

2. TO ELECT A CHAIRMAN OF THE COUNCIL FOR 2006/07

3. TO APPOINT A VICE-CHAIRMAN OF THE COUNCIL FOR 2006/07

REPORT OF: David Pollington, Head of Democratic Services and Scrutiny
Email: davidp@midsussex.gov.uk Tel: 01444 477225
Wards Affected: All
Key Decision No

Council is required to elect a Chairman for 2006/07 and to appoint a Vice-Chairman for the same year.

One nomination for Chairman has been received - Councillor Edward King and one nomination for Vice-Chairman – Mrs Margaret Hersey.

Any other nominations received will be reported to the meeting and Council will vote on who it wishes to appoint to the positions.

Agenda item 4 refers

Minutes of a Meeting of Mid Sussex District Council held on 26 April 2006 from 7.00 pm to 10.45 pm

Present: Councillors:

Edward King (Chairman)
Mrs Margaret Hersey (Vice-Chairman)

Mrs Deborah Adams*	Terry Gillard	Gordon Marples
Mrs Gill Balsdon	Bernard Gillbard	Gary Marsh
Stephen Barnett	Mrs Jean Glynn	Peter Martin*
Andrew Barrett-Miles	Richard Goddard	Edward Matthews
Richard Bates*	Brian Hall	Mrs Heather Ross
Mrs Brenda Binge	David Heasman	Ian Scotland
Derek Booker	Paddy Henry	Mrs Susan Seward
Mrs Julia Brown*	Christopher Hersey	Patrick Shanahan
Julian Calvert*	Paul Johnson	Mark Sharman*
Clive Chapman	Mrs Anne Jones	David Shevels
Phillip Coote	Jim Joyce-Nelson	Mrs Diane Shevels
Mrs Suzanne Cosgrave	Mrs Susanna Kemp	Christopher Snowling
Patrick Cutler	Graham Knight	Barry Starmer
Ian Dixon	Mike Livesey	Michael Sullivan
Mrs Kathleen Dumbovic	Alan Lord	Ms Lesley Wilkins
Ian Ellis	Andrew MacNaughton	Mrs Lyn Williams*
Mrs Christine Field	Christopher Maidment	James Worsley
Martin Forde		

*Absent

739. QUESTIONS FROM MEMBERS OF THE PUBLIC

(Councillor Patrick Cutler declared a Personal Interest in discussions that related to Thornfield Properties plc as he had a financial interest in the Company; Councillors David Heasman, Alan Lord and Jim Joyce Nelson declared Personal Interests as Members of the East Grinstead Pensioners Association)

Mrs Rosie McGill submitted the following question in accordance with Council Procedure Rule 9, concerning public conveniences in East Grinstead:

Further to the petition presented to this Council last year concerning public toilet closures in East Grinstead and signed by traders and residents of the town, does this Council agree that with future developments planned for this area the retention of public toilets must be regarded as a necessity?

Councillor Gordon Marples, Cabinet Member for Environmental Services responded:

The Council does recognise the need for key town centre facilities, and leisure park locations, and in the Cabinet report 20th December 2004, agreed that this is where the Council should focus its efforts in future provision of a public toilet service. The Council intends to work with partner organisations in achieving these ambitions.

The East Grinstead Town Centre Masterplan supplementary planning document consultation draft documents prepared by Thornfield Properties / Urban Initiative

outline the need for facilities for the town in the future. Under the Development Guidance associated with Objective 4 Urban Initiative have suggested that “The provision of new public toilets with separate disabled and baby changing facilities with suggested locations at the West Street and Queens Road redevelopment, the Station, and Kings street / Atrium”.

These are the long term ambitions and will require close partnership work, however in the mid term recognising the current problems associated with the structure of the Kings Street toilets we have applied to replace the Kings Street toilet with a temporary unit to ensure continued use of the this busy location, furthermore we have agreed to defer the closure of facilities at Norton House until this work is completed. We have also agreed to further discuss the future of the building with East Grinstead Town Council.

We are also considering our options for an appropriate facility at Mount Noddy Recreation Ground, East Grinstead, as the Town’s key leisure park.

Brother Christopher Mark submitted the following question in accordance with Council Procedure Rule 9, concerning the Area Action Plan for Strategic Development of East Grinstead:

Do the Cabinet Members and the Council fully understand the significance of the proposal to cut a relief road through a monastery woodland, which lies in the western section of Option 1a in the Area Action Plan? This fragment of ancient woodland, home to a community of contemplative monks and nuns for nearly 70 years, is currently being subjected to possible further fragmentation since becoming the ‘preferred route’ for the proposed ‘relief road’. Contemplation relies on both inner and outer silence. The woodland is essential in that, to a significant degree, it protects and preserves the outer silence. A noisy band of single carriage way slicing through the wood will also likely jeopardise the economy of the community, which relies heavily on donations from visitors and guests, who will be discouraged from coming to the monastery should the silence and stillness for which they come be irredeemably disrupted. West Sussex County Council has designated this ancient woodland as a Site of Nature Conservation Importance (SNCI). A professional forester whose ecological expertise has enhanced the conservation of the wood has managed it for the last five years.

Councillor Marples responded:

The impact which the proposed East Grinstead Relief Road may have upon the setting of the monastery at Crawley Down and the surrounding area of ancient woodland will be important planning considerations which the Council will need to take into account when it considers representations on the Draft Area Action Plan later this year. The Council will need to balance these impacts against the need to deliver the strategic development at East Grinstead and the associated transport improvements. If a route passing through Cuttinglye Woods is pursued, studies of noise levels will be required for this area, as will details of mitigation measures.

The draft Area Action Plan includes an alternative option 1b, closer to East Grinstead and away from Crawley Down, which links into the A264 just west of Felbridge, in Surrey. Brother Christopher and his colleagues will have the opportunity to take part in the forthcoming public consultation on the Draft Area Action Plan and to make the Council aware of their concerns.

Julia Goodwin submitted the following question in accordance with Council Procedure Rule 9, concerning the Area Action Plan for Strategic Development of East Grinstead:

Do you agree that the proposed Scheme 2e will affect at least 2,000 people and probably substantially more - and that the quality of life of this mixed community will be irrevocably damaged by pulling up natural habitat and replacing it with a major road through this already built-up area of East Grinstead?

Annemarie Fox submitted the following question in accordance with Council Procedure Rule 9, concerning the Area Action Plan for Strategic Development of East Grinstead:

Re: Objection to Proposal to include relief road option 2e

In light of the indisputable and enormous benefit bestowed by Worth Way & St Margaret's Loop on the significant number of properties alongside them, on the wider community of East Grinstead, and in their crucial role as strategic wildlife corridors, I would like to ask for a truthful answer. Do you agree that, following these large-scale and environmentally destructive works involving the loss of huge numbers of mature trees, no amount of mitigation measures will be able to restore even a fraction of the quality of life these beautiful green spaces previously offered the local community?

Councillor Marples responded to the questions from Julia Goodwin and Annemarie Fox:

About 260 homes are immediately adjacent to the possible relief road route 1b, along Worth Way, St Margaret's Loop and Beeching Way. 260 homes means about 660 people. Far fewer than 2,000. I appreciate there are many homes in the area which might also feel affected. However, the proposal is for the relief road to be in a covered cutting. This would be like a tunnel but, because of the extent of the existing cutting, would reduce the earthworks required. The cover (the top of the tunnel) would be landscaped and would accommodate a cycle and pedestrian route, for much of the route this would generally be at the same level as existing gardens.

The cars using the new relief route would be in the tunnel until just west of St Margaret's loop.

I appreciate that during construction there would be disturbance to the local residents but once completed this section of the route would not create disturbance. The new surface would be planted with trees and other landscaping and over a period of time would become established and new wildlife corridors would be established.

The inclusion of St Margaret's Loop is critical to the Worth Way/Beeching Way relief road proposal. Although there are some mature trees along the edges of the old railway cutting much of the vegetation is regenerated scrub and woodland. When Sustrans recently carried out a study of the area with the view to using the loop for a cycleway they reported that "the cutting has been abandoned and neglected for some forty years with little or no management during that time. Many of the trees are unsafe". Sustrans proposed to clear over half the trees and thin the remainder.

There is currently no public access to the area. The proposal for the relief road would mean the loss of trees and vegetation in St Margaret's Loop. However, the road would follow a gentle incline through the Loop and it is envisaged that either

existing trees would be kept along the edges or replanting would take place where necessary.

Mr. P. Unmar submitted the following question in accordance with Council Procedure Rule 9, concerning the Area Action Plan for Strategic Development of East Grinstead:

Do you realise that the proposal for route 2c directly affects the 33-bed EMI nursing home thus causing a lot of anxieties and stress upon the residents, relatives and staff. Could you please explain where do you think 33 elderly people (average age 95 years) will go if the nursing home has to be demolished?

Councillor Marples replied:

As you say, route 2c is shown crossing the Turners Hill Road very close to Acorn Lodge. As a Council we are certainly concerned about the care and well-being of the elderly and would wish to ensure that their care is fully maintained.

It is very important to remember that the route alignments shown in the draft Area Action Plan are only indicative routes. Should option 2c be pursued the Highways advisers and engineers would need to look carefully at the precise alignment of the road to minimise the impact on existing properties. Also, it is likely to be 2011 before any work starts on the road. Were Acorn Lodge to be affected the Council would work closely with the developers, the owners of the Home and social services to ensure that suitable, alternative accommodation was found for the residents needing it at that time.

The 15 minutes allowed for questions from the public had elapsed and four questions from Mr. Tim Bull, Mr. Richard Barnby, Mr. Tony Lane and Mr. Alan Whyte had not been reached. Council noted that written responses would be sent to these questioners and that copies would also be provided to all Members of the Council.

740. ANNUAL AUDIT AND INSPECTION LETTER 2004/05

Council received a report on the Annual Audit and Inspection Letter, 2004/05, received from the Audit Commission. The Report was introduced by the Council's Relationship Manager from the Audit Commission, Chris Westwood. Mr Westwood stated that the Inspection Letter reflected well on the progress made by the Council since the Comprehensive Performance Assessment (CPA) rating of "fair" in 2003. The use of resources judgement, looking at the Council's financial reporting, financial management and financial standing had achieved an overall score of three out of four stars, judging the Council to be performing well at consistently above minimum standards. An unqualified opinion on the accounts had been issued.

Members noted that the inspection letter included a section concerning the audit of the Council's Development Control function and recommendations flowing from that report. Members expressed concern that this matter was again before the Council advocating a reduction in the number of Area Planning Committees, the report from the Audit Commission having previously been considered. Mr. Westwood explained that the letter related back to the year 2004/05 and did not make any further recommendations, but rather set out those made in the report that the Council had commissioned.

The Chief Executive confirmed that on his appointment by the Council he had commissioned the report on Development Control. He considered at the time that it

was necessary to have such an audit carried out to ensure proper and effective decision-making. The review had taken place in 2004/05. The Council had fully considered the report in spring 2005. The report before the Council now was a factual record of the audit report made in 2004/05. There was no intention at this time to move away from the decisions made in Spring 2005 to retain the three Area Planning Committees or to change the arrangements now in place. Councillor Knight welcomed the Chief Executive's statement and clarification.

Councillor Knight referred to the paragraphs in the report dealing with social exclusion and drew attention to the issue of the need to ensure that those not currently registered to vote were included on the electoral register.

Councillor Shanahan welcomed the positive content of the Letter and achievement of three stars.

RESOLVED

That the Annual Audit and Inspection Letter be noted, in conjunction with the statement of the Chief Executive in relation to the Development Control Audit Report.

741. SMALL SCALE HOUSING ALLOCATIONS SUBMISSION DEVELOPMENT PLAN DOCUMENT

The Cabinet Member for Community Services introduced a report on small scale housing allocations submission development plan document. He informed Council that the report represented the final stage in seeking approval for the content of the Small Scale Housing Allocations Document for submission to the Secretary of State. This would identify the Council's strategy for allocating part of the overall housing requirement for the period from 2006-2016. The submission would be accompanied by a six-week consultation period when third parties would have the chance to respond to the contents of the document and, if they wished, to put forward alternative site options. Representations received will be considered by an inspector at a public examination. He stated that the document before Council was the result of a long process of consultation and community engagement. The documents had been considered in great depth by the Better Environment Advisory Group, most recently on 29th March, when all Members of the Council had been invited to attend.

The Chairman of the Better Environment Advisory Group commented that it had been a very difficult task for Members and Officers to reach a conclusion on the draft before Council. The Advisory Group had concentrated on the issue of deliverability. She considered that the report before Council was a very good document for consultation. Councillor Snowling paid tribute to the work to date of Members and officers.

Councillor Joyce-Nelson raised the issue of the St. Margarets convent site and considered that a holistic approach was required to the development of this and the other sites in the immediate vicinity. Councillor Barnett also commented on this site and considered that the St. Margarets Convent site should be included in site OMS1 to allow a comprehensive development of that area. It was agreed that the document should be amended to reflect this.

Members noted that there would be the opportunity to make representations on individual sites later in the process. It was important that this document should now go forward. It would be inappropriate to seek to remove or add any sites at this

stage. Members had the opportunity to comment on the content of the document at the Advisory Group meeting and at other stages of the development of the draft.

Councillor Mr. Shevels raised the issue of the advice of the Better Environment Committee that development of all sites in Burgess Hill should be deferred until after 2011, due to infrastructure considerations.

The Leader of the Council commented that the infrastructure deficit was an issue for the whole District and not one that affected only Burgess Hill. The purpose of the document was to commence public consultation. It was important to make progress on this issue and allow the public the opportunity to comment properly. All Members would have the opportunity as individuals, to make representations on specific sites at the consultation stage for consideration by the Inspector.

Councillor Barrett-Miles stated that he had moved the motion at Better Environment Advisory Group to include the reference to development of sites in Burgess Hill not coming forward until after 2011. However having considered the final document he was satisfied that the strengthening in wording now included in the final draft (as amended by the covering report) was sufficient to meet his concerns and that the document would be an important tool in the development of the town.

RESOLVED

1. That the Small Scale Housing Allocations Development Plan Document and Sustainability Appraisal Report be approved for submission to the First Secretary of State and for public consultation; and
2. That any necessary minor amendments be made by the Head of Planning policy.

742. EAST GRINSTEAD STRATEGIC DEVELOPMENT: AREA ACTION PLAN AND SUSTAINABILITY APPRAISAL

(Councillor Phillip Coote declared a personal interest in this item as Deputy Cabinet Member for Highways for West Sussex County Council and Councillor David Heasman declared a personal interest in any discussions affecting Gatwick Airport)

The Cabinet Member for Environmental Services introduced the report on East Grinstead Strategic Development. He set out the background and context of the report and explained the stage in the process that had been reached. He emphasised that it was now vital to make progress and take forward documents upon which the public would have a proper opportunity to be consulted and comment. He referred to the previous considerations at the Council meeting in October, when the document presented on that occasion was deemed not to be fit for purpose. Much work had been carried out since then by the Council's officers to ensure that the shortcomings identified on that occasion had been corrected.

The Cabinet Member stated that he believed that the Council was now in a position to move ahead. He asked Members not to defer the consideration of this item any further but to make a decision to put the documents forward for consultation. The consultation was part of the statutory process required and failure to take documents forward to consultation could result in the Secretary of State taking away the decision making powers from the Council.

Councillor Knight moved that in accordance with Council Procedure Rule 12(k) the debate on this item be adjourned for one week. Councillor Knight made the following statement in support of his motion:

“It is with regret that due to the reasons which I have set out below; that I wish move a deferment of this Item; East Grinstead Area Action Plan and Sustainability Appraisal. The deferment to be until 1 week from tonight, 3rd May 2006, at 7pm.

The reasons for my motion are as follows:

- The reports for tonight’s meeting were not available to councillors until late last Thursday.
- Were of such length that councillors have struggled to read and consider them fully in the time available to them.
- The volume of reports for consideration and the complexity of the issues contained within them at tonight’s meeting; are such that members will probably not be able to complete the task without making compromises to the way the council debates and concludes them. This risks members not being able to fulfil the role to which they have been elected.
- Do not contain the traffic information expressly sought for the consultation to be meaningful and as such, rejected by this council 19th October 2005.

On a more positive note my colleague; Cllr Stephen Barnett and West Sussex County Councillor Margaret Collins have spent a considerable amount of time since Monday of this week pursuing officers at West Sussex County Council to disclose the illusive traffic information missing from the documents. Late yesterday he succeeded in getting it. I would also; therefore request that the information which is now available is distributed to all councillors for consideration and that it is included in the reports when passed for consultation.

In proposing this motion I am mindful of the pressure Mid Sussex District Council is under from the Government Office of the South East to get on with the obligation to fulfil it’s role as the principal planning authority. I am also mindful of the real possibility that further delays in starting the consultation could lead to GOSE taking the formation of the East Grinstead Area Action Plan into its own hands. This would mean that MSDC would lose control of its own planning duties. This is not something that I would wish or seek. For these reasons I am only requesting a deferment of 1 week, as stated earlier, to allow council members to do their job properly, with all the information necessary.”

The motion was seconded by Councillor Mr. Shevels. Both Councillor Knight and Councillor Shevels commented that they had hoped that the request for deferment could have been considered earlier in the evening in light of the long agenda before the Council and the number of members of the public that had attended for this item.

The motion was voted upon and was lost by 19 votes to 25.

The Leader of the Council moved that the report should be approved as recommended. This was seconded by Councillor Worsley.

Councillor Livesey stated that in October he had spoken against the submission of the documents then before the Council for consultation. In his view and thanks to the hard work of officers, the documents were now as comprehensive as they needed to be and should be submitted to public consultation so that the public had the opportunity to have their say on this issue.

Councillor Mrs. Glynn expressed her opposition to the Worth Way route being included in the list of preferred options. She considered it to be a very damaging

option and was particularly concerned that this option had been added at a late stage in the process.

Councillor Barnett proposed four amendments to the documents before the Council. The proposed amendments are set out in full below and were seconded by Councillor Knight. Councillor Barnett expressed his concern that the amount of time that Councillors had been given to consider these final draft documents was insufficient for them to properly address all of the issues that they contained.

Councillor Joyce-Nelson supported the comments of Councillor Mrs. Glynn and proposed that the Worth Way option (2e) be removed from the list of preferred options and replaced by an option of a road from Forest Row to Wych Cross. This was seconded by Councillor Starmer.

The Cabinet Member for Environmental Services explained that the Worth Way proposals had come forward during the process of public engagement leading up to the preparation of the documents. He stated: "The Worth Way option meets the Structure Plan requirements and for that reason it is included within the options for consultation. It may well be that the Wych Cross option will emerge as an option for consideration in the full consultations to come."

The first amendment proposed by Councillor Barnett and seconded by Councillor Knight:

"In the Draft Sustainability Appraisal Report for the East Grinstead Strategic Development Area Action Plan Pre-Submission Document (on page 6) - Section 2.15 [table 1] item 7 The section under 'Indicator' sentences 1 & 3 have appended 'compared to the 2004 base data'. In addition make all consequential amendments to ensure the document as a whole complies with this."

This was voted upon and was carried by 24 votes to 20.

The second amendment proposed by Councillor Barnett and seconded by Councillor Knight:

"In the Draft Report of the East Grinstead Strategic Development Area Action Plan Pre-Submission Document (on page 14) - Section 3.7 & 3.8: In para 3.7 line 2 replace 'working' with 'now seeking to work' to read "For this reason this council is now seeking to work closely..." In para. 3.7 delete the initial word 'Additionally'. Then renumber paragraphs to reverse the order."

This was voted upon and was lost by 20 votes to 25.

The third amendment proposed by Councillor Barnett and seconded by Councillor Knight:

"In the Draft Report of the East Grinstead Strategic Development Area Action Plan Pre-Submission Document (on page 6) - Executive Summary, para 27, replace second sentence with this new text:

'The Council positively welcomes alternative proposals provided they are in conformity with Structure Plan. The Council is keen to encourage full public engagement so that local opinions can help shape the Area Action Plan as it progresses (NB this sentence taken from para 28, should be deleted from that para). Thus it wishes to ensure the public has maximum access to information necessary to

facilitate analysis of the options within the Area Action Plan and the development of new proposals. Accordingly, it is committed to providing clear and legible information at the AAP exhibitions referred to in paragraph 28, copies of key maps and a dedicated telephone line for questions to Officers when the exhibitions are unmanned. These commitments, and further provisions to ensure the required public access to information, will be published in a Declaration of Intent defining the detail of the organisation of the exhibitions.”

This was voted upon and lost by 20 votes to 25.

The fourth amendment proposed by Councillor Barnett and seconded by Councillor Knight:

“In the Draft Report of the East Grinstead Strategic Development Area Action Plan Pre-Submission Document (on page 8) - Additional wording after the existing para 1.5 of the Introduction as follows:

'Infrastructure provision for both the existing local community and new residents generated by housing expansion will be ensured by developers' contributions and utility companies as appropriate. Further details of the anticipated additional infrastructure requirements generated by the proposed expansion of East Grinstead, and the costs as relevant to the strategic development itself, will be provided an Appendix to the AAP proposals.' “

This was voted upon and lost by 20 votes to 26.

The Leader of the Council stated that there would be a full, clear open and proper consultation process and that the Council had her personal commitment to that.

Councillor Knight welcomed the statement from the Leader of the Council. He considered however that there had been shortcomings in other recent consultations carried out by the Council and considered that there should be clear guidelines governing this consultation exercise.

Councillor Henry considered that it was now time that the proposals went to the public to allow them to have their say on these important issues.

The proposal by Councillor Joyce-Nelson seconded by Councillor Starmer:

“That the Worth Way route (option 2e) be removed from the preferred options and that a route from Forest Row to Wych Cross be added as a preferred option”

Was voted upon and lost by 19 votes to 24.

Having considered the motions for amendments, the Council then considered the recommendations before them. These were approved nem con.

RESOLVED

1. That In the Draft Sustainability Appraisal Report for the East Grinstead Strategic Development Area Action Plan Pre-Submission Document (on page6) - Section 2.15 [table 1] item 7 The section under 'Indicator' sentences 1 & 3 have appended 'compared to the 2004 base data'. In addition make all consequential amendments to ensure the document as a whole complies with this.

2. That subject to 1 above the East Grinstead Strategic Development Area Action Plan Pre-Submission Draft and Sustainability Appraisal be approved for public consultation; and
3. That amendments required as a result of Council's discussions be made to the documents by the Head of Planning Policy in agreement with the Cabinet Member for Environment.

743. MINUTES

The Minutes of the Meeting held on 1 March 2006 were approved as a correct record and signed by the Chairman.

744. CHAIRMAN'S ANNOUNCEMENTS

Details of the engagements attended by the Chairman and Vice-Chairman between 2 March 2006 and 26 April 2006 were tabled.

745. LEADER'S REPORT

The Leader of the Council updated the Council on matters relating to the proposed reorganisation of local government. To date there had been no leaks as to what the White Paper was to contain and this was in itself perhaps unusual. The Lyons report on Local Government was due to be released in April, but to date it had not been published. A West Sussex County Council seminar on the White Paper was due to be held on 11th May. "Web chats" with the Minister David Milliband were due to be held on 11th, 18th and 25th May.

746. REPORT OF CABINET MEMBERS

The Cabinet Member for Customer Services made the following statement:

"I wish to elaborate on the brief discussion at Cabinet on Monday 10 April, as unfortunately, the draft minutes do not fully reflect the discussion.

It concerns a proposed development of sporting facilities on land to the west of St Paul's School, and north of the A2300, that could potentially have implications for our business at the Triangle and the commercial site which has been the subject of discussion at Cabinet last year.

An organisation known as the Sports City Foundation, some years ago conceived a scheme for a sports complex to encourage/train aspiring youngsters at a national level.

Until recently the scheme has been frustrated by lack of funding, but has now obtained financial backing, and the company is currently in discussions with land owners. That is all I can say, as I am not in possession of any additional information.

However, I have asked for a meeting with the company management, and hopefully will be in a position to report more fully to members at a future meeting.

I am mindful of both the threats and opportunities this scheme represents, which incidentally, will unfold at the same time as the masterplan for Burgess Hill Town

Centre. Cabinet and Officers will monitor both carefully, before any business or development decisions are made in relation to the whole of the Triangle site.

Fundamental to any decision will be our duty to make the best use of Council resources for the residents of Mid Sussex."

**747. NOTICE OF MOTION SUBMITTED BY COUNCILLOR SUZANNE COSGRAVE
SECONDED BY COUNCILLOR ANDREW BARRETT-MILES**

The following notice of motion was before the council:

"The Council notes that the formal decision-making on the proposed Masterplans for the three towns has now been deferred until June 2006 at the earliest, as a consequence Council considers that any discussion concerning the land [discussed by Cabinet in October 2005] adjacent to the Triangle, to include consideration of its sale or alternative use, with consultants, prospective purchasers and developers and any application for planning permission for actual or speculative uses would be premature. Council would wish to see any such processes suspended or discontinued pending the formal decision re the Burgess Hill Masterplan.

The Cabinet is asked in the light of the views held by Council and the changes that have occurred since it last considered this matter in October 2005 concerning the Masterplanning for Burgess Hill to reconsider its current plans and take into account Council's recommendation that such discussions should be discontinued or suspended pending further consideration and agreement on a Masterplan for Burgess Hill by Council."

In light of the statement made by the Cabinet Member for Customer Services as set out above, the proposer and seconder of the motion informed Council that they wishes to withdraw the motion.

It was agreed that the motion be withdrawn.

748. BETTER LIVES ADVISORY GROUP – 14 FEBRUARY 2006

Council received the draft minutes of the meeting of the Better Lives Advisory Group held on 14 February 2006.

749. PERFORMANCE AND SCRUTINY COMMITTEE – 15 FEBRUARY 2006

Council received the draft minutes of the meeting of the Performance and Scrutiny Committee held on 15 February 2006.

750. BETTER SERVICES ADVISORY GROUP – 21 FEBRUARY 2006

Council received the draft minutes of the meeting of the Better Services Advisory Group held on 21 February 2006.

751. BETTER ENVIRONMENT ADVISORY GROUP – 29 MARCH 2006

Council received the draft minutes of the meeting of the Better Environment Advisory Group held on 29 March 2006. Councillor Mr. Shevels raised an issue on the accuracy of minute 690 of the draft minutes. It was noted that this would be addressed at the next meeting of the Advisory Group.

752. EMPLOYMENT COMMITTEE – 4 APRIL 2006

Council received the open draft minutes of the meeting of the Employment Committee held on 4 April 2006.

753. EXCLUSION OF PRESS AND PUBLIC

RESOLVED

That the public and press be excluded from the meeting during consideration of the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraph 12 of Part I of Schedule 12(A) to the Local Government Act 1972.

754. EXEMPT MINUTES OF EMPLOYMENT COMMITTEE – 4 APRIL 2006 AND RECOMMENDATIONS

Council received the exempt draft minutes of the meeting of the Employment Committee held on 4 April 2006.

RESOLVED

That the recommendations in Minutes 708 and 709 of Employment Committee of 4 April 2006 be approved.

Chairman

6. CHANGES TO THE CONSTITUTION

REPORT OF: ANNE HALLIGEY - CORPORATE STRATEGIC DIRECTOR AS
MONITORING OFFICER
Contact Officer: Anne Halligey
Email: AnneH@midsussex.gov.uk
Wards Affected: All
Key Decision Not applicable

1.0 Purpose Of Report

- 1.1 To seek the Council's approval to the changes to the Constitution set out in this report and to obtain authorisation to effect the agreed changes.

2.0 Summary

- 2.1. The making of changes to the way in which the Council conducts its business, and the amendments to the Constitution to effect those changes, are considered necessary or desirable following a review of the Council's operation since the changes made in May 2005.
- 2.2. The main changes to the terms of reference of the Cabinet, changes to the portfolio responsibilities of Cabinet Members and provision for the appointment of a Deputy Leader.

3.0 Recommendations

That the Council:

- 3.1 **Approves the changes to Article 7 of the Constitution as detailed in paragraphs 5.1, 5.2 and 5.3 of this report; and**
- 3.2 **Approves the changes to paragraph 4.0 and the Schedule to Part 3 of the Constitution as detailed in paragraphs 6.1 and 6.2 and Appendix 1 to this report; and**
- 3.3 **Approves the amendments to the Financial Procedure Rules as detailed in paragraph 7.1 and Appendix 2 to this report: and**
- 3.4 **Authorises the Monitoring Officer to make the necessary changes to the Constitution to give effect to these decisions.**
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4.0 Background

- 4.1 Under Article 15 of the Constitution, the Monitoring Officer has a duty to monitor and review the operation of the Constitution to ensure that the aims and principles of the Constitution given full effect. Such review is normally carried out annually. This year the Monitoring Officer has discussed the matter with the Chief Executive, the Leader of the Council and other members of the Cabinet. One of the matters which is causing concern is the workload being carried by members of the Cabinet.
- 4.2 It is, therefore, proposed that the number of Cabinet members be increased from 5 to 6 and that there be changes to the portfolio responsibilities to reflect the increase in numbers. Details are given in Appendix 1 to this report.
- 4.3 The Leader has pointed out that there is no provision allowing for the formal appointment of a Deputy Leader. It is considered that this omission should be

rectified given the workload considerations described above. It is, therefore, proposed that Article 7 be amended to provide for the appointment of a Deputy by the Leader of the Council, to be chosen from among the Cabinet appointed by the Council .

- 4.4 During the consideration of the Council's performance and management for the Use of Resources judgement, the Audit Commission pointed out that the management of strategic risk was not included in the Cabinet's terms of reference, although it was apparent that the Cabinet was undertaking these functions in reality. It was therefore, agreed that the Council would be recommended to amend the Terms of Reference of Cabinet accordingly. Details of the proposed change are given in Appendix 1 to this report.
- 4.5 During the same exercise the Audit Commission considered the Terms of Reference of the Audit Sub-Committee and commended to the Council the Practical Guidance for Local Authorities published by CIPFA (the Chartered Institute of Public Finance and Accountancy). It was agreed that the Council would be asked to consider amending the terms of reference of the Audit Sub-Committee to reflect that Guidance. This is not a straightforward matter and is being given further consideration.
- 4.6 The proposed changes recommended by the Audit Commission, relating to the Audit Sub-Committee, are not included in this report but will form the subject of a separate report to a future meeting of the Council.

5.0 Changes to Article 7 – The Cabinet

5.1 Article 7.2 provides "The Cabinet will consist of the executive Leader together with at least 2, but not more than 9, councillors appointed to the Cabinet by the Council". The number of serving Cabinet members will be decided by the annual Council meeting.

5.2 It is further proposed that there shall be inserted a new paragraph 7.5 as follows:-

" The Leader may appoint from among the Cabinet members appointed by the Council a Deputy Leader who shall have full power to act when the Leader is absent or otherwise unable to act. The Deputy Leader shall hold office until:

- (a) He/she resigns from office; or
- (b) He/she is suspended from being a councillor under Part III of the Local Government Act 2000 (although he/she may resume office at the end of the suspension); or
- (c) He/she is no longer a councillor; or
- (d) The date of the next Annual Council Meeting. The Deputy Leader may be re-appointed at the end of that period, provided that he/she has been re-appointed to the Cabinet by the Council; or
- (e) He/she is removed from office by the Leader.

5.3 Paragraphs 7.5, 7.6 and 7.7 should be re-numbered accordingly.

6.0 Amendment to Part 3 of the Constitution – Responsibility for Functions.

6.1 It is recommended that paragraph 4.0 The Cabinet and the Schedule – Allocation of Functions within the Cabinet be amended by their deletion in their entirety and their

replacement by paragraph 4.0 and the Schedule contained in Appendix 1 to this report. Paragraph 4.0 has the effect of inserting the management of strategic risk into the Cabinet's Terms of Reference and replaces the reference to the Director of Resources with the more appropriate reference to the Monitoring Officer.

- 6.2 The Schedule has been completely revised and provides for six distinct portfolios rather than five and allocates the executive functions between them. There is no other change to Schedule 3 proposed at this time, although it is anticipated that minor amendments to the Scheme of Delegation will be promoted in due course.

7.0 Amendment to Part 4 (vi) of the Constitution – Financial Procedure Rules

- 7.1 Financial Procedure rules have been revised and are attached as Appendix 2. The changes can be summarised as follows:

- changes in designations and responsibilities throughout to reflect the Council's current organisational structure
- changes to, and re-ordering of, Rules 2 to 9 to reflect procedural changes in budget preparation and approval, incurring expenditure, and variations to budgets
- minor wording changes in Rules 10 to 26 and Schedule (I).

8.0 Financial Implications

- 8.1 There are no costs associated with any changes to the Constitution apart from the additional Cabinet Member appointment. This is unbudgeted and will result in a pressure in 2006/07 of £11,625.

Background Papers

None

Amendment to Part 3 of the Constitution

New Paragraph 4.0 and schedule

4.0 The Cabinet

The Cabinet has at least 2 but not more than 9 Members.

- (a) It exercises all the functions of the Council other than those specifically the function of:
- (i) The Council;
 - (ii) Committees of the Council;
 - (iii) Any Area Committee; and
 - (iv) Officers pursuant to Annexe A of this Part 3.
- (b) In particular, the Cabinet's functions are:
- (i) implementing policies as determined by Council.
 - (ii) advising the Council on financial and economic policy and to recommend annually, as determined by statute, proposals for the Council Tax.
 - (iii) maintaining overall control of approved budgets and considering virement requests in accordance with Financial Procedure Rules.
 - (iv) preparing a Corporate Plan for the consideration of the Council.
 - (v) considering reports from the Council's external auditors, (other than the Auditor's Management Letter), ombudsman and other bodies and taking or proposing appropriate action.
 - (vi) exercising the powers and duties of the Council under all statutes, regulations, and codes of practice relating to the health and safety of Council staff.
 - (vii) ensuring adequate training and development for elected members.
 - (viii) acting on behalf of the Council in any cases where urgent decisions are required and such matters cannot conveniently be dealt with by the Council or by another appropriate committee or under the delegated powers of staff.
 - (ix) preparing and approving the Council's E-Government Strategy.
 - (x) the management of strategic risks
- 4.1 The allocation of functions within the Cabinet is set out in the schedule below marked "Allocation of Functions within the Cabinet". The column headed "Onward Limits on Delegation" shows the limits placed upon sub-delegation.
- 4.2 Where a function is allocated to a Cabinet member, the Leader may determine that it is to be carried out by either another Cabinet Member or the Cabinet.

- 4.3 A Cabinet member may recall to himself the exercise of a function delegated by him to an officer.
- 4.4 Each Cabinet member will present to the Monitoring Officer a written record of delegations made by him.

1.0 Allocations of Functions within the cabinet

1.1 The Full Cabinet

- 1.1.1 All preliminary discussions upon and decisions in respect of matters set out in the Forward Plan.
- 1.1.2 All key decisions within the terms of Regulation 8 of the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000 including preliminary discussions on them.
- 1.1.3 All matters which are to be referred to Full Council with a recommendation.
- 1.1.4 All matters referred to the Cabinet by the Performance and Scrutiny Committee, the Policy Development Committee or a Policy Development Sub-Committee.
- 1.1.5 The making of appointments to outside bodies where the nominations are uncontested.
- 1.1.6 Virement sums not exceeding £100,000 on any one occasion, subject to a maximum of £200,000 in any one financial year.
- 1.1.7 Strategic Risk Management.

1.2 Individual Cabinet Members

- 1.2.1 Joint and several responsibility for the delivery of strategies across the Council's activities.
- 1.2.2 Developing strategies for their individual portfolios and ensuring the operational implementation of those strategies.

**1.3 Cabinet Portfolio Functional And Service Areas
Leader Corporate/Strategic Issues**

- 1.3.1 Overall responsibility for-
- The development of and submission of policy to Council
 - The submission of the annual budget to Council
 - Ensuring that Executive decisions are taken within financial and policy guidelines
 - The review, development and delivery of strategic policies
 - Overall responsibility for implementation of the Value for Money Strategy
 - External Auditor's Annual Management Letter
 - Democratic Structures and Arrangements
- 1.3.2 Liaison with external organisations and partners
- European, national & regional
 - The varying levels of local government, including improvements to three tier working
 - Local liaison on strategic matters, principally via the Local Strategic Partnerships
 - Public involvement and consultation
 - External communications and public relations

1.4 Cabinet Portfolio Functional And Service Areas Planning & Economic Development

- Development & Building Control Policy
- Regional planning
- Land use planning policy and the review and production of the Local Development Framework
- Representing the District's interests in the provision of infrastructure
- Town centre development
- Town development planning
- Promotion of economic and business development
- Designation of conservation areas
- Policy concerning historic buildings and schemes for the improvement and enhancement of conservation areas
- Planning development of the Oaklands campus
- Location strategy for Council offices
- High hedges legislation
- Land charges

1.5 Cabinet Portfolio Functional And Service Areas Leisure & Culture

- Cultural policy and strategy
- Sports facilities
- Parks, gardens, sports grounds and amenity areas
- Children's play areas
- Arts and sports development
- Healthy living
- Theatres/arts entertainment venues
- Community halls
- Sports and arts grants
- National park
- Tourism Policy & Strategy, marketing and promotion
- Customer Services
- Marketing
- Operational property maintenance

1.6 Cabinet Portfolio Functional And Service Areas Health And Community

- Community strategy & planning
- Community safety & the Crime & Disorder Reduction Strategy
- District Health Liaison; Local Health partnerships with Primary Care Trusts, Groups and others
- Health promotion and improvement.
- Social Inclusion, services for focus groups, older people, disabled & the young
- Licensing policies
- Environmental health
- Annual housing strategy
- Homelessness
- Housing partnerships

- Private sector housing and related matters
- Housing aspects of community development projects
- Independent living and housing support services
- Travellers
- The voluntary sector
- Air quality strategy
- Pest and Dog control

1.7 Cabinet Portfolio Functional And Service Areas Resources And Service Support

- Financial management
- Risk management
- Performance management
- The Council's budget & Medium Term Financial Plan
- The capital budget preparation and monitoring
- Preparation of the Council's Corporate Plan and its contribution to the Community Strategy for the District
- Service and process improvement
- Information technology & e-Government
- The CENSUS partnership
- Legal services
- Investment property portfolio
- Personnel
- Treasury management
- Internal audit
- Procurement
- Data Protection
- Freedom of Information
- Member services
- Revenue collection
- Housing benefits scheme
- Banking arrangements

1.8 Cabinet Portfolio Functional And Service Areas Environment & Transport

- Civic pride and street scene
- Local character and identity of the District
- Waste strategy
- Recycling and refuse collection and disposal
- Street cleaning
- Environmental Strategy
- Biodiversity
- Contaminated land strategy
- Energy strategy
- Water efficiency
- Public conveniences
- Car parking strategy
- Public & community transport
- Transport Licensing policy
- Emergency planning

- Emergency services liaison
- Engineering, drainage, streams & watercourses
- Street naming and numbering
- Abandoned vehicles
- East Grinstead Area Action Plan

Functional Responsibilities of Cabinet

Leader	Planning & Econ Development	Leisure & Culture	Health & Community	Resources & Service Support	Environment & Transport
Political/External Liaison, PR & Communications	Development Control Policy	Leisure Indoor & Outdoor	Community Planning and Social Inclusion	Financial Management	Environmental Strategy, Civic Pride & Street Scene
Value for Money	Regional Plans	Healthy Living	Services for Older People, Disabled & Young	Risk Management	Waste & Recycling
Corporate Plan	Local Development Framework	Civic Halls	Health Liaison	Performance Monitoring	Public Conveniences
Strategic Partnerships	Infrastructure	Customer Services	Housing	Service/Process Improvement	Car Parking
Audit CPA	Town Centre Development	Cultural Strategy	Community Safety & Licensing Policy	IT & Census Partnership	Public & Community Transport
SEERA, LGA, MSALC	Economic Development	National Park/ Countryside & Tourism	Environmental Health	Legal & Property	Emergency Planning
	Future of Oaklands Site	Marketing	Travellers	Personnel	Emergency Services liaison
	Future Council Accommodation	Operational Property Maintenance	Voluntary Sector	Procurement	
				Housing Benefits/ Council Tax	

PART 4 (vi)

Financial Procedure Rules

		Page
1.	General	
	Draft Budget Preparation and Approval	
2.	Revenue Budget	
3.	Capital Programme	
	Incurring Expenditure	
4.	Revenue Expenditure	
5.	Capital Expenditure	
	Variations to the Budget	
6.	Revenue Budget	
7.	Capital Programme	
8	Carry forward of Budgets	
9.	Expenditure in an Emergency	
10	Banking Arrangements and Cheques	
11	Other Treasury Management Issues	
12	Orders for Works, Goods and Services	
13	Payment of Invoices and Other Claims	
14	Imprest Holders	
15	Payment of Salaries, etc.	
16	Income	
17	Stocks and Stores	
18	Inventories	
19	Internal Audit	
20	Insurance	
21	Security	
22	Travelling, Subsistence and other Allowances (Members)	
23	Travelling, Subsistence and other Allowances (Officers)	
24	Property and Asset Register	
25	Accounting	
26	Contracts for Building, Construction, Maintenance, or Engineering Work	
Financial Procedure Rules - Schedule (I)		

General

1. (a) The Head of Finance shall for the purposes of Section 151 of the Local Government Act, 1972, be responsible for:-
 - (i) giving financial advice to the Council and the Cabinet subject to consultation, as necessary, with Heads of Service;
 - (ii) supervising all financial matters;
 - (iii) making safe and efficient arrangements for the receipt and payment of moneys payable to and by the Council and also for money receivable for and payable to other bodies;
 - (iv) supervising the keeping of all the accounts and financial records of the Council;
 - (v) submitting to Government Departments and other authorities all claims for grant and reimbursement of expenditure;
 - (vi) submitting all financial returns to Government Departments and other bodies;
 - (vii) conducting an adequate and effective internal audit in accordance with the current Accounts and Audit Regulations of the accounts and financial records of the Council and of their officers in the course of their official duties.
- (b) For the purposes of complying with these Financial Procedure Rules every Head of Service shall provide the Head of Finance with any relevant financial information requested, shall allow the Head of Finance access to such relevant documents and records under his/her control and shall comply with the Head of Finance's recommendations regarding the form and method of keeping any financial record.
- (c) In these Regulations all amounts quoted shall be exclusive of Value Added Tax.
- (d) Each Head of Service shall consult the Head of Finance with respect to any matter within his/her purview which is liable materially to affect the finances of the Council before any provisional or other commitment is incurred.
- (e) Throughout these Financial Procedure Rules, 'approved' means either signed in writing or approved electronically by secure means.

Draft Budget Preparation and Approval

2. Revenue Budget

- (a) Each financial year the Council shall consider whether, and if so what, guidelines should be followed for the preparation of draft budgets.
- (b) The Cabinet shall make appropriate arrangements to consult both representatives of industrial and commercial ratepayers and the taxpayers of the District upon proposed expenditure.
- (c) The draft annual estimates of proposed expenditure and probable income for the forthcoming year on revenue account shall be prepared by the Head of Finance in consultation with the Chief Executive and the appropriate Heads of Service.
- (d) The Cabinet shall consider the effect of the aggregate of the draft estimates upon the finances of the Council and the probable council tax necessary to meet such estimated requirements.
- (e) In accordance with Local Government Finance Act 1992 the Council as billing authority shall approve the budget and set all appropriate council taxes on or before 1st April in each year.
- (f) Copies of the annual estimates in such form and under such headings as the Cabinet may from time to time approve shall be sent to each member of the Council.
- (g) In compliance with the 'Code of Practice on a Prudential Approach to Local Authority Commitments', all reports should include a reference to the consequences of the decision being recommended and of options, where appropriate.
- (h) If any amendment is proposed to a financial proposal in any report the Chairman of the Council should ask the Head of Finance to advise on the financial consequences of that amendment, if practical, before the amendment is voted on.
- (i) shall receive a quarterly financial summary and make appropriate recommendations to Council.

3. Capital Programme

- (a) In each financial year, the Council shall consider guidelines for the preparation and financing of a three year forward Capital Programme for Housing Services and Environmental, Protective and Cultural Services respectively; such guidelines may include the overall content of the programme and the priorities between services or projects.
- (b) In each financial year, a draft Capital Programme shall be submitted to Cabinet having regard to any guidelines previously given detailing:-
 - (i) a list of capital projects to be started in the next ensuing year;

- (ii) a detailed justification statement outlining the purpose of each project together with the timetable of steps needed to implement each project identifying any constraints or limitations which might affect the programming of projects. It will also outline the revenue consequences of implementing each project together with how the project contributes to achieving the Corporate Plan.
- (c) Cabinet shall consider the draft Capital Programme and make such additions or deletions or call for reports as it considers appropriate.

Incurring Expenditure

4. Revenue Expenditure

Subject to compliance with Contracts Procedure Rules, any Head of Service may incur revenue expenditure or authorise a reduction in income provided that -

- (a) in the case of expenditure, such expenditure is included in the approved annual revenue estimates or is within an approved variation in accordance with Financial Procedure Rules 8 and 9; or
- (b) in the case of a reduction in income, such reduction has been similarly authorised;
- (c) The Head of Finance shall furnish each Head of Service with periodical statements of receipts and payments under each head of approved estimate together with such other relevant information as he has available and it shall be the responsibility of those officers to keep within the budgetary provision.

5. Capital Expenditure

- (a) Approval of the Capital Programme or any variation thereto pursuant to Regulation 7 by the Council shall confer authority:-
 - (i) to seek planning approval where necessary for the implementation of any project;
 - (ii) to acquire, within terms approved by the District Valuer or other duly qualified professional valuer, such land as is required for projects in the Programme except that no negotiations shall be commenced for the acquisition of land until the Head of Finance has certified that any necessary statutory approvals and finance are or will be available;
 - (iii) to accept a tender for a project in the new projects list at a price within, or not more than 10% above, the estimated cost of the project as indicated in the Programme;
- (b) Approval of the Capital Programme by the Council shall constitute the Council's authority to borrow the necessary moneys in respect of projects or land acquisition which are approved by virtue of Financial Regulation 3(a) and which may be required to be financed from loan.
- (c) However, any finance raised to meet approved capital expenditure must have regard to the 'prudence, affordability and sustainability' objectives of the 'Prudential Code for Capital Finance in Local Authorities'.

Variations to the Budget

6. Revenue Budget Virement

6.1 *Definition*

- 6.1.1 Virement is the transfer of a budget between types of expenditure or income or between services.
- 6.1.2 Virements apply to the lines of expenditure and income in the detailed budget as approved by the Council when setting the council tax and which may be subsequently published in a budget book, but excluding support services, recharges and capital charges.

6.2 *Limits*

- 6.2.1 The Cabinet may transfer up to £100,000 between any budget on one occasion subject to a maximum of £200,000 per year on the condition that the policies and principles on which the overall budget has been approved by the Council are not altered. Proposals to transfer amounts in excess of £100,000 on any one occasion must be referred to the Council for approval.
- 6.2.2 The Chief Executive may authorise the transfer of budgets up to £50,000 in total on any one occasion subject to a maximum of £100,000 in total per year (ending 31st March).
- 6.2.3 Heads of Service may transfer budgets in services for which they are responsible up to £10,000 in total on any one occasion up to a maximum of £50,000 in total per year (ending 31st March).
- 6.2.4 The Head of Finance will review these limits each year when the budget is approved.

6.3 *Virement context, conditions and exceptions*

- (a) The Council has approved the budget within the policy framework. No virement shall alter this policy framework without the authority of the Council.
- b) There must be no commitment to an on-going liability beyond the financial year without the authorisation of the Head of Finance. Equally, expenditure of a recurring nature must not be financed from non-recurring savings.
- (c) Income must have been received or contractually committed before it is transferred.
- (d) Expenditure must not be financed from additional income unless the income arises from a previous decision to increase fees, charges or rents. The application of income outside this definition is to be decided by the Head of Finance and will be reported in the next monitoring report to the Cabinet.
- (e) Virements by Heads of Service must only be exercised in those services for which that Head of Service has responsibility. If a Head of Service proposes virement which affects a budget outside their responsibility, the virement will only be allowed with the documented consent of the appropriate Heads of Service.

- (f) Virements must not adversely affect the ability to achieve trading results approved in the original budget.
- (g) The application of the Balance Unallocated is to be the responsibility of the Chief Executive, and reported in the next budget monitoring report.

6.4 Virement procedure

- 6.4.1 All requests for virement are to be evidenced in writing (including email) and sent to the Head of Finance.
- 6.4.2 All virements will be reported in the next budget monitoring report to the Cabinet.

7. Capital Programme Variations

- (a) If a Head of Service wishes to undertake a project involving capital expenditure which is not provided for in the Capital Programme and is of the opinion that consideration of the proposal cannot await the normal annual review of the forward programme s/he shall report to the Cabinet.
- (b) That report shall include reference to the matters set out in Regulation 3 (b) (ii) together with any other relevant implications of the proposed variation.
- (c) After considering all the relevant circumstances the Cabinet shall advise the Council on whether the Capital Programme should be varied by the addition of the proposed project and of the reasons for or against and the financial consequences of so doing.

8. Carry forward of Budgets

The Head of Finance shall be authorised to adjust the Revenue Budget and the use of Reserves where the (approved expenditure on an item budgeted for in a financial year will be incurred in a different year, subject to a maximum of £10,000 for each Head of Service.

9. Expenditure in an Emergency

In an emergency the Chief Executive, or the Head of Service nominated by him, after consultation with the Leader of the Council, or such other member nominated by him or officers (if any) as he considers appropriate, may authorise expenditure not otherwise authorised up to £100,000 and shall, after informing the Head of Finance report thereon to the next meetings of the Cabinet and the Council.

Banking Arrangements and Cheques

- 10. (a) The Head of Finance shall be responsible for the negotiation of banking terms for recommendation to the Council, and for approving the operation of the Council's bank accounts.
- (b) The Head of Finance shall be responsible for the ordering and control of cheques and for the prompt examination of paid cheques and the frequent

and, where possible, independent reconciliations of cash controls with bank statements.

- (c) All cheques drawn shall bear the printed signature of the Head of Finance, and/or be signed by him or an officer duly authorised by him. All other forms of payment drawn on the Council's bank accounts, including CHAPS Payment Orders, electronic transmission of funds and requests to transfer funds between bank accounts shall also be signed or otherwise approved by the Head of Finance or an officer duly authorised by him.

Other Treasury Management Issues

- 11 (a) This Council adopts the key recommendations of CIPFA's *Treasury Management in the Public Services: Code of Practice* (the Code), as described in Section 4 of that Code.
- (b) Accordingly, this Council will create and maintain, as the cornerstones of effective treasury management:
- A treasury management policy statement, stating the policies and objectives of its treasury management activities, in the form of words contained in Section 6 of the Code
 - Suitable treasury management practices (TMPs), setting out the manner in which the organisation will seek to achieve those policies and objectives, and prescribing how it will manage and control those activities, in the form of words contained in Section 7 of the Code.

The content of the policy statement and TMPs will follow the recommendations contained in Sections 6 and 7 of the Code, subject only to amendment where necessary to reflect the particular circumstances of this organisation. Such amendments will not result in the organisation materially deviating from the Code's key recommendations.

- (c) This Council will receive reports on its treasury management policies, practices and activities, including, as a minimum, an annual strategy and plan in advance of the year, and an annual report after its close, in the form prescribed in its TMPs. This annual report is to be presented by 30th September of the succeeding financial year.
- (d) This Council delegates responsibility for the implementation and monitoring of its treasury management policies and practices to the Cabinet, and for the execution and administration of treasury management decisions to the Head of Finance, who will act in accordance with the Council's policy statement and, if he/she is a CIPFA member, CIPFA's "Standard of Professional Practice on Treasury Management".
- (e) All money in the hands of the Council shall be aggregated for the purpose of treasury management and shall be under the control of the officer designated for the purposes of Section 151 of the Local Government Act 1972. For this Council the designated officer shall be the Head of Finance.
- (f) All executive decisions on borrowing, investment or financing shall be delegated to the Head of Finance or through him to his staff, who shall all be

required to act in accordance with CIPFA's "Code of Practice for Treasury Management in the Public Services".

- (g) The Head of Finance shall report to the Cabinet quarterly, on the activities of the treasury management operation and on the exercise of treasury management powers delegated to him.
- (h) Subject to statutory restrictions and limits prescribed by the Council, the Head of Finance shall be authorised to borrow for periods of less than one year in the name of the Council by way of bank overdraft, temporary loans, or otherwise.
- (i) The Head of Finance shall be authorised to invest or utilise capital, revenue and other fund balances within the limits prescribed by Council.
- (j) The sale, realisation or exchange of investments shall be the responsibility of the Head of Finance, subject to the control of the Council.
- (k) All investment of the Council's monies and all borrowings, shall be made in the name of the Council and the respective certificates, other than those relating to temporary investment of funds, lodged with the Council's bankers.
- (l) Subject to the approval of the Council, the Head of Finance shall be responsible for arranging other methods of finance for the Council's capital and revenue budgets and for maintaining adequate administrative arrangements. Such methods of finance may include finance and operational leasing arrangements.

Orders for Works, Goods and Services

- 12. (a) Orders shall be issued for all works, goods and services, unless otherwise agreed by the Head of Finance.
- (b) Orders, whether on pre-printed controlled stationery or produced by computer, shall be in a form approved by the Head of Finance.
- (c) Orders shall be approved by one of the following:-
 - (i) a Head of Service or his deputy, or if no deputy, then such other Heads of Service as s/he may authorise;
 - (ii) for a defined class of orders, any officer designated by his/her Head of Finance and notified in writing to the Head of Finance.
- (d) Before an order is approved the responsible officer shall:-
 - (i) be reasonably satisfied by means of competitive quotations or otherwise that it will obtain the best value for the price to be paid;
 - (ii) ensure that the expenditure is covered by an approved budget estimate or authorised by the Chief Executive in an emergency in accordance with Financial Procedure Rule 9.
 - (iii) ensure that each order conforms with Council strategies and policies on Procurement.

- (e) Telephoned or oral orders must be confirmed no later than the next working day on an official written or electronic order marked accordingly.

Payment of Invoices and Other Claims

- 13. (a) Apart from petty cash and other payments from advance accounts, the normal method of payment of money due from the Council shall be by cheque or other instrument drawn on the Council's banking account by the Head of Finance.
- (b) Payment of invoices and other claims shall be made, as the case may be, either:-
 - (i) on an invoice rendered by a supplier, or
 - (ii) on a certificate signed by the appropriate Head of Service or authorised officer for a sum duly arising out of an emergency; or
 - (iii) where neither of the foregoing is applicable, on a special form of internal invoice which must specify the authority for such payment. In the case of payments made in accordance with a contract certificate, the contract supervising officer shall certify that payment is due and payment shall be separately authorised by a different authorised signatory.
- (c) Invoices rendered by a supplier shall not have additional items added thereto by an officer of the Council.
- (d) Any amendment to an account shall be made in ink and initialled by the officer making it, stating briefly the reasons where they are not self evident.
- (e) The Head of Service issuing an order shall be responsible for examining, verifying and certifying the related invoice(s) and similarly for any other payment vouchers or accounts arising from sources in his department. Such certification shall be approved by or on behalf of the Head of Service. A list of officers authorised to certify invoices and claims, together with specimen signatures, and any amendment thereto shall be submitted by the Head of Service to the Head of Finance.
- (f) Before certifying an account, the certifying officer shall satisfy himself/herself that:-
 - (i) the work, goods or services to which the account relates have been received, carried out, examined and approved;
 - (ii) the prices, extensions, calculations, trade discounts, other allowances, credits and tax are correct;
 - (iii) the relevant expenditure has been properly incurred, is within the relevant estimate provision;
 - (iv) appropriate entries have been made in inventories or stores records as required;

- (v) the invoice has not been previously passed for payment and is a proper liability of the Council;
 - (vi) accounts for payment shall have entered on them the order number and/or such other references as may be necessary; and;
 - (vii) the invoice is made out to Mid Sussex District Council or a recognised establishment of the Council.
- (g) Heads of Service are responsible for ensuring proper internal control with regard to the duties of ordering and receiving goods and processing of invoices for payment; in no case shall an invoice relating to goods or services for the personal use of an officer be certified for payment by that officer.
- (h) Duly certified invoices shall be passed without delay to the Head of Finance who shall examine them to the extent that he considers necessary, for which purpose he shall be entitled to make such enquiries and to receive such information and explanations as he may require.
- (i) Each Head of Service shall, not later than the last Friday in March of each year, notify the Head of Finance of all outstanding expenditure relating to that financial year.
- (j) The Head of Finance shall report to the Cabinet on such accounts as the Cabinet may from time to time select.

Imprest Holders

14. (a) The Head of Finance may, in consultation with the Head of Service concerned, make imprest advances to officers where necessary for the purpose of defraying certain expenses, and these officers shall acknowledge receipt of the imprest advance and subsequently maintain a record of their receipts and payments in the form and manner prescribed by the Head of Finance.
- (b) No income received on behalf of the Council may be paid into an imprest account but must be banked or paid to the authority as provided elsewhere in these regulations.
- (c) Payments shall be limited to minor items of expenditure as agreed from time to time by the Head of Finance and shall be supported by a receipted voucher to the extent that the Head of Finance may require.
- (d) An officer responsible for an imprest account shall, if so requested, give to the Head of Finance a certificate as to the state of his/her imprest account.
- (e) On leaving the employment of the Council or otherwise ceasing to be entitled to hold an imprest account, an officer shall account to the Head of Finance for the amount advanced to him/her.

Payment of Salaries, etc.

15. (a) The payment of all salaries, wages, compensation and other emoluments or allowances (after due calculation thereof by the relevant Head of Service) to

all employees or former employees shall be the responsibility of the Head of Finance.

- (b) Each Head of Service shall notify the Head of Finance of absences from duty for sickness or other reason apart from approved leave, in the manner as specified from time to time.
- (c) Appointments of all employees shall be made in accordance with the regulations of the Council and the approved establishments, grades and rates of pay.
- (d) All pay documents shall be in a form prescribed or agreed by the Head of Finance and shall be approved by or on behalf of the Head of Service. The names of officers authorised to sign such records shall be sent to the Head of Finance by each Head of Service together with specimen signatures and shall be amended on the occasion of any change.

Income

- 16. (a) The collection of all accounts and money due to the Council shall be in accordance with the instructions of the Head of Finance. All money received by an officer on behalf of the Council shall without delay be paid to the Head of Finance, to the Council's banking accounts, or as the Head of Finance may direct. No deduction may be made from such money save to the extent the Head of Finance may specifically authorise. In no case shall lodgement of money be less frequent than weekly except by agreement with the Head of Finance.
- (b) The Head of Finance may, in consultation with the Heads of Service concerned, recognise other officers of the Council for the purpose of collection of moneys due and these officers shall maintain a record of their receipts and bankings in the form and manner prescribed by the Head of Finance.
- (c) The Head of Finance shall be notified by Heads of Service as early as possible of all amounts due or no longer payable to the Council by supplying sufficient particulars of work done, goods supplied or services rendered whether of a recurring or non-recurring nature.
- (d) A debit shall be raised in respect of all amounts due to the Council on an official Council invoice approved by the Head of Finance.
- (e) No debit in respect of an amount due to the Council once currently established shall be discharged otherwise than by payment in full, except that the Head of Finance may write off individual irrecoverable amounts of up to the amount shown in Schedule (I) to these Regulations.
- (f) Each Head of Service shall consult with the Head of Finance before making any proposal to recommend the introduction, revision or discontinuance of scales of charges or tariffs. An annual review of income scales and charges should be undertaken by Heads of Service in consultation with the Head of Finance.
- (g) All official receipt forms, receipt books, tickets and other documents of a similar nature shall be ordered, controlled by, and remain in the custody of the

Head of Finance until issued to meet the requirements of departments. Every issue of any such document shall be acknowledged by the signature of the officer receiving the document.

- (h) No officer shall give a receipt for money received on behalf of the Council on any form other than an official receipt form. This regulation shall not apply:
 - (i) to the Head of Environment (provided paragraph (b) above has been complied with) in the case of the receipt of money due on the issue of statutory licences; nor
 - (ii) to the Head of Legal Services for money received by him/her for which a receipt is contained in a document under the seal of the Council or under his/her signature, nor to money paid into Court in favour of the Council.
- (j) Money received by an accounting officer shall not be used to cash postal orders or cheques.
- (k) Every transfer of official money from one member of staff to another shall be evidenced in the records of the departments concerned by the signature of the receiving officer.
- (l) Heads of Service shall contact the Head of Finance for advice and direction on VAT implications before agreeing to any income generating initiatives including any land and property deals with income implications.

Stocks and Stores

17. (a) Each Head of Service shall be responsible for stocks and stores under his/her control and these shall not exceed reasonable requirements.
- (b) Stocks and stores records shall be kept in a form to be agreed between the Head of Service and the Head of Finance, so that such information relating to stocks and stores as may be required by him for the accounting, costing and financial records of the Council shall be readily available.
- (c) Head of Service shall arrange for periodical test examinations of stocks by persons other than storekeepers and shall ensure that all stocks are checked at least once in every year.
- (d) Any surplus or deficiency in stocks and stores shall be reported to the Head of Finance by the Head of Service concerned and any appropriate adjustments made.
- (e) Heads of Service shall make proper arrangements for the disposal of stocks and stores which are obsolete or are in excess of requirements.

Inventories

18. (a) Inventories shall be maintained by all departments and therein shall be recorded an adequate description of furniture, fittings and equipment, plant and machinery. The extent to which the property of the Council shall be so recorded and the form in which inventories shall be kept is to be determined by the Head of Finance with the concurrence of the appropriate Head of Service.
- (b) Each Head of Service shall be responsible for maintaining an annual check of all items on the inventory; for taking action in relation to surpluses or deficiencies; amending the inventory accordingly, and informing the Head of Finance promptly of the result.
- (c) The Council's property shall not be removed otherwise than in accordance with the ordinary course of the Council's business or used otherwise than for the Council's purposes except in accordance with specific directions issued by the Head of Service concerned.
- (d) Heads of Service shall make proper arrangements for the disposal of furniture, fittings, equipment, plant and machinery which are obsolete or are in excess of requirements.

Internal Audit

19. (a) The Head of Finance, or his representative, may visit all establishments of the Council and shall have access for any necessary examination at all reasonable times to all documents and books appertaining in any way to the resources of the Council. The Head of Finance or his representative shall be entitled to require such explanation as he considers necessary to satisfy himself of the correctness of any matter under examination.

- (b) The Head of Finance or his representative shall have access to all cash and stores in the ownership or custody of the Council and may make such checks and tests as he deems reasonable.
- (c) Whenever any matter arises which involves, or is thought to involve, irregularities concerning cash, stores or other property of the Council or any suspected irregularity in the exercise of the functions of the authority, the Head of Service concerned shall forthwith notify the Head of Finance who shall take such steps as he considers necessary by way of investigation and report to the Chief Executive.

Insurance

20. (a) The Head of Legal Services shall be responsible for arranging insurance cover in all appropriate cases.
- (b) Heads of Service shall inform the Head of Legal Services immediately of all new risks, properties or vehicles which require to be insured, of any alterations affecting existing insurances and of any loss, liability or damage or any event likely to lead to a claim.
- (c) The Head of Legal Services shall be responsible for negotiating all insurance claims made on the Council's insurers.
- (d) The Head of Legal Services shall, as necessary, review all insurances in consultation with other Heads of Service as appropriate.
- (e) *All appropriate employees of the Council shall be included in a suitable fidelity guarantee insurance.*
- (f) Heads of Service shall consult the Head of Finance and the Head of Legal Services respecting the terms of any indemnity which the Council is requested to give.
- (g) No officer shall make any admission of liability, or consult, meet or correspond with any claimant without the prior agreement of the Head of Legal Services or the Council's insurers.

Security

21. (a) Each Head of Service is responsible for maintaining proper security at all times for all buildings, stocks, stores, furniture, equipment and cash, etc. under his/her control. He/she shall consult the Head of Outdoor Business (for buildings) or the Head of Finance (for other matters) in any case where security is thought to be defective or where it is considered that special security arrangements may be needed.
- (b) Maximum limits for cash holdings shall be agreed with the Head of Legal Services and shall not be exceeded without his express permission.
- (c) Keys to safes and similar receptacles are to be under the personal responsibility and control of the keyholder at all times; the loss of any such keys must be reported to the Head of Finance forthwith.

- (d) The Head of Outdoor Business shall be responsible for maintaining proper security and privacy as respects information held in the computer installation or for its use.
- (e) All officers of the Council who have responsibility for access to or control of confidential or personal information and records shall ensure that such information is securely kept, remains private and is not divulged without proper authority.
- (f) All Heads of Service shall be responsible for maintaining proper security and privacy in respect of personal data held on equipment operating automatically and shall report any changes that affect such information to the Council's Data Protection Officer, in accordance with the principles embodied in the Data Protection Act 1984.

Travelling, Subsistence and Other Allowances

- 22. (a) Payments to Council Members who are entitled to claim allowances will be made by the Head of Finance upon receipt of the prescribed form duly completed by the Member and certified by or on behalf of the Head of Corporate Improvement.
- (b) Claims should be submitted monthly or at the end of each cycle of meetings but in any event no later than six months after the entitlement to claim arises.
- 23. (a) All claims by officers for payment of car allowances, subsistence and travelling and incidental expenses shall be submitted duly certified in a form prescribed by the Head of Finance.
- (b) Certification by or on behalf of the appropriate Head of Service shall be taken to mean that the certifying officer is satisfied that the journeys were authorised, the expenses properly and necessarily incurred and that the allowances are properly payable by the Council.
- (c) All claims shall be submitted monthly; no claims submitted more than two months after the expenses were incurred shall be paid unless there are, in the opinion of the Head of Finance, exceptional circumstances.

Property and Asset Register

- 24. (a) The Head of Legal Services will maintain an Asset Register of all land and properties owned by the Council recording (inter alia), purpose for which held, location, extent and plan references, purchase details, particulars of nature of interest and rents payable and particulars of tenancies granted.
- (b) The Head of Legal Services shall have the custody of all title deeds.
- (c) Heads of Service are responsible for notifying the Head of Legal Services of any necessary changes to Asset Register records.

Accounting

- 25. (a) All accounting procedures and records of the Council and its officers shall be determined by the Head of Finance.

- (b) All accounts and accounting records of the Council shall be compiled by the Head of Finance or under his/her direction.
- (c) Where appropriate, the accounting procedures and records of the Council may be regulated in more detailed form by accounting instructions to be issued by the Head of Finance.
- (d) The following principles shall be observed in the allocation of accounting duties:-
 - (i) the duties of providing information regarding sums due to or from the Council and of calculating, checking and recording these sums, shall be separated as completely as possible from the duty of collecting or disbursing them;
 - (ii) officers charged with the duty of examining and checking the accounts of cash transactions shall not themselves be engaged in any of these transactions.

Contracts for Building, Construction, Maintenance, or Engineering Work

- 26.
- (a) Where contracts provide for payment to be made by instalments, the Head of Finance shall arrange for the keeping of a contracts register or registers to show the state of the account on each contract between the Council and the contractor, together with any other payments and the related professional fees.
 - (b) Payments to contractors on account of contracts shall be made only on a certificate issued by the Head of Service (or private architect, engineer or consultant where engaged by the Council) as appropriate or by his/her deputy or other officer nominated by him/her in writing for the purpose.
 - (c) Claims from contractors in respect of matters not clearly within the terms of any existing contract shall be the subject of consultation with the Head of Services for consideration of the authority's legal liability and, where necessary, the Head of Finance for financial consideration before a settlement is reached by the appropriate Head of Service.

Financial Procedure Rules – Schedule (I)

SCHEDULE OF AUTHORITIES

Regulation Number.	Description	Authority Level: Value up to: £	Authority To:	Delegated
INCOME				
16. (e)	Debt write off	10,000	Head of Finance (or an Officer nominated by him)	
16. (e)	Where bankrupt or in liquidation	Any amount	Head of Finance	

7. TO ELECT THE LEADER OF THE COUNCIL FOR 2006/07
8. TO AGREE THE NUMBER OF MEMBERS TO BE APPOINTED TO THE CABINET AND TO APPOINT THOSE MEMBERS.

REPORT OF: David Pollington, Head of Democratic Services and Scrutiny
Email: davidp@misussex.gov.uk Tel: 01444 477225
Wards Affected: All
Key Decision No

Council is required to appoint a Leader of the Council for the forthcoming year. Council will be asked for nominations for Leader of the Council and to agree who should be appointed to the position.

Once a Leader of the Council has been appointed, Council is required to agree the number of members to be appointed to the Cabinet and then to appoint those members.

10. POLITICAL BALANCE: SECTION 15 LOCAL GOVERNMENT AND HOUSING ACT 1989; THE LOCAL GOVERNMENT (COMMITTEES AND POLITICAL GROUPS) REGULATIONS 1990

REPORT OF: David Pollington, Head of Democratic Services and Scrutiny
Email: davidp@midsussex.gov.uk Tel: 01444 477225
Wards Affected: All
Key Decision No

Purpose Of Report

1. To set out the political balance on the Council. The report sets out the political balance on each of the Council's Committees and Sub-Committees and recommends that they be approved.

Recommendations

2. **That for the year 2006/07:**
 - a. **The Performance and Scrutiny Committee comprises 20 members consisting of 11 Conservatives, 8 Liberal Democrats and 1 Labour Member.**
 - b. **The Area Planning Committees comprise 12 members consisting of 19 Conservatives over the 3 Committees, 16 Liberal Democrats over the 3 Sub-Committees, and the Labour Group having 1 seat over the 3, having regard to the desirability of having local members and members representing each ward within the planning area serving on the Sub-Committee.**
 - c. **The Better Lives Advisory Group comprises 10 members consisting of 6 Conservatives and 4 Liberal Democrats.**
 - d. **The Better Services Advisory Group comprises 10 members consisting of 6 Conservatives and 4 Liberal Democrats.**
 - e. **The Better Environment Advisory Group comprises 10 members consisting of 6 Conservatives and 4 Liberal Democrats.**
 - f. **The Licensing Committee comprises 13 members consisting of 8 Conservatives and 5 Liberal Democrats**
 - g. **The Standards Committee comprises 5 members consisting of 2 Conservatives (other than the Leader), 1 Liberal Democrat, 2 independent persons and one representative of town/parish councils.**
 - h. **The Standards Sub-Committee comprises members consisting of 1 Conservative, 1 Liberal Democrat, 1 independent person and two representatives of the towns/parishes.**
 - i. **The Employment Committee comprises 7 members consisting of four Conservatives and 3 Liberal Democrats.**
 - j. **The Audit Sub-Committee comprises 7 members consisting of 3 Conservatives, 3 Liberal Democrats and 1 Labour Member.**
-

Background

3. Section 15 of the Local Government Act 1989 and the Regulations made thereunder require the Council to review regularly the political composition of the Council and to determine the size and constitution of its Committees etc. to ensure that the political balance is reflected and maintained in those Committees, Sub-Committees and Working Parties by allocating seats on each Committee to each group in direct proportion to each group's overall representation on the Council.
4. Under Council Procedure Rule 1, the Council is required to consider the political balance of the Council and to determine the allocation of seats on Committees.

The Rules And Principles Of Political Balance

5. The political composition of the Council is:

Conservatives	28 seats (51.85%)
Liberal Democrats	24 seats (44.44%)
Labour	2 seats (3.7%)

6. **The principles of political balance require that:**

1. not all seats on any committee or sub-committee are allocated to the same group.
2. the majority of seats on the committee/sub-committee is allocated to the group having the majority of the seats on the Council.
3. subject to 1 and 2 above that the number of seats allocated to any group on the total of all committees have the same proportion to the proportion on the full Council.
4. subject to 1, 2 and 3 above that the number of seats on each committee allocated to each group bears the same proportion to the proportion on the full Council.

The Effect of the the Rules on the Composition of Committees

7. It is proposed that the following Committees and Advisory Groups be established for 2006/07 :

3 Area Planning Committees, each having	12 members
Performance and Scrutiny Committee	20 members
Better Lives Advisory Group	10 members
Better Services Advisory Group	10 members
Better Environment Advisory Group	10 members
Licensing Committee	13 members
Standards Committee	3 members (plus two independent persons and one town/parish representative)
Standards Sub-Committee	2 members (plus one independent person and two town/parish representatives)
Employment Committee	7 members
Audit Sub-Committee	7 members

8. Since May 2001, the membership of each of the Area Planning Committees has been 12 and the total allocation of seats to those committees was calculated as a whole and distributed on each committee to reflect the local political situation.. It is suggested that the same principles and allocation be adopted for the current year.
9. The effect of the rules of political balance on the allocation of seats on Committees, given the present composition of the Council is as follows :

Performance and Scrutiny Committee	20 Members
Conservatives	11
Liberal Democrats	8
Labour	1
Area Planning Committees	12 members on each committee
Conservatives	19 members over three committees
Liberal Democrats	16 members over three committees
Labour	1 member over three committees
Better Lives Advisory Group	10 members
Conservatives	6
Liberal Democrats	4
Labour	0
Better Services Advisory Group	10 members
Conservatives	6
Liberal Democrats	4
Labour	0
Better Environment Advisory Group	10 members
Conservatives	6
Liberal Democrats	4
Labour	0
Licensing Committee	13 members
Conservatives	8
Liberal Democrats	5
Labour	0
Standards Committee	3 members (plus two independent persons and one town/parish representative)
Conservatives	2
Liberal Democrats	1
Labour	0
Standards Sub-Committee	2 members (plus one independent person and two town/parish representatives)
Conservatives	1
Liberal Democrats	1
Labour	0

Employment Committee	7 members
Conservatives	4
Liberal Democrats	3
Labour	0

Audit Sub-Committee	7 members
Conservatives	3
Liberal Democrats	3
Labour	1

Financial Implications

10. None

Other Material Implications

11. None.

Background Papers

None

11. APPOINTMENT OF MEMBERS TO COMMITTEES, SUB-COMMITTEES AND ADVISORY GROUPS OF THE COUNCIL

REPORT OF: David Pollington, Head of Democratic Services and Scrutiny
Email: davidp@midsussex.gov.uk Tel: 01444 477225
Wards Affected: All
Key Decision No

Group Leaders have been asked to submit their nominations for the Committees in line with the recommended political balance set out elsewhere on the agenda.

Details of these nominations will be tabled at the meeting and Council will be recommended to approve the nominations.

12. PROGRAMME OF MEETINGS 2006/07

REPORT OF: HEAD OF DEMOCRATIC SERVICES AND SCRUTINY
Contact Officer: David Pollington, Head of Democratic Services and Scrutiny
Email: davidp@midsussex.gov.uk Tel: 01444 477225
Wards Affected: All
Key Decision No

Purpose Of Report

1. To present a revised programme of meetings for the forthcoming Council year in accordance with the decision at the February meeting of Council.

Recommendations

2. That the programme of meetings set out in paragraph 4 be approved.
-

Background

3. At its meeting on 8th February 2006 Council received a report setting out a proposed programme of meetings for the Council year 2006/07.
4. It was noted that on two occasions meetings clashed with Liberal Democrat Group meetings and on one occasion with Town and Parish Council meetings. It was agreed that these meetings should be looked at again to find alternative dates.
5. Political Group meetings and also Member Training/Masterplanning have been included in the Programme to assist Members. These will not be included in the version placed for the public on the Council's website.
6. Set out below is the amended programme for 2006/07.

Date	Meeting	Time
2006		
17-May	Annual Council	7:00PM
23-May	Better Lives Advisory Group	7:00PM
24-May	Member Training/Master Planning	6.30PM
25-May	South Area Planning Committee	7:00PM
30-May	Licensing Sub Committee 2	2:00PM
01-Jun	North Area Planning Committee	7:00PM
05-Jun	Cabinet	4:00PM
06-Jun	Better Environment Advisory Group	7:00PM
08-Jun	Central Area Planning Committee	7:00PM
13-Jun	Better Services Advisory Group	7:00PM
14-Jun	Licensing Committee	7:00PM
19-Jun	Conservative Group Meeting	6.00PM
20-Jun	Lib Dem Group Meeting	7.00PM
21-Jun	Council	7:00PM
22-Jun	South Area Planning Committee	7:00PM
27-Jun	Performance and Scrutiny Committee	7:00PM
28-Jun	Member Training/Master Planning	6.30PM
29-Jun	North Area Planning Committee	7:00PM
04-Jul	Audit Sub-Committee	7:00PM

06-Jul	Central Area Planning Committee	7:00PM
10-Jul	Cabinet	4:00PM
11-Jul	Provisional Member Training	6.30PM
13-Jul	Licensing Sub-Committee 1	6:00PM
19-Jul	Member Training/Master Planning	6.30PM
20-Jul	South Area Planning Committee	7:00PM
24-Jul	Conservative Group Meeting	6:00PM
25-Jul	Lib-Dem Group Meeting	7:00PM
26-Jul	Council	7:00PM
27-Jul	North Area Planning Committee	7:00PM
02-Aug	Employment Committee	6:30PM
03-Aug	Central Area Planning Committee	7:00PM
16-Aug	Member Training/Master Planning	6.30PM
17-Aug	South Area Planning Committee	7:00PM
22-Aug	Licensing Sub-Committee 3	2:00PM
24-Aug	North Area Planning Committee	7:00PM
31-Aug	Central Area Planning Committee	7:00PM
04-Sep	Cabinet	4:00PM
05-Sep	Performance and Scrutiny Committee	7:00PM
06-Sep	Member Training/Master Planning	6.30PM
12-Sep	Better Lives Advisory Group	7:00PM
13-Sep	Audit Sub-Committee	7:00PM
14-Sep	South Area Planning Committee	7:00PM
21-Sep	North Area Planning Committee	7:00PM
25-Sep	Conservative Group Meeting	6:00PM
26-Sep	Lib Dem Group Meeting	7:00PM
27-Sep	Council	7:00PM
28-Sep	Central Area Planning Committee	7:00PM
05-Oct	Licensing Sub-Committee 4	6:00PM
09-Oct	Cabinet	4:00PM
10-Oct	Better Services Advisory Group	7:00PM
11-Oct	Member Training/Master Planning	6:30PM
12-Oct	South Area Planning Committee	7:00PM
16-Oct	Conservative Group Meeting	6.00PM
17-Oct	Lib Dem Group Meeting	7.00PM
18-Oct	Council	7:00PM
19-Oct	North Area Planning Committee	7:00PM
24-Oct	Better Environment Advisory Group	7:00PM
26-Oct	Central Area Planning Committee	7:00PM
01-Nov	Employment Committee	6:30PM
06-Nov	Cabinet	4:00PM
08-Nov	Member Training/Master Planning	6.30PM
09-Nov	South Area Planning Committee	7:00PM
13-Nov	Conservative Group Meeting	6.00PM
14-Nov	Licensing Sub-Committee 2	2:00PM
14-Nov	Lib Dem Group Meeting	7:00PM
15-Nov	Council	7:00PM

16-Nov	North Area Planning Committee	7:00PM
22-Nov	Performance and Scrutiny Committee	7:00PM
23-Nov	Central Area Planning Committee	7:00PM
28-Nov	Better Lives Advisory Group	7:00PM
04-Dec	Cabinet	4:00PM
05-Dec	Audit Sub-Committee	7:00PM
06-Dec	Licensing Committee	7:00PM
07-Dec	South Area Planning Committee	7:00PM
11-Dec	Conservative Group Meeting	6:00PM
12-Dec	Licensing Sub Committee 3	2:00PM
12-Dec	Lib Dem Group Meeting	7:00PM
13-Dec	Council	7:00PM
14-Dec	North Area Planning Committee	7:00PM
19-Dec	Member Training/Master Planning	6.30PM
21-Dec	Central Area Planning Committee	7:00PM
2007		
04-Jan	South Area Planning Committee	7:00PM
09-Jan	Better Services Advisory Group	7:00PM
11-Jan	North Area Planning Committee	7:00PM
16-Jan	Better Environment Advisory Group	7:00PM
15-Jan	Cabinet	4:00PM
17-Jan	Member Training/Master Planning	6.30PM
18-Jan	Central Area Planning Committee	7:00PM
25-Jan	Licensing Sub-Committee 3	2:00PM
30-Jan	Better Lives Advisory Group	7:00PM
31-Jan	Employment Committee	6:30PM
01-Feb	South Area Planning Committee	7:00PM
05-Feb	Cabinet	4:00PM
06-Feb	Better Services Advisory Group	7:00PM
07-Feb	Performance and Scrutiny Committee	7:00PM
08-Feb	North Area Planning Committee	7:00PM
15-Feb	Central Area Planning Committee	7:00PM
21-Feb	Member Training/Master Planning	6.30PM
26-Feb	Conservative Group Meeting	6:00PM
27-Feb	Lib Dem Group Meeting	7:00PM
28-Feb	Council - budget	7:00PM
01-Mar	South Area Planning Committee	7:00PM
08-Mar	North Area Planning Committee	7:00PM
12-Mar	Cabinet	4:00PM
13-Mar	Audit Sub-Committee	7:00PM
14-Mar	Member Training/Master Planning	6.30PM
15-Mar	Central Area Planning Committee	7:00PM
20-Mar	Better Environment Advisory Group	7:00PM
21-Mar	Licensing Committee	7:00PM
22-Mar	Licensing Sub-Committee 4	6:00PM
29-Mar	South Area Planning Committee	7:00PM
02-Apr	Cabinet	4:00PM
05-Apr	North Area Planning Committee	7:00PM
11-Apr	Member Training/Master Planning	6.30PM

12-Apr	Central Area Planning Committee	7:00PM
16-Apr	Conservative Group Meeting	6:00PM
17-Apr	Lib Dem Group Meeting	7:00PM
18-Apr	Council	7:00PM
19-Apr	South Area Planning Committee	7:00PM
25-Apr	Employment Committee	6:30PM
26-Apr	North Area Planning Committee	7:00PM
03-May	District Council Elections	
14-May	Conservative Group Meeting	7.00PM
15-May	Lib Dem Group Meeting	7.00PM
16-May	Annual Council	7:00PM

Agenda item 13 refers

Minutes of a Meeting of the Mid Sussex District Council Employment Committee held on 3rd May 2006 from 5.40 p.m. to 6.05 p.m.

Present: Councillors: Clive Chapman (Chairman)
Ian Scotland (Vice-Chairman)

Brenda Binge
Derek Booker

Ian Dixon*
Mrs Anne Jones

Mrs. Lyn Williams

Absent

765. SUBSTITUTES AT MEETINGS OF COMMITTEE – COUNCIL PROCEDURE RULE 4

The Committee noted that so substitutes had been appointed in accordance with Council Procedure Rule 4 - Substitutes at Meetings of Committee etc.

766. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Ian Dixon.

767. DECLARATIONS ON INTEREST

No Declarations of Interest were received.

768. MINUTES

The Minutes of the special meeting of the Committee held on 4th April 2006, were confirmed and signed by the Chairman.

769. THE COUNCIL'S STAFFING ESTABLISHMENT FIGURES – PERIOD UP TO AND INCLUDING 31st MARCH 2006

The Committee noted the report on the Council's approved Staffing Establishment. The report outlined the changes between 17th December 2005 and 31st March 2006.

RESOLVED

That the report be noted.

770. THE COUNCIL'S STAFF SICKNESS MONITORING REPORT – PERIOD UP TO AND INCLUDING 31st MARCH 2006

The Committee noted the number of working days lost due to sickness absence during the period up to and including 31st March 2006.

RESOLVED

That the report be noted.

771. WEEKLY VACANCY AND RECRUITMENT STATUS REPORT – 24th APRIL 2006

The Committee noted the position of recruitment and vacancy status within the Council.

The Head of Organisational Development informed the Committee that two resignations had been received this week in the Environmental Health Division. She also outlined the difficulties being experienced in recruiting staff in the Building Control Section.

RESOLVED

That the report be noted.

772. THE COUNCIL'S REVIEW OF RECRUITMENT COSTS AND MEDIA EFFECTIVENESS APRIL 2005 TO MARCH 2006

The Committee received a report on recruitment costs and the effectiveness of the media used by the Council in recruiting to a variety of staff positions during 2005/06. The report outlined the number of staff vacancies filled during 2005/06, the cost of recruiting to these positions, and the success or otherwise of the media used to recruit.

The Committee considered the proposals contained in the report which included measures to decrease staff turnover, reduce costs and maximise use of the best recruitment avenues.

RESOLVED

That the measures outlined in paragraphs 5.3 and 5.7 of the report, which will decrease staff turnover, reduce costs and maximise use of the best recruitment avenues be endorsed by this Committee.

773. EXCLUSION OF THE PUBLIC AND THE PRESS

RESOLVED

That the public and press be excluded from the meeting during consideration of the following item on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 1 of Part I of Schedule 12(A) to the Local Government Act 1972.