AND OTHER BODIES

44.1 The Committee considered a report by the Assistant Chief Executive regarding the allocation of places on committees, sub-committees, panels and other bodies to the party and independent group.

44.2 The Committee RESOLVED to recommend the County Council to:

- 1) allocate to the political and independent groups the places on, and membership of, the main committees as set out in Appendix 1;
- 2) allocate places on the other committees and panels as set out in Appendix 2;
- 3) agree to a review being undertaken regarding the number of places on the Planning Committee; and
- 4) allocate the Chair and Vice-Chair positions on committees as set out below:

<b>Committee</b>	<b>Chair</b>	<b>Vice-Chair</b>
Regulatory	<b>Conservative</b>	
People Scrutiny Committee	<b>Conservative</b>	<b>Liberal Democrat</b>
Place Scrutiny Committee	<b>Conservative</b>	<b>Green</b>
Audit Committee	<b>Liberal Democrat</b>	<b>Conservative</b>
Health Overview and Scrutiny Committee	<b>Conservative</b>	<b>Labour</b>
Governance Committee	<b>Conservative</b>	
Planning Committee	<b>Conservative</b>	<b>Conservative</b>
Pension Committee	<b>Conservative</b>	
Standards Committee	<b>Conservative</b>	

45 APPOINTMENTS TO OUTSIDE BODIES

45.1 The Committee considered a report by the Assistant Chief Executive regarding appointments to outside bodies.

45.2 The Committee RESOLVED to:

(1) recommend the County Council to make the following appointments to the bodies listed below:

Local Government Association's General Assembly	Councillor Bennett Councillor Field Councillor Glazier Councillor Webb (Substitute Green)  Councillor Glazier to have second vote
East Sussex Fire Authority	7 Conservatives 3 Liberal Democrats 1 Labour 1 Green
County Council's Network Council	Councillor Bennett Councillor Glazier Councillor Tutt Councillor Webb (Substitute Green)
Coastal Issues Special Interest Group	Councillor Liddiard (Substitute Green)
Sussex Inshore Fisheries and Conservation Authority	Two Conservative Members One Liberal Democrat member (a Green to be nominated)
South Downs National Park Authority	Councillor Chris Dowling (Substitute Green)
Conservators of Ashdown Forest	Five Conservative Members Two Liberal Democrat Members One Labour Member (a Green to be nominated)
Southern Regional Flood and Coastal Committee	Councillor Claire Dowling
Joint Waste and Recycling Committee	One Conservative Member Substitute – Conservative Member
Sussex Police and Crime Panel	One Conservative Member (substantive appointment) Substitute – a Conservative Member
ACCESS Joint Governance Pension Scheme (Local Government Investment Pooling)	Councillor Fox

2) agree that where necessary recommended appointees are given authority to attend meetings or take actions prior to the appointments being confirmed at the annual Council meeting on 25 May 2021

46 ARRANGEMENTS FOR THE ANNUAL COUNCIL MEETING

46.1 The Committee considered a report by the Assistant Chief Executive regarding arrangements for the annual Council meeting.

46.2 The Committee RESOLVED to recommend the County Council to agree to suspend such Standing Orders as is necessary to be able to defer items 15-19 set out on the Council agenda and to agree to those items being considered at the July meeting of the County Council in line with Public Health advice to minimise the length of the annual meeting.

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**Report to:** Governance Committee

**Date of meeting:** 29 June 2021

**By:** Director of Adult Social Care

**Title:** East Sussex Channel Panel

**Purpose:** To propose an amendment to the County Council Constitution to ensure compliance with the requirements laid out under sections 36 – 41 of the Counter Terrorism and Security Act 2015 (CTSA) (as amended by the Counter Terrorism Border Security Act 2019) relating to Channel panels.

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## **RECOMMENDATIONS:**

**The Governance Committee is recommended to recommend the County Council to agree to the Constitution being amended as set out in paragraph 3.2 of the report in order to reflect the Council's duty under the Counter Terrorism and Security Act 2015 (CTSA)**

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### **1 Background Information**

- 1.1. The aim of the Prevent strategy is to reduce the threat to the UK from terrorism by stopping people becoming terrorists or supporting terrorism. Delivery of Prevent is grounded in early intervention and safeguarding.
- 1.2. Section 26 of the Counter-Terrorism and Security Act 2015 places a duty on certain bodies including local authorities in the exercise of their functions, to have "due regard to the need to prevent people from being drawn into terrorism". In fulfilling the duty there is an expectation that East Sussex County Council participates fully in work to prevent people from being drawn into terrorism.
- 1.3. The Channel process forms a key part of Prevent and adopts a multi-agency approach to identify and provide support to individuals who are at risk of being drawn into terrorism. Section 36 of the Act sets out a specific duty on local authorities and other partners to provide support for people vulnerable to being drawn into terrorism.
- 1.4. In England and Wales, this duty is met through Channel Panels. There is a legal requirement for Panels to be chaired and coordinated by the local authority. The East Sussex Channel Panel is chaired and coordinated by County Council officers and comprises a number of agencies and authorities relevant to each individual being discussed or supported.

### **2 Supporting Information**

- 2.1. The refreshed Channel Duty guidance published in 2020 outlined a number of changes to that will impact on local authorities and on Channel panels. The revised guidance aims to remove inconsistencies in Channel delivery nationally and is supported by a new Channel Panel Annual Assurance Statement (Appendix 1) which will be used to set a baseline for all local authorities' Channel practice from the financial year 2021/22 in England and Wales.
- 2.2. The statement forms part of the strengthened quality assurance framework to support the Office for Security and Counter Terrorism (OSCT) business assurance arrangements.

- 2.3. The assurance statement relates to standards to be achieved and options for assessment. Each local authority is asked to state the extent to which they believe their authority meets each of these standards and indicate the relevant RAG rating based on the definitions.

### **3. Inspection and Compliance**

- 3.1. There are 36 standards to meet and ESCC is compliant with 35 standards. The completed assurance statement is attached at Appendix 1.
- 3.2. In order to meet all of the requirements of the annual assurance statement it is necessary that the Channel Panel be referred to in the Council's Constitution. It is proposed that the following be added to Part 3 Table 5 (Other Committees and Panels) of the Constitution:

#### Channel Panels

*Under its statutory duties set out in Section 36 and 38 of the Counter Terrorism and Security Act 2015 and the Counter-Terrorism and Border Security Act 2019, East Sussex County Council will lead Channel Panels for East Sussex covering the needs of adults and children. It will provide a Chair and Deputy Chair, appointed by the Director of Adult Social Care. These will be senior officers considered to have the required skills and experience and the appropriate authority to facilitate the engagement of multi-agency partners and the direction of their resources.*

*The Panel will develop a support plan for individuals who are adopted as Channel cases because they are vulnerable to being drawn into terrorism. It will ensure accurate records are kept detailing the support plan, agreed actions and decision-making. Governance arrangements for Channel will be through the statutory multi-agency East Sussex Community Safety Partnership.*

### **4 Conclusion and Reasons for Recommendations**

- 4.1 The East Sussex Channel Panel Assurance Statement provides an accurate assessment of compliance with Channel panel requirements for the financial year 2020/21, as detailed within the CTSA 2015 and Channel Duty guidance 2020.
- 4.2 In order to be fully compliant with the guidance it is necessary to amend the County Council Constitution to reflect the duties set out under the Act.

#### **MARK STANTON**

Director of Adult Social Care

Contact Officer: Lucy Spencer, Strategy and Partnership Officer

Email: [Lucy.Spencer@eastsussex.gov.uk](mailto:Lucy.Spencer@eastsussex.gov.uk)

#### **BACKGROUND DOCUMENTS**

[Channel Duty Guidance](#): Protecting people vulnerable to being drawn into terrorism statutory guidance for Channel panel members and partners of local panels



## Channel Panel Annual Assurance Statement – 2020/21

### INTRODUCTION

This assurance statement captures local authority compliance with the requirements laid out under sections 36 – 41 of the Counter Terrorism and Security Act 2015 (CTSA) (as amended by the Counter Terrorism Border Security Act 2019) relating to Channel panels and improving outcomes for those identified individuals who are vulnerable to being drawn into terrorism. This assurance statement forms part of a self-assessment for local authorities capturing Channel practice within each local authority area and levels of compliance against aspects of Channel delivery articulated in the Channel Statutory Duty Guidance 2020. Section 36 (7) of the CTSA states that panels must have regard to this guidance.

This is the first annual assurance statement issued to local authorities, so will be used to set a baseline for local authority Channel practice from the financial year 2020/21; future submissions will capture assessments over the preceding year. The information gathered from this statement will also be used to identify where additional support to Channel panels needs to be undertaken, direct OSCT (Office for Security and Counter Terrorism) support, or provide a trigger for further reviews or observations, such as dip sampling. The statement forms part of the strengthened quality assurance framework for Channel panels across England and Wales with findings reported into OSCT business assurance arrangements.

The table below sets out key areas of control with assurance statements relating to standards to be achieved and options for assessment. Each local authority is asked to state the extent to which they believe their authority meets each of these standards and indicate the relevant RAG rating based on the definitions below. In the event of a combined panel – each separate authority serviced by the combined panel will be requested to complete the statement.

The evidential statement box is asking for evidence that shows how the authority has met the standard. It gives examples of ‘good practice’ evidence that would help to assure OSCT that the standard has been addressed. Where the assessment indicates that improvements are required, an outline of the steps needed with a timescale for completion is required. Please use an **X** to mark against the statement most applicable to your current position, providing a basis for the assessment and proposals (including a timeframe) for addressing areas of improvement. The statement should represent an honest critique of the arrangements in place at the end of the financial year 2020/21. Whilst evidence should be available to support your assessment, this is not required to accompany the statement submission, but should be reasonably accessible.

Chief Executive or Strategic Director level sign off is required for this assurance statement. Completion is required by all local authorities in England and Wales. Please return completed statements to [Channel@homeoffice.gov.uk](mailto:Channel@homeoffice.gov.uk) by **19 April 2021**.



Channel Panel Annual Assurance Statement – 2020/21

Definitions for compliance ratings

Green

Able to give reasonable assurance that the key area is being applied.

Amber

Able to give reasonable assurance that the key area is being met. However, issues have arisen that may impact on this, and further explanation is provided in the assurance statement.

Red

Unable to give reasonable assurance that the key area is being met. Reasons for this are provided in the assurance statement.

1	Key area of control – Legal Requirements under CTSA 2015	Compliance			Evidence for compliance rating	Areas for Improvement and timescales for completion
		Green	Amber	Red		
1.1	A panel is in place for the area (or combined area) with the sole purpose of providing support to those individuals who are identified as being vulnerable to being drawn into terrorism.	X			Monthly panel meetings are in place for adults and children (Channel minutes/ ESCC operational guidance )	
1.2	Membership of the panel includes the local authority and police for that area which is wholly or partly within the authority.	X			Local authority chairs and CTPSE in attendance at all panels (Channel minutes/ action logs and ESCC operational guidance)	
1.3	Partners of the panel (as listed in Schedule 7 CTSA) act in cooperation with panel in carrying out its functions under section 36(4) CTSA. This includes the giving of information to determine whether an individual should be referred to the panel (section 38(3)). <sup>1</sup>	X			Channel minutes and VAF. Information requests in East Sussex are the responsibility of the	

<sup>1</sup> All references to panel partners comprise those identified by the Channel chair, in addition to partners listed within Schedule 7.



**Channel Panel Annual Assurance Statement – 2020/21**

1	Key area of control – Legal Requirements under CTSA 2015	Compliance			Evidence for compliance rating	Areas for Improvement and timescales for completion
		Green	Amber	Red		
					Channel Case Officer (CTPSE)	
1.4	Partners of the panel have regard to the Channel duty guidance issued by the Secretary of State.	X			ESCC Operational Guidance and single point of contact appendix	
1.5	In the instance of combined panels, appropriate representatives from each local authority and Policing area covered within the combined panel geography attend panel meetings.	X			Not a combined panel but we do have appropriate representation or input from local authority and local policing for each case.	

  

2	Key area of control – Strategic Governance	Compliance			Further details behind any amber or red entries	Areas for improvement and timescales for completion
		Green	Amber	Red		
2.1	Channel, as a local authority statutory function (Section 36 of the CTSA), is included within the local authority's constitution.			X	Changes to the constitution will be approved by the full Council on 6/7/21 after consideration of the proposal by the Cabinet on 29/6/21	To include Channel Function to ESCC Constitution Expected to be completed July 2021



Channel Panel Annual Assurance Statement – 2020/21

2	Key area of control – Strategic Governance	Compliance			Further details behind any amber or red entries	Areas for improvement and timescales for completion
		Green	Amber	Red		
2.2	Channel Panel activity is overseen by a local strategic multi-agency partnership board where Channel is a specified agenda item. The Channel chair attends this board.	X				
2.3	The chair for strategic governance does not hold responsibility for elements of Channel panel delivery or hold the Channel chair function.	X				
2.4	An escalation process to strategic governance is in place for the Channel Panel. This process is publicised to panel members/partners and referred to in any relevant governance public facing websites.	X				
2.5	Channel (as part of Prevent reporting) is included within the local authority's governance arrangements.	X				



Channel Panel Annual Assurance Statement – 2020/21

3	Key area of control – Chairing skills / core competencies	Compliance			Further details behind any amber or red entries	Areas for improvement and timescales for completion
		Green	Amber	Red		
3.1	The Chief Executive (or equivalent Head of Paid Service) has designated local authority officers as named chair and deputy chair, details of whom have been provided to OSCT. <sup>2</sup> a. Named Channel chair and email contact: <a href="mailto:Kellie.clarke@eastsussex.gov.uk">Kellie.clarke@eastsussex.gov.uk</a> adult’s chair <a href="mailto:donald.lindo@eastsussex.gov.uk">donald.lindo@eastsussex.gov.uk</a> children’s chair b. Named Channel deputy chair and email contact <a href="mailto:Amanda.glover@eastsussex.gov.uk">Amanda.glover@eastsussex.gov.uk</a> adult’s deputy chair <a href="mailto:Jackie.carter@eastsussex.gov.uk">Jackie.carter@eastsussex.gov.uk</a> children’s deputy chair	X				
3.2	The Chair and deputy chair hold sufficient authority to direct multi-agency delivery.	X				
3.3	Chair and deputy chair have previous experience in chairing multi-agency panels or meetings.	X				
3.4	Chair and deputy chair have a sound understanding of Channel, Prevent and CONTEST strategies.	X				
3.5	Chair and deputy Chair have a degree of separation from any Home Office Prevent funded post in the local authority.	X				
3.6	Chair and deputy Chair are committed to completing training programmes requested by OSCT.	X				

<sup>2</sup> Changes to designated Channel chairs/deputy chairs must be notified to OSCT via [Channel@homeoffice.gov.uk](mailto:Channel@homeoffice.gov.uk)



Channel Panel Annual Assurance Statement – 2020/21

4	Key area of control – Panel Function and Form	Compliance			Further details behind any amber or red entries	Areas for improvement and timescales for completion
		Green	Amber	Red		
4.1	The Panel assesses the extent to which identified individuals are vulnerable to being drawn into terrorism and creates a support plan to address identified vulnerabilities.	X				
4.2	All standing panel members are actively involved in panel discussion, decisions and delivery.	X				
4.3	Panel meets monthly (within 20 days of the Police Gateway Assessment) to oversee all Channel cases in their area where there are live cases for discussion, referrals for decision or case reviews to be undertaken.	X				
4.4	Information is effectively shared between panel members and partners and is facilitated by an information sharing agreement (ISA).	X				
4.5	Consent to receive support is obtained in writing and no later than 3 months after the panel first adopts a case and offers an individual support.	X				
4.6	Consent is informed, explicit and freely given without coercion or duress. <sup>3</sup>	X				
4.7	Vulnerability Assessment Frameworks (VAF) are updated by the Channel Case Officer at least every 3 months or when any significant event impacts on the individual’s vulnerability to being drawn into terrorism.	X				
4.8	The initial VAF is circulated to all relevant panel members and partners in advance of the meeting.	X				

<sup>3</sup> Consent to access Channel support should not feature as part of any process whereby a sanction is imposed for non-compliance (e.g Child safeguarding arrangements, Probation or Youth Offending licence conditions, or court orders)



Channel Panel Annual Assurance Statement – 2020/21

4	Key area of control – Panel Function and Form	Compliance			Further details behind any amber or red entries	Areas for improvement and timescales for completion
		Green	Amber	Red		
4.9	Home Office approved Intervention Providers are considered for all cases where support is to be offered and the rationale for their use or preclusion is documented in the minutes.	X				
4.10	The support plan for individuals is kept under review to ensure individual needs are being met in line with identified or changing vulnerabilities. The panel assesses the impact of its actions or inactions when reviewing the support plan.	X				
4.11	The panel, in conjunction with counter terrorism police, keep the safeguarding risk and the terrorism risk under review when considering actions taken or proposed. Mitigating actions to reduce these risks are considered.	X				
4.12	Channel minutes accurately reflect decisions made by the panel and a rationale for those decisions. Minutes are taken by a dedicated minute taker and not a member or partner of the panel.	X				
4.13	All adopted cases are reviewed by the panel at least 6 and 12 months after closure which includes police checks, relevant service involvement, change of circumstances (including making family contact where appropriate), concerns arising since case closure and contact with initial referrer.	X				
4.14	Channel panel is proactive in considering families (where appropriate) within the assessment process and the support offer.	X				
4.15	There is a structured, agreed process for providing updates to family members.	X				



Channel Panel Annual Assurance Statement – 2020/21

5	Key area of control – Data Protection	Compliance Rating			Further details behind any amber or red entries	Areas for improvement and timescales for improvement
		Green	Amber	Red		
5.1	Management of data is compliant with the Data Protection Act 2018 and General Data Protection Regulations 2018.	X				
5.2	Local Data Protection Information Notices have been updated to reflect Channel Panel functions and use of personal data.	X				
5.3	Local data protection policies are being followed for Channel data stored locally.	X				
5.4	All relevant Channel case documents including minutes, VAFs, Intervention Provider reports and support plans are uploaded onto the OSCT-approved Case Management Information System.	X			CTPSE responsibility as East Sussex not a Home Office funded local authority and have no access to CMIS	
5.5	All individuals receiving support from Channel are signposted to the Home Office Channel Data Privacy Notice for the OSCT-approved Case Management Information System.	X				



**Channel Panel Annual Assurance Statement – 2020/21**

This assurance statement provides an accurate assessment of compliance with Channel panel requirements for the financial year 2020/21, as detailed within the CTSA 2015 and Channel Duty guidance 2020. A commitment is made for those areas identified for improvement to be progressed within the timeframes stated.

**Local authority ~~Chief Executive/~~ Strategic Director Signatory:**

Signed ..... Date .....15<sup>th</sup> April 2021....

Position .....Director of Adult Social Care.....

Local Authority.....**East Sussex County Council** .....

Please indicate if ~~part of a combined panel~~..... Not part of a combined panel.....X.....

Please return completed statements to [Channel@homeoffice.gov.uk](mailto:Channel@homeoffice.gov.uk) by **19 April 2021**.

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**Report to:** Governance Committee

**Date of meeting:** 29 June 2021

**By:** Chief Operating Officer

**Title:** Amendment to the Recruitment Incentives Policy

**Purpose:** To propose the adoption of a revised Recruitment and Retention Incentives Policy, incorporating the existing Market Supplements Policy to provide greater flexibility for managers in designing recruitment and retention incentive offers that meet operational needs.

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## **RECOMMENDATIONS:**

**The Governance Committee is recommended to adopt the revised Recruitment and Retention Incentives Policy contained within Appendix 1 of this report.**

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### **1. Background Information**

1.1 The County Council has in place two key policies to support managers when facing recruitment and retention difficulties: the Market Supplements policy and the Recruitment Incentives Policy. Whilst these policies have served the Council well over the last 10+ years, recent government initiatives have resulted in the need to update some of the provisions of the existing Recruitment Incentives Policy.

1.2 In particular, from 1 April 2021, as part of the government's initiative to increase the number of apprenticeships being offered, the government is paying an incentive to employers of £3,000 per apprentice hired. This payment is not part of the apprenticeship levy arrangements and does not need to be paid back to the government. The apprenticeship incentive payment can be used towards the apprentice's salary costs, training costs or can be paid directly to the apprentice as an incentive payment.

1.3 This is a time limited incentive scheme where only new apprentices hired between 1 April 2021 to September 2021 qualify. Existing staff will not qualify as they already have an employment contract with the Council which exempts them from the scheme.

1.4 The current Recruitment Incentives Policy has a range of restrictions on payments that can be made, including a cap on the value being 10% of salary. As such, apprentices would need to be on grade Single Status 10 or above and be in full time employment to be eligible to receive the full £3,000 payment under the current policy provisions.

1.5 These restrictions therefore prevent managers from using the policy as a mechanism to pass the apprenticeship payment directly to the apprentice as an incentive payment for the majority of roles.

### **2 Supporting Information**

#### Joint Community Reablement (JCR)

2.1 In considering current recruitment and retention pressures across the Council, there is a particular issue in relation to Support Workers within the Joint Community Reablement (JCR) service. There is increasing demand for homecare reablement and the ability to meet this demand is hindered due to the current recruitment and retention difficulties. There was a 10% turnover rate between January 2019 and December 2020 and of the leavers during this period, 35% of those left within the first 2 years of service.

2.2 Currently, JCR requires approximately 19 support workers. 13 of these vacancies are in the High Weald, Lewes and Havens area which has historically remained the most challenging area to recruit to.

2.3 The hourly rate for a Support Worker in JCR starts at £10.62 (2020 rate on Single Status Grade 5), including weekend working enhancements. The national minimum wage has risen to £8.91; a gap of £1.71 less an hour. This gap has been narrowing in recent years and as a result, the salary has become a less competitive mechanism to attract new recruits. In addition, a recent benchmarking exercise of similar roles in other Councils highlighted the ESCC salary as being less competitive.

2.4 In the last two years no new support workers have undertaken an apprenticeship. It has been identified that the apprenticeship incentive payment could be utilised to pass on the payment directly to apprentices as an incentive to join JCR and then remain with the service for a minimum set period of time.

2.5 As well as improving recruitment, in order to support retention, it is proposed to structure the incentive payment over a period of 2 years, paid in stages:

- first payment of £1,000 to be paid after 3 months service as by then, the worker will have completed the mandatory training to enable them to lone work;
- second payment of £1,000 after successfully completing the probation period (ie 12 months from the date of appointment); and
- final reward payment of £1,000 once the employee completes their apprenticeship – usually at 18 months to 2 years.

2.6 In addition, the standard clause requiring repayment of the financial assistance received if an individual leaves employment within two years of appointment will be included, thereby further incentivising the individual to stay in employment for a minimum period of two years.

2.7 In support of the above, it is proposed to combine the current two policies into a single Recruitment and Retention Incentives Policy: i) increasing the cap on incentive payments from 10% of salary to 20% in order to support externally funded schemes such as the government's current apprenticeship incentive payment and ii) allowing for greater flexibility over the frequency of the payments as appropriate to the specific circumstances being addressed.

2.8 To ensure consistency of approach across the Council and that such payments are only made where a clear business case exists, the approval process will remain as being the Chief Executive and relevant Chief Officer.

2.9 A copy of the proposed updated policy is attached at Appendix 1.

### **3. Conclusion and Reason for Recommendations**

3.1 The changes proposed to the current recruitment and retention policies will both ensure that the Council can take advantage of the government's current apprenticeship incentive payment scheme (and any future similar schemes) as well as supporting a strategy to increase the number of apprentices in JCR whilst addressing the existing significant recruitment and retention issues in the service.

3.2 In addition, in making these changes, all departments will be able to use the updated Policy and flexibilities provided to support recruitment and retention needs.

#### **Phil Hall**

Chief Operating Officer

#### Contact Officers:

Sarah Mainwaring  
Head of HR&OD

[Sarah.mainwaring@eastsussex.gov.uk](mailto:Sarah.mainwaring@eastsussex.gov.uk)

Rachelle Woolman-Clarke  
Practice Manager (Joint Community Rehabilitation)

[Rachelle.woolman-clarke@eastsussex.gov.uk](mailto:Rachelle.woolman-clarke@eastsussex.gov.uk)

# Recruitment and Retention Incentives Policy



**Date:** June 2021

## Document summary

This policy sets out the options available to address recruitment and retention difficulties through the use of additional payments, where recruitment difficulties cannot be addressed through other means such as job redesign, regrading or targeted advertising.

## Enquiries

Recruitment Support Team, 01273 335733 [recruitmentsupport@eastsussex.gov.uk](mailto:recruitmentsupport@eastsussex.gov.uk)

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## Key points

- All other options for addressing the recruitment and/or retention difficulties must be exhausted before a business case for a recruitment incentive payment, including a market supplement payment, is submitted.
- Eligibility is based on evidence being provided to support the business case and subject to an approval process.
- Payments cannot be discussed with job applicants or staff until the payment has been approved.
- An employee can receive more than one incentive payment as long as there is a clear business case for why more than one payment is being applied.

### 1. Recruitment incentives

- 1.1. A recruitment and retention incentive is a payment and/or condition of employment that is attached to a post to assist a recruiting manager to secure an appointment to a post that is difficult to fill or to retain existing staff.
- 1.2. There are two types of payments that can be applied:
- 1.3. **Incentive payment:** A payment which is made to an employee on condition that they remain employed with the Council in the role the incentive payment is being applied to for a minimum of 2 years. Repayment is required if the employee leaves before the end of the 2 years.
- 1.4. **Market Supplement:** A payment is made to all employees in a certain role or to some employees in the role where certain conditions, such as geographical location or professional specialism apply. The reason for making the payment is to compete with external pay rates for the role or skill set(s). The payment is agreed for a fixed period and no repayment of the market supplement is required if the employees leaves the role.

### 2. Evidence Required

- 2.1. The recruiting manager must provide clear and objective evidence of recruitment difficulties for a vacant post or evidence of a risk of retention issues when putting together a business case for a recruitment incentive payment to be made.
- 2.2. The following evidence should be included in the business case:
  - Job grading, and job redesign options have been exhausted.
  - Internal and external markets have been sufficiently tested, including considering secondments internally or with partnership organisations. Such evidence might include the response rate to a previous advertisement both in terms of quantity and quality.
  - Details of how the role has been advertised, including any rationale for not using advertising partners where this option has not been used.
  - Evidence of skills shortages, locally and/or nationally.
  - A costed comparison of alternative options to address recruitment and retention difficulties, to demonstrate this option is cost-effective.

- Identify any potential equality issues, consider the effect this payment might have on other members of staff undertaking similar work and identify any mitigations to address issues identified.

2.3. For Market Supplement request, HR&OD will identify the following for the business case:

- The market in which the County Council is competing for staff.
- The salary levels in that market for staff with the skills, experience and qualifications required by the County Council.
- Any non-pay items of the remuneration package that might provide a recruitment/retention incentive will also be measured against the County Council requirements.

### **3. Payment arrangements**

#### **3.1. Incentive Payments**

- 3.1.1. When an appointment has been made with prior approval for an incentive payment, up to the value of 20% of salary may be paid in order to secure the appointment.
- 3.1.2. The amount will be determined with reference to the size and quality of the response to the advertisement and whether there are alternative candidates that could be appointed.
- 3.1.3. Payment can either be made as a lump sum or in instalments over a period of up to 2 years. The timing of such payments is discretionary, but the maximum number of payments should not exceed 4.
- 3.1.4. Payments are subject to tax and national insurance deductions and pension scheme contributions.
- 3.1.5. The payment will normally be calculated on the pro rata salary for part time employees. A rationale for not making the payment pro rata would need to be included in the business case.
- 3.1.6. Repayment will be required if the candidate should leave within two years of appointment, on the following basis: full repayment in the first year, reducing by one twelfth for each month of service during the second year of appointment. Directors may vary the repayment provisions in exceptional cases, for example, redundancy or being unsuccessful during the supported introduction to employment.
- 3.1.7. If the post is not permanent, it must be of two years' duration to qualify for a payment in order to be consistent with the repayment provisions outlined in paragraph 3.1.6.

#### **3.2. Market Supplements**

- 3.2.1. The value of payment will be set based on the external market data, taking into consideration any non-pay items of the remuneration package the Council offers, which external market comparators cannot match.
- 3.2.2. Payments are made monthly as a separate and identifiable addition to salary.

- 3.2.3. Payments are subject to tax and national insurance deductions and pension scheme contributions.
- 3.2.4. The payment is not a permanent addition to salary and is subject to variation. Market supplements are typically agreed for a period of 1 year but can be agreed for a period of up to 3 years.
- 3.2.5. The value of market supplements will be reviewed prior to the agreed end date. Following a review, it might be appropriate to continue the market supplement for a further period, vary the value of the market supplement or discontinue the market supplement to reflect current market conditions. In the event that a payment is to be reduced or discontinued, it will be done after three months' notice to the members of staff concerned.

#### **4. Procedure for Approval**

- 4.1. The appropriate departmental Chief Officer, in consultation with HR&OD and the Chief Executive, will be responsible for making informed decisions based on the research data about appropriate levels of any proposed incentive payment. For schools the Head Teacher, in consultation with HR&OD, the school's Governing Body and the Assistant Director of Children's Services will hold this responsibility.

Report to: **Governance Committee**

Date: **29 June 2021**

By: **Assistant Chief Executive**

Title: **Coronavirus (Covid-19) temporary arrangements**

Purpose: **To review temporary measures in relation to Council meetings agreed by the County Council in 2020 as a result of Covid-19 disruption and to consider whether to adopt more flexible decision making arrangements.**

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## **RECOMMENDATIONS**

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

- 1) approve the approach in relation to Lead Member decisions being made virtually on an ongoing basis, subject to the discretion of the Lead Member, as set out in paragraph 2.9;**
  - 2) agree to permit virtual participation in meetings permanently as set out in paragraph 2.10 of the report.**
  - 3) agree that Member non-attendance related to Covid-19 continue to be considered as an absence approved by the Council and that this be reviewed by the Council in March 2022 or as soon as practicable thereafter;**
  - 4) agree that authority be delegated to the Governance Committee to re-establish any of the Covid temporary measures set out at paragraph 1.2 should the Governance Committee consider this appropriate due to Covid-19 restrictions (including Government guidance) being put in place; and**
  - 5) that the Constitution be amended to give effect to 1 and 2 above.**
- 

## **1. Background**

1.1 In May 2020 the County Council agreed recommendations from the Committee in relation to a number of temporary measures to help enable the County Council's business to be conducted efficiently throughout the period of disruption due to Covid-19. In October 2020 Council agreed, on recommendation from the Committee, that these measures would be extended in light of ongoing Covid-19 restrictions and reviewed again at the July 2021 meeting of the Council.

1.2 The temporary measures approved by the Council were:

- to approve the approach in relation to Lead Member decisions being made virtually and to its continuation;
- to agree that the Leader will assume all the powers of the Cabinet where required;
- to agree delegations to officers in relation to the functions of the Planning, Pensions and Governance Committees and the Discretionary Transport Appeal Panel;
- to agree that Member non-attendance related to Covid-19 be considered as an absence approved by the Council; and
- to agree that the Chief Executive (or in her absence the Assistant Chief Executive) be authorised to cancel or postpone meetings, in consultation with the relevant Chair or Cabinet Member.

1.3 In July 2020 the Council agreed, on recommendation from the Committee, supplementary Standing Orders in relation to virtual meetings held during the pandemic under temporary national Regulations ([The Local Authorities and Police and Crime Panels \(Coronavirus\) \(Flexibility of Local Authority Police and Crime Panel Meetings\) \(England and Wales\) Regulations 2020](#)) which came into effect on 4 April 2020 and expired on 7 May 2021 ('the Regulations'). In March 2021, given uncertainty at that time as to whether or not virtual committee and Council meetings would be permitted from 7 May, Council agreed to continue the virtual meetings Standing Orders and for these to be reviewed by the Council in July 2021.

## **2. Supporting Information**

### ***Covid-19 temporary measures***

2.1 Alongside the agreement of the temporary measures by Council in May 2020, arrangements were rapidly introduced to hold meetings virtually under the national Regulations. These arrangements were in place up until the expiry of the Regulations on 7 May 2021, enabling Council business to continue largely as normal during the pandemic. Since physical meetings have, in most cases, been required from 7 May, arrangements have been put in place to hold these in line with national Covid guidance on the use of public buildings and local Public Health advice and risk assessment, again enabling essential Council business to continue. As a result, there has been no need to rely on or use the delegations to officers set out in paragraph 1.2 above or the Leader's role in relation to powers of the Cabinet.

2.2 Although Covid-19 currently continues to have an impact on normal ways of working, the lifting of remaining national restrictions is now planned for 19 July or sooner. In addition, arrangements to hold meetings either physically (with appropriate safeguards), or virtually where permitted, are now well established. The delegations to officers and Leader's extended role in relation to the powers of the Cabinet are therefore no longer required and are not recommended for renewal.

2.3 However, there remains a risk of individual Member attendance being affected by Covid-19 through illness, required self-isolation or due to individual health concerns which may limit attendance. In light of this, it is recommended that Member non-attendance related to Covid-19 continue to be considered as an absence approved by the Council.

2.4 It is also difficult to predict the ongoing course of the pandemic. There remains a risk of further waves of Covid-19, and it is possible that any further restrictions introduced as a result of any future spikes in the virus could disrupt meeting arrangements, particularly since there is currently no ongoing provision for virtual Council and committee meetings. In light of this it is recommended that the Council delegates authority to the Governance Committee to re-establish any of the temporary measures previously agreed by Council (as set out at 1.2 above) should the Committee consider this to be appropriate at a future date as a result of disruption due to restrictions being put in place. Where the Governance Committee considers it necessary to re-establish these measures the arrangements will be reported to the next meeting of the Council where the arrangements will be reviewed. This would enable temporary measures to be put in place pending consideration by Council to allow essential Council business to continue.

### ***Virtual participation in meetings***

2.5 A large number of virtual meetings have been held under the temporary Regulations during the pandemic. In general, the holding of virtual meetings has been a success; councillor attendance at such meetings has been good and decision making has largely continued as normal. There have also been a number of benefits including a reduction in carbon emissions and cost, greater flexibility in organising meetings and reduced time spent travelling enabling councillors have more time for their other duties.

2.6 In October 2020, Council unanimously passed a motion stating that:

*Since lockdown remote working has been shown to be a very effective way for the Council to conduct its business. Without specific permission from the Government to continue in this way we shall have to revert to face to face meetings after the next County Council elections.*

*This Council resolves to ask Central Government to change the rules to enable Local*

*Authorities to make their own decisions as to whether to hold virtual and/or physical meetings from May 2021.*

2.7 Although Government did not extend the Regulations beyond May 2021, there has been a national call for evidence on local authority experiences of virtual meetings to which ESCC submitted a response based on the Council's position as expressed by the motion above. There remains a possibility that legislation may be brought forward by Government which would permit virtual Member attendance at meetings on a permanent basis.

2.8 Although the expiry of the Regulations has largely necessitated a return to pre-pandemic meeting arrangements, there are elements of virtual working that could be retained permanently by the Council under existing legislation. These would enable the benefits of virtual attendance identified by Members during the pandemic, such as increased flexibility, reduced travel costs and reduced carbon emissions, to be retained to a certain extent whilst awaiting the outcome of the national review which may enable further consideration by the Council of whether and how to make use of virtual working longer-term.

2.9 Lead Member decisions are covered by separate legislation to the majority of Council and committee meetings which has enabled virtual Lead Member meetings to continue beyond the expiry of the temporary Regulations and in line with the approach previously agreed by Council. Given the benefits of a virtual approach to these meetings, it is recommended that the Committee recommends to Council to approve the approach in relation to Lead Member decisions being made virtually on an ongoing basis, subject to the discretion of the Lead Member to hold a physical meeting if preferred, and to amend the Constitution accordingly. Other councillors would be able to attend and speak (with the agreement of the Lead Member) at either a virtual or a physical meeting virtually. All Lead Member meetings held virtually would be webcast to facilitate public access in line with the current approach, and provision made at County Hall for those members of the public who may not have access to the webcast to be able to watch it.

2.10 It is also recommended that virtual attendance be permitted in the following instances allowed under existing legislation and that the Constitution be amended accordingly:

- Cabinet – all Members of the Cabinet must attend in person. Officers and other councillors (including opposition spokespersons and local Members), petitioners etc to be allowed to attend and speak (with the agreement of the Chair) virtually.
- Full Council – All County Council Members must attend in person. Members of the public to be allowed to ask supplementary questions remotely (subject to existing Standing Orders governing public questions).
- Planning Committee – All members of the Committee must attend in person. Officers and members of the public or local Members making representations to be allowed to attend virtually.
- At the Council's Panels and Committees (including Governance Committee, Pension Committee, Scrutiny Committees, Audit Committee and Health and Wellbeing Board) – Committee and Panel Members must be present in person (unless legally permitted to attend virtually). Other participants, including officers and advisors, may attend virtually.
- Pension Board – may be wholly virtual or a hybrid meeting with some members present physically and others virtually at the Chair's discretion.

2.11 The supplementary Standing Orders adopted by the Council in 2020 to formalise the current approach to virtual meetings largely relate to the provisions in the Regulations which have now expired and to Council and Committee meetings which were covered by the Regulations. On this basis it is not recommended to renew the Standing Orders but instead to amend the constitution to facilitate the specific use of virtual participation in meetings as set out in paragraphs 2.9 and 2.10 above.

### **3. Conclusion and reasons for recommendations**

3.1 The previous decisions of the Council in relation to temporary measures to support the continuation of Council business during Covid-19 disruption are due for review by Council in July 2021. In light of the imminent planned lifting of remaining Covid restrictions nationally, the well-established local arrangements for holding both virtual meetings and

Covid-secure physical meetings, and the expiry of temporary national provision for virtual meetings most of these measures are no longer required. However, the Committee is recommended to recommend to Council that Member non-attendance related to Covid-19 continue to be considered as an absence approved by the Council, and that this be reviewed by the Council in March 2022 or as soon as practicable thereafter, and that authority be delegated to the Governance Committee to re-establish any of the temporary measures set out at para 1.2 above should the Committee consider this to be appropriate at a future date as a result of disruption due to restrictions being put in place.

3.2 There have been significant benefits from the introduction of virtual attendance at meetings. While some of this may be lost as a result of the Regulations that permitted virtual meetings not being extended, there is scope to incorporate some of the learning gained in the way that meetings are conducted going forward. It is therefore recommended to recommend to Council to approve the approach in relation to Lead Member decisions being made virtually on an ongoing basis, subject to the discretion of the Lead Member, and that virtual participation in meetings be permitted permanently in specific instances allowed under existing legislation as set out in the report, and that the Constitution be amended accordingly to give effect to this.

**PHILIP BAKER**  
**Assistant Chief Executive**

Contact Officer: Claire Lee  
Tel: 07523 930526  
Email: Claire.lee@eastsussex.gov.uk

BACKGROUND DOCUMENTS  
None

Report to: **Governance Committee**

Date: **29 June 2021**

By: **Assistant Chief Executive**

Title of report: **Appointments to Outside Bodies**

Purpose of report: **To consider appointments to outside bodies for the next four years.**

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**RECOMMENDATION – The Governance Committee is recommended to appoint Councillors to serve on the outside bodies as set out in Appendix 1 of this report.**

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## **Supporting Information**

1.1 The County Council is invited to appoint Members (and in some cases non-County Councillors are eligible) to serve on a range of outside bodies whose role has a relationship to a function of the County Council. The appointments are a vital part of the County Council's working in partnership with voluntary sector bodies, statutory agencies and the public and private sectors. Some priority appointments were made to outside bodies by the County Council at its meeting on 25 May 2021.

1.2 Attached at Appendix 1 is a schedule of the organisations to which appointments are to be made and the number of places to be filled for each body. In making appointments the Committee may wish to consider the issue of continuity. Where no names are mentioned, it can be assumed that the position is currently vacant.

1.3 Unless otherwise stated appointments are made for a four year period ending in June 2025. Nominations have been sought from each political and independent group and a list of nominations received is set out in Appendix 1.

## **2. Recommendation**

2.1 The Committee is asked to appoint Councillors to serve on the outside bodies as set out in Appendix 1 of this report.

PHILIP BAKER  
Assistant Chief Executive  
Contact Officer: Andy Cottell

Tel: 01273 481955  
E-mail: [andy.cottell@eastsussex.gov.uk](mailto:andy.cottell@eastsussex.gov.uk)

Background Documents  
None

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## Appointments to Outside Bodies

Organisation	No. of reps	Current Appointments	Nominations
<b>Education</b>			
Chailey Heritage Foundation Governing Body	1	Sheppard	Dianne Ryan (Local Authority governor with 30 years experience working in special schools)
<b>Economic Development / Regeneration Partnerships</b>			
Let's Do Business	1	Martin Clarke	Geary Maples
SELEP Ltd	1	Glazier	Glazier
Seachange (Note: Possible conflict of interest for LM of Economy)	1	Simmons	Bennett
Love Hastings (formerly Hastings Town Centre Management Group) (15 Business reps, 1 HBC, 1 ESCC)	1	Godfrey Daniel	Godfrey Daniel
Hastings and Bexhill Task Force	1	Glazier	Glazier
Hastings and Bexhill Renaissance Ltd	1	Barnes	Bennett
Rye Regeneration Partnership	1	Glazier	Glazier
European Union Structural and Investment Funds South East Committee	1	Glazier	Glazier Simmons Substitute)
<b>Environment</b>			
High Weald – Joint Advisory Committee	1	Tidy	Kirby-Green Georgia Taylor
Gatwick Airport Consultative Committee	1 + Sub	Simmons and Bennett (Substitute)	Simmons Bowdler (substitute) Georgia Taylor
Dungeness A & B Power Stations – Local Community Liaison Council	3	Glazier, Maynard and Simmons	Glazier, Maynard and Simmons
Woodland Enterprises Ltd	1	Barnes	Kirby-Green Georgia Taylor

<b>Organisation</b>	<b>No. of reps</b>	<b>Current Appointments</b>	<b>Nominations</b>
Chailey Common Local Nature Reserve Management Committee	2	Philip Daniel and Sheppard	Maples Milligan
Coombe Valley Countryside Park Community Interest Company	2	Beaver and Pragnell	Beaver and Pragnell
Rye Harbour Nature Reserve Management Committee	2	Barnes and Glazier	Glazier and Redstone
Harbour of Rye Advisory Committee		Glazier	Glazier
Sussex Energy Saving Partnership	1	Barnes	Denis Claire Dowling
<b>Safer Communities Partnerships</b>			
Eastbourne and Lewes	1	Bennett	di Cara Milligan (substitute) Maples,
Wealden	1	Bennett	Claire Dowling Georgia Taylor
Hastings and Rother	1	Barnes and Pragnell (substitute)	Azad Pragnell (substitute)
<b>Transport</b>			
Parking and Traffic Regulations Outside London (PATROL) Adjudication Committee (July 20)	1	Godfrey Daniel	Godfrey Daniel
<b>Other organisations</b>			
South East Employers	2	Elkin and Simmons	Lunn Simmons
Armed Forces Champion	1	Bentley	Bowdler
Corporate Programme Advisory Group of the Institutional Investors Group on Climate Change	1	Fox	Fox Hilton

<b>Committee:</b>	<b>Governance Committee</b>
<b>Date:</b>	<b>29 June 2021</b>
<b>Title:</b>	<b>Outside Body Appointment: Police and Crime Panel</b>
<b>By:</b>	<b>Assistant Chief Executive</b>
<b>Purpose of report:</b>	<b>To consider the appointment of a second Council representative on the Sussex Police and Crime Panel</b>

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**RECOMMENDATIONS:** The Committee is recommended to agree on the appointment of a Liberal Democrat councillor as a second representative on the Police and Crime Panel for a one year period

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## **1. Supporting Information**

1.1 Each of the 15 borough, county, district and unitary authorities across Sussex appoint one representative to the Sussex Police and Crime Panel. At the County Council meeting held on 25 May 2021, Councillor Standley was appointed as the County Council's representative on the Panel.

1.2 In addition to a representative from each authority in Sussex, the Constitution of the Police and Crime Panel allows for additional local authority members to be appointed to address any imbalance in political proportionality. Any such appointments will be for a one year period. In order to achieve political proportionality it is proposed that for 2021/22 Brighton & Hove City Council should appoint a Labour Councillor as a second representative and East and West Sussex County Councils each appoint a Liberal Democrat as a second representative. The Committee is asked to consider its nomination for the one additional East Sussex place on the Panel. Councillor Tutt has proposed that Councillor Murphy be nominated as the Council's second representative on the Police and Crime Panel

## **3. Conclusion**

3.1 The Committee is recommended to nominate a Liberal Democrat councillor as the Council's second representative on the Police and Crime Panel for a one year period.

PHILIP BAKER  
Assistant Chief Executive

Contact Officer Andy Cottell, 01273 481955

Local Member: All

### Background Documents

None

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Report to: **Governance Committee**

Date: **29 June 2021**

By: **Assistant Chief Executive**

Title of report: **Conservators of Ashdown Forest – Appointment of Council representatives**

Purpose of report: **To appoint representatives to the Board of Conservators of Ashdown Forest**

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**RECOMMENDATIONS:** The Governance Committee is recommended to consider whether to confirm the appointment of 3 Council representatives on the Board of Conservators of Ashdown Forest as set out in this report for a 4 year period

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## 1. Supporting Information

1.1 The County Council is invited to appoint Members (and in some cases non-County Councillors are eligible) to serve on a wide range of outside bodies whose role has a relationship to a function of the County Council. The appointments are a vital part of the County Council's working in partnership with voluntary bodies, statutory agencies and the public and private sectors.

1.2 The County Council is entitled to appoint 8 representatives as Conservators of Ashdown Forest. In May 2021, the County Council appointed 5 representatives as Conservators of Ashdown Forest (all of whom were either current County Councillors or had previously been appointed as Conservators by the Council) as follows:

Conservators of Ashdown Forest	Councillor Howell Mr A Reid Mrs R St Pierre Mr R Stogdon Mrs S Tidy
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1.3 In addition the Council provisionally appointed the following 3 representatives:

Conservators of Ashdown Forest	Mrs E Rimington-Drury (tbc by Governance Committee) Mr J Squire (tbc by Governance Committee) Ms F Thomas (tbc by Governance Committee)
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1.4 As these three proposed appointees were neither existing Conservators or County Councillors their appointment was on a provisional basis subject to the Governance Committee's consideration of their CV/supporting statement, together with details of any conflicts of interests or confirmation that there are none, and that the Committee would decide whether to confirm the appointments. The CVs and supporting information contain exempt information and are set out in a later item on the agenda.

## 2. Recommendations

2.1 The Committee is asked to consider the further information provided in item 13 and decide whether to confirm the appointments of the 3 persons referred to in paragraph 1.3 as Conservators of Ashdown Forest.

PHILIP BAKER  
Assistant Chief Executive

Contact Officer: Andy Cottell

Tel: 01273 481955

E-mail: [andy.cottell@eastsussex.gov.uk](mailto:andy.cottell@eastsussex.gov.uk)

Background Documents

None

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