
Part 8

Outside Bodies

Annex A

Adur District Council - Outside Bodies (appointed in May 2015 for information only)
councillors no longer elected representatives have been removed from this list

	OUTSIDE BODY	CURRENT APPOINTMENTS
1	4 Sight	Cllr Ann Bridges
		Cllr Brian Coomber
2	Adur and Worthing Health and Wellbeing Partnership	Executive Member for Health and Wellbeing
3	Adur and Worthing Homelessness Forum	Executive Member for Customer Services
4	Adur and Worthing Safer Communities Partnership	Executive Member for Health and Wellbeing
5	Adur and Worthing Business Partnership	Executive Member for Regeneration
6	Adur Community Leisure: Board of Trustees	Cllr Carson Albury
		Cllr
7	Adur Fairtrade Group	
8	Adur Homes Board	Executive member for Customer Services
		Cllr
9	Adur Voluntary Action	See Note
10	Armed Forces Champion	Cllr Peter Metcalfe
11	Coastal West Sussex Partnership Board	Executive Member for Regeneration
		(Sub)
12	Court of the University of Sussex	Executive Member for Regeneration
13	Discretionary Housing Payments Board (up to 5 members)	Cllr Carol Albury, Cllr Boggis, Cllr Paul Graysmark,
14	Greater Brighton Economic Board 'call in' Panel	Chairman & Vice Chairman of the Overview & Scrutiny Committee
15	Heritage Champion Member	Cllr

16	Local Government Association Coastal Issues Special Interest Group	Cllr Angus Dunn
17	Local Government Association General Assembly	Leader
18	Marlipins Museum	Cllr Brian Coomber
19	PATROL Adjudication Joint Committee	Executive Member for Environment
20	Quayside Youth Centre: Management Committee	Cllr Angus Dunn
21	The Ropetackle Trust	
22	Safeguarding Children Champion Member	Cllr David Simmons
23	Shoreham Airport Consultative Committee	Cllr (Sub)
24	Shoreham Port Local Authority Liaison Committee	Cllr Angus Dunn Cllr
25	South Downs National Park Authority (decision on position delegated to Joint Strategic Committee)	Joint Strategic Committee Appointment (currently a WBC appointee) No action necessary
26	Local Democracy Network (South East Employers)	Chairman JGC (Sub) Chairman JOSOC
27	South East Employers	Chairman JGC Sub – Vice-chair JGC
27	Southwick Community Association	Cllr Angus Dunn
29	Sussex Police and Crime Panel	Councillor David Simmons Councillor (sub)
30	Tenants Complaints Panel	Cllr Cllr
31	Waves Ahead Local Strategic Partnership	Executive Member for Health and Wellbeing (Sub)
32	West Sussex Joint Planning Board	See Note

OUTSIDE BODY # 1
ORGANISATION NAME: 4SIGHT (Meetings with local co-ordinator, Shoreham)
ADDRESS: Kirstie Thomas, 4SIGHT, 1st Floor The Shoreham Centre, 2 Pond Road, Shoreham, BN43 5WU
CONTACT DETAILS: Telephone: 01273 454343 Email: Kirstie.thomas@4sight.org.uk
DETAILS OF MEETINGS: Frequency: Quarterly. Venue: As above. Time/Duration: 10:30 am (2 hours)
TYPE OF BUSINESS: Charity – Supporting people with sight loss.
SKILLS/INTERESTS REQUESTED: Committee members to attend meetings on a regular basis and assist with fundraising and awareness events. Actively promote our service and advocate for people with sight loss.
NUMBER OF REPRESENTATIVES: 2 Councillors. Observer status - meetings on a regular basis with local co-ordinator Mrs Kirstie Thomas
PRESENT REPRESENTATIVES: Cllr Ann Bridges. Cllr Brian Coomber
TERM: Annual appointment
APPOINTMENT PRIORITY:

OUTSIDE BODY # 2
ORGANISATION NAME: Adur and Worthing Health and Wellbeing Partnership
ADDRESS: Joanna Allatt c/o Communities Team Portland House, 44 Richmond Road WORTHING BN11 1LF
CONTACT DETAILS: Telephone: 01273 263180 Email: Joanna.allatt@adur-worthing.gov.uk
DETAILS OF MEETINGS: Frequency: Approx every 3 months. Venue: Various locations in Adur and Worthing. Time/Duration: 2 hours
TYPE OF BUSINESS: 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). Chairmanship reviewed annually. Includes partners from NHS West Sussex, and West Sussex County Council.
SKILLS/INTERESTS 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. To make sure the views of constituents are being represented in the meetings.

Also to report back anything which comes out of the partnership which would be of interested or benefit to individuals or residents or organisations.
NUMBER OF REPRESENTATIVES: 1 Councillor.
PRESENT REPRESENTATIVES: Executive Member for Health & Wellbeing
TERM: Annual appointment
APPOINTMENT PRIORITY:
Very well attended.

OUTSIDE BODY # 3
ORGANISATION NAME: Adur and Worthing Homelessness Forum
ADDRESS: Arjan de Jong Housing Strategy and Enabling Manager Adur and Worthing Councils
CONTACT DETAILS: Telephone: 01273 263017 Email: arjan.dejong@adur-worthing.gov.uk Contact Paul Cooper in the future for an update - this organisation is basically currently on hold due to Housing area staff changes. Check back in about July for an update.
DETAILS OF MEETINGS: Frequency: Up to 6 times a year. Venue: Worthing Town Hall or Civic Centre. Time/Duration: 10:00am - 2 hours
TYPE OF BUSINESS: The Homelessness Forum is made up of representatives from the statutory and voluntary sector: Adur DC and Worthing BC, Registered Providers, WSCC Adult Services, WSCC Youth Homelessness Service, MyKey, CABx, Shelter, Adur Churches Forum, Worthing Churches Homeless Project, Probation Service and other applicable voluntary groups or services. 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: To oversee the implementation of the homelessness strategy. To undertake activities towards its implementation. To monitor the success of the strategy; To influence areas of service development; To identify funding streams.
SKILLS/INTERESTS REQUESTED: The appointed member should be the appropriate Executive Member. (The Executive Member for Customer Services). To attend the forum to give member input on Homelessness issues and help steer Homelessness policy across Adur & Worthing Councils.
NUMBER OF REPRESENTATIVES: 1 Councillor
PRESENT REPRESENTATIVES: Executive Member for Customer Services
TERM: Annual appointment
APPOINTMENT PRIORITY:

OUTSIDE BODY # 4

ORGANISATION NAME: Adur and Worthing Safer Communities Partnership

ADDRESS: Jacqui Cooke Safer Communities Manager Adur and Worthing Councils

CONTACT DETAILS: Telephone: 101 - Ext. 5 81747 Email:
jacqui.cooke@adur-worthing.gov.uk

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.

SKILLS/INTERESTS REQUESTED: The appointed member should be the appropriate Executive Member for Health and Wellbeing.

NUMBER OF REPRESENTATIVES: 1 Councillor + Communities Director for ADC & WBC

PRESENT REPRESENTATIVES: Executive Member for Health & Wellbeing

TERM: Annual appointment

APPOINTMENT PRIORITY:

OUTSIDE BODY # 5

ORGANISATION NAME: Adur and Worthing Business Partnership

ADDRESS: Martin Randall, The Company Secretary, Adur and Worthing Business Partnership, Portland House, Worthing

CONTACT DETAILS: Telephone: 01273 263066. Email:
martin.randall@adur-worthing.gov.uk

DETAILS OF MEETINGS: Frequency: Quarterly. Venue: Various venues – across Adur and Worthing. Time/Duration: Board meetings 2p.m to 3.15 p.m, Partnership meetings 3:30 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.
SKILLS/INTERESTS REQUESTED: Requirement to be the Executive Member for Regeneration
NUMBER OF REPRESENTATIVES: 1 Councillor and 2 officers
PRESENT REPRESENTATIVES: Executive Member for Regeneration Officers : Scott Marshall & Martin Randall
TERM: Annual appointment
APPOINTMENT PRIORITY:

OUTSIDE BODY # 6
ORGANISATION NAME: Adur Community Leisure – Board of Trustees
ADDRESS: Jonathan Tatchell, Company Secretary, Impulse Leisure, Blackshots Lane Grays, Essex, RM16 2JU
CONTACT DETAILS: 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.
SKILLS/INTERESTS 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 Carson Albury (since June 2014) One vacancy
TERM: Maximum of 4 years (up to the Council) – Appointment to be reviewed annually at Annual Council
APPOINTMENT PRIORITY:

OUTSIDE BODY # 7
ORGANISATION NAME: Adur Fairtrade Group
ADDRESS: The Organiser, 55 Downside, Shoreham-by-Sea, BN43 6HF
CONTACT DETAILS: Telephone: 01273 461026. Email: robinolivier36@o2.co.uk

robin@oliviers.fsnet.co.uk

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. The nominated person is asked to promote the Fairtrade ethos in the council and to encourage the use of Fairtrade goods in council premises; e.g tea and coffee in catering facilities.

TYPE OF BUSINESS: Promotion of fair-trade in Adur.

SKILLS/INTERESTS 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:

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.

APPOINTMENT PRIORITY:

Our situation has changed in that we are not meeting regularly at the moment. Because of various pressures and time commitments we decided to scale down our Fairtrade work though we are still undertaking some activities. I think our nominated member, who was Debbie Kennard, was not reappointed last year, and I know Debbie has been out of action for some time. In the circumstances the council may not want to appoint a nominated person, but I would ask that the principal be reserved so that as necessary can call on the council.

OUTSIDE BODY # 8

ORGANISATION NAME: Adur Homes Management Board

ADDRESS: Head of Housing, Adur & Worthing Councils

CONTACT DETAILS: Telephone: 01903 221190 Email: paul.cooper@adur-worthing.gov.uk

DETAILS OF MEETINGS: Frequency: Quarterly Venue: Shoreham (usually Shoreham Community Centre) Meeting – Time/Duration: Evening (usually from 6:00) for 2 hours

TYPE OF BUSINESS: Management of Adur Homes

SKILLS/INTERESTS REQUESTED: - interest in social housing, tenancy management, asset management, customer service

NUMBER OF REPRESENTATIVES: 2

PRESENT REPRESENTATIVES: Executive Member for Customer Services
Cllr

TERM: Annual Appointment

APPOINTMENT PRIORITY:

OUTSIDE BODY # 9

ORGANISATION NAME: Adur Voluntary Action

ADDRESS: Adrian Barritt, Adur Voluntary Action (formerly Adur CVS), The Old School House, Ham Road, Shoreham-by-sea, West Sussex, BN43 6PA

CONTACT DETAILS: Telephone: 01903 854980. Email: adrian@adurva.org
info@adurva.org

DETAILS OF MEETINGS: Frequency: 5 per annum. Venue: Meetings in Shoreham-by-Sea.
Time/Duration: 5.30pm. Approx. 1.5 hrs. (7:00pm / up to 2hrs for the AGM)

TYPE OF BUSINESS: Strengthen and co-ordinate voluntary action and volunteering in the Adur District; community development; representation and liaison with statutory bodies and other voluntary organisations. Delivery of services to the public. Letting of meeting rooms, training activities, public internet access. Provision of office services for voluntary groups, promotion of voluntary services. Training in activities that benefit voluntary sector or the public, including internet and email use, fund raising and charity governance. Co-ordinate Adur Access and Mobility Group and website; Host Adur Community Network's monthly meetings; support and attend meetings of Adur Churches Network; produce monthly AVA News; AVA operates the Lancing Village Action shop, and supports Sompting Big Local Hub. Employs 5 staff, 20 volunteers actively involved as well as Trustees. Annual budget about £85,000.

SKILLS/INTERESTS REQUESTED: Interest in voluntary organisation work and any professional qualification or experience that would assist the executive to carry out their duties. And Local Knowledge preferred.

NUMBER OF REPRESENTATIVES: 1 Councillor and 1 Officer

PRESENT REPRESENTATIVES: Cllr Ann Bridges, Jo Clarke

TERM: Annual appointment

APPOINTMENT PRIORITY: **Leader to see note in covering report**

OUTSIDE BODY # 10

ORGANISATION NAME: Armed Forces Champion

ADDRESS: Tracy Evans, SO3, Civil Engagement & MCI, HQ2 (South East) Brigade Room 13, Somerset House, St John Moore Barracks, Shorncliffe, CT20 EHF

CONTACT DETAILS: Telephone: ~~01303 225034~~. Email: 11X-CE-SO3@mod.uk
Task force commander: 01243388893 CO 12 Regt RA 12RA-RHQ-CO@mod.uk

DETAILS OF MEETINGS: Frequency: xxx Venue: xxx Time/Duration: xxx
TYPE OF BUSINESS: To champion the role of the Armed Forces in relation to the signed Community Covenant.
SKILLS/INTERESTS REQUESTED: Able to liaise with local interested groups, former service personnel, individuals and families, the Royal British Legion and Combined Ex-Services Associations. Willing to represent these groups on Community Covenant issues. To be the council's spokesperson on Armed Forces and Community Covenant matters.
NUMBER OF REPRESENTATIVES: 1
PRESENT REPRESENTATIVES: Councillor Peter Metcalfe
TERM: Annual Appointment
APPOINTMENT PRIORITY:

OUTSIDE BODY # 11
ORGANISATION NAME: Coastal West Sussex Partnership Board
ADDRESS: Caroline Wood, Director, CWS Partnership, 2 nd Floor Portland House, Worthing
CONTACT DETAILS: Telephone: 07713 092103. Email: caroline.wood@coastalwestsussex.org.uk
DETAILS OF MEETINGS: Frequency: Quarterly. Venue: Various venues across coastal west sussex. Time/Duration: 4:00pm to 6:00pm
TYPE OF BUSINESS: A public/private sector partnership of West Sussex organisations who have joined together to tackle the big economic issues facing coastal towns including Selsey, Bognor Regis, Chichester, Littlehampton, Worthing and Shoreham. The priority areas for action include business enterprise, employment and skills and economic 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 affect the coast. Focusing on the strategic issues, the Coastal West Sussex Partnership brings together leaders and senior officers from business, education institutions and the public sector to work collectively on economic issues that affect the coastal area. The Partnerships vision is for a strengthened coastal economy that delivers an exceptional experience for residents, business and visitors.
SKILLS/INTERESTS REQUESTED: Bring ideas about what growth could mean for your area. What economic challenges are being faced in your area and on a wider scale.
NUMBER OF REPRESENTATIVES: 1 Councillor plus 1 Substitute
PRESENT REPRESENTATIVES: Executive Member for Regeneration.
TERM: Annual appointment
APPOINTMENT PRIORITY:

OUTSIDE BODY # 12

ORGANISATION NAME: Court of the University of Sussex, known as the Sussex Annual Forum

ADDRESS: Governance Administrator, Room SH300, Sussex House, Falmer, Brighton, BN1 9RH

CONTACT DETAILS: Telephone: 01273 873855. Email: j.a.hale@sussex.ac.uk

DETAILS OF MEETINGS: Frequency: 1 per year. Venue: tbc University of Sussex, Falmer, Brighton. Time/Duration: tbc

TYPE OF BUSINESS: University.

SKILLS/INTERESTS REQUESTED: Non voting member.

NUMBER OF REPRESENTATIVES: 1

PRESENT REPRESENTATIVES: Executive Member for Regeneration

TERM: Annual Appointment

APPOINTMENT PRIORITY:

OUTSIDE BODY # 13

ORGANISATION NAME: Discretionary Housing Payments Board

ADDRESS: Democratic Services, Adur & Worthing Councils, Town Hall, Worthing BN11 1HA

CONTACT DETAILS: Telephone: 01903 221073. Email: democratic.services@adur-worthing.gov.uk

DETAILS OF MEETINGS: Frequency: as and when required. Venue: xxx Time/Duration: xxx

TYPE OF BUSINESS: To consider applications by members of the public in accordance with the Councils' Joint Housing Discretionary Payments Policy as agreed by the Joint Strategic Committee on 11th June 2013.

SKILLS/INTERESTS REQUESTED: Interpretation of regulations.

NUMBER OF REPRESENTATIVES: Panel of members of 3 chosen from those appointed by the Council.

PRESENT REPRESENTATIVES: Carol Albury, Brian Boggis, Paul Graysmark

TERM: Annual Appointment

APPOINTMENT PRIORITY:

OUTSIDE BODY # 14

ORGANISATION NAME: Greater Brighton Economic Board Call in Panel

ADDRESS: Nick Hibberd - contact is John Peel Democratic Services at Brighton and Hove City Council

CONTACT DETAILS: Telephone: Email: Nick.Hibberd@brighton-hove.gov.uk

DETAILS OF MEETINGS: Frequency: Venue: Meeting – Time/Duration:

TYPE OF BUSINESS: Determination of call in for the GBEB, as required by the Board's Constitution.

SKILLS/INTERESTS REQUESTED: Scrutiny

NUMBER OF REPRESENTATIVES: 1 (and sub)

PRESENT REPRESENTATIVES: Chairman & Vice Chairman of the Overview & Scrutiny Committee

TERM: Annual Appointment (automatic)

APPOINTMENT PRIORITY:

OUTSIDE BODY # 15

ORGANISATION NAME: Heritage Champion Member

ADDRESS: Historic England, South East Regional Office, Eastgate Court, 195-205 High Street, Guildford, GU1 3EH, stephanie.dance-groom@historicengland.org.uk

CONTACT DETAILS: Telephone: 01483 252055 / 07917 050 693 . Email: champions@historicengland.org.uk

DETAILS OF MEETINGS: Various training and conference events. Frequency: Venue: Time/Duration: TBC Heritage Champion Conference in November optional.

TYPE OF BUSINESS: 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 Historic England, support and advocate for the historic environment within the local authority. To help them do this, Historic England provides them with expert advice, high level networking opportunities and specifically tailored training events. For more information visit www.historicengland.org.uk

SKILLS/INTERESTS 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:
TERM: as determined by the Leader
APPOINTMENT PRIORITY:

OUTSIDE BODY # 16
ORGANISATION NAME: Local Government Association Coastal Issues Special Interest Group
ADDRESS: Fatima De Abreu, Local Government Association, Local Government House Smith Square, London SW1P 3HZ
CONTACT DETAILS: Telephone: 020 7664 3025. Email: fatima.deabreu@local.gov.uk
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: 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; To act as a focus for liaison between local authorities and other bodies representing coastal, estuarine and maritime interests; 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.
SKILLS/INTERESTS REQUESTED:
NUMBER OF REPRESENTATIVES:
PRESENT REPRESENTATIVES: Cllr Angus Dunn
TERM: Annual appointment
APPOINTMENT PRIORITY:

OUTSIDE BODY # 17
ORGANISATION NAME: Local Government Association General Assembly
ADDRESS: Local Government House, Smith Square, London, SW1P 3HZ Contact Officer: Fatima De Abreu
CONTACT DETAILS: Telephone: 020 7664 3025. Email: fatima.deabreu@local.gov.uk
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. The LGA General Assembly acts as the “parliament” for local government and it comprises up to 4 representatives from member authorities of the Association. The Assembly meets annually, alongside the Local Government Association’s Annual Conference. The General Assembly’s responsibilities include:
Determining the terms of reference, delegated powers, size and political composition of the Association’s governance structures, electing the President, Vice-President and office holders of the Local Government Association;receiving the audited accounts of the Association; - debating motions submitted by local authorities in membership of the Association; - receiving an Annual Report from the Association Chairman ;approving changes to the Association’s Constitution and Standing Orders.

SKILLS/INTERESTS REQUESTED: Sound knowledge of local governance

NUMBER OF REPRESENTATIVES: 1 Councillor

PRESENT REPRESENTATIVES: Leader

TERM: Annual appointment

APPOINTMENT PRIORITY:

OUTSIDE BODY # 18

ORGANISATION NAME: Marlipins Museum

ADDRESS: Emma O’Connor, Marlipins Museum, 36 High Street, Shoreham-by-Sea, BN43 5DA

CONTACT DETAILS: Telephone: 01273 462994. Email: marlipins@sussexpast.co.uk

DETAILS OF MEETINGS: Frequency: 4-5 meetings per year. Venue: Marlipins Museum
Time/Duration: Afternoon – 2:00pm

TYPE OF BUSINESS: To manage the activities of the Museum.

SKILLS/INTERESTS REQUESTED: Interest in heritage and conservation

NUMBER OF REPRESENTATIVES: 1 Councillor

PRESENT REPRESENTATIVES: Councillor Brian Coomber

TERM: Annual appointment

APPOINTMENT PRIORITY:

OUTSIDE BODY # 19

ORGANISATION NAME: PATROL Adjudication Joint Committee

ADDRESS: Andy Diamond, Springfield House, Water Lane, Wilmslow, SK9 5BG

CONTACT DETAILS: Andy Diamond. Telephone: 01625 445571. Email:

adiamond@patrol-uk.info

DETAILS OF MEETINGS: Frequency: AGM in June. Venue: London. Time/Duration: 11am – 2pm

TYPE OF BUSINESS: 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. 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.

SKILLS/INTERESTS REQUESTED: Awareness of Traffic Management would be beneficial but not required.

NUMBER OF REPRESENTATIVES: 1 (may also provide substitute)

PRESENT REPRESENTATIVES: Executive Member for Environment

TERM: Annual Appointment

APPOINTMENT PRIORITY:

OUTSIDE BODY # 20

ORGANISATION NAME: Quayside Youth Centre (Management Committee)

ADDRESS: Youth Worker, Upper Kingston Lane, Southwick, West Sussex, BN42 4RE

CONTACT DETAILS: Telephone: 01273 592809 quaysideyouthcentre@gmail.com

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. In the near future the information will change because the Centre will not be run by WSCC, but hopefully the Management Committee will be taking it over completely.

SKILLS/INTERESTS REQUESTED: Interest in social education of young people between the ages of 13 and 18. Representative of Southwick and / or Fishersgate preferred. The representative would be required to support the Management Committee in any decisions etc that they may make regarding the running of the Centre. Also as a member of the Council to give any appropriate information that may help the Centre.

NUMBER OF REPRESENTATIVES: 1 Councillor and 1 appropriate senior officer or

nominee
PRESENT REPRESENTATIVES: Councillor Angus Dunn
TERM: Annual appointment
APPOINTMENT PRIORITY:

OUTSIDE BODY # 21
ORGANISATION NAME: The Ropetackle Trust
ADDRESS: Martin Allan, Ropetackle Centre, Little High Street, Shoreham by Sea, West Sussex, BN43 5EG
CONTACT DETAILS: Telephone: 01273 464440. Allens15@btinternet.com
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.
SKILLS/INTERESTS REQUESTED: Liaison between the Council and the Trust, and acting as advocate of the Trust
NUMBER OF REPRESENTATIVES: 1 Councillor
PRESENT REPRESENTATIVES: None presently appointed
TERM: No fixed period
APPOINTMENT PRIORITY:

OUTSIDE BODY # 22
ORGANISATION NAME: Safeguarding Children and Young People and Adults at Risk Champion Member
ADDRESS: Tina Favier, Head of Wellbeing, Adur and Worthing Councils, Tina.favier@adur-worthing.gov.uk
CONTACT DETAILS: Frequency: Venue: Time/Duration:
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.

SKILLS/INTERESTS 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.

APPOINTMENT PRIORITY:

OUTSIDE BODY # 23

ORGANISATION NAME: Shoreham Airport Consultative Committee

ADDRESS: Christine Smith, Brighton City Airport, Shoreham by Sea, West Sussex BN43 5FF

CONTACT DETAILS: Telephone: 01273 467375. Email: reception@flybrighton.com

DETAILS OF MEETINGS: Frequency: Quarterly, Venue: Shoreham Airport. 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.

SKILLS/INTERESTS REQUESTED: This appointment is most relevant to Members with close links to the airport and / or neighbouring wards. Representatives are invited from Adur and Worthing Councils.

NUMBER OF REPRESENTATIVES: 1 Councillor plus 1 Substitute

PRESENT REPRESENTATIVES:

TERM: Annual appointment.

APPOINTMENT PRIORITY:

OUTSIDE BODY # 24

ORGANISATION NAME: Shoreham Port Local Authority Liaison Committee

ADDRESS: Nicky Goldsbrough. Shoreham Port, Nautilus House, 90-100 Albion Street, Southwick, West Sussex, BN42 4ED

CONTACT DETAILS: Telephone: 01273 598110. Email:

ngoldsbrough@shoreham-port.co.uk
DETAILS OF MEETINGS: Frequency: 2 meetings per year. Venue: Shoreham Port 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, and Shoreham Port Authority. It is a forum for consultation and information flow.
SKILLS/INTERESTS REQUESTED: Interest in and knowledge of the Port.
NUMBER OF REPRESENTATIVES: 2 Councillors
PRESENT REPRESENTATIVES: Councillor Angus Dunn.
TERM: Annual appointment
APPOINTMENT PRIORITY:

OUTSIDE BODY # 25
ORGANISATION NAME: South Downs National Park Authority
ADDRESS: Rebecca Haynes, South Downs National Park Authority, South Downs Centre, North Street, Midhurst, West Sussex, GU29 9DH
CONTACT DETAILS: Telephone: 01730 819215. Email: Rebecca.haynes@southdowns.gov.uk
DETAILS OF MEETINGS: Frequency: The Authority meets 6 times per year; plus working groups, training sessions and workshops as required. Each SDNPA Member is appointed to one Committee. Appointments to Committees and Outside bodies are made at the AGM meeting in June. Planning Committee convene 12 times per year and have 12 Site Visits per year- Policy & Programme Committee convene 6 times per year -Governance Committee convene 5 times per year -Area Tours and development opportunities at least 6 times per year. Local Plan monthly workshops on this Venue: Generally the South Downs Centre at Midhurst. Time/Duration: Authority 2:00pm Committees 10-10:30am
TYPE OF BUSINESS: The two main purposes of the SDNPA are to: conserve and enhance the natural beauty, wildlife and cultural heritage; and promote opportunities for the understanding and enjoyment of the special qualities of the South Downs National Park by the public. 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.
SKILLS/INTERESTS REQUESTED: Skills and Knowledge Framework table set by South Downs National Park Authority available on request. – South Downs National Park Authority Members are able to claim an allowance, together with travel and other expenses incurred in the course of their appointment - Commitment to involvement of typically 3 to 4 days per month.
NUMBER OF APPOINTEES : 1 Councillor appointed by Adur District Council and Worthing

Borough Council - Members of the SDNPA **do not represent their appointing bodies on the Authority**, but will, as a SDNPA Member, be responsible for ensuring that the SDNPA achieves the National Park Purposes and Duty, and does so in a way that best suits the National Park as a whole.

PRESENT REPRESENTATIVES: Councillor Daniel Humphreys (from May 2015 who replaced Cllr Paul Yallop from June 2014) Agreement for ADC to have appointee for 4 years then switch to WBC

TERM: An election serves as a trigger for the re appointment process or if the appointee resigns/ceases to be a member of the SDNPA or appointing Authority – Appointments must be confirmed if the member appointed has stood for re-election. Under the local choice functions this no longer has to be delegated to Joint Strategic Committee for determination. The provisions in the Environment Act 1995 place certain restrictions on termination of membership.

The effect of Para 2(5) of Schedule 7 to the Act is that a local authority-appointed member holds office with a National Park Authority until they cease to be a member of the appointing local authority, unless the appointing local authority terminates the appointment earlier in accordance with the provisions, in the Local Government and Housing Act 1989, requiring that appointments to committees and external bodies reflect the political balance of the appointing authority

However, even if there has been a recent change in political balance within a local authority, the effect of Para 1(c) of Schedule 1 to the 1989 Act is that the rules on maintaining political balance in appointments only apply to appointments to a national park authority of three seats or more (local authorities within the SDNPA only appoint one member to SDNPA)

APPOINTMENT PRIORITY:

PDF document of additional information available alongside this document.

OUTSIDE BODY # 26

ORGANISATION NAME: Local Democracy and Accountability Network (South East Employers)

ADDRESS: Isabelle Fletcher, 2 Crown Walk, Jewry Street, Winchester, Hampshire, SO23 8BB

CONTACT DETAILS: Telephone: 01962 840664. Email: info@seemp.co.uk

DETAILS OF MEETINGS: Frequency: 2 meetings per annum (January and July). 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.
SKILLS/INTERESTS 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: Chairman JGC. Chairman JOSC (Sub)
TERM: Annual appointment (July to June)
APPOINTMENT PRIORITY:
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.

OUTSIDE BODY # 27
ORGANISATION NAME: South East Employers
ADDRESS: Fran Bell, South East Employers, 2 Crown Walk, Jewry Street, Winchester Hampshire, SO23 8BB
CONTACT DETAILS: Telephone: 01962 840664. Email: info@seemp.co.uk
DETAILS OF MEETINGS: Frequency: 2 meetings per annum (March and July). Attendance at these meetings 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: To receive and share information relevant to local government. The July meeting is the Annual Meeting of SEE at which new members are briefed on the aims and objectives of the organisation. The Executive Committee (governing committee) is selected and the Chair and 2 Vice Chairs of the organisation are nominated for the forthcoming year. Following the formal agenda there is usually a presentation regarding a topic of current interest and attendees are encouraged to share views and take part in discussions. The March meeting endorses any decisions made by the Executive Committee since the AGM held in July. A Formal agenda is followed as above.
SKILLS/INTERESTS REQUESTED: An interest in employment and management matters and in partnership working.
NUMBER OF REPRESENTATIVES: 1 Councillor and one substitute
PRESENT REPRESENTATIVES: Chairman JGC. Vice Chair JGC (Sub)

TERM: Annual appointment (July to June)
APPOINTMENT PRIORITY:
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.
This appointment now appears in the appointment to Committees report at Annual Council.

OUTSIDE BODY # 28
ORGANISATION NAME: Southwick Community Association
ADDRESS: 24 Southwick Street, Southwick BN42 4TE
CONTACT DETAILS: Telephone: 01273 592819. Email: enquiries@southwickcommunitycentre.org.uk
DETAILS OF MEETINGS: Frequency: Bi Monthly. Venue: Southwick Community Centre Meeting – Trustees Meeting. Time/Duration: 7.30pm – approx 9.30pm
TYPE OF BUSINESS: Community Centre
SKILLS/INTERESTS REQUESTED: - To be a trustee and ensure the community centre is run properly.
NUMBER OF REPRESENTATIVES: 1
PRESENT REPRESENTATIVES: Cllr Angus Dunn
TERM: Annual Appointment
APPOINTMENT PRIORITY:

OUTSIDE BODY # 29
ORGANISATION NAME: Sussex Police and Crime Panel (PCP)
ADDRESS: C/o Ninesh Edwards, County Hall, Chichester, West Sussex, PO19 1RQ
CONTACT DETAILS: Telephone: 0330 22 22542. Email: ninesh.edwards@westsussex.gov.uk
DETAILS OF MEETINGS: Frequency: Quarterly. Venue: Council Chamber, County Hall, Lewes. Time/Duration: 10:30am start
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).
SKILLS/INTERESTS 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 (sub) vacant
TERM: The term of office to be decided by a member's own local authority. Only appointed while a councillor. ADC determination: Appointment 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.
APPOINTMENT PRIORITY:

OUTSIDE BODY # 30
ORGANISATION NAME: Tenants Complaints Panel
ADDRESS: 101 North Road, Lancing, BN15 9BB
CONTACT DETAILS: Telephone: 01273 263387. Email: barry.maxey@adur-worthing.gov.uk
DETAILS OF MEETINGS: Frequency: As required. Venue: 101 North Road, Lancing Time/Duration: As required
TYPE OF BUSINESS: Through mediation, to help resolve complaints about Adur Homes that have exhausted the Council's complaints procedure.
SKILLS/INTERESTS REQUESTED: Working with two Adur Homes' tenants as part of a panel, representatives will require an ability to mediate in disputes and an interest in social housing.
NUMBER OF REPRESENTATIVES: Suggestion of having 2 members (one per panel) in case of a conflict of interest regarding a particular referral.
PRESENT REPRESENTATIVES:
TERM: Annual Appointment
APPOINTMENT PRIORITY:

OUTSIDE BODY # 31
ORGANISATION NAME: Waves Ahead Local Strategic Partnership (The LSP for Adur and Worthing)
ADDRESS: Joanna Allatt, c/o Communities Team, Portland House, 44 Richmond Road WORTHING BN11 1LF

CONTACT DETAILS: Telephone: 01273 263180. Email: Joanna.allatt@adur-worthing.gov.uk
DETAILS OF MEETINGS: Frequency: Approx every 3 months. Venue: Various locations in Adur and Worthing. Time/duration: Daytime. Approx. 2 hours. (Normally Thursdays). Also an AGM/annual conference held in October/November.
TYPE OF BUSINESS: The LSP Executive Board is a cross district strategic group. Its purpose is strategically coordinating of the work of the LSP to implement the joint Sustainable Community Strategy – <i>Waves Ahead</i> – ensuring the partnership is adding value.
SKILLS/INTERESTS REQUESTED: Systems Leadership, collaborative partnership working, cross sector problem solving
NUMBER OF REPRESENTATIVES: 1 Councillor plus 1 Substitute
PRESENT REPRESENTATIVES: Executive Member for Health & Wellbeing. Councillor (Substitute)
TERM: Annual appointment
APPOINTMENT PRIORITY:

OUTSIDE BODY # 32
ORGANISATION NAME: West Sussex Joint Planning Board
ADDRESS: Claire Tester, Mid Sussex District Council, Oaklands, Haywards Heath West Sussex RH16 1SS. Mike Elkington - West Sussex
CONTACT DETAILS: Telephone: 01444 477322. Email: michael.elkington@westsussex.gov.uk
DETAILS OF MEETINGS: Frequency: Quarterly meetings. Venue: Venues around West Sussex. Time/Duration: (2-3 hours)
TYPE OF BUSINESS: 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: The relationship between the County Council as highway authority and the other local planning authorities. The relationship between the South Downs National Park Authority and the West Sussex County, Districts and Boroughs within the Park boundaries. Strategic infrastructure issues and priorities.
SKILLS/INTERESTS 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:

TERM: Annual appointment. The details are fine but Joint Planning Board has not met for 18 months. Whilst it has not been formally disbanded, its function has effectively been replaced by the Coastal West Sussex Partnership and the Gatwick Diamond Initiative.

APPOINTMENT PRIORITY: See note on report to Leader