



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

13 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 the Mayor

To elect the Mayor of the Borough until the Annual Meeting of the Council in 2022.

The Mayor to declare their acceptance of office.

3. Appointment of the Deputy Mayor

To appoint a Deputy Mayor of the Borough until the Annual Meeting of the Council in 2022.

The Deputy Mayor to declare their acceptance of office.

4. Returning Officer's Return of Persons Elected (Pages 1 - 2)

To receive and note the Return of Persons Elected at the 6 May 2021 Borough Council elections.

5. Declarations of Interest

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

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 Council meeting held on 20 April 2021, copies of which have been previously circulated.

7. Vote of thanks to the outgoing Deputy Mayor

8. Items raised under Urgency Provisions

To consider any items the Mayor has agreed are urgent.

9. Announcements by the Mayor and / or Head of Paid Service

10. Decision making by Worthing Borough Council in 2021/22 (Pages 3 - 11)

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)

11. Youth Mayor

To note the Youth Mayor and Deputy Youth Mayor for 2021/22.

12. Recommendations from the Executive and Committees to Council (Page 12)

To consider recommendations to the Council, details of which are set out in the attached item 12.

	Executive / Committee	Date	Item
	Joint Senior Staff Committee	27.04.21	Designation of Interim Head of Paid Service

Part B - Not for Publication - Exempt information Reports

None.



Dr Catherine Howe
Director for Communities

Recording of this meeting

The Council will be broadcasting 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:

Neil Terry
Democratic Services Lead
01903 221073
neil.terry@adur-worthing.gov.uk

For Legal Services enquiries relating to this meeting please contact:

Maria Memoli
Head of Legal Services and Monitoring Officer
01903 221119
maria.memoli@adur-worthing.gov.uk



WORTHING BOROUGH
COUNCIL

Annual Council
21 May 2021
Agenda Item 4

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

ALPHABETICAL LIST OF WARDS	NAME AND ADDRESS OF MEMBER	DESCRIPTION	YEAR OF RETIREMENT
Broadwater	Cathy Glynn-Davies West Winds Dawes Avenue Worthing BN11 2JY	The Labour Party Candidate	2024
Castle	Steve Wills 30 Fulmer Court Boundary Road Worthing BN11 4LU	The Conservative Party Candidate	2024
Central	Rosey Whorlow 2 Stanley Road Worthing West Sussex BN11 1DT	The Labour Party Candidate	2024
Durrington	Dan Coxhill 17 Cissbury Drive Worthing BN14 0DT	The Conservative Party Candidate	2024
Gaisford	John Michael Turley (address in Worthing)	The Labour Party Candidate	2024
Goring	Steve Waight 28 Furze Road Worthing BN13 3BH	The Conservative Party Candidate	2024

Heene	Emma Taylor 17 Mendip Crescent Worthing BN13 2LT	The Labour Party Candidate	2024
Marine	Beccy Cooper 20 Chancton View Road Worthing BN11 5JR	The Labour Party Candidate	2024
Northbrook	Russ Cochran 2 Hildon Park Northbrook Worthing BN13 2TU	The Conservative Party Candidate	2024
Offington	Elizabeth Sparkes 43 First Avenue Worthing BN14 9NJ	The Conservative Party Candidate	2024
Salvington	Richard Edward Nowak 22 Woodland Avenue High Salvington Worthing BN13 3AF	The Conservative Party Candidate	2024
Selden	Jon Roser 44a Lyndhurst Road Worthing BN11 2DF	The Labour Party Candidate	2024
Tarring	Hazel Irene Thorpe Rose Cottage 51 High Street Tarring Worthing BN14 7NR	The Liberal Democrats Party Candidate	2024

Alex Bailey
Returning Officer

Local Government Act 1972
Background Papers:

Returning Officer's Declaration of Results



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

01903 221073

neil.terry@adur-worthing.gov.uk

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
-----------	---------

(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
---------------------------------	-----------------

(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.

This page is intentionally left blank



Extract from the minutes of the Joint Senior Staff Committee held on 27 April 2021

JSnSC/11/20-21 Designation of Interim Head of Paid Service

The purpose of the report before members was to decide on 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 that Worthing Borough Council designate Catherine Howe as the Council's interim Head of Paid Service and Chief Executive with effect from 1st July 2021 until such time as the substantive post has been filled.

(Link to the report on the website e.g. [Joint Senior Staff Committee - 27 April 2021](#))