



WORTHING BOROUGH
C O U N C I L

21 May 2021

**Worthing Annual Council Meeting
21 May 2021**

Assembly Hall, Stoke Abbott Road,
Worthing

6.30 pm

Agenda

21 May 2021

ALL MEMBERS OF THE COUNCIL are hereby summoned to attend for the following business:

Part A

10. Decision making by Worthing Borough Council in 2021/22 (Pages 1 - 18)

To consider a report by the Director for Communities, attached as item 10.

(Details of the nominated committee memberships, Appendix B, will be published to the website once nominations have been received from each of the Political Groups)



Dr Catherine Howe
Director for Communities

Director for Communities:
Dr Catherine Howe
Adur & Worthing Councils,
Town Hall, Chapel Road,
Worthing, West Sussex, BN11 1HA

Recording of this meeting

The Council will be live streaming this meeting. A recording will be available on the Council's website as soon as practicable after the meeting. The Council will not be recording any discussions in Part B of the agenda (where the press and public have been excluded).

For Democratic Services enquiries relating to this meeting please contact:

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WORTHING BOROUGH
COUNCIL

Annual Council
21 May 2021
Agenda Item 10

Ward(s) Affected: All

Decision making by Worthing Borough Council in 2021/22

Report by the Director for Communities

Executive Summary

1. Purpose

1.1. The report outlines a number of decisions required by Council to ensure that the decision making structure for 2021/22 is determined according to the Council's Constitution, this includes:

- To note the Political Balance of the Council;
- To agree the allocation of seats based on the Political Balance of the Council, following the results of the Borough elections on 6 May 2021;
- In accordance with Political Group nominations, to appoint Members to seats on Committees for 2021/22;
- To appoint the Chairperson and Vice-Chairperson to each Committee for 2021/22;
- To appoint the Leader of the Main Opposition for 2021/22.

2. Recommendations

2.1. That the Council notes the decision making structure of the Council and the political balance of the Council as set out in paragraphs 4.1 and 4.2.

- 2.2. That the Council confirms the Terms of Reference of the Council, Executive, Committees and Sub-Committees as outlined in Part 3 of the Constitution including those relating to Joint Committee Agreements;
- 2.3. That the Council notes the political groups, the number and proportion of seats as set out in Appendix A to this report;
- 2.4. That the Council appoints to the Committees in accordance with the wishes of the Political Groups on the Council detailed in Appendix B.
- 2.5. That the Chairpersons and Vice-Chairpersons of Committees be appointed until the Annual Meeting of the Council in 2022;
- 2.6. That the Council notes the Group Leaders and Deputy Leaders as confirmed to the Proper Officer as listed in Appendix B; and
- 2.7. In accordance with Council Procedure Rule 39, the Council appoints the Leader of the Labour Group as the Leader of the Main Opposition.

3. Context

- 3.1. The business conducted at the Annual Meeting of Council is governed by the Local Government Act 1972, the Local Government and Housing Act 1989 and the Local Government Act 2000 and Local Government and Public Involvement in Health Act 2007 where this relates to Executive arrangements.
- 3.2. The procedure rules for the Annual Meeting of Council are set out in Part 4 of the Council's Constitution.
- 3.3. To streamline the business of the Annual Meeting of Council the items relating to Political Balance, decision making structure, appointments to Committees and the Chairperson and Vice-Chairperson roles are included within this single report.

4. Issues for consideration

- 4.1. That the Council notes the decision making structure of the Council as set out in the Constitution and the Joint Committee Agreement; the Council's decision making structure is the strong leader with cabinet model. Full details are in the Council's constitution (Articles and in Parts 3 and 4).
- 4.2. The Council to note the Political Balance of the Council since the results of the Borough Election on 6 May 2021 as detailed at Appendix A, and confirm the allocation of seats as set out in Appendix B (*as Group Meetings had not been held prior to the publication of the agenda, Appendix B will be published when all nominations have been received*).
- 4.3. Group Leaders have been consulted regarding their proposed nominations to the various seats in the decision making structure. The Council is asked to agree the non-executive committee memberships. These are outlined in Appendix B (*as Group Meetings had not been held prior to the publication of the agenda, Appendix B will be published when all nominations have been received*).
- 4.4. That the Council appoints the Chairpersons and Vice-chairpersons to the non-executive committees. The nominations from the Leading Group are indicated in Appendix B (*as Group Meetings had not been held prior to the publication of the agenda, Appendix B will be published when all nominations have been received*).
- 4.5. In accordance with the Constitution, Council Procedure Rule (CPR) 39 (appointment of the Leader of the Main Opposition), the Leader of the Labour Group on the Council should be appointed as the Leader of the Main Opposition.

5. Engagement and Communication

- 5.1. Group Leaders have been consulted regarding their proposed nominations to the various seats in the decision making structure.

6. Financial Implications

- 6.1. The financial implications arising from this report, any Special Responsibility Allowances that may be payable, have been taken into account in the 2021/22 budget.

7. Legal Implications

- 7.1. s106 Local Government Act 1972 provides that Councils may make Standing Orders for the regulation of their proceedings and business.
- 7.2. s111 Local Government Act 1972 provides that the Council shall have the power to do anything which is calculated to facilitate or is conducive or incidental to the discharge of any of their functions.
- 7.3. s15, 16 and 17 of the Local Government and Housing Act 1989 set out powers and duties in relation to Political Balance on Committees and the exceptions and exemptions therein.
- 7.4. Local Government Act 2000 as amended by the Local Government and Public Involvement in Health Act 2007 sets out regulations regarding appointments to Executive and Committees in Councils that have adopted Executive arrangements.

Background Papers

Local Government Act 1972

Local Government and Housing Act 1989

Local Government Act 2000

Local Government and Public Involvement in Health Act 2007

Knowles on Local Authority Meetings – A manual of Law and Practice

Result of Poll(s) Elections held on 6 May 2021

Officer Contact Details:-

Neil Terry

Democratic Services Lead

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Sustainability & Risk Assessment

1. Economic

Matter considered and no issues identified.

2. Social

2.1 Social Value

Matter considered and no issues identified.

2.2 Equality Issues

Committees must take proper account of the Council's duties to promote compliance with the convention rights scheduled in the Human Rights Act 1988, to reduce crime and disorder and to promote equalities.

2.3 Community Safety Issues (Section 17)

Matter considered and no issues identified.

2.4 Human Rights Issues

Matter considered and no issues identified.

3. Environmental

Matter considered and no issues identified.

4. Governance

The Committee structure for Worthing Borough Council, including Joint Committees with Adur District Council, are set out in the Council's Constitution.

(a) Committee Structure and Number of Seats

To note the committee structure and numbers of seats applicable to each, in accordance with the Constitution:

(i) The Executive:

Executive	6 seats
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(ii) Regulatory Committees

Planning Committee	8 seats
Licensing and Control Committee A	15 seats
Licensing and Control Committee B	15 seats

(iii) Overview and Scrutiny:

Overview and Scrutiny Committee	15 seats
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(iv) Joint Working Arrangements:

With Adur District Council

Joint Governance Committee	8 Seats
Joint Overview & Scrutiny Committee	8 Seats
Joint Senior Staff Committee	3 Seats
Joint Staff Committee	3 Seats
Joint Strategic Committee	6 Seats

Seats in bold are subject to political balance: 60 Seats

(b) Representation of Political Groups on the Council

To confirm the political groups and the number and proportion of seats held.

Representation on the Council and the number and proportion of seats held are as follows;

Number of seats on Council: (37)	Political Group	Proportion of seats
		(100%)
19	Conservative	51.35%
15	Labour	40.5%
3	Liberal Democrats	8.11%

In accordance with the rules on political representation the number of seats to be taken by each political group (a political group comprises of 2 or more members) on the Council's Committees and Sub-Committees, equates to:

Number of seats on Committees

Conservative	31
Labour	24
Liberal Democrats	5

Please note that the following are not included in the above figures because the political balance requirements do not apply:

- Executive (6 seats)
- Joint Strategic Committee (6 seats)
- Licensing and Control Committee 'B'

Committee	No. of Seats	Conservative	Labour	Lib Dem	Over or under allocated (+ or -)
Joint Governance	8	5	3	1	+1
Licensing	15	8	6	1	
Planning	8	5	3	1	+1
Overview and Scrutiny	15	8	6	1	
Joint Overview and Scrutiny	8	5	3	1	+1
Joint Staff	3	2	1		
Joint Senior Staff	3	2	1		
TOTAL	60	35	23	5	
Over or under allocated (+ or -)		+4	-1		

The Conservative group must be allocated an additional 4 seats to their overall allocation and committee allocations due to the need for the majority party to have a majority of the seats on each committee.

In order to 'right size' the committees which have been adjusted to reflect allocation rules the opposition groups will lose 3 seats (overall) from their combined allocations.



Appendix B

ADUR & WORTHING COUNCILS

JOINT COMMITTEE MEMBERSHIP / APPOINTMENTS 2021-22

Joint Strategic Committee Membership is the Leader and their Executive <i>(no requirement for political balance)</i>		
No	Councillor	Political Group
Worthing Borough Council		
1	Chair: Daniel Humphreys	Conservative
2	Vice-Chair: Kevin Jenkins	Conservative
3	Edward Crouch	Conservative
4	Heather Mercer	Conservative
5	Elizabeth Sparkes	Conservative
6	Sean McDonald	Conservative
Adur District Council		
1	Chair:	Conservative
2	Vice-Chair:	Conservative
3		Conservative
4		Conservative
5		Conservative
6		Conservative

Joint Governance Committee <i>(requirement for political balance)</i>		
No	Councillor	Political Group
Worthing Borough Council		
1	Chair: Roy Barraclough	Conservative
2	Vice-Chair: Tim Wills	Conservative
3	Louise Murphy	Conservative
4	Steve Waight	Conservative
5	Steve Wills	Conservative
6	Mike Barrett	Labour
7	Helen Silman	Labour
8	Emma Taylor	Labour
Adur District Council		
1	Chair:	Conservative
2	Vice-Chair:	Conservative
3		Conservative
4		Conservative
5		Conservative
6		Labour
7		Labour
8		tbc

Note: *Not more than one member to be an Executive Member*

For Standards matters:

Independent persons: Simon Norris-Jones and Lindsay Viljoen (1 vacancy)

Parish representatives: Lancing Parish Council (1) – Sompting Parish Council (1)

Joint Staff Committee <i>(requirement for political balance)</i>		
No	Councillor	Political Group
Worthing Borough Council		
1	Chair: Karen Harman	Conservative
2	Vice-Chair: Daniel Humphreys	Conservative
3	Rosey Whorlow	Labour
Adur District Council		
1	Chair:	Conservative
2	Vice-Chair:	Conservative
3		Labour

Joint Senior Staff Committee <i>(requirement for political balance)</i>		
No	Councillor	Political Group
Worthing Borough Council		
1	Chair: Daniel Humphreys	Conservative
2	Vice-Chair: Kevin Jenkins	Conservative
3	Rebecca Cooper	Labour
Adur District Council		
1	Chair:	Conservative
2	Vice-Chair:	Conservative
3		Labour

Note: Each Council must have one Executive member

Joint Overview & Scrutiny Committee <i>(requirement for political balance)</i>		
No	Councillor	Political Group
Worthing Borough Council		
1	Chair: Charles James	Conservative
2	Vice-Chair: Richard Nowak	Conservative
3	Russ Cochran	Conservative
4	Louise Murphy	Conservative
5	Tim Wills	Conservative
6	Jon Roser	Labour
7	Sally Smith	Labour
8	Carl Walker	Labour
Adur District Council		
1	Chair:	Conservative
2	Vice-Chair:	Conservative
3		Conservative
4		Conservative
5		Conservative
6		Labour
7		Labour
8		tbc

Executive, appointed by the Leader		
	Councillor	Title
1	Daniel Humphreys	Leader
2	Kevin Jenkins	Deputy Leader Executive Member for Regeneration
3	Edward Crouch	Executive Member for Digital and Environment
4	Heather Mercer	Executive Member for Customer Services
5	Elizabeth Sparkes	Executive Member for Resources
6	Sean McDonald	Executive Member for Health and Wellbeing
Policy Advisors to Executive Members		
These are not Council appointments; they are made by the individual Executive Member and advised to the Director of Communities.		
1	Steve Wills	Leader
2	Richard Nowak	Executive Member for Regeneration
3	Dan Coxhill	Executive Member for Digital and Environment
4	Louise Murphy	Executive Member for Customer Services
5	Tim Wills	Executive Member for Resources
6	Karen Harman	Executive Member for Health and Wellbeing

Worthing Planning Committee (requirement for political balance)		
No	Councillor	Political Group
1	Chair: Noel Atkins	Conservative
2	Vice-Chair: Karen Harman	Conservative
3	Dan Coxhill	Conservative
4	Edward Crouch	Conservative
5	Steve Wills	Conservative
6	Jim Deen	Labour
7	Helen Silman	Labour
8	Martin McCabe	Liberal Democrat
Substitute Member Nomination		Political Group
	Councillors with relevant training as listed on the website	Conservative
	John Turley & Catherine Glynn-Davies	Labour
	Hazel Thorpe	Lib Dem

It is a requirement that Members and substitute members of this Committee, must receive appropriate training.

Overview and Scrutiny Committee
(requirement for political balance)

No	Councillor	Political Group
1	Chair: Charles James	Conservative
2	Vice-Chair: Richard Nowak	Conservative
3	Noel Atkins	Conservative
4	Roy Barraclough	Conservative
5	Russ Cochran	Conservative
6	Dan Coxhill	Conservative
7	Karen Harman	Conservative
8	Tim Wills	Conservative
9	Henna Chowdhury	Labour
10	Jim Deen	Labour
11	Catherine Glynn-Davies	Labour
12	Margaret Howard	Labour
13	Dawn Smith	Labour
14	Emma Taylor	Labour
15	Bob Smytherman	Lib Dem

Licensing and Control Committees 'A' and 'B' (requirement for political balance)		
No	Councillor	Political Group
1	Chair: Steve Wills	Conservative
2	Vice-Chair: Charles James	Conservative
3	Russ Cochran	Conservative
4	Daniel Coxhill	Conservative
5	Kevin Jenkins	Conservative
6	Sean McDonald	Conservative
7	Richard Nowak	Conservative
8	Nicola Waight	Conservative
9	Mike Barrett	Labour
10	Henna Chowdhury	Labour
11	Catherine Glynn-Davies	Labour
12	Richard Mulholland	Labour
13	John Turley	Labour
14	Rosey Whorlow	Labour
15	Hazel Thorpe	Lib Dem
Substitute Member Nomination		Political Group
	Bob Smytherman	Lib Dem

Note:

Although two separate Committees operating under different rules, it is suggested that Membership/Chairperson/Vice-Chairperson are the same for both.

It is a requirement that Members of this Committee must receive appropriate training.

Substitutes are not permitted for 'B' Committee.

Requirement for Political balance is dependent on which Committee is meeting. Officers will ensure this is correct in each case.

Notified Group Leaders (Regulation 8(3))

Conservative Group - Cllr Daniel Humphreys (Leader) Cllr Kevin Jenkins (Deputy)
Labour Group - Cllr Beccy Cooper (Leader) Cllr Carl Walker (Deputy)
Lib Dem Group - Cllr Martin McCabe (Leader) Cllr Hazel Thorpe (Deputy)

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