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Annual Council Meeting

Wednesday, 24th May, 2023 at 6.00 pm

Park Suite, Parkside, Chart Way, Horsham

To: All Members of the Council

(Please note that prayers will be taken by The Reverend Canon Lisa Barnett, Team Rector of Horsham, before the meeting commences)

You are summoned to the meeting to transact the following business

Jane Eaton
Chief Executive

Agenda

	Page No.
1. Apologies for absence	
2. To elect a Chairman of the Council for the ensuing year	
3. To move a vote of thanks to the retiring Chairman	
4. To appoint a Vice-Chairman of the Council for the ensuing year	
5. To receive any announcements from the Chairman of the Council or the Chief Executive	
6. Returning Officer's Return of Members Elected on 4 May 2023	5 - 10
To receive the report of the Returning Officer	
7. Review of Political Balance and Allocation of Seats to Political Groups	11 - 14
To receive the report of the Interim Monitoring Officer	
8. To elect the Leader of the Council	
<i>Note: The elected Leader will subsequently</i>	
<ul style="list-style-type: none">• <i>Determine the number of Members to be appointed to their Cabinet</i>• <i>Appoint Members to the Cabinet</i>• <i>Appoint one of the Members of the Cabinet to be Deputy Leader</i>• <i>Determine the scope of the individual portfolios</i>• <i>Allocate the Cabinet Members to each portfolio</i>	

9. **To appoint the Overview and Scrutiny Committee of the Council for the ensuing year**

To appoint Members to the Overview and Scrutiny Committee for the year in accordance with the Political Balance report (15 Members)

Note: The Overview and Scrutiny Committee has the functions set out in Article 6 of the Council's Constitution

Neither Cabinet Members nor the Chairman of the Council may be members of Overview and Scrutiny Committees

10. **Constitution of the Planning and Employment Committees**

Note: Membership of the Planning and Employment Committees are constituted as set out in 10(a) and 10(b) below respectively rather than by political balance, in accordance with the Political Balance report

a) To appoint the Planning Committees of the Council and Members thereto for the year:

(i) Planning Committee (North) All Ward Members for the area of the Committee, namely: Horsham (unparished area) and the parishes of Broadbridge Heath, Colgate, Itchingfield, Lower Beeding, North Horsham, Nuthurst, Rudgwick, Rusper, Shipley, Slinfold, Southwater and Warnham together with the Cabinet Member with responsibility for Development Management and the Chairman of the Planning Committee (South)

(ii) Planning Committee (South) All Ward Members for the area of the Committee, namely: the parishes of Amberley, Ashington, Ashurst, Billingshurst, Bramber, Coldwaltham, Cowfold, Henfield, Parham, Pulborough, Shermanbury, Steyning, Storrington & Sullington, Thakeham, Upper Beeding, Washington, West Chiltington, West Grinstead, Wiston and Woodmancote together with the Cabinet Member with responsibility for Development Management and the Chairman of the Planning Committee (North)

b) To appoint the Employment Committee of the Council and Members thereto for the year:

The Chairman of the Council, Leader of the Council and Leader of the Minority Group (3 Members) plus a pool of six non-voting Member co-optees

11. **To appoint the ordinary Committees of the Council for the year**

To appoint the following ordinary Committees of the Council, and the Members to those Committees, for the year in accordance with the Political Balance report

(a) Audit Committee (7 Members)

(b) Governance Committee (to include the Chairman of the Council, the Chairman of the Overview and Scrutiny Committee and one Member of the Cabinet) (9 Members)

(c) Licensing Committee (15 Members)

(d) Standards Committee (7 Members **plus** two Parish Council Representatives nominated by the Horsham Association of Local Councils (HALC) and two independent persons already co-opted)

Note: One Parish Representative has already been co-opted, one to be nominated by HALC for recommendation to Council in September

12. **To appoint Members to the Henfield Commons Joint Committee (3 Members of the Council)**

To appoint two Members for the Henfield Ward and one Member for the Bramber, Upper Beeding & Woodmancote Ward

13. **Policy Development Advisory Groups**

To note that Cabinet Members' Policy Development Advisory Groups will be appointed after the Leader of the Council has confirmed their Cabinet and the scope of each portfolio

14. **Representatives on Outside Bodies**

To note that details of the appointment of representatives to outside bodies will be undertaken by the Leader of the Council, as set out under Part Three, paragraph three 3.3.2 (k) of the Constitution. The appointments will be noted at a future meeting of the Council.

15. **Ordinary meetings of the Council**

(a) To confirm the programme of ordinary meetings of the Council for the year, as follows:

Wednesday 21 June 2023
Wednesday 6 September 2023
Wednesday 11 October 2023
Wednesday 13 December 2023
Wednesday 21 February 2024
Wednesday 24 April 2024
Wednesday 29 May 2024 (Annual Meeting)

(b) To agree the time of ordinary meetings of the Council for the year

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Report to Council

Wednesday, 24 May 2023
By the Returning Officer



Not Exempt

Returning Officer's Return of Members Elected on 4 May 2023

Executive Summary

District Council Elections took place on 4 May 2023. This report lists those who have been elected for a four-year term of office expiring at the next District Council Elections in 2027.

Recommendations

To note the Return of Members elected on 4 May 2023

Reasons for Recommendations

To formally inform the Council of Members elected at the 2023 District Council Elections

Background Papers

None.

Wards affected: All Wards

Contact: Aisha Nottage, Democratic Services and Elections Manager.

Background Information

1 Introduction and Background

- 1.1 District Council Elections took place on 4 May 2023. The results of this election were declared on 5 May 2023.
- 1.2 This report lists those who have been elected for a four-year term of office expiring at the next District Council Elections in 2027.

2 Relevant Council policy

- 2.1 Not applicable.

3 Details

- 3.1 The following have been elected as District Councillors for the 2023-2027 term of office:

Name	District Ward	Political Party
Sam Bateman	Billingshurst	Liberal Democrats
Mark Baynham	Billingshurst	Liberal Democrats
John Trollope	Billingshurst	Liberal Democrats
Mike Croker	Bramber, Upper Beeding and Woodmancote	Green Party
Roger Noel	Bramber, Upper Beeding and Woodmancote	Conservative
James Brookes	Broadbridge Heath	Liberal Democrats
Jonathan Taylor	Broadbridge Heath	Liberal Democrats
Tony Hogben	Colgate and Rusper	Conservative
Liz Kitchen	Colgate and Rusper	Conservative
Joanne Knowles	Cowfold, Shermanbury and West Grinstead	Liberal Democrats
Lynn Lambert	Cowfold, Shermanbury and West Grinstead	Conservative
Ruth Fletcher	Denne	Liberal Democrats
John Milne	Denne	Liberal Democrats
Clive Trott	Denne	Liberal Democrats

Colin Minto	Forest	Liberal Democrats
Jon Olson	Forest	Liberal Democrats
David Skipp	Forest	Liberal Democrats
Malcolm Eastwood	Henfield	Independent
Josh Potts	Henfield	Conservative
Nick Grant	Holbrook East	Liberal Democrats
Warwick Hellowell	Holbrook East	Liberal Democrats
Nigel Emery	Holbrook West	Liberal Democrats
Chris Franke	Holbrook West	Liberal Democrats
Kasia Greenwood	Itchingfield, Slinfold and Warnham	Liberal Democrats
Tricia Youtan	Itchingfield, Slinfold and Warnham	Conservative
Dennis Livingstone	Nuthurst and Lower Beeding	Liberal Democrats
Jon Campbell	Pulborough, Coldwaltham and Amberley	Green Party
Paul Clarke	Pulborough, Coldwaltham and Amberley	Conservative
Len Ellis-Brown	Pulborough, Coldwaltham and Amberley	Green Party
Tony Bevis	Roffey North	Liberal Democrats
Belinda Walters	Roffey North	Liberal Democrats
Jay Mercer	Roffey South	Liberal Democrats
Sam Raby	Roffey South	Liberal Democrats
Richard Landeryou	Rudgwick	Conservative
Peter van der Borgh	Southwater North	Liberal Democrats
Mike Wood	Southwater North	Liberal Democrats
Colette Blackburn	Southwater South and Shipley	Liberal Democrats
Alex Jeffery	Southwater South and Shipley	Liberal Democrats
Victoria Finnegan	Steyning and Ashurst	Green Party

Nicholas Marks	Steyning and Ashurst	Green Party
Emma Beard	Storrington and Washington	Green Party
Claudia Fisher	Storrington and Washington	Green Party
Joan Grech	Storrington and Washington	Green Party
Martin Boffey	Trafalgar	Liberal Democrats
Anthony Frankland	Trafalgar	Liberal Democrats
Philip Circus	West Chiltington, Thakeham and Ashington	Conservative
Joy Dennis	West Chiltington, Thakeham and Ashington	Conservative
Alan Manton	West Chiltington, Thakeham and Ashington	Conservative

4 Next Steps

4.1 Not applicable.

5 Views of the Policy Development Advisory Group and Outcome of Consultations

5.1 Not applicable.

6 Other Courses of Action Considered but Rejected

6.1 There were no other courses of action, this report is for information.

7 Resource Consequences

7.1 There are no resource consequences.

8 Legal Considerations and Implications

8.1 The Returning Officer has responsibility for running the elections, and has declared these Members elected.

9 Risk Assessment

9.1 There are no risks, this report is for information.

10 Procurement implications

10.1 There are no procurement implications.

11. Equalities and Human Rights implications / Public Sector Equality Duty

11.1 There are no equalities and human rights implications.

12 Environmental Implications

12.1 There are no environmental implications.

13 Other Considerations

13.1 None.

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Report to Council

Wednesday, 24 May 2023
By the Interim Monitoring Officer

DECISION REQUIRED



Not Exempt

Review of Political Balance and Allocation of Seats to Political Groups

Executive Summary

The Local Government and Housing Act 1989 obliges local authorities to (i) review the representation of the political groups, and, (ii) determine the allocation of committee seats to achieve a political balance.

Accordingly, paragraph 3 of this report contains a summary of the required review and determination.

Recommendations

That Council is recommended to

- (i) Note the membership of the political groups contained in paragraph 3.1;
- (ii) Note the allocation of committee seats to each political group and the Independent Member as noted in paragraphs 3.2 – 3.6; and
- (iii) Resolve that the Employment Committee and the two Planning Committees are not politically balanced.

Reasons for Recommendations

To comply with the proportionality requirements contained in the Local Government and Housing Act 1989.

Background Papers

None.

Wards affected: All

Contact: Aisha Nottage, Democratic Services and Elections Manager.

Background Information

1 Introduction and Background

- 1.1 This report fulfils the Council's duty to review and determine the allocation of committee seats to achieve political balance at its annual meeting or as soon as practicable thereafter.

2 Relevant Council policy

- 2.1 It is a statutory requirement that the review and determination the subject of this report is undertaken.

3 Details

- 3.1 The composition of the Council by Group is as follows:

Political Group	Number of Seats	Proportion of seats on the Council
Liberal Democrats	28	58.3%
Conservatives	11	22.9%
Green	8	16.7%
Independent	1	2%

- 3.2 The Overview and Scrutiny Committee seats are allocated on the basis of proportionality. The Green Group have agreed to allocate one of the seats allocated to them, to the Independent Member. The seats to be allocated are as follows:

	LD	CON	GR	IND
Overview & Scrutiny Committee (15)	9	3	2	1

- 3.3 The political proportionality for the remaining committees is as follows:

	LD	CON	GR	IND
Audit Committee (7)	4	2	1	0
Governance Committee (9)	5	2	2	0
Licensing Committee (15)	9	3	3	0
Standards Committee (7)	4	2	1	0

- 3.4 Following discussion between Group Leaders, with consideration of the allocation to the one Independent Member, the proposed allocation of seats to each committee is as follows:

	LD	CON	GR	IND
Audit Committee (7)	4	2	1	0
Governance Committee (9)	5	2	2	0
Licensing Committee (15)	9	3	2	1
Standards Committee (7)	4	2	1	0

3.5 The membership of the Planning Committees is to be allocated geographically.

3.6 The membership of the Employment Committee is not to be politically balanced. The constitution requires that the Leader of the Council, the Chairman of the Council and the Leader of the Opposition Group are members to this committee, with 6 non-voting co-optees.

4 Next Steps

4.1 Once a determination of the allocation of the seats has taken place, the Council has a duty to exercise its power to make appointments as soon as practicable thereafter, and to give effect to such wishes about who is to be appointed to the seats allocated to a particular political group as are expressed by that group.

5 Views of the Policy Development Advisory Group and Outcome of Consultations

5.1 Group Leaders were consulted on the allocation of seats to the committees.

6 Other Courses of Action Considered but Rejected

6.1 None.

7 Resource Consequences

7.1 None.

8 Legal Considerations and Implications

8.1 The relevant legal implications have been incorporated in this report.

8.2 Otherwise, the allocation of committee seats, as far as reasonably practicable, must give effect to the following principles:

- a) that not all the seats on the body to which appointments are made are allocated to the same political group;
- b) that the majority of seats on the body is allocated to a particular political group if the number of persons belonging to that group is a majority of the authority's membership; and
- c) Subject to (a) and (b) above, that the total number of seats on all the ordinary committees allocated to a particular political group reflects that group's proportion of the membership of the authority.

9 Risk Assessment

9.1 There are no risks associated with the content of this report.

10 Procurement implications

10.1 There are no procurement implications.

11. Equalities and Human Rights implications / Public Sector Equality Duty

11.1 There are no equalities and human rights implications.

12 Environmental Implications

12.1 There are no environmental implications.

13 Other Considerations

13.1 None.

Annual Council Meeting
24 May 2023
Schedule of Group Leader Nominations

OVERVIEW & SCRUTINY COMMITTEE

Cabinet Members/Chairman of Council may not sit on O&S

<u>Liberal Democrat (9):</u> Cllr Sam Bateman Cllr Tony Bevis Cllr Nigel Emery Cllr Tony Frankland Cllr Alexander Jeffery Cllr Dennis Livingstone Cllr Jonathan Taylor Cllr Belinda Walters Cllr Mike Wood	<u>Conservative (3):</u> Cllr Philip Circus Cllr Paul Clarke Cllr Liz Kitchen <u>Green (2):</u> Cllr Len Ellis-Brown Cllr Mike Croker <u>Independent (1):</u> Cllr Malcolm Eastwood
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PLANNING COMMITTEE (NORTH)

Cllr Tony Bevis Cllr Colette Blackburn Cllr Martin Boffey Cllr James Brookes Cllr Nigel Emery Cllr Ruth Fletcher Cllr Chris Franke Cllr Anthony Frankland Cllr Nick Grant Cllr Kasia Greenwood Cllr Warwick Hellawell Cllr Tony Hogben Cllr Alexander Jeffery Cllr Liz Kitchen	Cllr Richard Landeryou Cllr Dennis Livingstone Cllr Jay Mercer Cllr John Milne Cllr Colin Minto Cllr Jon Olson Cllr Sam Raby Cllr Cllr David Skipp Cllr Jonathan Taylor Cllr Clive Trott Cllr Peter van der Borgh Cllr Mike Wood Cllr Tricia Youtan
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plus Chairman of Planning Committee (South) and Cabinet Member responsible for Development Management

PLANNING COMMITTEE (SOUTH)

Cllr Sam Bateman Cllr Mark Baynham Cllr Emma Beard Cllr Jon Campbell Cllr Philip Circus Cllr Paul Clarke Cllr Michael Croker Cllr Joy Dennis Cllr Malcolm Eastwood Cllr Len Ellis-Brown	Cllr Victoria Finnegan Cllr Claudia Fisher Cllr Joan Grech Cllr Joanne Knowles Cllr Lynn Lambert Cllr Nicholas Marks Cllr Alan Manton Cllr Roger Noel Cllr Josh Potts Cllr John Trollope
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plus Chairman of Planning Committee (North) and Cabinet Member responsible for Development Management

AUDIT COMMITTEE

<u>Liberal Democrat (4):</u> Cllr Tony Frankland Cllr Dennis Livingstone Cllr Belinda Walters Cllr Mike Wood	<u>Conservative (2):</u> Cllr Tony Hogben Cllr Richard Landeryou <u>Green (1):</u> Len Ellis-Brown
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EMPLOYMENT COMMITTEE

<u>Voting Members</u> Chairman of Council Leader of Council Leader of Opposition Group	<u>Pool of 6 non-voting co-optees</u> Cllr Colette Blackburn Cllr Mike Croker Cllr Tony Hogben Cllr Colin Minto Cllr Roger Noel Cllr John Trollope
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GOVERNANCE COMMITTEE

Must include Chairman of Council, Chairman of O&S Committee and one Cabinet Member

<u>Liberal Democrat (5):</u> Cllr James Brookes Cllr Tony Bevis Cllr Jay Mercer Cllr David Skipp Cllr Belinda Walters	<u>Conservative (2):</u> Cllr Paul Clarke Cllr Roger Noel <u>Green (2):</u> Cllr Jon Campbell Cllr Mike Croker
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LICENSING COMMITTEE

<u>Liberal Democrat (9):</u> Cllr Tony Bevis Cllr Ruth Fletcher Cllr Nick Grant Cllr Kasia Greenwood Cllr Dennis Livingstone Cllr Jay Mercer Cllr John Milne Cllr Jon Olson Cllr Clive Trott	<u>Conservative (3):</u> Cllr Richard Landeryou Cllr Josh Potts Cllr Lynn Lambert <u>Green (2):</u> Cllr Emma Beard Cllr Joan Grech <u>Independent (1):</u> Cllr Malcolm Eastwood
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STANDARDS COMMITTEE Must include Chairman of Council and one Cabinet Member

<u>Liberal Democrat (4):</u> Cllr Mark Baynham Cllr Tony Bevis Cllr David Skipp Cllr Belinda Walters	<u>Conservative (2):</u> Cllr Roger Noel Cllr Tricia Youtan <u>Green (1):</u> Cllr Joan Grech
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Plus two co-opted Parish Council Representatives, nominated by the Horsham Association of Local Councils **and** two Independent Persons

HENFIELD COMMONS JOINT COMMITTEE

Three Members – 2 Local Members for Henfield, 1 Local Member for Bramber, Upper Beeding & Woodmancote)

Cllr Malcolm Eastwood, Cllr Josh Potts, Cllr Roger Noel

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