

**Representing the Council in the Community - appointments to outside organisations**

**Report by the Director for Communities**

**Executive Summary**

**1. Purpose**

To determine the nominations for Annual appointment to various organisations in the District within the remit of the Adur Executive.

**2. Recommendations**

2.1 That the Leader determine the nominations received from Councillors for appointment to various outside organisations against the information in Annex B; and

2.2 that having received representations from Councillors, the Leader completes Annex C with his determination of the appointments taking into account 2.1 above and matters raised in paragraph 4.

**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 the Constitution.
- 3.3 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 are set out in Annex A with details of the Council's Outside Bodies in Annex B. Annex C is blank for the Leader's completion with the decision notice.
- 3.5 Members are reminded that in the Constitution, Article 2 and also Council Procedure Rule 21, they are encouraged to report back on meetings of outside bodies that they attend. This report back can be placed in the The Adur Room at the Shoreham Centre; on request a summary can be placed in the next edition of the Members News or if the matter is of such significance, ask the Proper Officer to place an item on the agenda for an appropriate 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). Further details to be taken into consideration are highlighted below:
- 4.2 No. 5 Greater Brighton Economic Board - Call in Panel

Officers suggest that as this is an automatic appointment of the Chairman and the Vice-Chairman of the Overview and Scrutiny committee as required by the Joint Agreement; this Body should be placed within the Overview and Scrutiny Rules in the Constitution as an automatic appointment and not listed in this document.

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

- 5.1 On publication of this report, all Members are invited to consider the list at Annex B and make nominations direct to the Leader at [neil.parkin@adur.gov.uk](mailto:neil.parkin@adur.gov.uk).

## **6. Financial Implications**

- 6.1 There are no direct financial implications resulting from this report although the Member 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 District 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, include the consideration of appointments to Outside Bodies under local choice functions.

### **Background Papers**

None

### **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**

Part of the role of an elected member is to assist the community via a representational role, this supporting role could have economic benefit to the organisation that the councillor is 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 supporting role could have an impact to the social value within the District .

#### **2.2 Equality Issues**

All Councillors are invited to put themselves forward 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 encompasses Community Leadership, by working as a community leader a councillor is enhancing the Council's reputation and partnership with the community.

## Annex A

### Adur District Council - Outside Body Appointments

Adur District Council - Outside Bodies (appointed in May 2019 for information only)  
*Councillors no longer elected representatives have been removed from this list*

	OUTSIDE BODY	DECISION
1	Adur Community Leisure: Board of Trustees	Cllr Carol Albury
		Cllr Kevin Boram
2	Armed Forces Champion	Cllr George Barton
3	Discretionary Housing Payments Board (up to 5 members)	Cllr Ann Bridges Cllr Brian Boggis Cllr Debs Stainforth
4	Greater Brighton Economic Board 'call in' Panel	Chairman & Vice Chairman of the Overview & Scrutiny Committee
6	Heritage Champion Member	Cllr Brian Coomber
7	Local Government Association Coastal Issues Special Interest Group	Cllr Angus Dunn
8	Marlipins Museum	Cllr Catherine Arnold
9	Quayside Youth Centre: Management Committee	Cllr Angus Dunn
10	The Ropetackle Trust	Cllr Kevin Boram
11	Safeguarding Children Champion Member	Cllr David Simmons
12	Shoreham Airport Consultative Committee (now Brighton City Airport Consultation Committee)	Cllr Emma Evans
		Cllr Brian Boggis
13	Shoreham Port Local Authority Liaison Committee	Cllr Andy McGregor
		Cllr David Balfe
14	South Downs National Park Authority	Cllr Pat Beresford
15	Southwick Community Association	Cllr Angus Dunn
16	Sussex Police and Crime Panel	Cllr David Simmons
		Cllr Paul Mansfield (sub)

## Annex B

### OUTSIDE BODY # 1

**ORGANISATION NAME:** Adur Community Leisure – Board of Trustees

**ADDRESS:** Jonathan Tatchell, Company Secretary, Impulse Leisure, Blackshots Leisure Centre, Blackshots Lane Grays, Essex, RM16 2JU

**CONTACT DETAILS:** not published

**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.

**SKILLS/INTERESTS 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 Carol Albury  
Cllr Kevin Boram

**TERM:** Maximum of 4 years (up to the Council) – Appointment to be reviewed annually

**APPOINTMENT PRIORITY:**

### OUTSIDE BODY # 2

**ORGANISATION NAME:** Armed Forces Champion

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

**CONTACT DETAILS:** not published

**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

TYPE OF BUSINESS: To champion the role of the Armed Forces in relation to the signed Community Covenant.
SKILLS/INTERESTS 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 George Barton
TERM: Annual Appointment
APPOINTMENT PRIORITY:

<b>OUTSIDE BODY # 3</b>
<b>ORGANISATION NAME: Discretionary Housing Payments Board</b>
ADDRESS: Democratic Services, Adur & Worthing Councils, Town Hall, Worthing BN11 1HA
CONTACT DETAILS: Telephone: not published
DETAILS OF MEETINGS: Frequency: as and when required. Venue: Shoreham Centre Time/Duration: will be arranged as necessary.
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 <sup>th</sup> June 2013.
SKILLS/INTERESTS REQUESTED: Interpretation of regulations.
NUMBER OF REPRESENTATIVES: Panel of members of 3 chosen from those appointed by the Council.
PRESENT REPRESENTATIVES: Ann Bridges, Brian Boggis, Debs Stainforth
TERM: Annual Appointment
APPOINTMENT PRIORITY:

<b>OUTSIDE BODY # 4</b>
<b>ORGANISATION NAME: Greater Brighton Economic Board Call in Panel</b>
ADDRESS: Nick Hibberd - contact is John Peel Democratic Services at Brighton and Hove City Council
CONTACT DETAILS: not published
DETAILS OF MEETINGS: Frequency: Venue: Meeting – Time/Duration:
TYPE OF BUSINESS: Determination of call in for the GBEB, as required by the Board's

Constitution.
SKILLS/INTERESTS REQUESTED: Scrutiny
NUMBER OF REPRESENTATIVES: 1 (and sub)
PRESENT REPRESENTATIVES: Chairman & Vice Chairman of the Overview & Scrutiny Committee
TERM: Annual Appointment (automatic)
Recommendation: as this is an automatic appointment, this Body be moved into the Constitution under the Overview and Scrutiny Rules

<b>OUTSIDE BODY # 5</b>
<b>ORGANISATION NAME: Heritage Champion Member</b>
ADDRESS: Historic England, South East Regional Office, Eastgate Court, 195-205 High Street, Guildford, GU1 3EH
CONTACT DETAILS: Telephone: not published
DETAILS OF MEETINGS: Various training and conference events are 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 Historic England, support and advocate for the historic environment within the local authority. To help them do this, Historic England provides them with expert advice, high level networking opportunities and specifically tailored training events. For more information visit <a href="https://historicengland.org.uk/advice/planning/local-heritage/heritage-champions/">https://historicengland.org.uk/advice/planning/local-heritage/heritage-champions/</a>
SKILLS/INTERESTS REQUESTED: The key objective for the Heritage Champion is to ensure that local plans and strategies capture the contribution that the local historic environment can make to the success of an area. 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 (more if wished)
PRESENT REPRESENTATIVES: Cllr Brian Coomber
TERM: as determined by the Leader
APPOINTMENT PRIORITY:

<b>OUTSIDE BODY # 6</b>
<b>ORGANISATION NAME: Local Government Association Coastal Issues Special Interest Group</b>
ADDRESS: Fatima De Abreu, Local Government Association, Local Government House



Smith Square, London SW1P 3HZ
CONTACT DETAILS: not published
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: 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 coordination within Central Government on coastal, estuarine and maritime issues with a view to ensuring consistency in policy and the provision of resources.
SKILLS/INTERESTS REQUESTED:
NUMBER OF REPRESENTATIVES:
PRESENT REPRESENTATIVES: Cllr Angus Dunn
TERM: Annual appointment
APPOINTMENT PRIORITY:

<b>OUTSIDE BODY # 7</b>
<b>ORGANISATION NAME: Marlipins Museum</b>
ADDRESS: Emma O'Connor, Marlipins Museum, 36 High Street, Shoreham-by-Sea, BN43 5DA
CONTACT DETAILS: not published
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.
SKILLS/INTERESTS REQUESTED: Interest in heritage and conservation
NUMBER OF REPRESENTATIVES: 1 Councillor
PRESENT REPRESENTATIVES: Councillor Stephen Chipp
TERM: Annual appointment
APPOINTMENT PRIORITY:

<b>OUTSIDE BODY # 8</b>
<b>ORGANISATION NAME: Quayside Youth Centre (Management Committee)</b>
ADDRESS: Upper Kingston Lane, Southwick, West Sussex, BN42 4RE
CONTACT DETAILS: not published

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.
SKILLS/INTERESTS REQUESTED: Interest in social education of young people between the ages of 13 and 18. Representative of Southwick and / or Fishersgate preferred. The representative would be required to support the Management Committee in any decisions etc that they may make regarding the running of the Centre. Also as a member of the Council to give any appropriate information that may help the Centre.
NUMBER OF REPRESENTATIVES: 1 Councillor and 1 appropriate senior officer or nominee
PRESENT REPRESENTATIVES: Councillor Angus Dunn
TERM: Annual appointment
APPOINTMENT PRIORITY:

<b>OUTSIDE BODY # 9</b>
<b>ORGANISATION NAME: The Ropetackle Trust</b>
ADDRESS: Martin Allen, Ropetackle Centre, Little High Street, Shoreham by Sea, West Sussex, BN43 5EG
CONTACT DETAILS :Not published
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.
SKILLS/INTERESTS REQUESTED: Liaison between the Council and the Trust, and acting as advocate of the Trust
NUMBER OF REPRESENTATIVES: 1 Councillor
PRESENT REPRESENTATIVES: Cllr Kevin Boram
TERM: No fixed period
APPOINTMENT PRIORITY:

<b>OUTSIDE BODY # 10</b>
<b>ORGANISATION NAME: Safeguarding Children and Young People and Adults at Risk Champion Member</b>
ADDRESS: Head of Wellbeing, Adur and Worthing Councils, PA to head of Wellbeing: <a href="mailto:jo.marshall-inns@adur-worthing.gov.uk">jo.marshall-inns@adur-worthing.gov.uk</a>

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.
SKILLS/INTERESTS 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.
APPOINTMENT PRIORITY:

<b>OUTSIDE BODY # 11</b>
<b>ORGANISATION NAME: Brighton City Airport Consultative Committee (formally Shoreham Airport Consultative Committee)</b>
ADDRESS:Christine Smith (Secretary), Terminal 3, Brighton City Airport, Shoreham by Sea, West Sussex, BN43 5FF
CONTACT DETAILS: Telephone:not published
DETAILS OF MEETINGS: Frequency: Quarterly, Venue: Brighton City 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.
SKILLS/INTERESTS REQUESTED: This appointment is most relevant to Members with close links to the airport and / or neighbouring wards. Representatives are invited from Adur and Worthing Councils.
NUMBER OF REPRESENTATIVES: 1 Councillor plus 1 Substitute
PRESENT REPRESENTATIVES: Cllr Brian Boggis, Cllr Carson Albury (sub)
TERM: Annual appointment.
APPOINTMENT PRIORITY:

<b>OUTSIDE BODY # 12</b>
<b>ORGANISATION NAME:</b> Shoreham Port Local Authority Liaison Committee
<b>ADDRESS:</b> Nicky Goldsbrough. Shoreham Port, Nautilus House, 90-100 Albion Street, Southwick, West Sussex, BN42 4ED
<b>CONTACT DETAILS:</b> not published
<b>DETAILS OF MEETINGS:</b> Frequency: 2 meetings per year. Venue: Shoreham Port Time/Duration: Normally 11:00am - 2 hours
<b>TYPE OF BUSINESS:</b> 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.
<b>SKILLS/INTERESTS REQUESTED:</b> Interest in and knowledge of the Port.
<b>NUMBER OF REPRESENTATIVES:</b> 2 Councillors
<b>PRESENT REPRESENTATIVES:</b> Councillor Angus Dunn. Cllr Joss Loader
<b>TERM:</b> Annual appointment
<b>APPOINTMENT PRIORITY:</b>

<b>OUTSIDE BODY # 13</b>
<b>ORGANISATION NAME:</b> South Downs National Park Authority
<b>ADDRESS:</b> Richard Sandiford, South Downs National Park Authority, South Downs Centre, North Street, Midhurst, West Sussex, GU29 9DH
<b>CONTACT DETAILS:</b> not published
<b>DETAILS OF MEETINGS:</b> Frequency: The Authority meets 5 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
<b>TYPE OF BUSINESS:</b> 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.
<b>SKILLS/INTERESTS REQUESTED:</b> 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.
NUMBER OF <b>APPOINTEES</b> : 1 Councillor appointed by Adur District Council and Worthing Borough Council - Members of the SDNPA <b>do not represent their appointing bodies on the Authority</b> , 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.
PRESENT REPRESENTATIVES: Councillor Pat Beresford Adur District Council Appointment to alternate between ADC and WBC - Adur to have the next term appointment
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. . 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:

<b>OUTSIDE BODY # 14</b>
<b>ORGANISATION NAME: Southwick Community Association</b>
ADDRESS: 24 Southwick Street, Southwick BN42 4TE
CONTACT DETAILS: not published
DETAILS OF MEETINGS: Frequency: Bi Monthly. Venue: Southwick Community Centre Meeting – Trustees Meeting. Time/Duration: 7.30pm – approx 9.30pm
TYPE OF BUSINESS: Community Centre
SKILLS/INTERESTS REQUESTED: - To be a trustee and ensure the community centre is run properly.
NUMBER OF REPRESENTATIVES: 1
PRESENT REPRESENTATIVES: Cllr Angus Dunn
TERM: Annual Appointment
APPOINTMENT PRIORITY:

**OUTSIDE BODY # 15****ORGANISATION NAME: Sussex Police and Crime Panel (PCP)**

ADDRESS: C/o Ninesh Edwards, County Hall, Chichester, West Sussex, PO19 1RQ

CONTACT DETAILS: not published

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: Cllr David Simmons. Cllr George Barton (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:

## Annex C

For completion by the Leader

Adur District Council - Outside Bodies from June 2020

	OUTSIDE BODY	DECISION
1	Adur Community Leisure: Board of Trustees	
2	Armed Forces Champion	
3	Discretionary Housing Payments Board (up to 5 members)	
4	Greater Brighton Economic Board 'call in' Panel	Chairman & Vice Chairman of the Overview & Scrutiny Committee
5	Heritage Champion Member	
6	Local Government Association Coastal Issues Special Interest Group	
7	Marlipins Museum	
8	Quayside Youth Centre: Management Committee	
9	The Ropetackle Trust	
10	Safeguarding Children Champion Member	
11	Shoreham Airport Consultative Committee (now Brighton City Airport Consultation Committee)	
12	Shoreham Port Local Authority Liaison Committee	
13	South Downs National Park Authority (decision on position delegated to Joint Strategic Committee)	No action necessary
14	Southwick Community Association	
15	Sussex Police and Crime Panel	