

## Representing the Council in the Community

### Report by the Director for Communities

#### Executive Summary

##### 1. Purpose

- 1.1. To determine the nominations for Annual appointments to various organisations in the Borough within the remit of the Worthing Executive.

##### 2. Recommendations

- 2.1. That the Leader considers the nominations received from Councillors for appointments to the various outside bodies outlined in Annex B; and
- 2.2. That the Leader determines the appointments taking into account nominations received and matters raised in paragraph 4 below.

##### 3. Context

- 3.1. 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.

- 3.2. The Leader of the Council has delegated powers to consider the nominations received from Members and determine the appointments under the Local Choice Functions as outlined in Part 3 of the Constitution 'Responsibility for Local Choice Functions'.
- 3.3. Each of the Council's current Outside Body organisations have been consulted regarding their appointment(s) and the details updated accordingly. The organisations were all contacted individually and encouraged to provide more details to assist the Leader in matching skills of the councillors to the organisation's needs. All Councillors are being invited to nominate themselves to the Leader directly with a short paragraph as to why they should be appointed.
- 3.4. Details of the current appointees, made in 2018, are set out in Annex A with details of the Council's Outside Bodies in Annex B. Annex C, determined appointments for 2019-20, is to be completed by the Leader and will be published alongside the decision notice.
- 3.5. Members are reminded that in accordance with Article 2 and also Council Procedure Rule 21 of the Constitution, they are encouraged to report back to Council on the meetings of outside bodies that they attend. On request, a summary can be placed in the next edition of the Members Newsletter or if the matter is of such importance, Members may request that the Proper Officer place an item on the agenda of an appropriate committee meeting.

#### **4. Issues for consideration by the Leader**

- 4.1. 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 B . The Leader is asked to consider each of these requirements when determining the recommended appointment(s).
- 4.2. No response for information has been received from the following organisation:-

Worthing Access and Mobility Group

The Leader is invited to consider whether to continue appointing a representative to this organisation.

#### 4.3. Quality Bus Partnership

Appointments to this organisation have been held in abeyance at the request of WSCC Officers for at least 4 years with no indication that it will be re-formed, or of its future makeup.

The Leader is invited to consider whether to continue appointing a representative to the partnership, or, remove it from the appointments list.

#### 4.4. South Downs National Park Authority (NPA)

This is a joint outside body appointment with Adur District Council and a separate Joint Leaders report will be published to cover the appointment of a joint representative.

### **5. Engagement and Communication**

- 5.1 On publication of this report, Members are invited to consider the outside bodies listed under Annex B and make nominations, directly to the Leader.

### **6. Financial Implications**

- 6.1 There are no direct financial implications resulting from this report although the Members appointed may be entitled to claim some allowances under the 'Members Allowances Scheme'.

### **7. Legal Implications**

- 7.1 Involvement in Outside Bodies is part of the key role and duties of a Borough Councillor, as set out in Article 2 of the Constitution.
- 7.2 The terms of reference of the Leader of the Council, as set out in Part 3 of the Constitution, includes the consideration of appointments to Outside Bodies under Responsibility for Local Choice Functions.

**Background Papers**

JSC report on The Councils relationship with Worthing Homes, March 2018  
Leaders Report

**Officer Contact Details:-**

Neil Terry

Senior Democratic Services Officer

01903 221073

[neil.terry@adur-worthing.gov.uk](mailto:neil.terry@adur-worthing.gov.uk)

## **Sustainability & Risk Assessment**

### **1. Economic**

Part of the role of an elected member is to assist the community via a representational role. The appointments could have economic benefits to the organisations that Councillors are supporting.

### **2. Social**

#### **2.1 Social Value**

Part of the role of an elected member is to assist the community via a representational role. This will contribute towards the delivery of social value within the Borough.

#### **2.2 Equality Issues**

All Councillors are invited to nominate themselves to the Leader for appointment to external organisations.

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

Matter considered, no issues identified

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

Matter considered, no issues identified

### **3. Environmental**

Matter considered, no issues identified

### **4. Governance**

The Role of Councillors incorporates Community Leadership. By providing Community Leadership, Councillors can enhance the Council's reputation and partnership working within the community.



WORTHING BOROUGH  
COUNCIL

## Outside Bodies

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## **Explanation of Appointment Priority**

The Governance and Audit Committee in December 2010 agreed an Appointment Priority for Outside bodies – the criteria is as set out below:-

- |            |   |
|------------|---|
| Priority 1 | Strategic representation or Executive Decision making – Executive Member (special circumstances – Council Champion, Committee Chairman/Vice-Chairman) |
| Priority 2 | Representative has a specific management role   |
| Priority 3 | Community engagement (the Ward Member(s) or a member with a special interest, the Ward Member having priority)  |
| Priority 4 | Community interest (at the invitation of a particular organisation)   |

**Appointments made in 2018:**

	<b>OUTSIDE BODY</b>	<b>APPOINTED COUNCILLOR(S)</b>
<b>1</b>	Action in Rural Sussex	Cllr Bryan Turner
<b>2</b>	Age UK - West Sussex (non voting Member)	Cllr Hazel Thorpe
<b>3</b>	Armed Forces Champion	Cllr Tom Wye
<b>4</b>	Bognor Regis and Worthing Shopmobility	Cllr Paul Baker
<b>5</b>	Broadwater Community Association	Cllr Paul Baker Cllr Nigel Morgan
<b>6</b>	Discretionary Housing Payments Board	Cllr Heather Mercer Cllr Elizabeth Sparkes Cllr Kevin Jenkins Cllr Edward Crouch
<b>7</b>	Dr Chester's (Poor Ten Acres) Charity	Hon Alderman Piggott is willing to continue current role.
<b>8</b>	Durrington Community Centre Association	Cllr Sean McDonald Cllr Mark Withers
<b>9</b>	East Worthing Community Association	Cllr Alex Harman Cllr Keith Bickers
<b>10</b>	Heene Community Centre (Management Committee)	Cllr Joshua High Cllr Richard Mulholland
<b>11</b>	High Salvington Mill Trust Committee & Management	Cllr Heather Mercer } Cllr Elizabeth Sparkes }  Trustees until they resign.  No action required.
<b>12</b>	Local Government Association - Coastal Issues - Special Interest Group	Leader
<b>13</b>	Quality Bus Partnership	Cllr Bob Smytherman
<b>14</b>	SCOPAC (Standing Conference on Problems Associated with the Coastline)	Councillor Kevin Jenkins



<b>15</b>	Brighton City Airport Consultative Committee	Cllr Paul Westover
		Cllr Hazel Thorpe
<b>16</b>	Sidney Walter Centre (Management Committee)	Cllr Paul Westover
		Cllr Clive Roberts
<b>17</b>	South Downs Leisure	Cllr Lionel Harman (appointed for 3 years until June 2020)
		Cllr Clive Roberts (appointed for 3 years from 2017)
		Replacement appointment required.
<b>18</b>	South Downs National Park Authority	Cllr Daniel Humphreys  Joint Representative Appointment to be considered by both Leaders under a separate report.
<b>19</b>	Sussex Police and Crime Panel (PCP)	Portfolio holder (Cllr Val Turner) Sub: Cllr Karen Harman
<b>20</b>	West Sussex Forum for Accessible Transport	Cllr Val Turner
<b>21</b>	Worthing Access and Mobility Group	Cllr Sean McDonald
		Cllr Tom Wye
		Cllr Paul Baker
<b>22</b>	Worthing Community Chest	Cllr Tom Wye
<b>23</b>	Worthing Homes Ltd - Board of Directors	Cllr Steve Wills (appointed for 3 years in 2017)
		No action required
		Cllr Louise Murphy (reappointed for 3 years in 2018)
		No action required
<b>24</b>	Worthing Town Centre Initiative	Cllr Daniel Humphreys
		Cllr Tom Wye
<b>25</b>	Worthing Twinning Association	Cllr Noel Atkins
		Current Mayor

<b>OUTSIDE BODY # 1</b>
ORGANISATION NAME: Action in Rural Sussex
ADDRESS: Economic Development, West Sussex County Council, Tower Street, Chichester, West Sussex, PO19 1RH
CONTACT DETAILS: redacted
DETAILS OF MEETINGS: Frequency: 4 per year. Venue: Billingshurst. Time/Duration: 2 hours max, in afternoon.
TERMS OF REFERENCE / FUNCTION OF ORGANISATION: To follow
NUMBER OF REPRESENTATIVES: 1 councillor 1 officer
ROLE OF REPRESENTATIVE (VOTING / OBSERVER): Active participant
PRESENT REPRESENTATIVES: Councillor Bryan Turner
TERM: Annual appointment
APPOINTMENT PRIORITY: 2

<b>OUTSIDE BODY # 2</b>
ORGANISATION NAME: Age UK West Sussex (non-voting member)
ADDRESS: redacted
CONTACT DETAILS: redacted
DETAILS OF MEETINGS: Frequency: 5 per year. Venue: AWS Board Room, Littlehampton, BN17 6BP. Time/Duration :Wednesdays 1:30pm
TERMS OF REFERENCE / FUNCTION OF ORGANISATION: The governing body of the organisation responsible for strategic planning, financial structure etc. To provide services for older people and work with them to campaign on issues.
NUMBER OF REPRESENTATIVES: 1 councillor
ROLE OF REPRESENTATIVE (VOTING / OBSERVER) Non-voting member of Board Free to be an active member
PRESENT REPRESENTATIVES: Councillor Hazel Thorpe
TERM: Annual appointment
APPOINTMENT PRIORITY: 3 or 4

**OUTSIDE BODY # 3**

ORGANISATION NAME: Armed Forces Champion

ADDRESS: (12 Regiment Royal Artillery)12 Regt RA, Baker Barracks, Thorney Island, Emsworth, PO10 8DH

CONTACT DETAILS: redacted

**DETAILS OF MEETINGS:**

1. Name: West Sussex Civilian Military Partnership Board  
Frequency: 3 times a year  
Venue: Various throughout the West Sussex Area  
Time/Duration: 0930 – 1230
2. Name: SERFCA  
Frequency: Annually  
Venue: Reserve Centre, Brighton  
Duration: 3 hours

TERMS OF REFERENCE / FUNCTION OF ORGANISATION: To Champion the role of the Armed Forces in relation to the signed Community Covenant.

NUMBER OF REPRESENTATIVES: Councillors: 1. Officers:

ROLE OF REPRESENTATIVE (VOTING / OBSERVER) Interpretation of regulations. 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.

PRESENT REPRESENTATIVES: Cllr Tom Wye

TERM: Annual appointment

APPOINTMENT PRIORITY:

**OUTSIDE BODY # 4**

ORGANISATION NAME: Bognor Regis and Worthing Shopmobility

ADDRESS: redacted

CONTACT DETAILS: redacted

DETAILS OF MEETINGS: Frequency: 6 per year. Venue: Time/Duration: Daytime, 2 hours max

TERMS OF REFERENCE / FUNCTION OF ORGANISATION: To assist those with mobility problems, the visually impaired, hard of hearing, those with learning difficulties etc. in all matters concerning accessibility, transport, dropped kerbs and all related matters in Worthing to benefit those who have associated problems. To provide low cost hire of mobility scooters, manual and powered wheelchairs to anyone with a mobility problem

whether temporary or permanent.
NUMBER OF REPRESENTATIVES: Councillors: 2
ROLE OF REPRESENTATIVE (VOTING / OBSERVER) Observer – non voting Representatives can be Councillors/Officers – someone to take an interest in the service
PRESENT REPRESENTATIVES: Councillor Paul Baker
TERM: Annual appointment
APPOINTMENT PRIORITY: 3 or 4

<b>OUTSIDE BODY # 5</b>
ORGANISATION NAME: Broadwater Community Association
ADDRESS: Parish Rooms, 90 Broadwater Street West, Broadwater, BN14 9DE
CONTACT DETAILS: redacted
DETAILS OF MEETINGS: Frequency: Monthly apart from December. Venue: Parish Rooms. Time/Duration: Thursday Evening 1-3 hours
TERMS OF REFERENCE / FUNCTION OF ORGANISATION: Raising funds to build a Community Centre in Broadwater. To enhance the profile of Broadwater.
NUMBER OF REPRESENTATIVES: Councillors: 2 Officers: 0
ROLE OF REPRESENTATIVE (VOTING / OBSERVER): To guide us on Council policy and to relay back any problems we have. No voting rights. Fight for us to get some heating in the Parish Rooms.
PRESENT REPRESENTATIVES: Councillor Nigel Morgan. Vacant
TERM:
APPOINTMENT PRIORITY: 3 or 4

<b>OUTSIDE BODY # 6</b>
ORGANISATION NAME: Discretionary Housing Payments Board
ADDRESS: Democratic Services, Adur & Worthing Councils, Town Hall, Worthing, BN11 1HA
CONTACT DETAILS: redacted
DETAILS OF MEETINGS: Frequency: as required. Venue: Time/Duration:
TERMS OF REFERENCE / FUNCTION OF ORGANISATION: 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.

NUMBER OF REPRESENTATIVES: Councillors: Panel of members of 3 chosen from those appointed by the Council. Officers:
ROLE OF REPRESENTATIVE (VOTING / OBSERVER) Interpretation of regulations.
PRESENT REPRESENTATIVES: Edward Crouch, Cllr Heather Mercer, Cllr Kevin Jenkins, (2 vacancies)
TERM: Annual appointment
APPOINTMENT PRIORITY:

<b>OUTSIDE BODY # 7</b>
ORGANISATION NAME: Dr Chester's (Poor Ten Acres) Charity (founded in 1662 and set up by Dr Granado Chester, Rector of Broadwater)
ADDRESS: Worthing Borough Council, Town Hall, Chapel Road, Worthing, West Sussex BN11 1HA
CONTACT DETAILS: redacted
DETAILS OF MEETINGS: Frequency: 1 trustees meeting per year in early December. Venue: Worthing Town Hall. Time/Duration: 45 minutes
TERMS OF REFERENCE / FUNCTION OF ORGANISATION: Distribution of charity money. The Charity helps needy people in Worthing by making a small award towards their fuel bills.
NUMBER OF REPRESENTATIVES: Councillors: 3 past councillors (Honorary Aldermen), 2 church reps. Officers: 1
ROLE OF REPRESENTATIVE (TRUSTEE): During late October application forms are sent out to previous recipients and any new applications put forward with a deadline to receive around the first week in November. A Trustees meeting is arranged by the Clerk for early December to go through the application forms and agree distribution. Once applicants and amounts agreed, the Clerk aims to send out cheques to recipients before Christmas. Discussions are currently underway by the Trustees to distribute the funds to benefit a wider range of recipients.
PRESENT REPRESENTATIVES: Hon. Ald. Eric Mardell - appointed May 2016 - appointment expires May 2020 Hon. Ald. Harold Piggott - appointed October 2016 - appointment expires October 2018 Hon. Ald. Val Sutton - appointed October 2004 - appointment expires October 2020 Church representatives: Ms Helen Craft (appointed 2011) and Rod Ostler (appointed 2012)
TERM: Hon Aldermen: Each term for 4 years from appointment
APPOINTMENT PRIORITY: 4

<b>OUTSIDE BODY # 8</b>
ORGANISATION NAME: Durrington Community Centre Association
ADDRESS: redacted
CONTACT DETAILS: Telephone: redacted
DETAILS OF MEETINGS: Frequency: 3 per year. Venue: Durrington Community Centre Time/Duration: Wednesday evening
TERMS OF REFERENCE / FUNCTION OF ORGANISATION: To promote the benefit of the inhabitants of Durrington, Northbrook and High Salvington.
NUMBER OF REPRESENTATIVES: Councillors: 1 or 2 Officers: -
ROLE OF REPRESENTATIVE (VOTING / OBSERVER): Committee Member. Voting Participant. Part of the management of the Centre for day to day running of operations.
PRESENT REPRESENTATIVES: Councillor Sean McDonald. Vacant
TERM: Annual appointment
APPOINTMENT PRIORITY: 3

<b>OUTSIDE BODY # 9</b>
ORGANISATION NAME: East Worthing Community Association
ADDRESS: East Worthing Community Centre, Pages Lane, BN11 2NQ
CONTACT DETAILS: Telephone: redacted
DETAILS OF MEETINGS: Frequency: 2 per year. Venue: East Worthing Community Centre. Time/Duration: 1-2 hours, evening
TERMS OF REFERENCE / FUNCTION OF ORGANISATION: A Community Centre Association run by trustees including user members.
NUMBER OF REPRESENTATIVES: Councillors: 2 any Selden Ward councillors. Officers: No
ROLE OF REPRESENTATIVE (VOTING / OBSERVER): Non-voting, other than as users Active participation welcomed. Representatives to attend General Meeting only. This is a Community Centre for the people they represent. Welcome to attend any open meetings such as Neighbourhood / Policing meetings which are held every month.
PRESENT REPRESENTATIVES: Councillor Alex Harman. Councillor Keith Bickers
TERM: Annual appointment
APPOINTMENT PRIORITY: 3

**OUTSIDE BODY # 10**

ORGANISATION NAME: Heene Community Association (Management Committee)

ADDRESS: redacted

CONTACT DETAILS: Telephone: redacted

DETAILS OF MEETINGS: Frequency: 6 per year held bi-monthly at 2.30pm plus AGM  
Venue: Heene Community Centre. Time/Duration: Afternoon 2-4

TERMS OF REFERENCE / FUNCTION OF ORGANISATION: Charity Community Centre

NUMBER OF REPRESENTATIVES: Councillors: 2 Officers: 0

ROLE OF REPRESENTATIVE (VOTING / OBSERVER): Attend the trustees meetings, centre is owned by WBC so representatives have a duty of care to look after the Councils responsibilities to ensure the association doesn't step outside its boundaries. Some away days are also organised to assess the performance and long term planning for the Centre. Non voting observer role but also contributory. 8 trustees are on the board plus 3 holding trustees (responsibility to hold the lease with the council).

PRESENT REPRESENTATIVES: Councillor Joshua High. Vacancy . (Chair has commented that neither representatives have shown interest in the Association)

TERM: Annual

APPOINTMENT PRIORITY: 3

**OUTSIDE BODY # 11**

ORGANISATION NAME: High Salvington Mill Trust Committee &amp; Management

ADDRESS: redacted

CONTACT DETAILS: Telephone: redacted

DETAILS OF MEETINGS: Frequency: 4 + AGM. Venue: Time/Duration:

TERMS OF REFERENCE / FUNCTION OF ORGANISATION: Tom Wye is the director. Maintains and operates one of the last working mills in the country. Raises funds to do that work and it educates people in the working of the mill, specifically young people and schoolchildren.

NUMBER OF REPRESENTATIVES: The Trust invite membership when there are vacancies.

ROLE OF REPRESENTATIVE (VOTING / OBSERVER): Voting directors of the Mill trust. Attending meetings. The site is owned by WBC the Trust operate and maintain it on their behalf. The board are adamant that appointees should have a genuine interest in the mill and be committed to attending meetings and help out as required.

PRESENT REPRESENTATIVES: Cllr Heather Mercer and Cllr Elizabeth Sparkes

TERM: 4 year appointments.

APPOINTMENT PRIORITY: 4

<b>OUTSIDE BODY # 12</b>
ORGANISATION NAME: Local Government Association – Coastal Issues Special Interest Group
ADDRESS:, Local Government Association, Local Government House Smith Square, London SW1P 3HZ,
CONTACT DETAILS: redacted
DETAILS OF MEETINGS: Frequency: 3-4 per year. Venue: London and / or a coastal location. Time/Duration: Daytime
TERMS OF REFERENCE / FUNCTION OF ORGANISATION: To increase awareness and debate at a 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 cross-departmental co-ordination within Central Govt on coastal, estuarine and maritime issues with a view to ensuring consistency in policy and provision of resources.
NUMBER OF REPRESENTATIVES: Councillors: 1. Officers: 1
ROLE OF REPRESENTATIVE (VOTING / OBSERVER): Attend and participate in meetings of the SIG
PRESENT REPRESENTATIVES: Leader
TERM: Annual appointment
APPOINTMENT PRIORITY: 2

<b>OUTSIDE BODY # 13</b>
ORGANISATION NAME: Quality Bus Partnership
ADDRESS: County Hall, Chichester, West Sussex PO19 1RQ
CONTACT DETAILS: Telephone: redacted
DETAILS OF MEETINGS: Frequency: Meetings currently on hold. Venue: Time/Duration:
TERMS OF REFERENCE / FUNCTION OF ORGANISATION: The Quality Partnership hasn't met for a while following various reorganisations at this end, although there is a desire from bus operators to get it going again asap. Exactly what that means hasn't been bottomed out. Is it possible to keep it 'on the books' and then update the relevant people at WBC when there is some news? <b>See note from officers in the report</b>
NUMBER OF REPRESENTATIVES: Councillors: 3 Officers: -
ROLE OF REPRESENTATIVE (VOTING / OBSERVER): Represent local issues.



PRESENT REPRESENTATIVES: Cllr Bob Smytherman
TERM: Annual appointment
APPOINTMENT PRIORITY: 3

<b>OUTSIDE BODY # 14</b>
ORGANISATION NAME: SCOPAC (Standing Conference on Problems Associated with the Coastline)
ADDRESS: SCOPAC, Havant Borough Council, Public Service Plaza, Civic Centre Road, PO9 2AX
CONTACT DETAILS: Telephone: redacted
DETAILS OF MEETINGS: Frequency: 3 per year. Venue: Havant Borough Council. Time/Duration: 10am approx. 2.5 hours
<p>TERMS OF REFERENCE / FUNCTION OF ORGANISATION:</p> <ol style="list-style-type: none"> <li>1. <u>Key policy aims</u> <ul style="list-style-type: none"> <li>- To provide a strong political forum for coastal local authorities and other organisations with an interest in coastal risk management along the south coast of England.</li> <li>- To raise and sanction funding for the successful operation of SCOPAC and for the development and implementation of its research programme.</li> </ul> </li> <li>2. <u>Principal objectives</u> <ol style="list-style-type: none"> <li>1. To provide a strong political voice for the coast of southern England and to work in close, equal partnership with the Southern Coastal Group on issues relating to coastal risk management.</li> <li>2. To raise the necessary funding to maintain and enhance SCOPAC's research programme.</li> <li>3. To attend the Regional Flood Defence Committees with the chairman or representative of the Southern Coastal Group.</li> </ol> </li> <li>3. <u>Secondary objectives</u> <ul style="list-style-type: none"> <li>- To attend meetings of the Local Government Association Coastal Special Interests Group, Coastal Fora, key national conferences and other SCOPAC events.</li> <li>- To consider expenditure proposals and funding bids and to receive reports and information from the Southern Coastal Group at SCOPAC meetings.</li> <li>- To assist coastal stakeholders by disseminating advice and good practice through the publication of advice and guidance, the holding of conferences, field meetings and events.</li> <li>- To make representations on behalf of SCOPAC and the Southern Coastal Group to the government to ensure a proper level of resources are made available for coastal risk management in the context of climate change.</li> <li>- To encourage active political involvement in coastal risk management by its constituent members.</li> </ul> </li> </ol>

<p>- To work in close liaison with the Southern Coastal Group, the Solent and Dorset Coastal For a to assist promotion of integrated coastal zone management.</p> <p>To prepare an annual report and business plan and to receive a report and plan from the Southern Coastal Group.</p>
<p>NUMBER OF REPRESENTATIVES: Councillors: 1. Officers:</p>
<p>ROLE OF REPRESENTATIVE (VOTING / OBSERVER):</p> <p>The responsibilities of the SCOPAC members are as follows: to represent the views of SCOPAC; to be accountable to both their member organisation and to SCOPAC; to act as information gatekeepers/bridging personnel between their member organisation and SCOPAC; to provide experience, comment and advice on individual areas of interest; To actively participate in the processes (for example consultation) of SCOPAC; To attend SCOPAC meetings where member organisations are requested to actively take part; To contribute towards the actions to deliver the key aims and supporting aims and objectives; To inform SCOPAC when alternative consultative processes are required. The main purpose of the meetings will be to: report to the wider membership progress of the implementation of SCOPAC's key aims and objectives as set out in Part I above; to inform members of national, regional or local issues relating to coastal risk management; to allow members to raise, discuss and, where possible, resolve issues relating to coastal risk management; to allow members to make recommendations for further actions to be implemented by the Chairman and the Chairman of the Southern Coastal Group.</p>
<p>PRESENT REPRESENTATIVES: Councillor vacant, Officer vacant</p>
<p>TERM: -</p>
<p>APPOINTMENT PRIORITY: 2</p>

<p><b>OUTSIDE BODY # 15</b></p>
<p>ORGANISATION NAME: Brighton City Airport Consultative Committee (formally Shoreham Airport Consultative Committee)</p>
<p>ADDRESS: Brighton City Airport, Shoreham by Sea, West Sussex, BN43 5FF</p>
<p>CONTACT DETAILS: Telephone: redacted</p>
<p>DETAILS OF MEETINGS: Frequency: Quarterly. Venue: Brighton City Airport Time/Duration: 2:30pm (Normally Wednesdays)</p>
<p>TERMS OF REFERENCE / FUNCTION OF ORGANISATION: The Committee provides a forum for those operating and using the Airport and those environmentally affected by the Airport.</p>
<p>NUMBER OF REPRESENTATIVES: Councillors: 1 + a substitute. Officers: -</p>
<p>ROLE OF REPRESENTATIVE (VOTING / OBSERVER): Active participant. Representative to have knowledge of Shoreham Airport.</p>
<p>PRESENT REPRESENTATIVES: Cllr Paul Westover. Councillor Hazel Thorpe (substitute)</p>
<p>TERM: Annual appointment</p>

APPOINTMENT PRIORITY: 2

<b>OUTSIDE BODY # 16</b>
ORGANISATION NAME: The Sidney Walter Centre (Management Committee)
ADDRESS: Sidney Walter Centre, Sussex Road, Worthing, West Sussex BN11 1DS
CONTACT DETAILS: redacted
DETAILS OF MEETINGS: Frequency: 3. Venue: The Sidney Walter Centre. Time/Duration: Daytime 1-2 hours
TERMS OF REFERENCE / FUNCTION OF ORGANISATION: The centre is a community site. We try to support those in the community who need help in regaining fitness, or confidence to socialise. Ours is an open door policy for all ages, abilities and without discrimination.
NUMBER OF REPRESENTATIVES: Councillors: 2, Officers: -
ROLE OF REPRESENTATIVE (VOTING / OBSERVER): Voting and active participant at meetings. The centre has bare minimum staffing levels and relies on volunteers and members of the committee to assist where possible. Role is to ensure that the centre maintains its community supporting community groups that may not get much support elsewhere.
PRESENT REPRESENTATIVES: Councillor Paul Westover Cllr Clive Roberts
TERM: Annual Appointment
APPOINTMENT PRIORITY: 3 or 4

<b>OUTSIDE BODY # 17</b>
ORGANISATION NAME: South Downs Leisure
ADDRESS: Field Place, The Boulevard, Durrington, BN13 1NP
CONTACT DETAILS: Telephone: redacted
DETAILS OF MEETINGS: Frequency: 4-6 meetings per year Venue: Field Place Time: 6pm Duration: 2.5hrs
TERMS OF REFERENCE / FUNCTION OF ORGANISATION:
NUMBER OF REPRESENTATIVES: 2
ROLE OF REPRESENTATIVE (VOTING / OBSERVER): 2 active Board member for the Trust
PRESENT REPRESENTATIVES: Cllr Lionel Harman, Cllr Clive Roberts
TERM: Three years from 2017 or until no longer a councillor (up to Council)

APPOINTMENT PRIORITY:

**OUTSIDE BODY # 18**

ORGANISATION NAME: South Downs National Park Authority

ADDRESS: South Downs National Park Authority, South Downs Centre, North Street, Midhurst, West Sussex, GU29 9DH

CONTACT DETAILS: Telephone: redacted

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

TERMS OF REFERENCE / FUNCTION OF ORGANISATION: 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.

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.

ROLE OF REPRESENTATIVE (VOTING / OBSERVER): 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.

PRESENT REPRESENTATIVES: Councillor Daniel Humphreys (from May 2015)  
Agreement for ADC to have next appointment 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: 1

### OUTSIDE BODY # 19

ORGANISATION NAME: Sussex Police and Crime Panel (PCP)

ADDRESS: County Hall, Chichester, West Sussex, PO19 1RQ

CONTACT DETAILS: redacted

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: Portfolio holder: Cllr Val Turner, Cllr Nigel Morgan (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.

APPOINTMENT PRIORITY:

### OUTSIDE BODY # 20

ORGANISATION NAME: West Sussex Forum for Accessible Transport

ADDRESS: Transport Co-ordination, West Sussex County Council, County Hall, West Street, Chichester PO19 1RQ

CONTACT DETAILS: Telephone: redacted

DETAILS OF MEETINGS: Frequency: up to 2-3 per year. Venue: Time/Duration: Afternoon

TERMS OF REFERENCE / FUNCTION OF ORGANISATION: To monitor current provision of and access the needs of further transport services for people with restricted mobility in West Sussex; to promote the co-ordination of the work of the County Council, district and borough councils, health authorities and voluntary organisations who are involved in transport issues, to seek the view of relevant interested groups concerned with transport needs and provision, to advise on appropriate design guidelines for specialist vehicles, to advise and make recommendations to the County Council on priorities for development opportunities in line with the County Council's Community care and Total Transport Plans.
NUMBER OF REPRESENTATIVES: Councillors: 1. Officers: -
ROLE OF REPRESENTATIVE (VOTING / OBSERVER): Active participant to provide views of the Council.
PRESENT REPRESENTATIVES: Councillor Val Turner
TERM: Annual appointment
APPOINTMENT PRIORITY: 3

<b>OUTSIDE BODY # 21</b>
ORGANISATION NAME: Worthing Access and Mobility Group
ADDRESS:
CONTACT DETAILS:
DETAILS OF MEETINGS: Frequency: Every 8 weeks. Venue: The Gordon Room, Worthing Town Hall. Time/Duration: Normally Thursdays in the afternoon 2 hours
TERMS OF REFERENCE / FUNCTION OF ORGANISATION: Disability issues in Worthing.
NUMBER OF REPRESENTATIVES: Councillors: 3. Officers: 5
ROLE OF REPRESENTATIVE (VOTING / OBSERVER): Voting participant at meeting
PRESENT REPRESENTATIVES: Councillor Paul Baker. Councillor Tom Wye Cllr Sean McDonald
TERM: Annual
APPOINTMENT PRIORITY: 1 or 2

<b>OUTSIDE BODY # 22</b>
ORGANISATION NAME: Worthing Community Chest
ADDRESS: Community Chest, Town Hall, Chapel Road
CONTACT DETAILS: redacted
DETAILS OF MEETINGS: Frequency: 6 per year. Venue: Committee Room 2, WTH Time/Duration: Evening

TERMS OF REFERENCE / FUNCTION OF ORGANISATION: To support the community via the community chest and partnership working with all other voluntary and community groups. Community development.
NUMBER OF REPRESENTATIVES: Councillors: 1. Officers: 0
ROLE OF REPRESENTATIVE (VOTING / OBSERVER): Voting participating in community matters. <a href="http://www.worthingcommunitychest.org/wp-content/uploads/2016/03/Trustee-role-description-21.03.16.pdf">http://www.worthingcommunitychest.org/wp-content/uploads/2016/03/Trustee-role-description-21.03.16.pdf</a>
PRESENT REPRESENTATIVES: Councillor Tom Wye
TERM: Annual appointment
APPOINTMENT PRIORITY: 3

<b>OUTSIDE BODY # 23</b>
ORGANISATION NAME: Worthing Homes Ltd – Members of the Board of the Company
ADDRESS:, Davison House, North Street, Worthing BN11 1ER
CONTACT DETAILS: redacted
DETAILS OF MEETINGS: The board meets once a month in a formal meeting; training or board lunch. Meetings take place on a Thursday at 5.30 p.m.
TERMS OF REFERENCE / FUNCTION OF ORGANISATION: Housing Association owning and managing 3500 homes in Sussex
NUMBER OF REPRESENTATIVES: The Council has nomination rights to representation on the Board. (2 places) Nominations are by the Leader of the Council and appointed by the WHL Board. Officers: -
ROLE OF REPRESENTATIVE (VOTING / OBSERVER): Board Member and Company Director. Once appointed the Board Member acts in their own capacity not as a Worthing Borough Councillor. Not for profit company limited by share. Registered charity and registered with the Homes and Communities Agency. The representative does not have to be an elected representative. To assist the association in its operations. <a href="http://www.worthing-homes.org.uk">www.worthing-homes.org.uk</a> for further information.
See Joint Strategic Report - <a href="#">The Council's relationship with Adur Homes</a>
PRESENT REPRESENTATIVES: Councillor Louise Murphy (reappointed for a second term in May 2018). Councillor Steve Wills (appointed October 2017)
TERM: Maximum of 6 years via two terms of 3 years
APPOINTMENT PRIORITY: 2

**OUTSIDE BODY # 24**

ORGANISATION NAME: Worthing Town Centre Initiative

ADDRESS: Number 12, The Steyne, Worthing, BN11 3DS

CONTACT DETAILS: redacted

DETAILS OF MEETINGS: Frequency: Monthly. Venue: Chatsworth Hotel. Time/Duration: 2 hours daytime

TERMS OF REFERENCE / FUNCTION OF ORGANISATION: Town Centre management and business improvement district. To deliver a vibrant and thriving town centre. To attract shoppers and visitors to Worthing.

NUMBER OF REPRESENTATIVES: Councillors: 1 Officers: 1

ROLE OF REPRESENTATIVE (VOTING / OBSERVER): To ensure projects meet with Council Policy. To advise on the best way to gain Council support and/or adhere to Council Policy. Ensure the relevant Council Officers and Members at the Council are aware of the Worthing Town Centre Initiative and Worthing BID activities.

PRESENT REPRESENTATIVES: Cllr Tom Wye, Councillor Clive Roberts.

TERM: Annual appointment

APPOINTMENT PRIORITY: 1 or 2

**OUTSIDE BODY # 25**

ORGANISATION NAME: Worthing Twinning Association

ADDRESS: redacted

CONTACT DETAILS: Telephone: redacted

DETAILS OF MEETINGS: Frequency: 6 per year. Venue: Worthing Town Hall  
Time/Duration: 2.5 hours evening

TERMS OF REFERENCE / FUNCTION OF ORGANISATION: To promote and foster friendship and understanding between people of Worthing and twinned areas. Encourage visits, personal contacts especially between children and young people, to broaden mutual understanding of culture, education and commercial activities.

NUMBER OF REPRESENTATIVES: Councillors: 2 + current Mayor. Officers: 1

ROLE OF REPRESENTATIVE (VOTING / OBSERVER): Voting, observer or active participant. 3 representatives in total, can be officers. 1 must be current Mayor. To have enthusiasm for the Association's aims and possibly provide advice on occasions. Minutes and monthly newsletter will be sent.

PRESENT REPRESENTATIVES: Cllr Noel Atkins, Current Mayor

TERM: Annual appointment

APPOINTMENT PRIORITY: 4



## Tabulation for completion by the Leader

\* (see note in report)

	OUTSIDE BODY	DECISION
1*	Action in Rural Sussex	
2	Age UK - West Sussex (non voting Member)	
3	Armed Forces Champion	
4	Bognor Regis and Worthing Shopmobility	
5	Broadwater Community Association	
6	Discretionary Housing Payments Board	
7	Dr Chester's (Poor Ten Acres) Charity	No action required as current appointments run until 2020 and 2022.
8	Durrington Community Centre Association	
9	East Worthing Community Association	
10	Heene Community Centre (Management Committee)	
11	High Salvington Mill Trust Committee & Management	Cllr Heather Mercer } Cllr Elizabeth Sparkes } Trustees until they resign  No action necessary
12	Local Government Association - Coastal Issues - Special Interest Group	Leader
13*	Quality Bus Partnership	

14	SCOPAC (Standing Conference on Problems Associated with the Coastline)	
15	Shoreham Airport Consultative Committee ( <b>Now: Brighton City Airport Consultative Committee</b> )	
16	Sidney Walter Centre (Management Committee)	
17	South Downs Leisure (appointments are 3 years from 2017)	
18*	South Downs National Park Authority	This appointment requires a joint decision with the Leader of Adur District Council.
19	Sussex Police and Crime Panel (PCP)	Portfolio holder (Cllr Val Turner) Sub: Cllr
20	West Sussex Forum for Accessible Transport	
21*	Worthing Access and Mobility Group	
22	Worthing Community Chest	
23	Worthing Homes Ltd - Board of Directors	Cllr Louise Murphy Cllr Steve Wills No action required by the Leader as current appointments run until 2021 and 2020 respectively.
24	Worthing Town Centre Initiative	
25	Worthing Twinning Association	