



Outside Body Appointments 2012/13

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 17 May 2012.

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 2012 and the details updated accordingly. There are two organisations who have not responded to officer requests for updated information, Numbers 8 and 22. Following this, all Councillors were 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 who has requested the Council to consider appointing a member to their organisation, there are also 2 new organisations listed the Shadow Police and Crime Panel and the PATROL Adjudication and Bus Lane Adjudication Joint committee Service.

2.5 The Council's current representative on the Local Government Association Coastal Issues Special Interest Group has questioned the need for the Council to be represented at national level by a councillor, the area already being represented on the organisation by West Sussex County Council representatives and officers, also the Cabinet Member for Regeneration is on the Coastal West Sussex Partnership.

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, 27 and 31.

3.3 Outside Body No. 10 – Heritage Champion Member

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.

3.4 Outside Body No. 19 – Safeguarding Children Champion Member

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

3.5 Outside Body No. 24- 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 1010. The appointment is made by the Joint Strategic Committee. No action current action required.

3.6 Outside Body No. 25 - South East Employers

The appointment to this Outside Body must not be an employee of another local authority. Linked to this is the SE Employers Local Democracy and Accountability Network, it is the merger of the Democracy Network and the Overview and Scrutiny Network – the Council has 2 places, officers suggest that these appointments automatically be the Joint Chairman of the Governance and Audit Committee and the Joint Chairman of the Overview and Scrutiny Committee.

3.7 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.

3.8 New Organisations

No. 29 Adur Fairtrade Group

A request has been received for a council representative to enable the Group to further progress the aims of Fairtrade.

No.30 Shadow Police and Crime Panel

No current action required as this appointment was made by Council for the term of the Shadow Panel. Members of the Panel are reviewing the governance arrangements prior to the elections in November, further details will be presented as the Shadow Panel determine - the current timetable will require Council to make an appointment to the substantive Panel by October 2012. Reports will be submitted in due course

No. 31 PATROL adjudication and bus Lane Adjudication Joint committee

A request has been received for details of the Councillor representative for the Council on the PATROL (Parking and traffic regulations Outside of London) Joint Committee. The representative to this appointment should be the Cabinet Member for the Environment who has responsibility for car parking within their portfolio.

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 for recommendation to the Annual Meeting of the Council on 17 May 2012.

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 Bodes by completing Annex B for approval at the Annual Meeting on 17 May 2012

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

Schedule of other matters

1.0 Council Priority

1.1 This report relates to two of the Corporate Visions

Continuing to work together in partnership to deliver cost effective services whilst retaining separate identities

Working more closely with and commissioning our communities, the voluntary sector, public organisations, business and commercial sectors to develop and deliver services

2.0 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.

Adur District Council - Outside Bodies – current membership

Annex A

	Outside Body	Current appointments
1.	4 Sight	Councillor Ann Bridges Councillor Brian Coomber
2.	Adur and Worthing Health and Wellbeing Partnership	Councillor Carson Albury Councillor David Simmons
3.	Adur and Worthing Homelessness Forum	Councillor Jim Funnell
4.	Adur and Worthing Safer Communities Partnership	Councillor David Simmons
5.	Adur Community Leisure: Board of Trustees	Councillor Rod Hotton Councillor Fred Lewis
6.	Adur and Worthing Business Partnership	Councillor Jim Funnell
7.	Waves Ahead Local Strategic Partnership	Councillor David Simmons Councillor Janet Mockridge (Sub)
8.	Adur Voluntary Action	Councillor Brenda Collard
9.	Coastal West Sussex Partnership	Councillor Jim Funnell Councillor Emma Evans (Sub)
10.	Heritage Champion Member	Councillor Liza McKinney
11.	Lancing Youth Centre: Management Committee	Councillor Ann Bridges Councillor Carol Albury
12.	Local Government Association Coastal Issues Special Interest Group	Councillor Liza McKinney
13.	Local Government Association General Assembly	Councillor Liza McKinney
14.	Local Government Association The Rural Commission	Councillor Emma Evans
15.	Local Government Association The Urban Commission	Councillor Pat Beresford
16.	Marlipins Museum	Councillor Brian Coomber
17.	Quayside Youth Centre: Management Committee	Councillor Angus Dunn

Outside Bodies Book – 2011/2012

	Outside Body	Current appointments
18.	Ropetackle Centre: Board of Trustees	Councillor Julie Searle
19.	Safeguarding Children Champion Member	Councillor David Simmons
20.	Shoreham and District Mental Health Association	Councillor Darren Burns
21.	Shoreham Airport Consultative Committee	Councillor Keith Dollemore Councillor Mike Mendoza (Sub)
22.	Shoreham Airport Regeneration Committee	Councillor Jim Funnell Councillor Emma Evans (Sub)
23.	Shoreham Port Local Authority Liaison Committee	Councillor Janet Mockridge Councillor Julie Searle
24.	South Downs National Park Authority	Councillor Jim Funnell
25.	South East Employers	Councillor Rod Hotton Councillor Mike Mendoza (Sub)
26.	West Sussex Health Overview and Scrutiny Committee now called ' Health and Adult Social Care Committee'	Councillor Rod Hotton
27.	Supported Housing Liaison	Councillor Emma Evans
28.	West Sussex Joint Planning Board	Councillor Pat Beresford

NAME OF THE ORGANISATION: 4SIGHT - **UPDATED**
(Meetings with local co-ordinator, Shoreham)

ADDRESS FOR CORRESPONDENCE: Pat Marshall – Retiring in July 2012
4SIGHT
East Wing - Adur Civic Centre
Ham Road
Shoreham by Sea
West Sussex
BN43 6PA

Telephone: 01273 454343

DETAILS OF MEETINGS: Frequency: Quarterly

Venue: As above

Time/Duration: 10:30 am (2 hours)

TYPE OF BUSINESS: Charity – Promoting the interest of the
visually impaired

SPECIAL SKILLS/INTEREST REQUESTED: None specified

NUMBER OF REPRESENTATIVES: 2 Councillors
Observer status - meetings on a regular
basis with local co-ordinator Mr Pat Marshall.

PRESENT REPRESENTATIVES: Councillor Ann Bridges
Councillor Brian Coomber

TERM: Annual appointment

NAME OF THE ORGANISATION: Adur and Worthing Health and Wellbeing Partnership All Ages
UPDATED

ADDRESS FOR CORRESPONDENCE: Claire Hunt
c/o Communities Team, Room 209
Civic Centre
Shoreham by Sea
Ham Road
West Sussex BN43 6PR

Telephone: 01273 263180
Email: Claire.hunt@adur-worthing.gov.uk

DETAILS OF MEETINGS: Frequency: 4 per year

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 *Waves Ahead* (the joint Sustainable Community Strategy).

(Chairmanship responsibilities rotate annually between Adur and Worthing Councils, NHS West Sussex, and West Sussex County Council).

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. Should be the Cabinet Member for Health and Wellbeing

NUMBER OF REPRESENTATIVES: 1 Councillor.

PRESENT REPRESENTATIVES: Councillor David Simmons (Cabinet member for Health and Wellbeing)
Councillor Rod Hotton (HOSC)

TERM: Annual appointment

NAME OF THE ORGANISATION:	Adur and Worthing Homelessness Forum UPDATED
ADDRESS FOR CORRESPONDENCE:	Gary Thurston Housing Liaison Manager Adur and Worthing Councils Telephone: 01273 263285 Email: gary.thurston@adur.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: Adur DC, 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">• 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
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:	Councillor Jim Funnell
TERM:	Annual appointment

NAME OF THE ORGANISATION: Adur and Worthing Safer Communities Partnership - **UPDATED**

ADDRESS FOR CORRESPONDENCE: Jacqui Cooke
Community Safety Manager
Adur and Worthing Councils
jacqui.cooke@worthing.gov.uk
Telephone: 0845 6070999 - Ext. 81747

DETAILS OF MEETINGS: Frequency: 4 or 5 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 and Wellbeing).

NUMBER OF REPRESENTATIVES: 1 Councillor

PRESENT REPRESENTATIVES: Councillor David Simmons

TERM: Annual appointment

NAME OF THE ORGANISATION: Adur Community Leisure – Board of Trustees
UPDATED

ADDRESS FOR CORRESPONDENCE: Jonathan Tatchell
Company Secretary
Impulse Leisure
Blackshots Lane
Grays
Essex
RM16 2JU

Email: jtatchell@impulseleisure.co.uk
Telephone: 01375 383263

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 UPDATED
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: Day varies, Board meeting 2pm – 3:30pm, Partnership meeting 4pm – 6pm
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
PRESENT REPRESENTATIVES:	Councillor Jim Funnell Peter Latham
TERM:	Annual appointment

NAME OF THE ORGANISATION: Waves Ahead Local strategic Partnership
(The LSP for Adur and Worthing)

ADDRESS FOR CORRESPONDENCE: **UPDATED**
Tina Favier
Community Wellbeing Manager
Adur and Worthing Councils

Telephone: 01273 263293
Email: tina.favier@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 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 – *Waves Ahead* – ensuring effective performance management.

SPECIAL SKILLS/INTEREST REQUESTED: Should be the Cabinet Member for Health and Wellbeing

NUMBER OF REPRESENTATIVES: 1 Councillor plus 1 Substitute

PRESENT REPRESENTATIVE: Councillor David Simmons
Councillor Janet Mockridge (Substitute)

TERM: Annual appointment

NAME OF THE ORGANISATION: Adur Voluntary Action

ADDRESS FOR CORRESPONDENCE: Adrian Barritt
Adur Voluntary Action (formerly Adur CVS)
Chesham House
South Street
Lancing
West Sussex
BN15 8AJ

Telephone: 01903 854983
Email: adrian@adurvoluntaryaction.org

DETAILS OF MEETINGS: Frequency: 4 per annum

Venue: Meetings in Lancing.

Time/Duration: 5.45pm. Approx. 1hr.
(7:00pm / up to 2hrs for the AGM)

TYPE OF BUSINESS: 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 including Health Training, Homefront, letting of meeting rooms, training activities, internet services. Provision of office services for voluntary groups, promotion of voluntary services.

SPECIAL SKILLS/INTEREST REQUESTED: Interest in voluntary organisation work and any professional qualification or experience that would assist the executive to carry out their duties.

NUMBER OF REPRESENTATIVES: 1 Councillor and 1 Officer

PRESENT REPRESENTATIVES: Councillor Brenda Collard
Appropriate Strategic Director or nominee

TERM: Annual appointment

NAME OF THE ORGANISATION: Coastal West Sussex Partnership Board
UPDATED

ADDRESS FOR CORRESPONDENCE: Caroline Wood
Adur Civic Centre
Ham Road
Shoreham-by-Sea
West Sussex
BN43 6PR

Telephone: 01273 263455
Email: caroline.wood@coastalwestsussex.org.uk

DETAILS OF MEETINGS: Frequency: Quarterly

Venue: Various venues on the West Sussex south coast.

Time/Duration: 2:00pm to 4:00pm

TYPE OF BUSINESS: 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.

SPECIAL SKILLS/INTEREST REQUESTED:

NUMBER OF REPRESENTATIVES: 1 Councillor plus 1 Substitute

PRESENT REPRESENTATIVES: Councillor Jim Funnell
Councillor Emma Evans (Substitute)

TERM: Annual appointment

NAME OF THE ORGANISATION: Heritage Champion Member
UPDATED

ADDRESS FOR CORRESPONDENCE: English Heritage
South East Regional Office
Eastgate Court
195-205 High Street
Guildford
GU1 3EH

Telephone: 01483 252000
Email: champions@english-heritage.org.uk
lyndsay.hughes@english-heritage.org.uk

DETAILS OF MEETINGS: Various training and conference events.

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 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.

For more information visit www.helm.org.uk

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: Lancing Youth Centre
Management Committee
(Neighbourhood Youth Committee)

ADDRESS FOR CORRESPONDENCE: **UPDATED**
Aimee Humphrey
Lancing Youth Centre
Penhill Road
Lancing
West Sussex
BN15 8HA

Email:
lancing.youthcentre@westsussex.gov.uk
Telephone: 01903 754901

DETAILS OF MEETINGS: Frequency: 4 meetings per annum

Venue: Lancing Youth Centre

Time/Duration: 7.30pm –9.00pm (Normally Tuesdays)

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.

NUMBER OF REPRESENTATIVES: 2 Councillors

PRESENT REPRESENTATIVES: Councillor Ann Bridges
Councillor Carol Albury

TERM: Annual appointment

NAME OF THE ORGANISATION: Local Government Association
Coastal Issues Special Interest Group
UPDATED

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: memberservices@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.

SPECIAL SKILLS/INTEREST REQUESTED:
NUMBER OF REPRESENTATIVES: 1 Councillor

PRESENT REPRESENTATIVES: Councillor Liza McKinney

TERM: Annual appointment

NAME OF THE ORGANISATION: Local Government Association
General Assembly
UPDATED 18.04.2012

ADDRESS FOR CORRESPONDENCE: Local Government House
Smith Square
London
SW1P 3HZ
Contact Officer: Noleen Rosen

DETAILS OF MEETINGS: Telephone: 020 7664 3215
Email: Noleen.rosen@local.gov.uk
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: Councillor Liza McKinney

TERM: Annual appointment

NAME OF THE ORGANISATION: Local Government Association
The Rural Commission
UPDATED

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: memberservices@local.gov.uk

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 and 1 Councillor or Officer

PRESENT REPRESENTATIVES: Councillor Emma Evans

TERM: Annual appointment

NAME OF THE ORGANISATION: Local Government Association
The Urban Commission
UPDATED

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: memberservices@local.gov.uk

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:

NUMBER OF REPRESENTATIVES: 1 Councillor and 1 Councillor or Officer

PRESENT REPRESENTATIVES: Councillor Pat Beresford

TERM: Annual appointment

NAME OF THE ORGANISATION: Marlipins Museum
UPDATED – 18.04.2012

ADDRESS FOR CORRESPONDENCE: Emma O Connor
Marlipins Museum
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: Marlipins Museum

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
UPDATED 19.04.2012

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

DETAILS OF MEETINGS: Telephone: 01273 592809
Email: paul.peacock@westsussex.gov.uk
Val.Humphries@westsussex.gov.uk
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
UPDATED

ADDRESS FOR CORRESPONDENCE: Neville Pressley - Finance Director
Ropetackle Centre
Little High Street
Shoreham by Sea
West Sussex
BN43 5EG

Email: nevillepressley@yahoo.co.uk
Telephone: 01273 464440

DETAILS OF MEETINGS: Frequency: 8 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 Julie Searle

TERM: Annual appointment

NAME OF THE ORGANISATION: Safeguarding Children Champion Member
UPDATED 18.04.2012

ADDRESS FOR CORRESPONDENCE: Tina Favier
Community Wellbeing Manager
Adur and Worthing Councils

DETAILS OF MEETINGS: Adur and Worthing Young People's forum
(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.

SPECIAL SKILLS/INTEREST REQUESTED: The key objective for the Safeguarding Children Champion Member is to ensure that consideration is given to children and young people in the decision making of the Council, that Adur has support for the application of the Safeguarding Policy, and ensuring Council involvement in the Children's Trust (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
UPDATED

ADDRESS FOR CORRESPONDENCE: Jackie Davey
Director of Services
The Corner House (Resource Centre)
45 Southwick Street
Southwick
West Sussex
BN42 4TH

Email: jackie.davey@corner-house.org.uk
Telephone: 01273 871575

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.

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: Shoreham Airport Consultative Committee
UPDATED 18.04.2012

ADDRESS FOR CORRESPONDENCE: Christine Smith
Shoreham Airport
Shoreham by Sea
West Sussex
BN43 5FF

Telephone: 01273 467375
Email: reception@shorehamairport.co.uk

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.

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: Shoreham Airport Regeneration Committee

ADDRESS FOR CORRESPONDENCE: Christine Smith
Shoreham Airport
Shoreham by Sea
West Sussex
BN43 5FF

Telephone: 01273 467375
reception@shorehamairport.co.uk

DETAILS OF MEETINGS: Frequency: Quarterly

Venue: Shoreham Airport

Time/Duration: Normally afternoons for 1 hour.

TYPE OF BUSINESS: The Airport Regeneration Committee meets to discuss the planning and redevelopment of 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: Shoreham Port Local Authority Liaison Committee - **UPDATED**

ADDRESS FOR CORRESPONDENCE: Mary Hill
Shoreham Port
Nautilus House
90-100 Albion Street
Southwick
West Sussex
BN42 4ED

Telephone: 01273 598111
Email: mhill@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, 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 Downs National Park Authority Updated
ADDRESS FOR CORRESPONDENCE:	Fiona MacLeod South Downs National Park Authority Rosemary's Parlour North Street Midhurst West Sussex GU29 9SB Telephone: 01730 811141 Mobile: 07545 602670 Email: fiona.macleod@southdowns.gov.uk
DETAILS OF MEETINGS:	Frequency: Up to 7 meeting of the full Authority per year plus task groups and committees as required. Venue: Various within Park boundaries. Time/Duration: Normally 2:00pm, can vary
TYPE OF BUSINESS:	The two main purposes of the SDNPA are to: <ul style="list-style-type: none">• 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.
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: South East Employers
UPDATED

ADDRESS FOR CORRESPONDENCE: Fran Bell
Business Support Manager
Newfrith House
21 Hyde Street
Winchester
Hampshire
SO23 7DR

DETAILS OF MEETINGS: Telephone: 01962 840664
E-mail: fran@seemp.co.uk
Frequency: 3 meetings per annum (AGM in July plus November and March) and 2 seminars.

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: SEE aims to represent Council's collective interests at national and regional level. Providing expert and local knowledge and advice on employee relations, organisational development, workforce planning, equality and diversity, recruitment and assessment, pay, grading and allowances, mediation and conflict resolution, performance management and appraisals systems. Providing seminars, development opportunities and events for Councillors and officers.

SPECIAL SKILLS/INTEREST REQUESTED: An interest in employment and management matters and in governance, scrutiny and partnership working.

NUMBER OF REPRESENTATIVES: 1 Councillor and 1 Substitute.

PRESENT REPRESENTATIVES: Councillor Rod Hotton
Councillor Mike Mendoza (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:	UPDATED Rob Castle West Sussex County Council County Hall West Street Chichester PO19 1RQ Email: Rob.Castle@westsussex.gov.uk Telephone: 01243 752707 Frequency: 8 meetings per annum
DETAILS OF MEETINGS:	Venue: County Hall, Chichester Time/Duration: Day of week varies
TYPE OF BUSINESS:	The Committee has a statutory power to review and scrutinise any matter relating to the planning, provision and operation of health services, health and wellbeing and matters of general concern affecting the determinants of health for the community of the West Sussex area. Key objectives are to improve the health of people who live in West Sussex, to address health inequality, to address access to health facilities, to promote continuous improvement of health and health services that impact upon health and to act as a 'critical friend' to local NHS bodies. The Committee is also responsible for scrutinising adults' social services, community health and health liaison.
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 Rod Hotton
TERM:	Indefinite appointment. To be reviewed annually at Annual Council.

NAME OF THE ORGANISATION: Supported Housing Liaison - **UPDATED**

ADDRESS FOR CORRESPONDENCE: Ivan Western
Commissioning Manager, Supported
Housing
Room 215, County Hall
Chichester, PO19 1RG

Telephone: 01243 382630
Email: ivan.western@westsussex.gov.uk

DETAILS OF MEETINGS: Frequency: quarterly

Venue: County Hall or County Hall North
(Horsham)

Time/Duration: various times – 2 hours
typically

TYPE OF BUSINESS: An informal meeting Chaired by the WSCC's
Cabinet Member for Adult Services which is
designed to improve communication and
understanding of supported housing issues
across the County. The meeting is informal
and is not a decision making body.

SPECIAL SKILLS/INTEREST REQUESTED: Must be the Cabinet Member for
Regeneration or their Policy Advisor

NUMBER OF REPRESENTATIVES: 1 Councillor – May be accompanied by an
officer as and when considered appropriate.

PRESENT REPRESENTATIVES: Emma Evans

TERM: Annual appointment

NAME OF THE ORGANISATION: West Sussex Joint Planning Board
UPDATED 19.04.2012


ADDRESS FOR CORRESPONDENCE: Louise Gibbons
Mid Sussex District Council
Oaklands
Haywards Heath
West Sussex
RH16 1SS

Telephone: 01444 477391
Email: louise.gibbons@midsussex.gov.uk

DETAILS OF MEETINGS: Frequency: Quarterly meetings

Venue: Venues around West Sussex

Time/Duration: (2-3 hours)

TYPE OF BUSINESS: 
P:\CE\Dem Services -
WBC\Annual Council\

SPECIAL SKILLS/INTEREST REQUESTED: An awareness of and ability to engage in
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 **UPDATED**

ADDRESS FOR CORRESPONDENCE: The Organiser
55 Downside
Shoreham-by-Sea
BN43 6HF

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.
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TERM: Ongoing. In order for a town or district to become a fair-trade designated area the fair-trade foundation require that there is a nominated representative from the local council.

Annex B

	Outside Body	Nomination
1.	4 Sight	
2.	Adur and Worthing Health and Wellbeing Partnership All Ages	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	
6.	Adur and Worthing Business Partnership	Cabinet Member for Regeneration
7.	Waves Ahead Local Strategic Partnership	Cabinet Member for Health and Wellbeing
		(Sub)
8.	Adur Voluntary Action	
9.	Coastal West Sussex Partnership Board	
		(Sub)
10.	Heritage Champion Member	
11.	Lancing Youth Centre: Management Committee (Neighbourhood Youth Committee)	
12.	Local Government Association Coastal Issues Special Interest Group	
13.	Local Government Association General Assembly	
14.	Local Government Association The Rural Commission	
15.	Local Government Association The Urban Commission	
16.	Marlipins Museum	
17.	Quayside Youth Centre: Management Committee	

Annex B

	Outside Body	Nomination
18.	Ropetackle Centre: Board of Trustees	
19.	Safeguarding Children Champion Member	
20.	Shoreham and District Mental Health Association	
21.	Shoreham Airport Consultative Committee	
		(Sub)
22.	Shoreham Airport Regeneration Committee	
		(Sub)
23.	Shoreham Port Local Authority Liaison Committee	
24.	South Downs National Park Authority (decision on position delegated to Joint Strategic Committee)	No action required
25.	South East Employers	
		(Sub)
	Local Democracy Network	
26.	West Sussex Health and Adult Social Care Select Committee	
27.	Supported Housing Liaison	Cabinet Member for Regeneration
28.	West Sussex Joint Planning Board	
29.	Adur Fairtrade Group	
30.	Shadow Police and Crime Panel	No action required, Councillor Simmons appointed for the term of the Shadow Panel
31.	PATROL adjudication and bus Lane Adjudication Joint committee	Cabinet Member for Environment