

Crawley Borough Council

Minutes of Membership Committee

15 May 2013 at 7.00 p.m.

Present:

Councillors R D Burrett, R A Lanzer and P K Lamb

Also in Attendance:

Councillor G Thomas

Officers Present:

Steve Lappage

Democratic Services Manager

1. Appointment of Chair

Councillor R A Lanzer was appointed Chair for the meeting.

2. Minutes

The minutes of the meeting of the Committee held on 16 May 2012 were approved as a correct record and signed by the Chair.

3. Members' Disclosure of Interests

No disclosures of interest were made by Members.

4. Appointment of Chairs and Vice Chairs of Committees and their Members

The Committee considered a schedule of nominations relating to Committee appointments.

RECOMMENDATION 1

That, on the nominations of the political groups, the Council be recommended that:

- (1) Members be appointed to the Committees of the Council as indicated in **Appendix A** to these minutes.
- (2) The Chairs and Vice-Chairs of the respective Committees be as indicated in **Appendix A** to these minutes.

5. **Scrutiny Panels**

The Committee was asked to submit to the Commission its recommendations as to the membership of the Performance Monitoring and Financial Deprivation Scrutiny Panels. It was noted that the Chair of any Panel should be a member of the Commission.

Whilst provisionally happy with the proposals and willing to make recommendations to facilitate the appointments to the Scrutiny Panels, the Committee emphasised that these were a matter for the Commission to decide.

RESOLVED

Subject to any revised nominations from the Political Groups as to the size and Membership of each of the Panels, the Overview and Scrutiny Commission be recommended, at its meeting on 3 June 2013, that Members be appointed to the Performance Monitoring and Financial Deprivation Scrutiny Panels as indicated in **Appendix B** to these minutes.

6. **Appointments of Persons on Outside Organisations to which the Council is invited to make nominations**

The Committee considered the appointment of persons on outside organisations to which the Council was invited to make nominations.

RECOMMENDATION 2

That the Council be recommended to appoint the representatives to the Bodies and Organisations as indicated in **Appendix C** to these minutes. Where there are more nominations than places available, the Council is asked to determine who should be appointed.

7. **Appointments to Policy Development Forums and Working Groups**

The Committee noted that the establishment of and appointments to Policy Development Forums and Working Groups would be decided by the Cabinet at its meeting on 5 June 2013.

8. **Closure of Meeting**

With the business of the Committee concluded, the Chair declared the meeting closed at 7.15 p.m.

R A Lanzer
Chair

Crawley Borough Council

Nominations of Political Groups to Committees 2013/14

Development Control (8 : 7)
<u>2013/2014 Group nominations</u>
S A Blake
K Brockwell
B J Burgess
L A M Burke
D G Crow
C L Denman
J I Denman (Chair)
A J E Quirk
I T Irvine
S J Joyce (Vice-Chair)
C A Moffatt
D J Shreeves
P C Smith
G Thomas
W A Ward

General Purposes Committee (6 : 5)
<u>2013/2014 Group nominations</u>
L A M Burke (Chair)
R D Burrett
D G Crow
C R Eade
R A Lanzer
L A Walker
M L Ayling
C A Cheshire (Vice-Chair)
P K Lamb
C A Moffatt
C Oxlade

Audit and Governance Committee (3 : 2)
<ul style="list-style-type: none">• Not more than one member shall be a Cabinet member and that Member shall not Chair the Committee.• Substitutes added because small size & concerns about quorum
<u>2013/2014 Group nominations</u>
C R Eade
A J E Quirk (Chair)
L A Walker
Substitute Member – Conservative Group vacancy (tbc)
I T Irvine (Vice-Chair)
P K Lamb
Substitute Member – Labour Group vacancy (tbc)

Licensing Committee (9 : 6)
1) Between 10 and 15 Members with a quorum of 10 when dealing with matters under the Licensing Act 2003
2) Members are reminded that the Committee includes Sub Committee daytime meetings responsibilities.
<u>2013/2014 Group nominations</u>
B K Blake (Chair)
N J Boxall
B J Burgess
V S Cumper
C R Eade
L S Marshall-Ascough (Vice-Chair)
D M Peck
K J Trussell
K B Williamson
M L Ayling
C J Mullins
C Oxlade
B J Quinn
D J Shreeves
W A Ward

Licensing Sub-Committee
1) A minimum of three members will be called upon to determine any given application and a Chair will be appointed at each meeting.
2) Membership should be the same as that of Licensing.
3) Please note that a significant number of these meetings are scheduled for the daytime.
<u>2013/2014 Group nominations to Pool</u>
B K Blake
N J Boxall
B J Burgess
V S Cumper
C R Eade
L S Marshall-Ascough
D M Peck
K J Trussell
K B Williamson
M L Ayling
C J Mullins
C Oxlade
B J Quinn
D J Shreeves
W A Ward

Overview and Scrutiny Commission (6 : 4)
All must be non-Cabinet members
<u>2013/2014 Group nominations</u>
S A Blake
N J Boxall (Chair)
B J Burgess
R G Burgess
L S Marshall-Ascough
Conservative Group vacancy – to be confirmed
C A Cheshire
M G Jones (Vice-Chair)
C C Lloyd
B A Smith

Appointments and Investigating Committee (Pool)
1) As far as possible, a politically balanced committee of between 3 and 7 members will be drawn from the following membership.
2) Any committee making recommendations relating to the appointment of the Chief Executive shall consist of seven members (with a quorum of five), whilst a committee appointing a Director shall consist of six members (with a quorum of four). Head of Service appointments shall be made by a committee of five (with a quorum of three).
3) Introduction of specialist training requirements to be explored.
4) Political groups may add further names to the pool if they so wish.
<u>2013/2014 Group nominations</u>
B K Blake
Dr H S Bloom
N Boxall
K Brockwell
B J Burgess
R D Burrett
D G Crow
V S Cumper
C L Denman
J I Denman
C R Eade
R A Lanzer
A J E Quirk
K J Trussell
L A Walker
K B Williamson
S J Joyce
P K Lamb
C C Lloyd
C J Mullins
D J Shreeves
B A Smith

Staff Appeals Board (Pool)
1) Each Board to comprise three members with a quorum of three from the following pool.
2) The members of the Board to include at least one Member of the opposition.
3) Political groups may add further names to the pool if they so wish.
4) Specialist training requirement for Members.
<u>2013/2014 Group nominations</u>
K Brockwell
R G Burgess
R D Burrett
D G Crow
C L Denman
C R Eade
R A Lanzer
C A Cheshire
S J Joyce
C J Mullins
B Quinn
D J Shreeves

Grants Appeals Panel (Pool)
1) As far as possible, a politically balanced panel of 5 (3:2 split) members will be drawn from the following membership.
2) Not to include any Cabinet member involved in the decision on the grant application(s).
3) Political groups may add further names to the pool if they so wish.
<u>2013/2014 Group nominations</u>
S A Blake
L A M Burke (Chair)
D G Crow
C L Denman
J I Denman
C R Eade
K B Williamson
C A Moffatt
C J Mullins
C Oxlade
B J Quinn
D J Shreeves

Crawley Borough Council

Nominations of Political Groups to Scrutiny Panels – 2013/14

Scrutiny Panel Membership

- Scrutiny Panels established by Overview and Scrutiny Commission
- All non-Cabinet Members
- At least one member of any Panel needs to be a member of the OSC as the Chair of any Panel must be a member of the Commission
- Membership and Chairs of Panels to be confirmed by Commission
- * = size and political proportionality figures indicative only, may change

Performance Monitoring Scrutiny Panel (7 = 4:3)*
Group nominations 2013/14
<u>Councillor:-</u>
R G Burgess
C R Eade
L S Marshall-Ascough
A J E Quirk
M L Ayling
C A Cheshire
C C Lloyd (Chair)

Financial Deprivation Scrutiny Panel (7 = 4:3)*
Group nominations 2013/14
<u>Councillor:-</u>
R G Burgess
J I Denman
L S Marshall-Ascough (Chair)
Conservative Group vacancy - tbc
C A Moffatt
P C Smith
G Thomas

Appendix C

Crawley Borough Council

Outside Organisations to which the Council is invited to make nominations 2013/14 (Council decision)

(Contested nominations and vacancies are shown in bold)

	Name of Organisation	Representative / Deputy 2012/13 (LO = CBC Link Officer)	Nominations of political groups for 2013/14 (and any notes)
1.	Age UK – West Sussex Trustee Board (previously for Age Concern Centre)	C J Mullins (LO = Craig Downs)	G Thomas
2.	Broadfield Youth and Community Centre Management Committee (BYCC)	C A Moffatt A J E Quirk John Dale (Community Development Officer) (LO)	C A Moffatt A J E Quirk John Dale (Community Development Officer) <i>3 nominations invited as follows (& must be able to attend meetings regularly):</i> <i>(a) One nomination from each of the political groups, not necessarily an elected councillor, and</i> <i>(b) An appropriate Borough Council Officer.</i> <i>Other Councillors from the Broadfield North and South Wards (who have not been nominated in line with (a) above) are invited to become Community Representatives, and are asked to contact BYCC accordingly.</i>
3.	Central Crawley Conservation Area Advisory Committee	L S Marshall-Ascough G Thomas W A Ward (LO = Anthony Masson)	L S Marshall-Ascough G Thomas W A Ward V S Cumper (substitute) <i>Northgate, Southgate and West Green Wards must be represented.</i>

	Name of Organisation	Representative / Deputy 2012/13 <i>(LO = CBC Link Officer)</i>	Nominations of political groups for 2013/14 <i>(and any notes)</i>
4.	Courage Dyer Recreational Trust	B K Blake (ex-officio as Mayor) S A Blake (to March 2013) J G Smith (to July 2013) L A Walker (to July 2015) <i>(LO = Hayley Thorne)</i>	R G Burgess (ex-officio as Mayor) S A Blake (to March 2017) B J Quinn (from July 2013 until July 2017) L A Walker (to July 2015) - 4 year appointments only - Once appointed, not required to remain a Councillor - Only 4 nominations acceptable in total
5.	Crawley & Ifield Education Foundation (formerly Sarah Nash Charity)	R G Burgess <i>(no LO identified)</i>	R G Burgess <i>Only one nomination invited</i>
6.	Crawley Arts Council	B J Burgess G Thomas Carolyn Murphy (Arts Development Officer) <i>(LO)</i>	B J Burgess C J Mullins Carolyn Murphy (Arts Development Officer)
7.	Crawley Community Transport Association (CCTA) (formerly known as Crawley Dial-a-Ride)	A J E Quirk <i>(LO = Lindsay Adams)</i>	A J E Quirk
8.	Crawley Community and Voluntary Service Trustee Board	C R Eade K J Trussell <i>(LO = Craig Downs)</i>	C R Eade K J Trussell <i>Only 2 nominations invited</i>
9.	Crawley Ethnic Minority Partnership (CEMP) Partnership Board	Dr H S Bloom <i>(LO = Fatima Mirza)</i>	R A Lanzer B A Smith <i>CEMP have been asked if 2nd place available.</i>
10.	Crawley Museum Society	C L Denman B J Quinn G Thomas Carolyn Murphy (Arts Development Officer) <i>(LO = Carolyn Murphy)</i>	C A Cheshire C L Denman G Thomas Carolyn Murphy (Arts Development Officer)
11.	Crawley Open House Management Committee	N J Boxall R D Burrett W A Ward (plus officer from Housing and Planning Strategic Services) <i>(LO = Mark Dow)</i>	N J Boxall R D Burrett W A Ward (plus officer from Housing and Planning Strategic Services)

	Name of Organisation	Representative / Deputy 2012/13 (LO = CBC Link Officer)	Nominations of political groups for 2013/14 (and any notes)
12.	Crawley Town FC Travel Plan Steering Group	K Brockwell L S Marshall-Ascough C A Cheshire C C Lloyd C J Mullins M L Ayling (substitute). Conservative Group vacancy (LO = Paul Baker)	K Brockwell L S Marshall-Ascough C A Cheshire C C Lloyd C J Mullins B J Quinn (substitute). <i>The Travel Plan will be ongoing and Andy Mouland (WSCC) has advised that the Steering Group will continue to further progress that Plan.</i> <i>The Council is invited to nominate 4 to 6 Members, preferably to include representatives from each of Broadfield North and South, Southgate, Tilgate and Bewbush. As previously suggested, it would be advisable to avoid nominating Members who will be on the Development Control Committee.</i>
13.	Crawley Town Twinning Association	Dr H S Bloom C R Eade B A Smith (LO = Nicky Shaw)	Dr H S Bloom C R Eade B A Smith

	Name of Organisation	Representative / Deputy 2012/13 (LO = CBC Link Officer)	Nominations of political groups for 2013/14 (and any notes)
14.	Development Control North Committee (Horsham DC)	S A Blake J I Denman C L Denman (substitute) S J Joyce P C Smith G Thomas (substitute) (LO = Jean McPherson)	S A Blake J I Denman C L Denman (substitute) S J Joyce P C Smith G Thomas (substitute) <i>All nominated to serve as co-opted Members Must be Members of the Development Control Committee</i> <i>Officers are working on a memorandum of understanding for future consultation arrangements with Horsham on further applications which may not necessarily be as formal as co-opting onto the committee. In the meantime, the nominations should continue to be made.</i>
15.	4sight (Formerly West Sussex Association for the Blind – Crawley Area Committee)	C R Eade (LO = Damian Brewer - Andrew Davies in Damian's absence until July 2013)	C R Eade
16.	Forestfield and Shrublands Conservation Area Advisory Committee	D G Crow C R Eade (LO = James Webster)	D G Crow C R Eade
17.	Friends of Goffs Park	Dr H S Bloom (LO = Colin Hayler)	Dr H S Bloom C J Mullins <i>The Labour Group have asked if 2nd place could be made available. However, it is suggested that CBC nominations should be restricted to Southgate Ward Members. Other Members can still become a Friend of Goffs Park through other ways.</i>
18.	Gatwick Airport Community Trust (GACT)	S A Blake (LO = Craig Downs)	<i>No new nominations required. Cllr Blake appointed for a 4 year term in 2012.</i> <i>Only 1 nomination invited 4 year appointment.</i>

	Name of Organisation	Representative / Deputy 2012/13 <i>(LO = CBC Link Officer)</i>	Nominations of political groups for 2013/14 <i>(and any notes)</i>
19.	Horsham and Crawley Counselling Service	B J Burgess <i>(LO = Craig Downs)</i>	No nominations required <i>No active link/role for Members or officers.</i>
20.	Ifield Village Conservation Area Advisory Committee	B K Blake J I Denman C Oxlade P C Smith <i>(LO = Sarah Henderson)</i>	B K Blake J I Denman C Oxlade P C Smith
21.	London & Quadrant Housing Trust	R D Burrett (as Cabinet Member for Housing) B J Quinn (Deputy) <i>(LO = Russell Allison)</i>	No nominations required <i>Portfolio Holder and Head of SHAPS recommend that no nominations be made in future and it be deleted from this list. CBC work with many other Housing Trusts & Associations but are not represented on those.</i>
22.	Mears Home Improvements – West Sussex (North) Advisory Group (previously Anchor Staying Put)	R D Burrett S J Joyce <i>(LO = Chris Modder)</i>	No nominations required <i>Mears have confirmed that they do not operate a Home Improvement Service in Crawley and they also do not operate a management board.</i>
23.	Relate - North & South West Sussex Trustee Board	Dr. H S Bloom <i>(LO = Craig Downs)</i>	Dr. H S Bloom <i>Only one place available</i>
24.	Sarah Robinson Educational Foundation.	L A M Burke B J Quinn A Quine <i>(no identified LO)</i>	L A M Burke B J Quinn A Quine
25.	South East Employers (SEE) - Local Democracy and Accountability Network	N Boxall P K Lamb L A Walker <i>(LO = Steve Lappage)</i>	N J Boxall P K Lamb L A Walker <i>Although nominations still invited for 2013/2014, the Council has given notice to SEE to terminate its membership ending on 31/3/14. This would save £4,884 in future based on the current fee.</i>

	Name of Organisation	Representative / Deputy 2012/13 <i>(LO = CBC Link Officer)</i>	Nominations of political groups for 2013/14 <i>(and any notes)</i>
26.	Court of the University of Sussex	R D Burrett <i>(LO = David Covill)</i>	R D Burrett <i>Membership reviewed by University and only one place to be made available.</i>
27.	West Sussex Health and Adult Social Care Select Committee **	R G Burgess <i>(LO = Chris Pedlow)</i>	R G Burgess <i>Must be a Member of the OSC</i>
28.	West Sussex Joint Scrutiny Steering Group**	Dr H S Bloom (as Chair of the OSC) <i>(LO = Chris Pedlow)</i>	N J Boxall (as Chair of the OSC)
29	West Sussex Joint Scrutiny Flooding Task and Finish Group **	K B Blake <i>(LO = Chris Pedlow)</i>	B K Blake I T Irvine <i>Only one place available</i>
30.	West Sussex Mediation Service Management Committee	C A Cheshire K B Williamson <i>(no LO identified)</i>	C A Cheshire K B Williamson <i>The Mediation Service is willing to make 2 places available</i>
31.	Worth Conservation Area Advisory Committee.	L A M Burke C L Denman R A Lanzer <i>(LOs = Tom Nutt & Ruth Growney)</i>	L A M Burke C L Denman R A Lanzer
32.	Bewbush Youth Centre Advisory Group	M L Ayling <i>(LO = Lindsay Adams)</i>	No nominations required <i>Understood to have been disbanded following the restructure of West Sussex Youth Service and their programme of asset transfer. No officer invited/involved.</i>
33.	Dormans Youth Arts Centre Management Committee	<i>No nominations made whilst Council awaiting confirmation of new arrangements and whether any future appointments will need to be made.</i>	No nominations required <i>Management Committee disbanded, no nominations required.</i>

	Name of Organisation	Representative / Deputy 2012/13 (LO = CBC Link Officer)	Nominations of political groups for 2013/14 (and any notes)
34.	Langley Green Youth Centre Management Committee	D J Shreeves (LO = Toby Shaw)	No nominations required <i>No active Member/officer roles. Understood to have been disbanded following the restructure of West Sussex Youth Service and their programme of asset transfer.</i>
35.	Oriel Youth Wing Advisory Group	L A Walker (no identified LO)	No nominations required <i>Understood to have been disbanded following the restructure of West Sussex Youth Service and their programme of asset transfer and still waiting to be informed of any new arrangements.</i> L A Walker (if required)
36.	Hazelwick Road Conservation Area Committee.	New for 2013/2014	For information purposes only at this stage. <i>New conservation area designated. Member representation will be invited once established. Number of Members to be nominated yet to be confirmed.</i>
37.	Southgate Conservation Area Committee	New for 2013/14	For information purposes only at this stage. <i>New conservation area designated. Member representation will be invited once established. Number of Members to be nominated yet to be confirmed.</i>

** These appointments are made by the Overview and Scrutiny Commission