
Part 9

Outside Bodies

Adur District Council - Outside Bodies

	OUTSIDE BODY	CURRENT APPOINTMENTS
1.	4 Sight	Cllr Ann Bridges
		Cllr Brian Coomber
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 Ann Bridges
9.	Coastal West Sussex Partnership Board	Cllr Pat Beresford
		(Sub) Cllr Carol Albury
10.	Heritage Champion Member	Cllr Liza McKinney
11.	Local Government Association Coastal Issues Special Interest Group	Cllr Angus Dunn
12.	Local Government Association General Assembly	Cllr Neil Parkin
13.	Marlipins Museum	Cllr Brian Coomber
14.	Quayside Youth Centre: Management Committee	Cllr Angus Dunn
15.	Ropetackle Centre: Board of Trustees	Cllr Pat Beresford
16.	Safeguarding Children Champion Member	Cllr David Simmons

	OUTSIDE BODY	CURRENT APPOINTMENTS
17.	Shoreham and District Mental Health Association	Cllr David Donaldson
18.	Shoreham Airport Consultative Committee	Cllr Keith Dollemore
		(Sub) Cllr Mike Mendoza
19.	Shoreham Airport Regeneration Committee	Cllr Pat Beresford
		(Sub) Cllr Carol Albury
20.	Shoreham Port Local Authority Liaison Committee	Cllr Janet Mockridge
		Cllr Julie Searle
21.	South Downs National Park Authority (decision on position delegated to Joint Strategic Committee)	Cllr Jim Funnell
22.	Local Democracy Network (South East Employers)	Cllr Rod Hotton (Chairman JGAC)
		(Sub) Cllr Liza McKinney (Chairman JOSOC)
23.	South East Employers	Cllr Rod Hotton Vacancy (sub)
24.	West Sussex Health and Adult Social Care Select Committee	Cllr Mary Hamblin
25.	West Sussex Joint Planning Board	Cllr Brian Boggis
26.	Adur Fairtrade Group	Cllr Debbie Kennard
27.	Sussex Police and Crime Panel	Councillor David Simmons Councillor Pat Beresford (sub)
28.	PATROL Adjudication Joint Committee	Cabinet Member for Environment Cllr Keith Dollemore
29.	Armed Forces Champion	Cllr Peter Metcalfe
30.	Discretionary Housing Payments Board	Cllr Donaldson, Cllr Carson Albury, Cllr Boggis, Cllr McKinney, Cllr Paul Graysmark, Cllr Lewis
31.	Tenants Complaints Panel	Cllr David Donaldson
32.	Court of the University of Sussex	Cabinet Member for Regeneration

OUTSIDE BODY # 1	
NAME OF THE ORGANISATION:	4SIGHT (Meetings with local co-ordinator, Shoreham)
ADDRESS:	Kirstie Thomas 4SIGHT East Wing - Adur Civic Centre Ham Road Shoreham by Sea West Sussex BN43 6PA
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 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:	Cllr Ann Bridges Cllr Brian Coomber
TERM:	Annual appointment

OUTSIDE BODY # 2	
NAME OF THE ORGANISATION:	Adur and Worthing Health and Wellbeing Partnership
ADDRESS:	Tina Favier Communities Team Manager Adur and Worthing Councils
CONTACT DETAILS:	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: 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 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.
NUMBER OF REPRESENTATIVES:	1 Councillor.
PRESENT REPRESENTATIVES:	Cabinet Member for Health & Wellbeing
TERM:	Annual appointment

OUTSIDE BODY # 3	
NAME OF THE ORGANISATION:	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
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:	<p>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.</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:	Cabinet Member for Regeneration
TERM:	Annual appointment

OUTSIDE BODY # 4	
NAME OF THE ORGANISATION:	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.
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
TERM:	Annual appointment

OUTSIDE BODY # 5	
NAME OF THE ORGANISATION:	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.
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

OUTSIDE BODY # 6	
NAME OF THE ORGANISATION:	Adur and Worthing Business Partnership
ADDRESS:	Clare Mangan The Company Secretary Adur and Worthing Business Partnership Portland House, Worthing
CONTACT DETAILS:	Telephone: 01273 263066 Email: clare.mangan@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.
SPECIAL SKILLS/INTEREST REQUESTED:	Requirement to be the Cabinet Member for Regeneration
NUMBER OF REPRESENTATIVES:	1 Councillor and 2 officers
PRESENT REPRESENTATIVES:	Cabinet Member for Regeneration Officers : John Mitchell Clare Mangan
TERM:	Annual appointment

OUTSIDE BODY # 7	
NAME OF THE ORGANISATION:	Waves Ahead Local strategic Partnership (The LSP for Adur and Worthing)
ADDRESS:	Tina Favier Communities Team Manager Adur and Worthing Councils
CONTACT DETAILS:	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 – <i>Waves Ahead</i> – ensuring effective performance management.
SPECIAL SKILLS/INTEREST REQUESTED:	
NUMBER OF REPRESENTATIVES:	1 Councillor plus 1 Substitute
PRESENT REPRESENTATIVES:	Cabinet Member for Health & Wellbeing Councillor Janet Mockridge (Substitute)
TERM:	Annual appointment

OUTSIDE BODY # 8	
NAME OF THE ORGANISATION:	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@adurvoluntaryaction.org Adrian@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.
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:	Cllr Ann Bridges
TERM:	Annual appointment

OUTSIDE BODY # 9	
NAME OF THE ORGANISATION:	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: 2:00pm to 4:00pm
TYPE OF BUSINESS:	<p>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.</p> <p>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 affect the coast.</p> <p>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.</p> <p>The Partnerships vision is for a strengthened coastal economy that delivers an exceptional experience for residents, business and visitors.</p>
SPECIAL SKILLS/INTEREST REQUESTED:	
NUMBER OF REPRESENTATIVES:	1 Councillor plus 1 Substitute
PRESENT REPRESENTATIVES:	Cllr Pat Beresford Cllr Carol Albury (Substitute)
TERM:	Annual appointment

OUTSIDE BODY # 10	
NAME OF THE ORGANISATION:	Heritage Champion Member
ADDRESS:	English Heritage South East Regional Office Eastgate Court 195-205 High Street Guildford GU1 3EH Lyndsay.hughes@english-heritage.org.uk stephanie.dance-groom@english-heritage.org.uk
CONTACT DETAILS:	Telephone: 01483 252055 / 07917 050 693 Email: champions@english-heritage.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 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.

OUTSIDE BODY # 11	
NAME OF THE ORGANISATION:	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 3215 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: <ul style="list-style-type: none"> • 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:	
PRESENT REPRESENTATIVES:	Cllr Angus Dunn
TERM:	Annual appointment

OUTSIDE BODY # 12	
NAME OF THE ORGANISATION:	Local Government Association General Assembly
ADDRESS:	Local Government House Smith Square London SW1P 3HZ Contact Officer: Fatima De Abreu
CONTACT DETAILS:	Telephone: 020 7664 3215 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.
SPECIAL SKILLS/INTEREST REQUESTED:	Sound knowledge of local governance
NUMBER OF REPRESENTATIVES:	1 Councillor
PRESENT REPRESENTATIVES:	Cllr Neil Parkin
TERM:	Annual appointment

OUTSIDE BODY # 13	
NAME OF THE ORGANISATION:	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.
SPECIAL SKILLS/INTEREST REQUESTED:	Interest in heritage and conservation
NUMBER OF REPRESENTATIVES:	1 Councillor
PRESENT REPRESENTATIVES:	Councillor Brian Coomber
TERM:	Annual appointment

OUTSIDE BODY # 14	
NAME OF THE ORGANISATION:	Quayside Youth Centre (Management Committee)
ADDRESS:	Youth Worker Upper Kingston Lane Southwick West Sussex BN42 4RE
CONTACT DETAILS:	Telephone: 01273 592809 Val.humphries@westsussex.gov.uk
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.
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

OUTSIDE BODY # 15	
NAME OF THE ORGANISATION:	Ropetackle Centre: Board of Trustees
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:	Cllr Pat Beresford
TERM:	Annual appointment


OUTSIDE BODY # 16	
NAME OF THE ORGANISATION:	Safeguarding Children and Young People and Adults at Risk Champion Member
ADDRESS:	Tina Favier Communities Team Manager 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.
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.

OUTSIDE BODY # 17	
NAME OF THE ORGANISATION:	Shoreham and District Mental Health Association
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:	Cllr David Donaldson
TERM:	See note below:
<p><i>Information from the Association:</i></p> <p><i>Now a private charitable company, conducting our business in accordance with Charity and Company Law. As such, our business meetings are restricted to the trustee/directors. Other attendees are by invitation of the directors only, and are only present for their specific item only.</i></p> <p><i>Our board therefore needs to discuss how we can best continue our much appreciated relationship with the council, and get back to you after we have discussed this at our next directors meeting in May.</i></p>	

OUTSIDE BODY # 18	
NAME OF THE ORGANISATION:	Shoreham Airport Consultative Committee
ADDRESS:	Jane Chaproniere Brighton City Airport Shoreham by Sea West Sussex BN43 5FF
CONTACT DETAILS:	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

OUTSIDE BODY # 19	
NAME OF THE ORGANISATION:	Brighton (Shoreham) Airport Regeneration Committee
ADDRESS:	Ric Belfield Shoreham Airport Shoreham by Sea West Sussex BN43 5FF
CONTACT DETAILS:	Telephone: 01273 467375 Email: ric.belfield@shorehamairport.co.uk
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. This committee is currently “resting” and will be reconstituted later this year.
NUMBER OF REPRESENTATIVES:	1 Councillor plus 1 Substitute
PRESENT REPRESENTATIVES:	Cllr Pat Beresford Cllr Carol Albury (Substitute)
TERM:	Annual appointment

OUTSIDE BODY # 20	
NAME OF THE ORGANISATION:	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.
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

OUTSIDE BODY # 21	
NAME OF THE ORGANISATION:	South Downs National Park Authority
ADDRESS:	Rebecca Haynes South Downs National Park Authority Hatton House Bepton Road Midhurst West Sussex GU29 9LU
CONTACT DETAILS:	Telephone: 01730 811773 Email: rebecca.haynes@southdowns.gov.uk
DETAILS OF MEETINGS:	Frequency: 7 meeting of the full Authority per year plus Committees, Working Groups and workshops as required. Venue: Various within Park boundaries. Time/Duration: Normally 2:00pm
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. <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> <div style="text-align: right;">  1. Guidance for Appointment of Memk </div>
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) Agreement for ADC to have rep for 4 years then switch to WBC
TERM:	4 year term - To be reviewed annually and delegated to Joint Strategic Committee for reappointment (if necessary).

Report expected at the Joint Strategic Committee in June 2014, the appointment is held in rotation between ADC and Worthing Borough Council.

OUTSIDE BODY # 22	
NAME OF THE ORGANISATION:	Local Democracy and Accountability Network (South East Employers)
ADDRESS:	Bev Jackson 2 Crown Walk Jewry Street Winchester Hampshire SO23 8BB
CONTACT DETAILS:	Telephone: 01962 840664 Email: Bev@seemp.co.uk
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 Cllr Liza McKinney (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.	

NB Next meeting of this Network is on 4 July 2014 in London


OUTSIDE BODY # 23	
NAME OF THE ORGANISATION:	South East Employers
ADDRESS:	Fran Bell South East Employers 2 Crown Walk Jewry Street Winchester Hampshire SO23 8BB
CONTACT DETAILS:	Telephone: 01962 840664 Email: fran@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. 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:	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.
SPECIAL SKILLS/INTEREST REQUESTED:	An interest in employment and management matters and in partnership working.
NUMBER OF REPRESENTATIVES:	1 Councillor and one substitute
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.	

OUTSIDE BODY # 24	
NAME OF THE ORGANISATION:	West Sussex Health and Adult Social Care Select Committee
ADDRESS:	Rob Castle Democratic Services West Sussex County Council County Hall West Street Chichester PO19 1RQ
CONTACT DETAILS:	Telephone: 033022 22546 E-mail: rob.castle@westsussex.gov.uk
DETAILS OF MEETINGS:	Frequency: 5 meetings per annum plus 5 'Project Days' which may or may not be used (for extra committee business/training) depending on need Venue: County Hall, Chichester and on occasion, County Hall North, Horsham Time/Duration: 10.30am Any weekday
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.

OUTSIDE BODY # 25	
NAME OF THE ORGANISATION:	West Sussex Joint Planning Board
ADDRESS:	Claire Tester Mid Sussex District Council Oaklands Haywards Heath West Sussex RH16 1SS
CONTACT DETAILS:	Telephone: 01444 477322 Email: Claire.testler@midsussex.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.
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:	Cllr Brian Boggis
TERM:	Annual appointment Suggest this should be the Chairman of the Planning Committee

OUTSIDE BODY # 26	
NAME OF THE ORGANISATION:	Adur Fairtrade Group
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:	Cllr Debbie Kennard.
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.

OUTSIDE BODY # 27	
NAME OF THE ORGANISATION:	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).
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 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.

OUTSIDE BODY # 28	
NAME OF THE ORGANISATION:	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:	<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</p> <div style="text-align: center;">  PATROL briefing note.doc </div> <p>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

OUTSIDE BODY # 29	
NAME OF THE ORGANISATION:	Armed Forces Champion
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
SPECIAL SKILLS/INTEREST 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

OUTSIDE BODY # 30	
NAME OF THE ORGANISATION:	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 11 th June 2013.
SPECIAL SKILLS/INTEREST REQUESTED:	Interpretation of regulations.
NUMBER OF REPRESENTATIVES:	Panel of members of 3 chosen from those appointed by the Council.
PRESENT REPRESENTATIVES:	David Donaldson, Carson Albury, Fred Lewis, Brian Boggis, Liza McKinney, Paul Graysmark
TERM:	Annual Appointment

OUTSIDE BODY # 31	
NAME OF THE ORGANISATION:	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.
SPECIAL SKILLS/INTEREST REQUESTED:	Housing Advisor to Cabinet Member.
NUMBER OF REPRESENTATIVES:	Suggestion of having 2 members in case of a conflict of interest regarding a particular referral.
PRESENT REPRESENTATIVES:	Cllr David Donaldson
TERM:	Annual Appointment

OUTSIDE BODY # 32	
NAME OF THE ORGANISATION:	Court of the University of Sussex
ADDRESS:	Alice Robertson Room 325 Sussex House Falmer Brighton BN1 9RH
CONTACT DETAILS:	Telephone: 01273 873855 Email: a.robertson@sussex.ac.uk
DETAILS OF MEETINGS:	Frequency: 1 per year Venue: Lunch - Bramber House, University of Sussex, Falmer, Brighton Meeting – Jubilee Building Lecture Theatre Time/Duration: 2 hours (preceded by lunch)
TYPE OF BUSINESS:	University.
SPECIAL SKILLS/INTEREST REQUESTED:	Non voting member.
NUMBER OF REPRESENTATIVES:	1
PRESENT REPRESENTATIVES:	Cabinet Member for Regeneration
TERM:	Annual Appointment

Annex B

	OUTSIDE BODY	Recommendations
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 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:
8.	Adur Voluntary Action	
9.	Coastal West Sussex Partnership Board	
10.	Heritage Champion Member	
11.	Local Government Association Coastal Issues Special Interest Group	
12.	Local Government Association General Assembly	Leader (or member nominated by Leader)
13.	Marlipins Museum	
14.	Quayside Youth Centre: Management Committee	
15.	Ropetackle Centre: Board of Trustees	
16.	Safeguarding Children Champion Member	

	OUTSIDE BODY	Recommendations
17.	Shoreham and District Mental Health Association	Await further information
18.	Shoreham Airport Consultative Committee	
19.	Shoreham Airport Regeneration Committee	
20.	Shoreham Port Local Authority Liaison Committee	
21.	South Downs National Park Authority (decision on position delegated to Joint Strategic Committee)	Joint Strategic Committee appointment
22.	Local Democracy Network (South East Employers)	(Chairman JGAC)
		Sub: (Chairman JOSOC)
23.	South East Employers	
24.	West Sussex Health and Adult Social Care Select Committee	Member of Overview and Scrutiny Committee
25.	West Sussex Joint Planning Board	
26.	Adur Fairtrade Group	
27.	Sussex Police and Crime Panel	Councillor Pat Beresford (sub)
28.	PATROL Adjudication Joint Committee	Cabinet Member for Environment
29.	Armed Forces Champion	
30.	Discretionary Housing Payments Board	

	OUTSIDE BODY	Recommendations
31.	Tenants Complaints Panel	
32.	Court of the University of Sussex	Cabinet Member for Regeneration
33.	Greater Brighton Economic Board – call –in Panel	Suggest Chairman and Vice-Chairman of the Overview and Scrutiny Committee