



Ward(s) Affected: All

**Decision making by Adur District Council in 2019/20**

**Report by the Director for Communities**

**Executive Summary**

**1. Purpose**

1.1 The report outlines a number of decisions required by Council to ensure that the decision making structure for 2019/20 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 2019/20
- To appoint the various Chairman and Vice-chairman to the Committees for 2019/20
- Noting the Leader of the Main Opposition for 2019/20

**2. Recommendations**

2.1 That the Council notes the decision making structure of the Council and the political balance of the Council as paragraphs 4.1 and 4.2

- 2.2 That the Council confirms 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;
- 2.3 That the Council appoints to the Committees in accordance with the wishes of the Political Groups on the Council detailed in Annex B
- 2.4 That the Chairman and Vice-Chairman be appointed until the Annual Meeting of the Council in 2020.
- 2.5 Under Council Procedure Rule 39, Council notes the appointment of the Leader of the Labour Group on the Council as the Leader of the Main Opposition.

### **3. Context**

- 3.1 Decision making 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.
- 3.2 The procedure rules for the Annual Meeting of Council are set out in Part 4 of the Council's Constitution.
- 3.3 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.

### **4. Issues for consideration**

- 4.1 Council is asked to note 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 (Articles and in Parts 3 and 4).

4.2 The calculation of the political balance has not changed since the last by-election. The Political balance of the Authority is:

Number of seats on Council:		Proportion of seats
16	Conservative	55.17%
8	Labour	27.59 %
3	UKIP	10.34%
2	SBRA / Independent	6.9%

4.3 Conservative allocation of seats on Committees is correct according to the political balance rules as the majority group (Conservative) has to have a majority on all Committees.

4.4 The overall Labour allocation of seats across the Council's Committees is 13.

4.5 The overall UKIP allocation of seats on committees is 5

4.6 The overall SBRA allocation of seats on Committees is 3

4.7 As the majority party the Conservative Group must have a majority on each of the Council's relevant non-executive Committees, this means that overall there is an over allocation of seats (a detailed breakdown of this can be found in Annex A of this report). In real terms this means that, in total, opposition parties will be under allocated with regards to seats on Committees.

4.8 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.

4.9 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 Committees and the Chairmanship of those Committees. These nominations are contained in Annex A. As Group Meetings had not been held prior to the publication of the agenda, this Annex will be updated and circulated in due course. Nominations for Committee Chairman from the Leading Group will be included in this Annex.

4.10 In accordance with the Constitution, CPR 39, the Council must note the appointment of the Leader of the Labour Group on the Council as the Leader of the Main Opposition

## **5. Engagement and Communication**

5.1 Group Leaders were contacted in advance of the report publication.

## **6. Financial Implications**

6.1 The financial implications arising from this report, any Special Responsibility Allowances that may be payable, have been taken into account in the 2019/20 budget.

## **7 Legal Implications**

7.1 s106 Local Government Act 1972 provides that Councils may make standing orders for the regulation of their proceedings and business

7.2 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.

7.3 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.

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

## **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

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## **Sustainability & Risk Assessment**

### **1. Economic**

- No issues identified

### **2. Social**

#### **2.1 Social Value**

- No issues identified

#### **2.2 Equality Issues**

- No issues identified. Recruitment and selection in these matters are reserved to Political Parties

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

- No issues identified

#### **2.4 Human Rights Issues**

No issues identified

### **3. Environmental**

- No issues identified

### **4. Governance**

- Issues relating to the Governance structure of the Councils are set out in the report

**(a) 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
(29)		(100%)
16	Conservative	55.17%
8	Labour	27.59%
3	UKIP	10.34%
2	Independent (SBRA)	6.90%

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 (55.17% x 48 seats)	26
Labour (27.59% x 48 seats)	13
UKIP (10.34% x 48 seats)	5
SBRA (6.90% x 48 seats)	3

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)

The Majority Group on the Council is entitled to the majority of seats on committees

Committee	No. of Seats	Conservative	SBRA	Labour	UKIP	Over or under allocated (+ or -)
Joint Governance	8	5	1	2	1	+1
Licensing	10	6	1	3	1	+1
Planning	8	5	1	2	1	+1
Overview and Scrutiny	8	5	1	2	1	+1
Joint Overview and Scrutiny	8	5	1	2	1	+1
Joint Staff	3	2	0	1	0	
Joint Senior Staff	3	2	0	1	0	
<b>TOTAL</b>	48	<b>30</b>	5	13	5	
<b>Over or under allocation on percentage split</b>		4 over	2 over	Correct allocation	Correct allocation	5 over

In summary:

Conservative allocation is correct according to the political balance rules as the majority group (Conservative) has to have a majority on all committees. The allocation of Conservative seats to Committees cannot therefore be amended.

The Labour Group and UKIP group allocations of seats to Committees are correct.

The SBRA is overallocated 2 seats to Committees.

Due to political balance rules relating to majorities there are not enough seats for SBRA and UKIP and Labour to all be fully allocated:

There is an over allocation of 1 seat on the four 8 seat committees and the 8th seat on each needs to be negotiated between the SBRA and UKIP, bearing in mind that UKIP (5) are entitled to 2 more seats than the SBRA (3) overall and that the SBRA have an over allocation of 2 seats, and

There is an over allocation of seats on the 10 seat committee and the 10th seat on the Licensing Committee was previously negotiated between opposition group Leaders as a Labour seat.





ADUR & WORTHING  
COUNCILS

JOINT COMMITTEE MEMBERSHIP /  
APPOINTMENTS  
2019-2020

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

<b>Joint Governance Committee</b> <i>(requirement for political balance)</i>		
<b>No</b>	<b>Councillor</b>	<b>Political Group</b>
Worthing Borough Council		
<b>1</b>	<b>Chair:</b>	Conservative
<b>2</b>	<b>Vice-Chair:</b>	Conservative
<b>3</b>		Conservative
<b>4</b>		Conservative
<b>5</b>		Conservative
<b>6</b>		Labour
<b>7</b>		Labour
<b>8</b>		Lib Dem
Adur District Council		
<b>1</b>	<b>Chair: Kevin Boram</b>	Conservative
<b>2</b>	<b>Vice-Chair: Peter Metcalfe</b>	Conservative
<b>3</b>	Ann Bridges	Conservative
<b>4</b>	Brian Coomber	Conservative
<b>5</b>	Andy McGregor	Conservative
<b>6</b>	David Balfe	Labour
<b>7</b>	Barry Mear	Labour
<b>8</b>	Debs Stainforth	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)

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

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

**Note:** Each Council must have one Executive member

<b>Joint Overview &amp; Scrutiny Committee</b> <i>(requirement for political balance)</i>		
<b>No</b>	<b>Councillor</b>	<b>Political Group</b>
Worthing Borough Council		
<b>1</b>	<b>Chair:</b>	Conservative
<b>2</b>	<b>Vice-Chair:</b>	Conservative
<b>3</b>		Conservative
<b>4</b>		Conservative
<b>5</b>		Conservative
<b>6</b>		Labour
<b>7</b>		Labour
<b>8</b>		Lib Dem
Adur District Council		
<b>1</b>	<b>Chair: Stephen Chipp</b>	Conservative
<b>2</b>	Carol Albury	Conservative
<b>3</b>	Kevin Boram	Conservative
<b>4</b>	Paul Mansfield	Conservative
<b>5</b>	Andy McGregor	Conservative
<b>6</b>	Catherine Arnold	Labour
<b>7</b>	Lavinia O'Connor	Labour
<b>8</b>	<b>Vice-Chair: Joss Loader</b>	SBRA



<b>Executive, appointed by the Leader</b>		
<b>No</b>	<b>Councillor</b>	<b>Title</b>
1	Neil Parkin	Leader
2	Angus Dunn	Deputy Leader
3	Brian Boggis	Executive Member for Regeneration
4	Carson Albury	Executive Member for Customer Services
5	Dave Simmons	Executive Member for Health and Wellbeing
6	Emma Evans	Executive Member for Environment
<b>Policy Advisors to Executive Members</b> These are not Council appointments; these are made by the individual Executive Member, advised to the Director of Communities.		
1	Kevin Boram and Pat Beresford	To Leader
2	Kevin Boram	To Executive Member for Resources
3	Pat Beresford	To Executive Member for Regeneration
4	Stephen Chipp	To Executive Member for Customer Services
5	Paul Mansfield and Andy McGregor	Executive Member for Health & Wellbeing
6	Carol Albury	Executive Member for Environment

<p style="text-align: center;"><b>Adur Planning Committee</b> (requirement for political balance)</p>		
No	Councillor	Political Group
1	<b>Chair: Carol Albury</b>	Conservative
2	<b>Vice-Chair: Pat Beresford</b>	Conservative
3	Stephen Chipp	Conservative
4	Brian Coomber	Conservative
5	Paul Mansfield	Conservative
6	Les Alden	Labour
7	Lee Cowen	Labour
8	Dave Collins	SBRA
	<b><i>Substitute Members List</i></b>	
	All Members who have had the necessary training by the end of June 2019	Conservative
	All Members who have had the necessary training by the end of June 2019	UKIP
	All Members who have had the necessary training by the end of June 2019	Labour

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

<b>Licensing Committee</b> (requirement for political balance)		
<b>No</b>	<b>Councillor</b>	<b>Political Group</b>
<b>1</b>	<b>Chair: Pat Beresford</b>	Conservative
<b>2</b>	<b>Vice-Chair: Paul Mansfield</b>	Conservative
<b>3</b>	Kevin Boram	Conservative
<b>4</b>	Ann Bridges	Conservative
<b>5</b>	Brian Coomber	Conservative
<b>6</b>	Peter Metcalfe	Conservative
<b>7</b>	David Balfe	Labour
<b>8</b>	Lavinia O'Connor	Labour
<b>9</b>	Debs Stainforth	Labour
<b>10</b>	Robin Monk	UKIP

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

<b>Overview and Scrutiny Committee</b> (requirement for political balance)		
<b>No</b>	<b>Councillor</b>	<b>Political Group</b>
<b>1</b>	<b>Chair: Stephen Chipp</b>	Conservative
<b>2</b>	Carol Albury	Conservative
<b>3</b>	Kevin Boram	Conservative
<b>4</b>	Paul Mansfield	Conservative
<b>5</b>	Andy McGregor	Conservative
<b>6</b>	Catherine Arnold	Labour
<b>7</b>	Lavinia O'Connor	Labour
<b>8</b>	<b>Vice-Chairman: Joss Loader</b>	SBRA

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

<b>Adur representative on the West Sussex Adult and Social Care Select Committee</b> (membership is from the Scrutiny Committee)	
Andy McGregor	Conservative

**Notified Group Leaders (Regulation 8(3))**

**Conservative Group - Cllr Neil Parkin (Leader) Cllr Angus Dunn (Deputy)**  
**UKIP - Cllr Robin Monk (Leader) Cllr Clive Burghard (Deputy)**  
**Labour - Cllr Les Alden (Leader) Cllr Lee Cowen (Deputy)**  
**SBRA - Cllr Joss Loader (Leader) Cllr Dave Collins (Deputy)**