



22 May 2023

Dear Members

Full Council - 22 May 2023

I am now able to enclose, for consideration, the following reports at the above meeting that were unavailable when the agenda was printed.

Item No	Item
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6	<u>Announcements (Pages 3 - 10)</u>
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To receive any announcements from the Chair of the Council or the Chief Executive.

A list of the Chair of the Council's engagements for the last municipal year, May 2022 to May 2023, are attached for information.

10	<u>Appointments Report (Pages 11 - 22)</u>
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- a) To note the Leader of the Council's appointments to Cabinet, the individual areas of responsibility allocated to the Cabinet and the allocation of those areas of responsibility to the members of the Cabinet (to be reported verbally by the Leader at the meeting); and
- b) To consider and determine proposals set out in the report of the Head of Democratic Services.

Yours sincerely

Committee Services

committees@lewes-eastbourne.gov.uk

01323 410000

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Agenda Item 6



Lewes District Council

Southover House
Southover Road
Lewes
East Sussex BN7 1AB

Civic & Member Services Officer: 01273 085030

CHAIR Councillor Adrian Ross

**VICE-CHAIR
Councillor Graham Amy**

caroline.hanlon@lewes-eastbourne.gov.uk

CHAIR'S ENGAGEMENTS 23 May 2022 – 22 May 2023

Date	Time	Event
2022		
Wednesday 25 May	6pm	Chair: To attend Private View of Frank Brangwyn: The Skinners' Murals at Ditchling Museum of Art + Craft, Ditchling
Thursday 26 May	11.30-12.30	Chair: To attend the opening of new Retirement village in South Chailey
Friday 27 May	6pm – 8pm	Chair: To attend Depot Cinema's 5 th Anniversary Celebrations, Depot Cinema Lewes
Saturday 4 June	2.30pm	Chair and Consort: to attend a Service of Thanksgiving to Celebrate the Platinum Jubilee of HM Queen Elizabeth II at Chichester Cathedral
Saturday 11 June	7.30pm	Vice-Chair: To attend Peacehaven Players' performance of 'Lights Out Over London' at the Meridian Centre, Peacehaven

Saturday 11 June	9am – 11am	Chair: To attend Walk for Wards at Glynde Estate, near Lewes. Chair to open the event, set participants off on their chosen distance and to hand out medals at the end of the walks.
Monday 20 June	3.50pm	Chair: To attend Armed Forces Day flag raising ceremony at County Hall, St Anne's Crescent, Lewes
Monday 20 June	4pm – 6pm	Chair: To attend a reception with the Lord-Lieutenant, at Westfield House, County Hall, St Anne's Crescent, Lewes
Sunday 3 July	4.40pm for 5pm	Chair and Consort: To attend St Johns Sussex Service of Thanksgiving and Dedication at Arundel Cathedral
Sunday 10 July	10.30	Chair: To attend Sea Sunday Service in support of the Mission to Seafarers, St Andrew's Church in Bishopstone
Wednesday 13 July	2.45pm to 4pm	Chair: To officially open the new playground at Firle Church of England Primary School, Firle
Wednesday 20 July	4pm	Chair: To attend the Bishop of Chichester's afternoon Reception in the Garden of the Bishop's Palace, Canon Lane, Chichester, followed by Evensong at 5.30pm in the Cathedral
Thursday 21 July	3.30pm – 5pm	Chair: To attend Fitzjohns Foodbank's summer tea party at Christ Church, Lewes
Thursday 21 July	5pm	Chair: To attend Summer drinks to celebrate the beauty of Cuckmere Haven hosted by the community at Cuckmere
Tuesday 2 August	12pm	Vice-Chair: To attend the opening of the 'Darkness into Light' exhibition to mark the 75 th Anniversary of Alcoholics Anonymous at Eastbourne Public Library
Sunday 14 August	12.30pm	Vice-Chair: To attend the 80th Anniversary of the Dieppe Raid Commemorations in Newhaven

18 - 19 August	various	Chair and Consort: To attend the 80 th Anniversary of the Dieppe Raid Commemorations, Dieppe
Tuesday 23 August	2pm – 4pm	Chair: To attend Lewes House Garden Project – celebration of 3 years at Lewes House
Thursday 1 September	5pm – 7pm	Chair: To host the Lewes Heritage Open Days Launch at Lewes House and to provide the welcome remarks
Friday 2 September	5pm – 7pm	Chair: to attend ‘Celebrate Cuckmere Haven’ – opening of 2022 Artwave Festival Exhibition at South Hill Barn Seaford
Thursday 9 September	4pm – 6.30pm	Chair: To attend the High Sheriff of East Sussex’s Summer Reception at Bluebell Vineyard, East Sussex
Thursday 9 September	7pm	Chair: To attend the LEAP Celebration Event at The View, Seaford
Saturday 10 September	10am	Chair: To lay a wreath for the late Queen Elizabeth II at Lewes House along with the Mayor of Lewes and Chair of East Sussex County Council
Sunday 11 September	Various	Chair: To visit venues in the District taking part in Artwave Festival 2022: The River Show, Lisa Jones & Friends, Paul Evans & Keith A. Pettit, Mike Pattison: Moving Mechanical Sculptures and Iford & Swanborough Artists
Sunday 11 September	1pm	Chair: To attend the County Proclamation of the new Monarch read by the High Sheriff of East Sussex at County Hall, Lewes
Sunday 11 September	3pm	Chair: To attend Lewes Town Council’s local Proclamation of the new Monarch read by the Mayor of Lewes at Lewes Town Hall
Sunday 18 September	3pm	Chair: To attend Evensong with Thanksgiving for the Life of Her Late Majesty Queen Elizabeth II at Chichester Cathedral

Sunday 18 September	6pm	Chair: To attend a Service of Thanksgiving for Her Late Majesty Queen Elizabeth II at St Annes Church, Lewes
Saturday 24 September	3pm – 4.30pm	Chair: To attend the Women Over Fifty Film Festival at Depot Cinema and to say a few words
Wednesday 5 October	8.50am	Chair: To attend a Theme of Office visit the Havens Community Hub, Newhaven
Tuesday 18 October	1.30pm	Chair: To attend a Theme of Office visit to the Energy Advice Service, Lewes
Friday 21 October	4.10pm for 4.30pm	Chair: To attend a Judges' Service hosted by the High Sheriff of East Sussex at St Anne's Church, Lewes
Friday 21 October	6-8pm	Chair and Consort: To attend a Mayor Making Reception in the Royal Pavilion, Brighton hosted by the Mayor of Brighton & Hove
Tuesday 25 October	6.30pm for 7pm start	Chair: To attend the Lord Lieutenants of East and West Sussex – Presentation of Awards ceremony at Christ's Hospital
Thursday 3 November	12pm	Chair: To attend a Theme of Office visit to Peacehaven Community Supermarket, Kempton House, Cavell Avenue, Peacehaven
Friday 4 November	2.30pm	Chair: To attend the official launch of Bishopstone Station Community Hub
Saturday 5 November	8.30 am – 10am	Chair: To attend the East Sussex Prayer Breakfast at The Eastbourne Downs Golf Club, East Dean Road, Eastbourne, East Sussex
Saturday 5 November	5.30pm – 9pm	Chair and Consort: To host the annual Bonfire Night celebrations at Lewes House for staff and civic guests
Thursday 10 November	10.15am – 12pm	Chair: To attend a Theme of Office visit to Newhaven Sharing Library at Newhaven Library

Sunday 13 November	9.20am	Vice-Chair: To attend Newhaven Town Council's Remembrance Service at St Michael's Church, Newhaven followed by a wreath-laying ceremony at Memorial Green
Sunday 13 November	2.30pm	Chair: To attend Lewes Town Council's Remembrance Day ceremony at the War Memorial and to lay a wreath, followed by Divine Worship in the Church of St. Michael's
Thursday 15 November	10.30am – 11.30am	Chair: To attend a Commonwealth Service of Remembrance at Seaford Cemetery, Alfriston Road, Seaford organised by the Royal Society of St. George, Seahaven Branch
Saturday 26 November	1pm	Chair: To attend a Theme of Office visit to Seaford Repair Café at the Mercread Centre, Seaford
Thursday 1 December	5.30pm – 8.30pm	Chair: To host the Santa's Grotto for Lewes Late Night Shopping at Lewes House, Lewes
Sunday 4 December	3pm	Chair: To attend HOMELINK's Christmas Concert by the Ashdown Singers at St Thomas More Church, Seaford
Weds 14 December	6-8pm	Chair: To attend the Chairman of East Sussex County Council's Christmas Reception at Blackstock Country Estate, Hellingly
Friday 16 December	5.30pm	Chair and Consort: To attend the opening night of 'Jack and the Beanstalk' at the Royal Hippodrome, Eastbourne
Monday 19 December	7pm	Chair: To attend the Mayor of Seaford's Carol Service at Seaford Baptist Church, Seaford
2023		
Thursday 26 January	5-6pm	Chair: To attend the Launch of the Lewes Holocaust Memorial Day Group's programme of events in Lewes hosted by the Mayor of Lewes at Lewes Town Hall
Friday 27 January	6pm – 7pm	Chair: To attend a Lantern-lit Vigil for Holocaust Memorial Day and to say some words of welcome, hosted by the Lewes

		Holocaust Memorial Day Group at Cliffe Bridge, Lewes
Friday 3 March	12.30 - 2.30	Chair: To attend Launch of The Lewes Mosaic Project – Connecting Wildlife and Wellbeing at Linklater Pavilion
Friday 3 March	6.30 - 9pm	Chair: To attend the Chairman of Wealden’s Reception at Herstmonceux Castle
Monday 13 March	6.15pm – 9pm	Chair: To attend the East Sussex schools “Let’s Dance” show at the Congress Theatre, Eastbourne
Thursday 16 March	6pm – 9pm	Chair: To attend private launch of the Lewes Climate Hub at Lewes House
Friday 24 March	8pm	Chair: To attend Royal Hippodrome Theatre Eastbourne - Opening Night
Monday 1 May	9.45am – 12.30pm	Chair: To attend Lewes Garland Day and judge the childrens’ garlands, followed by refreshments at John Harvey Tavern
Sunday 7 May	10am	Chair: To attend Lewes Town Council’s Coronation Civic Service at St Annes Church, Lewes
Sunday 7 May	3pm	Chair: To attend Service in Celebration of the Coronation of King Charles III at Chichester Cathedral
Tuesday 9 May	11am	Chair and Consort: To attend a Royal Garden Party hosted by King Charles III at Buckingham Palace
Friday 12 May	5pm – 7pm	Chair: To co-host event to officially open newly refurbished Lewes footbridge followed by a reception at Priory School Chapel, Lewes
Thursday 18 May	2pm – 4pm	Chair: To co-host with CMT a thank you event for ex Councillors at Lewes House (Garden Room)
Thursday 18 May	7pm	Chair: To attend Lewes Town Council’s Annual Meeting of the Council and Ceremony of Mayor Making at Lewes Town Hall followed by a reception

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Report to:	Annual Council
Date:	22 May 2023
Title:	Appointments Report
Report of:	Head of Democratic Services and Monitoring Officer
Ward(s):	All
Purpose of report:	To agree the seat allocations and appointments set out in this report in relation to Committees, Other Bodies and Outside Bodies and to note the Leader's appointments to Cabinet
Officer recommendation:	<ol style="list-style-type: none">1. To approve the proposed number and allocation of seats and nominations to Committees, Other Bodies and Outside Bodies, and to Chairs and Deputy Chairs as set out in Appendix 1;2. To approve the increase in the size of the Licensing Committee to 11 members;3. To rename the Audit and Standards Committee as the Audit and Governance Committee and to delegate the Monitoring Officer to make the relevant changes to the Council's constitution.4. To appoint all members of the Council to the 'approved list' of members appointed as substitute members in accordance with Council's Rules of Procedure, except where prohibited by those rules such as for Licensing Committee and Cabinet;5. To note the Leader of the Council's appointments to Cabinet, the individual areas of responsibility allocated to the Cabinet and the allocation of those areas of responsibility to the members of the Cabinet, as reported at the meeting;6. That Neal Robinson and Graham Branton be re-confirmed as the Council's Standards Independent Persons until their tenure ends on 31 July 2023, and to note that the Monitoring Officer will undertake a new recruitment process for the positions, to be reported back to the next meeting of the Full Council;7. To approve the establishment of a Constitution Working Group and its proposed terms of reference as set out at Appendix 2 of the report, and membership as set out at Appendix 1 of the report, and to delegate the Monitoring Officer to incorporate its formation into the relevant sections of the Council's constitution; and

8. To delegate to the Head of Democratic Services to resolve in consultation with Group Leaders any vacant appointments.

Reasons for recommendations: To enable the Council to proceed with decision-making in the relevant bodies.

Contact Officer(s): Name: Simon Russell,
Post title: Head of Democratic Services and Monitoring Officer
E-mail: Simon.Russell@lewes-eastbourne.gov.uk
Telephone number: 01323 415021

1. Introduction

- 1.1 Whole council elections were held on 4 May 2023. As a result, the total number of Councillors used in the calculation of committee seat numbers is 41 and the breakdown of seats is 17 Green Party, 15 Liberal Democrats and 9 Labour.
- 1.2 The Council is one with no political party in overall control. The Council's executive arrangements continue to operate with executive powers to be exercised by the Leader of the Council, who has power to determine the size of the Cabinet, the persons appointed to it and their portfolios.
- 1.3 Following consultation with group leaders, it is recommended that the allocation of places between the political groups as shown in Appendix 1 which is currently..

2. Political Balance Review:

- 2.1 Under Section 15 of the Local Government and Housing Act 1989, the Council has a duty to review the political balance at the Annual meeting of the Council. In addition, it does so under the delegated authority of the Head of Democratic Services for any in-year changes in group memberships, and this sets out the principles for how committee places are allocated.
- 2.2 The principles for carrying out a review of the committee proportionality under Section 15(5) of the Act are that the Council has a duty to ensure:
- a. that not all the seats are allocated to the same political group;
 - b. that a political group with an overall council majority gets a majority of seats allocated on any statutory Committee;
 - c. subject to (a) and (b), that the total number of seats each political group has on all ordinary committees is in proportion to that group's share of the total council elected membership; and
 - d. subject to (a) and (c), that the number of seats on the body allocated to each political group on a particular committee bears the same proportion to the number of seats the group has on the Council

2.3 Each Group's fraction of 41 membership is as follows:

Group	Number	Proportion
Green Group	17	41.46
Liberal Democrat Group	15	36.59%
Labour Group	9	21.95%

2.4 **Committees.** The table below sets out the allocations firstly by applying the membership percentage figures (principle c above) and then by applying the whole council proportionality to the total allocation of seats (principle d above):

Committee	No. of Seats	Green	Liberal Democrat	Labour
Audit and Standards	7	3	3	1
Licensing	11	4	4	3
Planning Applications	11	5	4	2
Policy and Performance Advisory	11	4	4	3
Totals:	40	16	15	9

2.5 **Chairs and Deputy Chairs**

Under the constitution all appointments to chair and deputy chairs of Committee; appointments are made at Annual Council, with the exception of the deputy chair of Planning Applications Committee (which is determined at the first meeting). The appointments document set out at Appendix 1 include these nominations. If there is more than one nomination for a position, a vote of the Council will be required. Alternatively, Council could decide to defer such appointments to be determined at the first meeting for the relevant Committee.

2.6 **Licensing Committee.** The law requires there to be not less than 10 members and not more than 15 members of a committee dealing with Licensing Act functions. In order to achieve overall balance and to give an additional member to be called for Licensing Panels, the proposal is for a 11 member committee in 2023/24. There are no substitutes allowed on this body.

2.7 **Audit and Governance Committee.** To best reflect its position within the governance structure, it is proposed to rename the Audit and Standards Committee as the Audit and Governance Committee. It is requested that the Monitoring Officer be delegated authority to make the necessary amendments to the relevant sections of the Council's constitution to reflect this change.

2.7 **Constitution Working Group.** It is recommended that an ad hoc Working Group (reporting to the Audit and Governance Committee) be formed to consider and advise on updates required to the constitution as

they arise. It is recommended that its proposed terms of reference and membership be as set out at Appendix 2 of the report, In addition, it is requested that the Monitoring Officer be delegated to incorporate its formation into the relevant sections of the Council's constitution.

2.8 **Standards Independent Persons** – The Council appointed Standards Independent Persons, Neal Robinson and Graham Branton, in 2019 for a 4-year term commencing ending on 31 July 2023., subject to reconfirmation by the Full Council each year. It is asked that the Council recommend their appointments until the end of July. The Monitoring Officer will undertake a new recruitment process for the positions shortly, to be reported back to the next meeting of the Full Council.

2.9 **Advisory Groups and Other Bodies** - Advisory Groups and Other Bodies are not set to proportionality rules, but their memberships will normally reflect the political balance of the Council unless their terms of reference or the Constitution requires otherwise.

2.10 **Cabinet** - As a matter of law the power to appoint the Cabinet rests with the Leader of the Council, together with the individual areas of responsibility for each member. The maximum number of Cabinet Members, including the Leader and Deputy Leader is 10.

Where practicable, the Leader will advise at the meeting their appointments to Cabinet at Full Council. Where not possible, the appointments will be notified to all Council members as soon appointed.

2.11 **Outside Bodies** - Group Leaders have also been asked for nominations to outside bodies. The recommendations in relation to these appointments are set out at Appendix 1. Where more than one nomination has been received in respect of a place a vote will be required.

3. **Financial appraisal**

There are no financial implications from these proposals.

4. **Legal implications**

The Council must act in accordance with sections 15 to 16 and Schedule 1 of the Local Government and Housing Act 1989 and the Local Government (Committees and Political Groups) Regulations 1990, in relation to the calculation of group Committee places.

5. **Appendices**

- Appendix 1 – Proposed Allocations to Committees, Outside and Other Bodies and to Chairs and Deputy Chairs.
- Appendix 2 – Proposed Constitution Working Group Terms of Reference

6. **Background papers**

None



Appendix 1

Appointments for Committees and Advisory Bodies – Updated May 2023 proposals

AUDIT AND GOVERNANCE COMMITTEE (7 Members)

(cannot contain more than 1 Cabinet member; chaired by a member of the Opposition Group)

Chair: Stephen Gauntlett

Deputy Chair: **To be appointed at the first meeting.**

Green (3)	Lib Dem (3)	Labour (1)
Graham Clews	Stephen Gauntlett	Cathy Gallagher
Charlotte Keenan	Daniel Roberts Stewart	
James Meek	Olivia Honeyman	

2 Independent Persons: Graham Branton and Neal Robinson until 31 July 2023. The Monitoring Officer will undertake a recruitment process for the positions.

(**The Standards Panel**, usually comprising 3 members, will be convened as and when required from the members of the Audit and Governance Committee and a chair appointed for the meeting)

LICENSING COMMITTEE (11 Members) (increased from 10 members)

Chair: Sean Macleod

Deputy Chair: **To be appointed at the first meeting.**

Green (4)	Lib Dem (4)	Labour (3)
Wendy Maples	Sean Macleod	Ian Alexander
Roy Clay	Freddie Houreau	Paul Davies
Joa Saunders	P Mellor	Nikki Fabry
Nick Kortella Bird	Christine Brett	

(**The Licensing Sub-Committee**, usually comprising 3 members, will be convened as and when required from the members of the Licensing Committee and a chair appointed for the meeting)

POLICY AND PERFORMANCE ADVISORY COMMITTEE (11 Members)

(cannot contain Cabinet members)

Chair: Christine Brett

Deputy Chair: **To be appointed at the first meeting.**

Green (4)	Lib Dem (4)	Labour (3)
Imogen Makepeace	Christine Brett	Ciarron Clarkson
Ezra Cohen	Janet Baah	Paul Davies
Lucy Agace	Daniel Stewart Roberts	Nikki Fabry
Paul Keene	Paul Mellor	

(A '**Call-in panel**' will be convened as and when required, usually comprising 5 members)

Lewes District Council Scrutiny Emergency Climate Change Panel (5 Members)

(Standing sub-committee of the Policy and Performance Advisory Committee and appointed by and from the membership of that Committee).

Chair: To be appointed by the Head of Democratic Services in consultation with Group Leaders.

Green (2)	Lib Dem (2)	Labour (1)
Becky Francomb	Janet Baah	Ciarron Clarkson
Lucy Agace	Paul Mellor	

PLANNING APPLICATIONS COMMITTEE (11 Members)

Chair: Lucy Agace

Deputy: To be appointed at first meeting

Green (5)	Lib Dem (4)	Labour (2)
Lucy Agace	Graham Amy	Ian Alexander
Becky Francomb	Christoph Von Kurthy	Isobel Sharkey
Roy Clay	Stella Spiteri	
Paul Keene	Sean Macleod	
James Meek		

JOINT COMMITTEES:

Joint Staff Advisory Committee (3 members including at least 1 Cabinet Member and 1 Member from another Group): Councillors Chris Collier, Wendy Maples, and James MacCleary.

(Also includes: 3 members from Eastbourne Borough Council and 4 staff representatives (2 from the recognised union and 2 from the staff group. Chair and Vice-Chair to be appointed at the first meeting of the municipal year).

Joint Appointments and Appeals Committee – 3 Members from Lewes District Council including at least 1 Cabinet Member and 1 member from another group (politically balanced as far as possible):

(Also includes 3 Members from Eastbourne Borough Council including at least 1 Cabinet Member and 1 opposition member (politically balanced as far as possible).

Members shall be selected by the Director of HR and Transformation as and when the need for a Committee arises and where possible shall include the portfolio-holding Cabinet Member from each Council most relevant to the position which is the subject of the recruitment or appeal.

Advisory Bodies:

Constitution Working Group (3 Members)

Green (1)	Lib Dem (1)	Lab (1)
Ezra Cohen	Stephen Gauntlett	Chris Collier

CIL Executive Board (3 Members)

CIL Executive Board	Cabinet Member for Planning Cabinet Member for Communities and Customers Chair of Policy and Performance Advisory Committee
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CIL Management Board (5 Members)

(Representatives should include the Chair of Planning Applications Committee, and then two Councillors from wards to the north and two from south of the National Park).

Green (2)	Lib Dem (2)	Lab (1)
Johnny Denis	Sean Macleod	Christine Robinson
Mark Slater	Christine Brett	

(*Previously extra place donated to the Labour Group).

Grants Task Group (3 Members)

Green (1)	Lib Dem (1)	Lab (1)
Johnny Denis	Julie Carr	Ian Alexander

Local Plan Steering Group (7 Members) (To include the Cabinet Member for Planning)

Chair – Cabinet Member for Planning

Green (3)	Lib Dem (2)	Lab (1)
Emily O'Brien	Stephen Gauntlett	Isobel Sharkey
Imogen Makepeace	Christoph von Kurthy	
Ezra Cohen		

Strategic Property Board (5 Members)

Chair: Zoe Nicholson

Green (2)	Lib Dem (2)	Lab (1)
Zoe Nicholson	James MacCleary	Chris Collier
Graham Clews	Julie Carr	

Appointments for Outside Bodies

<p style="text-align: center;">Outside Body (Annual appointment unless otherwise stated)</p>	<p style="text-align: center;">Proposed Representative.</p>
3VA Board (1 rep)	Christine Brett
Armed Forces Champion (<i>1 rep</i>)	Daniel Stewart-Roberts
Aspiration Homes Ltd (3 Cabinet Members – usually Leader of the Council, Deputy Leader and Cabinet for Housing)	Leader Deputy Leader Cabinet Housing Member
Community Safety Partnership <ul style="list-style-type: none"> • Joint Action Group <i>(2 reps – 1 should be Cabinet Member whose portfolio includes Community Safety)</i> • Strategy Group Meeting <i>(Rep should be Cabinet Member whose portfolio includes Community Safety)</i> 	2 reps – 1 Cabinet Member for community safety + 1 Other Councillor – Julie Carr 1 Cabinet member for community safety.
East Sussex Health and Wellbeing Board (1 rep)	Paul Davies
East Sussex Health Overview and Scrutiny Committee <i>(1 Rep - must be a member of Policy and Performance Committee)</i>	Christine Brett
East Sussex Strategic Partnership Board (Leader of the Council + Chief Executive) (Substitute – Deputy Leader)	Rep - Leader of the Council (or their nominee) (+ Chief Executive) Substitute – Deputy Leader of the Council
East Sussex Strategic Planning Members Group <i>(Rep should be Cabinet Member for Planning Policy)</i>	Cabinet Member for Planning Policy
Greater Brighton Economic Board <ul style="list-style-type: none"> • Board Member <i>(Rep should be Leader of the Council)</i> • Independent Call-in Panel Member <i>(1 rep and 1 appointed sub – rep and sub cannot be on the Board or involved in decision being called-in) Must be Policy and Performance Advisory Committee Member</i> 	Leader of the Council (Board Member) Independent Call-in Panel: 1 PPAC Member - 1 Sub (PPAC Member) – (Will be appointed by Head of Democratic Services in consultation with Group Leaders).
IESE Transformation Ltd (1 rep and 1 appointed sub – rep should be Leader of the Council)	Leader of the Council (1 substitute – Deputy Leader/other Cabinet Member)
Impact Seaford (1 rep - Cabinet Member or Seaford Ward member)	James Meek or Lesley Boniface
Lewes District Citizens Advice (1 rep)	Imogen Makepeace

<p align="center">Outside Body (Annual appointment unless otherwise stated)</p>	<p align="center">Proposed Representative.</p>
Lewes District Council – Mental Health Champion	Sean Macleod
Lewes Housing Investment Company - 3 reps <i>(Leader, Deputy Leader and Cabinet Member for Housing) (+ Relevant Council Directors)</i>	Leader Deputy Leader Cabinet Member for Housing
Lewes Joint Parking Board (2 reps)	Johnny Denis Nick Kortalla Bird
Local Government Association (1 rep) Coastal Issues Special Interest Group	Emily O'Brien or Christina Bristow
Local Government Association – District Councils Network (1 rep) <i>(Rep should be the Leader of the Council)</i>	Leader of the Council
Local Government Association – General Assembly <i>(Rep should be Leader of the Council)</i>	Leader of the Council
Mental Health Champion	Member – Councillor Macleod Officer – Becky Cooke
Newhaven Town Deal Board	Leader of the Council Deputy Leader of the Council Chief Executive Deputy Chief Executive Head of Regeneration
Ouse Valley Climate Action Delivery Board	Cabinet Member for Climate Change – (Chaired by J Winkworth SDNP)
Pensions Board Representative (nomination to ESCC)	Usually held by Cabinet Member for HR Matters – however another nominee is allowed if the Cabinet member is unavailable. Or Nominee formally Councillor Stephen Gauntlett.
Seaford Head Local Nature Reserve Management Committee (1 rep)	Christine Brett
Seaford Downs Line Steering Group (1 rep)	F Houreau
South Downs National Park Authority (1 representative to be appointed for 4 years)	Daniel Stewart-Roberts
South East Coastal Group (ad hoc) (1 rep – Cabinet Member)	Cabinet Member for Sustainability

<p style="text-align: center;">Outside Body (Annual appointment unless otherwise stated)</p>	<p style="text-align: center;">Proposed Representative.</p>
<p>South East England Councils <i>(1 rep and 1 appointed sub – are normally Cabinet Members)</i></p>	<p>Johnny Denis 1 Substitute Cabinet Member (to be nominated by the Leader if required)</p>
<p>Sussex Annual Forum – the University of Sussex <i>(Rep should be Chair of the Council)</i></p>	<p>Chair of the Council</p>
<p>Sussex Police and Crime Panel <i>(1 rep and 1 appointed sub)</i></p>	<p><i>Representative – Paul Keene</i> <i>Substitute – Graham Clews</i></p>
<p>Sussex Rural Community Council – 1 rep <i>(Action in Rural Sussex)</i></p>	<p>Daniel Stewart Roberts</p>
<p>Team East Sussex <i>(Rep should be Leader of the Council)</i></p>	<p>Leader of the Council <i>(Reserve – Deputy Leader of the Council)</i></p>
<p>Transport for the South East – Rep on behalf of local Districts</p>	<p>Cabinet Member covering Transport if required. <i>(currently held by Wealden Cabinet Member)</i></p>
<p>Upper Ouse Flood Protection and Water Retention Works Working Group <i>(Cabinet Member + 1 rep)</i> <i>(Also include officers from Council and from Sussex Wildlife Trust and Ouse and Adur River Trust)</i></p>	<p>2 Representatives – Cabinet Member for Sustainability + 1 other rep: Lucy Agace</p>
<p>Wave Active Ltd. Board (2 reps)</p>	<p>Laurence O'Connor Joa Saunders</p>
<p>West Sussex and Greater Brighton Strategic Planning Board <i>(previously known as Coastal West Sussex and Greater Brighton Strategic Planning Board)</i> <i>(Rep should be Cabinet Member for Planning)</i></p>	<p>Cabinet Member – Planning Policy</p>

Joint Body:

<p>Planning Service User Group <i>(Rep should be Cabinet Member for Planning)</i></p>	<p>Cabinet Member for Planning Policy</p>
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Lewes District Council

Constitution Working Group – Terms of Reference

Constitution

- The Constitution Working Group is constituted by resolution of Council. It is a non-executive working group that sits under the Audit and Governance Committee.

Reporting Line

- Depending upon the subject matter, the Group will report for consideration to Audit and Governance Committee, another committee of the Council (where appropriate) or Cabinet (in relation to executive matters)
- Where there is no scheduled meeting of the relevant body by the required timetable, either a special meeting will be convened, or recommendations will be directly reported to Full Council.

Purpose

- To review sections of the constitution to ensure that they are complete, accurate, up to date, clear, lawful and fit for purpose.
- To receive and consider requests from the Monitoring Officer, Members, the Council or Committees, Directors or Heads of Service to review specific parts of the constitution.
- To consider recommendations on proposed amendments to sections from the constitution from the Monitoring Officer, Members, the Council, Committees Directors or Heads of Service.
- To make recommendations on proposed amendments to the constitution to the Audit and Governance Committee, another committee of the Council (where appropriate) or to Cabinet (in relation to executive matters) as appropriate depending upon the subject matter, and for final recommendations to Full Council.

Membership

- The Constitution Working Group shall seek one nomination from each political group (LDC).

- There is no requirement for political balance.
- A group's representative can be substituted at any point.
- Chair of the Group will be voted on at the first meeting of the Group (and would typically be a representative from the controlling administration)
- To advise on matters of law and local authority governance, up to two officers from Democratic Services and Legal Services, including either the Monitoring Officer or Deputy Monitoring Officer (with non-voting capacity), will attend each meeting.
- Officers from specific service areas (internal and external) may be invited to attend a meeting on a case-by-case basis.

Voting

- The Constitution Working Group is a non-decision-making body and can only make recommendations for changes to the constitution in an advisory capacity.
- Recommended changes will be determined by a consensus at a meeting, with the Chair having the deciding vote.

Quorum

- The quorum of a meeting of the Constitution Working Group will be 3 elected members and 2 officer representatives (from Legal and Democratic Services/Monitoring Officer/Deputy Monitoring Officer).

Frequency

- The Constitution Working Group will meet as and when required (as determined by the Monitoring Officer). All meetings will be held in private and take place typically via Microsoft Teams. If required, consideration will be given to hold a physical meeting in a booked meeting room.

Notes

- A representative from Democratic Services will take notes and agree with the Chair, before circulation to the Group.
- Any recommendations to the relevant body will be presented in a report produced by the Monitoring Officer