



**JOSC/14-15/71 Adur and Worthing Joint Overview and Scrutiny Committee Work Programme – 2014/15 and 2015/16**

Before the Committee was a report by the Director for Digital and Resources, a copy of which had been circulated to all Members and a copy of which is attached to the signed copy of these minutes as item 11. The report outlined progress on the work contained in the 2014/15 Joint Overview and Scrutiny Committee Work Programme and asked the Committee to consider issues to be included in the Work Programme for 2015/16.

A Member asked that the work programme item concerning Food hygiene include detailed information on the number of establishments and the frequency that those establishments were visited.

Resolved:

- i) That the progress in implementing the Work Programme for 2014/15 be noted;
- ii) **That the Committee recommends to the respective meetings of the Full Council that the Joint Overview and Scrutiny Committee Work Programme for 2015/16 be endorsed**

**JGC/14-15/024 Constitution Review – Part 5**

Before the Committee was a report by the Monitoring Officer, copies of which had been circulated to all Members and copies are attached to the signed copy of these Minutes as Item 10.

The Committee was requested to note the progress of the 2014/2015 complete review of the Councils' Constitutions; to consider revisions to Part 5 of the Constitutions of the District Council of Adur ("Adur") and the Borough Council of Worthing ("Worthing"); to consider revisions to the Scheme of Delegations to Officers and to recommend to the Full Councils of Adur and Worthing that the Constitutions be revised accordingly.

A Member asked whether the Deputy Monitoring Officer should be appointment by the Councils. Officers advised that the position could not be a Council appointment, it was a Monitoring Officer appointment. It was noted that historically, the Monitoring has appointed two deputies, 1 to act for Adur sand 1 to act for Worthing.

A Member questioned the timescale for implementation of a Social Media Policy for Members, as referred to in paragraph 4.2.1 of the report. Officers started a preference for a single policy which covered both Officers and Members. It was noted that work was underway and it was anticipated that the revised policy could be brought back to the Committee in June 2015.

**Resolved,**

7.1 That the Joint Governance Committee recommended to the Borough Council of Worthing:

7.1.1 that it adopts the following documents as set out in the Appendix to the report, to be effective from 1<sup>st</sup> May 2015:

- Code of Conduct for Members - subject to an amendment by the Monitoring Officer to include provision for registering Gifts and Hospitality.
- Code of Conduct for Officers
- Protocol relating to the Relationship between Members and Officers
- The Monitoring Officer Protocol
- The Protocol relating to Officer Decision Making
- The Council Call for Action Protocol
- The Protocol Relating to the Pre-Election Period
- The Protocol Relating to the Recording of Public Meetings
- The Scheme of Delegations to Officers with the exception of paragraphs 1.2.1, 1.2.2 and 1.2.5 which should remain as worded in the current scheme.

7.1.2 that it authorises the Monitoring Officer to make further minor amendments to the Constitution as required;

7.1.3 that it authorises the Monitoring Officer to make consequential changes to the Joint Committee Agreement;

7.1.4 report re safeguarding protocol and social media policy / or explain why we're not.

**7.2 That the Joint Governance Committee recommends to the District Council of Adur:**

**7.2.1 that it adopts the following documents as set out in the Appendix to this report, to be effective from 1<sup>st</sup> May 2015:**

- **Code of Conduct for Members – subject to an amendment by the Monitoring Officer to include provision for registering Gifts and Hospitality.**
- **Code of Conduct for Officers**
- **Protocol relating to the Relationship between Members and Officers**
- **The Monitoring Officer Protocol**
- **The Protocol relating to Officer Decision Making**
- **The Council Call for Action Protocol**
- **The Protocol Relating to the Pre-Election Period**
- **The Protocol Relating to the Recording of Public Meetings**
- **The Scheme of Delegations to Officers with the exception of paragraphs 1.2.1, 1.2.2 and 1.2.5 which should remain as worded in the current scheme.**

**7.2.2 that it deletes the following document from its Constitution with immediate effect**

- **Members Code of Good Practice**

**7.2.3 that it authorises the Monitoring Officer to make further minor amendments to the Constitution as required.**

**7.2.4 that it authorises the Monitoring Officer to make consequential changes to the Joint Committee Agreement**

**7.3 That the Joint Governance Committee requested a report be brought to a future meeting regarding a possible safeguarding protocol and a revised social media policy.**