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Annual Council Meeting

Wednesday, 24th May, 2017 at 6.00 pm
Conference Room, Parkside, Chart Way, Horsham

To: All Members of the Council

(Please note that prayers will be taken by Father David Bouskill, Vicar of Holy Trinity Church, Horsham before the meeting commences)

You are summoned to the meeting to transact the following business

Tom Crowley
Chief Executive

Agenda

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1. **Apologies for absence**
2. **To elect a Chairman of the Council for the ensuing year**
3. **To move a vote of thanks to the retiring Chairman**
4. **To appoint a Vice-Chairman of the Council for the ensuing year**
5. **Announcements**
To receive any announcements from the Chairman of the Council, the Leader, Members of the Cabinet or the Chief Executive
6. **To appoint the Overview and Scrutiny Committee of the Council for the year (15 Members of the Council)**
*(Note: 1. The Overview and Scrutiny Committee has the functions set out in Article 6 of the Council's Constitution.
2. Neither Cabinet members nor the Chairman of the Council may be members of Overview and Scrutiny Committees.
3. Political balance is determined by reference to the political balance on the Council as a whole.)*
7. **Constitution of the Planning and Employment Committees**
Pursuant to the provisions of Section 17 (1) of the Local Government and Housing Act 1989, to approve arrangements for the Planning and Employment Committees to be constituted as set out in 8 and 9(b) below respectively rather than political balance

8. **To appoint the Planning Committees of the Council for the year, as follows:**

- (a) Planning Committee (North)
All Ward Members for the area of the Committee, namely: Horsham (unparished area) and the parishes of Broadbridge Heath, Colgate, Itchingfield, Lower Beeding, North Horsham, Nuthurst, Rudgwick, Rusper, Slinfold, Southwater and Warnham together with the Cabinet Member with responsibility for Planning and Development and the Chairman of the Planning Committee (South).
- (b) Planning Committee (South)
All Ward Members for the area of the Committee, namely: the parishes of Amberley, Ashington, Ashurst, Billingshurst, Bramber, Coldwaltham, Cowfold, Henfield, Parham, Pulborough, Shermanbury, Shipley, Steyning, Storrington & Sullington, Thakeham, Upper Beeding, Washington, West Chiltington, West Grinstead, Wiston and Woodmancote together with the Cabinet Member with responsibility for Planning and Development and the Chairman of the Planning Committee (North).

9. **To appoint the following ordinary Committees of the Council for the year:**

- (a) Audit Committee (7 Members of the Council)
- (b) Employment Committee (3 Members of the Council (Chairman of the Council, Leader of the Council and Leader of the Minority Group plus a substitute pool of five additional Members (3 Conservative and 2 Liberal Democrat))
- (c) Governance Committee (9 Members of the Council (including the Chairman of the Council, the Chairman of the Overview and Scrutiny Committee and one Member of the Cabinet))
- (d) Licensing Committee (15 Members of the Council)
- (e) Standards Committee (7 Members of the Council (including the Chairman of the Council and one member of the Cabinet)
(Note: Plus two Parish Council Representatives nominated by the Horsham Association of Local Councils (one to be appointed at this meeting (see agenda item 12 below) and one already appointed) and two independent persons already co-opted)

(Note: Political balance on ordinary committees is calculated by reference to the aggregate number of seats on all ordinary committees.)

10. **To appoint Members to the following Joint Committees:**

- (a) Henfield Commons Joint Committee (3 Members of the Council)
(Note: The two Members for the Henfield Ward and one Member from the Bramber, Upper Beeding & Woodmancote Ward)
- (b) CenSus Joint Committee
2 Cabinet Members

11. **To appoint Members to the Cabinet Members' Policy Development Advisory Groups and agree their programme of meetings for the year**

12. **Appointment of a Parish Representative to the Standards Committee**

5 - 8

13. **Ordinary meetings of the Council**

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

Wednesday 21st June 2017
Wednesday 6th September 2017
Wednesday 18th October 2017
Wednesday 6th December 2017
Wednesday 21st February 2018
Wednesday 25th April 2018
Wednesday 23rd May 2018 (Annual Meeting)

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

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Report to Council

24 May 2017

By the Monitoring Officer

DECISION REQUIRED



**Horsham
District
Council**

Not Exempt

Appointment of Parish Representative to the Standards Committee

Executive Summary

This report is to appoint a Parish Representative to the Standards Committee to replace Parish Councillor Kieran Diamond who resigned from the Committee on the 1 May 2017.

Recommendation

1. That Council appoints Mr Philip Baxter of Shipley Parish Council to serve as Parish Representative on the Standards Committee for a term of office ending on the fourth day after the District Council Elections in May 2019.

Reasons for Recommendations

To fill the Parish Representative vacancy on the Standards Committee that was created following the resignation of Parish Councillor Kieran Diamond.

Background Papers

Council Agenda and minutes 15 May 2012.

Wards affected: All

Contact: Paul Cummins, Head of Legal and Democratic Services (Monitoring Officer)
ext 5435

Background Information

1 Establishment of the Standards Committee

- 1.1 On 15 May 2012 Full Council resolved to establish a Standards Committee in fulfilment of the 'standards' requirements under the Localism Act 2011. Full Council resolved that membership of the Standards Committee should include two parish representatives nominated by the Horsham Association of Local Councils (HALC).
- 1.2 The two Parish Representatives are Co-Opted non-voting Members of the Standards Committee. Their role on the Committee includes, in particular, advising the Committee on Parish issues and complaints against Parish Councillors.

2 Relevant Council policy

- 2.1 The Council's policy for dealing with member complaints is detailed on the standards pages of the Council website.

3 Details

- 3.1 One of the existing Parish Representatives Parish Councillor Kieran Diamond resigned from the Committee effective from 1 May 2017 thereby creating a vacancy on the Committee.
- 3.2 HALC was, therefore, contacted by the Monitoring Officer to nominate a new Parish Representative for the Standards Committee.
- 3.3 At its meeting on the 27 April 2017 HALC nominated Parish Councillor Philip Baxter of Shipley Parish Council.

4 Next Steps

- 4.1 If Full Council make the appointment then Parish Councillor Philip Baxter will serve as a Parish Representative on the Standards Committee until May 2019.

5 Outcome of Consultations

- 5.1 The nomination is made by HALC which represents all Parish and Town Councils in the Horsham area.

6 Other Courses of Action Considered but Rejected

- 6.1 To hold a vacancy on the Standards Committee but this would not comply with the wishes of Full Council who created the role with the intention of it being filled.

7 Resource Consequences

- 7.1 Parish Representatives receive an allowance which currently stands at £1250 pa (as recommended by the Independent Remuneration Panel). The appointment fills a vacancy and therefore is within budget.

8 Legal Consequences

8.1 The legal consequences are contained within the body of the report.

9 Risk Assessment

9.1 If the Council does not appoint Parish Representatives to the Standards Committee it would not be able to process Parish Member complaints in accordance with its own procedures.

10 Other Considerations

10.1 Recruiting a Parish Representative and retaining an enforceable Code of Conduct supports the Council's obligation to deal with complaints fairly and proportionately.

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