

Crawley Borough Council

Governance Committee

Agenda for the **Governance Committee** which will be held in **virtually - Microsoft Teams Live**, on **Tuesday, 17 November 2020 at 7.00 pm**

Nightline Telephone No. 07881 500 227



Chief Executive

Membership:
Councillors

R D Burrett (Chair), T Lunnon (Vice-Chair), D Crow, C R Eade,
M G Jones, P K Lamb, R A Lanzer, S Malik, K McCarthy and
C J Mullins

Please note: in accordance with Regulations in response to the COVID-19 Public Health Emergency, from April 2020 committee meetings are being held **virtually** via online video conferencing with committee members **in remote attendance only**. Any member of the public or press may observe a committee meeting (except where exempt information is to be discussed) via a link published on the Council's website **24 hours** before the scheduled start time.

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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 To approve as a correct record the minutes of the Governance Committee held on 6 July 2020.	5 - 8
4. Public Question Time To consider any written questions that were submitted in advance and accepted in line with the Constitution. These will be read to the Committee and be followed by a response. The questioner will receive an emailed copy of the response given at the meeting. There will be no supplementary questions.	
5. Polling Arrangements May 2021 To consider report CEX/52 of the Chief Executive.	9 - 14
6. May 2021 Elections A verbal update by the Electoral Services Manager giving information on the Returning Officer's progress on the planning for operating polling stations and the counting of votes at the elections.	
7. 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

Monday, 6 July 2020 at 7.00 pm

Councillors Present:

T Lunnon (Chair)

R D Burrett (Vice-Chair)

M L Ayling, D Crow, C R Eade, M G Jones, P K Lamb, R A Lanzer, S Malik and K McCarthy

Officers Present:

Natalie Brahma-Pearl	Chief Executive
Ann-Maria Brown	Head of Legal, Democracy and HR
Mez Matthews	Democratic Services Officer
Chris Pedlow	Democratic Services Manager

Apologies for Absence:

Councillor T McAleney

1. Disclosures of Interest

The following disclosure of interest was made:

Councillor	Item and Minute	Type and Nature of Disclosure
Councillor Malik	Decisions Taken Under Emergency Urgency Powers (Minute 4)	Personal Interest – Hackney Carriage and Private Hire Driver licensed by Crawley Borough Council.

2. Minutes

The minutes of the meeting of the Governance Committee held on 29 January 2020 were approved as a correct record and signed by the Chair.

Following a query from a Committee member regarding Resolutions 1 and 2 of Minute 4 (Adoption of the New Constitution), it was acknowledged that the one year trial period for Written Public Questions at the Full Council and Public Question Time at other relevant Committees was likely to have been affected by the Coronavirus pandemic, and therefore any review of the trial was unlikely to provide a true representation of public interest. In light of this it was noted that the Governance Committee would have the option to extend the trial period when it considered the evaluation report in 2021.

The Committee noted that the new Constitution had come into effect on 14 April 2020.

3. Public Question Time

No written questions from the public had been received.

4. Decisions Taken Under Emergency Urgency Powers

The Committee considered report [LDS/161](#) of the Head of Legal, Democracy and HR. The Committee noted that the Constitution provided general provision for the Chief Executive to take decisions under Urgent Action. Under that provision, on 1 April 2020 the Chief Executive, with the support of the Leader, Opposition Leader and the Mayor, approved additional Emergency Urgency Powers. Those additional powers enabled the Council to continue to work effectively and take appropriate decisions in light of the impact of the Coronavirus pandemic.

The Committee was informed that although Urgent Action was generally reported to the next meeting of the relevant Committee, the Emergency Urgency Powers were distinct from the general provisions for Urgent Action set out in the Constitution and as such it was felt it would be more appropriate (and transparent) for one report to be considered by the Governance Committee with a recommendation to the Full Council. A summary of the decisions taken under the Emergency Urgency Powers was set out in paragraph 6.1 of the report.

The report proposed that the Emergency Urgency Powers cease, now that formal meetings of the Council were being held virtually, and that delegated authority be provided to enable the powers to be reinstated should the situation regarding the pandemic change.

The Committee considered the report and, in response to comments made by the Committee, it was noted that:

- The formal report in front of the Committee, along with the recommendations to Full Council on the cessation of the Emergency Urgency Powers and the process for their reinstatement, were deemed necessary and appropriate to ensure there was an audit trail of the decision making process.
- The original decision to approve the additional Emergency Urgency Powers had been taken as a matter of urgency and so had followed the relevant procedures as outlined in the Constitution. It was considered appropriate that the Chair and Vice-Chair of the Governance Committee should be consulted on any future reinstatement of those Emergency Urgency Powers.
- Officers would consider revising the Virtual Committee Procedure Rules to allow non-Committee members to join the meeting feed and to address a Committee with the consent of the Chair (which would reflect the procedure for non-virtual meetings).

RESOLVED

1. That the decisions relating to the Governance Committee functions which have been taken by the Chief Executive under Emergency Urgency Powers (as set out in paragraph 6.1 of report LDS/161) be noted.
2. That the Full Council be requested to:
 - a) note all the decisions taken by the Chief Executive under Emergency Urgency Powers (as set out in paragraph 6.1 of report LDS/161).
 - b) agree that the Emergency Urgency Powers cease on 31 July 2020.

- c) delegate to the Chief Executive, with the agreement of the Leader, the Opposition Leader, and the Chair and Vice-Chair of the Governance Committee, the power to decide that Emergency Urgency Powers can be reinstated should the situation change with regards to the Coronavirus pandemic and it be deemed necessary to do so.

5. Annual Governance Statement 2019-2020

The Committee considered report [LDS/160](#) of the Head of Legal, Democracy and HR 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 and considered by the next meeting of the Audit Committee.

The Committee was informed that, given the Coronavirus pandemic, it had not been possible to complete the audits due to be considered at the scheduled Audit Committee on 22 July 2020. The Audit Committee meeting in July had therefore been cancelled and it was expected that a replacement meeting would be arranged for September 2020. It was therefore suggested that the recommendation set out in the report be amended to reflect the change of Committee date.

Amendment

It was moved by Councillor Lunnon (seconded by Councillor Burrett) that recommendation 2.1 of the report be amended to read "That the Governance Committee considers the Annual Governance Statement 2019-2020 and provides any comments for incorporation into the final version to be included in the Annual Statement of Accounts, which is to be approved by the Audit Committee *at its next meeting*."

No objection was expressed by the Committee and the amendment was therefore declared to be CARRIED.

The Committee then considered the Annual Governance Statement and the following comments were made:

- It was queried whether, within the Housing Strategy section of the Statement, an additional priority for addressing homelessness could be added which focussed on reviewing the current services and facilities.
- It was felt that the consultation on the Three Bridges Station Improvement Scheme was significant. It was therefore suggested that information relating to that consultation be included within the Public Consultation section of the Statement.
- A Committee member was of the opinion that more reference could have been made within the Statement with regard to Councillor engagement.

RESOLVED

That the comments identified above be taken into consideration, and that the final version of the Annual Governance Statement 2019-2020 be included in the Annual Statement of Accounts, which was to be approved by the Audit Committee at its next meeting.

Closure of Meeting

With the business of the Governance Committee concluded, the Chair declared the meeting closed at 7.35 pm.

T Lunnon (Chair)

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Crawley Borough Council

Report to Governance Committee

Tuesday 17 November 2020

Polling Arrangements May 2021

Report of the Chief Executive – **CEX/52**

1. Purpose

- 1.1 To create a new polling district LAC in Bewbush and North Broadfield Ward, to cater for the boundary of the Bewbush and Ifield West Division with the Gossops Green and Southgate Division of West Sussex County Council.

2. Recommendation

- 2.1 That the Governance Committee recommends that Full Council amends the Polling Scheme to create polling district LAC as shown on the table at Appendix A to this report.

3. Reason for the Recommendation

- 3.1 To ensure that the 2021 electoral register enables convenient voting at the West Sussex County Council elections.

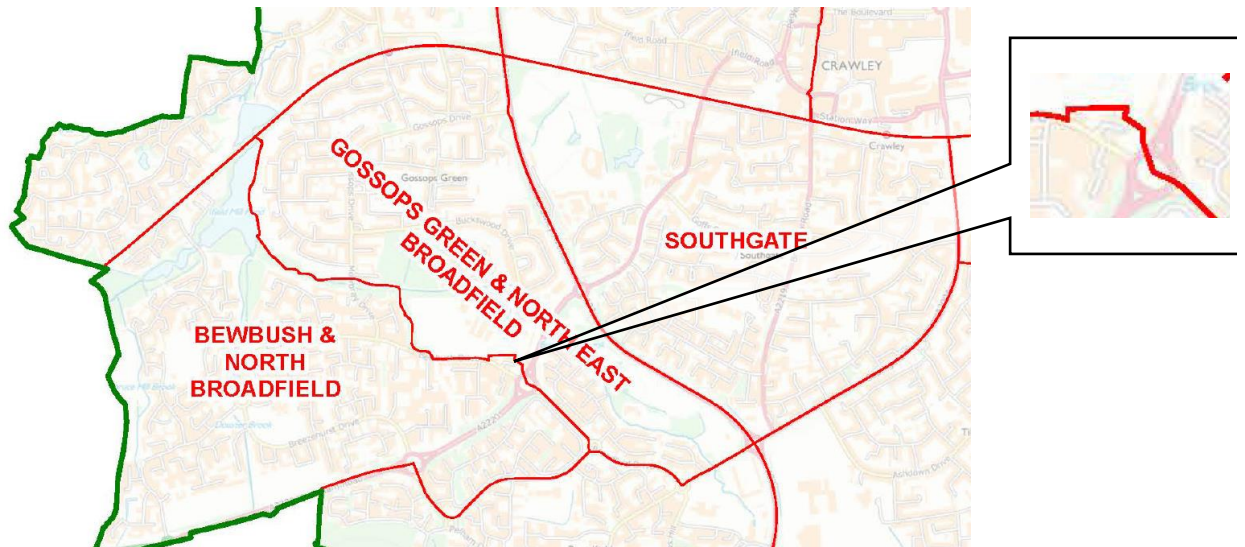
4. Background

- 4.1 The Council has a duty to divide the Borough into polling districts and to designate suitable polling places to meet the reasonable requirements of electors and take sufficient account of the accessibility of disabled persons.
- 4.2 New polling arrangements were adopted by the Council in January 2019 following the ward boundary changes arising from the Local Government Boundary Commission for England electoral review of Crawley Borough Council. Polling districts were created which reflected the new boundaries and took into account West Sussex County Council Division boundaries. The new Polling Scheme worked well at the May 2019 Borough Council elections, the European Parliamentary elections and the General Election.
- 4.3 Preparation for the West Sussex County Council elections to be held in May 2021 has revealed a minor discrepancy between the Borough Ward boundary and County Division boundary at Burbeach Close, Bewbush.
- 4.4 Burbeach Close is included in Bewbush and North Broadfield Ward and is part of polling district LAA with voting at the Bewbush Centre. The County Division boundary runs along Bewbush Drive and so Burbeach Close is in Southgate and Gossops Green Division. The difference in the two boundaries is shown in Map 1

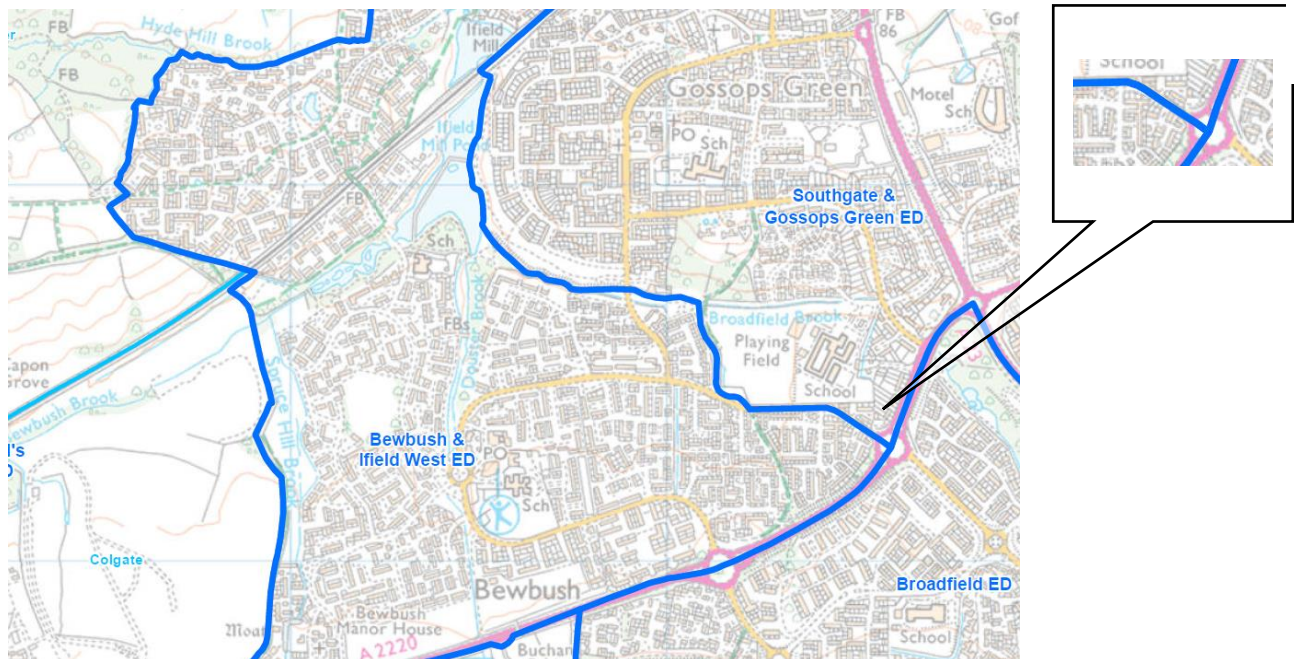
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and Map 2 below. At elections to West Sussex County Council the electors in this road will need to be issued with a ballot paper for Southgate and Gossops Green Division. To enable this a separate polling district needs to be created.

Map 1 – Crawley Borough Council Ward boundary



Map 2 - West Sussex County Council Division



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- 4.5 In order to manage the issuing of the correct ballot papers at the polling station, it is recommended that polling district LAC is created as shown in the map below:

Map 3 – Polling District LAC



Polling district
LAC

- 4.6 It is recommended that the polling place for this polling district is the Bewbush Centre to maintain the existing polling arrangements.
- 4.7 When the Local Government Boundary Commission for England next conducts an electoral review for West Sussex County Council it will be possible to make representations to align the boundaries.

5. Implications

- 5.1 The creation or removal of polling districts and provision of additional polling places has financial implications in terms of the cost of staffing polling places, the delivery and collection of equipment and the hire of premises.
- 5.2 The Council has a statutory duty under the Representation of the People Act 1983 to divide the borough into polling districts, to designate a polling place for each district and to keep both polling districts and polling places under review, providing reasonable access to polling stations for all including those with disabilities.

6. Background Papers

[Local Government Boundary Commission for England Final Recommendations for West Sussex County Council](#)

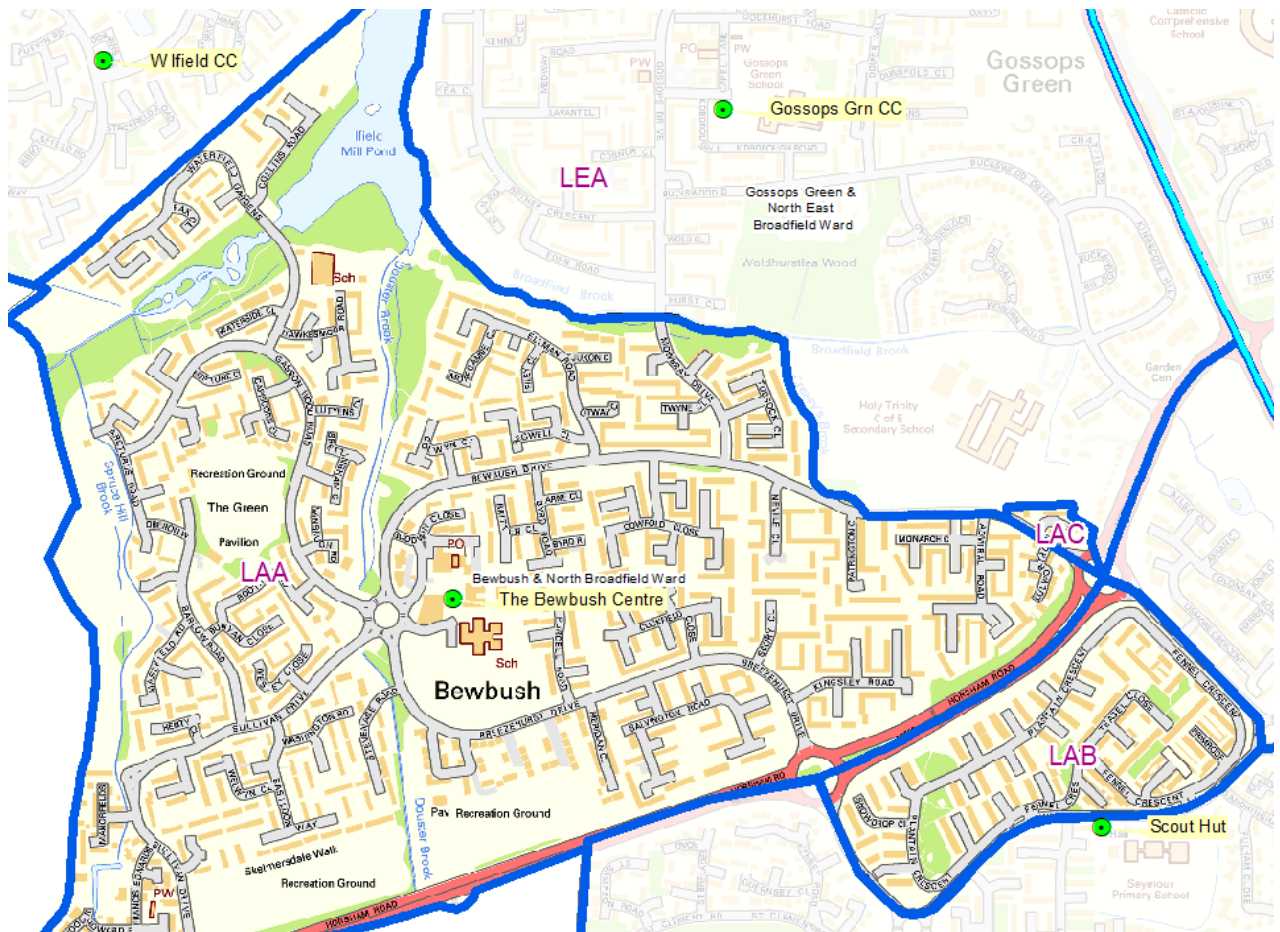
[Local Government Boundary Commission for England Final Recommendations for Crawley Borough Council](#)

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Ward Name		Bewbush & North Broadfield			
	Residential Properties	Total Electors	Postal voters	Polling station voters	Polling place
LAA	3341	6310	969	5341	Bewbush Centre
LAB	483	1018	124	894	Broadfield Scout Hut
LAC	33	44	5	39	Bewbush Centre



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