

Crawley Borough Council



Minutes of Membership Committee

4 June 2014 at 7.00 p.m.

Present:

Councillors D G Crow, P K Lamb and G Thomas

Also in Attendance:

Councillors R D Burrett and S J Joyce

Officers Present:

Steve Lappage Democratic Services Manager

1. Appointment of Chair

Councillor P K Lamb was appointed Chair for the meeting.

2. Minutes

The minutes of the meeting of the Committee held on 15 May 2013 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 (except where competing nominations for Vice-Chairs of the Development Control Committee, Overview & Scrutiny

Commission and the Licensing Committee which shall be decided at Annual Council) 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 Scrutiny Panel. 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 Panel, the Committee emphasised that these were a matter for the Commission to decide.

RESOLVED

That subject to any revised nominations from the Political Groups as to the size and Membership of the Panel, the Overview and Scrutiny Commission be recommended, at its meeting on 30 June 2014, that Members be appointed to the Performance Monitoring Scrutiny Panel 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 and Appointments to Outside Bodies 2014/15 (Cabinet)**

The Committee noted that:

- 1) the establishment of and appointments to Policy Development Forums and Working Groups would be decided by the Cabinet at its meeting on 2 July 2014;
- 2) the Leader of the Council now had the delegated authority to nominate the representatives to serve on outside bodies relating to Cabinet functions. Any appointments or changes will be reported in the Members' Information Bulletin.

8. **Closure of Meeting**

With the business of the Committee concluded, the Chair declared the meeting closed at 7.40 p.m.

P K Lamb
Chair

Crawley Borough Council

Nominations of Political Groups to Committees 2014/15

Development Control (8 : 7)
<u>2014/2015 Group nominations</u>
M L Ayling
I T Irvine
S J Joyce
C A Moffatt (Chair)
R Sharma (Vice-Chair – to be decided at Annual Council)
P C Smith
G Thomas
W A Ward
S A Blake
B K Blake
N J Boxall (Vice-Chair – to be decided at Annual Council)
B J Burgess
D Crow
B McCrow
K J Trussell

General Purposes Committee (6 : 5)
<u>2014/2015 Group nominations</u>
M L Ayling
C A Cheshire
P K Lamb
T Lunnon
C Oxlade
J Stanley (Chair)
Substitute Member (Labour Group) – I T Irvine
R D Burrett (Vice-Chair)
D G Crow
C R Eade
R A Lanzer
L A Walker
Substitute Member – Conservative Group vacancy

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>2014/2015 Group nominations</u>
I T Irvine (Chair)
K Sudan
T Lunnon
Substitute Member (Labour Group) – C A Cheshire
R D Burrett
L A Walker (Vice-Chair)
Substitute Member (Conservative Group) – C R Eade

Licensing Committee (from 8 : 7 to 7:7:1)
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>2014/2015 Group nominations</u>
M G Jones (Chair)
C J Mullins
C Oxlade
B J Quinn (Vice-Chair – to be decided at Annual Council)
R Sharma
D J Shreeves
J Stanley
K B Williamson (vacancy offered by Labour Group to K B Williamson)
B K Blake (Vice-Chair – to be decided at Annual Council)
B MeCrow
B J Burgess
C R Eade
L S Marshall-Ascough
D M Peck
K J Trussell

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 likely to be scheduled for the daytime.
<u>2014/2015 Group nominations to Pool</u>
M G Jones
C J Mullins
C Oxlade
B J Quinn
R Sharma
D J Shreeves
J Stanley
K B Williamson (vacancy offered by Labour Group to K B Williamson)
B K Blake
B MeCrow
B J Burgess
C R Eade
L S Marshall-Ascough
D M Peck
K J Trussell

Overview and Scrutiny Commission (6 : 4)
All must be non-Cabinet members
<u>2014/2015 Group nominations</u>
C A Cheshire
I T Irvine
M G Jones
B A Smith
K Sudan (Vice-Chair – to be decided at Annual Council)
W A Ward (Chair)
Dr H S Bloom (Vice-Chair – to be decided at Annual Council)
K Brockwell
R G Burgess
R A Lanzer

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>2014/2015 Group nominations</u>
M L Ayling
S J Joyce
P K Lamb
C A Moffatt
C J Mullins
C C Lloyd
T Lunnon
C Oxlade
D J Shreeves
B A Smith
P C Smith
J Stanley
K Sudan
G Thomas
N J Boxall
R D Burrett
D Crow
R A Lanzer
B MeCrow
D Peck
K J Trussell

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>2014/2015 Group nominations</u>
C J Mullins
B J Quinn
R Sharma
D J Shreeves
J Stanley
K Sudan
Dr H S Bloom
R G Burgess
R D Burrett
D G Crow
R A Lanzer

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>2014/2015 Group nominations</u>
M L Ayling
S J Joyce
C C Lloyd
C A Moffatt
C J Mullins
B J Quinn
K Sudan
B K Blake
S A Blake
K Brockwell
B J Burgess
C R Eade
L S Marshall-Ascough
L A Walker

Membership Committee (2:1)
Due to potential for changes of political control of the Council and leadership of political groups, to comprise:
1) the Leader of the Majority Group;
2) the Leader of the Opposition;
3) a second nominated Member from the Majority Group.
<i>(Subject to change if additional political groups ever established.)</i>

Crawley Borough Council

Nominations of Political Groups to Scrutiny Panels – 2014/15

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 2014/15
Councillor:-
C A Cheshire
M G Jones
K Sudan
W A Ward
R G Burgess
C R Eade
L S Marshall-Ascough

The Recording how Members Vote and Town Centre Parking Scrutiny Panels have completed their work and due to submit their final reports to the Commission. Therefore, no nominations are required for these 2 Panels.

Crawley Borough Council

Outside Organisations to which the Council is invited to make nominations 2014/15

(Unless the Outside Body agrees to increase places available, potential contested nominations and vacancies are shown in bold)

	Name of Organisation	Representatives / Deputies 2013/14 (LO = CBC Link Officer) (and any notes)	Group Nominations 2014/15 (and any notes)
1.	Age UK – West Sussex Trustee Board (previously for Age Concern Centre) *	G Thomas (LO = Craig Downs)	G Thomas
2.	General Council of Broadfield Youth and Community Centre (BYCC)	C A Moffatt A J E Quirk John Dale (Community Development Officer and LO) <i>Broadfield Youth and Community Centre Management Committee (BYCC)</i>	I T Irvine <i>This organisation has recently obtained charitable status and since invited the Council to nominate one representative to serve as a member of the General Council of BYCC. It is anticipated that the General Council will meet twice a year to review the work of the centre.</i>
3.	Conservation Area Advisory Committees (CAAC)		<i>Minimum one Member (plus a substitute) from each ward within the CAAC but all Ward Members usually welcome</i>
3(a)	Central Crawley Conservation Area Advisory Committee (Northgate & West Green)	L S Marshall-Ascough G Thomas W A Ward V S Cumper (substitute) (LO = Anthony Masson) (then covered Northgate, West Green & Southgate)	K Sudan G Thomas W A Ward
3(b)	Forestfield and Shrublands Conservation Area Advisory Committee	D G Crow C R Eade (LO = Anthony Masson)	D Crow C R Eade
3(c)	Hazelwick Road Conservation Area Committee.	<i>New conservation area designated – no appointments made for 2013/2014.</i> (LO = Tom Nutt)	<i>Not yet set up. Member representation will be invited once established. Number of Members to be nominated yet to be confirmed.</i>

	Name of Organisation	Representatives / Deputies 2013/14 <i>(LO = CBC Link Officer)</i> <i>(and any notes)</i>	Group Nominations 2014/15 <i>(and any notes)</i>
3(d)	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 C Oxlade P C Smith J Stanley G Thomas
3(e)	Southgate Conservation Area Advisory Committee	Councillor Dr. Bloom <i>(LO = Tom Nutt)</i>	L S Marshall-Ascough R Sharma
3(f)	Worth Conservation Area Advisory Committee.	L A M Burke C L Denman R A Lanzer <i>(LOs = Tom Nutt & Ruth Growney)</i>	Dr H S Bloom B MeCrow R A Lanzer
4.	Courage Dyer Recreational Trust	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) <i>(LO = Hayley Thorne)</i>	No new nominations required (Cllr B A Smith appointed automatically ex-officio as Mayor) <i>- 4 year appointments only</i> <i>- Once appointed, not required to remain a Councillor</i> <i>- Only 4 nominations acceptable in total</i>
5.	Crawley & Ifield Education Foundation (formerly Sarah Nash Charity) *	R G Burgess <i>(no LO identified)</i>	J Stanley <i>Only one nomination invited</i>
6.	Crawley Arts Council (CAC)	B J Burgess C J Mullins Carolyn Murphy (Arts Development Officer and LO)	B J Burgess C J Mullins R Sharma <i>CAC to be asked if additional place available</i>
7.	Crawley Community Transport Association (CCTA) (formerly known as Crawley Dial-a-Ride) *	A J E Quirk <i>(LO = Lindsay Adams)</i>	B J Quinn
8.	Crawley Community and Voluntary Service Trustee Board	C R Eade K J Trussell <i>(LO = Craig Downs)</i>	C R Eade R Sharma D J Shreeves <i>Only 2 nominations invited</i>

	Name of Organisation	Representatives / Deputies 2013/14 <i>(LO = CBC Link Officer)</i> <i>(and any notes)</i>	Group Nominations 2014/15 <i>(and any notes)</i>
9.	Crawley Ethnic Minority Partnership (CEMP) Partnership Board *	R A Lanzer <i>(LO = Lindsay Adams)</i>	B A Smith <i>Only one nomination invited</i>
10.	Crawley Museum Society (and Crawley Museum Project Board)	C A Cheshire C L Denman G Thomas Carolyn Murphy (Arts Development Officer and LO) <i>(K J Trussell, L A Walker & C J Mullins are on the CMS Project Group but not the CMS)</i>	K J Trussell C A Cheshire C J Mullins Membership of both the CMS & Project Board to be the same 3 Members & comprise the Cabinet Member for Leisure & Cultural Services plus one Member from each political group.
11.	Crawley Open House Management Committee	N J Boxall R D Burrett W A Ward <i>(plus officer from Housing and Planning Strategic Services)</i> <i>(LO = Nikki Hargrave)</i>	N J Boxall R D Burrett K J Trussell T Lunnon J Stanley G Thomas <i>N.B. N Boxall, R D Burrett, S J Joyce & C Oxlade are on both the Board of Trustees and on the Management Committee (all Trustees sit on the Mgt Ctte but not vice-versa). Consequently, Crawley Open House consider they have enough CBC representation with the above 4 existing Trustees and, possibly, one additional CBC Member on the Mgt Ctte. However, it is understood that these 4 Trustees were appointed in a personal capacity and not directly through the Council. CBC Member representation will be explored further with Crawley Open House and clarified in due course.</i>

	Name of Organisation	Representatives / Deputies 2013/14 <i>(LO = CBC Link Officer)</i> <i>(and any notes)</i>	Group Nominations 2014/15 <i>(and any notes)</i>
12.	Crawley Town FC Travel Plan Steering Group	R G Burgess L S Marshall-Ascough A J E Quirk C A Cheshire C C Lloyd C J Mullins B J Quinn (substitute). <i>(LO = Paul Baker)</i>	<i>The Travel Plan will be ongoing and Andy Moulard (WSSC) has advised that the Steering Group should continue for a further 12 months to further progress that Plan.</i> <i>The Council was initially 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> C A Cheshire C C Lloyd C J Mullins B J Quinn R G Burgess L S Marshall-Ascough
13.	Crawley Town Twinning Association (CTTA)	Dr H S Bloom C R Eade B A Smith <i>(LO = Nicky Shaw)</i>	C R Eade C Oxlade R Sharma B A Smith <i>CTTA to be asked if additional place available</i>
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) <i>(LO = Marie Bolton)</i>	<i>All nominated to serve as co-opted, non-voting Members</i> <i>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 until the future arrangements have been confirmed.</i> S J Joyce C A Moffatt P C Smith G Thomas R Sharma (substitute) S A Blake N J Boxall D G Crow

	Name of Organisation	Representatives / Deputies 2013/14 <i>(LO = CBC Link Officer)</i> <i>(and any notes)</i>	Group Nominations 2014/15 <i>(and any notes)</i>
15.	4sight (<i>Formerly West Sussex Association for the Blind – Crawley Area Committee</i>) *	C R Eade <i>(LO = Damian Brewer)</i>	C R Eade C A Cheshire <i>4sight to be asked if additional place available</i>
16.	Friends of Goffs Park * (FoGP)	Dr H S Bloom <i>(LO = Colin Hayler)</i>	C J Mullins R Sharma <i>FoGP to be asked if additional place available although it is normally 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>
17.	Gatwick Airport Community Trust (GACT)	<i>No new nominations required. Cllr S A Blake appointed for a 4 year term in 2012.</i> <i>(LO = Craig Downs)</i>	<i>No new nominations required. Cllr S A Blake appointed for a 4 year term in 2012 representing CBC and other neighbouring West Sussex DCs.</i> <i>Only 1 nomination invited 4 year appointment.</i>
18.	Relate - North & South West Sussex Trustee Board *	Dr. H S Bloom <i>(LO = Craig Downs)</i>	Dr H S Bloom K Sudan <i>Only one place available</i>
19.	Court of the University of Sussex	R D Burrett <i>(LO = David Covill)</i>	G Thomas <i>Only one place available.</i>
20.	West Sussex Health and Adult Social Care Select Committee **	R G Burgess <i>(LO = Steve Lappage)</i>	Dr H S Bloom W A Ward <i>Must be a Member of the OSC</i>
21.	West Sussex Joint Scrutiny Steering Group**	S A Blake (as Chair of the OSC) <i>(LO = Steve Lappage)</i>	W A Ward <i>Should be the Chair of the OSC</i>
22.	West Sussex Joint Scrutiny Community Legal Advice Services Contract Task and Finish Group **	Councillor L S Marshall-Ascough <i>(LO = Craig Downs)</i>	L S Marshall-Ascough
23.	West Sussex Joint Scrutiny Flooding Task and Finish Group **	B K Blake <i>(LO = Steve Lappage/Peter Allen)</i>	B K Blake <i>Only one place available</i>

	Name of Organisation	Representatives / Deputies 2013/14 <i>(LO = CBC Link Officer)</i> <i>(and any notes)</i>	Group Nominations 2014/15 <i>(and any notes)</i>
24.	West Sussex Mediation Service Management Committee *	C A Cheshire Conservative Group vacancies (main & deputy) <i>No nominations for a deputy from the Labour Group at this stage</i> <i>(LO= Tony Baldock)</i>	C A Cheshire C J Mullins <i>The Mediation Service is willing to make 2 main and 2 deputy places available</i>

* It is proposed to review if there is value in continuing to send representatives to some of the Outside Bodies - probably most likely those marked with an asterisk. Members will be consulted on the development of any such proposals.

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