

Crawley Borough Council

Governance Committee

Agenda for the **Governance Committee** which will be held in **Ashurst Main Hall - The Charis Centre**, on **Tuesday, 22 June 2021** at **7.00 pm**

Nightline Telephone No. 07881 500 227

A handwritten signature in black ink, appearing to read "S. J. P. F. L.", positioned above the title "Chief Executive".

Chief Executive

Membership:
Councillors

K McCarthy (Chair), T Lunnon (Vice-Chair), R D Burrett, D Crow,
C R Eade, M Flack, G S Jhans, P K Lamb, R A Lanzer and S Malik

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Published 14 June 2021



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The order of business may change at the Chair's discretion

Part A Business (Open to the Public)

	Pages
1. Apologies for Absence	
2. Disclosures of Interest	
In accordance with the Council's Code of Conduct, councillors are reminded that it is a requirement to declare interests where appropriate.	
3. Minutes	5 - 10
To approve as a correct record the minutes of the Governance Committee held on 15 March 2021.	
4. Public Question Time	
To answer any questions asked by the public which relate to an item on this agenda and which are in line with the Council's Constitution.	
Public Question Time will be concluded by the Chair when all questions have been answered or on the expiry of a period of 15 minutes, whichever is the earlier.	
5. Annual Governance Statement 2020-2021	11 - 26
To consider report LDS/170 of the Head of Legal, Governance and HR.	
6. Review of Public Written Questions at Full Council and Public Question Time at Committees	
Provisions for Public Written Questions to the Full Council and for Public Question Time at the Audit Committee, Governance Committee and Licensing Committee were introduced when the revised Constitution was adopted in February 2020 (report LDS/157 refers which was considered by the Governance Committee on 29 January 2020 and by the Full Council on 26 February 2020). At that time the Governance Committee agreed that these newly introduced provisions would be subject to a one year trial and that an evaluation report be submitted to the Governance Committee.	

However, when the Covid-19 pandemic struck it was not possible to hold in-person Council meeting and in April 2020 *The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020 No.392* came into force which enabled all formal Council meetings to be held virtually until 7 May 2021. Since this legislation came into force all formal meetings of the Council were held virtually and Virtual Committee Procedure Rules and Licensing Sub-Committee (Hearings) Virtual Procedure Rules were introduced into the Council's Constitution to replace those sections of the standard Procedure Rules which related to in-person meetings.

The legislation which allowed Councils to hold formal meetings virtually was not extended beyond 7 May 2021 and therefore all formal meetings of the Council beyond this date have, and will, be held in person. Consequently, the Virtual Committee Procedure Rules and Licensing Sub-Committee (Hearings) Virtual Procedure Rules contained within the Councils Constitution are no longer in use and the previously agreed provisions which allowed increased public involvement have come back into effect.

Given the unusual circumstances which have taken place since these provisions were introduced, officers are of the opinion that using this period to review the public's use of these provisions would not provide a true representation of public involvement or public interest. It is therefore suggested that the trial period be extended by a year and that an evaluation report be brought before the Governance Committee in approximately one year's time.

RECOMMENDATION

That the trial period for the provisions set out in the Constitution relating to public written questions to the Full Council (Full Council Procedure Rules) and Public Question Time at the Audit Committee, Governance Committee and Licensing Committee (General Committee Procedure Rules) be extended by one year and that an evaluation report relating to these matters be brought back to the Governance Committee for its consideration circa June 2022.

7. Update on Format of Council Meetings

At its meeting on 15 March 2021, the Governance Committee considered report [LDS/165](#) (Future Format of Council Meetings) which set out the current legislative position on the format of Council meetings (in-person, virtual or hybrid) and requested that the Committee consider the potential options available in relation to those matters. At that meeting the Committee agreed that it would consider the matter on a cycle-by-cycle basis and would provide a recommendation to the Full Council on the format of meetings for each forthcoming cycle.

Following that Committee meeting the legislation (*The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020 No.392*) which allowed formal Council meetings to be held virtually was not extended and therefore the provision allowing virtual meetings ceased on 7 May 2021.

In light of this, the Governance Committee, and subsequently the Full Council, are required to hold all formal Council meetings in person and therefore, until such time as relevant legislation is enacted, there is no option to hold these meetings either virtually or in hybrid format. Should the legislative position change a further report will be brought before the Committee for its consideration.

RECOMMENDATION

That the Committee note that legislation does not currently allow formal Council meetings to be held virtually or in hybrid format but, should that legislative position change, a report will be brought before the Committee for its consideration.

8. Further Deliberations of the Independent Remuneration Panel (Mayoral Allowances 2021/22 and 2022/23)

27 - 30

To consider report LDS/169 of the Chair of the Independent Remuneration Panel.

9. Supplemental Agenda

Any urgent item(s) complying with Section 100(B) of the Local Government Act 1972.

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Crawley Borough Council

Minutes of Governance Committee

Monday, 15 March 2021 at 7.00 pm

Councillors Present:

R D Burrett (Chair)

T Lunnnon (Vice-Chair)

D Crow, C R Eade, M G Jones, P K Lamb, R A Lanzer, S Malik, K McCarthy and
C J Mullins

Officers Present:

Natalie Brahma-Pearl

Chief Executive

Mez Matthews

Democratic Services Officer

Andrew Oakley

Electoral Services Manager

Chris Pedlow

Democratic Services Manager

1. Disclosures of Interest

No disclosures of interests were made.

2. Minutes

The minutes of the meeting of the Governance Committee held on 26 January 2021 were approved as a correct record and signed by the Chair.

At the request of a Committee member it was agreed that, with regard to Minute 5 (Allocation of Committee Chairs and Vice-Chairs) of the meeting held on 26 January 2021, it be noted that during the debate on the issue a Committee member expressed support for retaining the current system for the allocation of Committee Chairs and Vice-Chairs.

3. Public Question Time

No written questions had been submitted by members of the public.

4. May 2021 Elections

The Electoral Services Manager provided a verbal update on the May 2021 elections and informed the Committee that:

- Personal protective equipment had been purchased.
- Nearly all the necessary election staff had been recruited and the team would be looking to recruit contingency staff soon.

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- All voters whose polling place was affected by the temporary changes would be written to shortly. A postal vote application form would be included with that notification letter.
- Arrangements regarding the election counts were ongoing and it was anticipated that the entire K2 Sports Hall would be used for the counts.
- It should be possible to introduce a system for the election counts whereby social distancing of 2m could be accommodated and maintained.
- He was satisfied that the election counts could be completed within a reasonable time period with slightly reduced staffing.

The Chair took the opportunity to thank the Electoral Services Team for the work being undertaken.

RESOLVED

That the Committee notes the verbal update on the May 2021 elections.

5. Future Format of Council Meetings

The Committee considered report [LDS/165](#) of the Democratic Services Manager which set out the current legislative position on the format of Council meetings and requested that the Committee consider the potential options available in relation to those matters.

The Democratic Services Manager drew the Committee's attention to the list of formal and informal meetings of the Council, which had been issued in a [Supplementary Agenda](#). In addition to the information contained within the report, the Democratic Services Manager highlighted that:

- Unless the legal position changed or legislation was extended all Committee meetings from 8 May 2021 would need to revert to in-person meetings as virtual formal meetings would be unlawful. As of 11 March 2021 the legal position remained unchanged.
- Up to 21 June, meetings would be held in some form of lockdown.
- Whilst the Council offices remained in the current building, meetings in the committee rooms could include the use of Teams but it would not be possible to accommodate a fully hybrid style meeting. The new Town Hall would have in-built webcasting equipment which would facilitate fully hybrid meetings if required.

Councillor Lanzer then had the opportunity to speak as the Overview and Scrutiny Commission member who had suggested the issue be considered by the Governance Committee. Councillor Lanzer reiterated that Local Authorities were currently in a state of 'limbo' as, although the Government had indicated that it did not intend to extend the necessary legislation, that situation could change. Councillor Lanzer expressed the opinion that virtual meetings had environmental benefits as well as being more inclusive for those wishing to enter Local Government. Councillor Lanzer suggested that informal meetings should, in principle, be held virtually or in hybrid form; and that it would be counter-intuitive to hold the upcoming Full Council AGM in person if legislation was in force which enabled it to be held virtually or in hybrid form.

The Committee then considered the report, taking into account the issues highlighted by the Democratic Services Manager and Councillor Lanzer. A detailed discussion took place and it was acknowledged that, despite any wishes expressed by the

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Committee, should the necessary legislation not be extended, it would be a legal requirement that formal meetings be held in person, and plans needed to be put in place for that eventuality.

During the debate on the format of formal Council meetings, the Committee agreed that it was unrealistic to consider holding hybrid meetings until the Council offices moved to the new Town Hall, but support was shown for operating hybrid meetings when it was possible to do so. Several Committee members expressed support that a virtual format continue, advocating it had proven effective, had environmental benefits and would be more inclusive. Those Members suggested that, should legislation be extended, meetings should continue in that format.

Other Committee members were of the opinion that virtual meetings resulted in a loss of public in-person engagement and expressed concern that virtual meetings were susceptible to the effects of network outage and general IT problems. It was also suggested that it could be difficult to manage a virtual meeting, with some Committee members also stating that something was 'lost' when a discussion was held online. On balance, the majority of the Committee was of the view that formal meetings of the Council should, by default, be held in person unless there were justifiable reasons for not doing so, and that virtual meetings continue until such time as it was safe to resume in-person meetings.

It was noted that informal meetings were not dependent on the relevant legislation being extended and therefore the Council had more flexibility to decide what format those meetings should take. A general consensus was expressed that flexible arrangements should be put in place to allow participants of informal meetings to decide which format worked best for them.

The Committee recognised that, whilst the Full Council AGM was a few months away, it was important to provide a steer to allow time for planning. Several Committee members had concerns regarding holding the meeting in person as it was considered unlikely that the majority of Councillors and officers would have received the effective level of vaccination by that date. There was a general consensus that the meeting should be held virtually, should the necessary legislation be in force to enable that approach.

Vote on recommendation 2.2(a)

The Chair sought a proposal from the Committee with regard to which types of Council meeting should, in principle, be held in person, virtually, or in hybrid form. It was moved by Councillor Lanzer and seconded by Councillor Crow that in principle, and when possible, formal Council meetings should be held in person and that informal meetings be digitally enabled.

A recorded vote was taken on the proposal in accordance with the Council's Virtual Committee Procedure Rules. The names of the Councillors voting for and against the proposal, along with any abstentions, were recorded as follows:

For the proposal:

Councillors Burrett, Crow, Eade, Lanzer and McCarthy (5).

Against the proposal:

Councillors Jones, Lamb and Malik (3).

Abstentions:

Councillors Lunnon and Mullins (2).

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The motion was therefore declared to be CARRIED.

Vote on recommendation 2.2(b)

The Chair then sought a proposal from the Committee with regard to, dependent on any new legislation which might come into force, whether the Full Council AGM on 28 May 2021 should be held in person, virtually, or in hybrid form. It was moved by Councillor Lamb and seconded by Councillor Crow that, subject to the necessary legislation being in place, the Full Council AGM on 28 May 2021 be held virtually.

A recorded vote was taken on the proposal in accordance with the Council's Virtual Committee Procedure Rules. The names of the Councillors voting for and against the proposal, along with any abstentions, were recorded as follows:

For the proposal:

Councillors Burrett, Crow, Eade, Jones, Lamb, Lanzer, Lunnon, Malik and McCarthy (9).

Against the proposal:

None (0).

Abstentions:

Councillor Mullins (1).

The motion was therefore declared to be CARRIED.

The Chair then informed the Committee that a combined vote would be taken on recommendations 2.2 (c) and (d) as set out in the report.

Amendment to recommendation 2.2(d)

Given the unpredictable nature of the pandemic, the view was taken that it was too early to make a long-term decision on the future format of formal Council meetings. It was therefore suggested that the issue be considered on a cycle-by-cycle basis, with the Governance Committee providing a recommendation to the Full Council on the format of meetings for each forthcoming cycle. In addition it was requested that the proposed delegated authority to the Monitoring Officer, cited in recommendation 2.2(d) of the report, be amended to include consultation with Group Leaders and the Chair and Vice-Chair of the Governance Committee.

It was proposed by Councillor Crow and seconded by Councillor Lamb that recommendation 2.2(d) be amended to read as follows "that, should legislation come into force, the Monitoring Officer, in consultation with the Group Leaders and the Chair and Vice-Chair of the Governance Committee, be delegated authority to amend the Constitution to reflect the wishes expressed by the Committee (and the Full Council, if approved) that the next cycle of meetings (up to and including the 14 July 2021 Full Council meeting) be held virtually".

A recorded vote was taken on the amendment in accordance with the Council's Virtual Committee Procedure Rules. The names of the Councillors voting for and against the amendment, along with any abstentions, were recorded as follows:

For the amendment:

Councillors Burrett, Crow, Eade, Jones, Lamb, Lanzer, Lunnon, Malik and McCarthy (9).

Against the amendment:
None (0).

Abstentions:
Councillor Mullins (1).

The amendment was therefore declared to be CARRIED.

Vote on recommendations 2.2(c) and (d)

A single recorded vote was then taken on recommendations 2.2 (c) and (d) set out in report LDS/165 (as amended) in accordance with the Council's Virtual Committee Procedure Rules. The names of the Councillors voting for and against the recommendations, along with any abstentions, were recorded as follows:

For the recommendations:
Councillors Burrett, Crow, Eade, Jones, Lamb, Lanzer, Lunnon, Malik and McCarthy (9).

Against the recommendations:
None (0).

Abstentions:
Councillor Mullins (1).

The motion was therefore declared to be CARRIED.

RESOLVED

That the Full Council be recommended to approve that:

1. In principle and when possible, formal meetings of the Council be held in person and that informal meetings of the Council be digitally enabled.
2. Dependent on any legislation which comes into force, the Full Council AGM on 28 May 2021 be held virtually.
3. Should further legislation not be enacted which allows the continuation of virtual meetings, meetings in public held by the Council revert back to in-person meetings and the Virtual Committee Procedure Rules and Licensing Sub-Committee (Hearings) Virtual Procedure Rules be suspended with the ability to reinstate them should it become necessary to do so.
4. Should legislation come into force, the Monitoring Officer, in consultation with the Group Leaders and the Chair and Vice-Chair of the Governance Committee, be delegated authority to amend the Constitution to reflect the wishes expressed by the Committee (and the Full Council, if approved) that the next cycle of meetings (up to and including the 14 July 2021 Full Council meeting) be held virtually.

6. Review of Provisions Relating to Call-In and Urgency

The Committee was advised that there had been two cases in the last municipal year where an item had been protected from the Call-In Procedure on the grounds of

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urgency as provided for in Call-In Procedure Rule 8 contained within the Constitution. Details of the first decision protected from Call-In were set out in the main [Agenda](#) and an additional decision, which had been protected from Call-In since the Agenda had been published, was set out in the [Supplementary Agenda](#).

The Committee noted that a recommendation to the Full Council in relation to this matter would only be necessary if the Committee proposed to make a change to the provisions. The Committee was reminded that the review related to the provisions regarding the protection of items from Call-In and was not a review of the Call-In Procedures themselves.

A recorded vote was taken on the recommendation as set out in the Agenda and Supplementary Agenda in accordance with the Council's Virtual Committee Procedure Rules. The names of the Councillors voting for and against the recommendation, along with any abstentions, were recorded as follows:

For the recommendations:

Councillors Burrett, Crow, Eade, Jones, Lamb, Lanzer, Lunnon, Malik, McCarthy and Mullins (10).

Against the recommendations:

None (0).

Abstentions:

None (0).

The motion was therefore declared to be CARRIED.

RESOLVED

That no change to the provisions relating to Call-In and Urgency be made.

7. LGA Councillor Model Code of Conduct

The Chair took the opportunity to formally request that a report relating to the Local Government Association (LGA) Councillor Model Code of Conduct be brought before the next meeting of the Committee for its consideration. The Chair expressed the view that the suggested approach was the most appropriate way forward as it was anticipated that the promised LGA Guidance on the Code would have been issued by then, and the new Monitoring Officer would also be in post and might have some thoughts and advice to offer on the subject.

It was therefore agreed that a report on the LGA Councillor Model Code of Conduct be brought to the next meeting of the Governance Committee for its consideration.

Closure of Meeting

With the business of the Governance Committee concluded, the Chair declared the meeting closed at 8.25 pm

**R D Burrett
(Chair)**

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Crawley Borough Council

Report to Governance Committee

22 June 2021

Annual Governance Statement 2020-2021

Report of the *Head of Legal, Governance and HR: LDS/170*

1. Purpose

- 1.1 It is a requirement of the Accounts and Audit (England) Regulations 2015 that all local authorities produce an Annual Governance Statement. The purpose of an Annual Governance Statement is to clearly set out the processes and procedures which ensure that:
- we are efficiently and effectively run;
 - our activities are transparent;
 - we are accountable to our residents.
- 1.2 It is a function of the Governance Committee to monitor and review the Corporate Governance of the Council including giving consideration to the Authority's Annual Governance Statement.
- 1.3 The Audit Committee retains overall responsibility for approval of the Annual Governance Statement as part of the approval of the Council's Annual Accounts.

2. Recommendation

- 2.1 That the Governance Committee considers the Annual Governance Statement 2020 -2021 and provides any comments for incorporation into the final version to be included in the Annual Statement of Accounts, which is to be approved by the Audit Committee in July 2021.

3. Reasons for the Recommendations

- 3.1 To take into consideration any comments made by the Governance Committee on the Annual Governance Statement.

4. Background

- 4.1 We are responsible for making sure that our business is conducted in accordance with the law and proper standards, and that public money is safeguarded, properly accounted for and used economically and efficiently.

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We also have a duty under the [Local Government Act 1999](#) to put in place proper arrangements for:

- the continuous improvement of our functions
- the governance of our affairs which includes arrangements for the management of risk.

The Annual Governance Statement (AGS) explains how the Council has complied with the Governance Framework. It also meets the requirements of the Accounts and Audit (England) Regulations 2015 which require that the Council must, in each financial year, conduct a review of the effectiveness of the system of internal control and prepare an Annual Governance Statement for approval by a Committee or Members of the Council. The Annual Governance Statement must be presented to the Governance Committee for comment, in advance of the Audit Committee approving the Statement of Accounts.

- 4.2 The Chartered Institute of Public Finance and Accountancy (CIPFA), in conjunction with the Society of Local Authority Chief Executives (SOLACE), has produced a framework for delivering good governance in local government. The framework guidance “Delivering Good Governance in Local Government Framework 2016” is used as a guide in compiling the AGS.
- 4.3 The Annual Governance Statement 2020-2021 is attached at Appendix A.

5. Background Papers

None.

Report author and contact officer: *Siraj Choudhury, Head of Legal, Governance and HR (01293 43 8292)*

Annual Governance Statement

FOREWORD

This Annual Governance Statement reflects the governance arrangements within the Council for the period 1st April 2020 to 31st March 2021 and takes into account the effects of COVID-19 on the operations at the Council during that period.

As was the case last year, the Council has considered its responses to COVID-19 since 31st March 2020 to reflect on these and confirm that governance arrangements were, and remained, robust.

Crawley Borough Council's Response to COVID-19 to 31st March 2021

The Council overall has responded swiftly and decisively to the COVID-19 crisis as follows:

- Regular, and where required, daily COVID-19 meetings convened from 6th March 2020 and continued throughout 2020/2021 – in attendance:
 - Corporate Management Team
 - Communications representative
 - HR Manager
 - Emergency Planning Officer
 - Facilities Manager
 - Service Improvement and Development Manager
 - Leader of the Council
- The Leader of the Council initially hosted weekly Facebook Live question and answer sessions, which moved to monthly as the year progressed.
- The Chief Executive hosts fortnightly Q&A sessions with all council staff.
- Governance arrangements were confirmed under which the Chief Executive could make Urgent Decisions in liaison with Leader of the Council and the Mayor.
- Regular updates of local Covid activity was also sent to Councillors during periods of national lockdown
- Key decisions were taken through the Chief Executive, in consultation with both party leaders.
- A New Norms Group was established to lead on managing the workspace environments and ensuring they were COVID-19 secure, to advise on remote working best practice and to put in place support for those staff who were struggling.
- All Service areas engaged in the response; examples are:
 - Creation of a support network
 - Mapping of vulnerable people

- Implementation of a Help Hub by 27th March 2020 to provide virtual and physical support (food, medicine and welfare checks) which continued until demand ceased
- Food distribution for shielded people arrangements in place for East Sussex, West Sussex and Brighton & Hove LA
- Creation of Crawley Borough Council Helpline
- Staff redeployment
- Additional mobile phones obtained and laptops ready for Councillors
- MS Teams available throughout the Council, including Council public meetings
- Wellbeing Team redeployed to support work of the Council
- Working closely with West Sussex County Council, Gatwick Airport and Manor Royal Business District
- Business Ratepayers written to with information on grant claim process by 26th March 2020 and their administration continued during the year
- Benefits Team additional support to deal with increase in claims
- Benefits Team administering Test and Trace isolation payments
- Infrastructure in place by 24th March 2020 to process small business grants - redeployment of Corporate Finance staff in Council Tax, Business Rates, Benefits team and Economic development and this continued throughout the year
- Significant Council enforcement and Covid compliance checks of local businesses and open space areas
- Assistance with local track and trace arrangements
- Preparations to get our High Streets open safely.

Examples of the how good governance was maintained during the Council's response to COVID-19 March 2020 - 31st March 2021

- All COVID-19 meetings, held daily initially and subsequently as required were formally convened, had an Agenda, and a record of actions to be undertaken, with outcomes reported at the next, or future meetings. These meetings were minuted. This demonstrates strong governance and transparency.
- Decision Logs maintained for all Service areas – these are sent to all Members of the Council via Member Bulletins.
- Future committee meeting dates were agreed and scheduled for the year,
- Legislative changes were considered in respect of holding public meetings and decision making and virtual Council meetings were held. This continued throughout the financial year 2020/2021.

SCOPE OF RESPONSIBILITY

The Leader of the Council (Cllr Peter Lamb) and the Chief Executive (Natalie Brahma-Pearl) both recognise the importance of having robust rules, systems and information available to guide the Council when managing and delivering services to the communities of Crawley.

Each year the Council is required to produce an Annual Governance Statement (AGS) which describes how its corporate governance arrangements have been working over the year.

It is intended that this AGS in respect of 2020/2021 will be considered by the Audit Committee at its meeting on 19th July 2021. This is subject to the Statement of Accounts potentially being presented to the Audit Committee at a later date in the year.

Crawley Borough Council (the Council) is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively. The Council also has a duty under the Local Government Act 1999 to make arrangements to secure continuous improvement in the way in which its functions are exercised.

In discharging this overall responsibility, the Council is responsible for putting in place proper arrangements for the governance of its affairs, the effective exercise of its functions, which includes arrangements for the management of risk.

The Council has approved and adopted a Code of Corporate Governance which is consistent with the principles and reflects the requirements outlined in the 2016 CIPFA/SOLACE Framework, 'Delivering Good Governance in Local Government'. This statement explains how the Council has complied with the code and also meets the requirements of Accounts and Audit (England) Regulations 2015, which requires all relevant bodies to prepare an annual governance statement.

THE PURPOSE OF THE GOVERNANCE FRAMEWORK

The governance framework comprises the systems and processes, and culture and values, by which the Council is directed and controlled and its activities through which it accounts to, engages with and leads the community. It enables the Council to monitor the achievement of its strategic objectives and to consider whether those objectives have led to the delivery of appropriate services and value for money.

The system of internal control is a significant part of that framework and is designed to manage risk to a reasonable level. It cannot eliminate all risk of failure to achieve policies, aims and objectives and can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of Crawley Borough Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

The governance framework has been in place at Crawley Borough Council for the year ended 31 March 2021 and will continue to be developed in coming years.

THE GOVERNANCE FRAMEWORK

The Principles of Good Governance

The CIPFA/SOLACE framework was reviewed in 2015 to ensure that it remained "fit for purpose" and a revised edition was published in 2016. The new Delivering Good Governance in Local Government Framework applies to the Annual Governance Statement prepared for the year ended 31 March 2021 and up to the date of the approval of the Annual Report and Statement of Accounts for the financial year 2020/2021. The key elements of the systems and processes that comprise the Council's governance arrangements are as follows.

BEHAVING WITH INTEGRITY, DEMONSTRATING STRONG COMMITMENT TO ETHICAL VALUES, AND RESPECTING THE RULE OF LAW

The Constitution

Crawley Borough Council last updated its Constitution on 27th January 2021 and this sets out how the Council operates, how decisions are made and the procedures to be followed to ensure that these are efficient, transparent and accountable to local people. Some of these processes are required by the law, while others are a matter for the Council to choose.

The Constitution is divided into 35 articles which set out the basic rules governing the Council's business. More detailed procedures and codes of practice are provided in separate rules and protocols within the Constitution. This includes the roles and responsibilities of Councillors, officers and the scrutiny and review functions; how decisions are made; and the procedures that are followed to ensure that these are efficient, transparent and accountable to local people.

The Governance Committee is responsible for regularly reviewing the Constitution and ensuring that it is both up to date and fit for purpose. It regularly receives updates advising of Constitutional changes

Head of Paid Service

The Head of Paid Service is responsible for the strategic management of the authority as a whole and the staff employed. They are required to report to and provide information for the Cabinet, the Council, the Overview and Scrutiny Commission and other Committees. They are responsible for establishing a framework for management direction, style and standards and for monitoring the performance of the organisation

The Monitoring Officer

The Monitoring Officer is a statutory function and ensures that the Council, its officers, and its elected Councillors, maintain the highest standards of conduct in all they do. The Monitoring Officer ensures that the Council is compliant with laws and regulations, as well as internal policies and procedures. They are also responsible for matters relating to the conduct of Councillors and Officers, and for monitoring and reviewing the operation and maintenance of the Council's Constitution.

The Monitoring Officer also ensures the lawfulness and fairness of decision making within the Council and after consulting with the Head of Paid Service and the Chief Finance Officer, will report to the Full Council (or to the Cabinet in relation to a Cabinet function) if they consider that any proposal, decision or omission would give rise to unlawfulness or if any decision or omission has given rise to maladministration. Such a report will have the effect of stopping the proposal or decision being implemented until the report has been considered.

Deputy Monitoring Officer

A Deputy Monitoring Officer has been appointed to act in the absence of the Monitoring Officer.

Section 151 Officer

Whilst all Council Councillors and Officers have a general financial responsibility, the Section 151 of the Local Government Act 1972 specifies that one Officer in particular must be responsible for the financial administration of the organisation and that this Officer must be CCAB qualified. This is typically the highest ranking qualified finance officer and in this Council is also the Head of Corporate Finance.

Deputy Section 151 Officer

A Deputy Section 151 Officer has been appointed to act in the absence of the Section 151 Officer.

Codes of Conduct

Codes of Conduct exist for both staff and Councillors.

All Councillors must adhere to a Code of Conduct to ensure that they maintain the high ethical standards the public expect from them. If a complainant reveals that a potential breach of this Code has taken place the Council may refer the allegations for investigation or decide to take other action.

On joining the Council, Officers are provided with a contract outlining the terms and conditions of their appointment. All staff must declare any financial interests, gifts or hospitality on a public register, as set out in the Constitution. Additionally, Councillors are expected to declare any interests at the start of every meeting that they attend in accordance with Standing Orders. Councillors and officers are required to comply with approved policies.

Whistleblowing

The Council is committed to achieving the highest possible standards of openness and accountability in all of its practices. The Council's Whistleblowing policy was revised in February 2018 and it sets out the options and associated procedures for Council staff to raise concerns about potentially illegal, unethical or immoral practice and summarises expectations around handling the matter.

Anti-fraud, bribery and corruption

The Council is committed to protecting any funds and property to which it has been entrusted and expects the highest standards of conduct from Councillors and Officers regarding the administration of financial affairs. The Anti-Fraud and Corruption Policy was updated in February 2018 and is on the intranet/website for staff, Councillors and the public to see.

The Council has a Fraud and Investigations Team which acts to minimise the risk of fraud, bribery, corruption and dishonesty and recommends procedures for dealing with actual or expected fraud. The team also prosecutes where appropriate and is involved in fraud training and awareness.

Towards the end of 2020/2021, two potential frauds, totalling less than £10,000 were identified and reported to the Head of Corporate Finance. These were passed to the Fraud and Investigations Team and discussed with the Audit and Risk Manager. The outcome of their investigations was that there was insufficient evidence to take action but improvements to the system of internal control have been accepted by management, and implementation will be confirmed by Internal Audit.

ENSURING OPENNESS AND COMPREHENSIVE STAKEHOLDER ENGAGEMENT

Transparency

The Council and its decisions are open and accessible to the community, service users, partners and its staff. All reports requiring a decision are considered by appropriately qualified legal, and finance staff with expertise in the particular function area before they are progressed to the relevant Committee or group. This Council wants to ensure that equality considerations are embedded in the decision-making and applied to everything the Council does. To meet this responsibility, equality impact assessments are carried out when there is significant change to major council services,

functions, projects and policies in order to better understand whether the change will impact on people who are protected under the Equality Act 2010 in order to genuinely influence decision making.

All reports and details of decisions made can be found on the Council's website at:
<http://democracy.crawley.gov.uk/ieDocHome.aspx?bcr=1>

Freedom of Information/Environmental Information requests

The Freedom of Information (FOI) Act 2000 and Environmental Information Regulations EIR) 2004 give anyone the right to ask for any information held by a public authority, which includes this Council. This is subject only to the need to preserve confidentiality and in the application of certain exemptions and exceptions which may be engaged where it is proper and appropriate to do so. We respond to such requests in a timely and impartial manner and in line with the legislation, proactively publish information on our Website.

Subject Access Requests

Section 7 of the Data Protection Act provides for individuals to obtain a copy of information that an organisation holds about them upon making a written request.

Engagement and communication

Crawley Borough Council recognises that stakeholders require information about the decisions that are being taken locally, and how public money is being spent in order to hold the council to account for the services they provide.

Please see below under Public Consultation for details of public communications and engagement.

The Council held its annual Question Time on 16th March 2021, which gave residents the opportunity to ask questions about topics important to them. This meeting was held virtually.

Consultations

The council keeps a Forward Plan of planned consultations and future decisions. Internally, a consultation toolkit has been developed to guide council staff through the consultation process. The agreed process ensures that engagement activity is relevant, accessible, transparent and responsive. To increase awareness, consultations are proactively promoted

ENSURING OPENNESS AND COMPREHENSIVE STAKEHOLDER ENGAGEMENT

Complaints

Crawley Borough Council is committed to delivering a high quality service and aims to achieve the highest possible standards but recognises that despite its best intentions and hard work, things can go wrong. When there is service failure or users are unhappy about the way a matter has been handled, the Council openly wants to hear about such experiences and operates a two stage complaints system. Stage 1 is where the complaint is dealt with locally by the relevant service area. If the complainant continues to remain dissatisfied with the Stage 1 response, a request can be made to a further review, conducted by a senior officer, normally Head of Service as a Stage 2 complaint. Following this if the matter is still not resolved satisfactorily then the complainant is asked to take the matter up with the Local Government and Social Care Ombudsman. We also use our complaints information to improve service delivery and undertake root cause analysis where appropriate, in order to ensure on-going continuous improvement.

The Housing Ombudsman deals with any complaints that relate to the housing managed service.

DEFINING OUTCOMES IN TERMS OF SUSTAINABLE ECONOMIC, SOCIAL, AND ENVIRONMENTAL BENEFITS

Corporate Priorities

The Corporate Priorities of the Council for the period 2018-2022 are as follows:

- Delivering value for Money and modernising the way we work
- Delivering affordable homes for Crawley and reducing homelessness
- Improving job opportunities and developing the local Economy
- Creating stronger communities
- Providing high quality leisure and culture facilities and supporting health and wellbeing services
- Protecting the environment

The Council continues to improve performance management within the organisation and service quality and best use of resources is ensured via:

- Transformation and Projects
- Portfolio Briefings
- Quarterly reporting to CMT
- Corporate Project Assurance Group
- Quarterly monitoring of complaints by CMT
- ICT Board

The Council has a ***'dashboard of measures' to track performance across a range of key service and ensure that a more timely response can be applied to service improvement*** and also against service plans and strategies. This is encapsulated within the Performance Management Framework.

The Council recognises that to drive improvement it needs to closely monitor and review its performance. The Council routinely monitors its spend against budgets, and its departments have agreed purpose and collect data to measure their performance.

The Council's Complaints Procedure allows stakeholders to raise issues where the Council needs to improve and is a means of managing performance and recognising the contribution complaints make to service improvement. Outcomes are passed to CMT on a quarterly basis.

Information Management

Regular meetings are held in respect of the governance arrangements operating around information management. The Information Governance Board has oversight of information management within the Council and is trialling joint arrangements with Horsham DC to share knowledge, best practice and reduce duplication. The Council has also created an Information Management Project Board in 2019 with a remit, amongst other things, to ensure that appropriate governance and policies are in place overseeing the corporate approach to information management, ensuring accountability and that everyone is aware of their respective roles and responsibilities.

Financial Controls

Financial reports comparing budget to actual and projections to end of year are available in real time to all key officers, with access/drilldown facilities appropriate to role and responsibilities. The Leader of the Council and the Cabinet also receive quarterly budget monitoring reports. All Member financial seminars have taken place three times during the year to keep Councillors updated on the financial situation due to COVID-19 and the impact on future budgets.

Local Plan

The Local Plan – Crawley 2030 - was adopted in December 2015 and now forms the Council's development plan under which development control decisions will be taken. The Local Plan is supported by a number of companion planning documents and considerations including Supplementary Planning Documents, Development Briefs, Article 4 Directions and the Community Infrastructure Levy Charging Schedule and associated CIL Infrastructure (Regulation 123) List. The Council's planning policies seek to balance the economic, social and environmental needs of residents, businesses and visitors, ensuring that Crawley continues to be a great place to live, to work and to visit. Review of the Crawley Local Plan commenced in 2019.

Implementation of the Local Plan and the success of the Council's planning policies is measured and reported through the Authority's Monitoring Report which is published annually.

Transformation

In 2020 the Council updated the Transformation Plan to reflect the significant progress made against the previous plan (2017/18). The purpose of the Transformation Plan for 2020-22 is to 'prepare the organisation to embrace new ways of working, providing easily accessible and more efficient services for our users, deliver value for money and creating a more commercial culture in order to sustain financial stability'.

Our Transformation Plan consists of six pillars:-

1. Channel Shift, a programme to automate and digitise as many processes as possible and includes gathering of metrics and a change in the IT Board Terms of Reference to allow transparent prioritisation by responsible officers;
2. New Ways of Working; continuing to develop and embed genuinely agile ways of working for all service across the organisation;
3. People Strategy; further embedding our values and behaviours, reflecting the changes COVID-19 has brought to the relationship between staff and the organisation, our recruitment, retention and succession strategies, training and development opportunities and the policies and governance within which these are developed and managed;
4. Service Redesign - a set of thematic reviews including Community Wellbeing and Engagement, Access Crawley, Enforcement, Technical Services and the Corporate Centre;
5. Commercialisation and Income Generation to create a culture of commercialisation. Continuing to develop our PIPES strategy, reviewing the council's pricing strategy and the development of partnerships across public, private, voluntary and not for profit sectors;
6. Assets; The Asset Review Group have initially prioritised:
 - A dispersed model for Patch Working Teams
 - Consider potential opens for capital from land receipts
 - Implementing recommendations from the Neighbourhood Parade review once concluded.

Housing Strategy

Housing need and the Council's policies to address this are contained within the Local Plan Housing policies.

Following the introduction of the Homelessness Reduction Act, the Council's Homelessness Review and Homelessness Strategy (2019 – 2024) was approved by Full Council on 16th December 2019.

The council has identified five priorities for addressing homelessness within Crawley:

- Preventing and relieving homelessness
- Tackling rough sleeping
- Meeting the needs of vulnerable people
- Accessing suitable and affordable accommodation
- Preventing repeat homelessness.

Local Partnerships

The Council has a key role in a number of local partnerships, working for the benefits of residents and the community to improve the quality of life, including:

- Safer Crawley Partnership - formed in 1998 in response to the Crime and Disorder Act 1998.
- Crawley Wellbeing - a free, friendly and impartial service from your local authority, run in partnership with West Sussex County Council and the local NHS.
- Economic Partnerships, LEAG, Crawley Growth Programme, Crawley Economic Recovery Taskforce/Towns Fund Board
- We are also statutory members of the Local Safeguarding Children Board, the Adult Safeguarding Board and the West Sussex Health & Wellbeing Board.
- Strategic Housing - the Council both leads and participates in a range of groups providing a multi-agency response to tackling street homelessness and providing improved outcomes for care leavers, ex-offenders and people with supported housing needs. The Chief Executive continues to chair the West Sussex Strategic Housing Partnership.

The Council also participates in national, sub-regional and County-wide partnership initiatives, including:

- Coast to Capital LEP
- Greater Brighton Economic Board
- Gatwick Diamond Initiative

DETERMINING THE INTERVENTIONS NECESSARY TO OPTIMISE THE ACHIEVEMENT OF THE INTENDED OUTCOMES

Effectiveness of Governance Framework

The Council has responsibility for reviewing the effectiveness of its governance framework and this is undertaken by work of CMT in their development and maintenance of the governance environment. The Audit and Risk Manager produces an annual report and specifically comment's on the governance framework, as does the External Auditor. Areas identified for improvement are acted upon by CMT.

Financial Measures

Crawley Borough Council publishes its Annual Statement of Accounts in accordance with CIPFA guidelines and the annual Budget is approved by Full Council and monitored and reported upon regularly.

Consultations

To be effective this policy aims to inspire and support a genuine two-way dialogue with all sections of the community and other stakeholders. There are a number of ways people can get involved and connect with the council. Local people have the option to engage in a dialogue through: social media sites (including Facebook and twitter), petition schemes, neighbourhood forums, council meetings (open to the public), their local Councillor and annual Crawley Question Time.

Internally, a Statement of Community Involvement has been developed to guide council staff through the consultation process. The agreed process ensures that engagement activity is relevant, accessible, transparent and responsive. To increase awareness and participation, consultations are proactively promoted via publications (printed and digital), press releases, social media, email, town notice boards and the council's website. A council online publication, Crawley Live, is published quarterly and sent to every household in Crawley to keep residents informed. Various methods are used (depending on the scope of the consultation) to seek people's views, including questionnaires, public events and exhibitions, focus groups, satisfaction surveys and feedback forms. A list of current consultations and consultation events is available on the council's website at www.crawley.gov.uk/consultation

Public Consultation

Where appropriate the council has carried out public consultations. There were a number carried out during 2020/2021, which included Conservation Areas and Locally Listed Buildings, Dormans Play Area, Crawley Community Safety survey 2021-2022, Budget Consultation, Taxi Licensing Fees and Hackney Carriage and Private Hire Standards. All information gathered from public consultations is analysed and considered as part of the council's decision-making process. The consultation that was held on the budget savings options had the best response rate of all consultations. This enabled Councillors to make informed decisions around budget savings. The results of the consultation are available on the Council's website.

DEVELOPING THE COUNCIL'S CAPABILITY, INCLUDING THE CAPABILITY OF ITS LEADERSHIP AND THE INDIVIDUALS WITHIN IT

Recruitment, Training and Development

Human Resources policies and procedures are in place to facilitate the recruitment and retention of capable staff. The Council operates a robust interview and selection process to ensure that staff are only appointed if they have the right levels of skills and experience to effectively fulfil their role. All new staff attend corporate induction sessions and undertake an e-learning induction package. Suitable training is available to support all staff to carry out their roles to the best of their ability. Newly elected Councillors are required to attend an induction which includes information on: roles and responsibilities; political management and decision-making; the Code of Conduct, declaration and registration of interests, financial management and processes; information governance; and Data Protection.

Councillor's attendance at meetings is recorded via the Modern.Gov system. In the event of continual non-attendance for 4 months the matter will be passed to the Leader of the political group concerned for action to be taken. Should a Councillor fail to attend any formal meeting of the Council, for a period of 6 months, they relinquish being a

Councillor. Each Group may seek approval from the Full Council to extend the 6 month non-attendance period, in exceptional circumstances.

Performance issues relating to staff are dealt with by the Manager / Head of Service.

Legal Compliance

The Council's Constitution clearly defines the roles and responsibilities of the Chief Executive, Chief and Senior Officers, Councillors and Committees and outlines procedural standards, scheme of delegation and protocol on Council/Officer relations.

The Monitoring Officer, who is the Head of Legal & Democratic Services Manager is responsible for legal compliance, Conduct and Compliance and working with departments to advise on legal issues across the Council.

Financial Compliance

The Head of Corporate Finance is the designated S151 Officer and has overall financial responsibility within the Council, as outlined in the Constitution.

MANAGING RISKS AND PERFORMANCE THROUGH ROBUST INTERNAL CONTROL AND STRONG PUBLIC FINANCIAL MANAGEMENT

Effective scrutiny

The Council operates an Overview and Scrutiny Commission which has its own terms of reference, as outlined in the Council's Constitution. This Commission supports the work of the Cabinet and the Council as a whole. It allows citizens to have a greater say in Council matters by holding public inquiries into matters of local concern. These lead to reports and recommendations which advise the Cabinet and the Council as a whole on its policies, budget and service delivery. The Overview and Scrutiny Commission also monitors the decisions of the Cabinet. This enables them to consider whether the decision is appropriate. They may recommend that the Cabinet reconsider or amend the decision. They may also be consulted by the Cabinet or the Council on forthcoming decisions and the development of policy.

Financial management

The Head of Corporate Finance (S151 Officer) is responsible for leading the promotion and delivery of good financial management so that public money is safeguarded at all times, ensuring that budgets are agreed in advance and are robust, that value for money is provided by our services, and that the finance function is fit for purpose. They provide advice on financial matters to both the Cabinet Executive and full Council and is actively involved in ensuring that the authority's strategic objectives are delivered sustainably in line with long term financial goals. The Head of Corporate Finance, together with Finance team, ensure that new policies or service proposals are costed, financially appraised, fully financed and identifies the key assumptions and financial risks that face the council.

Risk management

All significant (strategic) risks are discussed regularly by CMT and are reported to the Audit Committee on a quarterly basis. These include the New Town Hall, District Heat Network, LEP Infrastructure – Crawley Growth Programme, Delivering Affordable Housing, the Transformation Programme, Public Health and Council No Overall Control.

Operational risks are managed at departmental level.

IMPLEMENTING GOOD PRACTICES IN TRANSPARENCY REPORTING AND AUDIT TO DELIVER EFFECTIVE ACCOUNTABILITY

Internal Audit

The Audit and Risk Manager (Head of Internal Audit) is a qualified member of the Chartered Institute of Internal Auditors and they have full access to CMT and the Audit Committee. The audit team is properly resourced and the Council is in compliance with the CIPFA statement on the Role of the Head of Internal Audit (2010) and Public Sector Internal Audit Standards.

The Audit and Risk Manager provides an independent and objective annual opinion on the effectiveness of internal control, risk management, and governance each year. This is carried out by the Internal Audit team in accordance with the Public Sector Internal Audit Standards. The Audit and Risk Manager reports to the Audit Committee on a quarterly basis.

Overview and Scrutiny Commission – see above

Audit Committee

The role of the Audit Committee is to review and assess the adequacy of the Council's internal audit and risk management arrangements. This Committee meets quarterly and receives the reports from the Audit and Risk Manager, including their progress reports and Annual Report. This committee considers and comments upon the Internal Audit Plan, ensures the Audit and Risk section is properly resourced and reviews the effectiveness of the Council's risk management arrangements.

Governance Committee

The Governance Committee will deal with Constitutional matters, the Conduct of Councillors, Political Management Arrangements, Corporate Governance, Councillors' Allowances, Elections and all non-Executive functions not specifically delegated to another Committee or Sub-Committee of the Council. This Committee specifically monitors and reviews the Corporate Governance of the Council including giving consideration of the Authority's Annual Governance Statement.

Annual accounts

The Council publishes full audited accounts each year which are published on the website at <http://www.crawley.gov.uk/pw/sitesearch/index.htm?q=accounts%23>

REVIEW OF EFFECTIVENESS

Crawley Borough Council has responsibility for conducting, at least annually, a review of the effectiveness of its governance framework including the system of internal control. The review of effectiveness is informed by the work of the CMT, who have responsibility for the development and maintenance of the governance environment, the Audit and Risk Manager's Annual Report, and also by comments made by relevant stakeholders, the external auditors and other review agencies and inspectorates.

SIGNIFICANT GOVERNANCE ISSUES

There are no significant governance issues to report.

Signatures:

Leader of the Council

Date: _____



Chief Executive

Date: 10/06/21

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Crawley Borough Council

Report to Governance Committee

22 June 2021

Further Deliberations of the Independent Remuneration Panel (Mayoral Allowances 2021/22 and 2022/23)

Report of the Chair of the Independent Remuneration Panel – **LDS/169**

1. Purpose

- 1.1. The Council is required to adopt a scheme of allowances that sets out the remuneration payable to its councillors. This is reviewed by an Independent Remuneration Panel (IRP).
- 1.2. The IRP also reviews Crawley Borough Council's mayoral allowances (the Mayor's and Deputy Mayor's allowances). This is not a statutory requirement, but is deemed good practice.
- 1.3. This report sets out the IRP's deliberations and recommendations regarding the mayoral allowances.

2. Recommendations

- 2.1. That the Governance Committee:
 - a) Considers the deliberations of the Independent Remuneration Panel (set out in section 5 of this report).
 - b) Considers the proposed mayoral allowances for 2021/22 (commencing 1 August 2021) and 2022/23 as set out in section 6 of this report and decides the allowance rates it wishes to recommend to the Full Council.

3. Reasons for the Recommendations

- 3.1. The IRP was assigned the task of giving detailed consideration to a range of information and forming independent recommendations regarding the mayoral allowances.

4. Background

- 4.1. On 26 January 2021, the Governance Committee considered the recommendations within the final report of the IRP. These were approved to be recommended to Full Council, with the exceptions of recommendations (i) and (j):
 - i) *If a clear rationale cannot be provided for maintaining the rate of allowance payable to the Mayor, the allowance should be reduced by an amount to be decided by the Governance*

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Committee and in turn the Full Council. The IRP advises that careful consideration be given to what it deemed was a disproportionately high allowance compared to mayoral allowances of other local authorities.

j) The Deputy Mayor's allowance should be maintained at the current rate, unless a substantial change is made to the Mayor's allowance. In which case, the rate should be altered proportionately to remain at approximately 15% of the Mayor's allowance.

4.2 The Governance Committee resolved that the IRP be asked to reconsider recommendations (i) and (j), and to recommend to a future meeting of the Committee (and in turn the Full Council) an amount of allowance for the roles of Mayor and Deputy Mayor.

4.3 The IRP has since undertaken a further meeting and produced further recommendations. Members present at the meeting were:

- Jeff Alexander, Chief Executive, Gatwick Diamond Business (Chair)
- Philip Brown, Interim Group Director of Policy and External Affairs, B&CE
- Steve Turner, Crawley Prevention Police Inspector, Sussex Police

Previous IRP Chair/member John Williams was not present.

5. Deliberations of the IRP

5.1. During the meeting, members of the IRP considered the following information:

- The South East Employers Councillors' Allowances Survey (2020)
- Other local authorities' IRP reports
- Proposed new arrangements for the Crawley Mayor's transportation.

5.2. Members of the IRP discussed the Crawley Mayor's allowance (£11,548) in the context of other local authorities' Mayor's allowances. The IRP had previously considered the 2019 data and noted that Crawley's allowance was unusually high. When presented with the 2020 data, the IRP established that the allowance remained notably high, and that the figure was perhaps even more of an anomaly than in the 2019 data.

5.3. Members of the IRP heard that since the last meeting, the Mayor's car and chauffeur were no longer used. New arrangements proposed that all transportation for mayoral purposes be undertaken by the Mayor themselves and funded by the Mayor's allowance (e.g. use of own car, petrol, parking, public transport, taxi). IRP members were in support of the resulting financial savings to the Council and regarded that provision of a car/chauffeur was not fundamental to the role. It was recognised that public transport may not always be the most viable option for attending events, but that the purpose of the allowance was to enable the Mayor to cover the cost of their choice of transport. It was highlighted that the small geographical area of the borough would not incur vast travel costs.

5.4. The IRP emphasised that there was no evidence to explain or justify the current rate, which was considered to be disproportionate and to have inflated over time. It was decided that the regional figures provided a sound basis for setting the allowance. The IRP noted the following figures:

- South east average (all councils) = £6,361
- District/borough average (Mayors/Chairpersons) = £4,438
- Borough average (Mayors only) = £5,122
- West Sussex average (not including CBC) = £4,992.

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- 5.5 The IRP agreed that the Deputy Mayor's allowance (currently £1,800) should reflect their workload, which was approximately 10-15% of the Mayor's workload.
- 5.6 The mayoral allowances should be effective for the financial years 2021/22 (commencing 1 August 2021) and 2022/23, to correlate with the IRP's previous recommendation regarding the timescales of the Councillors' Allowances Scheme.
- 5.7 As per the prior recommendations made by the IRP, the next review of the scheme will be due in 2022 for implementation in 2023/24. It was requested that, between now and then, councillors and mayors are welcomed to collect evidence and information to demonstrate the usage and suitability of the Mayor's allowance. This should be passed to Democratic Services for inclusion in the next IRP review.

6. Proposed Mayoral Allowances

- a) The Mayor's allowance to be set at £6,361 per annum (the current regional average for the south east).
- b) The Deputy Mayor's allowance to be set at £954 per annum (15% of the proposed Mayor's allowance).

7. Implications

Financial

- 7.1. If the recommendations to set the allowances as above from 1 August 2021 are agreed, a saving of £4,022 would be made in 2021/22 and a saving of £6,033 would be made in 2022/23.
- 7.2. The combined saving regarding the mayoral car and chauffeur is £15,696 per year.

8. Background Papers

- Report [LDS/163](#) to the Governance Committee (26 January 2021) 'Final Report of the Independent Remuneration Panel (Councillors' Allowances Scheme 2021/22 and 2022/23)'
- [Minutes](#) of Governance Committee (26 January 2021)
- [Councillors' Allowances Scheme for 2021/22 and 2022/23: Report of the Independent Remuneration Panel](#)

Report author:

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On behalf of the members of the Independent Remuneration Panel

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