

Crawley Borough Council

Minutes of Full Council

Friday, 26 May 2023 at 7.30 pm

Councillors Present:

J Hart (Mayor)

Z Ali, I Ashraf, M L Ayling, T G Belben, J Bounds, C M Burke, B J Burgess, J Charatan, D Crow, H Hellier, I T Irvine, K L Jaggard, G S Jhans, K Khan, Y Khan, M G Jones, P K Lamb, R A Lanzer, T Lunnon, K McCarthy, J Millar-Smith, M Morris, C J Mullins, S Mullins, M Mwangale, A Nawaz, B Noyce, D M Peck, A Pendlington, S Piggott, S Pritchard, S Raja, T Rana, J Russell and S Sivarajah

Also in Attendance:

Mr Russell Brown and Mr Peter Nicolson

Officers Present:

Natalie Brahma-Pearl	Chief Executive
Siraj Choudhury	Head of Governance, People & Performance
Heather Girling	Democratic Services Officer
Chris Pedlow	Democracy & Data Manager

1. Disclosures of Interest

There were no declarations of interest received.

2. Election of the Mayor for 2023-2024

Before calling for nominations for the election of the new Mayor, the outgoing Mayor welcomed newly elected Councillors Imran Ashraf, Craig Burke, Julian Charatan, and Justin Russel to the Council. The Mayor then gave a speech on her Mayoral year.

Councillor Hart's Speech on her Mayoral Year:

I am now going to say a few words on the Mayoral year, whoa, what a year I've had! - I went straight from Mayormaking into the Jubilee – I visited 24 street parties over the weekend and gate-crashed 5! To meet so many residents of Crawley in their own areas was wonderful.

Armed Forces Day was the first "in the real" for three years – The world was waking up from the trials of covid.

September saw the passing of Her Majesty Queen Elizabeth II and what has probably been personally for me the high light of my Mayoral year – the reading of the Proclamation from the balcony of the old Town Hall – a feat which had never before happened and will never be repeated as we are now in this wonderful new building which I had the privilege of opening just a few months ago.

Over the year, I have also visited many places of worship for many of the different faiths that make up the very rich diversity that is Crawley.

In February, I visited the Crawley Museum for the dinosaur exhibition for which I was accompanied by my grandson Chayse, who asked if we could go back again to see the rest of it because "it was great to see all the old things about Crawley".

My year has consisted of openings, ribbon cuttings, concerts, presentations, parties for the Jubilee and Coronation. Who would ever imagined I would start with a Platinum Jubilee and close with a Coronation and opening a wonderful new Town Hall in between.

Thank you CBC and Councillors for putting your faith in me – I hope I've done you and Crawley proud.

Councillor Hart informed the Full Council that as she was one of the nominations for the position of the Mayor, she therefore was unable to preside over an election in which she was involved. As a result, she would be leaving the Chair for the next agenda item Election of Mayor 2023/ 2024. Councillor Hart stepped out of the Chair and the dais.

Councillor Rana, as the Deputy Mayor, took over the chairing of the meeting and sought nominations for Mayor for the Council year 2023/ 2024.

Councillor Charatan proposed (seconded by Councillor K Khan), that Councillor Hart be appointed as Mayor for the forthcoming year. A vote was taken.

RESOLVED

That Councillor Jilly Hart be elected as Mayor for the Council year 2023/2024. The newly elected Mayor was invested with the Mayoral Chain, and made the statutory Declaration of Acceptance of Office.

Councillor Jones and Councillor Crow respectively, welcomed the Mayor on behalf of the Council and wished her well in serving a second Mayoral year. In response to the congratulations, the Mayor, Councillor Hart made a speech conveying the honour to be elected Mayor of Crawley for a second term. She also announced that her children, would remain her Consorts for her year in office. Additionally, she announced that her Mayoral charity would be the Armed Forces Veteran Breakfast Club in Crawley.

Councillor Hart's Investiture Speech:

I promise to represent Crawley and its residents to the best of my ability. My charity for the coming year will be the Armed Forces Breakfast Club based here in Crawley. Their purpose is to arrange for veterans and serving personnel to meet face to face in a relaxed environment. Our local group meet at St John's Hall every Monday.

Paul Gooderson from the local group will give you an insight into the workings of the club later in the evening.

I will finish by saying just how much I am looking forward to seeing you all at upcoming Mayoral and community events through this coming year, your support will be much appreciated.

3. Election of the Deputy Mayor for 2023 – 2024

It was proposed by Councillor Irvine, seconded by Councillor Lunnon, that Councillor K Khan be appointed as Deputy Mayor, whilst Councillor Crow, seconded by Councillor Burgess, proposed the appointment of Councillor Mwangale. Councillor Crow requested a recorded vote. In accordance with Full Council Procedure Rule 10.4 the names of the Councillors voting for and against the recommendation, along with any abstentions, were recorded as set out below:

For Councillor K Khan:

Councillors Ashraf, Ayling, Charatan, Hart, Irvine, Jhans, Jones, K Khan, Y Khan, Lamb, Lunnon, C Mullins, S Mullins, Nawaz, Noyce, Pritchard, Raja, Rana, Russell, Sivarajah, (20)

For Councillor Mwangale:

Councillors Ali, Belben, Bounds, Burgess, Burke, Crow, Hellier, Jaggard, Lanzer, McCarthy, Millar-Smith, Morris, Mwangale, Peck, Pendlington, Piggott (16)

Abstentions: (0)

RESOLVED

That Councillor K Khan be elected as Deputy Mayor for the Council year 2023/2024.

The newly elected Deputy Mayor was then invested with the badge of office and signed her Declaration of Office.

The Deputy Mayor, Councillor K Khan made a speech conveying the honour to be elected Deputy Mayor of Crawley and thanking her fellow Councillors.

4. Election of the Youth Mayor and the Youth Deputy Mayor 2023 - 2024

The Mayor called both Jake Picknell and Elijah Norton up to the top table to present the Chain of Office to Jake as the elected Youth Mayor, and the Badge of Office to Elijah as the elected Youth Deputy Mayor. Congratulations were conveyed to both Jake and Elijah upon their election and they were both wished a very successful year.

5. Minutes

The minutes of the meeting of the Full Council held on 29 March 2023 were approved as a correct record and signed by the Mayor.

6. Extend a vote of thanks to the outgoing Mayoralty.

On behalf of their respective political groups, Councillors C Mullins, Mwangale and S Mullins tendered their congratulations to the Mayor upon her re-election. They conveyed their thanks to the Mayor for the work during the past year in office and offered congratulations on the forthcoming year. The Mayor thanked Members of the Council, officers and Councillor Rana, as outgoing Deputy Mayor for the help and encouragement during the past Mayoral year.

7. Communications

Councillor Jones announced his Cabinet and the related Portfolio Holder responsibilities to the Full Council along with the Terms of Reference and Appointments for the Cabinet Advisory and Working Groups as set out in [Appendix A to report LDS/199](#). It was noted that there were key changes to the Cabinet:

Portfolio	Councillor
Leader of the Council	Michael Jones
Deputy Leader and Cabinet Member for Planning and Economic Development	Atif Nawaz
Community Engagement and Culture	Sue Mullins
Environment, Sustainability and Climate Change	Bob Noyce
Housing	Ian Irvine
Leisure and Wellbeing	Chris Mullins
Public Protection	Yasmin Khan
Resources	Tahira Rana

8. Results of Elections - May 2023

The Council received report [CEX/063](#) of the Returning Officer which detailed the results of the 2023 Borough Election, held on 4 May 2023.

9. Review of Political Proportionality, Constitution of Committees and Appointments to Outside Organisations 2023- 2024

The Full Council considered report [LDS/199](#) of the Head of Governance, People & Performance, along with [Appendix A](#) of the supplementary agenda, which detailed the review of the representation of different Political Groups on the Council and determined the size and membership of the Council's Committees, Outside Bodies and Cabinet's Advisory and Working Groups and Member Development Executive Support Group for the municipal year 2023-2024 in accordance with the requirements of the Local Government and Housing Act 1989 and associated Regulations. The report also detailed the allocation of Chairs and Vice Chairs of those Committees. It was noted that the report contained a link to the latest version of the Constitution for Councillors' ratification.

The Mayor stated there would be individual votes for contested nominations for Chair and Vice Chair positions, once the non-contested items had been approved.

The Mayor called for a vote on the memberships, nominations and the adoption of the Constitution (subject to any changes arising from this Full Council meeting being included prior to publication) which was carried unanimously

RESOLVED

That the Full Council approve

1. the appointments and size of the Council's Committees (taking into account political proportionality) for the municipal year 2023/2024, along with non-contested Chairs and Vice Chairs as for those Committees, the appointments for the Outside Bodies and Organisations for the municipal year 2023/2024 and the appointments, size and terms of reference of Cabinet's Advisory and Working Groups and Member Development Executive Support Group 2023/ 2024.
2. for publication the latest draft version of the Council's Constitution, subject to any changes arising from this Full Council meeting being included prior to publication.

Contested Votes – Chairs and Vice Chairs

The Full Council then considered the contested positions for Chair of the Planning Committee and Overview and Scrutiny Commission.

a) Planning Committee

It was moved by Councillor Nawaz, seconded by Councillor Ayling, that Councillor Pritchard be appointed as Chair of the Planning Committee. Whilst Councillor Crow, seconded by Councillor Piggott, proposed the appointment of Councillor Mwgale. A vote was taken.

As a result of the vote, Councillor Pritchard was appointed as Chair of the Planning Committee. Councillor Mwgale was therefore appointed Vice Chair of the Planning Committee.

b) Overview and Scrutiny Commission

It was moved by Councillor Pritchard, seconded by Councillor Jhans, that Councillor Ayling be appointed as Chair of the Overview and Scrutiny Commission. Whilst Councillor Crow, proposed the appointment of Councillor Hellier and in doing so requested a recorded vote. The appointment was seconded by Councillor Lanzer. Councillors Lamb, Belben, Burgess, Ayling, Crow and Jones also spoke on this item. In accordance with Full Council Procedure Rule 10.4 the names of the Councillors voting for and against the recommendation, along with any abstentions, were recorded as set out below:

For Councillor Ayling:

Councillors Ashraf, Ayling, Charatan, Hart, Irvine, Jhans, Jones, K Khan, Y Khan, Lamb, Lunnon, C Mullins, S Mullins, Nawaz, Noyce, Pritchard, Raja, Rana, Russell, Sivarajah, (20)

For Councillor Hellier:

Councillors Ali, Belben, Bounds, Burgess, Burke, Crow, Hellier, Jaggard, Lanzer, McCarthy, Millar-Smith, Morris, Mwgale, Peck, Pendlington, Piggott (16)

Abstentions: (0)

Councillor Ayling was appointed as Chair of the Overview and Scrutiny Commission. Councillor Hellier was therefore appointed Vice Chair of the Overview and Scrutiny Commission.

RESOLVED

That the Chairs and Vice-Chairs be appointed to the respective Committees, as listed in the individual votes above, and these be included within the Council's Appointments detailed within Appendix A to these minutes.

10. Appointment of an Independent Person

The Full Council considered report [LDS/201](#) of the Head of Governance, People & Performance (as the Council's Monitoring Officer), which sought the re-appointment of Mr Russell Brown for a further two-year term as one of the Council's Independent Persons. The Mayor moved the report which was seconded by the Deputy Mayor.

RESOLVED

That Mr Russell Brown be appointed for a further two years until July 2025.

Closure of Meeting

With the business of the Full Council concluded, the Chair declared the meeting closed at 8.47 pm

J Hart (Mayor)

Committee Memberships and Chairs/Vice Chairs

2023/24

Audit Committee	
<i>Not more than 1 member shall be a Cabinet member and that councillor shall not chair the Committee. One Independent Audit Person will be on the Committee but as a non voting member</i>	
2023/24 (7 councillors 4:3 & independent person non-voting)	
Ashraf Charatan (Vice Chair) Russell Sivarajah	Millar-Smith (Chair) Belben Conservative Vacancy

Governance Committee	
2023/24 12 (Councillors 7-5)	
Lamb (Chair) Jhans Jones Lunnon Pritchard Rana Sivarajah	Bounds (Vice Chair) Burke Crow Lanzer McCarthy

Licensing Committee	
<ol style="list-style-type: none"> 1) <i>Between 10 and 15 members (a quorum of 10 when dealing with matters under the Licensing Act 2003).</i> 2) <i>This Committee includes Sub-Committee daytime meetings responsibilities.</i> 3) <i>Cllr with Taxi/hackney carriage licenses would need to seek advice from the Monitoring Officer over whether they should be on this Committee</i> 	
2023/24 (15 councillors 8:7)	
Ashraf (Chair) Ayling Irvine Jones K Khan Y Khan Nawaz Noyce	Ali (Vice-Chair) Belben Burgess Jaggard McCarthy Crow Peck

Planning Committee	
2023/24 (11 councillors 6:5)	
Pritchard (Chair) K Khan Y Khan S Mullins Nawaz Raja	Ali Bounds Morris Jaggard Mwagale (Vice Chair)

Overview and Scrutiny Commission	
<i>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.</i>	
2023/24 (11 councillors 6:5)	
Ayling (Chair) Charatan K Khan Raja Russell Sivarajah	Hellier (Vice Chair) Lanzer Millar-Smith Pendlington Piggott

Employment Panel (From a pool of councillors)	
<ol style="list-style-type: none"> 1) <i>As far as possible, a politically balanced panel of between 3 and 7 councillors will be drawn from the following membership.</i> 2) <i>Political groups may add further names to the pool if they so wish.</i> 3) <i>At least one opposition councillor is required on an Employment Panel when it meets.</i> 4) <i>The quorum and the size of the Employment Panel varies depending on the cases it is dealing with. See Constitution Part 1 Section 5 Employment Panel for exact details.</i> 	
2023/24	
All Labour Councillors	Ali Burgess Crow Hellier Jaggard Lanzer McCarthy Millar-Smith Piggott

Grants Appeals Panel
(From a pool of councillors)

- 1) *As far as possible, a politically balanced panel of 5 councillors will be drawn from the following membership.*
- 2) *Not to include any Cabinet members involved in the decision on the grant application(s).*
- 3) *Political groups may add further names to the pool if they so wish.*

2023/24

All Labour Councillors

Belben
Bounds
Burke
Crow
Lanzer
Morris
Mwagale
Peck
Pendlington

Appointments to Outside Organisations

Organisation	2023/24
Age UK – West Sussex Trustee Board <i>One seat</i>	Councillor Mullins <i>as Cabinet Member for Wellbeing</i>
Courage Dyer Recreational Trust <i>(Link officer = Hayley Thorne)</i> <ul style="list-style-type: none"> • Only 4 nominations in total • 4 year appointments only • Once appointed, not required to remain a Councillor 	Sharmila Sivarajah (May 2023 to May 2027) <i>New appointment</i> Michael Jones (May 2021- May 2025) Sue Mullins (May 2021- May 2025) Cllr Hart - appointed automatically ex-officio as Mayor.
Crawley Arts Council (CAC) <i>(Link officer = Matt Ledbridge)</i> <i>Three seats – One representative per Group & the appropriate Cabinet Member</i>	Sivarajah Burgess C Mullins (<i>Cabinet Member for Wellbeing</i>)
Crawley Ethnic Minority Partnership (CEMP) Board <i>(Link officer = Craig Downs)</i> <i>One Seat only</i>	Y Khan
Crawley Community Action <i>(Link officer = Craig Downs)</i> <i>Two seats – One representative per Group</i>	Charatan Burgess
Crawley Museum Society <i>Three seats – One representative per Group & the appropriate Cabinet Member</i>	Pritchard Piggott C Mullins (<i>Cabinet Member for Wellbeing</i>)
Crawley Open House Management Committee <i>Two seats – One representative per Group</i>	Irvine Millar-Smith
Crawley Town Twinning Association (CTTA) <i>Three seats – One representative per Group & the appropriate Cabinet Member</i>	Charatan Piggott S Mullins (<i>Cabinet Member for Community Engagement and Culture</i>)

<p>Gatwick Airport Community Trust (GACT)</p> <p><i>One representative for 4 year appointment</i></p>	<p>Atif Nawaz (2021-2025)</p> <p><i>No appointment in 2023</i></p>
<p>Relate - North & South West Sussex Trustee Board</p> <p><i>Two seats – One representative per Group</i></p>	<p>S Mullins Mwagale</p>
<p>Court of the University of Sussex</p>	<p>Y Khan</p>
<p>West Sussex Joint Scrutiny Steering Group*</p> <p>(Link officer = Heather Girling)</p> <p><i>*Subject to confirmation at the next meeting of the Overview and Scrutiny Commission</i></p>	<p><i>Chair of the Overview and Scrutiny Commission</i></p>
<p>West Sussex Health and Adult Social Care Select Committee*</p> <p>(Link officer = Heather Girling)</p> <p><i>*Subject to confirmation at the next meeting of the Overview and Scrutiny Commission</i></p>	<p>K Khan*</p> <p><i>Must be a member of the OSC.</i></p>
<p>West Sussex Mediation Service Management Committee</p> <p><i>Two seats – One representative per Group & Two deputies – One representative per Group</i></p>	<p>S Pritchard Millar-Smith Y Khan (Deputy) Hellier (Deputy)</p>

Terms of Reference and Appointments for Advisory and Working Groups and Councillor Development Executive Support Group

Notes

- 1) Lead officers appointed to each working group
- 2) To be chaired by the Cabinet member who holds the area of responsibility (**Chair**)
- 3) Administration to be undertaken by each individual service department.

Working Groups & Terms of Reference	2023/24	
<p>Councillor Development Executive Support Group (CDESG)</p> <ol style="list-style-type: none"> 1. To provide all-party support for a coordinated approach to member development and training across the Council. 2. To identify individual and Group training needs and to prioritise them accordingly. 3. To develop, monitor and evaluate all member development activities. 4. To promote learning and development opportunities amongst all members of the Council, encouraging the highest level of participation by members to organised training and development events. 5. To ensure that a comprehensive induction programme is made available to all newly elected Councillors. <p><i>Lead officer = Siraj Choudhury</i></p>	(5 councillors 3:2)	
	<p>C Mullins K Khan Pritchard</p>	<p>Crow McCarthy</p>
<p>Economic Regeneration Working Group (ERWG)</p> <ol style="list-style-type: none"> 1. To receive and consider updates on economic regeneration initiatives and actions across the borough, including delivery of the Crawley Growth Programme, Town Centre Regeneration programme, Employment & Skills Programme, the delivery of individual economic regeneration schemes and partnership activities within the Manor Royal Business District. 2. To receive and consider reports on economic regeneration activities in Crawley and to make recommendations, as necessary, to the Cabinet on the:- <ul style="list-style-type: none"> • proposals to regenerate sites identified in the Local Plan, the Town Centre Supplementary Planning Document and the Manor Royal Supplementary Planning Document & Design Guide • identification and promotion of other economic regeneration opportunities to enhance the physical appearance and social, economic and educational attributes • communications with all interested parties to maintain confidence in the wider economic regeneration of Crawley. <p><i>Lead officer = Clem Smith</i></p>	(11 councillors 6:5)	
	<p>Nawaz (Chair) Ashraf Jhans Khan Lamb Lunnon</p>	<p>Ali Crow Lanzer Millar-Smith Hellier</p>

<p>Gatwick DCO Member Working Group (GDCOMWG)</p> <ol style="list-style-type: none"> 1. Once Gatwick Airport (GAL) have submitted documentation on their Northern Runway Development Consent Order (DCO) proposals to the Planning Inspectorate and, following on from the commencement of the DCO pre-examination period, there is likely to be extensive technical documentation issued by GAL, which will need to be reviewed at short notice by officers with responses needed to be sent to the Planning Inspectorate at short notice. 2. The Gatwick DCO Member Working Group will need to be convened at short notice (either “face to face” or virtually via Microsoft Teams) to: <ul style="list-style-type: none"> • receive and consider advice from officers regarding documentation issued by Gatwick Airport Ltd (GAL) related to their Gatwick Northern Runway DCO proposals. • input and provide guidance to officers where needed in support of their formulation of the Council’s technical responses to GAL’s Northern Runway DCO documentation, which will need to be submitted to the Planning Inspectorate at short notice. 3. The Gatwick DCO Member Working Group will also be briefed by officers in advance of advice related to GAL’s Northern Runway DCO proposals being shared with Members through scheduled or additional meetings of the Economic Regeneration Working Group. This briefing may be undertaken electronically. <p><i>Lead officer = Clem Smith</i></p>	<p>(5 councillors 3:2)</p>	
<p>Goffs Park Working Group (GPWG)</p> <p>The Council has demonstrated through Tilgate Park that our open spaces provide high quality venues for safe, well organised and commercially successful activities that meet the demands of both local residents and regional visitors.</p> <p>There are plans to replicate this model at Goffs Park initially creating a medium term business plan (5 years) to develop a future vision for the Park informed by consultation with</p> <p>The GPWG will:</p> <ul style="list-style-type: none"> • Consider and provide guidance on the business plan for Goffs Park ensuring the proposals support the options appraisal and strategic plan. • Ensure proposed activities and events for Goffs Park meet the principles of the business plan along 	<p>(7 councillors 4:3)</p> <p>C Mullins (Chair) Y Khan Noyce Rana</p>	<p>Crow Ali Pendlington Piggott</p>

<p>without adversely impacting the Tilgate Park business plan and activities in other open spaces.</p> <ul style="list-style-type: none"> • Support and facilitate stakeholder insight with residents, ward Members and local groups. • To make recommendations to Cabinet. Please note proposals for Goffs Park House are out of scope. <p><i>Co-Lead officers = Ian Duke & Georgina Bouette</i></p>		
<p>Local Plan Working Group (LPWG)</p> <p>To consider and provide guidance on the process for reviewing the Local Plan and support the Local Plan Review to examination, if/when this is progressed.</p> <p><i>Lead officer = Clem Smith</i></p>	(9 councillors 5:4)	
<p>Town Hall Project Members Working Group (THPMWG)</p> <p>To focus on the Town Hall development and primarily, although not exclusively, on the requirements for councillors' facilities and the civic areas of the new building.</p> <p><i>Co-Lead officers = Ian Duke & Nigel Sheehan</i></p>	(6 councillors 3:3)	
	<p>Nawaz (Chair) Irvine Lunnon S Mullins Rana</p>	<p>Ali Crow Jaggard Mwagale</p>
	<p>Jones (Chair) C Mullins Lamb</p>	<p>Belben Burgess McCarthy</p>

1. CABINET MEMBER PORTFOLIO RESPONSIBILITIES

The responsibilities and delegations to Cabinet Members will include, but not be limited to, those set out within this Paragraph (subject to the exercise of such consultation processes as the Cabinet may agree for particular functions).

1.1. Responsibilities of All Cabinet Members

All Cabinet Members, including the Leader, hold the following responsibilities for the service areas within their portfolio:

- a) Act as a spokesperson for the Council on services and functions within their portfolio areas to promote the interests and reputation of the Council.
- b) Provide a political steer through overseeing the development of policy and strategy (with the appropriate Chief Officer) and thus be politically accountable for their portfolio.
- c) Work with the Leader and the Cabinet to develop a Corporate Plan and other corporate strategies and policies which the majority group(s) wish(es) to pursue.
- d) Monitor the budgets, delivery and performance of their services, including major contracts and projects.
- e) Determine priorities, and where appropriate agree the re-allocation of resources, for service delivery, in conjunction with the relevant Chief Officer (in accordance with the Policy Framework Documents and the Budget).
- f) Agree an appropriate response to petitions, in accordance with the Council's Petitions Scheme.
- g) A Cabinet Member may refer any matter within their portfolio to the Leader or the Cabinet for a decision.

If a Cabinet Member is unable to act, the Leader may act on their behalf or authorise another Cabinet Member to do so.

1.2. The Leader of the Council

1.2.1. Key Roles: They will determine the key policies of the Council and in particular, carry out responsibilities with regard to the following roles and areas:

- a) Leader of the Council and Chair of the Cabinet.
- b) Strategic and political lead as the spokesperson for the majority political group(s), liaising regularly with the Chief Executive.
- c) Initiating and developing corporate strategies and policies which the majority group(s) wish(es) to pursue.
- d) Represent the Council and act as spokesperson with neighbouring local authorities, regional partners and other partners, and in doing so build good relationships and promote the interests and reputation of the Council and the Borough.

1.2.2. Service Area Responsibilities: They will carry out responsibilities with regards to the following service areas:

- a) The overall staffing of the Council.

- b) Governance.
- c) Mayoralty and ceremonial matters.
- d) Communications.
- e) Finance (rating, business rates, council tax, funds and investment management, the Budget, borrowing, fraud).
- f) Finance and Procurement (risk management and insurance matters).
- g) Council owned commercial properties.
- h) Council owned garages (non-Crawley Homes).
- i) Civil contingencies (including emergency planning).
- j) Asset Management.
- k) Shared Prosperity Fund.

1.2.3. Policy and Strategy Responsibilities: They will initiate, oversee, and where applicable, approve the development of plans, statutory notices and policies across the Council, ensuring appropriate consultation occurs on all such proposals, including:

- a) The development of policy and strategy for the Council, and its expression in the Corporate Plan with the Chief Executive (and in liaison with the appropriate Cabinet Member).
- b) Asset Management Strategy (including corporate estate).

1.2.4. Specific Delegations: They hold, but are not limited to, the following specific delegations:

- a) Approval of the Council's Debt Management Strategy.
- b) Approval of the Council Tax Base.
- c) Approval of the NNDR1 (National Non-Domestic Rates Return).
- d) Authority to make appointments to Outside Bodies Relating to Cabinet functions.
- e) Authority to approve the transfer of residual land on terms proposed by the Asset Manager.
- f) 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.
- g) Approval of feasibility scheme and final implementation proposals for neighbourhood centre improvements which are in accordance with the Capital Programme.
- h) 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:
 - (i) 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 the Full Council on 10 and 24 July 2013 respectively.
 - (ii) 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 the Full Council on 12 and 26 February 2014.

- i) 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.
- j) Authority to approve the transfer of Section 106 monies between £100,000 and £500,000 to West Sussex County Council which have been collected specifically for spend categories within the County Council remit.
- k) Determination of applications for landlord's consent for changes of use on neighbourhood shopping parades and the rest of the commercial estate (where one or more Ward Member raises an objection to the proposal or where the Cabinet Member for Planning and Economic Development has a conflict of interest the Leader will take the decision).
NB. This delegation relates to asset management only.
- l) Approval of minor amendments to the Local Discretionary Rate Relief Scheme.
- m) Approval of the Modern Slavery and Human Trafficking Transparency Statement (report [FIN/539](#) refers).
- n) 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.
- o) Determination of applications for landlord's consent for changes of use on neighbourhood shopping parades and the rest of the commercial estate (where one or more Ward Member raises an objection to the proposal).
NB. This delegation relates to asset management only.

1.2.5. Outside Bodies: They will be a member of the following Cabinet appointed outside bodies:

- a) Local Government Association (General Assembly).
- b) District Councils Network.
- c) Crawley Town Deal Board
- d) Greater Brighton Economic Board (GBEB).

NB: All Cabinet Members may be substitute for another Cabinet Member on any of the Cabinet appointed outside bodies.

1.3. **Deputy Leader**

1.3.1. The Leader has appointed the Cabinet Member for Leisure and Wellbeing as Deputy Leader of the Council.

1.4. **Cabinet Member for Community Engagement and Culture**

1.4.1. Service Area Responsibilities: They will carry out responsibilities with regards to the following service areas:

- a) Community and neighbourhood development.
- b) Community engagement.
- c) Grants to voluntary bodies.

- d) Social inclusion and mobility.
- e) Town Twinning.
- f) Issues relating to travellers.
- g) Cultural & Heritage matters.
- h) Children and young people (along with relevant partner organisations) including responsibilities defined under Section 11 (Safeguarding) of the Children's Act 2004.
- i) Armed Forces Covenant.
- j) Arts & Culture (including Crawley Museum).

1.4.2. Policy and Strategy Responsibilities: They will oversee, and where applicable, approve the development of plans, statutory notices and policies within the above service areas, ensuring appropriate consultation occurs on all such proposals, including:

- a) Social Inclusion Strategy.
- b) Fostering interest in Local Government.
- e) Cultural & Heritage Strategy (in consultation with, the Cabinet Member for Planning and Economic Development).

1.4.3. Specific Delegations: They hold, but are not limited to, the following specific delegations:

- a) Review the allocation of the small grants budget on an annual basis and amend when necessary (jointly with the Head of Community Services).
- b) Award funding for strategic grants in accordance with paragraph 5.22 of report HCS/029.

1.4.4. Outside Bodies: They will be a member of the following Cabinet appointed outside bodies:

They are not specifically appointed to any outside bodies.

NB. All Cabinet Members may be substitute for another Cabinet Member on any of the Cabinet appointed outside bodies.

1.5. **Cabinet Member for Environment, Sustainability and Climate Change**

1.5.1. Service Area Responsibilities: They will carry out responsibilities with regards to the following service areas:

- a) Gatwick Airport Port Health.
- b) Public (external) health and safety.
- c) Environmental Health Service.
- d) Waste management, refuse and recycling.
- e) Streetscene (including grass cutting).
- f) Public conveniences.
- g) Council Owned Car Parks.
- h) Climate change and sustainability.
- i) Cemeteries and burials.

j) Flood prevention and land drainage.

1.5.2. Policy and Strategy Responsibilities: They will oversee, and where applicable, approve the development of plans, statutory notices and policies within the above service areas, ensuring appropriate consultation occurs on all such proposals, including:

- a) Carbon Reduction Strategy.
- b) Climate Change Strategy.
- c) To work collectively with the Cabinet Member for Housing, the Cabinet Member for Planning and Economic Development and the Cabinet Member for Resources (via joint Briefing meetings) in relation to the Town Hall site redevelopment.

1.5.3. Specific Delegations: They hold, but are not limited to, the following specific delegations:

- a) The approval of feasibility schemes and the implementation of proposals for residential environmental improvements which are in accordance with the Capital Programme.
- b) Naming and numbering of streets.
- c) 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 the capital programme.

1.5.4. Outside Bodies: They will be a member of the following Cabinet appointed outside bodies:

- a) Gatwick Joint Local Authorities.
- b) Inter Authority Waste Group.
- c) Gatwick Airport Consultative Committee (GATCOM).

NB. All Cabinet Members may be substitute for another Cabinet Member on any of the Cabinet appointed outside bodies.

1.6. **Cabinet Member for Housing**

1.6.1. Service Area Responsibilities: They will carry out responsibilities with regards to the following service areas:

- a) Crawley Homes.
- b) Strategic Housing (including statutory functions such as homelessness and houses in multiple occupation but excluding private sector housing regulation).
- c) Disabled Facility Grants.
- d) Council tax reduction and housing benefit.
- e) Council Owned Garages (Crawley Homes).
- f) Housing Revenue Account.
- g) Stock decarbonisation and energy efficiencies.

1.6.2. Policy and Strategy Responsibilities: They will oversee, and where applicable, approve the development of plans, statutory notices and policies within the above service areas, ensuring appropriate consultation occurs on all such proposals, including:

- a) Housing Strategy.
- b) Allocations Policy.
- c) To work jointly with the Cabinet Member for Planning and Economic Development to meet the housing needs of the Borough.
- d) Liaising and joint working with Social Services and health (housing).
- e) To work collectively with the Cabinet Member for Environmental Services and Sustainability, the Cabinet Member for Planning and Economic Development and the Cabinet Member for Resources (via joint Briefing meetings) in relation to the Town Hall site redevelopment.

1.6.3. Specific Delegations: They hold, but are not limited to, the following specific delegations:

- a) Power to vary the rent of dwellings and garages held on the Housing Revenue Account.
- b) 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 or housing policy may justify any variation to the percentage and/or tenure mix being sought.
- c) 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.
- d) Approval of amendments to the Crawley Homes Under-Occupation Incentive Policy.
- e) Responding to the Government's Welfare Reform agenda (with the Leader).

1.6.4. Outside Bodies:

They are not specifically appointed to any outside bodies.

NB. All Cabinet Members may be substitute for another Cabinet Member on any of the Cabinet appointed outside bodies.

1.7. **Cabinet Member for Leisure and Wellbeing**

1.7.1. Service Area Responsibilities: They will carry out responsibilities with regards to the following service areas:

- a) Health and Wellbeing (local and strategic issues).
- b) Sport and fitness.
- c) Parks, gardens and open spaces (including allotments, trees and recreational space).
- d) Play service.
- e) Community centres.
- f) The Hawth and K2 Crawley/ Bewbush leisure.

1.7.2. Policy and Strategy Responsibilities: They will oversee, and where applicable, approve the development of plans, statutory notices and policies within the above service areas, ensuring appropriate consultation occurs on all such proposals, including:

- a) Implementation of the Green Space Strategy (formulation of this Strategy remains with the Cabinet Member for Planning and Economic Development).

1.7.3. Specific Delegations: They do not currently hold any specific delegations.

1.7.4. Outside Bodies: They will be a member of the following Cabinet appointed outside body:

- a) Gatwick Greenspace Partnership.

NB. All Cabinet Members may be substitute for another Cabinet Member on any of the Cabinet appointed outside bodies.

1.8. **Cabinet Member for Planning and Economic Development**

1.8.1. Service Area Responsibilities: They will carry out responsibilities with regards to the following service areas:

- a) Town and Country Planning (including local planning policy).
- b) Transport Planning (in liaison with relevant partners).
- c) Economic Development and Regeneration (including education and skills, Town Centre management and Manor Royal liaison).

1.8.2. Policy and Strategy Responsibilities: They will oversee, and where applicable, approve the development of plans, statutory notices and policies within the above service areas, ensuring appropriate consultation occurs on all such proposals, including:

- a) Gatwick Airport, Manor Royal and the Town Centre.
- b) Green Space Strategy (implementation of this Strategy remains with the Cabinet Member for Wellbeing).
- c) Local Plan and related documents.
- d) Liaising with West Sussex County Council and neighbouring local authorities on planning and highways matters.
- e) To work jointly with the Cabinet Member for Housing to meet the housing needs of the Borough.
- f) Economic Development, Employment and Skills.
- g) Transport related policies and documents.
- h) To work collectively with the Cabinet Member for Housing, the Cabinet Member for Environmental Services and Sustainability and the Cabinet Member for Resources (via joint Briefing meetings) in relation to the Town Hall site redevelopment.

1.8.3. Specific Delegations: They hold, but are not limited to, the following specific delegations:

- a) The adoption of revised versions of the Local Development Scheme (LDS), including the adoption of associated planning documents and Supplementary Planning Documents as defined by the LDS.

1.8.4. Outside Bodies: They will be a member of the following Cabinet appointed outside bodies:

- a) Crawley Town Deal Board.
- b) Gatwick Joint Local Authorities.
- c) Manor Royal Management Group.
- d) Manor Royal BID Board.
- e) Sussex Building Control.
- f) Town Centre Partnership. BID Board.
- g) West Sussex and Greater Brighton Strategic Planning Board.
- h) Bus Company Meetings.

NB. All Cabinet Members may be substitute for another Cabinet Member on any of the Cabinet appointed outside bodies.

1.9. **Cabinet Member for Public Protection**

1.9.1. Service Area Responsibilities: They will carry out responsibilities with regards to the following service areas:

- a) Licensing.
- b) Community Wardens.
- c) Civil Enforcement Officers.
- d) Off Street Parking and Parking Orders.
- e) Private sector housing regulation.
- f) Community safety and anti-social behaviour (including improvement schemes and liaison with emergency services).
- g) Nuisance and Anti-Social Behaviour (NASB).
- h) Community cohesion.
- i) Prevent duties.

1.9.2. Policy and Strategy Responsibilities: They will oversee, and where applicable, approve the development of plans, statutory notices and policies within the above service areas, ensuring appropriate consultation occurs on all such proposals, including:

- a) Licensing Policy.
- b) Gambling Policy.
- c) Prevent Strategy.
- d) Crime Reduction and Community Safety Strategies.
- e) Public Space Protection Orders (PSPOs).

1.9.3. Specific Delegations: They hold, but are not limited to, the following specific delegations:

- a) The approval of criteria for the prioritisation of community safety improvement schemes.

- b) The approval of an annual programme of community safety schemes subject to the proposals being achievable within the limits of the approved financial budget.

1.9.4. Outside Bodies: They will be a member of the following Cabinet appointed outside bodies:

- a) Patrol Adjudication Committee.
- b) Crawley Prevent Board.
- c) Safer Crawley Partnership Executive.
- d) Sussex Police and Crime Panel (member).

NB. All Cabinet Members may be substitute for another Cabinet Member on any of the Cabinet appointed outside bodies.

1.10. **Cabinet Member for Resources**

1.10.1. Service Area Responsibilities: They will carry out responsibilities with regards to the following service areas:

- a) Legal.
- b) People, HR and Organisational Development (including Corporate Health and Safety).
- c) Performance including Corporate dashboard, Customer complaints.
- d) Information Governance - Freedom of Information and Data Protection/ GDPR.
- e) Governance and Democracy, including Elections, and Councillors' services (including equipment, training and support).
- f) Strategic Risk Management.
- g) Audit.
- h) Current building management/office accommodation.
- i) Contact Centre.
- j) Shared service provision.
- k) Information and Communication Technology.
- l) Transformation Programme and service improvements.

1.10.2. Policy and Strategy Responsibilities: They will oversee, and where applicable, approve the development of plans, statutory notices and policies within the above service areas, ensuring appropriate consultation occurs on all such proposals, including:

- a) Human Resources Strategy.
- b) Equal Opportunities Policy and Corporate Equality Statement.
- c) Digital, IT Strategy, Council Website, channel shift programmes e.g. MyCrawley.
- d) To work collectively with the Cabinet Member Environmental Services and Sustainability, the Cabinet Member for Housing and the Cabinet Member for Planning and Economic Development (via joint Briefing meetings) in relation to the Town Hall site redevelopment.

1.10.3. Specific Delegations: They hold, but are not limited to, the following specific delegations:

- a) To approve the Corporate Equality Statement.
- b) Approval of the Council's Risk Management Strategy.
- c) Agree the annual cycle of meetings for implementation (in consultation with the Head of Governance, People & Performance).

1.10.4. Outside Bodies:

They are not specifically appointed to any outside bodies.

NB. All Cabinet Members may be substitute for another Cabinet Member on any of the Cabinet appointed outside bodies.

Other Cabinet Outside body Appointments not aligned to a Portfolio

Name of Organisation	2022/23 Appointments	2023/24
The Cycling Forum	Councillor Irvine	TBC
High Weald Area of Outstanding Natural Beauty Advisory Committee	Councillor Irvine	TBC
Gatwick Airport Noise Management Board	Vacancy	TBC
Gatwick Airport Noise Management Board Community Forum	Vacancy	TBC
Strategic Aviation Special Interest Group	Councillor Lamb	TBC