



ADUR DISTRICT
COUNCIL

Annual Meeting
18 May 2017

**Annual Council Meeting
18 May 2017**

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 2018.

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 2018.

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 27 April 2017, copies of which have been previously circulated.

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

7. Items Raised Under Urgency Provisions

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

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

9. Making decisions in 2017/18

To consider a report by the Director for Communities, attached as item 9.

The report seeks Council's approval for the following:

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

Appointment of Chairman and Vice-Chairman of Committees

Appointment of Leader of the Main Opposition

Details of the actual committee memberships will be forwarded when these are received from each of the Groups as a new Annex A.

Part B - Not for Publication – Exempt Information Reports

None.



Director for Communities
10 May 2017

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:

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Decision making by Adur District Council in 2017/18

Report by the Director for Communities

1.0 Summary

- 1.1 The report outlines a number of decisions required by Council to ensure that the decision making structure for 2017/18 is determined according to the Council's Constitution, this includes:

Noting the Political balance on the Council

In accordance with Political Group nominations to appoint Members to seats on Committees for 2017/18

To appoint the various Chairman and Vice-chairman to the Committees for 2017/18

Confirming the Leader of the Main Opposition for 2017/18

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 Political Balance, decision making structure, appointments to Committees and the Chairman and Vice-Chairman roles are included within this single report.

3.0 Proposals

- 3.1 That the Council notes the decision making structure of the Council as set out in the Constitution and the Joint Committee agreement; the Council's decision making structure is the strong leader with cabinet model. Full details are in the Council's constitution in the Articles and in Parts 3 and 4.

- 3.2 That the Council notes that there is no change to the Political Balance on the Council since the District Election results of 5 May 2016, namely:

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

- 3.3 Group Leaders have been consulted regarding their proposed nominations to the various seats in the decision making structure, Council must agree the appointments to the non-executive committee memberships. These are contained in Annex A. As Group Meetings had not be held prior to the publication of the agenda, this Annex will be updated and circulated in due course.
- 3.4 Council will receive the nominations to the positions of Chairman and Vice-chairman to the non-executive committees as indicated on Annex A which are the wishes of the largest group on the Council.
- 3.5 In accordance with the Constitution, CPR 39, the criteria has been met therefore the Council appoints the Leader of the UKIP Group on the Council as the Leader of the Main Opposition
- 3.6 The Proper Officer has been notified of a change of Leader and Deputy Leader for the UKIP Group on the Council; - Councillor Patmore is now Leader and Councillor Graysmark is the Deputy Leader.

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 The financial implications arising from this report, any Special Responsibility Allowances that may be payable, have been taken into account in the 2017/18 budget.

6.0 Recommendation

- 6.1 That the Council notes the decision making structure of the Council and the political balance of the Council as paragraphs 3.1 and 3.2 above.
- 6.2 That the Council confirm the Terms of Reference of the Council, Executive, Committees and Sub-Committees as outlined in Part 3 of the Constitution including those relating to Joint Committee Agreements;
- 6.3 That the Council appoints to the Committees in accordance with the wishes of the Political Groups on the Council detailed in Annex A
- 6.4 That the Chairman and Vice-Chairman indicated on Annex A be appointed until the Annual Meeting of the Council in 2018.
- 6.5 That Council notes the change of Leader of the UKIP group on the Council.
- 6.6 Under Council Procedure Rule 39, Council appoints the Leader of the UKIP Group on the Council as the Leader of the Main Opposition.

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 various updates
Council decision February 2017
Result of Poll(s) Elections held on 5 May 2016
Group Leader notification from UKIP - various emails 5, 6, 7 May

Contact Officers:

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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 Group Leaders have been consulted regarding their nominations for membership of non-executive committees

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



ADUR & WORTHING
COUNCILS

Item 9
Annex A

**JOINT COMMITTEE MEMBERSHIP / APPOINTMENTS
2017-2018**

Joint Strategic Committee Membership is the Leader who appoints their Executive <i>(no requirement for political balance)</i>		
No	Councillor	Political Group
Worthing Borough Council		
1		Conservative
2		Conservative
3		Conservative
4		Conservative
5		Conservative
6		Conservative
Adur District Council		
1	Chair: Neil Parkin	Conservative
2	Vice-Chair: Angus Dunn	Conservative
3	Carson Albury	Conservative
4	Emma Evans	Conservative
5	Brian Boggis	Conservative
6	David Simmons	Conservative

Joint Governance Committee <i>(requirement for political balance)</i>		
No	Councillor	Political Group
Worthing Borough Council		
1	Chair:	Conservative
2	Vice-Chair:	Conservative
3		Conservative
4		Conservative
5		Conservative
6		Conservative
7		Conservative
8		Lib Dem
Adur District Council		
1	Chair:	Conservative
2	Vice-Chair:	Conservative
3		Conservative
4		Conservative
5		Conservative
6		UKIP
7		UKIP
8		Labour

Note: *Not more than one member to be an Executive Member*

For Standards matters:

Independent Members: John Todd, Simon Norris-Jones and Susan Clark

Parish representatives: Lancing Parish Council (1) – Sompting Parish Council (1)

Joint Staff Committee <i>(requirement for political balance)</i>		
No	Councillor	Political Group
Worthing Borough Council		
1		Conservative
2		Conservative
3		Green
Adur District Council		
1	Chair:	Conservative
2	Vice-Chair:	Conservative
3		Labour

Joint Senior Staff Committee <i>(requirement for political balance)</i>		
No	Councillor	Political Group
Worthing Borough Council		
1		Conservative
2		Conservative
3		Lib Dem
Adur District Council		
1	Chair: Neil Parkin	Conservative
2	Vice-Chair: Angus Dunn	Conservative
3		UKIP

By convention these places are taken by the Leader and Deputy Leader of the Council and the Main Opposition Leader

Note: *Each Council must have one Executive member*

Joint Overview & Scrutiny Committee <i>(requirement for political balance)</i>		
No	Councillor	Political Group
Worthing Borough Council		
1	Chair:	Conservative
2	Vice-Chair:	Conservative
3		Conservative
4		Conservative
5		Conservative
6		Conservative
7		Conservative
8		Lib Dem
Adur District Council		
1	Chair:	Conservative
2	Vice-Chair:	Conservative
3		Conservative
4		Conservative
5		Conservative
6		UKIP
7		UKIP
8		Shoreham Beach Residents Association



ADUR DISTRICT COUNCIL EXECUTIVE / NON-EXECUTIVE COMMITTEE MEMBERSHIPS - 2017-2018

Executive, appointments are by the Leader		
No	Councillor	Title
1	Neil Parkin	Leader (to 2018)
2	Angus Dunn	Deputy Leader Executive Member for Resources
3	Brian Boggis	Executive Member for Regeneration
4	Carson Albury	Executive Member for Customer Services
5	Emma Evans	Executive Member for the Environment
6	David Simmons	Executive Member for Health & Wellbeing
Policy Advisors to Executive Members These are not Council appointments; these are made by the individual Executive Member, advised to the Director of Communities.		
1		To Leader
2		To Executive Member for Customer Services (Homelessness)
3		To Executive Member for Regeneration
4	Carol Albury	To Executive Member for Customer Services (Adur Homes)
5		Executive Member for Health & Wellbeing
6		Executive Member for Environment

CenSus Committee (With Worthing Borough Council, Mid Sussex District Council and Horsham District Council (membership is from the Executive))	
Carson Albury	Executive Member for Customer Services
Neil Parkin	Leader

Adur Planning Committee (requirement for political balance)		
No	Councillor	Political Group
1	Chair:	Conservative
2	Vice-Chair:	Conservative
3		Conservative
4		Conservative
5		Conservative
6		UKIP
7		UKIP
8		Labour
	<i>Substitute Members List</i>	
1		Conservative
2		Conservative
3		Conservative
4		Conservative
5		UKIP
6		Labour
7		Labour

It is a requirement that Members and Substitute members of this Committee must receive appropriate training.

Licensing Committee (requirement for political balance)		
No	Councillor	Political Group
1	Chair:	Conservative
2	Vice-Chair:	Conservative
3		Conservative
4		Conservative
5		Conservative
6		Conservative
7		UKIP
8		UKIP
9		UKIP
10		SBRA

It is a requirement that Members of this Committee must receive appropriate training.

Overview and Scrutiny Committee (requirement for political balance)		
No	Councillor	Political Group
1	Chair:	Conservative
2	Vice-Chairman:	Conservative
3		Conservative
4		Conservative
5		Conservative
6		UKIP
7		UKIP
8		SBRA

This membership becomes the Adur membership on the Joint Overview and Scrutiny Committee

Adur representative on the West Sussex Adult and Social Care Select Committee (membership is from the Scrutiny Committee)	
	Conservative

Notified Group Leaders (Regulation 8(3)) - Change -

UKIP - Cllr Patmore (Leader) Cllr Graysmark (Deputy)

