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# Council

**Wednesday, 21st June, 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 Mark Lavender, Vicar of St John's Church, Broadbridge Heath, before the meeting commences)*

You are summoned to the meeting to transact the following business

Jane Eaton  
Chief Executive

## Agenda

	Page No.
GUIDANCE ON COUNCIL PROCEDURE	
1. <b>Apologies for absence</b>	
2. <b>Minutes</b>	5 - 16
<p>To approve as correct the minutes of the meeting of the Council held on 26 April and of the Annual Council Meeting held on 24 May 2023 <i>(Note: If any Member wishes to propose an amendment to the minutes they should submit this in writing to <a href="mailto:committeeservices@horsham.gov.uk">committeeservices@horsham.gov.uk</a> at least 24 hours before the meeting. Where applicable, the audio recording of the meeting will be checked to ensure the accuracy of the proposed amendment.)</i></p>	
3. <b>Declarations of Members' Interests</b>	
To receive any declarations of interest from Members	
4. <b>Announcements</b>	
To receive any announcements from the Chairman of the Council, the Leader, Members of the Cabinet or the Chief Executive	
5. <b>Questions from the Public</b>	
To receive questions from the public under Rules 4a.2(f) and 4j1.1 – 4j1.12	
6. <b>Recommendations from Cabinet</b>	17 - 18
To receive and, if approved, adopt the recommendations from the meeting of Cabinet held on 8 June:	
(a) <b>Adoption of Rusper Conservation Area Appraisal and Management</b>	

**Plan** (report of the Cabinet Member for Planning & Infrastructure is available at: [Agenda item 8](#))

(b) **Environmental Health & Licensing and Economic Development Staffing** (report of the Cabinet Members for Environmental Health, Recycling & Waste and for the Local Economy & Place is available at: [Agenda item 10](#))

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|-----|--|---------|
| 7.  | <b>Recommendations from Committees</b><br>To note the report to the Overview & Scrutiny Committee held on 5 June:<br><br>Overview & Scrutiny Annual Report 2022/23 (report of the Chairman of Overview & Scrutiny Committee available at: <a href="#">Agenda item 6</a> and Scrutiny Work Programme 2023/24 available at <a href="#">Agenda item 7</a> ) | 19 - 20 |
| 8.  | <b>Temporary Appointment of Councillors to Parish Councils</b><br>To receive the report of the Chief Executive   | 21 - 26 |
| 9.  | <b>Updates to Policy Development Advisory Group membership, Representatives on Outside Bodies and Membership to Committees</b><br>To receive the report of the Interim Head of Legal & Democratic Services and Monitoring Officer  | 27 - 44 |
| 10. | <b>Pay Policy Statement - Financial Year 2023/24</b><br>To receive the report of the Head of Human Resources & Organisational Development  | 45 - 54 |
| 11. | <b>Appointment of Head of Legal &amp; Democratic Services and Monitoring Officer</b><br>To consider the report of the Head of Human Resources & Organisational Development   | 55 - 58 |
| 12. | <b>Reports of representatives</b><br>To receive reports from representatives on outside bodies   |         |
| 13. | <b>Notice of Motion</b><br>To consider the attached Notice of Motion, submitted by Councillor Mike Croker in accordance with Rule 4a.26 of the Council's Constitution  | 59 - 60 |
| 14. | <b>Members' Questions on Notice</b><br>To receive questions from Members under Rules 4a.8(b) – 4a.13   |         |
| 15. | <b>Urgent Business</b><br>To consider matters certified by the Chairman as urgent  |         |

## GUIDANCE ON COUNCIL PROCEDURE

(Full details in Part 4a of the Council's Constitution)

<p><b>Addressing the Council</b></p>	<p>Members must address the meeting through the Chairman. When the Chairman wishes to speak during a debate, any Member speaking at the time must stop. The Chairman will decide whether he or she prefers Members to stand or sit when addressing the Council.</p>
<p><b>Minutes</b></p>	<p>Any comments or questions should be limited to the accuracy of the minutes only</p>
<p><b>Quorum</b></p>	<p>Quorum is one quarter of the whole number of Members. If there is not a quorum present, the meeting will adjourn immediately. Remaining business will be considered at a time and date fixed by the Chairman. If a date is not fixed, the remaining business will be considered at the next ordinary meeting.</p>
<p><b>Declarations of Interest</b></p>	<p>Members should state clearly in which item they have an interest and the nature of the interest (i.e. personal; personal &amp; prejudicial; or pecuniary). If in doubt, seek advice from the Monitoring Officer in advance of the meeting.</p>
<p><b>Announcements</b></p>	<p>These should be brief and to the point and are for information only – <b>no debate/decisions</b></p>
<p><b>Questions from the public</b> (Notice must have been given in writing to the Chief Executive by 12.00 three working days before the meeting)</p>	<p>Directed to Leader, Cabinet Member or Chairman of an ordinary committee and relevant to the business of the meeting. <b>2</b> minutes in total to put the question. Appropriate Member to reply. Questioner may ask one supplementary question. Member to reply (max <b>2</b> minutes unless Chairman consents to a longer period). Overall time limit for questions of <b>15</b> minutes or six questions, whichever is greater. The questioner must be present. If a question cannot be dealt with at the meeting (lack of time or absence of relevant Member), a written reply to be given. <b>No discussion but any Member may move that a matter raised by a question is referred to Cabinet or committee. If seconded, no discussion – vote taken.</b></p>
<p><b>Cabinet recommendations</b> (see also rules of debate)</p>	<p>Leader/Cabinet Member presents and moves recommendation(s) – seconder required. Members may:</p> <ul style="list-style-type: none"> <li>- ask a question on the item under consideration – max <b>2</b> minutes; and/or</li> <li>- make a statement – max <b>5</b> minutes.</li> </ul>
<p><b>Questions from Members on Notice</b> (Notice must have been given in writing to the Monitoring Officer by 12.00 two working days before the meeting)</p>	<p>These are directed to the Chairman, Leader, Cabinet Member or chairman of any committee:</p> <ul style="list-style-type: none"> <li>- <b>2</b> minutes maximum for initial question</li> <li>- <b>2</b> minutes maximum for the response</li> <li>- <b>2</b> minutes maximum for a supplementary question</li> <li>- <b>2</b> minutes maximum for a response to the supplementary question</li> <li>- <b>5</b> minutes maximum for the questioner to make a final statement in response, if they wish</li> <li>- If an oral reply is not convenient (e.g. too lengthy) a written answer may be circulated later.</li> </ul> <p><b>No discussion.</b> Maximum of <b>30</b> minutes overall for questions and answers.</p>

<p><b>Rules of debate</b></p>	<p><b>The Chairman controls debate and normally follows these rules but Chairman’s interpretation, application or waiver is final.</b></p> <ul style="list-style-type: none"> <li>- No speeches until a proposal has been moved (mover may explain purpose) and seconded</li> <li>- Chairman may require motion to be written down and handed to him/her before it is discussed</li> <li>- Secunder may speak immediately after mover or later in the debate</li> <li>- Speeches must relate to the question under discussion or a personal explanation or a point of order (max <b>5</b> minutes)</li> <li>- A Member <b>may not speak again except:</b> <ul style="list-style-type: none"> <li>o On an amendment</li> <li>o To move a further amendment if the motion has been amended since he/she last spoke</li> <li>o If first speech was on an amendment, to speak on the main issue (whether or not the amendment was carried)</li> <li>o In exercise of a right of reply. Mover of motion at end of debate on original motion and any amendments (may not otherwise speak on amendment). Mover of amendment has no right of reply.</li> <li>o On a point of order – must relate to an alleged breach of Council Procedure Rules or law. Chairman must hear the point of order immediately. The ruling of the Chairman on the matter will be final.</li> <li>o Personal explanation – relating to part of an earlier speech by the Member which may appear to have been misunderstood. The Chairman’s ruling on the admissibility of the personal explanation will be final.</li> </ul> </li> <li>- Amendments to motions must be to: <ul style="list-style-type: none"> <li>o Refer the matter to an appropriate body/individual for (re)consideration</li> <li>o Leave out and/or insert or add others (as long as this does not negate the motion)</li> </ul> </li> <li>- One amendment at a time to be moved, discussed and decided upon.</li> <li>- Any amended motion becomes the substantive motion to which further amendments may be moved.</li> <li>- A Member may alter a motion that he/she has moved with the consent of the meeting and seconder (such consent to be signified without discussion).</li> <li>- A Member may withdraw a motion that he/she has moved with the consent of the meeting and seconder (such consent to be signified without discussion).</li> <li>- The mover of a motion has the right of reply at the end of the debate on the motion (unamended or amended).</li> </ul>
<p><b>Voting</b></p>	<p>Any matter will be decided by a simple majority of those voting, by show of hands or if no dissent, by the affirmation of the meeting unless:</p> <ul style="list-style-type: none"> <li>- Two Members request a recorded vote</li> <li>- A recorded vote is required by law.</li> </ul> <p>Any Member may request their vote for, against or abstaining to be recorded in the minutes.</p> <p>In the case of equality of votes, the Chairman will have a second or casting vote (whether or not he or she has already voted on the issue).</p>

# Agenda Item 2

## Council 26 APRIL 2023

Present: Councillors: Kate Rowbottom (Chairman), Matthew Allen, Tony Bevis, John Blackall, Martin Boffey, Karen Burgess, Peter Burgess, Jonathan Chowen, Philip Circus, Paul Clarke, Michael Croker, Ray Dawe, Ruth Fletcher, Joan Grech, Billy Greening, Tony Hogben (Deputy Leader), Nigel Jupp, Liz Kitchen, Lynn Lambert, Richard Landeryou, Gordon Lindsay, Tim Lloyd, John Milne, Colin Minto, Christian Mitchell, Mike Morgan, Roger Noel, Jon Olson, Bob Platt, Louise Potter, Josh Potts, Sam Raby, Stuart Ritchie, David Skipp, Clive Trott, Diana van der Klugt, Belinda Walters, Tricia Youtan and James Wright

Apologies: Councillors: Ian Stannard, Andrew Baldwin, Toni Bradnum, Chris Brown, Christine Costin, Brian Donnelly and Claire Vickers

Absent: Councillors: Alan Britten and Jack Saheid

### CO/74 **MINUTES**

The minutes of the meeting of the Council held on 22 February were approved as a correct record and signed by the Chairman.

### CO/75 **DECLARATIONS OF MEMBERS' INTERESTS**

There were no declarations of interest.

### CO/76 **ANNOUNCEMENTS**

Councillor Kate Rowbottom, Chairman of the Council, thanked all Councillors for their service over the last four years. There were 18 Councillors who were not standing for re-election and the Chairman named them all and thanked them for their invaluable contribution:

Matt Allen, Councillor for four years;  
Andrew Baldwin, 24 years' service including Chairman 2006 and a former Cabinet member;  
John Blackall, Councillor for eight years, current Chairman of Licensing Committee and Vice Chairman of Audit Committee;  
Toni Bradnam, Councillor for eight years, former Cabinet Member for Waste & Recycling;  
Jonathan Chowen, Councillor for 18 years, former Leader, Deputy Leader, and Cabinet Member for Leisure and Culture;  
Christine Costin, Councillor for 28 years, and well known for her work on Horsham in Bloom;  
Ray Dawe, Councillor for 16 years and Leader of the Council for nine years;

Brian Donnelly, Councillor for 20 years including chairman in 2010 and Cabinet Member for Finance & Assets;  
Billy Greening, Councillor for seven years;  
Gordon Lindsay, Councillor for 20 years and former Cabinet member for the Local Economy;  
Mike Morgan, Councillor for eight years, the independent voice of Henfield;  
Bob Platt, Councillor for four years and one of our first Green councillors;  
Louise Potter, Councillor for four years and former Leader of the Opposition;  
Stuart Ritchie, Councillor for 11 years and chairman of Audit Committee;  
Jack Saheid, Councillor for four years;  
Diana van de Klugt, Councillor for eight years; and  
James Wright, Councillor for three years and former Cabinet Member for the Environment & Rural Affairs.

She stated that she was the eighteenth Councillor to be retiring, having been a Councillor for 12 years, Chairman of the Council twice and Cabinet Member for three years.

Councillor Philip Circus, Deputy Leader, announced that Councillor Claire Vickers, Leader of the Council, was unable to attend because her husband was unwell and, on her behalf, the Deputy Leader thanked those standing down and sent them best wishes for the future.

Councillor Circus, Cabinet Member for Recycling & Waste, announced that since the beginning of February 13 fixed penalty notices had been issued for littering offences, which indicated that camera-based enforcement was successful.

Councillor Tony Hogben, Cabinet Member for Horsham Town, gave an update on the number and variety of events being arranged for the Coronation celebrations in Horsham Town. The street furniture in the Carfax was being freshly painted before the weekend.

Councillor Roger Noel, Cabinet Member for Leisure & Culture, also spoke of the bank holiday weekend celebrations, in particular the live screening of the Coronation ceremony at The Capitol and family activities at Horsham Museum.

Councillor Josh Potts, Cabinet Member for Environment & Rural Affairs, announced that the Rural Prosperity Fund opened to expressions of interest at the beginning of April; this £871,733 government grant for spending over the next two years recognised the challenges and investment priorities of the rural economy.

Councillor Tricia Youtan, Cabinet Member for Housing & Communities, announced that the new Health & Wellbeing hub was opening in early July. It was in an excellent location in Swan Walk. She also stated that a new Mental Health facility was opening in the next fortnight; it was based at the former

Horsham Youth Centre and would cater for 14 – 25 year olds, offering discreet expert support and advice.

CO/77 **QUESTIONS FROM THE PUBLIC**

No questions relevant to the business of the meeting had been received.

CO/78 **RECOMMENDATIONS FROM CABINET**

**LOCAL AUTHORITY HOUSING FUND 2022-23 AND 2023-24**

Councillor Paul Clarke, Cabinet Member for Finance & Assets, reminded Members that Council had approved a Cabinet recommendation to apply for a grant allocation from the government's scheme for local authorities to provide accommodation for those fleeing conflict in Ukraine and Afghanistan.

Council had approved a capital spend of up to £5.866m to provide 16 homes by the deadline of 30 November 2023, and Cabinet approved the acquisition of the properties at the meeting on 23 March. The Cabinet Member advised that offers had already been made on five homes and the scheme was currently on track to be delivered in time and within budget.

To facilitate speedy acquisition and efficient management of the properties, a variation of the Shareholders Agreement for the Council's affordable housing company, Horsham District Homes (Holdings) Limited, was required. The Cabinet Member gave details of these changes, as set out in the recommendation from Cabinet. Councillor Tricia Youtan seconded the motion.

RESOLVED

- (ii) The variation of the Shareholders Agreement for Horsham District Homes (Holdings) Limited as follows:

**Clause 3.** Insert the words "*and/or to lease residential property from the Council or other third parties both*" following the words *..and other developers*" and before the words "for onward rental through" so that the business of the company reads as follows,

"The business of the Company (Business) shall be to purchase developed properties from Holdco and other developers *and/or to lease residential property from the Council or other third parties both* for onward rental through ASTs in accordance with any business plan then in force or as otherwise determined by the Council from time to time".

**Reserved Matters clause 17.** Insert the words *..."For the avoidance of doubt (i) material assets shall be assets of a value in excess of £250,000, and, (ii) lease arrangements between the Company and the Council/other third parties to facilitate the provision of housing shall*

*not constitute a reserved matter.” so that the reserved matter reads as follows,*

*“Agreeing to enter into or entering into any acquisition or disposal of any material assets by the company. For the avoidance of doubt, (i) material assets shall be assets of a value in excess of £250,000, and, (ii) lease arrangements between the Company and the Council/other third parties to facilitate the provision of housing shall not constitute a reserved matter.”*

#### REASON

- (i) To ensure that suitable homes are acquired by Horsham District Council in an efficient and timely manner to give effect to this initiative.
- (ii) To avoid the requirement to seek Cabinet’s approval for the purchase by Horsham District Council of each individual property that would otherwise be required to give effect to this initiative.
- (iii) To ensure that Horsham District Homes (Holdings) Limited has the power to take a lease from Horsham District Council to be able to facilitate the provision of housing through Assured Shorthold Tenancies/Licences.

#### CO/79 **REPORTS OF REPRESENTATIVES**

Councillor Diana van der Klugt, the Council’s representative for the South Downs National Park Authority, advised that she would be stepping down from the role as soon as a new representative was appointed for the new Municipal Year. She had found the role enriching and enjoyable and had visited the length and breadth of the national park, attending approximately 40 meetings each year. She hoped her successor would find it equally rewarding. The Chairman of the Council thanked her for all her hard work.

Councillor Tony Bevis, the Council’s representative on the WSCC Health and Adult Social Care Scrutiny Committee, stated that he had circulated a report to Councillors updating them on the work of the Committee since January 2023.

#### CO/80 **MEMBERS' QUESTIONS ON NOTICE**

Councillor Peter Burgess asked the following question:

*“Since I moved to Horsham over thirty years ago, there has been a major increase in Horsham District Council’s recycling process. Now we put virtually everything into one bin, with the exception of green waste, which is collected every other week. The recycling is then transferred to a facility at Ford, where it is mechanically separated into paper, glass, plastic, tins etc. This dramatically reduces landfill and protects the environment.*



*“However, the government is proposing that, in future, householders should separate the recycling themselves. This would involve time, money, capital investment and many more bins both inside and outside the houses. The inevitable result would be a considerable reduction in recyclable waste and a massive increase in costs and Council tax.*

*“There is a let out though. If councils can prove that there is an effective separation system and process at the transfer station, they may continue with the combined system. Are Horsham District Council aware of this and what steps have or are they taking to ensure they can continue with the present collection system?”*

Councillor Philip Circus, Cabinet Member for Recycling & Waste, stated that he was pleased this important issue had been raised. The Council took the view that the easier it was to recycle the more people would do it, and this was why the Council had a successful record in recycling, being in the top 15% of local authorities. He reminded Members that some years ago the European Union had introduced a regulation that would have required the Council to do away with mixed recyclables in one bin. At that time there had been a caveat, similar to the one referred to in the question, and the Council had been able to demonstrate the high quality of the collection of mixed recyclables and their separation.

*“[We have] been able to demonstrate that the approach in Horsham works and works very well. We know that some decisions are going to be made by government on this issue and also on food waste collection... We don't know what decision the government will make and so we must react to those decisions when they are made. What I can say is we are telling the government quite emphatically that the amount of contamination is so low and the successful operation of the Ford plant is so good there is no reason why we should be forced into having separate bin collections for separate materials. No decisions have been made as far as food waste is concerned ... as to if we are required by government to move to food waste, which appears to be the case, and how it will be done and whether we'll get funding support. Certainly the Members will have a major part to play in the decisions surrounding the introduction of food waste.”*

Councillor Peter Burgess stated that he was concerned that the Council would need to take action and, given that the administration was about to change, there was a danger this could slip through. He asked the supplementary question:

*“Has HDC received any formal or informal correspondence on this issue and what is the future procedure for dealing? Have we taken any steps with this issue so far and if not when are we going to?”*

Councillor Philip Circus replied:

*“Most definitely we had been involved in the discussion and consultation. It is one of the issues we have raised in our regular meetings with the MPs. We have made it clear, in particular to Jeremy Quin. At the last meeting [with him] we made it quite clear that this could have a bad effect on our very successful recycling rate and our great achievement hitherto and we expect him to press HDC's case to government as hard as possible... We most assuredly do know about the threat this poses, we are on the case... there is no justification in undermining our successful system of recycling*

*and we've made that clear to government and the MPs have signed up to put pressure on the government."*

Councillor Peter Burgess made a closing statement that reiterated the importance of ensuring the issue is dealt with in the new Municipal Year. He was reassured by what the Cabinet Member had said in relation to ensuring that this issue was raised and resolved. He stated that HDC were at the forefront of countrywide recycling and need to maintain this and also improve recycling rates.

CO/81 **URGENT BUSINESS**

There was no urgent business.

Before the meeting closed, Councillor Peter Burgess led all Councillors in thanking Councillor Kate Rowbottom for everything she had done during the year as Chairman of the Council, and wished her and her daughter Suzie best wishes for the future.

*The meeting closed at 6.42 pm having commenced at 6.00 pm*

**CHAIRMAN**

**Council**  
**24 MAY 2023**

Present: Councillors: Sam Bateman, Mark Baynham, Emma Beard, Colette Blackburn, Martin Boffey, Peter van der Borgh, James Brookes, Jon Campbell, Philip Circus, Paul Clarke, Mike Croker, Joy Dennis, Malcolm Eastwood, Len Ellis-Brown, Nigel Emery, Victoria Finnegan, Claudia Fisher, Ruth Fletcher, Chris Franke, Nick Grant, Joan Grech, Kasia Greenwood, Warwick Hellawell, Tony Hogben, Alex Jeffery, Liz Kitchen, Lynn Lambert, Richard Landeryou, Dennis Livingstone, Nicholas Marks, Jay Mercer, John Milne, Colin Minto, Roger Noel, Jon Olson, Josh Potts, Sam Raby, Kate Rowbottom, David Skipp, Jonathan Taylor, John Trollope, Clive Trott, Belinda Walters and Mike Wood

Apologies: Councillors: Tony Bevis, Anthony Frankland, Joanne Knowles, Alan Manton and Tricia Youtan

CO/1 **TO ELECT A CHAIRMAN OF THE COUNCIL FOR THE ENSUING YEAR**

It was moved by Councillor Martin Boffey and seconded by Councillor Jonathan Taylor that Councillor David Skipp be elected Chairman of the Council until the next annual meeting of the Council. There being no other nominations, Councillor David Skipp was then declared elected as Chairman of the Council for the ensuing Council year.

CO/2 **TO MOVE A VOTE OF THANKS TO THE RETIRING CHAIRMAN**

The new Chairman of the Council moved a vote of thanks to the retiring Chairman. Councillor Philip Circus spoke in support and it was resolved that the Council's grateful thanks be extended to the retiring Chairman, Councillor Kate Rowbottom, for her service as Chairman of the Council during the Municipal Year 2022 to 2023.

CO/3 **TO APPOINT A VICE-CHAIRMAN OF THE COUNCIL FOR THE ENSUING YEAR**

It was moved by Councillor Chris Franke and seconded by Councillor Nick Grant that Councillor Nigel Emery be appointed Vice-Chairman of the Council until the next annual meeting of the Council. There being no other nominations, Councillor Nigel Emery was declared appointed as Vice-Chairman of the Council for the ensuing Council year.

CO/4 **TO RECEIVE ANY ANNOUNCEMENTS FROM THE CHAIRMAN OF THE COUNCIL OR THE CHIEF EXECUTIVE**

There were no announcements.

CO/5 **RETURNING OFFICER'S RETURN OF MEMBERS ELECTED ON 4 MAY 2023**

Members were informed that the candidates elected on 4 May 2023 elections were as detailed in the report.

RESOLVED

That the Return of Members Elected be noted.

CO/6 **REVIEW OF POLITICAL BALANCE AND ALLOCATION OF SEATS TO POLITICAL GROUPS**

The Interim Monitoring Officer advised Members that the political balance and allocation of seats on committees to political groups was as outlined in the report. Councillor Martin Boffey moved that the recommendations be approved. Councillor Philip Circus seconded the recommendations.

RESOLVED:

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

REASON:

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

CO/7 **TO ELECT THE LEADER OF THE COUNCIL**

It was moved by Councillor Belinda Walters and seconded by Councillor Alexander Jeffery that Councillor Martin Boffey be elected Leader of the Council.

There being no other nominations, Councillor Boffey was declared elected as Leader of the Council. The Leader then advised the Council that his Cabinet would be as follows:

John Milne - Deputy Leader and Cabinet Member for Planning & Infrastructure  
Mark Baynham - Cabinet Member for Finance & Resources  
Colette Blackburn - Cabinet Member for Climate Action & Nature Recovery

Ruth Fletcher - Cabinet Member for Local Economy & Place  
Jay Mercer - Cabinet Member for Environmental Health, Recycling & Waste  
Jon Olson - Cabinet Member for Leisure, Culture & Green Spaces  
Sam Raby - Cabinet Member for Housing, Communities & Wellbeing

CO/8 **TO APPOINT THE OVERVIEW AND SCRUTINY COMMITTEE OF THE COUNCIL FOR THE ENSUING YEAR**

It was moved by Councillor Martin Boffey, seconded by Councillor Philip Circus and **RESOLVED**

That the membership of the Overview and Scrutiny Committee of the Council for the Municipal Year 2023/24 be as follows:

Cllr Sam Bateman	Cllr Anthony Frankland
Cllr Tony Bevis	Cllr Alexander Jeffery
Cllr Philip Circus	Cllr Liz Kitchen
Cllr Paul Clarke	Cllr Dennis Livingstone
Cllr Mike Croker	Cllr Jonathan Taylor
Cllr Malcolm Eastwood	Cllr Belinda Walters
Cllr Len Ellis-Brown	Cllr Mike Wood
Cllr Nigel Emery	

CO/9 **CONSTITUTION OF THE PLANNING AND EMPLOYMENT COMMITTEES**

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

It was moved by Councillor Martin Boffey, seconded by Councillor Philip Circus and **RESOLVED**

That the membership of the Planning Committee (North) of the Council for the Municipal Year 2023/24 be as follows:

Cllr Tony Bevis	Cllr Richard Landeryou
Cllr Colette Blackburn	Cllr Dennis Livingstone
Cllr Martin Boffey	Cllr Jay Mercer
Cllr James Brookes	Cllr John Milne
Cllr Nigel Emery	Cllr Colin Minto
Cllr Ruth Fletcher	Cllr Jon Olson
Cllr Chris Franke	Cllr Sam Raby
Cllr Anthony Frankland	Cllr David Skipp
Cllr Nick Grant	Cllr Jonathan Taylor
Cllr Kasia Greenwood	Cllr Clive Trott
Cllr Warwick Hellawell	Cllr Peter van der Borgh
Cllr Tony Hogben	Cllr Mike Wood

Cllr Alexander Jeffery  
Cllr Liz Kitchen

Cllr Tricia Youtan

Plus the Cabinet Member with responsibility for Development Management (Councillor John Milne) and the Chairman of Planning Committee (South)

It was moved by Councillor Martin Boffey, seconded by Councillor Philip Circus and **RESOLVED**

That the membership of the Planning Committee (South) of the Council for the Municipal Year 2023/24 be as follows:

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

Plus the Cabinet Member with responsibility for Development Management (Councillor John Milne) and the Chairman of Planning Committee (North)

CO/10 **TO APPOINT THE EMPLOYMENT COMMITTEE OF THE COUNCIL AND MEMBERS THERETO FOR THE YEAR:**

It was moved by Councillor Martin Boffey, seconded by Councillor Philip Circus and **RESOLVED**

That the membership of the Employment Committee of the Council for the Municipal Year 2023/24 be as follows:

Chairman of the Council, Leader of the Council and Leader of the Minority Group. Plus a pool of six additional substitute Members: Cllr Colette Blackburn, Cllr Mike Croker, Cllr Tony Hogben, Cllr Colin Minto, Cllr Roger Noel, Cllr John Trollope

CO/11 **TO APPOINT THE ORDINARY COMMITTEES OF THE COUNCIL FOR THE YEAR**

It was moved by Councillor Martin Boffey, seconded by Councillor Philip Circus and **RESOLVED**

That the membership of the ordinary committees of the Council for the Municipal Year 2023/24 be as follows:

**AUDIT COMMITTEE:**

Cllr Anthony Frankland, Cllr Tony Hogben, Cllr Richard Landeryou, Cllr Len Ellis-Brown, Cllr Dennis Livingstone, Cllr Belinda Walters, Cllr Mike Wood

**GOVERNANCE COMMITTEE:**

Cllr James Brookes, Cllr Tony Bevis, Cllr Paul Clarke, Cllr Jon Campbell, Cllr Mike Croker, Cllr Jay Mercer, Cllr Roger Noel, Cllr David Skipp, Cllr Belinda Walters

**LICENSING COMMITTEE:**

Cllr Emma Beard, Cllr Tony Bevis, Cllr Ruth Fletcher, Cllr Nick Grant, Cllr Joan Grech, Cllr Kasia Greenwood, Cllr Lynn Lambert, Cllr Richard Landeryou, Cllr Dennis Livingstone, Cllr Jay Mercer, Cllr John Milne, Cllr Jon Olson, Cllr Lynn Lambert, Cllr Clive Trott

**STANDARDS COMMITTEE:**

Cllr Mark Baynham, Cllr Tony Bevis, Cllr Joan Grech, Cllr Roger Noel, Cllr David Skipp, Cllr Belinda Walters, Cllr Tricia Youtan

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

CO/12 **TO APPOINT MEMBERS TO THE HENFIELD COMMONS JOINT COMMITTEE (3 MEMBERS OF THE COUNCIL)**

It was moved by Councillor Martin Boffey, seconded by Councillor Philip Circus and **RESOLVED**

That Members be appointed to the Henfield Commons Joint Committee for the Municipal Year 2022/23 be as follows:

Councillor Malcolm Eastwood  
Councillor Roger Noel  
Councillor Josh Potts

CO/13 **POLICY DEVELOPMENT ADVISORY GROUPS**

It was noted that Cabinet Members' Policy Development Advisory Groups would be appointed and reported to the next meeting of the Council.

CO/14 **REPRESENTATIVES ON OUTSIDE BODIES**

It was noted that the Leader would appoint representatives to outside bodies, as set out under Part Three, paragraph three 3.3.2 (k) of the Constitution and would be reported to the next meeting of the Council.

CO/15 **ORDINARY MEETINGS OF THE COUNCIL**

It was moved by Councillor Martin Boffey, seconded by Councillor Philip Circus and **RESOLVED**

- (i) That the dates of ordinary meetings of the council during the municipal year 2023/24 be on the following Wednesdays:

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)

- (ii) That ordinary meetings of the Council during the municipal year 2023/24 commence at 6.00pm

*The meeting closed at 6.39pm having commenced at 6.00pm*

CHAIRMAN



**COUNCIL**  
**21 June 2023**  
**CABINET RECOMMENDATIONS**

Recommendation to Council made at the Cabinet meeting held on 8 June 2023

**Adoption of Rusper Conservation Area Appraisal and Management Plan**

There are 37 designated conservation areas in Horsham District. Each has a Conservation Area map, which identifies the area boundaries. Legislation requires that Conservation Areas are reviewed and managed to ensure their historic character is retained.

Cabinet agreed in September 2022 to approve the draft Rusper Conservation Area Appraisal and Management Plan for public consultation. These draft documents included some proposed boundary changes (additions) to the existing conservation area. A five-week public consultation exercise was held inviting comments on the Conservation Area Appraisal and Management Plan. An appendix to the Cabinet report includes representations that were received during the consultation. It is recommended that a final version of the Conservation Area Appraisal and Management Plan, incorporating revisions following consultation, is adopted with effect from 26 June 2023, after this Council meeting.

**RECOMMENDED TO COUNCIL**

- (i) To approve the designation of the revised Conservation Area boundary for Rusper, as shown on the Conservation Area designation map (1) included in this report;
- (ii) To approve and adopt the Conservation Area Appraisal and Management Plan for Rusper, as set out in Appendix 2 to be used in the determination of planning applications from 26 June 2022; and
- (iii) To delegate authority to the Cabinet Member for Planning & Infrastructure to approve minor editorial changes prior to final publication of the Conservation Area Appraisal and Management Plan.

**REASON**

- (i) To formally designate the amended conservation area boundary.
- (ii) To provide updated conservation area guidance for residents, occupiers, developers and Members in determining applications and to designate the locally listed buildings.
- (iii) To give the Cabinet Member for Planning and Infrastructure delegated authority to approve minor changes to the Conservation Area Appraisal and Management Plan.

## **Environmental Health & Licensing and Economic Development Staffing**

This proposal seeks to get Council's approval to establish budgets for extra posts in Environmental Health & Licencing and Economic Development.

These posts are needed to: allow the Council to discharge its statutory functions following an increase in statutory work that requires an additional Environmental Health Officer; put in place a succession plan in Economic Development; and administer the Shared Prosperity Fund.

### **RECOMMENDED TO COUNCIL**

- (i) To approve the £41,200 increase in the 2023/24 salaries budget to accommodate the creation two extra posts, one in Environmental Health team and a temporary post in Economic Development.

### **REASON**

- (i) All local authorities are under a statutory duty to inspect housing and ensure that the powers used to tackle housing problems are effectively discharged. The increase in awareness of damp issues, new guidance on damp and in the increase in the number of applications houses in multiple occupation has led to a need for an extra employee permanently in the Environmental Health Private Sector Housing Team.
- (ii) In the Economic Development Service there is a need for a temporary role to carry out the extra work associated with the Shared Prosperity Fund and get the service prepared for the likely full or phased retirement of its three officers.

**COUNCIL**  
**21 June 2023**  
**COMMITTEE RECOMMENDATIONS**

Referred to Council by the Overview & Scrutiny Committee on 5 June

**Overview & Scrutiny Annual Report 2022/23**

The annual report provides a review of the work of the Overview & Scrutiny Committee during the municipal year 2022/23. The report outlines the role of the Committee and includes a summary of work completed by the Committee during the year, including the work of the Task & Finish Group on the Use of Consultants and its recommendations. The report also refers to the Committee's work programme (forward plan) for the new municipal year. This sets out a timetable of items for forthcoming meetings and is updated regularly to include the work of any Task & Finish groups.

**RECOMMENDED TO COUNCIL**

To note the annual report and the Overview & Scrutiny Committee's forward plan.

**REASON**

The Constitution requires the Overview and Scrutiny Committee to tell the Council about its work at the end of each municipal year and about the work it plans for the new municipal year.

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## Report to Council

Wednesday, 21 June 2023

By the Chief Executive

**DECISION REQUIRED**



**Horsham  
District  
Council**

Not Exempt

### Temporary Appointment of Councillors to Parish Councils

#### Executive Summary

This report is about the temporary appointment of councillor Dennis Livingstone to Nuthurst Parish Council.

Nuthurst Parish Council has become inquorate and so is unable to act and carry out its normal business.

Accordingly, Council is recommended to approve the temporary appointment of councillor Dennis Livingstone to Nuthurst Parish Council. This will enable the parish council to co-opt parish councillors to become quorate.

#### Recommendations

The Council is recommended to:

- i) Approve the temporary appointment of Councillor Dennis Livingstone to Nuthurst Parish Council; and
- ii) Authorise the making of an order, in the form contained in Appendix 1, for the temporary appointment of Councillor Dennis Livingstone to Nuthurst Parish Council.

#### Reasons for Recommendations

To enable Nuthurst Parish Council to co-opt Parish Councillors to become quorate and carry out its business.

#### Background Papers

Horsham District Council - Constitution

**Wards affected:** Nuthurst and Lower Beeding;

**Contact:** Aisha Nottage, Democratic Services and Elections Manager.

## **Background Information**

### **1 Introduction and Background**

- 1.1 Paragraph 12 of Part II of Schedule 12 to the Local Government Act 1972 provides that no business shall be transacted at a meeting of a parish council unless at least one third of the whole number of members of the council are present at the meeting; but notwithstanding this, in no case shall the quorum be less than three.
- 1.2 Following the parish council elections on 4 May 2023, 3 Nuthurst parish councillors resigned. There are presently now 3 parish councillors from the total number of eleven available. This means that Nuthurst Parish Council does not have enough councillors to be quorate, as it requires 4 parish councillors (one third of the whole number of members).
- 1.3 Accordingly, the Council is asked to approve the appointment of councillor Dennis Livingstone to render it quorate to facilitate the co-option of other parish councillors.

### **2 Relevant Council policy**

- 2.1 The Council has a duty to ensure that Parish Councils are able to act.

### **3 Details**

- 3.1 The clerk of Nuthurst Parish Council reported to the Interim Monitoring Officer that the parish council is unable to operate due to being inquorate. Nuthurst Parish Council has received expressions of interest for co-option but as a result of being inquorate has not been able to proceed.
- 3.2 Councillor Dennis Livingstone, being the ward member for Nuthurst and Lower Beeding has agreed to be appointed temporarily to Nuthurst Parish Council to assist with the required co-options to render the parish council quorate.
- 3.3 This temporary appointment will end once sufficient parish councillors are co-opted to the parish council so that it is quorate.
- 3.4 The Council is required to make an order confirming the temporary parish councillor appointment and send it to the Secretary of State ("the Order").
- 3.5 Accordingly, the Council is asked to (i) approve the temporary appointment of councillor Dennis Livingstone to Nuthurst parish council so that it is quorate and can co-opt further parish councillors, and, (ii) authorise the making of the Order.

### **4 Next Steps**

- 4.1 The Order will be sent to the Secretary of State and the Nuthurst Parish Clerk.

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

5.1 Consultation was not applicable in this instance.

## **6 Other Courses of Action Considered but Rejected**

6.1 None as the parish council is required to be quorate to operate.

## **7 Resource Consequences**

7.1 Any work required to give effect to the recommendations contained in this report will be undertaken in-house.

## **8 Legal Considerations and Implications**

8.1 Section 91(1) of the Local Government Act 1972 provides where there are so many vacancies in the office of parish councillors that the parish council is unable to act, the district council may by Order appoint persons to fill all or any of the vacancies until other councillors are elected and take up office.

8.2 Otherwise, all legal comments have been incorporated into this report.

## **9 Risk Assessment**

9.1 Should the recommendation not be approved, Nuthurst Parish Council may not be able to act and make decisions.

## **10 Procurement implications**

10.1 None.

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

11.1 None.

## **12 Environmental Implications**

12.1 None.

## **13 Other Considerations**

13.1 None.







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## Report to Council

Wednesday, 21 June 2023

By the Interim Head of Legal & Democratic Services  
and Monitoring Officer

### DECISION REQUIRED



**Horsham  
District  
Council**

Not Exempt

## **Updates to Policy Development Advisory Group membership and programme, committee membership, Representatives on Outside Bodies and Cabinet and portfolios**

### **Executive Summary**

The District Council elections took place on 4 May 2023 and Councillor Martin Boffey was appointed Leader to Horsham District Council at the Annual Meeting on 24 May 2023. The Leader subsequently appointed his cabinet, reconfigured the cabinet portfolios, appointed members to outside bodies and has agreed the PDAG seat allocations.

Accordingly, Council is asked to note the various administrative changes which have taken place following the election of a new leader and to approve the Policy Development Advisory Group ("PDAG") programme for the Municipal Year.

### **Recommendations**

The Council is recommended to:

- i) Note (i) the appointment of members to the Cabinet, (ii) the Cabinet Portfolios (and functions and responsibilities thereunder) as set out in Appendix 1 and (iii) the PDAG memberships as set out in Appendix 2;
- ii) Note that the Interim Monitoring Officer will revise the Constitution to reflect the above changes pursuant to Article 13.3 (b) 3 of the Constitution;
- iii) Approve the PDAG programme for the Municipal Year, as set out in Appendix 3;
- iv) Note the member appointments to Outside Bodies by the Leader pursuant to Part Three, paragraph three 3.3.2 (k) of the Constitution as set out in Appendix 4; and
- v) Note the changes in Membership to the Licensing Committee and Standards Committee.

### **Reasons for Recommendations**

- i) To inform members of the (i) membership to committees, PDAGs, Cabinet and outside bodies, (ii) cabinet portfolios, and, (iii) requirement to update the Constitution to reflect the aforementioned, where required; and
- ii) To approve the PDAG programme for the Municipal Year.

## **Background Papers**

The Constitution of Horsham District Council.

**Wards affected:** (All Wards);

**Contact:** Aisha Nottage, Democratic Services and Elections Manager.

## Background Information

### 1 Introduction and Background

- 1.1 The District Council elections took place on 4 May 2023 and Councillor Martin Boffey was appointed Leader to Horsham District Council at the Annual Meeting on 24 May 2023. The Leader subsequently appointed his cabinet, reconfigured the cabinet portfolios, appointed members to outside bodies and has agreed the PDAG seat allocations.
- 1.2 Accordingly, the purpose of this report is to:
- 1.2.1 inform members of the (i) membership to committees, PDAGs, Cabinet and outside bodies, (ii) cabinet portfolios, and, (iii) requirement to update the Constitution to reflect the aforementioned, where required; and
- 1.2.2 to approve the PDAG programme for the Municipal Year.

### 2 Relevant Council policy

- 2.1 Articles 7 and 8 of the Constitution.

### 3 Details

- 3.1 The Cabinet portfolios and functions are as set out in Appendix 1. The Cabinet Members responsible for each portfolio are as follows:
- (i) Planning & Infrastructure (and deputy leader) – Councillor John Milne;
  - (ii) Finance & Resources – Councillor Mark Baynham;
  - (iii) Climate Action & Nature Recovery – Councillor Colette Blackburn;
  - (iv) Local Economy & Place – Councillor Ruth Fletcher;
  - (v) Environmental Health, Recycling & Waste – Councillor Jay Mercer;
  - (vi) Leisure, Culture & Green Spaces – Councillor Jon Olson; and
  - (vii) Housing, Communities & Wellbeing – Councillor Sam Raby.
- 3.2 The constitution will be updated to reflect the Cabinet Portfolios.
- 3.3 Each PDAG has 11 seats, including the Cabinet Member who chairs the PDAG meetings. PDAG seat allocations were made by agreement between the parties and reflect largely the political proportionality of the Council. The party seat allocations are as follows:

	LD	CON	GR	IND
PDAG Seat Allocation	45	18	13	1

- 3.4 The individual PDAG allocations are as set out in Appendix 2.
- 3.5 Following the appointment of the Cabinet, a programme of PDAGs has been devised for the Municipal Year as set out in Appendix 3. These meetings are scheduled prior

to each meeting of the Cabinet to enable the advisory function to be undertaken with the Cabinet Member.

3.6 In accordance with Part Three, paragraph 3.3.2 (k) of the Constitution, the Leader, in consultation with Group Leaders, has made appointments to the Outside Bodies, as detailed in Appendix 4.

3.7 Article 8 of the Constitution allows for in-year changes to Committees when there is a resignation and subsequent vacancy to fill. As such, Councillor Roger Noel has replaced Councillor Lynn Lambert on Licensing Committee and Councillor Lynn Lambert has replaced Councillor Roger Noel on Standards Committee.

## **4 Next Steps**

4.1 If approved, the Constitution and calendar of meetings will be updated accordingly.

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

5.1 Committee memberships have been discussed with Group Leaders.

## **6 Other Courses of Action Considered but Rejected**

6.1 None.

## **7 Resource Consequences**

7.1 Any work required to be undertaken to give effect to the recommendations contained in this report, will be undertaken in-house.

## **8 Legal Considerations and Implications**

8.1 The legal implications have been incorporated into this report. Otherwise, there are none.

## **9 Risk Assessment**

9.1 There are no risks identified in relation to the recommendations contained in this report.

## **10 Procurement implications**

10.1 None.

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

11.1 None.

**12 Environmental Implications**

12.1 None.

**13 Other Considerations**

13.1 None

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## 3.3 Delegation of Cabinet Functions by the Leader of the Council

**3.3.1** Cabinet Members are responsible for the functions set out below and may make **non-key** decisions within their portfolio of responsibilities. Individual Cabinet Members may not make decisions reserved elsewhere by this Constitution, including, but not limited to Key Decisions (which are reserved to Cabinet collectively) and Operational and Administrative Decisions (which will be made by Officers pursuant to this scheme of delegation, unless such officers seek a non-key decision pursuant to provision 3.4.20 below).

### 3.3.2 Functions of the Leader of the Council

- a) Co-ordination of strategy and policy on behalf of the Cabinet and overall responsibility for performance.
- b) Overall responsibility for the development, implementation and review of the Council's Corporate Plan.
- c) Monitoring the implementation of and compliance with the Council's Corporate Plan.
- d) Overall responsibility for the standards and methods of delivery to the public of the Council's services and their improvement.
- e) Overall responsibility for the development and proper functioning of partnerships with the public, private and voluntary sectors.
- f) Overall responsibility for community leadership.
- g) Overall responsibility for organisational development and business transformation.
- h) Overall responsibility for corporate health and safety.
- i) Appointing representatives to joint authorities, joint committees and other outside bodies unless the appointment is a Cabinet function or has been delegated by the Council.
- j) Provision of support and training to Members of the Council.
- k) Any other executive functions not specifically delegated or foreseen under this scheme.

### 3.3.3 Functions of the Cabinet Member for Climate Action and Nature Recovery

- a) Overall responsibility for championing the development, implementation and review of policies for ecology, wildlife and landscape in the district.
- b) Overall responsibility for the development, implementation and review of the Council's climate change, environment and sustainability policies and procedures.

- c) Overall responsibility for Wilder Horsham District.

### **3.3.4 Functions of the Cabinet Member for Local Economy and Place**

- a) Overall responsibility for strategic economic development.
- b) Overall responsibility for liaising with local businesses for the development of a strong local economy including sustaining and improving the retail experience across the District.
- c) Overall responsibility for liaising with outside bodies regarding the development, implementation and review of policies to develop and improve the economic dynamism of the District.
- d) Overall responsibility for liaising with outside bodies regarding the development and implementation of initiatives to improve skills and life long learning.
- e) Overall responsibility for retaining/expanding existing employment and to secure new jobs and investment: Making Horsham District more attractive for job creation and attracting new companies to come here.
- f) Overall responsibility for the development, implementation and review of the Council's strategy for tourism.
- g) Overall responsibility for the proper management of the Council's property assets including authorisation, subject to the key decision framework, of the acquisition, disposal and dealing with any property assets and the development, implementation and review of the Council's Asset Management Plan.
- h) Overall responsibility for the provision of facilities management to the Council's offices.
- i) Overall responsibility for work with the Horsham Town BID.
- j) Overall responsibility for the Growth Board/District Deal covering major projects in the town.
- k) Overall responsibility for local transport facilities including walking, cycling, bus, rail and road providers.
- l) Overall responsibility for the development and review of areas and policies defined in the Horsham Town Vision.

### **3.3.5 Functions of the Cabinet Member for Finance and Resources**

- a) Overall responsibility for the production of the draft budget and jointly with the Cabinet, its proposal to the Council.
- b) General supervision and control of the finances of the Council and the auditing of the Council's accounts.
- c) Overall responsibility for risk management throughout the Council.
- d) Overall responsibility for the administration of benefits.

- e) Overall responsibility for the Council's insurances.
- f) Overall responsibility for the development, implementation and review of policies for the procurement of services, supplies and works to the Council.
- g) Overall responsibility for the development, implementation and review of the Council's Information and Communication Technology Strategy.
- h) Overall responsibility for information management including data protection, data security, documents and records retention, environmental information, freedom of information, reuse of public sector information.
- i) Overall responsibility for the Council's Communication, Consultations and Complaints Strategies and their development, implementation and review.
- j) Overall responsibility for the development, implementation and review of the Council's strategy for on and off-street parking including the provision and management of the Council's car parks.
- k) The determination of applications for discretionary rate relief.
- l) The determination of requests for transfer of funds within budgets (virements) exceeding £100,000 but not exceeding £250,000.
- m) The writing off of debts in excess of £100,000.
- n) Responsibility for emergency planning and business continuity.

### **3.3.6 Functions of the Cabinet Member for Housing, Communities and Wellbeing**

- a) Overall responsibility for the discharge of the Council's functions relating to the allocation of housing and homeless services.
- b) Overall responsibility for the provision, management and maintenance of the Council's housing stock.
- c) Overall responsibility for working with voluntary sector organisations to promote and deliver the Council's priorities for the District's Communities.
- d) Overall responsibility for community safety issues including police liaison, local wardens and joint safety groups.
- e) Overall responsibility for the development, implementation and review of the Council's Crime and Disorder Reduction Strategy.
- f) Responsibility for liaison with the Parish and Neighbourhood Councils within the defined area.
- g) Overall responsibility for the development and championing, implementation and review of policies for social wellbeing, including those relating to people, local community needs, community transport and community development.

- h) Responsibility for securing the improvement of the health of those who live or work in the District.
- i) Responsibility of liaison with the Council's Affordable Housing Companies.
- j) The determination of applications for financial and other assistance, including voluntary sector funding and arrangements, excluding applications for discretionary rate relief.
- k) Overall responsibility for ensuring equality and diversity are included in all the Council's policies and services.

### **3.3.7 Functions of the Cabinet Member for Leisure, Culture and Green Spaces**

- a) Overall responsibility for the development, implementation and review of policies for the provision and promotion of leisure and recreational facilities and services.
- b) Overall responsibility for the development, implementation and review of policies for the provision and promotion of the arts, heritage and culture in the District.
- c) Overall responsibility for the development, implementation and review of policies for the provision and promotion of the Council's ground maintenance responsibilities.
- d) Overall responsibility for the development, management and maintenance of the Council's green spaces.
- e) Overall responsibility for the development, implementation and review of policies for community facilities in the District.
- f) Overall responsibility for the development, implementation and review of policies for the burial grounds and crematoria.
- g) Overall responsibility for HDC organised public events delivered to promote the District.
- h) The determination of applications for financial and other assistance within the portfolio's services.

### **3.3.8 Functions of the Cabinet Member for Environmental Health, Recycling and Waste**

- a) Overall responsibility for the development and review of the Council's priorities for environmental health.
- b) Overall responsibility for securing the development, implementation and review of the Council's policies and procedures for cleansing throughout the District.

- c) Overall responsibility for the development, implementation and review of the Council's policies and procedures for waste management, collection, recycling and disposal and associated education and enforcement.

### **3.3.9 Functions of the Cabinet Member for Planning and Infrastructure**

- a) Overall responsibility for the development and review of policies for and included in the Local Plan and the preparation, review and alteration of the Local Plan.
- b) Overall responsibility for the development, implementation and review of the Council's strategic housing policies, including for affordable housing.
- c) Overall responsibility for the Local Development Scheme (LDS) (Local Plan preparation timetable).
- d) Overall responsibility for managing the relationship with the utilities and infrastructure providers through the Infrastructure Delivery Plan.
- e) Overall responsibility to continue to maintain an up to date Statement of Community Involvement (SCI) and Authority Monitoring Report (AMR).
- f) Overall responsibility for development management not being the responsibility of the Planning Committees.
- g) Overall responsibility for the planning aspects of major developments not being the responsibility of the Planning Committees.
- h) Overall responsibility for the setting, review, collection and distribution of the Community Infrastructure Levy (CIL).
- i) Overall responsibility for Building Control.

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**PDAG MEMBERSHIPS****CLIMATE ACTION & NATURE RECOVERY PDAG**

<p><b><u>Liberal Democrat (6) including cabinet</u></b>  <u>Member:</u>  <b>Cllr Colette Blackburn</b>  Cllr Peter van der Borgh  Cllr Chris Franke  Cllr Nick Grant  Cllr Dennis Livingstone  Cllr John Trollope</p>	<p><b><u>Conservative (2):</u></b>  Cllr Roger Noel  Cllr Josh Potts</p> <p><b><u>Green (2):</u></b>  Cllr Emma Beard  Cllr Claudia Fisher</p> <p><b><u>Independent (1):</u></b>  Cllr Malcolm Eastwood</p>
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**ENVIRONMENTAL HEALTH, RECYCLING & WASTE PDAG**

<p><b><u>Liberal Democrat (7) including cabinet</u></b>  <u>Member:</u>  <b>Cllr Jay Mercer</b>  Cllr James Brookes  Cllr Nick Grant  Cllr Kasia Greenwood  Cllr Warwick Hellowell  Cllr Jonathan Taylor  Cllr Mike Wood</p>	<p><b><u>Conservative (2):</u></b>  Cllr Philip Circus  Cllr Lynn Lambert</p> <p><b><u>Green (2):</u></b>  Cllr Emma Beard  Cllr Joan Grech</p>
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**FINANCE & RESOURCES PDAG**

<p><b><u>Liberal Democrat (5) including cabinet</u></b>  <u>Member:</u>  <b>Cllr Mark Baynham</b>  Cllr Tony Bevis  Cllr Tony Frankland  Cllr Warwick Hellowell  Cllr Mike Wood</p>	<p><b><u>Conservative (3):</u></b>  Cllr Paul Clarke  Cllr Tony Hogben  Cllr Richard Landeryou</p> <p><b><u>Green (2):</u></b>  Cllr Mike Croker  Cllr Len Ellis-Brown</p> <p><b><u>Independent (1):</u></b>  Cllr Malcolm Eastwood</p>
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**HOUSING, COMMUNITIES & WELLBEING PDAG**

<p><b><u>Liberal Democrat (6) including cabinet</u></b>  <u>Member:</u>  <b>Cllr Sam Raby</b>  Cllr Sam Bateman  Cllr Tony Bevis  Cllr Chris Franke  Cllr Jay Mercer  Cllr Colin Minto</p>	<p><b><u>Conservative (3):</u></b>  Cllr Philip Circus  Cllr Liz Kitchen  Cllr Tricia Youtan</p> <p><b><u>Green (2):</u></b>  Cllr Jon Campbell  Cllr Claudia Fisher</p>
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**LEISURE, CULTURE & GREEN SPACES PDAG**

<p><b><u>Liberal Democrat (7) including cabinet</u></b>  <u>Member:</u>  <b>Cllr Jon Olson</b>  Cllr Sam Bateman  Cllr James Brookes  Cllr Nigel Emery  Cllr Tony Frankland  Cllr Jonathan Taylor  Cllr Clive Trott</p>	<p><b><u>Conservative (2):</u></b>  Cllr Roger Noel  Cllr Josh Potts</p> <p><b><u>Green (2):</u></b>  Cllr Emma Beard  Cllr Jon Campbell</p>
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**LOCAL ECONOMY & PLACE PDAG**

<p><b><u>Liberal Democrat (7) including cabinet</u></b>  <u>Member:</u>  <b>Cllr Ruth Fletcher</b>  Cllr Mark Baynham  Cllr Nigel Emery  Cllr Alexander Jeffery  Cllr Joanne Knowles  Cllr Colin Minto  Cllr John Trollope</p>	<p><b><u>Conservative (3):</u></b>  Cllr Paul Clarke  Cllr Tony Hogben  Cllr Richard Landeryou</p> <p><b><u>Green (1):</u></b>  Cllr Jon Campbell</p>
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**PLANNING & INFRASTRUCTURE PDAG**

<p><b><u>Liberal Democrat (5) including cabinet</u></b>  <u>Member:</u>  <b>Cllr John Milne</b>  Cllr Peter van der Borgh  Cllr Joanne Knowles  Cllr Alexander Jeffery  Cllr Clive Trott</p>	<p><b><u>Conservative (3):</u></b>  Cllr Philip Circus  Cllr Liz Kitchen  Cllr Lynn Lambert</p> <p><b><u>Green (2):</u></b>  Cllr Mike Croker  Cllr Len Ellis-Brown</p> <p><b><u>Independent (1):</u></b>  Cllr Malcolm Eastwood</p>
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## **PROGRAMME OF POLICY DEVELOPMENT ADVISORY GROUP MEETINGS**

### **2023/24 MUNICIPAL YEAR**

All PDAG meetings are scheduled to take place virtually on the dates listed. The first meeting of the year will commence at 5.30pm and the PDAG will agree the time of subsequent meetings at that first meeting.

#### **CLIMATE ACTION & NATURE RECOVERY PDAG**

- Wednesday 5 July
- Thursday 7 September
- Wednesday 15 November
- Thursday 4 January
- Wednesday 6 March

#### **ENVIRONMENTAL HEALTH, RECYCLING & WASTE PDAG**

- Thursday 13 July
- Thursday 21 September
- Thursday 16 November
- Thursday 18 January
- Thursday 14 March

#### **FINANCE & RESOURCES PDAG**

- Monday 10 July
- Monday 18 September
- Monday 13 November
- Monday 15 January
- Monday 11 March

#### **HOUSING, COMMUNITIES & WELLBEING PDAG**

- Thursday 6 July
- Thursday 14 September
- Thursday 9 November
- Thursday 11 January
- Thursday 7 March

#### **LEISURE, CULTURE & GREEN SPACES PDAG**

- Tuesday 11 July
- Tuesday 26 September
- Tuesday 14 November
- Wednesday 17 January
- Tuesday 12 March

### **LOCAL ECONOMY & PLACE PDAG**

- Monday 3 July
- Monday 11 September
- Monday 6 November
- Monday 8 January
- Monday 4 March

### **PLANNING & INFRASTRUCTURE PDAG**

- Tuesday 27 June
- Tuesday 12 September
- Tuesday 31 October
- Wednesday 10 January
- Tuesday 27 February

**REPRESENTATION ON OUTSIDE BODIES – To be appointed by the Cabinet**

<b>BODY</b>	<b>REPRESENTATIVES Appointed to May 2027</b>
Gatwick Airport Consultative Committee	Cllr Liz Kitchen
Gatwick Greenspace Group	Cllr Jon Olson
High Weald Area of Outstanding Natural Beauty Joint Advisory Committee	Cllr Sam Raby
Horsham in Bloom Committee	Cllr Jon Olson
iESE	Cllr Mark Baynham
PATROL (Parking & Traffic Regulations Outside London) Adjudication Joint Committee	Cabinet Member Cllr Mark Baynham
Police and Crime Panel	Cllr Mark Baynham (substitute Cllr Sam Raby)
South Downs National Park Authority	Cllr Joan Grech
South East Employers' Association	Cllr Ruth Fletcher
South East Reserve Forces Cadets Association	Cllr Clive Trott
Springboard Project	Cllr Sam Raby
WSCC Health and Adult Social Care Scrutiny Committee	Cllr Tony Bevis
West Sussex Rural Partnership & Forum	Cllr Ruth Fletcher
Wey and Arun Canal Trust Liaison Group support@weyandarun.co.uk	Cllr Tony Bevis
Horsham Community Safety Partnership (Not an outside body - HDC is one of seven statutory partners)	Cllr Sam Raby

Continued/...

## COUNCIL APPOINTMENTS

<b>BODY</b>	<b>REPRESENTATIVE</b>
Local Government Association General Assembly	Leader
Court of the University of Sussex (annual)	Chairman of Council (substitute Member: Vice-Chairman of Council)

## Report to Council

Wednesday, 21 June 2023

By Robert Laban, Head of HR&OD

**DECISION REQUIRED**



Not Exempt

### Pay Policy Statement – 2023/24

#### Executive Summary

The Localism Act 2011 set out a provision that requires local authorities to prepare and publish an Annual Pay Policy.

#### Recommendations

The Council is recommended:

- i) To approve the Pay Policy 2023/24 for publication.

#### Reasons for Recommendations

- i) To comply with the requirements of the Localism Act 2011, to publish an approved pay policy.

#### Background Papers

The Pay Policy Statement for the Financial Year 2023/24.

## **Background Information**

### **1 Introduction and Background**

- 1.1 The Localism Act 2011 set out a provision in section 40 that requires local authorities to prepare and publish an Annual Pay Policy. The Pay Policy Statement refers to all employees.
- 1.2 The Pay Policy Statement has been updated to comply with the requirements of the Act and to incorporate changes to pay points as a result of the nationally agreed pay settlement and increases in the Living Wage (Foundation), the National Living Wage and the various bands of the National Minimum Wage (applicable to casual employees below the age of 23 in some grades only).

### **2 Relevant Council policy**

- 2.1 The Council Policy on Senior Pay follows the Joint Negotiating Committee for Chief Executives and the Joint Negotiating Committee for Chief Officers. The Council Policy in relation to other members of staff follows the National Joint Council for Local Government Services.

### **3 Details**

- 3.1 The Pay Policy Statement must be approved annually by Council and be published on its website.
- 3.2 The Pay Policy Statement must set out the Council's policies relating to:
  - Chief Officer remuneration
  - Remuneration of its lowest paid employees
  - The relationship between Chief Executive Officer remuneration and that of other staff.

### **4 Next Steps**

- 4.1 Once approved, the Pay Policy Statement for 2023/24 will be published on the Council's website.

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

- 5.1 No consultation has taken place, as there are no changes to the council's Pay Policy Statement, other than the annual update of pay ratios and pay rates.

### **6 Other Courses of Action Considered but Rejected**

- 6.1 No other courses of actions needed to be considered.

### **7 Resource Consequences**

- 7.1 The Council's Pay Policy Statement draws together existing local policies relating to pay and reward. The financial implications of these policies were considered at the time they were established. Any annual uplifts in pay are nationally determined and must be implemented in line with employees' contracts of employment.

## **8 Legal Considerations and Implications**

- 8.1 The Localism Act 2011 provisions in relation to "Pay Accountability" sets out the requirements for Councils to determine and publish annual pay policy statements.

## **9 Risk Assessment**

- 9.1 There are no risks identified.

## **10 Procurement implications**

- 10.1 Not applicable.

## **11 Equalities and Human Rights implications / Public Sector Equality Duty**

- 11.1 The Council Policy for all staff groups follows the respective national Joint Negotiating Committees or is determined at local level through collective bargaining and agreement. Relevant Impact Assessments are being made as part of changes to pay and grading in the context of those reviews.

## **12 Environmental Implications**

- 12.1 There are no environmental implications.

## **13 Other Considerations**

- 13.1 The government's agenda of greater transparency and accountability sets out that councils must publish a list of posts with a numeration of £50,000 and above. To ensure data protection within these parameters, the council is publishing job titles only, plus the range of the respective grades.

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# Pay Policy Statement Financial Year 2023 - 2024



Horsham  
District  
Council

## Aim

The purpose of Horsham District Council's approach to pay and reward is to balance affordability and value for money with achieving the following aims:

1. Recruit and retain appropriately experienced and qualified employees.
2. Pay at competitive rates.
3. Increase motivation and drive service improvements.
4. Comply with equal pay legislation.

## Definitions

The following definitions will apply for this policy: -

- **'Pay'** in addition to salary includes charges, fees, allowances, benefits in kind, increases/enhancements to pension entitlements, and severance payments.
  - **'Chief Officer'** refers to the following roles within Horsham District Council: -
    - Chief Executive\*, also Head of Paid Service <sup>(1)</sup>
    - Director of Corporate Resources\*, also s.151 Officer<sup>(1)</sup>
    - Director of Community Services\*
    - Director of Place\*
    - Head of Legal and Democratic Services, also Monitoring Officer<sup>(1)</sup>
- \* Members of the Council's Senior Leadership Team (SLT)  
<sup>(1)</sup> Statutory Officer
- **'Lowest paid employees'** refers to those employees employed on pay Grade 2, spinal column point 7, which is the lowest grade of the Council's pay framework, apart from the National Minimum and National Living Wages. Grade 1 is no longer in use, as those pay points had become uncompetitive.
  - **'Employee who is not a Chief Officer'** refers to all employees that are not covered under the 'Chief Officer' group above.

# Pay Framework and Remuneration Levels

## General approach

Remuneration at all levels needs to be adequate to secure and retain high-quality employees, dedicated to fulfilling the Council's business objectives and delivering services to the public. This must be balanced by ensuring remuneration is not, nor is seen to be, unnecessarily excessive. Consideration also needs to be given to other non-salary benefits provided to employees.

## Responsibility for decisions on remuneration

Decisions for remuneration for all employees are determined by their manager in consultation with the relevant Director and following the process and principles of the council's agreed Hay job evaluation scheme.

## Salary and pay framework

The spinal column points (scp) and monetary values are set nationally by the National Joint Council (NJC) for Local Government services. Pay grades are set locally. The broad Pay and Grading structure was agreed by the then Personnel Committee on 23<sup>rd</sup> July 2014.

There are 14 Pay grades

- G2 to G10
- SM2 – SM4 (Senior Manager)
- Director
- Chief Executive

The salary ranges for each of the Grades are detailed in the appended table on Employee Rates of Pay.

Each employee will be on one of the 14 grades based on the pay grade evaluation of their role. Each Pay grade comprises of several salary points. New employees will normally be appointed on the lowest point of the grade for the role and can progress to the salary maximum of their pay grade, subject to satisfactory performance.

Pay awards are considered annually for all employee categories in negotiation with their relevant national bodies of Trades Unions and Employers' representatives.

**Employees who are not Chief Officers** received a pay award of £1,925 from April 2022 on all pay points.

**Chief Officers** and the **Chief Executive Officer** received the same award.

The pay awards for 2023/24 are still under negotiation at national level.

# Remuneration

## **Salaries**

Salaries are annual and paid in 12 equal monthly instalments.

### **“Lowest paid employees”**

For this statement, each “lowest paid employee” is paid on Grade 2, scp 7, which is £11.59 per hour, which is above the current National Living Wage (NLW) of £10.42 (where employees are 23 years of age and above) and the National Living Wage (Foundation) of £10.90. Grade 2 will be adjusted should the National Living Wage (Foundation) rise above that level.

Casual workers are paid at least the National Minimum Wage (NMW) for their relevant age group where they are aged below 23 and the National Living Wage where they are 23 years of age and above. In addition, the Council employs apprentices in line with agreed apprentice schemes. Apprentices are paid at least the National Living Wage.

## **Other pay elements**

Other pay elements include:

- Employer’s pension contribution
- Essential User Car Allowance (Nationally agreed “Green Book” rates)
- Mileage Allowance in line with the HMRC Approved Mileage Allowance Payments
- One Professional subscription (where this is required for the function of the role)
- Election fees, in the case of the Chief Executive, Director of Resources and the Monitoring Officer.

Election fees are set nationally and locally depending on the type of elections and can vary according to the size of the electorate and number of postal voters; they are separate to salaries for additional election duties.

The salary bands for Directors and Chief Executive include the requirement for out of hour work and to provide a vehicle for work, if so required. A vehicle allowance of £760 p.a. is payable to compensate for travels within district. Travels outside the district will be paid in line with the HMRC Approved Mileage Allowance Payments.

## **New starters joining the Council**

New employees to the Council will normally be appointed to the first point of the salary range for their pay grade. Where a candidate’s current employment package would make the first point of the salary range unattractive (and this can be demonstrated by the applicant in relation to current earnings) or where the employee already operates at a level commensurate with a higher salary, a higher starting pay point within the range for the grade may be considered by the recruiting manager. The candidate’s level of skill and experience should be consistent with that of other employees in a similar position on the salary range.

Any proposal to offer a new senior appointment on terms and conditions that includes a total remuneration package of £100,000 or more, including salary, fees, allowances, and any benefits in kind to which the officer would be entitled because of their employment (but excluding employer’s pension contributions), will be referred to full Council for approval.

## **Market Supplements**

The Council has a policy on the use of market supplements. In professions where there is a particular skills shortage, as a temporary arrangement, it may be necessary to consider a market premium to attract and retain high quality employees. Market supplements can be applied to existing employees and/ or to new employees. The final decision as regards any discretion lies with the Chief Executive.

### **Pension**

All employees are automatically enrolled in the Local Government Pension Scheme unless they choose to opt out.

### **Severance Payments**

The Organisational Change Framework includes details of the general principles of Organisational Design and details of redeployment, redundancy, and early retirements.

All severance payments in excess of £100,000 will be voted on at a meeting of Full Council. This will be reviewed in line with any statutory cap that may arise from regulations on Public Sector Exit Payments.

### **Relationship between remuneration of “Chief Executive” and “employees who are not Chief Officers”**

The ratio between the highest paid employee and the median average salary of the whole of the Council’s workforce is 4.2.

The ratio between the highest paid employee and the lowest paid employee is 5.5.

### **Publication of information regarding remuneration of employees over £50,000**

The remuneration details of employees earning over £50,000 are included in the annual accounts and published [here](#).

This document is available in alternative formats upon request.

Please contact HR&OD on 01403 215133 or [HR@horsham.gov.uk](mailto:HR@horsham.gov.uk).

NMW / NLW With effect from 1 April 2022				NMW / NLW With effect from 1 April 2023	
Annual Salary	Hourly Rate	Grade	SCP	Annual Salary	Hourly Rate
9280	4.81	NMW	U18	10187	5.28
13180	6.83		18-20	14450	7.49
17711	9.18		21-22	19640	10.18
18328	9.50	NLW	23+	20103	10.42
NJC with effect from 1 April 2021				NJC with effect from 1 April 2022	
20444	10.60	G2	7	22369	11.59
20852	10.81		8	22777	11.81
21269	11.02	G3	9	23194	12.02
22129	11.47		11	24054	12.47
22571	11.70		12	24496	12.70
23484	12.17		14	25409	13.17
23953	12.42	G4	15	25878	13.41
24920	12.92		17	26845	13.91
25927	13.44		19	27852	14.44
26446	13.71		20	28371	14.71
27514	14.26	G5	22	29439	15.26
28226	14.63		23	30151	15.63
29174	15.12		24	31099	16.12
30095	15.60		25	32020	16.60
30984	16.06	G6	26	32909	17.06
31895	16.53		27	33820	17.53
32798	17.00		28	34723	18.00
33486	17.36		29	35411	18.35
34373	17.82	G7	30	36298	18.81
35336	18.32		31	37261	19.31
36371	18.85		32	38296	19.85
37568	19.47		33	39493	20.47
38553	19.98	G8	74	40478	20.98
39905	20.68		75	41830	21.68
41256	21.38		76	43181	22.38
42614	22.09		77	44539	23.09
43570	22.58	G9	78	45495	23.58
44933	23.29		79	46858	24.29
46297	23.99		80	48222	24.99
47665	24.71		81	49590	25.70
48509	25.14	G10	82	50434	26.14
49589	25.70		83	51514	26.70
50671	26.26		84	52596	27.26
53614	27.79	SM2	87	55539	28.79
55759	28.90		88	57684	29.90
57998	30.06		89	59923	31.06
60309	31.26		90	62234	32.26
63324	32.82	SM3	91	65249	33.82
66492	34.46		92	68417	35.46
69816	36.19		93	71741	37.19
73306	37.99	SM4	94	75231	38.99
76971	40.00		95	78896	40.89
80147	41.54		96	82072	42.54
94270	48.86	DIR	97	96195	49.86
97657	50.62		98	99582	51.62
101269	52.50		99	103194	53.49

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## Report to Council

21 June 2023

By the Head of HR & Organisational Development

**DECISION REQUIRED**



**Horsham  
District  
Council**

Not Exempt

### Appointment of the Head of Legal and Democratic Services and Monitoring Officer

#### Executive Summary

The purpose of this report is to seek approval for the appointment of the Head of Legal and Democratic Services and Monitoring Officer under Section 5 of the Local Government and Housing Act 1989.

#### Recommendations

That the Council is recommended to:

- i) note the Employment Committee nomination of Lauren Kelly as the Head of Legal and Democratic Services and Monitoring Officer;
- ii) agree the appointment of Lauren Kelly to the position of Head of Legal and Democratic Services with effect from 22 June 2023, at a starting salary of £75,231 p.a. up to £82,072 (subject to national cost of living awards);
- iii) agree the designation of Lauren Kelly as Monitoring Officer of Horsham District Council with effect from 22 June 2023.

#### Reasons for Recommendations

- i) To make a permanent appointment to the position of Head of Legal and Democratic Services.
- ii) To comply with the provision of Section 5 of the Local Government and Housing Act 1989 in respect of the appointment of the Monitoring Officer.

**Background Papers:** None

**Wards affected:** All

**Contact:** Robert Laban, Head of Human Resources and Organisational Development, 01403 215406.

## **Background Information**

### **1 Introduction and Background**

- 1.1 To ensure a timely and smooth transition to the Head of Legal and Democratic Services and Monitoring Officer role, following the departure of the previous postholder to a Director position at another Council, Council accepted the recommendation of the Employment Committee to appoint Lauren Kelly as the interim Head of Legal and Democratic Services and Monitoring Officer, at its meeting on 14 December 2022, with effect from 2 January 2023.
- 1.2 It was agreed that the interim post is for a period of six months, in which to start the appointment process to the permanent role, and as necessary until such date as a permanent appointment is made and the appointee commences their duties.

### **2 Details**

- 2.1 The Council is required to comply with the provision of Section 5 of the Local Government and Housing Act 1989 in respect of the appointment of the Monitoring Officer.
- 2.2 The Monitoring Officer has the specific duty to ensure that the council, its officers and its elected members maintain the highest standard of conduct in all they do.
- 2.3 The Monitoring Officer has three main roles:
  - to report on matters they believe are, or are likely to be, illegal or amount to maladministration;
  - to be responsible for matters relating to the conduct of councillors and officers; and
  - to be responsible for the operation of the council's constitution.
- 2.4 The Employment Committee previously took advice on the process to appoint to senior roles from Solace, which set out the challenging market for such roles. Their research had shown that suitable candidates are scarce, exacerbated as a consequence of the pandemic, which has seen increased appreciation of work-life balance and hybrid working, with many senior professionals re-evaluating whether the next step up the career ladder is their priority. It took a neighbouring West Sussex council three attempts to fill their Monitoring Officer role in 2021. Recent research from Penna, one of the largest suppliers of executive staff to the public sector, published in April 2023 in the Municipal Journal, showed that “the year 2022 saw unprecedentedly high levels of vacancies for Monitoring Officers, with 58 such roles being advertised — more than the previous three years combined. This has resulted in a major battle for legal professional talent in an already challenging market, with senior legal recruitment fast becoming one of the toughest markets in local government.” As the trend has continued into 2023, “organisations must approach the market with a high degree of realism.”
- 2.5 Given that state of the market, but more so, having a strong internal candidate in Lauren Kelly, who has successfully acted up for a six-month period and served as



deputy Monitoring Officer at Horsham District Council since 2019, the Employment Committee decided to offer the permanent Head of Legal and Democratic Services and Monitoring Officer roles to Lauren Kelly, subject to Council's agreement.

2.6 A summary of Lauren Kelly's career history is attached as Appendix 1.

### **3 Views of the Policy Development Advisory Group and outcome of consultations**

3.1 Not applicable

### **4 Other courses of action considered but rejected**

4.1 To advertise nationally for the position and undergo a full recruitment and selection process at a projected cost of £25,000. Alternatively, a lower cost approach to advertising on social media channels and a slimmed down selection process at a projected cost of £10,000. As set out in section 2, above, these possible actions were rejected, given the state of the market, and having a strong internal candidate.

### **5 Resource Consequences**

5.1 There are no additional resource consequences.

### **6 Legal Considerations and Implications**

6.1 Legal requirements have been complied with, as listed in section 2, above.

### **7 Risk assessment**

7.1 Not applicable.

### **8 Procurement implications**

8.1 There are no procurement issues, as this is an internal process.

### **9 Equalities and Human Rights implications / Public Sector Equality Duty**

9.1 As this is an internal process of appointing the Head of Legal and Democratic Services and Monitoring Officer to the permanent position, there is no relevant equality legislation to be considered.

9.2 An Equalities Impact Assessment is not applicable.

### **10 Environmental implications**

10.1 Not applicable

### **11 Other considerations**

11.1 GDPR/ Data Protection does not apply in respect of salary details, as salaries of senior staff are subject to being published under the open data, transparency and accountability agenda; there are no other considerations.

## **Appendix 1**

Lauren Kelly

BA, European Business and French

Qualified Solicitor, College of Law, Guildford

### **Career History**

- Jan 2023 to June 2023 Interim Head of Legal and Democratic Service & Monitoring Officer, Horsham District Council
- 2019 to 2022: Principal Lawyer, Property and Contracts, Deputy to the Monitoring Officer, Horsham District Council
- 2018 - 2019: Senior Lawyer, Property, Horsham District Council
- 2016 – 2018: Solicitor, asb Law LLP, Crawley
- 2006 – 2016: Solicitor, Gordon Dadds LLP, London
- 2004 – 2006: Trainee Solicitor, Forsters LLP, London

Motion for consideration by Council on 21 June 2023

**Proposed by Councillor Mike Croker**

This Council declares a Climate and Ecological Emergency, based on the International Panel on Climate Change's AR6 Synthesis Report of March 2023 which states that humanity is in the midst of a crisis entirely of its own making. This crisis has already resulted in a global surface temperature rise of 1.1°C, affecting many weather and climate extremes in every region across the globe, leading to widespread adverse impacts and related losses, including damage to nature and people.

We welcome the recent statement on the climate emergency and biodiversity crisis from our new council leader that “taking real action to combat these will not only be an immediate priority but will also be an ever-present consideration in all that we do throughout this term and beyond”.

In response to this rallying call, this Council accepts the inadequacy of the climate related motion it passed in June 2019 and, leading by example, will significantly increase the rate of carbon reduction associated with its own corporate plan to achieve carbon neutrality for its direct emissions by 2030 and indirect emissions by 2050.

Recognising the delay that has already occurred in encouraging meaningful carbon reductions across the District (to achieve District-wide Carbon Net Zero by 2050), this Council wishes to see the draft Climate Action Strategy (approved by Cabinet on 24 March 2023) subjected to meaningful community engagement forthwith, along with the rapid development of an appropriate and proportionate action plan to engage, activate and support residents in this joint quest.

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