



**ANNUAL COUNCIL MEETING**

**19 May 2016**





Communities Directorate

10 May 2016

**Annual Council Meeting  
19 May 2016**

The Queen Elizabeth II Room  
The Shoreham Centre,  
Pond Road, Shoreham-by-Sea

**7:00pm**

**Agenda**

**ALL MEMBERS OF THE COUNCIL are hereby summoned to attend for the following business:**

**Part A**

**1. Apologies for Absence**

**2. Election of the Chairman**

To elect a Chairman of the Council until the Annual Meeting of the Council in 2017.

The Chairman to declare their acceptance of office.

**3. Appointment of the Vice Chairman**

To appoint a Vice Chairman of the Council until the Annual Meeting of the Council in 2017.

The Vice Chairman to declare their acceptance of office.

**4. Declarations of Interest**

Members and Officers are invited to make any declarations of disclosable pecuniary interests that they may have in relation to any items on this Agenda. The declaration should refer both to the nature of the interest as well as its existence.

Members and Officers may seek advice upon any relevant interest from a Legal Officer prior to the meeting.

**5. Confirmation of Minutes**

To approve the minutes of the meeting held on 21 April 2016, copies of which have been previously circulated.

**6. Vote of thanks to retiring Chairman and presentation of past Chairman's insignia**

**7. Returning Officers Return of Persons Elected**

To receive from the Returning Officer, the Return of Persons elected as Councillors for the District of Adur held on 5 May 2016, copy attached as item 7.

**8. Items Raised Under Urgency Provisions**

To consider any items the Chairman of the meeting considers to be urgent.

**9. Announcements by the Chairman and / or Head of Paid Service**

**10. Political Balance on the Council**

To consider a report by the Director for Communities, attached as item 10.

**11. Appointments 2016/17:**

**Appointment of Leader of the Main Opposition,  
Appointment of Members to Non-Executive Committees and  
Sub-Committees including substitute members;  
Appointment of Chairman and Vice-Chairman of Committees**

To consider a report by the Director for Communities, attached as item 11. Details of the actual committee memberships will be forwarded when these are received from each of the Groups.

**12. Change of date for Council meeting - October**

To approve a change of date for the October Council meeting from Thursday 27th October to Monday 24th.

**Part B - Not for Publication – Exempt Information Reports**

None.



Director for Communities

## **Recording of this meeting**

The Council will be voice recording the meeting, including public question time. The recording will be available on the Council's website as soon as practicable after the meeting. The Council will not be recording any discussions in Part B of the agenda (where the press and public have been excluded).

For Democratic Services enquiries relating to this meeting please contact:

Julia Smith  
Democratic Services Manager  
01903 221150  
[Julia.smith@adur-worthing.gov.uk](mailto:Julia.smith@adur-worthing.gov.uk)

For Legal Services enquiries relating to this meeting please contact:

Susan Sale  
Solicitor to the Council  
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**Returning Officer's Return of Persons Elected on 5 May 2016**

<b>ALPHABETICAL LIST OF WARDS</b>	<b>NAME AND ADDRESS OF MEMBER</b>	<b>DESCRIPTION</b>	<b>YEAR OF RETIREMENT</b>
Buckingham	Kevin Boram 48 Buckingham Road Shoreham-by-Sea West Sussex BN43 5UD	The Conservative Party Candidate	2020
Churchill	Robin Monk 3 Chester Avenue Lancing West Sussex BN15 8PU	UKIP	2020
Cokeham	Barry John Mear 55 Busticle Lane Sompting Lancing West Sussex BN15 0DL	Labour Party	2020
Eastbrook	Les Alden 20 Kings Walk Shoreham-by-Sea West Sussex BN43 5LG	Labour Party	2020
Hillside	Angus Dominic Dunn 86 Church Green Shoreham-by-Sea West Sussex BN43 6JU	The Conservative Party Candidate	2020
Manor	Carson Albury Mill Cottage 8 Mill Road North Lancing West Sussex BN15 0PT	The Conservative Party Candidate	2020
Marine	Joss Loader 25 Falcon Close Shoreham-by-Sea West Sussex BN43 5HN	Independent	2020

Mash Barn	Liz Haywood 54 Pratton Avenue Lancing West Sussex BN15 9NX	UKIP	2020
Peveler	George Ronald Barton 3 Rooksacre Cottage West Street Sompting West Sussex BN15 0AX	The Conservative Party Candidate	2020
Southlands	Paul Graysmark 1 Corbyn Crescent Shoreham-by-Sea West Sussex BN43 6PQ	UKIP	2020
Southwick Green	Peter George Metcalfe 10 Southdown Road Southwick West Sussex BN42 4FT	The Conservative Party Candidate	2020
St. Mary's	Sami Zeglam 11 Meadow Close Southwick West Sussex BN42 4NX	Labour Party	2020
St. Nicolas	Brian Kenneth Coomber 57 Buckingham Road Shoreham-by-Sea West Sussex BN43 5JB	The Conservative Party Candidate	2020
Widewater(2)	Ann Bridges 36 Barfield Park Lancing West Sussex BN15 9DG	The Conservative Party Candidate	2020
	Clive Burghard Luthers Lodge Old Salts Farm Road Lancing West Sussex BN15 8JQ	UKIP	2020



**Alex Bailey**  
**Returning Officer**

**Local Government Act 1972**  
**Background Papers:**

Returning Officer's Declaration of Results

**Contact Officer:**

Julia Smith  
Democratic Services Manager  
(01903) 221150  
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## **Political Balance on the Council**

### **Report by the Director for Communities**

#### **1.0 Summary**

- 1.1 To note the Political balance on the Council following the recent District elections.

#### **2.0 Background**

- 2.1 The business conducted at the Annual Meeting of Council is governed by the Local Government Act 1972, the Local Government and Housing Act 1989 and the Local Government Act 2000 and Local Government and Public Involvement in Health Act 2007 where this relates to executive arrangements.
- 2.2 The procedure rules for the Annual Meeting of Council are set out in Part 4 of the Council's Constitution.
- 2.3 To streamline the business of the Annual Meeting of Council the items relating to structure will be taken as one item and are set out in Annex A to this report.

#### **3.0 Proposals**

- 3.1 That the Council notes the Structure of the Council as set out in Annex A.
- 3.2 That the Council confirms the allocation of seats based on the political balance of the Authority following the District Election results of 5 May.

#### **4.0 Legal**

- 4.1 s106 Local Government Act 1972 provides that Councils may make standing orders for the regulation of their proceedings and business
- 4.2 s111 Local Government Act 1972 provides that the Council shall have the power to do anything which is calculated to facilitate or is conducive or incidental to the discharge of any of their functions.
- 4.3 s15, 16 and 17 of the Local Government and Housing Act 1989 set out powers and duties in relation to political balance on Committees and the exceptions and exemptions therein.

4.4 Local Government Act 2000 as amended by the Local Government and Public Involvement in Health Act 2007 sets out regulations regarding appointments to Cabinet and Committees in Councils that have adopted Executive arrangements.

## **5.0 Financial implications**

5.1 There are no direct financial implications arising from this report.

## **6.0 Recommendation**

6.1 That the Council notes the Committee structure and number of seats applicable to each, in accordance with the Constitution as set out in paragraph (a) of Annex A to this report;

6.2 That the Council confirm the Terms of Reference of the Council, Executive, Committees and Sub Committees as outlined in the Constitution, and those relating to Joint Committee Agreements;

6.3 That the Council confirm the political groups and the number and proportion of seats held as set out in paragraph (b) of Annex A to this report;

## **Local Government Act 1972**

### **Background Papers:**

Local Government Act 1972

Local Government and Housing Act 1989

Local Government Act 2000

Local government and Public Involvement in Health Act 2007

Knowles on Local Authority Meetings – A manual of Law and Practice

Adur District Constitution adopted in October 2014

Result of Poll(s) Elections held on 5 May 2016

### **Contact Officer:**

Julia Smith

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01903 221150

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## **Schedule of Other Matters**

### **1.0 Council Priority**

1.1 Matter considered and no issues identified

### **2.0 Specific Action Plans**

2.1 (A) Matter considered and no issues identified

(B) Matter considered and no issues identified

### **3.0 Sustainability Issues**

3.1 Matter considered and no issues identified

### **4.0 Equality Issues**

4.1 Committees must take proper account of the Council's duties to promote compliance with the convention rights scheduled in the Human Rights Act 1988, to reduce crime and disorder and to promote equalities

### **5.0 Community Safety Issues (Section 17)**

5.1 Matter considered and no issues identified

### **6.0 Human Rights Issues**

6.1 Matter considered and no issues identified

### **7.0 Reputation**

7.1 Matter considered and no issues identified

### **8.0 Consultations**

8.1 Matter considered and no issues identified

### **9.0 Risk Assessment**

9.1 Matter considered and no issues identified

### **10.0 Health & Safety Issues**

10.1 Matter considered and no issues identified

### **11.0 Procurement Strategy**

11.1 Matter considered and no issues identified

### **12.0 Partnership Working**

12.1 The Committee structure of Adur District Council contains a number of Joint Committees with Worthing, Horsham and Mid-Sussex Councils



**(a) Committee Structure and Number of Seats**

To confirm the committee structure and numbers of seats applicable to each, in accordance with the Constitution:

**(i) The Executive:**

Executive	6 seats
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**(ii) Regulatory Committees and Sub-Committees:**

Planning Committee	<b>8 seats*</b>
Licensing Committee	<b>10 seats*</b>
Licensing Regulatory Sub-Committee	3 seats

**(iii) Overview and Scrutiny:**

Overview and Scrutiny Committee	<b>8 seats*</b>
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**(vi) Joint Working Arrangements:**

With Worthing Borough Council

Joint Governance Committee	<b>8 Seats*</b>
Joint Overview and Scrutiny Committee	<b>8 Seats*</b>
Joint Senior Staff Committee	<b>3 Seats*</b>
Joint Staff Committee	<b>3 Seats*</b>
Joint Strategic Committee	6 Seats
Joint Senior Staff Appeals Committee	<b>3 Seats*</b>

With Horsham and Mid Sussex Councils

Census Joint Committee	2 Seats
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<b>Seats in bold are subject to political balance:</b>	<b>51 Seats*</b>
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**(b) Representation of Political Groups on the Council**

To confirm the political groups and the number and proportion of seats held.

Representation on the Council and the number and proportion of seats held are as follows;

Number of seats on Council:		Proportion of seats
(51)		(100%)
16	Conservative	55.17%
2	SBRA / Independent	6.90%
8	UKIP	27.59%
3	Labour	10.34%

In accordance with the rules on political representation the number of seats to be taken by each political group on the Council's Committees and Sub-Committees equates to:

Number of seats on Committees:

Conservative	28
SBRA / Independent	4
UKIP	14
Labour	5

A political group comprises 2 or more members. Please note that the following are not included in the above figures because the political balance requirements do not apply:

- Executive (6 seats)
- Joint Strategic Committee (6 seats)
- Census Committee (2 seats)



<b>Committee</b>	<b>No. of Seats</b>	<b>Conservative</b>	<b>SBRA</b>	<b>Labour</b>	<b>UKIP</b>	<b>Over or under allocated</b>
Joint Governance	8	4	1	1	2	
Licensing	10	6	1^	1	3	1 over
Planning	8	4	1	1	2	
Overview and Scrutiny	8	4	1	1	2	
Joint Overview and Scrutiny	8	4	1	1	2	
Joint Staff	3	2	0	0	1	
Joint Senior Staff	3	2	0	0	1	
Joint Senior Staff Appeals	3	2	0	0	1	
<b>TOTAL</b>	<b>51</b>	<b>28</b>	<b>5^</b>	<b>5</b>	<b>14</b>	
<b>Over or under allocation</b>			1 over			

Conservative, Labour and UKIP allocations are correct according to the political balance rules of a total of 28, 5 and 14 seats respectively.

Therefore, bearing in mind (a), (b), (c) and (d) above

SBRA^ should lose 1 seat according to political balance rules of a total of 4 seats, this should be on the Licensing Committee which then brings the group to the correct total of 4 seats and the committee to 10.



**Appointments 2016/17:**

**Appointment of Leader of the Main Opposition,**

**Appointment of Members to Non-Executive Committees and Sub-Committees including substitute members;**

**Appointment of Chairman and Vice-Chairman of Committees**

**Report by the Director for Communities**

**1.0 Summary**

1.1 To agree the Appointments for 2016/17

**2.0 Background**

2.1 The business conducted at the Annual Meeting of Council is governed by the Local Government Act 1972, the Local Government and Housing Act 1989, the Local Government Act 2000 and Local Government and Public Involvement in Health Act, 2007 where this relates to executive arrangements.

2.2 The Procedure Rules for the Annual Meeting of Council are set out in Part 4 of the Council's Constitution.

2.3 Appointments to the Executive are made by the Leader and notified to the Proper Officer.

**3.0 Proposals**

3.1 That the Council confirm the items relating to the appointments as set out in Annex A to this report which will be circulated prior to the meeting when the details have been received from each of the Political Groups on the Council.

3.2 That the Council appoints a Leader of the Main Opposition as the criteria for this position as set out in the Constitution is met namely:

39.0 (b) Where there is a political group or combination of political groups forming the administration, the Leader of the Main Opposition shall be the leader of the next largest political group

- 3.3 That the appointment of the Council's representative to the West Sussex Health and Adult Social Care Select Committee be made from the membership of the Council's Overview and Scrutiny committee.

#### **4.0 Legal**

- 4.1 s106 Local Government Act 1972 provides that councils may make standing orders for the regulation of their proceedings and business
- 4.2 s111 Local Government Act 1972 provides that the Council shall have the power to do anything which is calculated to facilitate or is conducive or incidental to the discharge of any of their functions.
- 4.3 s15, 16 and 17 of the Local Government and Housing Act 1989 set out powers and duties in relation to political balance on Committees and the exceptions and exemptions therein.
- 4.4 Local Government Act 2000 as amended by the Local Government and Public Involvement in Health Act 2007 sets out regulations regarding appointments to Cabinet and Committees in Councils that have adopted Executive arrangements.
- 4.5 The Local Choice Functions are listed in the Constitution at Part 3 Section 3.

#### **5.0 Financial implications**

- 5.1 There are no direct financial implications arising from this report.

#### **6.0 Recommendation**

- 6.1 That in accordance with Council Procedure Rule 39, an appointment to the Leader of the Main Opposition for 2016/17, be made; with the Leader of the UKIP group on the Council taking this position;
- 6.2 That the Council agree the membership of the Council's Non-Executive Committees, and appointment of Chairman and Vice Chairman as appropriate, for 2016/17 as set out in Annex A of this report;
- 6.3 That the Council note the Substitute Members for 2016/17 as included in the Annex A of this report;
- 6.4 That the Council's representative on the West Sussex Health and Adult Social Care Committee appointed from the membership of the Overview and Scrutiny Committee.

#### **Local Government Act 1972 Background Papers:**

## Returns of information from Group Leaders

### **Contact Officer:**

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