

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