

Crawley Borough Council

Report to Full Council

24 May 2024

Review of Political Proportionality, the Allocation of Seats to Committees, the Appointment of Councillors to Committees and to Outside Organisations 2024-2025

Report of the Head of Governance, People & Performance – LDS/220

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 2024-2025 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 those Committees.
- 1.3. To consider the appointment of persons to outside organisations for which the Council is invited to make nominations.
- 1.4. To consider the proposed appointment of persons to the Cabinet's Advisory/ Working Groups and Member Development Executive Support Group for which the Council is invited to make nominations. This is subject to their reestablishment and confirmed Terms of Reference by the Leader as part of their executive functions.
- 1.5. To consider the latest version of the Council's Constitution.
- 1.6. The Leader is required, on an annual basis, to confirm their Cabinet, the associated proposed Portfolio responsibilities and delegations. The Full Council will be requested to note the Leader's Cabinet Member appointments and the related information.

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 Terms of Reference for the Council's Committees are set out in Part 1 of the Council's Constitution.
- 2.3. In preparing this report, full consultation has been undertaken with the respective Group Leaders including to seek their Group representatives.

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 Election, the Council make up is as follows: the Labour Group is 25 and the Conservative Group is 11.
- 3.7. The election results meant a recalculation of the committee proportionality to the following: Based of 36 Seats, 25 Labour = 69% of the seats, 11 Conservative = 31%.
- 3.8. The Full Council needs to approve the proposed allocation of seats based on the above proportionalities (or as close as possible) as shown in **Appendix A**.
- 3.9. The same proportional criteria has been used for the seats on the Cabinet's Advisory/ Working Groups and Member Development Executive Support Group 2024-2025 as shown in **Appendix A** (subject to their establishment by the Leader of the Council/Cabinet).

- 3.10. The Council is also required to appoint the Chairs and Vice-Chairs of the Committees. The Constitution states that the positions of Chair and Vice-Chair for each Committee shall be elected by a simple majority at the Annual Meeting of the Full Council. The appointment of the Chair and Vice-Chair of a Committee should not include Councillors from the same political group (where possible).
- 3.11. The nominations for each Committee's Chair and Vice-Chair are set out in **Appendix A**.

RECOMMENDATION 1

- 1) That the number of Councillors to serve on the Council's Committees (taking into account political proportionality) for the municipal year 2024/2025 as set out in **Appendix A** to this report (LDS/220) be approved.
- 2) That the Full Council be recommended to appoint:
 - a) Councillors to the Committees of the Council for the municipal year 2024-2025 as presented at the Annual Meeting.
 - b) The Chairs and Vice-Chairs of the respective Committees for the municipal year 2024/2025 are indicated in Appendix A to this report. This is with the exception where there are any competing nominations for Chair/Vice-Chairs which shall be decided at Annual Full Council.

4. Appointments to Outside Organisations

- 4.1. The Full Council is requested to consider the appointment of persons to outside organisations for which the Council is invited to make nominations.
- 4.2. At the Full Council meeting 30 March 2022, Councillors agreed that when appointing representatives to a Council Outside Body with two or more Council seats, at least one position will be given to each of the largest political Groups on the Council (where those Groups have made a nomination). The proposed nominations from each Group have complied with this formula.

RECOMMENDATION 2

That the Council be recommended to appoint the representatives to the Bodies and Organisations as indicated in **Appendix A** to report (LDS/220). Where there are more nominations than places available, the Council is asked to vote on who should be appointed.

5. Cabinet and their Portfolio Responsibilities

- 5.1. The Leader will announce their Cabinet at the Annual Meeting. The Leader's Scheme of Delegation, which sets out the current portfolio responsibilities and specific delegations allocated to each Cabinet Member are detailed in "the "Executive" Function (the Leader and the Cabinet)" section of the Council's Constitution.

RECOMMENDATION 3

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.

6. Terms of Reference and Appointments for Advisory and Working Groups and Member Development Executive Support Group (Executive Function)

- 6.1. **Appendix A** of report LDS/220 also includes the proposed appointment of persons onto the Cabinet's Advisory, Working Groups and Member Development Executive Support Group. The proposed political makeup of these Working Groups has been calculated using the same committee proportionality as detailed in paragraph 3.7.

RECOMMENDATION 4

That the Council be recommended to note the proposed nominations to the Advisory and Working Groups and Member Development Executive Support Group along with their Terms of Reference as shown in **Appendix A** to report (LDS/220) and seek confirmation from the Leader over their establishment for the forthcoming year.

7. Council's Constitution

- 7.1. The Full Council has responsibility for the adopting the Council's Constitution. The latest draft version of the Constitution can be found [here](#) for the Full Council's endorsement (this link will cease to be available once the Constitution has been updated following the Annual Meeting). This version contains all changes previously agreed by the Council and any minor amendments made in consultation and approved in line with delegation scheme by the Head of Governance, People & Performance.
- 7.2. Executive elements of the Constitution are the responsibilities of the Leader, and as such changes to those sections are subject to their approval.

RECOMMENDATION 5

To note and endorse for publication the latest version of the Council's Constitution, subject to any changes arising from the Annual Meeting of the Full Council being included prior to publication.

8. Background Papers

None

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Committee Memberships and Chairs/Vice Chairs

2024/5

Audit Committee (7 councillors 5:2)	
<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>	
Ashraf Bushnell K Khan (Chair - nomination) Russell Yianni	Belben (Chair / Vice Chair - nomination) Hellier
Governance Committee (12 councillors 8:4)	
Barrott Jhans Jones Lamb (Chair) Lunnon Pritchard Rana Sivarajah	Burke (Vice Chair) Crow Lanzer Millar-Smith
Licensing Committee (15 Councillors 10:5)	
<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> 	
Ashraf (Chair) Ayling Bushnell Hart Hilton Irvine Jones Y Khan Nawaz Noyce	Belben Burgess Burke Crow Jaggard (Vice Chair)

Overview and Scrutiny Commission (12 Councillors 8:4)	
<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>	
Ayling (Chair) Adeniyi Ashraf Barrott Hilton K Khan Jhans Russell	Hellier (Chair and Vice Chair) Lanzer Millar-Smith Ramsay

Planning Committee (12 Councillors 8:4)	
Adeniyi Charatan Hart Y Khan S Mullins Nawaz Patel Pritchard (Chair)	Bidwell Burgess Jaggard Mwagale (Vice Chair)

Waste & Recycling Scrutiny Panel (6 Councillors 4:2)	
<i>Where possibly it is requested that as many of the same Councillor who appointed to the Scrutiny Panel should remain on it.</i>	
Russell (Chair) Charatan Lunnon Yianni	Lanzer Jaggard

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> 	
All Labour Councillors	Crow Hellier Jaggard Lanzer Millar-Smith

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.*

All Labour Councillors

Belben
Bidwell
Burgess
Burke
Crow
Mwagale
Ramsay

Appointments to Outside Organisations

Organisation	2024/25
<p>Age UK – West Sussex Trustee Board</p> <p><i>One seat - the appropriate Cabinet Member</i></p>	<p>Councillor Mullins <i>as Cabinet Member for Wellbeing</i></p>
<p>Courage Dyer Recreational Trust</p> <p><i>(Link officer = Hayley Thorne)</i></p> <ul style="list-style-type: none"> • Only 4 nominations in total • 4 year appointments only • Once appointed, not required to remain a Councillor 	<p>Sharmila Sivarajah (May 2023 to May 2027)</p> <p>Michael Jones (May 2021- May 2025)</p> <p>Sue Mullins (May 2021- May 2025)</p> <p>Jill Hart <i>(as Sharmila Sivarajah is already a member of the Trust)</i> - appointed automatically ex-officio as Mayor.</p>
<p>Crawley Arts Council (CAC)</p> <p><i>(Link officer = Matt Ledbridge)</i></p> <p><i>Three seats – One representative per Group & the appropriate Cabinet Member</i></p>	<p>Charatan Burgess</p> <p>S Mullins <i>(Cabinet Member for Community Engagement and Culture)</i></p>
<p>Crawley Ethnic Minority Partnership (CEMP) Board</p> <p><i>(Link officer = Craig Downs)</i></p> <p><i>One Seat only</i></p>	<p>Y Khan</p>
<p>Crawley Community Action <i>(Link officer = Craig Downs)</i></p> <p><i>Two seats – One representative per Group</i></p>	<p>Charatan Burgess</p>
<p>Crawley Museum Society</p> <p><i>Three seats – One representative per Group</i></p>	<p>Hart Cons Vacancy (tbc)</p>

<p><i>& the appropriate Cabinet Member</i></p>	<p>C Mullins (<i>Cabinet Member for Wellbeing</i>)</p>
<p>Crawley Open House Management Committee</p> <p><i>Two seats – One representative per Group</i></p>	<p>Irvine Millar-Smith</p>
<p>Crawley Town Twinning Association (CTTA)</p> <p><i>Three seats – One representative per Group & the appropriate Cabinet Member</i></p>	<p>Charatan Cons Vacancy (tbc)</p> <p>S Mullins (<i>Cabinet Member for Community Engagement and Culture</i>)</p>
<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 2024</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 Health and Adult Social Care Select Committee*</p> <p><i>(Link officer = Heather Girling)</i></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	
<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> <i>Chair – Cabinet Member for Resources</i></p>	<p><i>(6 Councillors 4:2)</i></p> <p>Y Khan Lamb Pritchard Rana (Chair)</p> <p>Crow Belben</p>
<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 & Siraj Choudhury</i> <i>Chair – Leader of the Council</i></p>	<p><i>(6 Councillors 4:2)</i></p> <p>Jones (Chair) Hilton C Mullins Sivarajah</p> <p>Belben Burgess</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, Crawley Towns Fund programme, Town Centre Regeneration programme, Employment & Skills Programme, the delivery of individual economic regeneration schemes and partnership activities within the primary employment areas of Manor Royal Business District, the Town Centre and Gatwick Airport. 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> <i>Chair – Cabinet Member for Planning & Economy</i></p>	<p><i>(9 Councillors 6:3)</i></p> <p>Nawaz (Chair) Imran Ashraf Barrott Irvine Jhans Yianni</p> <p>Crow Lanzer Hellier</p>
<p>Local Plan Working Group (LPWG)</p> <p>To consider and provide guidance on the adoption and implementation of process for reviewing the Local Plan</p> <p><i>Lead officer = Clem Smith & Sallie Lappage</i> <i>Chair – Cabinet Member for Planning & Economy</i></p>	<p><i>(9 Councillors 6:3)</i></p> <p>Adeniyi Ayling Lunnon S Mullins Nawaz (Chair) Patel</p> <p>Crow Lanzer Mwagale</p>

**Gatwick DCO Member Working Group
(GDCOMWG)**

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:
 - 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.

*Lead officer = Clem Smith
Chair – Leader of the Cabinet &
should include Cabinet Member for Planning & Economy*

(6 Councillors 4:2)

Jones (Chair)
Lamb
Pritchard
Nawaz

Crow
Lanzer

Goffs Park Working Group (GPWG)

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.

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

The GPWG will:

- 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 without adversely impacting the Tilgate Park business plan and activities in other open spaces.
- 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.

Co-Lead officers = Georgina Bouette & Sarah Barnes

Chair – Cabinet Member for Leisure and Wellbeing

(7 Councillors 5:2)

C Mullins (Chair)

Barrott

Y Khan

S Mullins

Noyce

Burke

Con Vacancy – tbc

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 Planning and Economic Development 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.
- c) 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.