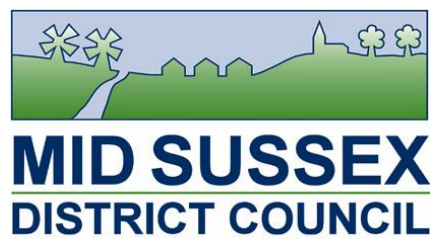




ANNUAL COUNCIL

11 MAY 2022



3 May 2022

Unless a majority of the Council resolve to extend the meeting before 10.00 pm it will automatically end at 10.00 pm in accordance with Council Procedure Rule 17.2.

NOTE: In response to the continuing public health restrictions, there will be limited public access to observe the meeting. Those wishing to do so must reserve a seat by completing a [Registration Form](#) by 4pm on the working day prior to the meeting. Access is also available via a live stream through the [Mid Sussex District Council's YouTube channel](#).

To all Members of the Council,

The Meeting of **ANNUAL COUNCIL** will be held at **TRINITY METHODIST CHURCH, EAST GRINSTEAD, RH19 2HA** on **WEDNESDAY, 11TH MAY, 2022 at 7.00 pm** when your attendance is requested.

Yours sincerely,

KATHRYN HALL
Chief Executive

Pages

1. Opening Prayer.
2. To elect the Chairman of the Council.
3. To appoint the Vice-Chairman of the Council.
4. Chairman's Announcements.
5. To note the Members appointed to the Cabinet and for the Leader to appoint those Members.
6. To receive and note the nominations to the following Committees for 2022-23. (To be Tabled)

Audit Committee
Licensing Committee
Licensing Sub-Committee A
Scrutiny Committee for Housing and Planning and Economic Growth

Working together for a better Mid Sussex

Scrutiny Committee for Community, Customer Services and Service Delivery
Scrutiny Committee for Leader, Finance and Performance
District Planning Committee
Planning Committee
Standards Committee

- | | | |
|----|---|--------|
| 7. | Appointment of Chief Finance Officer and Section 151 Officer. | 5 - 6 |
| 8. | Programme of Meetings 2022-23. | 7 - 12 |

Following the conclusion of the Annual Council meeting, there will be a meeting of individual Committees in the following order:

Audit Committee
District Planning Committee
Licensing Committee
Planning Committee
Scrutiny Committee for Community, Customer Service and Service Delivery
Scrutiny Committee for Housing, Planning and Economic Growth
Scrutiny Committee for Leader, Finance and Performance

To: **Members of Annual Council:** Councillors M Belsey (Chairman), P Coote (Vice-Chair), G Allen, J Ash-Edwards, R Bates, J Belsey, A Bennett, L Bennett, A Boutrup, P Bradbury, P Brown, H Brunsdon, R Cartwright, P Chapman, R Clarke, E Coe-Gunnell White, M Cornish, R Cromie, J Dabell, R de Mierre, B Dempsey, J Edwards, R Eggleston, S Ellis, A Eves, B Forbes, L Gibbs, I Gibson, S Hatton, J Henwood, S Hicks, S Hillier, T Hussain, R Jackson, J Knight, C Laband, Andrew Lea, Anthea Lea, J Llewellyn-Burke, G Marsh, J Mockford, A Peacock, C Phillips, M Pulfer, R Salisbury, S Smith, A Sparasci, L Stockwell, D Sweatman, C Trumble, N Walker, R Webb, N Webster and R Whittaker

APPOINTMENT OF CHIEF FINANCE OFFICER AND SECTION 151 OFFICER

REPORT OF: Chief Executive
Contact Officer: Kathryn Hall, Chief Executive
Email: kathryn.hall@midsussex.gov.uk Tel: 01444 477498
Wards Affected: All
Key Decision: N/A
Report to: Annual Council
11th May 2022

Purpose of Report

1. The purpose of this report is to seek approval for the appointment of Stephen Fitzgerald as the Council's Section 151 Officer. This appointment to be made on an interim basis until a substantive appointment is made later this year.
2. As Members are aware the current Section 151 officer, Peter Stuart is leaving the Council. A restructure of the Council's top management structure is underway and so until a permanent appointment to the new Assistant Director of Corporate Resources post can be made, Stephen Fitzgerald will serve as the Council's S151 officer and provide senior officer support to help with the transition to the new structural arrangements.

Recommendations

3. **Council is recommended to appoint Stephen Fitzgerald as its S151 Officer, effective from 12 May 2022.**
-

Background

4. The Local Government Act 1972 requires every local authority to appoint a suitably qualified officer responsible for the proper administration of its financial affairs. This role is commonly referred to as the Section 151 officer. The term S151 Officer has been used as a short form expression to refer to the role and duties of the 'Responsible Financial Officer' as defined by The Chartered Institute of Public Finance and Accountancy (CIPFA) (the function of the most senior finance officer employed by an organisation).
5. Section 113 of the Local Government Finance Act 1988 requires that the officer appointed as the Chief Finance Officer (CFO) must be a member of a specified accountancy body.
6. The role of a CFO lies at the heart of any effective and well governed organisation. The over-riding duty of this officer is to fulfil the statutory responsibilities attached to the position in a manner that enhances the overall reputation of the Council. The CFO has a statutory duty under Section 151 of the Local Government Act 1972 to ensure that there are proper arrangements in place to administer the Council's financial affairs. Section 114 of the Local Government Finance Act 1988 requires the S151 Officer to report to the full Council, the Chief Executive and the External Auditor if the authority or one of its officers:
 - (i) has made, or is about to make, a decision which involves incurring unlawful expenditure

- (ii) has taken, or is about to take, an unlawful action which has resulted or would result in a loss or deficiency to the authority
- (iii) is about to make an unlawful entry in the authority's accounts.

Policy and Legal Context

- 7. There is a legal requirement on the Council to designate three “Statutory Officers”. These are the Head of Paid Service (Chief Executive), the Monitoring Officer and the Section 151 Officer / Chief Finance Officer.
- 8. It is a statutory requirement for local authorities to have a Section S151 Officer in place, in order to ensure that their necessary roles and functions are delivered effectively.
- 9. The Section 151 Officer has a number of statutory duties and responsibilities relating to the Council’s financial strategy and the arrangements for effective governance.

Appointment of S151 Officer

- 10. Following the announcement that the current S151 Officer, Peter Stuart, will be leaving his role in May 2022, an interim appointment is required until such time as a permanent appointment can be made (anticipated to be autumn 2022).
- 11. Stephen Fitzgerald is an experienced S151 Officer and is a full member of the Chartered Institute of Public Finance & Accountancy (CIPFA) and Association of Chartered Certified Accountants (ACCA), with a wealth of experience in local government. He is also an experienced interim officer and so will be able to provide the Council with valuable senior management input as well as the required statutory role.
- 12. A handover with the current S151 officer is underway and so Members are requested to agree Mr Fitzgerald’s appointment effective from 12 May 2022.

Financial Implications

- 13. The financial implications associated with agreeing the recommendation can be covered within the existing revenue budget for 2022/23.

Risk Management Implications

- 14. None.

Equality and Customer Service Implications

- 15. None.

Other Material Implications

- 16. None.

Sustainability Implications

- 17. None

PROGRAMME OF MEETINGS 2022/23

REPORT OF: Tom Clark, Head of Regulatory Services and Monitoring Officer
Contact Officer: Lucinda Joyce – Senior Democratic Services Officer
Email: lucinda.joyce@midsussex.gov.uk Tel: 01444 477225
Wards Affected: All
Key Decision No
Report to Annual Council – 11 May 2022

Purpose of Report

1. To approve the Programme of Meetings for 2022/2023.

Recommendations

2. **It is recommended that the Programme (attached to this report as Appendix 1) be approved.**
-

Background

3. Each year the Council sets a Programme of Meetings, as attached at Appendix 1.
4. Five training sessions for all Members have been included throughout the year.
5. Since approval at the Council meeting on 30 March 2022 there have been two amendments to the programme. A Cabinet meeting has been rescheduled from 9 May 2022 to 16 May 2022, and an Audit Committee has been rescheduled from 7 March 2023 to 21 February 2023.
6. Decision making meetings of the Council are required to be held in person. All meetings will be live-streamed for the public to view.
7. Non decision making meetings can be held virtually. Virtual meetings have been used across the entire organisation, including officers-only meetings. This was enabled by significant investment in technology as well by the Council's aspiration to move towards modern ways of working. Benefits of retaining virtual meetings include practical efficiencies gained by remote working and a reduction in travel requirements.
8. The timings of meetings reflect the current arrangements in place for in-person, off-site and virtual meetings.

Risk Management Implications

9. HM Government expired most Covid legislation on 24 February 2022; however, it has replaced it with guidelines and guidance. HM Government acknowledges that expiring legal protections might cause virus resurgence, and it expects further Covid variants.

10. The Health and Safety Executive (HSE) requires that the Council completes a risk assessment to ensure it takes reasonable steps to manage the remaining risks from coronavirus (COVID-19) while we learn how to live with the virus. This assessment must reflect the public health regulations, guidelines and guidance on the measures that remain for COVID-19.

Equality and Customer Service Implications

11. The streaming of Council meetings live does enable people who have limited mobility to view those meetings without needing to come to the Council offices. Being able to view meetings from home is beneficial to a lot of people in the Community. It is easier for most Councillors to take part in virtual meetings.

Other Material Implications

12. The course of the pandemic is uncertain in particular relating to the arrival of a virus variant in the Country to which the current Vaccine Programme is less effective. The programme may require adjustment to accommodate such circumstance.

Sustainability Implications

13. Virtual and livestreamed meetings minimises the need for travel.

Financial and Other Material Implications

14. This report has no financial or other material implications.

Background Papers

15. None.

Programme of Meetings 2022/23

Wed 11 May	Annual Council	7.00pm
Thurs 12 May	Planning Committee	4.00 pm
Mon 16 May	Cabinet	4.00 pm
Tue 17 May	Member Training	6.00 pm
Wed 18 May	Scrutiny Committee for Leader, Finance and Performance	6.00 pm
Thurs 19 May	District Planning Committee	2.00 pm
Wed 25 May	Scrutiny Committee for Community, Customer Service and Service Delivery	6.00 pm
Mon 6 Jun	Cabinet	4.00 pm
Mon 6 Jun	Standards Committee	6.00 pm
Wed 8 Jun	Scrutiny Committee for Housing, Planning and Economic Growth	6.00 pm
Thurs 9 Jun	Planning Committee	4.00 pm
Thurs 16 Jun	District Planning Committee	2.00 pm
Mon 20 Jun	Cabinet Grants Panel	4.00 pm
Wed 22 Jun	Scrutiny Committee for Community, Customer Service and Service Delivery	6.00 pm
Wed 29 Jun	Council	7.00 pm
Tues 12 Jul	Member Training	6.00 pm
Thu 14 Jul	Planning Committee	4.00 pm
Mon 18 Jul	Cabinet	4.00pm
Thurs 21 Jul	District Planning Committee	2.00 pm
Tue 26 Jul	Audit Committee	5.00 pm
Thu 11 Aug	Planning Committee	4.00 pm
Thu 18 Aug	District Planning Committee	2.00 pm
Mon 22 Aug	Cabinet Grants Panel	4.00 pm
Tue 6 Sep	Member Training	6.00 pm
Thurs 8 Sept	Planning Committee	4.00 pm
Mon 12 Sept	Cabinet	4.00 pm

APPENDIX 1

Wed 14 Sept	Scrutiny Committee for Community, Customer Service and Service Delivery	6.00 pm
Thu 15 Sept	District Planning Committee	2.00 pm
Tues 20 Sept	Audit Committee	5.00 pm
Wed 21 Sept	Scrutiny Committee Leader, Finance and Performance	6.00 pm
Wed 28 Sept	Charity Trustees (Annual Report)	6.45 pm
Wed 28 Sept	Council	7.00 pm
Wed 5 Oct	Scrutiny Committee for Housing, Planning and Economic Growth	6.00 pm
Tues 11 Oct	Licensing Committee	5.00 pm
Thu 13 Oct	Planning Committee	4.00 pm
Mon 17 Oct	Cabinet	4.00 pm
Thurs 20 Oct	District Planning Committee	2.00 pm
Mon 24 Oct	Cabinet Grants Panel	4.00 pm
Tue 1 Nov	Member Training	6.00 pm
Wed 2 Nov	Council	7.00 pm
Wed 9 Nov	Scrutiny Committee for Leader, Finance and Performance	6.00 pm
Thurs 10 Nov	Planning Committee	4.00 pm
Tue 15 Nov	Audit Committee	5.00 pm
Thurs 17 Nov	District Planning Committee	2.00 pm
Mon 21 Nov	Cabinet	4.00 pm
Mon 21 Nov	Standards Committee	6.00 pm
Wed 7 Dec	Council	7.00 pm
Thu 8 Dec	Planning Committee	4.00 pm
Mon 12 Dec	Cabinet Grants Panel	4.00 pm
Tues 13 Dec	Audit Committee	5.00 pm
Thu 15 Dec	District Planning Committee	2.00 pm
Tue 10 Jan	Member Training	6.00 pm

APPENDIX 1

Wed 11 Jan	Scrutiny Committee for Leader, Finance and Performance (Budget)	6.00 pm
Thu 12 Jan	Planning Committee	4.00 pm
Wed 18 Jan	Scrutiny Committee for Housing, Planning and Economic Growth	6.00 pm
Thu 19 Jan	District Planning Committee	2.00 pm
Wed 25 Jan	Charity Trustees (if required)	6.45 pm
Wed 25 Jan	Council	7.00 pm
Wed 1 Feb	Scrutiny Committee for Community, Customer Service and Service Delivery	6.00 pm
Mon 6 Feb	Cabinet	4.00 pm
Tue 7 Feb	Licensing Committee	5.00 pm
Thurs 9 Feb	Planning Committee	4.00 pm
Thu 16 Feb	District Planning Committee	2.00 pm
Mon 20 Feb	Cabinet Grants Panel	4.00 pm
Mon 20 Feb	Standards Committee	6.00 pm
Tue 21 Feb	Audit Committee	5.00 pm
Wed 1 Mar	Council (Budget)	7.00 pm
Wed 8 Mar	Scrutiny Committee for Leader, Finance and Performance	6.00 pm
Thurs 9 Mar	Planning Committee	4.00 pm
Wed 15 Mar	Scrutiny Committee for Housing, Planning and Economic Growth	6.00 pm
Thu 16 Mar	District Planning Committee	2.00 pm
Mon 20 Mar	Cabinet	4.00 pm
Wed 22 Mar	Scrutiny Committee for Community, Customer Service and Service Delivery	6.00 pm
Wed 29 Mar	Council	7.00 pm
Thurs 13 Apr	Planning Committee	4.00 pm
Thu 20 Apr	District Planning Committee	2.00 pm
Mon 8 May	Cabinet	4.00 pm
Wed 24 May	Annual Council	7.00 pm

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