


Crawley Borough Council

Governance Committee

Agenda for the **Governance Committee** which will be held in
Committee Room B - Town Hall, on Tuesday, 17 July 2018 at 7.00pm

Nightline Telephone No. 07881 500 227



Head of Legal and Democratic Services

Membership:
Councillors

T Lunnon (Chair), R D Burrett (Vice-Chair), D Crow, C R Eade,
R S Fiveash, P K Lamb, R A Lanzer, K McCarthy, B J Quinn,
A C Skudder and K Sudan

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The order of business may change at the Chair's discretion

Part A Business (Open to the Public)

	Pages
1. Apologies for Absence	
2. Disclosures of Interest	
In accordance with the Council's Code of Conduct, Councillors of the Council are reminded that it is a requirement to declare interests where appropriate.	
3. Minutes	3 - 8
To approve as a correct record the minutes of the Governance Committee held on 19 June 2018.	
4. Electoral Review 2018	9 - 16
To consider report LDS/142 of the Head of Legal and Democratic Services.	
5. Supplemental Agenda	
Any urgent item(s) complying with Section 100(B) of the Local Government Act 1972.	

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Crawley Borough Council

Minutes of Governance Committee

Tuesday, 19 June 2018 at 7.00 pm

Councillors Present:

T Lunnon (Chair)

R D Burrett (Vice-Chair)

M L Ayling, D Crow, C R Eade, P K Lamb, R A Lanzer, K McCarthy, A C Skudder and K Sudan

Officers Present:

Kevin Carr Legal Services Manager

Mez Matthews Democratic Services Officer

Apologies for Absence:

Absent:

Councillor B J Quinn

1. Disclosures of Interest

No disclosures of interests were made.

2. Minutes

The minutes of the meeting of the Governance Committee held on 26 March 2018 were approved as a correct record and signed by the Chair.

3. Annual Governance Statement 2017-2018

The Committee considered report LDS/141 of the Head of Legal and Democratic Services which requested that the Committee consider the Annual Governance Statement and provide any comments for incorporation into the final version which would be included in the Annual Statement of Accounts, which was due to be considered by the Audit Committee on 25 July 2018.

Following queries from the Committee, the Legal Services Manager:

- Acknowledged that there was some duplication of information within the different sections of the Statement, but stated that this was likely to be due to the set format of the document.
- Clarified that the format of the document followed guidance by the Society of Local Authority Chief Executives (SOLACE) and the Chartered Institute of Public Finance and Accountancy (CIPFA).

Agenda Item 3

Governance Committee (2)
19 June 2018

- Agreed that the areas of duplication within the document would be looked into.
- Advised that, as the Governance Committee had responsibility for the corporate governance of the Council, the Corporate Governance Statement was being brought before the Committee for its consideration prior to its inclusion the Statement of Accounts.
- Provided further information relating to the significant governance issues identified for 2017/18.

RESOLVED

That the comments identified above be taken into consideration, and that the final version of the Corporate Governance Statement be included in the Annual Statement of Accounts, which is to be approved by the Audit Committee in July 2018.

4. Changes to the Constitution

The Committee considered report LDS/140 of the Head of Legal and Democratic Services which proposed changes to the Constitution.

The Committee was advised that the amendment to the functions of the Licensing Sub Committee was required to reflect changes which had been made to the Licensing Act 2003 by the Policing and Crime Act 2004. It was agreed that the reason for the amendment be changed to reflect more accurately why the change was necessary.

The Committee was reminded that the change to the Council Procedure Rules was being introduced in readiness for the Full Council meetings which would take place in the Charis Centre whilst the Town Hall site was being developed. It was noted that the date of the first meeting would take place in July 2018 and it was agreed that the date in the report be amended to reflect this. Although it was suggested by a Committee member that the length of Full Council meeting should not be constrained by the opening times of the building, the majority of the Committee were of the view that other alternative venues had been considered but were either too expensive or not suitable.

It was also acknowledged that it was unusual for Full Council to finish after 11pm and the Committee expressed the view that, given the constraints of the venue, Councillors should remain mindful of the guillotine when speaking during Full Council. The Committee requested, should it become apparent that a matter was due to be considered by Full Council which was likely to generate significant interest, that an alternative venue be sought for that meeting and that a temporary suspension of the Council Procedure Rule relating to guillotine be considered.

The Committee then agreed the changes to the Constitution with the minor amendments detailed above.

RESOLVED

That the Full Council be recommended that the amendments to the Constitution proposed in Appendix 1 to these minutes be agreed.

5. Notification of Special Meeting of the Governance Committee

The Committee noted that a Special Governance Committee had been scheduled for 7pm on 17 July 2018 to consider Boundary Review issues.

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Governance Committee (3)
19 June 2018

Closure of Meeting

With the business of the Governance Committee concluded, the Chair declared the meeting closed at 7.45 pm

Chair

Appendix 1 - Changes to the Constitution

CHANGES TO THE CONSTITUTION

<u>Function</u>	<u>Proposed amendment</u>	<u>Reason for amendment</u>
<p>Functions of the Licensing Committee under the Licensing Act 2003 – page 124</p> <p>(Mike Lyons)</p>	<p>Where appropriate:</p> <ul style="list-style-type: none"> Deleted wording is shown as crossed through Additional wording is shown in bold <p>That the functions attached as Appendix 1a to this document be inserted at the end of that section.</p>	<p>To reflect changes made by the Policing and Crime Act 2017 to the Licensing Act 2003.</p>
<p>Council Procedure Rules – Page 183</p> <p>(Chris Pedlow)</p>	<p>Amend paragraph 2.2(a) “Duration of Meeting: Guillotine (Concluding the Meeting)” as follows:</p> <p>“(a) <i>Concluding the Meeting</i></p> <p>If the business of the Council meeting has not been concluded within two and a half hours, unless the majority of Members present vote for the meeting to continue for a period up to 30 minutes if required, the following procedure will be implemented. Following the meeting’s initial extension, consideration will be given to extending the meeting by further periods of up to 30 minutes if required however, no further extensions may be called to extend the meeting beyond 11.00pm when the guillotine will come into effect”.</p>	<p>In preparation for the first Full Council meeting at the Charis Centre which is expected to take place on 18 July 2018.</p>

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APPENDIX 1a

Functions of the Licensing Committee under the Licensing Act 2003

(92) Power to suspend or revoke a personal licence in accordance with the provisions of s132A of the Licensing Act 2003.

(93) Power to take all decisions and actions under section 132A (other than that of suspending or revoking a licence) including: whether to refer a personal licence holder to a Licensing Sub-Committee, and giving notice to a licence holder under section 132A(4).

Delegation of Functions to the Licensing Sub-Committee (concurrently with the Licensing Committee)

Power to suspend or revoke a personal licence in accordance with the provisions of s132A of the Licensing Act 2003.

Delegation of Functions (concurrently with the Licensing Committee and Licensing Sub-Committee)

The following function is delegated to the Head of Economic and Environmental Services and/or the Head of Strategic Housing and Planning

Power to take all decisions and actions under section 132A (other than that of suspending or revoking a licence) including: whether to refer a personal licence holder to a Licensing Sub-Committee, and giving notice to a licence holder under section 132A(4).

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Crawley Borough Council

Report to Governance Committee

Tuesday 17 July 2018

Electoral Review 2018

Report of the Head of Legal and Democratic Services – *LDS/142*

1. Purpose

To recommend to Full Council the Crawley Borough Council response to the Local Government Boundary Commission's (LGBCE) draft recommendations for electoral arrangements for the Borough.

2. Recommendations

- 2.1 To note the views of the Electoral Review Working Group on the draft recommendations.
- 2.2 That Full Council be recommended to support the draft recommendations of the Local Government Boundary Commission for England for a mixed pattern of 2 and 3 Councillor wards with the alterations to Ifield Ward, Langley Green and Manor Royal Ward and Northgate and West Green Ward as set out in Appendix A.

3. Reasons for the Recommendations

- 3.1 To ensure that the Council's view on the Local Government Boundary Commission's draft recommendations are submitted to the Commission.

4. Background

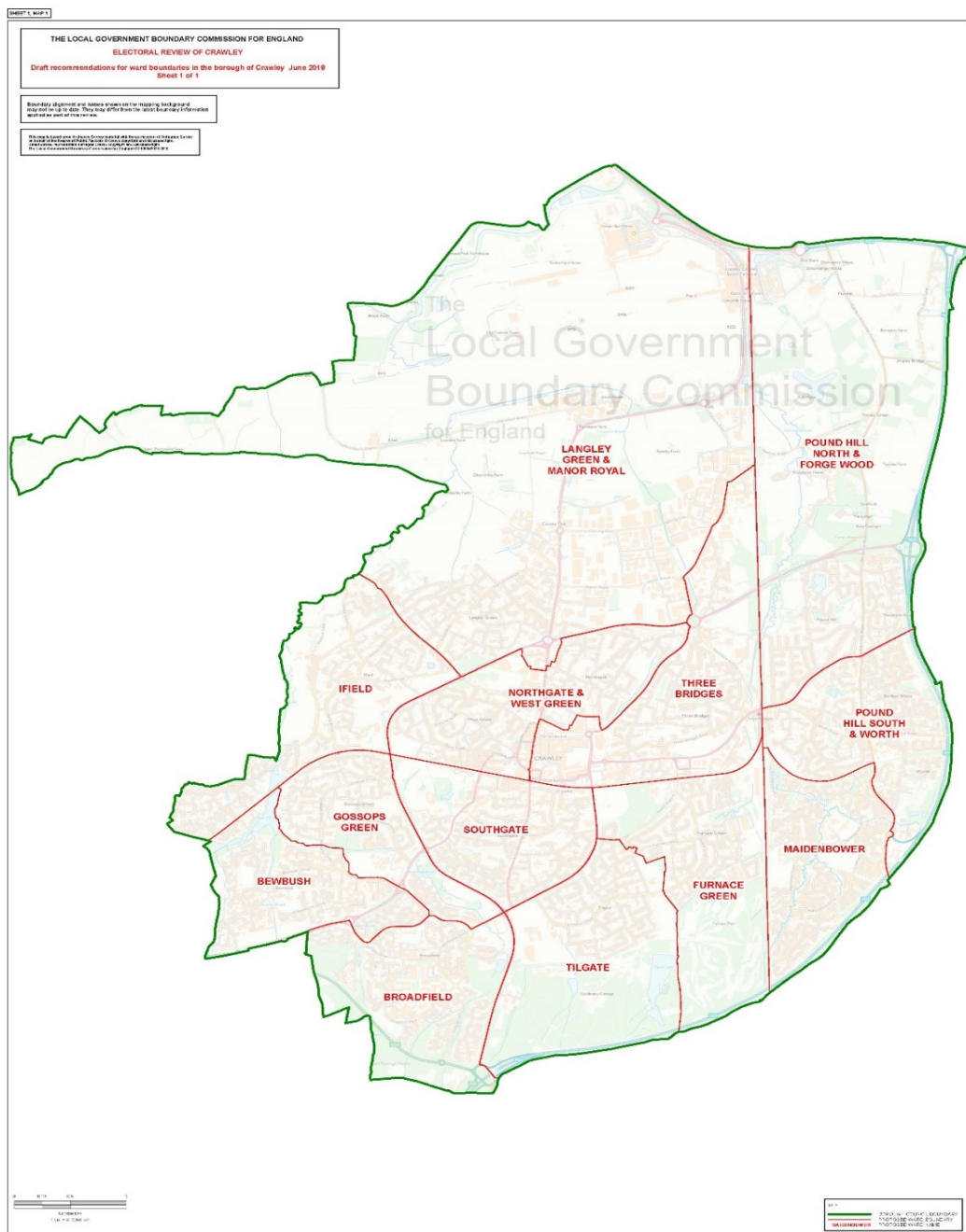
- 4.1 The Local Government Boundary Commission for England (LGBCE) are conducting an electoral review of Crawley Borough Council with the new arrangements being implemented at elections in May 2019. The LGBCE is conducting the review in four stages and has now reached the third stage. The four stages are:
 1. The number of Councillors - the LGBCE announced on 30th January that it was minded to recommend that Crawley is served by 36 Councillors.
 2. An initial consultation on a pattern of Wards for Crawley - closed on 9th April. Full Council approved the Council's preferred scheme at its meeting held on 4th April 2018.
 3. Consultation on draft recommendation - closing on 13th August.
 4. Publication of final recommendations – in October 2018
- 4.2 In developing their draft recommendations for Crawley, the Commission must find the best balance of the three statutory criteria:
 - delivering electoral equality where each Borough Councillor represents roughly the same number of electors.

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- as far as possible, reflecting the interests and identities of local communities.
- providing for effective and convenient local government.

4.3 The LGBCE considered all the representations received in the initial consultation and on 5th June published draft recommendations which

- Propose that Crawley is represented by 36 Councillors.
- Recognise that Crawley has a strong neighbourhood principle that clearly guides its community identity.
- Propose that Crawley should have 13 wards made up of 10 three councillor wards and 3 two councillor wards.
- Proposes a pattern of wards following the scheme adopted by Full Council on 4th April 2018 with alterations to 3 wards- Langley Green and Manor Royal Ward, Northgate and West Green Ward, and Three Bridges Ward as set out in the map below



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- 4.4 The Electoral Review Working Group has considered the draft recommendations and has recommended a response to the draft recommendation which is set out in Appendix A.
- 4.5 The Working Group welcomed the LGBCE draft recommendations for a mixed pattern of wards that closely followed the council's proposal. It was noted that the Tinsley Lane area had been included in Three Bridges Ward and that as a result the Windmill Court and Longmere Road area had been included in the Langley Green and Manor Royal Ward to ensure adequate levels of electoral equality and that this was a solution that had not been previously supported by the Council.
- 4.6 On balance the Working Group considered it preferable to achieve the necessary electoral equality by including The Orchards development in Langley Green and Manor Royal Ward instead. The Orchards have been included in the existing Langley Green Ward since it was built. While the Working Group would have preferred that the development was included in Ifield Ward it would be a less disruptive solution than moving Windmill Court and Longmere Road which had always been included in West Green Ward and is separated from Langley Green by crossing a dual carriageway, whereas The Orchards is separated by just a single lane road (Ifield Avenue).
- 4.7 The Working Group also noted that the LGBCE draft recommendations included Burbeach Close, Bewbush in Gossops Green Ward and it was recommended that representations be made to the Commission to include it in Bewbush Ward
- 4.8 An alternative proposal has been developed by Councillor Crow, Leader of the Conservative Group, and this is included in Appendix B.

5. Implications

- 5.1 The Electoral Review is a statutory process which is governed by the Local Democracy, Economic Development and Construction Act 2009. The LGBCE is an independent body established by Parliament under the same Act. The LGBCE is responsible for undertaking this Review following statutory considerations. The submission follows the guidance provided by the Commission. The LGBCE's final recommendations will be laid in Parliament in November 2018.

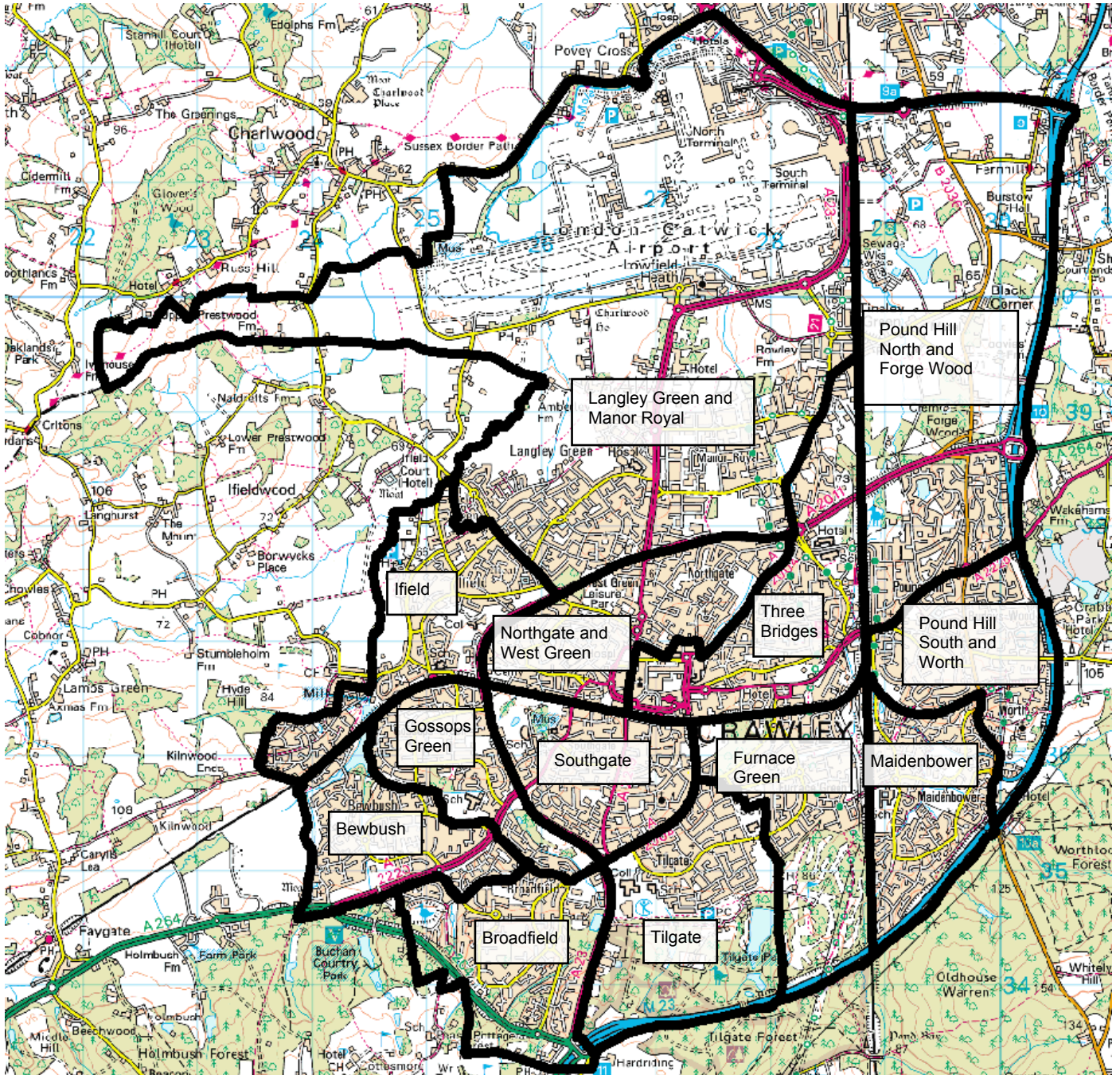
6. Background Papers

[LGBCE - New Electoral Arrangements for Crawley Borough Council - Draft Recommendations June 2018](#)

Report author and contact officer: *Andrew Oakley, Electoral Services Manager.01293 438346*

Response to the LGBCE draft recommendations

Proposal to include The Orchards in Langley Green and Manor Royal Ward

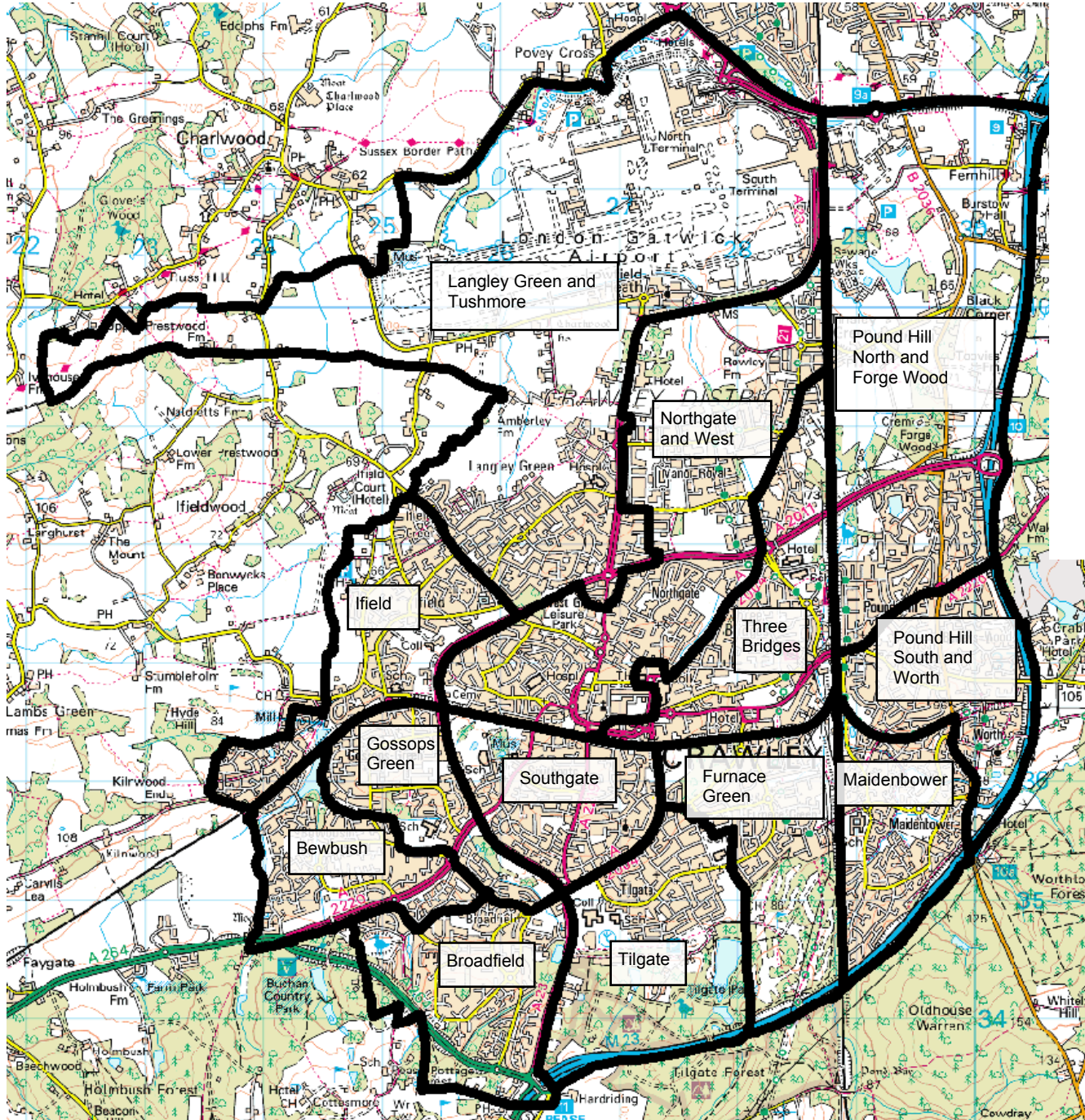


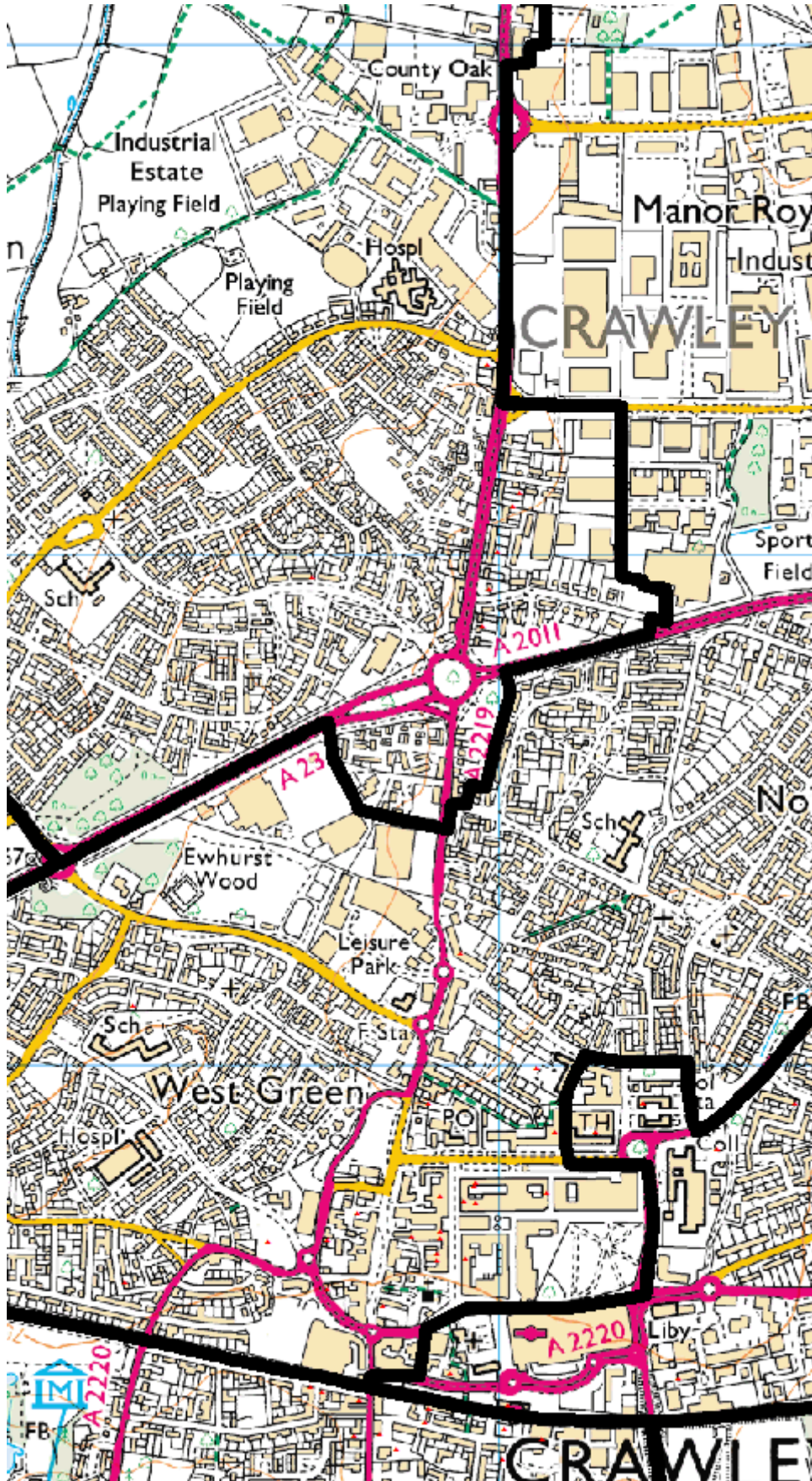
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	Forecast electorate	variation
Bewbush projected for existing ward	6487	
add The herbs	985	
Bewbush	7472	5.72
Broadfield projection for existing North and south	9209	
less Hebrides and to south of Rathlin Road to Gossops Green	851	
Less the herbs/	985	
Broadfield	7373	4.32
Furnace Green No change	4532	-3.82
Gossops Green projected for existing ward	3980	
plus all of Hebrides and south of Rathlin Road	851	
Gossops Green	4831	2.53
Ifield projected for existing ward	6975	
Ifield No change	6975	-1.32
Langley Green projected for existing ward	5865	
plus Manor Royal	584	
Langley Green	6449	-8.76
Maidenbower No change	6684	-5.43
Northgate and West Green projected for existing wards	9202	
less Town Centre	1099	
less Manor Royal	584	
less Bowthorpe House	22	
Northgate and West Green	7497	6.07
Pound Hill North No change	7379	4.40
Pound Hill South and Worth No Change	6474	-8.40
Southgate No Change	6844	-3.17
Three Bridges projected for existing ward	6460	
plus Town Centre	1099	
plus Bowthorpe House	22	
Three Bridges	7581	7.26
Tilgate projected for existing ward	4710	-0.04
Tilgate	4710	
Total Forecast Electorate	84801	

Response to the LGBCE draft recommendations

Proposal from Councillor Crow for Northgate and West Green, Langley Green and Tushmore, and Three Bridges





Agenda Item 4

	Forecast electorate	variation
Bewbush projected for existing ward	6487	
add The herbs	985	
Bewbush	7472	5.72
Broadfield projection for existing North and south	9209	
less Hebrides and to south of Rathlin Road to Gossops Green	851	
Less the herbs/	985	
Broadfield	7373	4.32
Furnace Green No change	4532	-3.82
Gossops Green projected for existing ward	3980	
plus all of Hebrides and south of Rathlin Road	851	
Gossops Green	4831	2.53
Ifield projected for existing ward	6975	
Plus The Orchards	316	
Ifield	7291	3.16
Langley Green projected for existing ward	5865	
less the orchards	316	
plus Tushmore Lane	501	
plus south Tushmore	359	
plus First Choice house	70	
Langley Green and Tushmore	6479	-8.33
Maidenbower No change	6684	-5.43
Northgate and West Green projected for existing wards	9202	
less South of Memorial Gardens	321	
less Town Hall and county buildings	331	
less Tushmore Lane area	501	
less south Tushmore	359	
less First Choice house	70	
Less bowthorpe House	22	
Northgate and West Green	7598	7.50
Pound Hill North No change	7379	4.4
Pound Hill South and Worth No Change	6474	-8.4
Southgate No Change	6844	-3.17
Three Bridges projected for existing ward	6460	
plus county buildings and Town Hall	331	
plus south of Memorial Gardens	321	
Bowthorpe House	22	
Three Bridges	7134	0.93
Tilgate projected for existing ward	4710	-0.04
Tilgate	4710	
Total Forecast Electorate	84801	