



## **GOVERNANCE COMMITTEE**

TUESDAY, 22 APRIL 2025

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

MEMBERSHIP - Councillor Keith Glazier (Chair)  
Councillors Nick Bennett, Bob Bowdler, Chris Collier, Johnny Denis and  
David Tutt

## **A G E N D A**

1. Minutes of the meeting held on 4 March 2025 (*Pages 3 - 4*)
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. Appointments of Members to Committees, Sub-Committees, Panels and Other Bodies  
(*Pages 5 - 12*)  
Report by the Deputy Chief Executive
6. Appointments to Outside Bodies (*Pages 13 - 20*)  
Report by the Deputy Chief Executive
7. Any other items previously notified under agenda item 4

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

10 April 2025

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## GOVERNANCE COMMITTEE

MINUTES of a meeting of the Governance Committee held at Council Chamber, County Hall, Lewes on 4 March 2025.

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PRESENT Councillors Keith Glazier (Chair), Nick Bennett, Bob Bowdler and David Tutt

ALSO PRESENT Councillors Colin Belsey, Anne Cross, Ian Hollidge, Paul Redstone, Christine Robinson and Colin Swansborough.

### 46. MINUTES OF THE MEETING HELD ON 28 JANUARY 2025

46.1 RESOLVED – that the minutes of the previous meeting of the Committee held on 28 January 2025 be confirmed and signed as a correct record.

### 47. APOLOGIES FOR ABSENCE

47.1 Apologies for absence were received from Councillor Collier and Councillor Denis.

### 48. REPORTS

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

### 49. AMENDMENT TO THE CONSTITUTION - PLACE SCRUTINY COMMITTEE TERMS OF REFERENCE

49.1 The Committee considered a report by the Deputy Chief Executive regarding proposed amendments to the Place Scrutiny Terms of Reference.

49.2 The Committee RESOLVED to recommend the County Council to:

1) Agree the proposed amendments to the Place Scrutiny Terms of Reference as set out in Appendix 1 of the report; and

2) Agree that the Constitution be amended accordingly.

### 50. AMENDMENT TO THE CONSTITUTION - PROCUREMENT AND CONTRACT STANDING ORDERS (PCSOS)

50.1 The Committee considered a report by the Chief Operating Officer regarding proposed amendments to the Procurement and Contract Standing Orders.

50.2 The Committee RESOLVED to recommend the County Council to:

1) Agree the proposed amendments to the Procurement and Contract Standing Orders as set out in Appendices 1 and 2 of the report; and

2) Agree that the Constitution be amended accordingly.

### 51. EAST SUSSEX ASSISTANT CORONERS PAY AWARDS FOR 22/23, 23/24 AND 24/25

51.1 The Committee considered a report by the Deputy Chief Executive regarding the Assistant Coroners pay awards for 22/23, 23/24 and 24/25.

51.2 The Committee RESOLVED to agree the new daily rates of pay for Assistant Coroners for 22/23, 23/24 and 24/25 in line with the JNC Framework as set out in paragraph 2.4 of the report.

<b>Report to:</b>	<b>Governance Committee</b>
<b>Date:</b>	<b>22 April 2025</b>
<b>By:</b>	<b>Deputy Chief Executive</b>
<b>Title of report:</b>	<b>Appointments of Members to Committees, Sub-Committees, Panels and Other Bodies</b>
<b>Purpose of report:</b>	<b>To consider the allocation of places on committees, sub-committees, panels and other bodies to the political groups and independent members.</b>

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## **RECOMMENDATIONS:**

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

- 1) Allocate to political and independent groups the places on, and membership of:**
    - (a) The main committees in Appendix 1 of this report;**
    - (b) other committees and panels listed in Appendix 2 of this report; and**
    - (c) Chair and Vice Chair positions on Scrutiny Committees and other Committees.**
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## **1. Supporting Information**

1.1 In appointing members to committees, sub-committees, most panels and some outside bodies, the Council must comply with section 15 of the Local Government and Housing Act 1989 and subsequent Regulations. These provide that places on committees must be allocated to political groups in proportion to the number of seats on the Council held by each group, unless there is agreement, without dissent, that the provisions of the Act should not be applied.

1.2 The allocation of places to party groups must, so far as is reasonably practicable, give effect to the following principles:

- (a) not all the seats on the body can be allocated to the same political group;
- (b) where more than half the members of the Council belong to one political group, that group shall have a majority on all committees, sub-committees, etc;
- (c) subject to (a) and (b) above, the total number of seats on the ordinary committees (including sub-committees) allocated to a political group reflects that group's proportion of the members of the Council;
- (d) subject to (a), (b) and (c) above, the number of seats on each body allocated to a political group reflects the proportion of the seats on the Council held by the group.

1.3 The rules require seats to be allocated on a proportional basis "so far as practicable" and inevitably there must be some rounding up and rounding down. It is open to the Council to review the size and number of committees and sub-committees at any time.

1.4 Members of the Cabinet may not serve on the Scrutiny Committees, or the Regulatory Committee and the Leader and Deputy Leader of the Council may not serve on the Standards Committee.

1.5 The Leader of the Council appoints the Cabinet and allocates portfolios to those Cabinet Members. Political balance provisions do not apply to the Cabinet.

1.6 The principle in paragraph 1.2 (c) above applies to appointments to ordinary committees (including sub-committees). Accordingly, before considering the allocation of places to political groups the Committee will need to consider whether it wishes to recommend any changes in committees, including their size.

1.7 Following the Committee's meeting, the party group leaders and independent members will be asked to let the Deputy Chief Executive have nominations to fill the places on committees, sub-committees, panels and other bodies covered in this report provisionally allocated to their group. The nominations received will be circulated to members of the County Council on the day of the annual council meeting, for approval by the Council.

## **2. Allocation of seats**

2.1 The tables in Appendix 1 show the proposed allocation of seats for 2025/26. The proposals in relation to the ordinary committees and sub-committees, their total membership and the number of seats on each to which the groups will be entitled follows the principles set out in paragraph 1.2 above.

2.2 The allocation of seats to the Governance Committee has been proposed to take into account the importance of having one member from each of the four largest political groups. Membership of this Committee normally includes the Group Leaders.

2.3 The Committee is asked to consider the allocations in Appendix 1 and to make a recommendation to the County Council as to number of places on each committee to be allocated to each group or independent members.

## **3. Other Committees and Panels**

3.1 There is no obligation in relation to other committees and panels to aggregate the total number of places and to adjust allocations so that the total number of places allocated to each group reflects its proportion of the members of the Council. It is proposed that places should be allocated on a proportionate basis, unless the Council agrees to waive the political balance provisions which has been the custom for certain panels over many years.

3.2 The Committee is asked to recommend to County Council the number of places on the Committees and Panels listed in Appendix 2.

## **4. Chairs and Vice Chairs of Scrutiny Committees**

4.1 The Council's Constitution provides that the Chairs and Vice Chairs of Scrutiny Committees and Audit Committee should be added together and the positions then allocated to groups in accordance with the number of seats they have on the Council. Within this allocation the Chair of the Audit Committee shall be appointed from the members of the largest Group not represented on the Cabinet. On this basis the allocation of the 8 places would be as follows:

Conservative – 4

Liberal Democrat – 2 (including the Chair of the Audit Committee)

Labour – 1

Green - 1

Independent Democrat - 0

The current list of Chairs and Vice Chairs to be appointed by the County Council is:

<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>	

## **5. Conclusion**

5.1 The Committee is asked to recommend the County Council to agree the allocation of places on committees and Panels to each group as set out in Appendix 1 and 2 and the Chair and Vice Chair positions on committees.

**PHILIP BAKER**  
**Deputy Chief Executive**

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Local Member: All

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## Appendix 1

Group	Number of Councillors	%	Number of Seats
Conservative	24	48	38
Liberal Democrat	12	24	19
Labour	5	10	8
Green	5	10	8
Independent Democrats	2	4	3
Independents	2	4	3
Total	50	100	79

Committee	Conservative	Liberal Democrats	Labour	Green	Independent Democrats	Independents
<b>Number of Councillors</b>	<b>24</b>	<b>12</b>	<b>5</b>	<b>5</b>	<b>2</b>	<b>2</b>
Regulatory Committee (18)	(8.64) 9	(4.32) 4	(1.8) 2	(1.8) 2	(0.72) 1	(0.72) 0
Planning (7)	(3.36) 4	(1.68) 2	(0.70) 1	(0.70) 0	(0.28) 0	(0.28) 0
Governance Committee (6)	(2.88) 3	(1.44) 1	(0.60) 1	(0.60) 1	(0.24) 0	(0.24) 0
Standards Committee (7)	(3.36) 3	(1.68) 1	(0.70) 1	(0.70) 1	(0.28) 0	(0.28) 1
Pension Committee (5)	(2.40) 3	(1.20) 1	(0.50) 0	(0.50) 1	(0.20) 0	(0.20) 0
<b>Scrutiny Committees</b>						
Audit (7)	(3.36) 3	(1.68) 2	(0.70) 0	(0.70) 1	(0.28) 0	(0.28) 1
Place (11)	(5.28) 5	(2.64) 3	(1.1) 1	(1.1) 1	(0.44) 1	(0.44) 0
People (11)	(5.28) 5	(2.64) 3	(1.1) 1	(1.1) 1	(0.44) 1	(0.44) 0
HOSC (7)	(3.36) 3	(1.68) 2	(0.70) 1	(0.70) 0	(0.28) 0	(0.28) 1
<b>Totals (79)</b>	<b>38</b>	<b>19</b>	<b>8</b>	<b>8</b>	<b>3</b>	<b>3</b>



This allocation relates to the following Committees and Panels.

Committee size	Conservative	Liberal Democrat	Labour	Green	Independent Democrats	Independents
5	2.40 (2)	1.20 (1)	0.50 (1)	0.50 (1)	0.20 (0)	0.20 (0)
7	3.36 (3)	1.68 (2)	0.70 (1)	0.70 (1)	0.28 (0)	0.28 (0)

(a) County Joint Consultative Committee (5 members of the County Council).

Conservative  
Conservative  
Liberal Democrat  
Labour  
Green

(b) County Consultative Committee (Governors) (5 Members of the County Council, one of whom should be the Lead Cabinet Member Education and Inclusion, Special Educational Needs and Disability who chairs the Committee).

Conservative  
Conservative  
Liberal Democrat  
Labour  
Green

(c) Joint Advisory Committee (Schools) (5 Members of the County Council of whom one should be the Lead Cabinet Member for Education and Inclusion, Special Educational Needs and Disability, and another should be a member of the Cabinet).

Conservative  
Conservative  
Liberal Democrat  
Labour  
Green

(d) Corporate Parenting Panel (7 Members of the County Council).

Conservative  
Conservative  
Conservative  
Liberal Democrat  
Liberal Democrat  
Labour  
Green

(e) Standing Advisory Council for Religious Education (5 members of the County Council).

Conservative  
Conservative  
Liberal Democrat  
Labour  
Green

(f) Discretionary Transport Appeal Panel (3 Members of the County Council). The County Council has a custom of agreeing to waive the political balance provisions in relation to this Panel.

Conservative  
Liberal Democrat  
Green

**Meeting:** Governance Committee  
**Date:** 22 April 2025  
**Title:** Appointments to Outside Bodies  
**By:** Deputy Chief Executive  
**Purpose of Report:** To make appointments to outside bodies on which the County Council is represented

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## **RECOMMENDATION:**

The Governance Committee is recommended to make the following appointments to take effect from the 20 May 2025 (the date of the annual Council meeting), and the term of such appointments will be to the annual meeting in the next Council full election year unless indicated otherwise or unless the Council resolves to terminate the appointees term before then:

1.
  - (a) the appointment of four councillors to attend the Local Government Association's General Assembly; and
  - (b) which councillor should cast two votes.
2.
  - (a) the allocation to political and independent groups of places on the East Sussex Fire Authority and the appointment of twelve councillors to the Authority;
  - (b) the appointment of four councillors to serve on the County Councils Network Council;
  - (c) the appointment of a councillor to sit on the Coastal Issues Special Interest Group;
  - (d) the allocation to political groups of places on the Sussex Inshore Fisheries and Conservation Authority and the appointment of councillors to the Committee;
  - (e) the appointment of one councillor to serve on the South Downs National Park Authority;
  - (f) to remove the current appointments to the Conservators of Ashdown Forest and to appoint eight representatives to the Conservators of Ashdown Forest for a term of four years;
  - (g) the appointment of one member to serve on the Southern Regional Flood and Coastal Committee;
  - (h) the appointment of one member to serve on the Joint Waste and Recycling Committee and one substitute member;
  - (i) the substantive appointment of one member to serve on the Sussex Police and Crime Panel and one substitute member; and
  - (j) the appointment of one councillor to serve on the ACCESS Joint Governance Committee (Local Government Pension Scheme Investment Pooling).

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## **1. Background Information**

1.1 The County Council is invited to appoint members (in some cases non-county councillors are eligible) to serve on a wide range of outside bodies. The appointments set out in the Appendix 1 were made at the annual meeting of the Council in May 2021 for a 4-year period. It is therefore necessary to revisit the appointments, which it is proposed will take effect from the date of the annual meeting, 20 May 2025. The term will be to the date of the annual council meeting in the next Council full election year unless otherwise indicated or, the Council resolves to terminate the appointees term before then.

1.2 The appointments to other outside organisations are for a term ending in June 2025 and will therefore be dealt with by the Governance Committee at its meeting on the 24 June 2025.

## **2 Conclusion**

2.1 The Governance Committee is recommended to make appointments to the bodies set out Appendix 1 of the report, and for such appointments to take effect from 20 May 2025, and the term of such appointments will be to the annual meeting in the next Council full election year unless indicated otherwise or unless the Council terminates the appointees term before then.

**PHILIP BAKER**  
**Deputy Chief Executive**

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Organisation	Appointments made in 2021 or as updated	Appointment requirements
General Assembly of the Local Government Association	<p>Councillor Bennett Councillor Tutt Councillor Glazier Councillor Collier</p> <p>(substitute Councillor Denis)</p> <p>Councillor Glazier has the second vote.</p>	<p>The County Council is entitled to appoint four members to attend the General Assembly of the Local Government Association which meets twice a year and the annual conference. It has five votes at the General Assembly and, therefore, one councillor should be allocated two votes.</p> <p><b>Four Councillors to be appointed, and one substitute.</b></p> <p><b>2 Conservative</b> <b>1 Liberal Democrat</b> <b>1 Labour or Green</b></p>
East Sussex Fire Authority	<p>Councillor Azad Councillor Chris Dowling Councillor Geary Councillor Lambert Councillor Maples Councillor Marlow-Eastwood Councillor Osborne Councillor Pragnell Councillor Redstone Councillor Scott Councillor S Shing Councillor Ungar</p>	<p>Responsibility for the Fire Service in East Sussex rests with East Sussex Fire Authority. The Authority has 12 members of the County Council and 6 members of Brighton &amp; Hove City Council. There are a number of panels and members are appointed from the political groups on the Fire Authority in accordance with the requirements for political balance up to the number fixed for the Panel concerned (with the exception of the Standards Hearing Panel and the Principal Officer Appointments Panel.)</p> <p>The Fire Authority benefits from having Lead Members who will provide detailed support, advice and scrutiny for matters overseen by the Policy &amp; Resources and Scrutiny &amp; Audit Panels. The Lead Member role does not attract an entitlement to Special Responsibility Allowance.</p> <p><b>Twelve Councillors to be appointed:</b></p> <p><b>6 Conservatives</b> <b>3 Liberal Democrats</b> <b>1 Labour</b> <b>1 Green</b> <b>1 Independent Democrat</b></p>

County Councils Network Council	Councillor Bennett Councillor Glazier Councillor Tutt Councillor Webb (substitute Councillor Daniel)	The County Council is entitled to appoint four members to the County Council Network Council. The Council generally meets twice a year. The CCN Council agrees the work programme for the year and the audited accounts.  <b>Four Councillors to be appointed, and one substitute.</b>
Coastal Issues Special Interest Group	Councillor Liddiard (substitute Councillor Hilton)	The LGA also has a Coastal Issues Special Interest Group. It discusses issues such as funding of coast protection; regeneration of coastal economies; and coastal management and environmental issues.  <b>One Councillor to be appointed.</b>
Sussex Inshore Fisheries and Conservation Authority	Councillor Adeniji Councillor Liddiard Councillor Hilton - nominated by the Liberal Democrat group	The political balance provisions apply to the County Council's appointments to the Sussex Inshore Fisheries and Conservation Authority.  <b>Three Councillors to be appointed:</b>  <b>2 Conservative</b> <b>1 Liberal Democrat</b>
South Downs National Park Authority	Councillor Chris Dowling (substitute Councillor Maples)	The South Downs National Park Authority (SDNPA) is the organisation responsible for promoting the purposes of the National Park and the interests of the people who live and work within it.  <b>One Councillor to be appointed, and one substitute.</b>

Conservators of Ashdown Forest	Councillor Howell Ms E Drury Mr T Reid Mrs R St Pierre Mr R Stogdon Ms F Thomas Mrs S Tidy Mr J Squire	<p>The County Council appoints eight of the 15 Conservators. The Council representatives do not have to be Councillors. Of the remaining seven, two are appointed by Wealden District Council and five are elected by the commoners. In addition, the Chairman of the County Council serves on the Conservators to represent the County Council as Lord of the Manor. It is the duty of the Conservators to regulate and manage the Forest as an amenity and place of resort subject to the existing rights of common, to protect the Forest from encroachments and to conserve it as a quiet and natural area of outstanding beauty. The political balance provisions apply to the County Council's appointments to the Conservators of Ashdown Forest.</p> <p><b>Eight Councillors or representatives to be appointed:</b></p> <p><b>4 Conservative</b>  <b>2 Liberal Democrat</b>  <b>1 Green</b>  <b>1 Labour</b></p>
Southern Regional Flood and Coastal Committee	Councillor Claire Dowling	<p>The Committee is responsible for managing the functions of the Environment Agency relating to land drainage, including flood prevention and sea defence and for arranging for the discharge of these functions through the local Flood Defence Committees. Since 1997 the County Council has been entitled to make one appointment to the Committee jointly with Brighton &amp; Hove City Council. From 1 April 2005, the County Council has a place in its own right.</p> <p><b>One Councillor to be appointed.</b></p>

Joint Waste and Recycling Committee	<p>Councillor Claire Dowling</p> <p>(+ 1 Substitute - the Leader has delegated authority to appoint a substitute to this meeting, the substitution must be drawn from Cabinet members.)</p>	<p>These authorities have established the Joint Waste Committee with the intention of facilitating the authorities in working together to improve the quality and effectiveness of the discharge of their waste collection functions under the relevant provisions of the Environmental Protection Act 1990.</p> <p>The Joint Waste Committee also facilitates the district and borough authorities to work in partnership with the County Council as the Waste Disposal Authority to maximise integration opportunities.</p> <p><b>One Councillor to be appointed, and one substitute to be appointed. These must be drawn from the Executive.</b></p>
Sussex Police and Crime Panel	<p>Councillor Bob Standley (Substantive appointment)</p> <p>Councillor P Lunn (substitute)</p> <p><i>Councillor Ian Hollidge (second representative – 1 year term until June 2025)</i></p>	<p>A Police and Crime Commissioner for Sussex is accountable to the electorate for how crime is tackled in their area. The Police and Crime Panel provides checks and balances in relation to the performance of the Commissioner. Its role is to scrutinise the performance of the Commissioner and to ensure transparency.</p> <p><b>One Substantive appointment, and one substitute to be appointed.</b></p> <p><b>A second representative may be required to address any political proportionality issues in relation to the composition of the Panel. The appointment of a second representative was considered by the Governance Committee on 25 June 2024, for a one-year period. The Governance Committee may need to reconsider this appointment following advice from West Sussex County Council, who are responsible for the democratic support of the PCP.</b></p>

ACCESS Joint Governance Committee (Local Government Pension Scheme Investment Pooling)	<p>Councillor Fox (substantive appointment)</p> <p><i>Councillor Redstone (substitute)</i></p>	<p>In March 2017, the Council agreed that the East Sussex Pension Fund join the ACCESS Pool with 10 other Pension Funds. Investment pooling is intended to create the scale that will enable access to lower Investment Manager Fees and deliver savings to LGPS Funds. In the pooled investment structure individual funds will be responsible for investment strategy and asset allocation decisions. The ACCESS Pool is governed by the Joint Governance Committee made up one elected councillor from each authority's Pension Committee.</p> <p><b>One Councillor to be nominated from the Pension Committee, and one substitute.</b></p>
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