



## **Outside Body Appointments 2013/14**

### **Report by the Executive Head of Corporate and Cultural Service**

#### **1.0 Summary**

- 1.1 This report asks the Leader to consider nomination for appointments to the Council's Outside Bodies and make a recommendation to the Annual Meeting of the Council on 16 May 2013.

#### **2.0 Background**

- 2.1 Each year, the Council appoints Members to represent the authority at meetings of various local organisations, such as community groups, referred to as 'Outside Bodies'. These appointments strengthen the links and aid communication between the Council and the community and contribute to the role of local Councillors.
- 2.2 The Leader of the Council has delegated powers to consider the nominations received from Members and make a recommendation to Annual Council.
- 2.3 Each of the Council's current Outside Body organisations were consulted regarding their appointment(s) in March and April 2013 and the details updated accordingly. All Councillors are being invited to nominate themselves via their group Leaders for the Outside Bodies they were interested in being appointed to.
- 2.4 Details of the Council's Outside Bodies and current appointments are set out in Annex A.
- 2.5 There is 1 new organisation for which full details are not yet available, the Tenants Complaints Panel which was considered at the recent Joint Strategic Committee on a report from Officers 'Localism Act 2011 – Housing Complaints Arrangements'

#### **3.0 Outside Bodies - Appointment Details**

- 3.1 Each Outside Body has specific requirements regarding their appointment(s) such as any special skills or interests required. These are set out in full in Annex A. The Leader is asked to consider each of these requirements when determining the recommended appointment(s). Details are highlighted below:

### 3.2 **Executive representation**

Some Outside Bodies directly link to a Cabinet Member Portfolio where this is the case, this is indicated on the page in Annex A and also pre-filled on Annex B. Specifically these are Outside Bodies – 2, 3, 4, 6, 7, 12 and 30.

### 3.3 **Outside Body No. 23- South Downs National Park Authority**

This is a joint Outside Body appointment with Worthing Borough Council. The Appointment was made for four years from May 2010 by the Joint Strategic Committee. No action current action required by the Leader.

### 3.4 **Outside Body No. 26 - West Sussex Health and Adult Social Care Select Committee**

The appointment to this Outside Body should be a member of Overview and Scrutiny.

### 3.5 **New Organisations**

#### **(A) Tenants Complaints Panel – No. 31**

The Joint Strategic Committee in March 2013 received a report regarding the 'designated persons' role for handling social housing complaints as prescribed under Part 7 of the Localism Act 2011. It was agreed that 2 tenants and 1 councillor be appointed to the Panel.

There is currently no supporting page in the Outside Bodies Book.

#### **(B) Court of the University of Sussex - No. 32**

The role of this representative's appointment is promoting and supporting the City Deal, the partnership of Worthing, Adur, Brighton and Hove, Lewes Councils requiring decision making rather than the former social/ceremonial role. This should be an Executive appointment, and is closely linked to the Cabinet Member for Regeneration Portfolio.

There is currently no supporting page in the Outside Bodies Book.

### 3.6 **Organisations no longer requiring representation**

#### **(A) Information Shop for Young People Management Committee**

Officers have received information that the organisation no longer exists.

#### **(B) Lancing Youth Centre Management Committee**

Officers have received information that the organisation no longer exists.

#### **(C) Supported Housing Liaison**

The Council Officer and the appointed Councillor confirm that this role no longer exists

### **3.7 Council Champion – No. 33**

NEW - Armed Forces - The Joint Strategic Committee in February 2013 appointed Councillor Metcalfe as the Champion to take forward various matters including the Military Covenant.

Officers suggest that this appointment continue as the signing of the Military Covenant is on-going with the representative undertaking on-going liaison.

There is currently no supporting page in the Outside Bodies Book.

### **3.8 Sussex Police and Crime Panel – No. 29**

Officers suggest that the Council appointment should mirror that of the elected Commissioner for consistency.

## **4.0 Legal**

4.1 Involvement in Outside Bodies is part of the key role and duties of a District Councillor, as set out in Article 2 of the Constitution.

4.2 The terms of reference of the Leader of the Council, as set out in Part 3 of the Constitution, include the consideration of appointments to Outside Bodies.

## **5.0 Financial implications**

5.1 There are no financial implications resulting from this report.

## **6.0 Conclusion**

6.1 The Leader is asked to consider the appointment details for each Outside Body, as set out above and in the Annexes, and nominations received from Group Leaders and individual councillors.

6.2 The Leader is invited to complete the information at Annex B as a recommendation to the Annual Meeting of the Council on 16 May 2013.

## **7.0 Recommendation**

7.1 That the Leader receives nominations from Councillors for appointment to Outside Bodies, consulting with Group Leaders and Officers on any matters of clarification

7.2 that, having received representations from Councillors, the Leader determines his nominations to the Outside Bodies by completing Annex B for approval at the Annual Meeting on 16 May 2013

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

Adur District Council Constitution

Various Returns of information from Outside Bodies

**Contact Officer:**

Julia Smith

Democratic Services Manager

01903 221150

[Julia.smith@adur-worthing.gov.uk](mailto:Julia.smith@adur-worthing.gov.uk)

## **Schedule of other matters**

### **1.0 Council Priority**

1.1 This report relates to two of the Corporate Priorities:

Supporting and improving the local economy

A mixed economy of Partnership working

### **Specific Action Plans**

2.1 This report does not relate to any specific Action Plans.

### **3.0 Sustainability Issues**

3.1 Matter considered and no issues identified.

### **4.0 Equality Issues**

4.1 Matter considered and no issues identified.

### **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 Consultation has been undertaken with each Outside Body organisation and with each Member of the Council, as set out in the report.

### **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 report relates to working in partnership with various local organisations.

---

**Part 9**

---

---

**Outside Bodies**

---

Adur District Council - Outside Bodies

	<b>Outside Body</b>	<b>Nomination</b>
1.	4 Sight	Cllr Ann Bridges
		Cllr Brian Boggis
2.	Adur and Worthing Health and Wellbeing Partnership	Cabinet Member for Health and Wellbeing – Cllr David Simmons
3.	Adur and Worthing Homelessness Forum	Cabinet Member for Regeneration Cllr Pat Beresford
4.	Adur and Worthing Safer Communities Partnership	Cabinet Member for Health and Wellbeing – Cllr David Simmons
5.	Adur Community Leisure: Board of Trustees	Cllr Rod Hotton Cllr Fred Lewis
6.	Adur and Worthing Business Partnership	Cabinet Member for Regeneration Cllr Pat Beresford
7.	Waves Ahead Local Strategic Partnership	Cabinet Member for Health and Wellbeing Cllr David Simmons
		(Sub) Cllr Janet Mockridge
8.	Adur Voluntary Action	Cllr Liza McKinney
9.	Coastal West Sussex Partnership Board	Cllr Pat Beresford
		(Sub) Cllr Emma Evans
10.	Heritage Champion Member	Cllr Liza McKinney
11.	Local Government Association Coastal Issues Special Interest Group	No appointment
12.	Local Government Association General Assembly	Cllr Angus Dunn
13.	Local Government Association The Rural Commission	Cllr Emma Evans
14.	Local Government Association The Urban Commission	Cllr Pat Beresford
15.	Marlipins Museum	Cllr Brian Coomber
16.	Quayside Youth Centre: Management Committee	Cllr Angus Dunn

	<b>Outside Body</b>	<b>Nomination</b>
17.	Ropetackle Centre: Board of Trustees	Cllr Carol Albury
18.	Safeguarding Children Champion Member	Cllr David Simmons
19.	Shoreham and District Mental Health Association	Cllr Darren Burns
20.	ShorehamAirport Consultative Committee	Cllr Keith Dollemore
		(Sub) Cllr Mike Mendoza
21.	ShorehamAirport Regeneration Committee	Cllr Jim Funnell
		(Sub) Cllr Emma Evans
22.	ShorehamPort Local Authority Liaison Committee	Cllr Janet Mockridge
		Cllr Julie Searle
23.	South DownsNational Park Authority (decision on position delegated to Joint Strategic Committee)	Cllr Jim Funnell
24.	Local Democracy Network (South East Employers)	Cllr Rod Hotton (Chairman JGAC)
		(Sub) Vacancy (Chairman JOSOC)
25.	South East Employers	Cllr Rod Hotton Vacancy (sub)
26.	West Sussex Health and Adult Social Care Select Committee	Cllr Mary Hamblin
27.	West Sussex Joint Planning Board	Cllr Pat Beresford
28.	Adur Fairtrade Group	Cllr Debbie Kennard
29.	Sussex Police and Crime Panel	Councillor David Simmons Councillor Pat Beresford (sub)
30.	PATROL Adjudication Joint Committee	Cabinet Member for Environment Cllr Keith Dollemore



NAME OF THE ORGANISATION:	4SIGHT (Meetings with local co-ordinator, Shoreham)
ADDRESS FOR CORRESPONDENCE:	Kirstie Thomas 4SIGHT East Wing - Adur Civic Centre Ham Road Shoreham by Sea West Sussex BN43 6PA  Telephone: 01273 454343  <a href="mailto:Kirstie.thomas@4sight.org.uk">Kirstie.thomas@4sight.org.uk</a>
DETAILS OF MEETINGS:	Frequency: Quarterly  Venue: As above  Time/Duration: 10:30 am (2 hours)
TYPE OF BUSINESS:	Charity – Supporting the needs of visually impaired people
SPECIAL SKILLS/INTEREST REQUESTED:	None specified
NUMBER OF REPRESENTATIVES:	2 Councillors Observer status - meetings on a regular basis with local co-ordinator Mrs Kirstie Thomas
PRESENT REPRESENTATIVES:	Councillor Ann Bridges Councillor Brian Boggis
TERM:	Annual appointment

NAME OF THE ORGANISATION:	Adur and Worthing Health and Wellbeing Partnership
ADDRESS FOR CORRESPONDENCE:	<p>Tina Favier Communities Team Manager Adur and Worthing Councils</p> <p>Telephone: 01273 263293 Email: <a href="mailto:tina.favier@adur-worthing.gov.uk">tina.favier@adur-worthing.gov.uk</a></p>
DETAILS OF MEETINGS:	<p>Frequency: Approx every 3 months</p> <p>Venue: Various locations in Adur and Worthing</p> <p>Time/Duration: 2 hours</p>
TYPE OF BUSINESS:	<p>Adur and Worthing Health and Wellbeing Partnership is a sub-group of the Waves Ahead Local Strategic Partnership (The LSP for Adur and Worthing). Its primary objectives are to identify key health and wellbeing issues, and to prepare and monitor the action plan delivering health and wellbeing priorities from <i>Waves Ahead</i> (the joint Sustainable Community Strategy).</p> <p>(Chairmanship responsibilities rotate annually between Adur and Worthing Councils, NHS West Sussex, and West Sussex County Council).</p>
SPECIAL SKILLS/INTEREST REQUESTED:	Any involving health and social care or specific age ranges, i.e. mental health, older people, promoting healthy lifestyles, health inequalities and many more.
NUMBER OF REPRESENTATIVES:	1 Councillor.
PRESENT REPRESENTATIVES:	Cabinet Member for Health & Wellbeing – Councillor David Simmons
TERM:	Annual appointment

NAME OF THE ORGANISATION:	Adur and WorthingHomelessness Forum
ADDRESS FOR CORRESPONDENCE:	Amanda Lowes Housing Needs Manager Adur and Worthing Councils  Telephone: 01273 263232 Email: Amanda.lowes@adur-worthing.gov.uk
DETAILS OF MEETINGS:	Frequency: Up to 6 times a year  Venue: Adur Civic Centre  Time/Duration: 10:00am - 2 hours
TYPE OF BUSINESS:	<p>The Homelessness Forum is made up of representatives from the statutory and voluntary sector: AdurDC, active RSLs, ESCC Adult Services, PCT, West Sussex Signpost, CABx, Probation Service and other voluntary groups.</p> <p>The purpose of the Forum is to monitor and drive the development of services for homeless people, and to prevent those at risk becoming homeless, through working in partnership. The main objectives are:</p> <ul style="list-style-type: none"><li>• To oversee the implementation of the homelessness strategy</li><li>• To undertake activities towards its implementation</li><li>• To monitor the success of the strategy;</li><li>• To influence areas of service development</li><li>• To identify funding streams</li></ul>
SPECIAL SKILLS/INTEREST REQUESTED:	The appointed member should be the appropriate Cabinet Member. (The Cabinet Member for Regeneration).
NUMBER OF REPRESENTATIVES:	1 Councillor
PRESENT REPRESENTATIVES:	Cabinet Member for Regeneration - Councillor Pat Beresford
TERM:	Annual appointment

NAME OF THE ORGANISATION:	Adur and Worthing Safer Communities Partnership
ADDRESS FOR CORRESPONDENCE:	Jacqui Cooke Community Safety Manager Adur and Worthing Councils  <a href="mailto:jacqui.cooke@adur-worthing.gov.uk">jacqui.cooke@adur-worthing.gov.uk</a>  Telephone: 101 - Ext. 81747
DETAILS OF MEETINGS:	Frequency: 4 meetings per annum  Venue: Various venues around Adur and Worthing  Time/Duration: Daytime. Approx. 2-3hrs
TYPE OF BUSINESS:	The Safer Communities Partnership aims to make Adur and Worthing a safer place by securing sustainable reductions in criminal and anti-social behaviour. The Partnership is made up of representatives from Adur District Council, Worthing Borough Council, NHS West Sussex, West Sussex County Council, the Fire and Rescue Service, Sussex Probation and Sussex Police.
SPECIAL SKILLS/INTEREST REQUESTED:	The appointed member should be the appropriate Cabinet Member. (The Cabinet Member for Health, Safety and Wellbeing).
NUMBER OF REPRESENTATIVES:	1 Councillor + John Mitchell representing ADC & WBC
PRESENT REPRESENTATIVES:	Cabinet Member for Health & Wellbeing - Councillor David Simmons
TERM:	Annual appointment

NAME OF THE ORGANISATION:	Adur Community Leisure – Board of Trustees
ADDRESS FOR CORRESPONDENCE:	Jonathan Tatchell Company Secretary Impulse Leisure Blackshots Lane Grays Essex RM16 2JU  Telephone: 01375 383263 JTatchell@impulseleisure.co.uk
DETAILS OF MEETINGS:	Frequency: Six meetings per annum  Venue: Lancing or Southwick Leisure Centre  Time/Duration: Normally Monday evenings at 6:00pm. 2 hours.
TYPE OF BUSINESS:	Charitable Trust - Adur Community Leisure - sole objectives of managing and developing Adur's leisure facilities and staff.
SPECIAL SKILLS/INTEREST REQUESTED:	Members will appreciate the need to ensure that the Trust has the best possible mix of skills and experience on its Board. Once appointed to the Board, Members will have to ensure that they separate their potential areas of conflict very carefully and put the needs of the Trust before the needs of the Council at the relevant times.
NUMBER OF REPRESENTATIVES:	2 Councillors
PRESENT REPRESENTATIVES:	Councillor Rod Hotton (since May 2009) Councillor Fred Lewis (since May 2010)
TERM:	Maximum of 4 years – Appointment to be reviewed annually at Annual Council

NAME OF THE ORGANISATION:	Adur and Worthing Business Partnership
ADDRESS FOR CORRESPONDENCE:	Clare Mangan The Company Secretary Adur and Worthing Business Partnership Adur Civic Centre  Telephone: 01273 263066
DETAILS OF MEETINGS:	Frequency: Quarterly  Venue: Various venues – across Adur and Worthing  Time/Duration: Board meetings 2p.m to 3.30 p.m, Partnership meetings 4 p.m. to 6 p.m.
TYPE OF BUSINESS:	To work in partnership with all economic development agencies to secure economic regeneration of the local economy, to open up new business opportunities and to promote competitiveness and employment growth.  To liaise with business organisations and educational establishments in Worthing, Adur and surrounding areas to enable, facilitate and develop the delivery of skills, training and learning as broadly and widely to the community as practicable.
SPECIAL SKILLS/INTEREST REQUIRED:	Requirement to be the Cabinet Member for Regeneration
NUMBER OF REPRESENTATIVES:	1 Councillor and 2 officers
PRESENT REPRESENTATIVES:	Councillor Pat Beresford Officers : John Mitchell Clare Mangan
TERM:	Annual appointment

NAME OF THE ORGANISATION:	Waves Ahead Local strategic Partnership (The LSP for Adur and Worthing)
ADDRESS FOR CORRESPONDENCE:	Tina Favier Communities Team Manager Adur and Worthing Councils  Telephone: 01273 263293 Email: <a href="mailto:tina.favier@adur-worthing.gov.uk">tina.favier@adur-worthing.gov.uk</a>
DETAILS OF MEETINGS:	Frequency: Approx every 3 months  Venue: Various locations in Adur and Worthing  Time/duration: Daytime. Approx. 2 hours. (Normally Wednesdays)
TYPE OF BUSINESS:	The LSP Executive Board is a cross district strategic group. Its purpose is strategically managing and coordinating of the work of the LSP to implement the joint Sustainable Community Strategy – <i>Waves Ahead</i> – ensuring effective performance management.
SPECIAL SKILLS/INTEREST REQUESTED:	
NUMBER OF REPRESENTATIVES:	1 Councillor plus 1 Substitute
PRESENT REPRESENTATIVE:	Cabinet Member for Health & Wellbeing - Councillor David Simmons Councillor Janet Mockridge (Substitute)
TERM:	Annual appointment

NAME OF THE ORGANISATION:	Adur Voluntary Action
ADDRESS FOR CORRESPONDENCE:	<p>Adrian Barritt            Adur Voluntary Action (formerly Adur CVS)            Chesham House            South Street            Lancing            West Sussex            BN15 8AJ</p> <p>Telephone: 01903 854983            Email: <a href="mailto:adrian@adurvolutaryaction.org">adrian@adurvolutaryaction.org</a></p>
DETAILS OF MEETINGS:	<p>Frequency: 5 per annum</p> <p>Venue: Meetings in Lancing and Shoreham-by-Sea.</p> <p>Time/Duration: 5.30pm. Approx. 1.5 hrs.            (7:00pm / up to 2hrs for the AGM)</p>
TYPE OF BUSINESS:	<p>Support and co-ordination of voluntary organisations and volunteering activity in the Adur District; representation and liaison with statutory bodies and other voluntary organisations. Delivery of services to the public. Letting of meeting rooms, training activities, internet services. Provision of office services for voluntary groups, promotion of voluntary services. Training in activities that benefit voluntary sector or the public, including IT. Co-ordinate Adur Access and Mobility Group and website; Co-ordinate Adur Community Network; support Adur Churches Network; monthly newsletter; operate Lancing Voluntary Action shop. Employs 5 staff, 12 volunteers actively involved as well as Trustees.</p>
SPECIAL SKILLS/INTEREST REQUESTED:	<p>Interest in voluntary organisation work and any professional qualification or experience that would assist the executive to carry out their duties.</p>
NUMBER OF REPRESENTATIVES:	1 Councillor and 1 Officer?
PRESENT REPRESENTATIVES:	Councillor Liza McKinney
TERM:	Annual appointment



NAME OF THE ORGANISATION:	Coastal West Sussex Partnership Board
ADDRESS FOR CORRESPONDENCE:	Caroline Wood Director, CWS Partnership Adur Civic Centre  Telephone: 07713 092103 Email: <a href="mailto:caroline.wood@coastalwestsussex.org.uk">caroline.wood@coastalwestsussex.org.uk</a>
DETAILS OF MEETINGS:	Frequency: Quarterly  Venue: Various venues across coastal west sussex.  Time/Duration: 2:00pm to 4:00pm
TYPE OF BUSINESS:	A partnership of West Sussex organisations who have joined together to tackle the big economic issues facing coastal towns including Selsey, Bognor Regis, Littlehampton, Worthing and Shoreham. The priority areas for action include business enterprise, employment and skills and town centre regeneration. A partnership that brings together the private and public sector around a common purpose to support business development and sustainable economic growth working collectively on economic issues that effect the coast.
SPECIAL SKILLS/INTEREST REQUESTED:	
NUMBER OF REPRESENTATIVES:	1 Councillor plus 1 Substitute
PRESENT REPRESENTATIVES:	Councillor Pat Beresford Councillor Emma Evans (Substitute)
TERM:	Annual appointment

NAME OF THE ORGANISATION:	Heritage Champion Member
ADDRESS FOR CORRESPONDENCE:	English Heritage South East Regional Office Eastgate Court 195-205 High Street Guildford GU1 3EH <a href="mailto:Lyndsay.hughes@english-heritage.org.uk">Lyndsay.hughes@english-heritage.org.uk</a> Telephone: 01483 252055 / 07824 461020 Email: <a href="mailto:champions@english-heritage.org.uk">champions@english-heritage.org.uk</a>
DETAILS OF MEETINGS:	Various training and conference events.
TYPE OF BUSINESS:	<p>Established in 2004, the Heritage Champions are a network of people in local authorities, almost all Councillors, who have been selected by their councils to be advocates for the historic environment within their authority. Champions, with support from English Heritage, support and advocate for the historic environment within the local authority. To help them do this, English Heritage provides them with expert advice, high level networking opportunities and specifically tailored training events.</p> <p>For more information visit <a href="http://www.helm.org.uk">www.helm.org.uk</a></p>
SPECIAL SKILLS/INTEREST REQUESTED:	The key objective for the Heritage Champion is to ensure that the historic environment plays a central role in the development of all the authority's policies, plans, targets and strategies. Champions can provide a focal point, bringing together different departments, and work to persuade colleagues in both the local authority and the wider community that the historic environment offers many opportunities to improve the quality of life for everyone.
NUMBER OF REPRESENTATIVES:	1 Councillor
PRESENT REPRESENTATIVES:	Councillor Liza McKinney
TERM:	The current lead member may remain in this appointment for the duration of their membership on the Council. To be endorsed annually by Annual Council.

NAME OF THE ORGANISATION:	Local Government Association Coastal Issues Special Interest Group
ADDRESS FOR CORRESPONDENCE:	<b>Fatima De Abreu</b> Local Government Association Local Government House Smith Square London SW1P 3HZ 0207 664 3040 <a href="mailto:fatima.deabreu@lga.gov.uk">fatima.deabreu@lga.gov.uk</a>
	Telephone: 020 7664 3000 Fax: 020 7664 3030 Direct Line: 020 7664 3040 Email: <a href="mailto:memberservices@lga.gov.uk">memberservices@lga.gov.uk</a>
DETAILS OF MEETINGS:	Frequency: 4 meetings per annum  Venue: London and / or a coastal location  Time/Duration: 10:00am to 3:00pm
TYPE OF BUSINESS:	The objectives of the group are: <ul style="list-style-type: none"><li>• To increase awareness and debate at national and European level of environmental, economic and social issues and concerns that directly affect or which may so affect coastal, estuarine and maritime communities;</li><li>• To act as a focus for liaison between local authorities and other bodies representing coastal, estuarine and maritime interests;</li><li>• To secure improved cross departmental co-ordination within Central Government on coastal, estuarine and maritime issues with a view to ensuring consistency in policy and the provision of resources.</li></ul>
SPECIAL SKILLS/INTEREST REQUESTED:	
NUMBER OF REPRESENTATIVES:	1 Councillor
PRESENT REPRESENTATIVES:	N/A
TERM:	Annual appointment

NAME OF THE ORGANISATION:	Local Government Association General Assembly
ADDRESS FOR CORRESPONDENCE:	Local Government House Smith Square London SW1P 3HZ Contact Officer: Fatima De Abreu  Telephone: 020 7664 3215 Email: <a href="mailto:fatima.deabreu@local.gov.uk">fatima.deabreu@local.gov.uk</a>
DETAILS OF MEETINGS:	Frequency : 1 meetings per annum  Venue: Annual Conference at a national venue  Time/duration: All day
TYPE OF BUSINESS:	Discussion on a variety of issues facing local government in the England and Wales.
SPECIAL SKILLS/INTEREST REQUESTED:	Sound knowledge of local governance
NUMBER OF REPRESENTATIVES:	1 Councillor
PRESENT REPRESENTATIVES:	Cllr Angus Dunn
TERM:	Annual appointment

NAME OF THE ORGANISATION:	Local Government Association The Rural Commission
ADDRESS FOR CORRESPONDENCE:	Marion Stribling Local Government Association Local Government House Smith Square London SW1P 3HZ  Telephone: 020 7664 3000 Fax: 020 7664 3030 Direct Line: 020 7664 3040 Email: <a href="mailto:memberservices@local.gov.uk">memberservices@local.gov.uk</a>
DETAILS OF MEETINGS:	Frequency: 2 meetings per annum  Venue: London and a rural member authority  Time/Duration: All day
TYPE OF BUSINESS:	To provide the forum within the LGA for member authorities with an interest in rural issues.
SPECIAL SKILLS/INTEREST REQUESTED:	
NUMBER OF REPRESENTATIVES:	1 Councillor
PRESENT REPRESENTATIVES:	Councillor Emma Evans
TERM:	Annual appointment

NAME OF THE ORGANISATION:	Local Government Association The Urban Commission
ADDRESS FOR CORRESPONDENCE:	Fatima de Abreu Local Government Association Local Government House Smith Square London SW1P 3HZ  Telephone: 020 7664 3000 Fax: 020 7664 3030 Direct Line: 020 7664 3136 Email: <a href="mailto:fatima.deabreu@local.gov.uk">fatima.deabreu@local.gov.uk</a>
DETAILS OF MEETINGS:	Frequency: 2 meetings per annum  Venue: London  Time/Duration: All day
TYPE OF BUSINESS:	To provide the forum within the LGA for Member Authorities with an interest in Urban Affairs
SPECIAL SKILLS/INTEREST REQUESTED:	N/A
NUMBER OF REPRESENTATIVES:	1 Councillor
PRESENT REPRESENTATIVES:	Councillor Pat Beresford
TERM:	Annual appointment

NAME OF THE ORGANISATION:	MarlipinsMuseum
ADDRESS FOR CORRESPONDENCE:	Emma O'Connor MarlipinsMuseum 36 High Street Shoreham-by-Sea BN43 5DA  Telephone: 01273 462994 Email: marlipins@sussexpast.co.uk
DETAILS OF MEETINGS:	Frequency: 2 meetings per year  Venue: MarlipinsMuseum  Time/Duration: Afternoon – 2:00pm
TYPE OF BUSINESS:	To manage the activities of the Museum.
SPECIAL SKILLS/INTEREST REQUESTED:	Interest in heritage and conservation
NUMBER OF REPRESENTATIVES:	1 Councillor
PRESENT REPRESENTATIVES:	Councillor Brian Coomber
TERM:	Annual appointment

NAME OF THE ORGANISATION:	Quayside Youth Centre Management Committee
ADDRESS FOR CORRESPONDENCE:	Youth Worker Upper Kingston Lane Southwick West Sussex BN42 4RE  Telephone: 01273 592809 <a href="mailto:Val.humphries@westsussex.gov.uk">Val.humphries@westsussex.gov.uk</a>
DETAILS OF MEETINGS:	Frequency: Approx. 6 meetings per annum  Venue: Quayside Youth Centre  Time/Duration: Weekday evenings, normally 7:00pm.
TYPE OF BUSINESS:	Youth and Community work.
SPECIAL SKILLS/INTEREST REQUESTED:	Interest in social education of young people between the ages of 13 and 18.  Representative of Southwick and / or Fishersgate preferred.
NUMBER OF REPRESENTATIVES:	1 Councillor and 1 appropriate senior officer or nominee
PRESENT REPRESENTATIVES:	Councillor Angus Dunn
TERM:	Annual appointment



NAME OF THE ORGANISATION:	Ropetackle Centre: Board of Trustees
ADDRESS FOR CORRESPONDENCE:	Martin Allan Ropetackle Centre Little High Street Shoreham by Sea West Sussex BN43 5EG  Telephone: 01273 464440 <a href="mailto:Allens15@btinternet.com">Allens15@btinternet.com</a>
DETAILS OF MEETINGS:	Frequency: 4 meetings per year  Venue: Ropetackle Centre  Time/Duration: Normally evening meetings – 2 hours.
TYPE OF BUSINESS:	The management of the Ropetackle Centre.
SPECIAL SKILLS/INTEREST REQUESTED:	
NUMBER OF REPRESENTATIVES:	1 Councillor
PRESENT REPRESENTATIVES:	Councillor Carol Albury
TERM:	Annual appointment

NAME OF THE ORGANISATION:	Safeguarding Children and Young People and Adults at Risk Champion Member
ADDRESS FOR CORRESPONDENCE:	Tina Favier Communities Team Manager Adur and Worthing Councils <a href="mailto:Tina.favier@adur-worthing.gov.uk">Tina.favier@adur-worthing.gov.uk</a>
DETAILS OF MEETINGS:	Adur and Worthing Health and Wellbeing Partnership (thematic group of Local Strategic Partnership)
TYPE OF BUSINESS:	The Children Act 2004 introduced new duties for District and Borough Councils for safeguarding and promoting the welfare of children through co-operation and communication with key bodies and agencies. Government guidance has set out that for all tiers of local authorities, an elected member should be appointed with responsibilities for safeguarding children. Adults at Risk is included in this work as good practice and a legal duty to undertake this work is imminent.
SPECIAL SKILLS/INTEREST REQUESTED:	The key objective for the Safeguarding Champion Member is to ensure that consideration is given to children and young people and Adults at Risk in the decision making of the Council, that Adur has support for the application of the Safeguarding Policy, and ensuring Council involvement in the West Sussex Think Family Board (delivering the West Sussex Children and Young Peoples Plan).
NUMBER OF REPRESENTATIVES:	1 Councillor
PRESENT REPRESENTATIVES:	Councillor David Simmons
TERM:	The current lead member may remain in this appointment for the duration of their membership on the Council. To be endorsed annually by Annual Council.

NAME OF THE ORGANISATION:	Shoreham and District Mental Health Association
ADDRESS FOR CORRESPONDENCE:	Jackie Davey The Corner House (Resource Centre) 45 Southwick Street Southwick West Sussex BN42 4TH  Telephone: 01273 871575 <a href="mailto:Jackie.davey@corner-house.org.uk">Jackie.davey@corner-house.org.uk</a>
DETAILS OF MEETINGS:	Frequency: Bi-Monthly - Wednesdays  Venue: The Corner House  Time/Duration: 5pm (2 hours)
TYPE OF BUSINESS:	Provides a resource centre for the recovery of the mentally ill and to lobby for and further the interests of its members and local residents and to provide interest and action in the cause of mental illness. The directors will ask representatives by invitation to attend our meetings when topics relevant to that person are on the agenda.
SPECIAL SKILLS/INTEREST REQUESTED:	An interest in the health provision of local residents.
NUMBER OF REPRESENTATIVES:	1 Councillor
PRESENT REPRESENTATIVES:	Councillor Darren Burns
TERM:	Annual appointment

NAME OF THE ORGANISATION:	ShorehamAirport Consultative Committee
ADDRESS FOR CORRESPONDENCE:	Christine Smith ShorehamAirport Shoreham by Sea West Sussex BN43 5FF  Telephone: 01273 467375
DETAILS OF MEETINGS:	Frequency: Quarterly  Venue: ShorehamAirport  Time/Duration: 2:30pm (Normally Wednesdays)
TYPE OF BUSINESS:	The Committee provides a forum for those operating and using the Airport and those environmentally affected by the Airport.
SPECIAL SKILLS/INTEREST REQUESTED:	This appointment is most relevant to Members with close links to the airport and / or neighbouring wards.
NUMBER OF REPRESENTATIVES:	1 Councillor plus 1 Substitute
PRESENT REPRESENTATIVES:	Councillor Keith Dollemore Councillor Mike Mendoza (Substitute)
TERM:	Annual appointment

NAME OF THE ORGANISATION:	Brighton(Shoreham) Airport Regeneration Committee
ADDRESS FOR CORRESPONDENCE:	Ric Belfield Shoreham Airport Shoreham by Sea West Sussex BN43 5FF  Telephone: 01273 467375 <a href="mailto:ric.belfield@shorehamairport.co.uk">ric.belfield@shorehamairport.co.uk</a>
DETAILS OF MEETINGS:	Frequency: 6 monthly  Venue: Brighton (Shoreham) Airport  Time/Duration: Normally afternoons for 1 hour.
TYPE OF BUSINESS:	The Airport Regeneration Committee meets to discuss the planning and redevelopment of Brighton Shoreham Airport with the aim of keeping stakeholders informed of any future plans. Representatives are invited from Adur, Worthing, Brighton and Hove and West Sussex Councils and the Environment Agency.
SPECIAL SKILLS/INTEREST REQUESTED:	A knowledge of the airport would be beneficial.
NUMBER OF REPRESENTATIVES:	1 Councillor plus 1 Substitute
PRESENT REPRESENTATIVES:	Councillor Jim Funnell Councillor Emma Evans (Substitute)
TERM:	Annual appointment

NAME OF THE ORGANISATION:	ShorehamPort Local Authority Liaison Committee
ADDRESS FOR CORRESPONDENCE:	Nicky Goldsbrough Shoreham Port Nautilus House 90-100 Albion Street Southwick West Sussex BN42 4ED  Telephone: 01273 598110 Email: <a href="mailto:ngoldsbrough@shoreham-port.co.uk">ngoldsbrough@shoreham-port.co.uk</a>
DETAILS OF MEETINGS:	Frequency: 2 meetings per year  Venue: ShorehamPort  Time/Duration: Normally 11:00am - 2 hours
TYPE OF BUSINESS:	The Local Authority Liaison Committee is attended by representatives of Adur District Council, Brighton & Hove City Council, West Sussex County Council, SEEDA and Shoreham Port Authority. It is a forum for consultation and information flow.
SPECIAL SKILLS/INTEREST REQUESTED:	Interest in and knowledge of the Port.
NUMBER OF REPRESENTATIVES:	2 Councillors
PRESENT REPRESENTATIVES:	Councillor Janet Mockridge Councillor Julie Searle
TERM:	Annual appointment

NAME OF THE ORGANISATION:	South DownsNational Park Authority
ADDRESS FOR CORRESPONDENCE:	<p>Fiona MacLeod South DownsNational Park Authority Hatton House Bepton Road Midhurst West Sussex GU29 9LU</p> <p>Telephone: 01730 811772 Mobile: 07545 602670 Email: <a href="mailto:fiona.macleod@southdowns.gov.uk">fiona.macleod@southdowns.gov.uk</a></p>
DETAILS OF MEETINGS:	<p>Frequency: 7 meeting of the full Authority per year plus Committees, Working Groups and workshops as required.</p> <p>Venue: Various within Park boundaries.</p> <p>Time/Duration: Normally 2:00pm</p>
TYPE OF BUSINESS:	<p>The two main purposes of the SDNPA are to:</p> <ul style="list-style-type: none"><li>• conserve and enhance the natural beauty, wildlife and cultural heritage; and</li><li>• promote opportunities for the understanding and enjoyment of the special qualities of the South DownsNational Park by the public.</li></ul> <p>The overall purpose of the Member role on the NPA is to ensure that the NPA fulfils its objectives and does so in a way that best suits the special characteristics of the National Park.</p>
SPECIAL SKILLS/INTEREST REQUESTED:	Skills and Knowledge Framework table set by South Downs National Park Authority available on request.
NUMBER OF REPRESENTATIVES:	1 Councillor appointed by Adur District Council and Worthing Borough Council
PRESENT REPRESENTATIVES:	Councillor Jim Funnell (from May 2010)
TERM:	4 year term - To be reviewed annually and delegated to Joint Strategic Committee for reappointment (if necessary).

NAME OF THE ORGANISATION:	Local Democracy and Accountability Network (South East Employers)
ADDRESS FOR CORRESPONDENCE:	<a href="#">Bev Jackson</a> Newfrith House 21 Hyde Street Winchester Hampshire SO23 7DR  Telephone: 01962 840664 <a href="mailto:Bev@seemp.co.uk">Bev@seemp.co.uk</a>
DETAILS OF MEETINGS:	Frequency: 2 meetings per annum (March and September). Attendance at these networks is free of charge to SEE member authorities. If the representatives cannot attend, we welcome substitute nominations  Venue: London  Time/Duration: All meetings have a formal agenda followed by speakers on matters of current interest and last from 10.30am -3.30pm.
TYPE OF BUSINESS:	The network will meet to consider key localism issues affecting local authorities in the south east region, for example, the Localism Act 2011, new governance arrangements, opportunities for shared services, and Local Enterprise Partnerships. We will give particular attention to those issues which may impact on engagement and transparency, and their impact on governance arrangements, with regard to both the relationship between the local council and the community it represents, and the relationship between the executive and non-executive within the council. Network meetings will be held biannually.
SPECIAL SKILLS/INTEREST REQUESTED:	An interest in employment and management matters and in governance, scrutiny and partnership working.
NUMBER OF REPRESENTATIVES:	2 Councillors (chairs of scrutiny committees and executive members) and 2 officers
PRESENT REPRESENTATIVES:	Councillor Rod Hotton Vacancy (Sub)
TERM:	Annual appointment (July to June)

NB. In order to comply with the requirements of the Local Government and Housing Act 1987 (Paragraph 12), the representative should not be an employee of another local authority or a full time employee of any of the local government unions.



NAME OF THE ORGANISATION:	South East Employers
ADDRESS FOR CORRESPONDENCE:	Bev Jackson Newfrith House 21 Hyde Street Winchester Hampshire SO23 7DR  Telephone: 01962 840664 <a href="mailto:Bev@seemp.co.uk">Bev@seemp.co.uk</a>
DETAILS OF MEETINGS:	Frequency: 2 meetings per annum (March and September). Attendance at these networks is free of charge to SEE member authorities. If the representatives cannot attend, we welcome substitute nominations. If you do not cancel your place, non-attendance on the day will incur a charge of £50 per delegate to cover costs.  Venue: London  Time/Duration: All meetings have a formal agenda followed by speakers on matters of current interest and last from 10.30am - 3.30pm.
TYPE OF BUSINESS:	The network will meet to consider key localism issues affecting local authorities in the south east region, for example, the Localism Act 2011, new governance arrangements, opportunities for shared services, and Local Enterprise Partnerships. We will give particular attention to those issues which may impact on engagement and transparency, and their impact on governance arrangements, with regard to both the relationship between the local council and the community it represents, and the relationship between the executive and non-executive within the council. Network meetings will be held biannually.
SPECIAL SKILLS/INTEREST REQUESTED:	An interest in employment and management matters and in governance, scrutiny and partnership working.
NUMBER OF REPRESENTATIVES:	2 Councillors (chairs of scrutiny committees and executive members) and 2 officers
PRESENT REPRESENTATIVES:	Councillor Rod Hotton Councillor (vacancy) (Sub)
TERM:	Annual appointment (July to June)

NB. In order to comply with the requirements of the Local Government and Housing Act 1987 (Paragraph 12), the representative should not be an employee of another local authority or a full time employee of any of the local government unions.

NAME OF THE ORGANISATION:	West Sussex Health and Adult Social Care Select Committee
ADDRESS FOR CORRESPONDENCE:	Rob Castle Democratic Services West Sussex County Council County Hall West Street Chichester PO19 1RQ  Telephone: 033022 22546 / e-mail: <a href="mailto:rob.castle@westsussex.gov.uk">rob.castle@westsussex.gov.uk</a>
DETAILS OF MEETINGS:	Frequency: 5 meetings per annum  Venue: County Hall, Chichester and on occasion, County Hall North, Horsham  Time/Duration: 10.30am Wednesdays/Thursdays
TYPE OF BUSINESS:	The remit of the Committee (HASC) is Adults' Social Services; Community Health and Health Liaison; Review and scrutiny of the planning, provision and operation of health services in West Sussex.
SPECIAL SKILLS/INTEREST REQUESTED:	Knowledge of health and/or social care and an interest in promoting health and health matters.  (Representative(s) must be Overview and Scrutiny members)
NUMBER OF REPRESENTATIVES:	1 Councillor
PRESENT REPRESENTATIVES:	Councillor Mary Hamblin
TERM:	Indefinite appointment. To be reviewed annually at Annual Council.

NAME OF THE ORGANISATION:	West Sussex Joint Planning Board
ADDRESS FOR CORRESPONDENCE:	<p>Louise Gibbons Mid Sussex District Council Oaklands Haywards Heath West Sussex RH16 1SS</p> <p>Telephone: 01444 477322 Email: louise.gibbons@midsussex.gov.uk</p>
DETAILS OF MEETINGS:	<p>Frequency: Quarterly meetings</p> <p>Venue: Venues around West Sussex</p> <p>Time/Duration: (2-3 hours)</p>
TYPE OF BUSINESS:	<p>Joint Planning Board shall act as a political forum to discuss and coordinate joint planning issues and working arrangements between local planning authorities in West Sussex, fulfilling part of the 'duty to cooperate' under the Localism Act. Examples of such issues are:</p> <ul style="list-style-type: none"><li>• The relationship between the County Council as highway authority and the other local planning authorities</li><li>• The relationship between the South Downs National Park Authority and the West Sussex County, Districts and Boroughs within the Park boundaries</li><li>• Strategic infrastructure issues and priorities.</li></ul>
SPECIAL SKILLS/INTEREST REQUESTED:	An awareness of and ability to engage in regional, sub regional and strategic planning and development issues affecting West Sussex.
NUMBER OF REPRESENTATIVES:	1 Councillor
PRESENT REPRESENTATIVES:	Councillor Pat Beresford
TERM:	Annual appointment

NAME OF THE ORGANISATION:	Adur Fairtrade Group
ADDRESS FOR CORRESPONDENCE:	The Organiser 55 Downside Shoreham-by-Sea BN43 6HF Telephone:01273 461026 Email: <a href="mailto:robinolivier36@o2.co.uk">robinolivier36@o2.co.uk</a> <a href="mailto:robin@oliviers.fsnet.co.uk">robin@oliviers.fsnet.co.uk</a> <a href="mailto:towns@fairtrade.org.uk">towns@fairtrade.org.uk</a>
DETAILS OF MEETINGS:	Monthly committee meeting usually AM. Third Thursday of the month but this is negotiable. Attendance at meetings may not always be necessary.
TYPE OF BUSINESS:	Promotion of fair-trade in Adur.
SPECIAL SKILLS/INTEREST REQUESTED:	Interest in fair-trade. Essentially that producers in the developing world receive a fair and sustainable income for their produce.
NUMBER OF REPRESENTATIVES:	One
PRESENT REPRESENTATIVES:	None currently. .
TERM:	Ongoing. In order for a town or district to become a Fairtrade designated area the Fairtrade foundation require that there is a nominated representative from the local council.

NAME OF THE ORGANISATION: Sussex Police and Crime Panel (PCP)

ADDRESS FOR CORRESPONDENCE: C/o Ninesh Edwards  
County Hall  
Chichester  
West Sussex  
PO19 1RQ  
0330 22 22542  
[ninesh.edward@westsussex.gov.uk](mailto:ninesh.edward@westsussex.gov.uk)

DETAILS OF MEETINGS: Quarterly meetings 10.30a.m. start – 28 June  
2013/11 October 2013/24 January 2014  
Ad Hoc – Confirmation Hearings 11.15 a.m.  
start (10.00 a.m. pre-meeting)  
All in the Council Chamber, County Hall,  
Lewes.

TYPE OF BUSINESS: To hold the elected Police and Crime  
Commissioner (PCC) to account. Main  
functions in brief: to consider and make  
recommendations on the draft Police and  
Crime Plan; to consider and make  
recommendations (including power of veto)  
on the PCC's proposed precept; and conduct  
public confirmation hearings for the PCC's  
proposed appointments to senior positions  
including Deputy PCC, CEO, CFO and Chief  
Constable (PCP have power of veto over  
proposed Chief Constable appointment).

SPECIAL SKILLS/INTEREST REQUESTED: An interest in local crime and policing and the  
new Police governance structures.

NUMBER OF REPRESENTATIVES: One + a substitute

PRESENT REPRESENTATIVES: Cllr David Simmons  
Cllr Pat Beresford (sub)  
.

TERM: The term of office will be decided by a  
member's own local authority.

Suggest that this should be to the Annual  
Meeting of the Council after the PCC  
elections; or the term of office of the  
appointed Councillor; or any resignation  
from office by the appointed Councillor

NAME OF THE ORGANISATION:	PATROL Adjudication Joint Committee
ADDRESS FOR CORRESPONDENCE:	Barlow House Minehull Street Manchester M1 3DZ Telephone: 0161 242 5270 Email: <a href="mailto:hutchinson@patrol-uk.info">hutchinson@patrol-uk.info</a>
DETAILS OF MEETINGS:	Frequency: annual in June – next meeting 25 June Venue: Edgbaston, Birmingham Time/Duration: 11am – 2pm
TYPE OF BUSINESS:	<p>The PATROL Adjudication Joint Committee has been established to enable Councils having Civil Enforcement Area Orders to exercise their functions under Section 81 of the Traffic Management Act 2004 and Regulations 17 and 18 of the Civil Enforcement of Parking Contraventions (England) General Regulations 2007. These functions are exercised jointly with the other councils in accordance with the requirements of Regulation 16 of the Civil Enforcement of Parking Contraventions (England) General Regulations 2007.</p> <p>The functions exercised by the PATROL Adjudication Joint Committee on behalf of its constituent councils are appointing independent adjudicators to the Traffic Penalty Tribunal (subject to the consent of the Lord Chancellor), providing these adjudicators with administrative staff and accommodation and providing hearing venues. Its remit in relation to the Tribunal is limited to these matters, The Joint Committee also undertakes such other associated functions as the Participating Authorities may lawfully arrange Joint Committee to perform as they from time to time consider appropriate.</p>
SPECIAL SKILLS/INTEREST REQUESTED:	Awareness of Traffic Management.
NUMBER OF REPRESENTATIVES:	1 (may also provide substitute)
PRESENT REPRESENTATIVES:	Cllr Keith Dollemore
TERM:	Annual Appointment

## Annex B

	Outside Body	Nomination
1.	4 Sight	
2.	Adur and Worthing Health and Wellbeing Partnership	Cabinet Member for Health and Wellbeing
3.	Adur and Worthing Homelessness Forum	Cabinet Member for Regeneration
4.	Adur and Worthing Safer Communities Partnership	Cabinet Member for Health and Wellbeing
5.	Adur Community Leisure: Board of Trustees	Cllr Rod Hotton* term of office expires this year Cllr Fred Lewis
6.	Adur and Worthing Business Partnership	Cabinet Member for Regeneration
7.	Waves Ahead Local Strategic Partnership	Cabinet Member for Health and Wellbeing
		(Sub) should be from the executive
8.	Adur Voluntary Action	
9.	Coastal West Sussex Partnership Board	
		(Sub)
10.	Heritage Champion Member	
11.	Local Government Association Coastal Issues Special Interest Group	
12.	Local Government Association General Assembly	
13.	Local Government Association The Rural Commission	
14.	Local Government Association The Urban Commission	
15.	MarlipinsMuseum	

	<b>Outside Body</b>	<b>Nomination</b>
16.	Quayside Youth Centre: Management Committee	
17.	Ropetackle Centre: Board of Trustees	
18.	Safeguarding Children Champion Member	
19.	Shoreham and District Mental Health Association	
20.	ShorehamAirport Consultative Committee	
		(Sub)
21.	ShorehamAirport Regeneration Committee	
		(Sub)
22.	ShorehamPort Local Authority Liaison Committee	
23.	South DownsNational Park Authority (decision on position delegated to Joint Strategic Committee)	Cllr Jim Funnell
24.	Local Democracy Network (South East Employers)	Chairman JGAC
		Chairman JOSC
25.	South East Employers	
26.	West Sussex Health and Adult Social Care Select Committee	
27.	West Sussex Joint Planning Board	
28.	AdurFairtrade Group	
29.	Sussex Police and Crime Panel	Councillor David Simmons Councillor Pat Beresford (sub)
30.	PATROL Adjudication Joint Committee	Cabinet Member for Environment
31.	Tenants Complaints Panel	
32.	Court of the University of Sussex	Cabinet Member for Regeneration
33.	Armed Forces Champion	Councillor Peter Metcalfe



