

Crawley Borough Council

Agenda for the Full Council

To: The Mayor and Members of the Council

You are summoned to attend the **Annual General Meeting of the Full Council** which will be held in the **Council Chamber**, Town Hall, Crawley, on **Friday 19 May 2017** at 7.30 p.m.

Nightline Telephone No. 07881 500 227



Head of Legal and Democratic Services

Please contact Chris Pedlow (Legal and Democratic Services Division) if you have any queries regarding this agenda.

Telephone number: 01293 438549

Email: democratic.services@ Crawley.gov.uk

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Business - Part A

1. Election of Mayor 2017/2018

To elect a Mayor for the Council year 2017/2018.

2. Election of Deputy Mayor 2017/2018

To elect a Deputy Mayor for the Council year 2017/2018.

3. Election of Youth Mayor and Youth Deputy Mayor 2017/2018

The Mayor will call up the newly elected Youth Mayor to the top table to present the Chain of Office, and the newly elected Youth Deputy Mayor to present the Badge of Office. On behalf of the Council, the Mayor will convey his congratulations to both upon their election.

4. Vote of Thanks and Presentation of Badges to Retiring Mayor and Mayor's Escort

Vote of thanks to retiring Mayor and Mayor's Escort.

5. Apologies for Absence

To receive any apologies for absence.

6. Members' Disclosures of Interest

In accordance with the Council's Code of Conduct, members of the Council are reminded that it is a requirement to declare interests where appropriate.

7. Announcements

To receive any announcements from the newly elected Mayor or the Chief Executive.

8. Minutes

To approve as a correct record the minutes of the meeting of the Full Council held on 5 April 2017 (**Enclosure A**).

9. Results of Elections

To receive the Returning Officer's report on the results of the Borough elections held on 4 May 2017, LDS/129 (**Enclosure B**).

10. Leader's Delegation Scheme

To consider the joint report of the Leader of the Council and Head of Legal and Democratic Services, LDS/127 (**Enclosure C**).

11. Adoption of the Constitution

It will be moved:

That the Constitution (approved by the Council at its meeting on 22 February 2017, **and having recently been made available separately as report LDS/128**) be approved by the Annual Council meeting.

12. Review of Political Proportionality, Constitution of Committees and Appointments to Outside Organisations 2017/2018

To consider the report of the Head of Legal and Democratic Services, LDS/130 (**Enclosure D**).

13. Supplemental Agenda

Any urgent item(s) complying with Section 100(B) of the Local Government Act 1972.

This information is available in different formats and languages. If you or someone you know would like help with understanding this document please contact the Democratic Services Team on 01293 438549 or email: [democraticservices@Crawley.gov.uk](mailto:democraticservices@ Crawley.gov.uk)

Crawley Borough Council

Minutes of the Full Council

Wednesday 5 April 2017 at 7.30 p.m.

Present: Councillor R Sharma (Mayor)
Councillor B J Quinn (Deputy Mayor)

Councillors M L Ayling, T G Belben, R G Burgess, R D Burrett, C A Cheshire, D Crow, C R Eade, R S Fiveash, F Guidera, I T Irvine, K L Jaggard, M G Jones, S J Joyce, P K Lamb, R A Lanzer, T Lunnon, K McCarthy, B McCrow, C J Mullins, C Portal Castro, D M Peck, T Rana, A C Skudder, B A Smith, P C Smith, J Stanley, M A Stone, K Sudan, J Tarrant, G Thomas and L Vitler.

Also in Attendance: Mr P Nicolson – Appointed Independent Person.

Officers Present: Ann-Maria Brown Head of Legal and Democratic Services.
Peter Browning Acting Chief Executive

Chris Pedlow Democratic Services Manager

101. Apologies for Absence

Councillors Dr H S Bloom, B J Burgess and M W Pickett
Mr A Quine – Honorary Freeman and Alderman

102. Members' Disclosures of Interests

The disclosures of interests made by Members were set out in Appendix A to the minutes.

103. Communications

The Mayor on behalf of the Council wished both Councillors Dr Bloom and Pickett well following their recent operations.

104. Public Question Time

Questioner's Name Subject	Name of Councillor(s) Responding
Mr O'Neil, (Bewbush)	Cllr P Lamb – (Leader of the Council)
I attended the last meeting of the	I sorry I had to rearrange the originally

Questioner's Name Subject	Name of Councillor(s) Responding
<p>Council and asked a question about the complaints procedure which should have led to a meeting with the Leader, which was cancelled.</p> <p>My question is why hasn't due process been taken in respect of two complaints I've put in October, against the Chief Executive and Head of Legal and Democratic Services respectively. It is now April nothing has happened?</p> <p>Also I don't feel the minute from the previously meeting reflected my question.</p>	<p>scheduled meeting, but I am happy to meet Mr O'Neil on this matter.</p> <p>The process that Members are involved and assess complaints, is not through the Full Council meeting. The Constitution clearly sets out the process for dealing with complaints.</p> <p>Only when a clear case had been assessed and follows the identified process, could this trigger a Councillors involvement. Only at that stage of the process could it lead to Councillors assessing if a dismissal of a senior officer would be the appropriate course of action.</p> <p>It is worth bearing in mind that one of those officer's mentioned was no-longer an employee of the Council, therefore it's hard to see what value there would be in taking that complaint further.</p>

105. Minutes

The minutes of the meetings of the Full Council held on 22 February 2017 and 22 March 2017 were approved as a correct record and signed by the Mayor.

106. Items for Debate (Reserved Items)

Members indicated that they wished to speak on a number of items as set out in the following table:

Page no.	Committee/ Minute no. <i>(and the Member reserving the item for Debate)</i>	Subject <i>(Decisions previously taken under delegated powers, reserved for debate only).</i>	Subject <i>(Recommendation to Full Council, reserved for debate)</i>
30	Planning Committee 27 February 2017 (Minute 61) Conservative Group	CR/2016/0662/FUL Car Park, 11-13 The Boulevard, Northgate, Crawley.	
51	Cabinet – 22 March 2017 (Minute 66) Conservative Group	Town Centre Regeneration Programme (Phase 2) Queensway and The Pavement	

Page no.	Committee/ Minute no. <i>(and the Member reserving the item for Debate)</i>	Subject <i>(Decisions previously taken under delegated powers, reserved for debate only).</i>	Subject <i>(Recommendation to Full Council, reserved for debate)</i>
54	Cabinet – 22 March 2017 (Minute 66) Conservative Group		Council Enabled Affordable Housing (Recommendation 1)

107. Reports of the Cabinet, Overview and Scrutiny Commission and Committees

Moved by Councillor Quinn (as the Deputy Mayor), and

RESOLVED

That the following reports be received:-

- a) Planning Committee – 27 February 2017
- b) Audit Committee – 7 March 2017
- c) Governance Committee – 15 March 2017
- d) Overview and Scrutiny Commission – 20 March 2017
- e) Planning Committee – 21 March 2017
- f) Cabinet – 22 March 2017

108. Reserved Items

These included the reserved items containing a recommendation to Full Council which were dealt with as set out in Minute Numbers 111 below:-

109. CR/2016/0662/FUL, Car Park, 11-13 The Boulevard, Northgate, Crawley. – Planning Committee, 27 February 2017

Councillor Jaggard, on behalf of the Conservative Group, stated that the rationale for bringing forward this item for debate was firstly over the number and height of the ‘high-rise’ developments being agreed within the Town Centre, which goes against the original design for Crawley as a New Town. Also that the application and many other developments does not identify enough parking provision for the number of residents that would be dwelling in those properties. On the application itself, the provision of only 20 parking bays for 91 flats was clearly not enough. The report to planning committee contains views of the Council’s urban design officer and states that the development fails to address the Town Centre SPG, and also contains limited outdoor space. With all this in mind the decision was to permit, even though developers’ were not following our guide lines on those types of developments.

Councillors Burrett, Lamb, P Smith and Irvine also spoke on the subject.

110. Town Centre Regeneration Programme (Phase 2) Queensway and The Pavement – Cabinet, 22 March 2017.

Councillor Guidera, on behalf of the Conservative Group, stated that the rationale for bringing forward this item for debate was that the Town Centre regeneration was coming along nicely, which was great, but some of small businesses have been affected by the works. Previously Councillors had been informed that phase 2 of the redevelopment would take place a year later than the first phase had been completed. However the gap now appears to have moved to a 6 month gap, noting that does include the crucial Christmas period. The reason for raising this now was as to why has the gap reduced, were the businesses informed and has the impact of reducing the period been assessed as to the effect it might have on the small businesses that were already being impacted by the important and necessary phase one works.

Councillors Crow, and P Smith also spoke on the subject.

111. Council Enabled Affordable Housing – Cabinet, 22 March 2017 (Recommendation 1)

The Full Council considered reports SHAPS/58 and SHAPS/58.5 of the Head of Strategic Housing and Planning Services, which had been previously considered at both the meeting of the Overview and Scrutiny Commission and the Cabinet on 20 March 2017 and 22 March 2017 respectively.

Councillor Joyce presented the report, with Councillors Crow, Burrett, Lamb and P. Smith also having spoken on the recommendation and associated report.

RESOLVED

That the Full Council approves:

- 1) the College Car Park scheme:
 - i) the supplementary capital estimate, as detailed in Section 5 of report SHAPS/58, to secure up to 95 affordable housing units on the College Car Park site, funded from usable capital resources.
 - ii) delegates authority to the Head of Strategic Housing and Planning Services and the Head of Finance Revenues and Benefits, in consultation with the Cabinet Member for Housing and the Head of Legal and Democratic Services, to conclude nomination and funding agreements with a Housing Association, as named in the report.
- 2) enabling affordable housing with Right To Buy (RTB) 1-4-1 receipts:
 - i) approves a supplementary capital estimate, as detailed in Section 5 of report SHAPS/58 to be funded from the RTB 1-4-1 receipts, which will enable Officers to respond to existing and emerging opportunities to allocate funding for additional affordable housing units and/or additional rental units.
 - ii) delegates authority to the Head of Strategic Housing and Planning Services and the Head of Finance, Revenues and Benefits, in consultation with the

Cabinet Member for Housing and the Head of Legal and Democratic Services, to allocate funding to successful RSL bidders and enter into appropriate funding and nomination agreements with them to protect the Council's interests.

112. Members' Written Questions

Members' written questions, together with the answers, were tabled as follows:-

Questioner	Councillor Irvine.
Addressed to	Cabinet Member for Housing.
Subject	Sale of Council Houses.

113. Announcements by Cabinet Members

Cabinet Member	Subject
Councillor Thomas (Cabinet Member for Environmental Services and Sustainability).	<p>Three items of announcement were made.</p> <ul style="list-style-type: none"> • That West Sussex County Council had recently stopped selling the 'revive' compost, made directly from collected green and garden waste. • That the new streetscene patch working had successfully rolled out and that the first grass cutting scheduled would be completed by Easter. • An update on rubber bands/Postal workers, following the question raised at the last meeting. He confirmed that he had spoken to the Post Office via their Union and they stated their flexibility in addressing the rubber band issue.
Councillor Mullins – (Cabinet Member for Wellbeing).	<p>Two items of announcement were made.</p> <ul style="list-style-type: none"> • That the new Madagascan Zone of the Nature Centre in Tilgate Park had now open. • Contained within that week's Members' Information Bulletin, was a commercially sensitive proposal that the Council had received and he wanted to flag it up to Councillors, so they could have a look at it. If they had any strong feeling on the matter, he asked that they feedback to him.

114. Questions to Cabinet Members

Name of Councillor asking Question Subject	Name of Cabinet Member(s) Responding
<p>Councillor Crow to the Cabinet Member for Public Protection and Community Engagement</p> <p><i>With the recent unauthorised Traveller incursion at Tilgate Park coach park, had anything been done to prevent such incursions from happening again?</i></p>	<p>Councillor Jones – <i>(Cabinet Member for Public Protection and Community Engagement)</i></p> <p><i>I was aware of the incursion and we have taken the matter seriously. I have spoken to our officers about what could be done to improve the security. The preliminary advice was that it would be difficult to put any significant measures in place as they would adversely affect coaches and legitimate traffic from visiting the Park. I've asked for further work and I've not ruled out anything as yet.</i></p>
<p>Councillor Cheshire to the Cabinet Member for Environmental Services and Sustainability</p> <p><i>Would you support our Civil Enforcement officers, being issued with monitors to be used to identify fraudulent 'Blue parking badges'? And if so would you look into how their current handheld devices could be equipped to carry out such a duty?</i></p>	<p>Councillor Thomas – <i>(Cabinet Member for Environmental Services and Sustainability)</i></p> <p><i>I support the principle of the idea, but I would need to investigate the matter further and will come back to you directly.</i></p>
<p>Councillor Tarrant to the Cabinet Member for Resources</p> <p><i>Would you agree to review the Council's approach to face to face contact, since the removal of the reception desk, especially considering the floor workers were struggling with the handheld equipment, both due to its size and the physical strain in holding it all day and the IT not working and from a resident's side over their lack of privacy and general confusion on where and whom to go to?</i></p>	<p>Councillor Skudder – <i>(Cabinet Member for Resources)</i></p> <p><i>Yes, I'll pass over those concerns to the appropriate officers. A survey had recently been completed, possibly this week, to review how the approach has worked over the last three months. The results were mainly positive on the new approach.</i></p>

<p>Councillor Guidera to the Leader of the Council</p> <p><i>Following the recent press on the former Queen's Square mosaic, would it be possible to have the mosaic included in phase 2 of the Town Centre regeneration, possibly next to the new location of the band stand?</i></p>	<p>Councillor Lamb – <i>(The Leader of the Council)</i></p> <p><i>A number of locations were being considered as possible sites for the mosaic, as it was in good condition. The most realistic location seems to be within Tilgate Park currently and it was unlikely to be in the Town Centre as it doesn't appear to fit with the aesthetics of regeneration. But we were keeping an open mind to the mosaic's final location.</i></p>
<p>Councillor McCarthy to the Cabinet Member for Housing</p> <p><i>Now we have seemingly removed the maximum number of Dwellings per Hectare (DPH) at the Forge Wood development, could you please tell me what would be regarded as an acceptable maximum DPH value and how would this be enforced, as I am fearful that the affordable housing would bear the brunt of this change?</i></p> <p>Follow up clarification question by: <i>Councillor McCarthy to the Cabinet Member for Housing</i></p> <p><i>The change being referred to was in respect of 'Condition 1 of the outline planning permission' from a maximum of 41 DPH to a minimum of 41 DPH?</i></p>	<p>Councillor Joyce – <i>(Cabinet Member for Housing)</i></p> <p><i>I was unaware that the maximum number of dwellings on Forge Wood of 1900 had changed. As a result of the issues with the flood plain there was less land that could be built upon in Forge Wood, but there still was a requirement for 1900 properties to be built on the site.</i></p> <p>Councillor Joyce – <i>(Cabinet Member for Housing)</i></p> <p><i>I wasn't aware of that change and I will therefore have to get back to you outside of the meeting with an answer.</i></p> <p>Councillor P Smith – <i>(Planning and Economic Development)</i></p> <p><i>It's quite a difficult technical question to be asked at Full Council, and to receive a satisfactory answer. Just to confirm that the permission for Forge Wood was granted in outline by the Secretary of State, with the requirement of 1900 properties on that site and that is what we as a Council were doing.</i></p> <p><i>I know many Members have concerns over the density of the different phases and hopefully the member seminar being arranged should help councillors understand what can and can't be achieved within the planning rules.</i></p>

<p>Councillor R Burgess o the Cabinet Member for Wellbeing</p> <p><i>With the introduction of petanque facility in the Borough would the Cabinet Member consider any further investment in the Borough’s Croquet facilities, such as a new club house?</i></p>	<p>Councillor Mullins – <i>(Cabinet Member for Wellbeing)</i></p> <p>At worth park we have an excellent croquet provision. There is a limited usage of the facility with the Club having about 15 Members, which I wished was larger.</p> <p>It is a worthwhile and beautiful facility to have in the Borough, if the usage and the Club grows, and then we could consider whether further investment would be viable.</p>
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115. Questions to Committee Chairs

<p>Name of Councillor asking Question Subject</p>	<p>Name of Cabinet Member(s) Responding</p>
<p>Councillor Lanzer to the Chair of Planning Committee</p> <p><i>As over half the Cabinet were now on the Planning Committee, does the Chair of the Committee have any concerns over perception externally over the objective nature of the committee, especially when some of the applications concerned by Members, were developments/ projects that had already been agreed by some or all of Cabinet?</i></p>	<p>Councillor Irvine – <i>(Chair of Planning Committee)</i></p> <p><i>Our Code of conduct in relation to planning matters, arose from the model code in 2008, when the Conservatives were in control of the Council. It was decided then to exclude the LGA’s suggestion that Cabinet Members on Planning Committee’s should not vote on any decisions relating to their portfolios.</i></p> <p><i>I’ve never heard any members of the public question the committee’s impartiality.</i></p>
<p>Councillor Crow to the Chair of Governance Committee</p> <p><i>In light of the previous question and as the Governance Committee had recently set up a Working Group to look at the constitution, would he support the request that the Planning Code of conduct be specifically looked at as part of the Working Group review?</i></p>	<p>Councillor Stanley – <i>(Chair of Governance Committee)</i></p> <p><i>The purpose and remit of the Constitutional Review Working Group was to investigate all elements of the Constitution and therefore this would naturally be part of the review.</i></p>

<p>Councillor Burrett to the Chair of Planning Committee</p> <p><i>Arising from the Chair's previous answer, Councillor Burrett asked if the Chair agreed that possibly the reason why the LGA recommendation was not introduced by the previous administration was that their practice was to appoint only one Cabinet Member to serve on the Committee, being the Cabinet Member for Planning and Economic Development. As such there was not such a need for that recommendation, unlike the current scenario.</i></p>	<p>Councillor Irvine – <i>(Chair of Planning Committee)</i></p> <p><i>I was not here in 2008 so I couldn't comment on that. But as far as I'm concerned any Councillor on the Planning Committee serves on that Committee as an individual Councillor, not as a result of having a Cabinet Portfolio.</i></p>
<p>Councillor Lanzer to the Chair of Planning Committee</p> <p><i>Would the Chair of Planning accept that there could be a public perception of a conflict of interest with a significant number of Cabinet Members being on planning and that some self-regulation might be required?</i></p>	<p>Councillor Irvine – <i>(Chair of Planning Committee)</i></p> <p><i>I am not aware of any perception of a conflict of interest.</i></p>
<p>Councillor Guidera to the Chair of Planning Committee</p> <p><i>Can you sit on the Planning Committee if you as the portfolio holder for housing, having worked on the concept of a housing development and then be seen by the public, to be independently voting on that application without any predetermination?</i></p>	<p>Councillor Irvine – <i>(Chair of Planning Committee)</i></p> <p><i>I am quite confident that applications, both accepted and rejected are decided upon on planning related grounds. I do not believe that any decision taken by the Committee occurs because of any other grounds, nor do I believe that the public feels that to be the case and I've been on and off the committee since 1986.</i></p>

116. Closure of Meeting

The meeting ended at 8.51pm

R Sharma
Mayor

Appendix A

Members' Disclosures of Interests

Member	Agenda Item No.	Name and date of Cabinet/ Committee and Minute No.	Page No.	Subject or Planning Application No.	Type and Nature of Disclosure.
Councillor C Portal Castro	7(1)a)	Planning Committee – 27 February 2017 Minute 61	30	CR/2016/1030/FUL 7 Titmus Drive, Tilgate, Crawley.	Predetermination as he had been in discussion with the Applicant and would be speaking on their behalf as Ward Member. Councillor Portal Castro left the meeting once he had addressed the Committee and took no part in the discussion or voting on the item.
Councillor R D Burrett	7(1)d)	Overview and Scrutiny Commission – 20 March 2017 Minute 92	42	Health and Adult Social Care Select Committee (HASC).	Personal Interest as a Member of West Sussex County Council.
Councillor A Skudder	7(1)e)	Planning Committee – 21 March 2017 Minute 69	45	CR/2016/1020/FUL 2 - 3 Gatwick Road, Northgate, Crawley.	Personal and Prejudicial Interest – Was an employee of Thales.
Councillor P C Smith	7(1)e)	Planning Committee – 21 March 2017 Minute 69	45	CR/2016/1020/FUL 2 - 3 Gatwick Road, Northgate, Crawley.	Personal Interest as he was a Local Authority Director of the Manor Royal Business Improvement District and was the Cabinet Member for Planning and Economic Development.

DECLARATION OF RESULT OF POLL

B

Crawley

Election of a Borough Councillor for

Maidenbower
on Thursday 4 May 2017

LDS/129

I, Peter Browning, being the Returning Officer at the above election, do hereby give notice that the number of votes recorded for each Candidate at the said election is as follows:

Name of Candidate	Description (if any)	Number of Votes*
BOXALL, Nigel John	The Conservative Party Candidate	1377 Elected
CUMMINGS, Paul David	Liberal Democrat	178
FLACK, Morgan Rhiannon	The Labour Party	413
GRIFFITHS, Allan Peter	UK Independence Party (UKIP)	100
KAIL, Richard Martin	Green Party	48

* If elected the word 'Elected' appears against the number of votes.

The number of ballot papers rejected was as follows:	Number of ballot papers
A want of an official mark	0
B voting for more Candidates than voter was entitled to	0
C writing or mark by which voter could be identified	0
D being unmarked or wholly void for uncertainty	6
E rejected in part	0
Total	6

Vacant Seats: 1

Electorate: 6526

Ballot Papers Issued: 2122

Turnout: 32.52%

And I do hereby declare that, **Nigel John Boxall** is duly elected.



Crawley Borough Council

Report to the Annual Meeting of Crawley Borough Council

19 May 2017

Leader's Delegation Scheme

Report of the Leader of the Council and
the Head of Legal and Democratic Services – **LDS/127**

1. Purpose

- 1.1. This report details the written record of delegations made by the Leader, of Cabinet functions to Cabinet Members and officers.

2. Recommendations

- 2.1. That the Council receive:

- (i) The details of those appointed by the Leader to serve as Deputy Leader and Members of the Cabinet as set out in Appendix A to this report;
- (ii) The Cabinet portfolio responsibilities and the delegation of specific Cabinet functions to Cabinet Members as set out in Appendix B to this report and as approved by the Full Council at its meeting on 22 February 2017;
- (iii) The delegation of Cabinet functions to officers as set out in pages 140-143 of the Constitution as approved by the Full Council at its meeting on 22 February 2017 and having recently been made available separately as report [LDS/128](#).

3. Reasons for the Recommendations

- 3.1. To accord with Article 7 of the Crawley Borough Council Constitution.

4. Background

- 4.1. The Leader may make arrangements to delegate executive responsibilities themselves to the Cabinet as a whole, a Committee of the Cabinet, an individual member of the Cabinet, an officer, an Area Committee, via Joint Arrangements or another local authority.
- 4.2. The Cabinet will consist of the Leader, the Deputy Leader appointed by the Leader, together with a maximum of eight other Councillors appointed by the Leader.

5. Deputy Leader, Cabinet Members and Delegation of Cabinet Functions

- 5.1. The Leader will appoint a Deputy Leader and a Cabinet with a statutory number of between two and ten Members of the Council, including the Leader and Deputy.
- 5.2. At the Annual Meeting of the Council, the Leader is required to present to the Council a written record of delegations made by them for inclusion in the Council's Scheme of Delegation as Part 3 of the Constitution.
- 5.3. The Leader of the Council will determine the membership of the Cabinet and the allocations of the portfolios (including Deputy Leader) to each of the recommended Cabinet Members for inclusion in Part 3 of the Constitution. The Council's Scheme of Delegation of Cabinet functions from the Leader and Cabinet will also be determined by the Leader. The Council must agree the delegation of any non-Cabinet functions, and this matter will be considered separately to this report.

6. Background Papers

- Crawley Borough Council's Constitution (as approved by the Full Council at its meeting on 22 February 2017) – report LDS/128.
- Local Government Act 2000 (as amended)

Report author and contact officer: Mez Matthews, Democratic Services Officer
(01293 438920)

The Cabinet (May 2017)

Portfolio	Cabinet Member / Portfolio Holder	Ward	Address
Leader	Councillor P K Lamb	Northgate	c/o Town Hall The Boulevard Crawley West Sussex RH10 1UZ
Environmental Services and Sustainability	Councillor G Thomas	Northgate	8 Aldingbourne Close Ifield RH11 0QJ
Deputy Leader and Housing	Councillor S Joyce	Langley Green	36 Turnpike Place Langley Green RH11 7UA
Planning and Economic Development	Councillor P Smith	Ifield	7 Parker Close Maidenbower RH10 7WT
Public Protection and Community Engagement	Councillor M G Jones	Bewbush	c/o Town Hall The Boulevard Crawley West Sussex RH10 1UZ
Resources	Councillor A C Skudder	Langley Green	c/o Town Hall The Boulevard Crawley West Sussex RH10 1UZ
Wellbeing	Councillor C J Mullins	Gossops Green	9 Fir Tree Close Langley Green RH11 7LS

CABINET MEMBER PORTFOLIO RESPONSIBILITIES

Leader of the Council

Chair of the Cabinet

General Direction of Policy and its expression in the Corporate Statement (in liaison with the appropriate Cabinet Member)
including co-ordination of the Council's objectives, policies and priorities and overall supervision of the organisation of the Council and its management processes

Community Leadership and, in conjunction with the Cabinet Member for Public Protection and Community Engagement, the preparation of a Community Strategy and the development of Community Planning

Internal and External Communications including dissemination of public information and the conduct of public relations

Overview of Human Resources

Civil Contingencies (including emergency planning)

Plans and preparations for fulfilling the Council's duties and responsibilities in relation to peacetime and wartime emergencies and the gathering of information relevant to the Council's civil defence obligations

The constant review of those emergency plans and preparations to ensure that they are at all times ready for effective implementation

Democratic renewal of the Council's own structures and procedures

Arrangements for official and courtesy visits to and from the Borough

Internal and External Audit and Audit Commission Report

Finance

including functions of the Council relating to rating, Business Rates and Council Tax.

Funds and investment management.

Formulation of the Budget.

Regulation of the exercise of the borrowing powers of the Council.

Prevention and detection of fraud.

Responding to the Government's Welfare Reform agenda with the Cabinet Member for Housing

Strategic neighbourhood regeneration

Regional Governance / Development

Specific Delegations:

- (1) Approval of the Council's Debt Management Strategy
- (2) Approval of the Council Tax Base
- (3) Approval of the NNDR1 (National Non-Domestic Rates Return)

Leader of the Council

- (4) Authority to make appointments to Outside Bodies relating to Cabinet functions
- (5) Approval of the utilisation of the planning delivery grant and the housing and planning delivery grant
- (6) Authority to approve the transfer of residual land on terms proposed by the Asset Manager
- (7) Authority to approve the use of any underspend on a capital scheme, up to a total value of £500,000, on further work associated with the scheme during the same financial year, subject to the Council not being committed to expenditure in future years above the existing budgetary provision
- (8) Approval of feasibility scheme and final implementation proposals for neighbourhood centre improvements which are in accordance with the Capital Programme
- (9) Authority to approve the submission of bids to an agreed maximum figure when a property becomes available at auction where the price would be over the delegated authority limits (currently £500,000) subject to it being:
 - a) For investment purposes, to there being sufficient funds in the Investment Acquisition Reserve and it being in accordance with the guidance criteria set out in section 7 of report FIN/306 (Budget Strategy 2014/15-2018/19) to the Cabinet and Full Council on 10 and 24 July 2013 respectively.
 - b) For residential property purposes, to there being sufficient funds in the HRA Development Programme and to be agreed on a case by case basis and in accordance with the guidelines set out in report FIN/328 (2014/15 Budget and Council Tax) to the Cabinet and Full Council on 12 and 26 February 2014.
- (10) The approval of the writing off of irrecoverable debts exceeding £2,500 but not exceeding £50,000, in accordance with the agreed protocol for debt collection.

Membership to Outside Bodies:

- Local Economy Action group (observer)
- Gatwick Diamond
- Local Government Association (General Assembly)
- District Councils Network
- West Sussex Co-operative
- Coast to Capital Joint Committee
- Sussex Police and Crime Panel (member or substitute)

Cabinet Member for Environmental Services and Sustainability

Public and environmental health (including burials and cremations)
Mortuaries, post-mortem rooms, burial grounds and cemeteries
Waste management, refuse and recycling

- car park management
- dog control
- street naming and numbering
- street furniture
- cycle paths

Cabinet Member for Environmental Services and Sustainability

- public conveniences

Food Safety

Pollution Control (including noise)

Health and Safety (other than employees)

EMAS

Land Drainage

Regulation of activities on highways, undertaking works on the highway and environmental/street improvement schemes

Flood Prevention

Streetscene

- verge cutting/amenity areas

- cleansing

- litter control

- abandoned vehicles

Community Wardens

Civil Parking Enforcement

Lead Cabinet Member for climate change and sustainability

Licensing Policy

Gambling Policy

Specific Delegations:

(1) The approval of feasibility schemes and final implementation proposals for residential environmental improvements which are in accordance with the Capital Programme

(2) Naming and numbering of streets

(3) The approval of criteria for the prioritisation of flood alleviation schemes including project allocation, programme and final implementation proposals for flood alleviation schemes subject to the projects being achievable within the limits of the approved financial budget of Capital Programme

Membership to Outside Bodies:

- Gatwick Airport Joint Authorities Meeting
- Inter Authority Waste Group
- Patrol Adjudication Joint Committee

Cabinet Member for Housing

Deputy Leader of the Council

Crawley Homes - Landlord Role

The provision, management and control of Council dwellings including rents

Management and development of Council land held for housing purposes

Housing administration

Control of empty housing properties

Cabinet Member for Housing

Housing Strategic Role (including statutory functions)

Provision of housing advice, homelessness service and maintenance of housing register
Assessment of housing need and management of Housing Strategy
Release of funds to Housing Associations under the LAHAG programme in respect of schemes included in the approved capital programme

Unfit properties and houses in need of repair and improvement, houses in multiple occupation, the abatement of overcrowding and improvement grants

Joint working with the Cabinet Member for Planning and Economic Development to meet the housing needs of the borough

General oversight of local housing issues

Liaison and Joint Working with Social Services and Health (in relation to housing issues)

Council Tax Reductions and Housing Benefit

Responding to the Government's Welfare Reform agenda with the Leader of the Council

Specific Delegations:

- (1) Power to vary the rent of dwellings and garages held on the Housing Revenue Account
- (2) The approval of variations to the affordable housing requirements specified in Core Strategy Policy H5 for any housing scheme where it has been evidenced that scheme viability cannot support meeting these requirements in full, or where changes in housing needs of housing policy may justify any variation to the percentage and/or tenure mix being sought
- (3) To discharge the functions of the Council in relation to the appropriation of surplus land (excluding residential dwellings) from the Housing Revenue Account for a different use/purpose

Cabinet Member for Planning and Economic Development

Lead Cabinet Member for Education, Skills and Transport

Town and Country Planning

Local Plan

Building regulation and building control

Issues relating to access to the countryside

Closure/diversion of footpaths, bridleways and highways

Provision of resources for enforcement of decisions taken by the Planning Committee

Transport Planning

including public transport and liaison with public transport operators

Transportation policies, including liaison with the highway authority on their development, traffic management and car parking

Responding to consultations on proposed traffic regulation orders

Concessionary Travel and liaison with local bus companies

Cabinet Member for Planning and Economic Development

Economic Development

Town Centre Management and Regeneration

Christmas illuminations

Issues of business and employment development within the Borough including training

Marketing and promotion of the Borough and tourism

Gatwick Strategy

Liaison with County Council and Neighbouring District Councils on Planning and Highways

Formulation of Green Space Strategy (The implementation of the Green Space Strategy remains with the Cabinet Member for Wellbeing)

Heritage Strategy (the Strategy will fall within the responsibilities of several Cabinet Members, however the Cabinet Member for Planning and Economic Development will provide a co-ordinating role)

Property and Construction

Asset Management Strategy

All non-operational assets included in the Assets Register

Corporate Strategy for the maintenance, management and development of the Council's corporate estate

Terms for the acquisition, disposal and appropriation of land (excluding right to buy / rent to mortgage and shared ownership schemes for Housing Revenue Account dwellings)

Property Strategy

Specific Delegations:

- (1) The adoption of new Conservation Area Statements and amendments to existing Conservation Area Statements
- (2) The adoption of new Conservation Area Statements and amendments to existing Conservation Area Statements
- (3) The adoption of new Heritage Statements and amendments to existing Heritage Statements
- (4) Approval of the annual programme of building maintenance works for operational properties (excluding housing assets) including variations during the year to meet changing needs. Delegation to cover all types of maintenance work and small-scale improvements above £100,000 per job

Membership to Outside Bodies:

- Local Economy Action Group (voting member)
- Gatwick Airport Joint Authorities Meeting
- Gatwick Diamond Local Authorities Members' Group
- Manor Royal Business Group
- Manor Royal Management Group

Cabinet Member for Planning and Economic Development

- Manor Royal Board
- Sussex Building Control
- Town Centre Partnership
- West Sussex Joint Planning Board
- Bus Company Meetings

Cabinet Member for Public Protection and Community Engagement

Community Engagement and Development

Preparation of a Community Strategy and the development of Community Planning
(including a Public Consultation Strategy and the investigation of Area / Neighbourhood Forums)

Community and Neighbourhood Development

Community Safety

Community Safety Improvement Schemes

Grants to Voluntary Bodies

Equal Opportunities

Promotion of equality of opportunity and the tackling of economic inequality

Social Inclusion Strategy

Prevent Strategy

Lead Cabinet Member for crime, policing, and fire and rescue Services

Lead Cabinet Member on issues relating to travellers

Children and Young People (including joint working with Youth Services and Youth Development Initiatives and the Council's responsibilities defined under Section 11 (Safeguarding) of the Children's Act 2004)

Town Twinning

Specific Delegations:

- (1) To determine applications for main grants (i.e. currently above £5,000) by voluntary organisations in accordance with the criteria previously agreed by Cabinet
- (2) The approval of criteria for the prioritisation of community safety improvement schemes
- (3) The approval of an annual programme of community safety schemes subject to the proposals being achievable within the limits of the approved financial budget

Membership to Outside Bodies:

- Safer Crawley Partnership Executive
- Sussex Police and Crime Panel (member or substitute)

Cabinet Member for Resources

Political Liaison

Democratic Services (excluding elections)

including the Committee service and liaising with the Local Government Ombudsman

Legal Services

including advice to the Council across the range of Council functions and provision of the statutory land charges service to members of the public

Fostering Interest in Local Government

Promoting interest in and understanding of Local Government

Member Services

- Member Training and Development

Provision of resources for enforcement of decisions taken by the Licensing Committee

Performance Management

Service Review Programme (except individual reviews)

Systems Thinking and other improvement methodologies

Service channel shifts

Human Resource Strategy

including recruitment and retention policy,
conditions of service
employees health, safety and welfare

Overview of Customer Service and Complaints

E Government and IT Strategies

Improvement Planning Champion

Service Responsibilities:

Information Technology

Web team

Human Resources including staffing budget

Equal Opportunities Policy relating to employment

Town Hall building management/office accommodation

Reprographics and Stationery

Civic Hall

Procurement

Finance

Risk management

Insurance matters

Policy for developing service plans

Cabinet Member for Resources

Customer Contact Centre

Data Protection and Freedom of Information

Partnership working with other Councils and shared service provision

Specific Delegations:

- (1) To approve the Corporate Equality Statement
- (2) Approval of the Council's Risk Management Strategy

Cabinet Member for Wellbeing

Lead Cabinet Member for Health and Wellbeing

Arts (including The Hawth, community arts, promotions and entertainments, public art and bandstand)

Museums and art galleries

Sport and fitness (including sports development, playing fields, Broadfield Stadium and Leisure Centres) with the primary health and well-being role being held by the Cabinet Member for Public Protection and Community Engagement

Amenity Services

Parks, gardens and open spaces

Land held for recreational and open space purposes

Liaison and Joint Working with Education

Libraries liaison

Community Centres

Allotments

Nature conservation/arboriculture

Play service and playgrounds

Implementation of Green Space Strategy (The formulation of the Green Space Strategy remains with the Cabinet Member for Planning and Economic Development)

Membership to Outside Bodies:

- Gatwick Greenspace Partnership

Crawley Borough Council

Report to Annual Council 19 May 2017

Review of Political Proportionality, Constitution of Committees and Appointments to Outside Organisations 2017/18

Report of the Head of Legal and Democratic Services – LDS/130

1. Purpose

- 1.1 To review the representation of different political groups on the Council and to determine the size and membership of the Council's Committees for the municipal year 2017/18 in accordance with the requirements of the Local Government and Housing Act 1989.
- 1.2 To appoint named Members to the Council's committees to reflect the wishes of each of the political groups and to appoint Chairs to each of these committees.
- 1.3 To consider the appointment of persons on outside organisations to which the Council is invited to make nominations.

2. Background

- 2.1 The Membership Committee previously was established to make such recommendations to Annual Council but Full Council at its meeting on 1 April 2015 agreed to disband that Committee and requested that a report be submitted directly to Annual Council for approval.
- 2.2 The Constitution has recently been made available separately to all Members of the Council for approval at the Annual Council Meeting, under agenda item 11 for this meeting, with the terms of reference of the Council's Committees set out in Part 3 of the Constitution.
- 2.3 Nominations from the Political Groups as to:
 - a) the establishment of and appointments to a number of the Member Working Groups will be decided at the next meeting of the Cabinet (28 June 2017);
 - b) the representatives to serve on outside bodies relating to Cabinet functions will be determined by the Leader of the Council under delegated powers. Any appointments or changes will be reported in the Members' Information Bulletin.
- 2.4 In preparing this report, full consultation has been undertaken with the respective Group Leaders.

3. Review of Political Proportionality and Appointments to Committees

- 3.1 The Housing and Local Government Act 1989 (and The Local Government (Committees and Political Groups) Regulations 1990 (No. 1553)) contain provisions concerning the political balance on committees, the duty to allocate seats to political groups and the duty to give effect to allocations.
- 3.2 The Council has a statutory duty to review the representation of different political groups on the Council at its annual meeting. The purpose of the legislation is to ensure that a 'political balance' is secured on council committees, sub-committees etc. so as to reflect the overall political composition of the Council. Alternative arrangements in not applying strict political proportionality can be put in place provided Council gives unanimous support without any Member dissenting from that approach.
- 3.3 The requirement to allocate seats must be made in accordance with the following statutory principles:
 - a) No political group can have all the places on a committee (the exception is the Cabinet);
 - b) A group having an overall majority on the Borough Council is entitled to a majority of seats on each committee;
 - c) Subject to the above two principles, the number of seats on the total of all the ordinary committees of the Council allocated to each political group must bear the same proportion to the proportion on the full Council (i.e. The gross number of seats is allocated in accordance with each group's entitlement.);
 - d) Subject to the above three principles, the number of seats on each ordinary committee of the Council allocated to each political group must bear the same proportion on the full Council (i.e. the number of seats on each committee is allocated in accordance with each group's entitlement.).
- 3.4 The application of these rules produces different figures so the figures have to be reconciled by applying the rules in descending order of importance. The critical rule is rule (b) if, as in the case of the Council, there is an overall majority, and numbers of seats are then reconciled with rules (c) and (d).
- 3.5 Although the legal requirement for political proportionality only applies to the Overview and Scrutiny Commission, Development Control Committee, Audit Committee and Governance Committee, the Council has adopted the same approach for all of the committees, sub-committees, working groups and scrutiny panels.
- 3.6 Following the local elections on 4 May 2017, the new political balance for 2017/18 is now 20 Labour, 16 Conservative and one vacancy. It has been agreed by both Group Leaders to keep the same proportionality as in 2016/17 for the distribution of committee seats until after the bi-election, which is being held on 8 June 2017. A further review of the proportionality will then occur.
- 3.7 The Council need to agree the appointment of Members (including substitutes where appropriate) and Chairs and Vice-Chairs of Committees to reflect the wishes of the political groups in accordance with **Appendix 1** to this report.

RECOMMENDATION 1

- 1) That the number of Members to serve on the Council's Committees (taking into account political proportionality) for the municipal year 2017/18 be as set out in **Appendix 1** to this report, and be reconfirmed following the Pound Hill South and Worth bi-election on 8 June 2018
- 2) That, on the nominations of the political groups, the Council be recommended that:
 - a) Members be appointed to the Committees of the Council for the municipal year 2017/18 as set out in **Appendix 1** to this report.
 - b) The Chairs and Vice-Chairs (except where there are any competing nominations for Chair/Vice-Chairs which shall be decided at Annual Council) of the respective Committees for the municipal year 2017/18 be as indicated in **Appendix 1** to this report.

4. Appointments to Outside Organisations

- 4.1 The Committee is requested to consider the appointment of persons on outside organisations to which the Council is invited to make nominations.

RECOMMENDATION 2

That the Council be recommended to appoint the representatives to the Bodies and Organisations as indicated in **Appendix 2** to this report. Where there are more nominations than places available, the Council is asked to determine who should be appointed.

5. Background Papers

None

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Nominations of Political Groups to Committees and for Chairs and Vice-Chairs 2017/18

* = Competing nominations in bold

Planning Committee (15 Members = 8:7)	
<u>2017/18 Group nominations</u>	
R S Fiveash	N J Boxall
I T Irvine (Chair)	B J Burgess
S J Joyce	D Crow
C Portal Castro (Nomination for Vice-Chair)*	F Guidera
T Rana	K L Jaggard
A C Skudder	M A Stone
P C Smith	J Tarrant (Nomination for Vice-Chair)*
G Thomas	
Licensing Committee (15 Members = 8:7)	
<p>1) <i>Between 10 and 15 Members with a quorum of 10 when dealing with matters under the Licensing Act 2003.</i></p> <p>2) <i>Members are reminded that the Committee includes Sub Committee daytime meetings responsibilities.</i></p>	
<u>2017/18 Group nominations</u>	
M L Ayling (Nomination for Vice-Chair)*	T G Belben
R S Fiveash (Chair)	N J Boxall
M G Jones	B J Burgess
C J Mullins	K L Jaggard
C Portal Castro	K McCarthy
B J Quinn	D M Peck (Nomination for Vice-Chair)*
T Rana	J Tarrant
R Sharma	
Licensing Sub-Committee (Pool)	
<p>1) <i>A minimum of three members will be called upon to determine any given application and a Chair will be appointed at each meeting.</i></p> <p>2) <i>Membership should be the same as that of the Licensing Committee.</i></p> <p>3) <i>Please note that a significant number of these meetings are scheduled for the daytime.</i></p>	
<u>2017/18 Group nominations</u>	
M L Ayling	T G Belben
R S Fiveash	N J Boxall
M G Jones	B J Burgess
C J Mullins	K L Jaggard
C Portal Castro	K McCarthy
B J Quinn	D M Peck
T Rana	J Tarrant
R Sharma	

Governance Committee (11 Members = 6:5)**2017/18 Group nominations**

M G Jones	R D Burrett (Vice-Chair)
S J Joyce	D Crow
P K Lamb	C R Eade
T Lunnon	R A Lanzer
A C Skudder	K McCarthy
J Stanley (Chair)	

Constitutional Working Group (5 Members = 3:2)*Chair to be a member of Governance, but not the Chair of the Committee***2017/18 Group nominations**

P K Lamb (Chair)	R D Burrett
J Stanley	D Crow
I T Irvine	

Audit Committee (5 Members = 3:2)

- 1) *Not more than 1 member shall be a Cabinet member and that Member shall not Chair the Committee.*
- 2) *Substitutes retained because small size & concerns about quorum*

2017/18 Group nominations

I T Irvine	R D Burrett
R Sharma	C R Eade (Nomination for Chair)* &
K Sudan (Nomination for Chair)*	(Vice-Chair)
	<i>Substitute Member (Conservative Group)</i>
	T G Belben

Overview and Scrutiny Commission (13 Members = 7:6)

- 1) *Where there is more than 1 political group on the Council, either the position of Chair or Vice Chair of the Overview and Scrutiny Commission will go to a member nominated by an opposition group.*
- 2) *The size of the Commission was increased by Full Council, from 11 Members to 13 Members at its meeting on 14 December 2016.*

2017/18 Group nominations

M L Ayling	T G Belben (Vice-Chair)
C A Cheshire	Dr H S Bloom
I T Irvine	R G Burgess
T Rana	R A Lanzer
B A Smith (Chair)	L Vitler Conservative
K Sudan	Vacancy
T Lunnon	

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:*
 - a) *the Chief Executive - shall consist of 7 members (with a quorum of 5);*
 - b) *the Deputy Chief Executive - shall consist of 6 members (with a quorum of 4);*
 - c) *a Head of Service - shall consist of 5 members (with a quorum of three).*
- 3) *Political groups may add further names to the pool if they so wish.*

2017/18 Group nominations

M L Ayling	N J Boxall
C A Cheshire	B J Burgess
R S Fiveash	R D Burrett
I T Irvine	D Crow
M G Jones	F Guidera
S J Joyce	K Jaggard
P K Lamb	R A Lanzer
T Lunnon	K McCarthy
C J Mullins	M A Stone
M W Pickett	
C Portal Castro	
B J Quinn	
T Rana	
R Sharma	
A C Skudder	
B A Smith	
P C Smith	
J Stanley	
K Sudan	
G Thomas	

Staff Appeals Board (Pool)

- 1) *The Board to comprise 3 members with a quorum of 3 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.*

2017/18 Group nominations

M L Ayling	Dr H S Bloom
C A Cheshire	R G Burgess
R S Fiveash	R D Burrett
I T Irvine	D Crow
M G Jones	R A Lanzer
S J Joyce	K McCarthy
P K Lamb	
T Lunnon	
C J Mullins	
M W Pickett	
C Portal Castro	
B J Quinn	
T Rana	
R Sharma	
A C Skudder	
B A Smith	
P C Smith	
J Stanley	
K Sudan	
G Thomas	

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.*

2017/18 Group nominations)

M L Ayling	T G Belben
C A Cheshire	N J Boxall
R S Fiveash	C R Eade
I T Irvine	D Peck
M G Jones	J Tarrant
S J Joyce	L Vitler
P K Lamb	Conservative Vacancy
T Lunnon	
C J Mullins	
M W Pickett	
C Portal Castro	
B J Quinn	
T Rana	
R Sharma	
A C Skudder	
B A Smith	
P C Smith	
J Stanley	
K Sudan	
G Thomas	

Crawley Borough Council

Outside Organisations to which the Council is invited to make nominations 2017/18

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

	Name of Organisation	Group Nominations 2017/18 <i>(Competing nominations in bold)</i>
1.	Age UK – West Sussex Trustee Board <i>(Link Officer = Craig Downs)</i>	R Sharma
2.	General Council of Broadfield Youth and Community Centre (BYCC) <i>(Link Officer = John Dale)</i>	B J Quinn <i>Only 1 Representative invited</i>
3.	Buchan Country Park Advisory Board <i>(Link Officer = John Dale)</i>	I T Irvine T Lunnon C J Mullins J Stanley <ul style="list-style-type: none"> • <i>Very informal body</i> • <i>WSCC co-ordinator would welcome any local Members to attend and participate as a full Member</i>
4.	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>
4(a)	Central Crawley Conservation Area Advisory Committee <i>(Northgate & West Green)</i> <i>(Link Officer = Justin Kliger)</i>	R S Fiveash K Sudan G Thomas
4(b)	Forestfield and Shrublands Conservation Area Advisory Cttee <i>(Link Officer = Ian Warren)</i>	D Crow C R Eade
4(c)	Hazelwick Road Conservation Area Committee. <i>(Link Officer = Tom Nutt)</i>	B J Burgess R G Burgess

	Name of Organisation	Group Nominations 2017/18 <i>(Competing nominations in bold)</i>
4(d)	Ifield Village Conservation Area Advisory Committee <i>(Link Officer = Anthony Masson)</i>	P C Smith J Stanley K Sudan G Thomas M A Stone
4(e)	Southgate Conservation Area Advisory Committee <i>(Link Officer = Ian Warren)</i>	M W Pickett R Sharma J Tarrant
4(f)	Worth Conservation Area Advisory Committee. <i>(Link Officer = Tom Nutt)</i>	Dr. H S Bloom R A Lanzer Conservative Vacancy
5.	Community Needs Partnership	B J Burgess C A Cheshire R S Fiveash K Sudan L Vitler The Cabinet Member for Public Protection and Community Engagement has a standing invitation to attend and take part in discussions of the "Community Needs Partnership" with arrangements to invite other relevant Cabinet Members to participate as and when the agenda item may be appropriate to their portfolios.
6.	Courage Dyer Recreational Trust <i>(Link Officer = Hayley Thorne)</i>	B J Quinn (May 2017 to May 2021) * R Sharma (May 2017 to May 2021) B A Smith (July 2015 to July 2019) B J Quinn - appointed automatically ex-officio as Mayor. - 4 year appointments only - Once appointed, not required to remain a Councillor - Only 4 nominations acceptable in total *The Trustees have requested that Mrs S A Blake remains on the Trust for the year 2017/18, whilst Councillor Quinn is appointed to the Trust as ex-officio as Mayor.
7.	Crawley & Ifield Education Foundation <i>(Link Officer = David Cooper)</i>	J Stanley Only 1 Representative invited

	Name of Organisation	Group Nominations 2017/18 <i>(Competing nominations in bold)</i>
8.	Crawley Arts Council (CAC) <i>(Link Officer = Vicky Wise)</i>	B J Burgess C A Cheshire C J Mullins <i>Only 3 Representatives invited</i>
9.	Crawley Community and Voluntary Service Trustee Board <i>(Link Officer = Craig Downs)</i>	M L Ayling P K Lamb <i>Only 2 nominations invited as 'participating observers'.</i> <i>Must <u>not</u> be the Cabinet Member for Public Protection & Community Engagement</i>
10.	Crawley Ethnic Minority Partnership (CEMP) Partnership Board <i>(Link Officer = Craig Downs)</i>	B A Smith <i>Only 1 Representative invited</i>
11.	Crawley Museum Society (and Crawley Museum Project Board) <i>(Link Officer = Nigel Sheehan)</i>	C A Cheshire C J Mullins M Stone <i>Membership of both the CMS & Project Board to be the same 3 Members & comprise the Cabinet Member for Wellbeing plus one Member from each political group</i>
12.	Crawley Open House Management Committee <i>(Link Officer = Nikki Hargrave)</i>	F Guidera T Lunnon G Thomas (plus officer from Housing and Planning Strategic Services) <i>N.B. R D Burrett & S J Joyce are on both the Board of Trustees and on the Management Committee (all Trustees sit on the Mgt Ctte but not vice-versa). However, it is understood that these Trustees were appointed in a personal capacity and not directly through the Council.</i> <i>Crawley Open House will accept 2 nominations only (i.e.in addition to the above Trustees) on the Mgt Ctte.</i>

	Name of Organisation	Group Nominations 2017/18 <i>(Competing nominations in bold)</i>
13.	Crawley Town FC Travel Plan Steering Group <i>(Link Officer = Paul Baker)</i>	D Crow J Tarrant <i>4x Labour vacancies*</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 Planning Committee.</i> <i>* There is some doubt as to whether the Steering Group will continue, however if a further meeting is required the Labour Group will make its nominations at that time.</i>
14.	Crawley Town Twinning Association (CTTA) <i>(Link Officer = Hayley Thorne)</i>	C R Eade T Lunnon R Sharma B A Smith <i>The Association is willing to make 4 places available</i>
15.	Friends of Broadfield Park <i>(Link Officer = Janet Rose)</i>	I T Irvine
16.	Friends of Goffs Park (FoGP) <i>(Link Officer = Christian Threader and Peter Harsum)</i>	C J Mullins R Sharma <i>FoGP is willing to make 2 places available and has advised that other Members can still become a Friend of Goffs Park through other ways.</i>
17.	Gatwick Airport Community Trust (GACT) <i>(Link Officer = Craig Downs)</i>	B J Quinn <i>(Trustee – 2 years remain of a 4 year term)</i> <i>Only 1 Representative invited – 4 year appointment.</i>
18.	Relate - North & South West Sussex Trustee Board <i>(Link Officer = Craig Downs)</i>	K Sudan <i>Only 1 representative invited</i>

	Name of Organisation	Group Nominations 2017/18 <i>(Competing nominations in bold)</i>
20.	Court of the University of Sussex <i>(Link Officer = Clem Smith)</i>	M G Jones <i>Only 1 representative invited.</i>
21.	West Sussex Health and Adult Social Care Select Committee * <i>(Link Officer = Heather Girling)</i>	<i>OSC to decide.</i> <i>Must be a Member of the OSC</i>
22.	West Sussex Joint Scrutiny Steering Group* <i>(Link Officer = Heather Girling)</i>	B A Smith <i>Should be the Chair of the OSC</i>
23.	West Sussex Joint Scrutiny Housing Provision for Care Leavers Task and Finish Group * <i>(Link Officer = Nikki Hargrave)</i>	<i>OSC to decide.</i> <i>Must be a Member of the OSC</i>
24.	West Sussex Mediation Service Management Committee <i>(Link Officer = Tony Baldock & Craig Downs)</i>	C A Cheshire (main representative) K Sudan (deputy) <i>The Mediation Service is willing to make 2 main and 2 deputy places available</i>

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

Nominations to Outside Bodies which have ceased since appointments made in May 2016:

- 1) Crawley Community Transport Association (CCTA)