

Extract from Joint Governance Committee - 31 July 2018

JGC/029/18-19 Social Media Policy - updating the Councils' approach

Purpose

- 1.1. Since its inception 20 years ago, social media has rapidly transformed the way individuals and organisations interact with each other, providing a voice for those who weren't being heard before and additional platforms for promotion.
- 1.2. With technology constantly and quickly evolving, the Councils has a duty to regularly review its policy around social media.
- 1.3. This updated Social Media Policy will give clear guidance on when and how it should be used by staff and members in professional and personal capacities. It includes new data protection requirements.
- 1.4. This will ensure the organisation can make best use of these technologies and so improve the way it does business.
- 1.5. It will also ensure staff and members know where they stand when it comes to social media, making them aware of their responsibility to comply with good practice and the law; while protecting the Councils brand and reputation.

Summary of Discussion

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 12.

The report explained that since its inception 20 years ago, social media had rapidly transformed the way individuals and organisations interacted, providing a voice for those who weren't being heard before and additional platforms for promotion. With technology constantly and quickly evolving, the Councils had a duty to regularly review its policy around social media.

The Head of Communications explained that the updated Social Media Policy before the Committee give clear guidance on when and how it should be used by staff and members in professional and personal capacities. The would ensure the organisation can make best use

of these technologies and so improve the way it does business. It would also also ensure staff and members know where they stand when it comes to social media, making them aware of their responsibility to comply with good practice and the law; while protecting the Councils brand and reputation.

There was a discussion on the Policy in relation to GDPR compliance.

It was agreed that a delegation be given to the Head of Communications to ensure correct links and GDPR compliance criteria were addressed before the Policy was presented to each Council. Relevant officers were to work together to ensure that the amended policy reflected the legal responsibilities of the Councils.

Resolution from Committee

- (i) the updated Social Media Policy included at Appendix A to the report be amended as identified at the meeting; with the Head of Communications being granted delegated authority to amend the document prior to the Council meetings
- (ii) that once amended the each Council be **recommended** to adopt of the updated social media policy to form part of each Council's constitution.

[link to committee report](#)

Extract from Joint Governance Committee - 31 July 2018

JGC/031/18-19 Budget Procedure Rules

Purpose

- 1.1. Neither Council currently has procedure rules specifically relating to the Budget process and the more generalised Council Procedure Rules are not really appropriate for dealing with this item.
- 1.2. It is therefore proposed that the attached budget procedure rules are adopted by each Council to form part of their Constitutions to ensure a fair, efficient and consistent process is followed when considering the Council's Budget.

Summary of Discussion

Before the Committee was a report by the Solicitor to the Councils and Monitoring Officer, copies of which had been circulated to all Members and copies are attached to the signed copy of these Minutes as Item 14. Neither Council currently has procedure rules specifically relating to the Budget process and the more generalised Council Procedure Rules are not really appropriate for dealing with this item.

It is therefore proposed that the attached budget procedure rules are adopted by each Council to form part of their Constitutions to ensure a fair, efficient and consistent process is followed when considering the Council's Budget.

In the discussion it was proposed, seconded and agreed that the references to Group Leaders and Independent Members only being able to present amendments to the Council be amended for equality and that all Members could submit amendments for consideration. It was also agreed that the list of amendment be circulated to all Councillors prior to the Council meeting.

Resolution from Committee

(i) subject to the Monitoring Officer making the necessary amendments to the Budget Procedure Rules to enable the views of the Committee as reflected above to be incorporated

(ii) the amended Budget Procedure Rules for both Adur and Worthing Councils, as attached at Appendix A and B, be **recommended** to each Council for the adoption as part of each Council's Constitution.

[link to committee report](#)

Extract from Licensing Committee - 24 September 2018

LC/18-19/09 Licensing Act 2003 – Review of Statement of Licensing Policy

Purpose

In accordance with the statutory requirements of the Licensing Act 2003 (the 2003 Act) the Council's statement of Licensing Policy is being reviewed. Following a wide ranging consultation exercise members are requested to consider the attached draft and the representations received and recommend a policy for adoption by full Council at its next meeting on 1 November 2018.

Summary of Discussion

Before the Committee was a report by the Director for Communities, copies of which had been circulated to all members and a copy of which is attached to the signed copy of these Minutes as Item 5. In accordance with the statutory requirements of the Licensing Act 2003 (the 2003 Act) the Council's statement of Licensing Policy was being reviewed. Following a wide ranging consultation exercise Members were requested to consider the attached draft and the representations received and recommend a policy for adoption by full Council at its next meeting on 1 November 2018.

The Licensing Officer introduced the report to the Committee and gave a summary of the Policy and changes made following consultation.

The Committee questioned the Officer on process and the status of the Licensing policy when compared nationally. The Officer also clarified the Authority's position as a Responsible Authority. Members explored other parts of the policy including Venue Drugs policies, the protection of children from harm and alcohol with food

Changes to the policy were discussed and amendments agreed, these included:

- Clarification over the wording terminal hours (it should stipulate opening and closing hours);
- Removal of a bullet point from from 1.7:

- What policing resources there are at night, and whether these will cope with an increase in licensed premises;
- Amendment of a bullet point from 1.7:
 - The number of noise complaints the Licensing Authority receives, when, what about and their location;
- Clearer definition over what constituted Charitable collections;
- The adding of the word 'substantial' into para 4.28 (bullet point 4 before 'table meal')

Resolution from Committee

Resolved: that the Statement of Licensing Policy be recommended to Full Council as amended

<https://www.adur-worthing.gov.uk/meetings-and-decisions/committees/adur/licensing/committee.148126.en.html>

Extract from Joint Governance Committee - 25 September 2018

JGC/045/18-19 Scheme of Allowances for Adur District Council 2019/20

Purpose

- The Joint Governance Committee was being asked to consider the report of the Joint Independent Remuneration Panel and make recommendations to Adur District Council and on the level of Members' Allowances for the municipal year 2019/20.
- Recommendations from the Committee on the level of allowances would be proposed at the meeting of Full Council in November

Summary of Discussion

Before the Committee was a report by the Director for Communities, copies of which had been circulated to all Members and copies are attached to the signed copy of these Minutes as Item 14.

The report requested the Joint Governance Committee consider the report of the Joint Independent Remuneration Panel and make recommendations to Adur District Council on the level of Members' Allowances for the municipal year 2019/20. The recommendations from the Committee on the level of allowances would be proposed at the meetings of Full Council in November 2018.

The Chairman welcomed Mr Hillman and thanked him for not only Chairing JIRP but for producing a diligent piece of work.

The Chairman advised the Conservative Group had discussed the report in detail, and notwithstanding the Panel's view in 6.2 of the report, that Adur Members remain underpaid over their Worthing colleagues, it was their unanimous decision that Members should accept the same rise in allowances as that agreed by the NJC National Pay Bargaining Agreement of 2%. This would give rise to a saving on the budget of £2,004 as set out in the report.

The Democratic Services Officer briefly outlined the report for Members and advised that next year there would be a joint review across Adur and Worthing.

The Officer advised there were two options open to the Committee Members:-

Option 1 - Indexed to the Officer's NJC National Pay Bargaining agreement plus an increase of 2% which would mean an increase in the current budget of £2175; and
Option 2 - An increase tied to the NJC National Pay Bargaining agreement only and approving this option would mean a £2004 saving to the budget.

The Committee Members considered the report and recommended Option 2.

Resolution from Committee

The Joint Governance Committee agreed Option 2 as a recommendation to Adur District Council in respect of setting the level of allowances for 2019/20

[link to committee report](#)

Extract from Joint Governance Committee - 25 September 2018

JGC/029/18-19 Governance of Partnership working between Adur District Council & Worthing Borough Council: The Joint Committee Agreement

Purpose

- 1.1. The agreement between ADC & WBC has been reviewed and there are proposed amendments for the Joint Governance Committee to consider and make appropriate recommendations to each Council.
- 1.2. It is important that the agreement between the two authorities regarding their Joint working is kept up to date and fit for purpose to ensure good governance arrangements are in place thereby affording protection to each Council, and ensuring swift and agile decision making in relation to joint services

Summary of Discussion

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 13.

The report advised the agreement between Adur District Council and Worthing Borough Council had been reviewed and that there were proposed amendments for the Joint Governance Committee to consider and make appropriate recommendations to each Council.

The Monitoring Officer introduced the report and explained that the Joint Committee Agreement governed the partnership working arrangement between Adur and Worthing; formed part of the Constitution and had been adopted and signed by both Councils. The Agreement was entered into in 2007, when the partnership started, and to reflect progress over the years was now due for review.

The Monitoring Officer highlighted some of the changes that had been made to the draft Agreement, and advised the formatting of the document had been changed significantly for clarity. When the Councils first entered into the agreement, Schedule 1 related to services

that were in the joint arena, however all services were in the joint arena, therefore it has identified items that are reserved for each Council rather than listing those that are joint.

The Officer also advised of amendments to the report was published, paragraph 20, i.e. Audit Commission Act should now read Local Audit and Accountability Act and in respect of Schedule 2 minor amendments to the wording as it reads as though it is a new situation in respect of cost allocation, but has now been established for some time.

The Chairman requested that the document be a track change copy in order for Members to see easily where the changes have been made. It was also confirmed the Head of Finance had reviewed and agreed the draft Agreement.

A Member commented he felt the partnership working had gone extremely well and saved both Councils a considerable amount of money that not only provided savings to taxpayers but also resilience to services.

Following consideration of the report, the Committee Members agreed the use of track changes when amendments were to be agreed within the Constitution.

Resolution from Committee

The Joint Governance Committee considered the proposed draft agreement as amended and recommended approval to both Councils. The Committee Members also agreed the use of track changes when amendments were to be agreed within the Constitution.

[link to committee report](#)