



ADUR DISTRICT  
COUNCIL

**20 May 2021**



**Adur Council Meeting  
20 May 2021**

Shoreham Centre

**7.00 pm**

**Agenda**

**12 May 2021**

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

**Part A**

**1. Apologies for Absence**

**2. Election of Chairman**

To elect a Chairman of the Council until the Annual Meeting of the Council in 2022.

The Chairman will call for nominations for election of the Chairman of the Council, if there is more than one nomination, there will be a vote in the usual way.

The Chairman to declare their acceptance of office

**3. Appointment of the Vice Chairman**

To appoint a Vice Chairman of the Council until the Annual Meeting of the Council in 2021.

The Chairman will call for nominations for the appointment of the Vice Chairman of the Council, if there is more than one nomination, there will be a vote in the usual way.

The Vice Chairman to declare their acceptance of office.

**4. Returning Officers Return of Persons Elected (Pages 1 - 4)**

To receive and note the Return of Persons elected at the 6 May 2021 District Council elections.

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

## 5. **Declarations of interest**

Members and officers must declare any disclosable pecuniary interests in relation to any business on the agenda. Declarations should also be made at any stage such an interest becomes apparent during the meeting.

If in doubt contact the Legal or Democratic Services representative for this meeting.

## 6. **Confirmation of Minutes**

To approve the minutes of the meeting of the Council on 22 April 2021, copies of which have been previously circulated.

## 7. **Vote of thanks to retiring Chairman and presentation of past Chairman's insignia**

## 8. **Announcements by the Chairman and/or Head of Paid Service**

## 9. **Items raised under urgency provisions**

To consider any items the Chairman has agreed are urgent

## 10. **Decision Making by Adur District Council in 2021/22** (Pages 5 - 20)

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

## 11. **Recommendations from the Executive and Committees to Council** (Pages 21 - 22)

To consider recommendations to the Council, details of which are set out in the attached items as 11. Full reports are available on the website as listed below:

	<b>Executive/Committee</b>	<b>Date</b>	<b>Item</b>
	Joint Senior Staff Committee	27.04.21	<a href="#">Designation of Interim Head of Paid Service</a>



Dr Catherine Howe  
Director for Communities

## **Recording of this meeting**

The Council will be live streaming this meeting, including public question time. 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:

Chris Cadman-Dando  
Democratic Services Officer  
01903 221364  
Email [chris.cadman-dando@adur-worthing.gov.uk](mailto:chris.cadman-dando@adur-worthing.gov.uk)

For Legal Services enquiries relating to this meeting please contact:

Maria Memoli  
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# Agenda Item 4

Annual Meeting of the Council  
20 May 2021

## Returning Officer's Return of Persons Elected on 6 May 2021

<b>ALPHABETICAL LIST OF WARDS</b>	<b>NAME AND ADDRESS OF MEMBER</b>	<b>DESCRIPTION</b>	<b>YEAR OF RETIREMENT</b>
Buckingham	Kevin Boram 48 Buckingham Road Shoreham-by-Sea West Sussex BN43 5UD	The Conservative Party Candidate	2024
Churchill	Mandy Buxton 2 Tower Road Lancing West Sussex BN15 9HT	The Conservative Party Candidate	2024
	Steve Neocleous 67 Elms Drive Lancing West Sussex BN15 9LR	The Conservative Party Candidate	2022
Cokeham	Rob Wilkinson West Wing Halewick Farm Steepdown Road Sompting West Sussex BN15 0LJ	The Conservative Party Candidate	2024
Eastbrook	James Robert Funnell 9 Park Way Southwick West Sussex BN42 4LD	The Conservative Party Candidate	2024
	Carol Joy O'Neal 19 Roman Crescent Southwick West Sussex BN42 4TY	The Labour Party Candidate	2022

Hillside	Angus Dominic Dunn 86 Church Green Shoreham-by-Sea West Sussex BN43 6JU	The Conservative Party Candidate	2024
Manor	Carson Randolph Albury Mill Cottage 8 Mill Road North Lancing West Sussex BN15 0PT	The Conservative Party Candidate	2024
Marine	Joss Loader 25 Falcon Close Shoreham-by-Sea West Sussex BN43 5HN	Independent	2024
Mash Barn	Sharon Louise Sluman 38 Lancing Close Lancing West Sussex BN15 9NJ	The Labour Party Candidate	2024
Peverel	Vee Barton 3 Rooksacre Cottage West Street Sompting West Sussex BN15 0AX	The Conservative Party Candidate	2024
Southlands	Tania Maria Edwards 76 Greenways Crescent Shoreham-by-Sea West Sussex BN43 6HS	The Conservative Party Candidate	2022
	Deborah Ann Stainforth 42 Eastern Avenue Shoreham-by-Sea West Sussex BN43 6PD	The Labour Party Candidate	2024



Southwick Green	Robina Catherine-Jane Crowther Baine 19 Victoria Road Southwick West Sussex BN42 4DJ	The Labour Party Candidate	2024
St. Mary's	Jeremy Marshall Alexander Gardner 456 Upper Shoreham Road Shoreham-by-Sea West Sussex BN43 5NE	The Labour Party Candidate	2024
St. Nicolas	Gabe Crisp 122 Old Shoreham Road Shoreham-by-Sea West Sussex BN43 5TE	Green Party	2024
Widewater(2)	Ann Bridges 36 Barfield Park Lancing West Sussex BN15 9DG	The Conservative Party Candidate	2024
	Joe Pannell Minstrels Gallery Old Salts Farm Road Lancing BN15 8JG	The Conservative Party Candidate	2024

**Alex Bailey**  
**Returning Officer**

**Local Government Act 1972**  
**Background Papers:**

Returning Officer's Declaration of Results

**Contact Officer:**

Neil Terry  
Democratic Services Lead  
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neil.terry@adur-worthing.gov.uk

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ADUR DISTRICT  
COUNCIL

Council  
20 May 2021

Ward(s) Affected: All

## Decision making by Adur District 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:

- Noting the Political balance on the Council
- In accordance with Political Group nominations to appoint Members to seats on Committees for 2021/22
- To appoint the various Chairperson and Vice-Chairperson to the Committees for 2021/22
- Noting 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 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 appoints to the Committees in accordance with the wishes of the Political Groups on the Council detailed in Annex B
- 2.4 That the Chairpersons and Vice-Chairpersons of Committees be appointed until the Annual Meeting of the Council in 2022.
- 2.5 Under Council Procedure Rule 39, Council notes the appointment of the Leader of the Labour Group on the Council as the Leader of the Main Opposition.

### **3. Context**

- 3.1 Decision making 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 Council is asked to note 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 and cabinet model. Full details are in the Council's constitution (Articles and in Parts 3 and 4).

4.2 The regulations (Local Government and Housing Act 1989) require that two or more Councillors may form a group. Therefore, the calculations in relation to political balance is based upon on the following political groups:-

Number of seats on Council:		Proportion of seats
19	Conservative	65.52%
7	Labour	24.14 %
1	Ind	0%
1	Ind SBRA	0%
1	Green	0%

- 4.3 Conservative allocation of seats across the Council's Committees is 31 and is correct according to political balance rules.
- 4.4 The overall Labour allocation of seats across the Council's Committees is 12 and is correct according to political balance rules.
- 4.5 Once the Groups' Committee allocation has been accounted for there are 5 seats remaining to be distributed amongst members who do not belong to a group under the terms of the 1989 Local Government and Housing Act.
- 4.6 Council will receive the nominations to the positions of Chairpersons and Vice-Chairpersons to the Non-Executive Committees as indicated in Annex A which are the wishes of the largest group on the Council.
- 4.7 Group Leaders have been consulted regarding their proposed nominations to the various seats in the decision making structure, Council must agree the appointments to the Non-Executive Committees and the Chairs of those Committees. These nominations are contained in Annex A. As Group Meetings had not been held prior to the publication of the agenda, this Annex will be updated and circulated in due course. Nominations for Committee Chairpersons and Vice Chairpersons from the Leading Group will be included in this Annex.
- 4.8 In accordance with the Constitution, CPR 39, the Council must note the appointment of the Leader of the Labour Group on the Council as the Leader of the Main Opposition

## **5. Engagement and Communication**

5.1 Group Leaders were contacted in advance of the report publication.

## **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

**Officer Contact Details:-**

Chris Cadman-Dando  
Democratic Services Officer  
01903 221364

[chris.cadman-dando@adur-worthing.gov.uk](mailto:chris.cadman-dando@adur-worthing.gov.uk)

## **Sustainability & Risk Assessment**

### **1. Economic**

- No issues identified

### **2. Social**

#### **2.1 Social Value**

- No issues identified

#### **2.2 Equality Issues**

- No issues identified. Recruitment and selection in these matters are reserved to Political Parties

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

- No issues identified

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

No issues identified

### **3. Environmental**

- No issues identified

### **4. Governance**

- Issues relating to the Governance structure of the Councils are set out in the report



**(a) 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:		Proportion of seats
(29)		(100%)
19	Conservative	65.52%
7	Labour	24.14%

In accordance with the rules on political representation the number of seats to be taken by each political group on the Council's Committees and Sub-Committees equates to:

	Number of seats on Committees:
Conservative (65.52% x 48 seats)	31
Labour (24.14% x 48 seats)	12

A political group comprises 2 or more Members. 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)

<b>Committee</b>	<b>No. of Seats</b>	<b>Conservative</b>	<b>Labour</b>	<b>Over or under allocated (+ or -)</b>
Joint Governance	8	5	2	-1
Licensing	10	7	2	-1
Planning	8	5	2	-1
Overview and Scrutiny	8	5	2	-1
Joint Overview and Scrutiny	8	5	2	-1
Joint Staff	3	2	1	
Joint Senior Staff	3	2	1	
<b>TOTAL</b>	<b>48</b>	<b>31</b>	<b>12</b>	
<b>Over or under allocation on percentage split</b>		Correct allocation	Correct allocation	5 under

In summary:

The Conservative Group allocation is correct according to the political balance rules

The Labour Group allocations of seats to Committees are correct.

There is an under allocation of seats to Committees by five on 8 and 10 seat Committees, these seats are allocated to Councillors who are not in a group. Allocation of these seats will need to be negotiated between those Councillors.



ADUR & WORTHING  
COUNCILS

JOINT COMMITTEE MEMBERSHIP /  
APPOINTMENTS  
2021-2022

<b>Joint Strategic Committee</b> <b>Membership is the Leader and their Executive</b> <i>(no requirement for political balance)</i>		
<b>No</b>	<b>Councillor</b>	<b>Political Group</b>
Worthing Borough Council		
<b>1</b>	<b>Chair:</b>	Conservative
<b>2</b>	<b>Vice-Chair:</b>	Conservative
<b>3</b>		Conservative
<b>4</b>		Conservative
<b>5</b>		Conservative
<b>6</b>		Conservative
Adur District Council		
<b>1</b>	<b>Chair: Neil Parkin</b>	Conservative
<b>2</b>	<b>Vice-Chair: Angus Dunn</b>	Conservative
<b>3</b>	Carson Albury	Conservative
<b>4</b>	Brian Boggis	Conservative
<b>5</b>	Kevin Boram	Conservative
<b>6</b>	Emma Evans	Conservative

<b>Joint Governance Committee</b> <i>(requirement for political balance)</i>		
<b>No</b>	<b>Councillor</b>	<b>Political Group</b>
Worthing Borough Council		
<b>1</b>	<b>Chair:</b>	
<b>2</b>	<b>Vice-Chair:</b>	
<b>3</b>		
<b>4</b>		
<b>5</b>		
<b>6</b>		
<b>7</b>		
<b>8</b>		
Adur District Council		
<b>1</b>	<b>Chair: Andy McGregor</b>	Conservative
<b>2</b>	<b>Vice Chair: Jim Funnell</b>	Conservative
<b>3</b>	Kevin Boram	Conservative
<b>4</b>	Rob Wilkinson	Conservative
<b>5</b>	Tania Edwards	Conservative
<b>6</b>	Lee Cowen	Labour
<b>7</b>	Catherine Arnold	Labour
<b>8</b>	Gabe Crisp	Green

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

**For Standards matters:**

Independent Members: Simon Norris-Jones and Lindsay Viljoen

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

<b>Joint Staff Committee</b> <i>(requirement for political balance)</i>		
<b>No</b>	<b>Councillor</b>	<b>Political Group</b>
Worthing Borough Council		
1		
2		
3		
Adur District Council		
1	<b>Chair:</b> Brian Boggis	Conservative
2	<b>Vice Chair:</b> Jim Funnell	Conservative
3	Robina Baine	Labour

<b>Joint Senior Staff Committee</b> <i>(requirement for political balance)</i>		
<b>No</b>	<b>Councillor</b>	<b>Political Group</b>
Worthing Borough Council		
1		
2		
3		
Adur District Council		
1	<b>Chair:</b> Neil Parkin	Conservative
2	<b>Vice-Chair:</b> Angus Dunn	Conservative
3	Lee Cowen	Labour

**Note:** Each Council must have one Executive member

<b>Joint Overview &amp; Scrutiny Committee</b> <i>(requirement for political balance)</i>		
<b>No</b>	<b>Councillor</b>	<b>Political Group</b>
Worthing Borough Council		
1		
2		
3		
4		
5		
6		
7		
8		
Adur District Council		
1	<b>Chair:</b> Joss Loader	SBRA
2	<b>Vice Chair:</b> Ann Bridges	Conservative
3	Carol Albury	Conservative
4	Vee Barton	Conservative
5	Mandy Buxton	Conservative
6	Joe Pannell	Conservative
7	Debs Stainforth	Labour
8	Sharon Sluman	Labour



**EXECUTIVE / NON-EXECUTIVE COMMITTEE  
MEMBERSHIPS  
2021-2022**

<b>Executive, appointed by the Leader</b>		
<b>No</b>	<b>Councillor</b>	<b>Title</b>
1	Neil Parkin	Leader
2	Angus Dunn	Deputy Leader
3	Brian Boggis	Executive Member for Regeneration
4	Carson Albury	Executive Member for Customer Services
5	Kevin Boram	Executive Member for Health and Wellbeing
6	Emma Evans	Executive Member for Environment
<b>Policy Advisors to Executive Members</b> These are not Council appointments; these are made by the individual Executive Member, advised to the Director of Communities.		
1		To Leader
2		To Executive Member for Resources
3		To Executive Member for Regeneration
4	Jim Funnell	To Executive Member for Customer Services
5		Executive Member for Health & Wellbeing
6		Executive Member for Environment

<b>Adur Planning Committee</b> (requirement for political balance)		
<b>No</b>	<b>Councillor</b>	<b>Political Group</b>
<b>1</b>	<b>Chair:</b> Carol Albury	Conservative
<b>2</b>	<b>Vice Chair:</b> Stephen Chipp	Conservative
<b>3</b>	Paul Mansfield	Conservative
<b>4</b>	Steve Neocleous	Conservative
<b>5</b>	Tania Edwards	Conservative
<b>6</b>	Jeremy Gardner	Labour
<b>7</b>	Carol O'Neal	Labour
<b>8</b>	Dave Collins	Ind
	<b><i>Substitute Members List</i></b>	
	All Members who have had the necessary training by the end of June 2020	

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



<b>Licensing Committee</b> (requirement for political balance)		
<b>No</b>	<b>Councillor</b>	<b>Political Group</b>
<b>1</b>	<b>Chair:</b> Paul Mansfield	Conservative
<b>2</b>	<b>Vice Chair:</b> Andy McGregor	Conservative
<b>3</b>	Vee Barton	Conservative
<b>4</b>	Mandy Buxton	Conservative
<b>5</b>	Jim Funnell	Conservative
<b>6</b>	Steve Neocleous	Conservative
<b>7</b>	Rob Wilkinson	Conservative
<b>8</b>	Catherine Arnold	Labour
<b>9</b>	Carol O'Neal	Labour
<b>10</b>	Joss Loader	SBRA

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

<b>Overview and Scrutiny Committee</b> (requirement for political balance)		
<b>No</b>	<b>Councillor</b>	<b>Political Group</b>
<b>1</b>	<b>Chair:</b> Joss Loader	SBRA
<b>2</b>	<b>Vice Chair:</b> Ann Bridges	Conservative
<b>3</b>	Carol Albury	Conservative
<b>4</b>	Vee Barton	Conservative
<b>5</b>	Mandy Buxton	Conservative
<b>6</b>	Joe Pannell	Conservative
<b>7</b>	Debs Stainforth	Labour
<b>8</b>	Sharon Sluman	Labour

**This membership becomes the Adur membership on the Joint Overview and Scrutiny Committee**

<b>Adur representative on the West Sussex Adult and Social Care Select Committee</b> (membership is from the Scrutiny Committee)	
Ann Bridges	Conservative

**Notified Group Leaders (Regulation 8(3))**

<b>Conservative Group - Cllr Neil Parkin (Leader)</b>	<b>Cllr Angus Dunn (Deputy)</b>
<b>Labour - Cllr Lee Cowen (Leader)</b>	<b>Cllr Debs Stainforth (Deputy)</b>



Council  
20 May 2021

## **Extract from the minutes of the Joint Senior Staff Committee - 27 April 2021**

### **JSnSC/011/20-21 Designation of Interim Head of Paid Service**

Before the Committee was a report from the Director for Digital, Sustainability and Resources as item 5.

The report sought a decision as to whom should be designated as the Interim Head of Paid Service / Interim Chief Executive following the departure of Alex Bailey, current Chief Executive and Head of Paid Service on or before the 30th June 2021, pending the permanent recruitment to replace the current designated Officer.

### **Resolved,**

The Joint Senior Staff Committee recommended that Adur and Worthing Councils designate Dr. Catherine Howe as Adur and Worthing Councils Interim Head of Paid Service and Chief Executive with effect from 1st July 2021, until such time, as the substantive post has been filled.

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