

Crawley Borough Council

Report to Full Council

15 July 2020

Review of Political Proportionality, the allocation of seats to Committees the appointment of Councillors to Committees and to Outside Organisations and Proposed Cabinet and their Portfolio Holder Responsibilities for 2020 – 2021

Report of the Head of Legal, Democracy and HR – LDS/159

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 2020/2021 in accordance with the requirements of the Local Government and Housing Act 1989 and associated Regulations
- 1.2 To appoint named Councillors 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.
- 1.4 The Leader's is required on annual basis to confirm their Cabinet and the associated proposed Portfolio Descriptions and the associated delegations.

2. Background

- 2.1 The Membership Committee was previously 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 Council's new Constitution was approved by the Full Council at its 26 February 2020 meeting and it came into effect on Monday 13 April 2020. The Terms of Reference of the Council's Committees are set out in Part 1 of the Constitution.
- 2.3 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 and following any change in membership. 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.
- 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 seats 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 produce 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 Full 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, Planning Committee, Audit Committee and Governance Committee, for consistency, the Council has adopted the same approach for all of the Committees, Sub-Committees, Working Groups and Scrutiny Panels.
- 3.6 Following the resignation of Councillors Sudan and Fiveash, from the Labour Group, the Council is 16 Labour, 17 Conservative, 2 Individual Independent Members and 1 vacancy.
- 3.7 This change has also meant a recalculation of the committee proportionality to the following: Based on 35 Seats (excluding one vacant seat), 16 Labour = 45.71% of the seats, 17 Conservative = 48.57%. The remaining 5.71% relates to the 2 Individual Independent Members, however to be entitled to be allocated a seat on a committee you must be a member of a political group, therefore those members are not entitled to any allocation of seats, but the 5.71% has been included within the proportionality calculation.
- 3.8 The Full Council needs to approve the proposed allocation of seats and agree the appointment of Councillors (including substitutes where appropriate) and Chairs and Vice-Chairs of Committees to reflect the wishes of the Political Groups in accordance with **Appendix A** to this report, which were aligned as close as possible to the proportionality information shown in paragraph 3.7.

RECOMMENDATION 1a

- 1) That the number of Councillors to serve on the Council's Committees (taking into account political proportionality) for the municipal year 2020/2021 as set out in **Appendix A** to this report be approved
- 2) That, on the nominations of the Political Groups, the Full Council be recommended that:
 - a) Councillors be appointed to the Committees of the Council for the municipal year 2020/2021 as set out in **Appendix A** 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 Full Council) of the respective Committees for the municipal year 2020/2021 be as indicated in **Appendix A** to this report.

4. Appointments to Outside Organisations

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

RECOMMENDATION 1b

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

5. Proposed Cabinet and their Portfolio Holder Responsibilities

RECOMMENDATION 2

- 5.1 To note the details of the Leader of the Council, Cabinet and their Portfolio Holder responsibilities along with their appointments to Outside Bodies related to their Portfolios as detailed in Appendix C. (Subject to item X on the Agenda), which also contains the Terms of Reference and Appointments for the Cabinet's Advisory, Working Groups and Member Development Executive Support Group 2020/2021

(The nominations of which had been sought from each of the Group Leaders.)

6. Background Papers

None

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Proposed Committee Membership and Chairs and Vice-Chairs 2020-2021

Audit Committee (6 Councillors 2:3:0)	
<i>Not more than 1 member shall be a Cabinet member and that Councillors shall not Chair the Committee. Substitutes retained because small size & concerns about quorum</i>	
M Flack (Vice Chair) M Jones	T G Belben J Millar-Smith (Chair) J Purdy

Governance Committee (10 Councillors 5:5)	
M Jones T Lunnon (Vice Chair) C Mullins S Malik P Lamb	R D Burrett (Chair) D Crow C R Eade R A Lanzer K McCarthy

Planning Committee (10 Councillors 5:5)	
I Irvine M Pickett T Rana P Smith R Sharma (Vice Chair)	L Ascough A Belben K L Jaggard M Mwagale J Purdy (Chair)

Licensing Committee (13 Councillors = 6:7)	
1) <i>Between 10 and 15 s with a quorum of 10 when dealing with matters under the Licensing Act 2003.</i> 2) <i>Councillors are reminded that the Committee includes Sub Committee daytime meetings responsibilities.</i>	
M Ayling J Hart G Jhans M Jones (Chair) C Mullins B Smith	B J Burgess (Vice-Chair) D Crow F Guidera K L Jaggard K McCarthy J Millar-Smith D M Peck

Licensing Sub-Committee (From a pool of Councillors)	
1) <i>A minimum of three Councillors will be called upon to determine any given application and a Chair will be appointed at each meeting.</i> 2) <i>Membership should be the same as that of the Licensing Committee.</i> 3) <i>Please note that a significant number of these meetings are scheduled for the daytime.</i>	
M Ayling J Hart G Jhans M Jones C Mullins B Smith	B J Burgess D Crow F Guidera K L Jaggard K McCarthy J Millar-Smith D M Peck

Overview and Scrutiny Commission (10 Councillors 5:5)	
<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>	
M Ayling S Malik T McAleney T Rana (Vice Chair) R Sharma	T G Belben (Chair) R G Burgess R D Burrett R A Lanzer A Pendlington

Climate Change Scrutiny Panel (5 Councillors 3:2)	
<i>Subject to confirmation at the next meeting of the Overview and Scrutiny Commission</i>	
T Lunnon J Hart (Vacancy)	K L Jaggard (Chair) A Pendlington

Council-owned Neighbourhood Parades Scrutiny (5 Councillors 2:3)	
<i>Subject to confirmation at the next meeting of the Overview and Scrutiny Commission</i>	
M Ayling T Lunnon	R A Lanzer (Chair) F Guidera D Peck

Employment Panel <i>(From a pool of Councillors)</i>	
1) As far as possible, a politically balanced committee of between 3 and 7 Councillors will be drawn from the following membership. 2) Political groups may add further names to the pool if they so wish. 3) At least one Opposition Councillor is required on an Employment Panel when it meets. 4) 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.	
M Ayling M Flack J Hart I Irvine G Jhans M Jones P Lamb T Lunnon S Malik T McAleney C Mullins M Pickett T Rana R Sharma B A Smith P Smith	B J Burgess R G Burgess R D Burrett D Crow K L Jaggard R A Lanzer K McCarthy J L Millar-Smith A Pendlington J Purdy

Grants Appeals Panel <i>(From a pool of Councillors)</i>	
1) <i>As far as possible, a politically balanced panel of 5. Councillors will be drawn from the following membership.</i> 2) <i>Not to include any Cabinet members involved in the decision on the grant application(s).</i> 3) <i>Political groups may add further names to the pool if they so wish.</i>	
M Ayling M Flack J Hart I Irvine G Jhans M Jones P Lamb T Lunnon S Malik T McAleney C Mullins M Pickett T Rana R Sharma B A Smith P Smith	L S Ascough A Belben T G Belben C R Eade F Guidera M Mwagale D Peck

Full Council appointments to Outside Organisations

2020/ 2021

Name of Organisation	Appointments 2019/20
Age UK – West Sussex Trustee Board (Link Officer = Craig Downs)	Councillor Mullins as <i>Cabinet Member for Wellbeing</i> R Sharma
Community Needs Partnership (Link Officer = Paula Doherty)	M Ayling B J Burgess T McAleney S Malik A Pendlington <i>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.</i>
Courage Dyer Recreational Trust (Link Officer = Hayley Thorne)	F Guidera- appointed automatically ex-officio as Mayor. - 4 year appointments only - Once appointed, not required to remain a Councillor - Only 4 nominations acceptable in total <ul style="list-style-type: none"> B J Quinn (May 2017 to May 2021) R Sharma (May 2017 to May 2021) B A Smith (May 2019 to May 2023)
Crawley Arts Council (CAC) (Link Officer = Paula Doherty)	C J Mullins B J Burgess <i>Two Representatives.</i>
Crawley Ethnic Minority Partnership (CEMP) Partnership Board (Link Officer = Craig Downs)	S Malik <i>One Representative.</i>
Crawley Community and Voluntary Service (Link Officer = Craig Downs)	M G Jones B J Burgess <i>Two Representatives (One seat per Group)</i>

<p>Crawley Museum Society (Link Officer = Paula Doherty)</p>	<p>J Hart C J Mullins A Pendlington</p> <p><i>Three Representatives.</i></p>
<p>Crawley Open House Management Committee</p> <p>(Link Officer = Nikki Hargrave)</p>	<p>I Irvine R G Burgess</p> <p><i>(One per Group Representatives).</i></p> <p>(plus officer from Housing and Planning Strategic Services)</p> <p><i>N.B. Councillor Burrett is on Board of Trustees and on the Management Committee (all Trustees sit on the Mgt Cttee but not vice-versa). However, it is understood that he was appointed A Trustees in a personal capacity and not directly through the Council. Councillor Burrett is not included as part of the two Council representatives.</i></p>
<p>Crawley Town Twinning Association (CTTA)</p> <p>(Link Officer = Hayley Thorne)</p>	<p>R Sharma B A Smith C R Eade</p> <p><i>Three Representatives (At least one per group)</i></p>
<p>Gatwick Airport Community Trust (GACT)</p> <p>(Link Officer = Craig Downs)</p>	<p>R Sharma (4 year term ending in May 2019 - 2023)</p> <p><i>One Representative invited – 4 year appointment.</i></p>
<p>Relate - North & South West Sussex Trustee Board</p> <p>(Link Officer = Craig Downs)</p>	<p>Vacancy</p> <p><i>One Representative.</i></p>
<p>Court of the University of Sussex</p> <p>(Link Officer = Clem Smith)</p>	<p>M G Jones</p> <p><i>One Representative.</i></p>
<p>West Sussex Joint Scrutiny Steering Group*</p> <p>(Link Officer = Heather Girling) <i>Subject to confirmation at the next meeting of the Overview and Scrutiny Commission</i></p>	<p><i>T Belben as Chair of the Commission</i></p>
<p>West Sussex Health and Adult Social Care Select Committee *</p> <p>(Link Officer = Heather Girling) <i>Subject to confirmation at the next meeting of the Overview and Scrutiny Commission</i></p>	<p><i>T McAleney Must be a Member of the OSC</i></p>

West Sussex Mediation Service Management Committee (Link Officer = Craig Downs)	<i>I Irvine (main representative)</i> <i>M Mwagale (main representative)</i> <i>The Mediation Service is willing to make 2 main and 2 deputy places available</i>
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Cabinet	
Portfolio	Cabinet Member / Portfolio Holder (2020/21)
Leader of the Council	Peter Lamb
Deputy Leader and Planning and Economic Development	Peter Smith
Environmental Services and Sustainability	Gurinder Jhans
Housing	Ian Irvine
Public Protection and Community Engagement	Brenda Smith
Wellbeing	Chris Mullins

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

Notes

- 1) Lead Officers to be appointed to each Working Group
- 2) To be Chaired by the Cabinet Member who hold the area of responsibility (**Chair = ***)
- 3) Administration to be undertaken by each individual service department.

Working Groups & Terms of Reference	Update 2020/21
<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:- Head of Economic & Planning</i></p>	<p>(12 Cllrs = 5:6:0) P C Smith* T Rana G Jhans M Pickett R Sharma</p> <p>R D Burrett D Crow F Guidera R A Lanzer J Millar-Smith J Purdy</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:- Head of Economic & Planning</i></p>	<p>(10 Cllrs 5:5) I T Irvine T Lunnon M W Pickett R Sharma P C Smith*</p> <p>L Ascough A Belben D Crow F Guidera J Purdy</p>
<p>Member Development Executive Support Group (MDESG)</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. 	<p>(5 Cllrs = 2:2:0) P K Lamb* I Irvine D Crow K McCarthy</p>

<ol style="list-style-type: none"> 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:- Head of Legal, Democracy & HR</i></p>	
<p>Town Hall Project Members Working Group (THPMWG)</p> <p>Focus on the Town Hall element of the proposed development and within this primarily, although not exclusively, the requirements for members' facilities and the civic areas of the new building.</p> <p><i>Co-Lead Officers:- Deputy Chief Executive and Head of Major Projects & Commercial Services</i></p>	<p>(6 Cllrs 3:3) P C Smith* B Smith C Mullins</p> <p>T G Belben B J Burgess K McCarthy</p>
<p>Unsupervised Play Investment Programme members Working Group (UPIPWG) 6 members = 3:3</p> <ol style="list-style-type: none"> 1. To provide all party support for a coordinated approach to investment in unsupervised play areas. 2. To consider the short term reprioritisation of the remaining twelve play areas in the current programme, with the view to postponing and / or bringing other key sites forward 3. To agree prioritisation criteria and; apply the criteria to the current stock and; agree a new unsupervised play area investment programme. 4. To consider variations to the agreed programme in future years should circumstances require. 	<p>(6 Cllrs 3:3) C J Mullins* M L Ayling M Flack</p> <p>K McCarthy A Pendlington M Mwagale</p>

Portfolio Responsibilities

1.1. The Leader of the Council

1.1.1. 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.

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

- a) The overall staffing of the Council.
- b) Legal, Democracy and HR (including Electoral Services and internal staff Health and Safety).
- c) Governance.
- d) Communications.
- e) Finance (rating, business rates, council tax, funds and investment management, the Budget, borrowing, fraud).
- f) Audit.
- g) Customer complaints, Freedom of Information and Data Protection/GDPR.
- h) Finance and Procurement (risk management and insurance matters).
- i) Current building management/office accommodation.
- j) Shared service provision.
- k) Transformation Programme and service improvements.
- l) Councillors' services (including equipment, training and support).
- m) Mayoralty.
- n) Civil contingencies (including emergency planning).

1.1.3. 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) Human Resources Strategy.
- c) Equal Opportunities Policy and Corporate Equality Statement.

1.1.4. 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) To approve the Corporate Equality Statement.
- m) Approval of the Council's Risk Management Strategy.
- n) Approval of minor amendments to the Local Discretionary Rate Relief Scheme.
- o) Agree the annual cycle of meetings for implementation (in consultation with the Head of Legal, Democracy and HR).

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

- a) Local Economy Action Group (observer).
- b) Gatwick Diamond.

- c) Local Government Association (General Assembly).
- d) District Councils Network.
- e) Coast to Capital Joint Committee.
- f) Local Economic Partnership (LEP).
- g) Greater Brighton Economic Board (GBEB).

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

1.2. **Deputy Leader**

- 1.2.1. The Leader has appointed the Cabinet Member for Planning and Economic Development as Deputy Leader of the Council.

1.3. **Cabinet Member for Environmental Services and Sustainability**

- 1.3.1. 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.
 - f) Licensing.
 - g) Public conveniences.
 - h) Community Wardens.
 - i) Car Parking and Civil Parking Enforcement.
 - j) Climate change and sustainability.
 - k) Cemeteries and burials.
 - l) Flood prevention and land drainage.
- 1.3.2. 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) Carbon Reduction Strategy.
 - d) To work collectively with 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.
- 1.3.3. 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.

1.3.4. 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) Patrol Adjudication Committee.
- d) Gatwick Airport Consultative Committee (GATCOM).

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

1.4. **Cabinet Member for Housing**

1.4.1. 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).
- c) Council tax reduction and housing benefit.
- d) Housing Revenue Account.

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

1.4.3. 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).

1.4.4. 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.

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

1.5.1. 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).
- d) Information and Communication Technology.
- e) Asset Management.

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) Gatwick Airport, Manor Royal and the Town Centre.
- b) Green Space Strategy (implementation of this Strategy remains with the Cabinet Member for Wellbeing).
- c) Heritage Strategy (although the Strategy falls within the remit of several portfolios, the Cabinet Member for Planning and Economic Development provides a coordinating role).
- d) Asset Management Strategy (including corporate estate).
- e) Local Plan and related documents.
- f) Liaising with West Sussex County Council and neighbouring local authorities on planning and highways matters.
- g) To work jointly with the Cabinet Member for Housing to meet the housing needs of the Borough.
- h) Economic Development, Employment and Skills.
- i) Transport related policies and documents.
- j) Digital, IT Strategy, Council Website, channel shift programmes e.g. MyCrawley.
- k) Contact Centre.
- l) To work collectively with the Cabinet Member for Housing and the Cabinet Member for Environmental Services and Sustainability (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 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.
- b) 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.
- c) 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.*

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

- a) Local Economy Action Group (voting member).
- b) Gatwick Joint Local Authorities.
- c) Gatwick Diamond Local Authorities Members' Group.
- d) Manor Royal Business Group.
- e) Manor Royal Management Group.
- f) Manor Royal Board.
- g) Sussex Building Control.
- h) Town Centre Partnership.
- i) West Sussex and Greater Brighton Strategic Planning Board.
- j) Bus Company Meetings.

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

1.6. **Cabinet Member for Public Protection and Community Engagement**

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

- a) Community safety and anti-social behaviour (including improvement schemes and liaison with emergency services).
- b) Community and neighbourhood development.
- c) Community engagement.
- d) Grants to voluntary bodies.
- e) Community cohesion and social inclusion and mobility.
- f) Town Twinning.
- g) Issues relating to travellers.
- 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.

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) Community Strategies.
- b) Social Inclusion Strategy.
- c) Prevent Strategy.
- d) Crime Reduction and Community Safety Strategies'
- e) Fostering interest in Local Government.

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

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

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

- a) Crawley Prevent Board.
- b) Safer Crawley Partnership Executive.
- c) 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.

1.7. **Cabinet Member for 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) Arts (including The Hawth and Crawley Museum).
- c) Sport and fitness (including K2 Crawley).
- d) Parks, gardens and open spaces (including allotments, trees and recreational space).
- e) Play service.
- f) Community centres.

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.