

**SOUTH DOWNS NATIONAL PARK AUTHORITY  
APPOINTMENT, MANAGEMENT & STANDARDS COMMITTEE MEETING  
25 MAY 2023**

Held at the South Downs Centre, Midhurst at 10.40am

Present: Ian Phillips, Vanessa Rowlands, Janet Dunton

SDNPA Officers: Trevor Beattie (Chief Executive), Richard Sandiford (Head of Governance)

Also Present: Sarah Harvey (Independent Advisor)

**ITEM 1: Apologies for Absence**

127 There were none.

**ITEM 2: Declarations of Interest**

128 There were none

**ITEM 3: Urgent Matters**

129 There were none

**ITEM 4: Minutes of the Previous Meeting**

130 The minutes of the previous meeting of the Committee were agreed as an accurate record and signed by the Chair.

**ITEM 5: Exclusion of Press and Public**

131 It was proposed and seconded in respect of **Agenda Items 8 & 9** that the public, including the press, should be excluded from the meeting on the basis that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if a member of the public were present during the items there would be disclosure to them of exempt information within Paragraph 1 of Part I of Schedule 12A to the Local Government Act 1972, being information relating to any individual, and that in all the circumstances of the case, the public interest in maintaining the exempt information outweighs the public interest in disclosing the information, for the reasons set out.

132 **RESOLVED:**

That the Committee move into private session for Agenda Items 8 & 9 and exclude any members of the public and press from the meeting.

**ITEM 6: Public Participation**

133 There was none.

**ITEM 7: Review of Member Code of Conduct**

134 The Authority's Monitoring Officer introduced the report.

135 Members were advised:

- The revised Member Code of Conduct (MCoC) provided greater flexibility to better enable Members to balance the public interest against any personal interest.
- The induction for new Members included training on the MCoC. The implementation of the MCoC would be monitored to determine if further guidance or training may be required for Members on interests in planning matters.
- The revised code reflected the Cabinet Office Code in the disclosure of gifts, in that there was no minimum limit on the value of a gift to be disclosed.

- Officers had a similar process to Members in relation to the declaration of interests and gifts and hospitality.
- The Code of Recommended Practice on Publicity referred to was in relation to any pre-election period and the use of the Authority's resources to support political publicity.

136 **RESOLVED:**

**The Committee:**

1. **Noted the content of the Local Government Association Model Councillor Code of Conduct 2020 as summarised in the report and contained in Appendix 1.**
2. **Noted the outcome of the review of the Authority's Member Code of Conduct taking account of the Local Government Association Model Councillor Code of Conduct 2020 as detailed in the report.**
3. **Recommended to the Authority that the revised Member Code of Conduct contained in Appendix 2 be approved.**

**PART II EXCLUSION OF PRESS AND PUBLIC**

137 The meeting was closed to the public, including the press, and moved into private session at 10.35am.

**ITEM 8: Minutes of the Previous Meeting**

138 The minutes of the previous meeting of the Committee were agreed as an accurate record and signed by the Chair.

**ITEM 9: Chief Executive Performance Objectives 2023/24**

139 Members considered and discussed the matters before them.

140 **RESOLVED:**

**The Committee:**

1. **Agreed the performance objectives set out at Appendix 1**
2. **Delegated authority to the Head of Governance, in consultation with the Chair of the Appointments, Management and Standards Committee, to amend the performance objectives as required to reflect the views of the Committee.**

141 The meeting closed at 11.50am.

**Chair**

Signed: \_\_\_\_\_

**SOUTH DOWNS NATIONAL PARK AUTHORITY**

**APPOINTMENT, MANAGEMENT & STANDARDS COMMITTEE ADDITIONAL MEETING**

**19 SEPTEMBER 2023**

Held at the South Downs Centre, Midhurst at 10.00am

Present: Ian Phillips, Vanessa Rowlands, Janet Dunton *Tim Burr* 

SDNPA Officers: Trevor Beattie (Chief Executive), Richard Sandiford (Head of Governance)

**ITEM 1: Apologies for Absence**

148 There were none.

**ITEM 2: Declarations of Interest**

149 There were none

**ITEM 3: Urgent Matters**

150 There were none

**ITEM 4: Public Participation**

151 There was none.

**ITEM 5: Exclusion of Press and Public**

152 It was proposed and seconded in respect of Appendix 1 to Agenda Item 6 that the public, including the press, should be excluded from the meeting on the basis that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if a member of the public were present during the items there would be disclosure to them of exempt information within Paragraph 1 of Part 1 of Schedule 12A to the Local Government Act 1972, being information relating to any individual, and that in all the circumstances of the case, the public interest in maintaining the exempt information outweighs the public interest in disclosing the information, for the reasons set out.

153 **RESOLVED:**

That the Committee move into private session for Appendix 1 to Agenda Item 6 and exclude any members of the public and press from the meeting.

**ITEM 6: Request for approval of reason for non-attendance**

154 The Head of Governance introduced the report.

155 Members commented:

- The more strategic use of some Members was generally considered to be positive but would give rise to this situation from time to time.
- Was it sufficient for Members to only be attending 3 or 4 meetings of the Authority a year?
- There was some concern about the wider engagement of Members who were not appointed to committees and this committee should retain oversight of the approval of any reasons for absence.

156 Members were advised:

- Members who were appointed to South Downs Commercial Operations Limited (SDCOL) were also invited to the Member Strategic Days and workshops in addition to

the meeting of the Authority to remain engaged in the work of the Authority. The workload as a member of the SDCOL board was similar to that of being on a committee.

157 The Committee resolved to remove recommendation 2, so that the committee would retain the authority to consider and determine any requests for the approval of a reason for non-attendance.

158 **RESOLVED:**

**The Committee:**

**I. Considered and approved Chris Dowling's reason for not attending the National Park Authority meeting on 11 July 2023.**

159 The meeting closed at 10.25am.

**Chair**

**Signed:**

**SOUTH DOWNS NATIONAL PARK AUTHORITY  
APPOINTMENT, MANAGEMENT & STANDARDS COMMITTEE MEETING  
14 DECEMBER 2023**

Held at the South Downs Centre, Midhurst at 11.00am

Present: Vanessa Rowlands (Chair), Heather Baker, Tim Burr, Janet Duncton

SDNPA Officers: Vicky Paterson (HR Manager), Richard Sandiford (Head of Governance)

**ITEM 1: Apologies for Absence**

127 Apologies were received from Melanie Hunt.

**ITEM 2: Declarations of Interest**

128 There were none.

**ITEM 3: Minutes of the Previous Meetings held on 25 May and 19 September 2023**

129 The minutes of the previous meetings of the Committee were agreed as an accurate record and signed by the Chair subject to amending the minutes of the 19 September meeting that it was Tim Burr rather than Ian Phillips in attendance.

**ITEM 4: Urgent Matters**

130 There were none

**ITEM 5: Public Participation**

131 There was none.

**ITEM 6: Exclusion of Press and Public**

132 It was proposed and seconded in respect of **Agenda Items 7 & 8** that the public, including the press, should be excluded from the meeting on the basis that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if a member of the public were present during the items there would be disclosure to them of exempt information within Paragraph 1 of Part 1 of Schedule 12A to the Local Government Act 1972, being information relating to any individual, and that in all the circumstances of the case, the public interest in maintaining the exempt information outweighs the public interest in disclosing the information, for the reasons set out.

133 **RESOLVED:**

That the Committee move into private session for Agenda Items 7 & 8 and exclude any members of the public and press from the meeting.

**PART II EXCLUSION OF PRESS AND PUBLIC**

134 The meeting was closed to the public, including the press, and moved into private session at 11.02am.

**ITEM 7: Minutes of the Previous Meeting held on 25 May 2023**

135 The minutes of the previous meeting of the Committee were agreed as an accurate record and signed by the Chair.

**ITEM 8: Terms and Conditions of the Interim Chief Executive's Employment**

136 Members considered and discussed the matters before them.

137 **RESOLVED:**

**The Committee agreed the terms and conditions and remuneration of the Interim Chief Executive as set out at Appendix I.**

138 The meeting closed at 11.15am.

**Chair**

Signed: \_\_\_\_\_