



**Brighton & Hove
City Council**

COUNCIL ADDENDUM

4.30PM, THURSDAY, 26 MAY 2022

COUNCIL CHAMBER - BTH

ADDENDUM

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Brighton & Hove City Council

Annual Council

Agenda Item 10

Subject: Review of Political Balance 2022/23

Date of meeting: 26 May 2022

Report of: Chief Executive

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Ward(s) affected: All

FOR GENERAL RELEASE

Note: The special circumstances for non-compliance with Council Procedure Rule 3, Access to Information Procedure Rule 5 and Section 100B(4) of the Local Government Act 1972 (as amended), (items not considered unless the agenda is open to inspection at least five days in advance of the meeting) were that ongoing discussions with the Groups were not concluded in time for the report to be included with the agenda.

1. Purpose of the report and policy context

1.1 The Council is required at, or as soon as practicable after, each Annual Meeting of the Council to review the allocation of seats to political groups.

1.2 The purpose of this report is to appoint and/or re-appoint the Committees, Sub- Committees, Joint Committees, Boards, Forums and Panels of the Council and membership thereof and to appoint council representatives to various outside bodies for the 2022/23 municipal year.

2. Recommendations

2.1 That the Council appoints/re-appoints its committees with the sizes and allocation of seats between political groups as set out in Appendix 1 to the report;

2.2 That the allocation of seats as detailed in the report and in Appendix 2 to the report be approved;

2.3 That having received nominations to the committees from the 3 political groups, as detailed in Appendix 2 to the report, such nominations be agreed, and the committee places filled accordingly;

2.4 That those Members listed as Chair, Deputy Chair and Opposition Spokesperson of the respective committees and sub- committees in Appendix 2 be appointed to those positions;

- 2.5 That an urgency sub-committee for each committee be appointed in accordance with Procedure Rule 22 such committee not to be included in the total number of seats for the purpose of allocating seats;
- 2.6 That having regard to 2.2. above, it be agreed that for the purpose of enabling meetings of the Personnel Sub-Committee Appeals Panel and Licensing Panels to be convened without disproportionate difficulty, the make-up of such panels need not be politically proportionate, and the Council further agrees:
- (i) Although the Panels have the Members referred to in Appendix 2 as their standing Members, the Council agrees that, where any of the 3 Members are not available,
 - (a) any Member of the Council who has received appropriate training shall be eligible to sit on the Personnel Appeal Panel; and
 - (b) any Member of the Licensing Committee who has received the appropriate training shall be eligible to sit on the Licensing Panel
 - (ii) That the Head of Democratic Services be authorised to set up the Panel(s), as and when needed with the permanent Members or, where any of them is not available, by including any other eligible Member of the Council or Committee as appropriate, having regard to the need, where possible, to secure cross party representation;
 - (iii) The above arrangements, and those set out in paragraph 2.5 above, are intended to operate as "alternative arrangements" pursuant to section 17 of the Local Government & Housing Act 1989 and Regulation 20 of the Local Government (Committees and Political Groups) Regulations 1990.
- 2.7 That Council appoints Members/representatives to various bodies as listed in Appendix 3 to the report;
- 2.8 That Council agrees the provisional terms of reference for a Joint Committee of Brighton & Hove City Council, West Sussex County Council, East Sussex County Council and the NHS Sussex Integrated Care Board attached at Appendix 4.

3. Context and background information

- 3.1 The political composition of the Council is Green (20 Members), Labour (16 Members), Conservative (12 Members) with 6 Independent Members. Section 15(1) of the Local Government & Housing Act 1989 requires the Council to review the representation of the different political groups on committees and sub-committees:
- At, or as soon as practicable after, the Annual Meeting of the Council or,
 - Where notice is received of a change in the composition of political groups.

- 3.2 The Chief Executive is under a duty; whenever such a review takes place, to submit a report to the Council showing what allocation of seats would in his opinion best meet the requirements of Section 15 of the 1989 Act.
- 3.3 The Council's duty to determine the allocation of seats is prescribed by Section 15 of the Local Government & Housing Act 1989 (specifically sub-sections (3) to (5)). These do not impose any specific requirement on the Council to consult the political groups as to which committee seats should be allocated to which group – this only applies to the actual appointment of Members to particular seats once they are allocated to political groups.
- 3.4 It is clearly preferable if all Groups have an agreed position as to which committee allocations are to be adjusted, provided that the agreed position does not conflict with the Council's duty, which is "to make only such determinations as give effect, so far as reasonably practicable, to the principles specified in sub- section (5)."
- 3.4.1 In summary, these principles of determination ("principles"), are that:
- (a) All seats are not allocated to the same Group,
 - (b) The majority of the seats go to the Group (if any) which has an overall majority on the Council (i.e. more than 27 seats),
 - (c) Subject to the above two principles, that the number of seats on the total of all the committees/sub-committees allocated to each Group bears the same proportion to the proportion on the Full Council, and
 - (d) Subject to (a) and (c), that the number of seats on each committee/sub- committee allocated to each Group bears the same proportion to the proportion on the Full Council.

Overall Political Group split on the Council

- 3.5 The political groups have the following seats on the Council and there are 96 seats across all committees to be allocated:

Party	Seats on the Council	Initial Allocation (rounded)	Proposed Allocation
Green	20	35.56 (36)	39
Labour	16	28.44 (28)	30
Conservative	12	21.33 (21)	22
Independent	1	1.78	1
Independent	1	1.78	1
Independent	1	1.78	1
Independent	1	1.78	1

Independent	1	1.78	1
Independent	1	1.78	1

Committee Sizes and Review of Committees

- 3.6 The total number of Committee places (excluding sub-committees) used for the determination of the allocation of seats to the political groups is 96 as detailed in Appendix 1. (Note that the Political Balance Regulations do not apply to the Licensing Committee (2003 Act) or the Health & Well Being Board or its sub-committee).
- 3.7 The proposed allocation of places on each of the committees as detailed in Appendix 2 to the report takes into account the principles referred to in paragraph 3.4.1 in that:
- (a) The Green Group's overall allocation equals 39 seats,
 - (b) The Labour Group's overall allocation equals 30 seats,
 - (c) The Conservative Group's overall allocation equals 22 seats, and
 - (d) That in having regard to the convention that the Council has abided to whenever there has been an Independent Member, one seat is offered to each of the Independent Members.
- 3.8 The allocations in 3.7 above will leave the Green Group with 3 seats above their initial allocation, the Labour Group with 2 seats above their allocation and the Conservative Group with 1 seat above their initial allocation (a 3:2:1 split which accords with political proportionality for the division of 6 roles) .This outcome is a result of the allocation of 1 seat each to 5 of the 6 Independent Members and ensures that all committees have a full membership.
- 3.9 On 19 May 2022 P&R Urgency Sub-Committee agreed to recommend to full Council that it formally approves the establishment of the Sussex Health & Care Assembly (SHCA) as a joint committee of Brighton & Hove City Council, West Sussex County Council, East Sussex County Council and the NHS Sussex Integrated Care Board, with provisional written terms of reference as set out at Appendix 4 and that the full terms of reference be brought back to a future meeting of Council for approval, once agreed with the other parties. It was further recommended that annual Council appoint the Chair of the Brighton & Hove Health & Wellbeing Board as the BHCC member of the SHCA.

4. Analysis and consideration of alternative options

- 4.1 The proposed committee allocations have been raised with the respective Group Leaders and are in keeping with the Regulations governing the political balance of committees.

5. Community engagement and consultation

- 5.1 The Leaders of the three political groups have been consulted on the proposed allocations and have provided the nominations for committee membership listed on Appendix 2 and 3. Where appointments were made for a term of 4 years in 2019, these have not been included.

6. Conclusion

- 6.1 Having taken into consideration the number of committees and seats available for the distribution of places between the three Groups represented on the Council, the allocations proposed are considered to be the most compatible with the requirement of the Regulations.

7. Financial implications

- 7.1 All associated costs for the payment of Members Allowances relating to the arrangements outlined in the above report are expected to be met within the existing Members' Allowances budget.

Name of finance officer consulted: Nigel Manvell Date consulted 25/05/22:

8. Legal implications

- 8.1 The proposals in this report comply with Section 15(1) of the Local Government & Housing Act 1989, which sets out the duty and principles regarding the allocation of seats to political groups.

Name of lawyer consulted: Elizabeth Culbert Date consulted: 25/05/22

9. Equalities implications

- 9.1 The Regulations provide for the distribution of seats amongst the political groups on an equitable basis.

10. Sustainability implications

- 10.1 There are no sustainability issues arising from the report.

Supporting Documentation

1. Appendices

1. Committee seat allocations;
2. Chairs, Deputy Chairs, Opposition Spokespersons and Committee membership nominations;
3. Appointments to Council and Outside Bodies
4. Draft Terms of Reference for Sussex Health Care Assembly

**ALLOCATIONS OF COMMITTEES
2022/2023**

Agenda Item 10 Appendix 1

Committees, Sub-Committees, Boards and Joint Committees	No. Seats	Green	Labour	Conservative	Independents
Policy & Resources	10	4	4	2	
Children, Young People & Skills	10	4	3	3	
Environment, Transport & Sustainability	10	4	4	2	
Housing	10	5	3	2	
Tourism, Equalities, Communities & Culture	10	5	3	2	
Audit & Standards	8	3	2	2	1
Licensing*	15	6	4	3	2
Planning	10	4	3	2	1
Personnel Appeals Sub-Committee (Panel)	3	1	1	1	
Health Overview & Scrutiny	10	3	3	3	1
Total	96	39	30	22	5

ALLOCATIONS OF COMMITTEES

Agenda Item 10 Appendix 1

Other Bodies	No. Seats	Green	Labour	Conservative	Independent
Not included in the equation for the allocation of seats:					
Health & Wellbeing Board	5	2	2	1	5 x CCG and Partner Representatives
Adult Social Care & Public Health Sub-Committee	5	2	2	1	
Urgency Sub-Committees	3	1	1	1	
<i>Licensing 2003Act* - has the same membership as Licensing Committee</i>	15	6	4	3	2
Licensing Panels	3	1	1	1	
Joint Committees					
Greater Brighton Economic Board	2	1	1		
Sussex Health Care Assembly	1	1			

MEMBERSHIP OF COMMITTEES & SUB-COMMITTEES 2022/2023

POLICY COMMITTEES:

POLICY & RESOURCES COMMITTEE (10)

Green Group	Labour Group	Conservative Group	Standing Invitee
Cllr Mac Cafferty (Chair)	Cllr Allcock (Opp Spokes)	Cllr Bell (Spokes)	Anusree Biswas Sasidharan
Cllr Druitt (Joint Deputy Chair: Finance)	Cllr Appich (Finance Spokes)	Cllr McNair (Finance Spokes)	
Cllr Gibson (Joint Deputy Chair: Finance)	Cllr Evans		
Cllr Clare	Cllr Yates		

CHILDREN, YOUNG PEOPLE & SKILLS COMMITTEE (10)

Green Group	Labour Group	Conservative Group	Co-optees
Cllr Clare (Chair)	Cllr O'Quinn (Opp Spokes)	Cllr Brown (Spokes)	Trevor Cristin
Cllr John (Deputy Chair)	Cllr Grimshaw	Cllr Meadows	Ben Lewis
Cllr Lloyd	Cllr Hamilton	Cllr McNair	Adam Muirhead
Cllr Nield			

ENVIRONMENT TRANSPORT & SUSTAINABILITY COMMITTEE (10)

Green Group	Labour Group	Conservative Group
Cllr Heley (Joint Chair)	Cllr Wilkinson (Opp Spokes)	Cllr Nemeth (Spokes)
Cllr Davis (Joint Chair)	Cllr Fowler	Cllr Bagaeen
Cllr Lloyd (Deputy Chair)	Cllr McIntosh	
Cllr Hills	Cllr Platts	

HOUSING COMMITTEE (10)

Green Group	Labour Group	Conservative Group
Cllr Gibson (Joint Chair)	Cllr Williams (Opp Spokes)	Cllr Meadows (Spokes)
Cllr Hugh-Jones (Joint Chair)	Cllr Fowler	Cllr Mears
Cllr Powell	Cllr McIntosh	
Cllr Osborne		
Cllr Phillips		

TOURISM, EQUALITIES, COMMUNITIES & CULTURE COMMITTEE (10)

Green Group	Labour Group	Conservative Group	Co-optees / Standing Invitee
Cllr Osborne (Joint Chair)	Cllr Evans (Joint Opp Spokes)	Cllr Bagaeen (Spokes)	Lola Banjoko
Cllr Powell (Joint Chair)	Cllr Grimshaw (Joint Opp Spokes)	Cllr Simson	Joanna Martindale
Cllr Rainey (Deputy Chair)	Cllr Robins		Justin Burtenshaw
Cllr Ebel			Stephanie Prior
Cllr Littman			

SUB-COMMITTEES:

PERSONNEL APPEALS SUB-COMMITTEE (3)

Green Group	Labour Group	Conservative Group
Cllr Littman	Cllr Grimshaw	Cllr Peltzer Dunn

Personnel Appeals Panels – (Taken from the Sub-Committee and a pool of trained Members)

REGULATORY COMMITTEES:

AUDIT & STANDARDS COMMITTEE (8) (with 2 Independent Co-optees)

Green Group	Labour Group	Conservative Group	Independent	Co-optees
Cllr Hugh-Jones (Spokes)	Cllr Wilkinson (Chair)	Cllr Peltzer Dunn (Spokes)	Cllr Atkinson	H. Ashton
Cllr West	Cllr Yates	Cllr Meadows		D. Bradley
Cllr Shanks				

LICENSING & LICENSING (2003) COMMITTEES (15)

Green Group	Labour Group	Conservative Group	Independent
Cllr John (Chair)	Cllr Henry (Opp Spokes)	Cllr Simson (Spokes)	Cllr Knight
Cllr Davis (Deputy Chair)			Cllr Pissaridou
Cllr Heley	Cllr Fowler	Cllr Theobald	
Cllr Ebel	Cllr Moonan	Cllr Lewry	
Cllr Phillips	Cllr O'Quinn		
Cllr Rainey			

Licensing Panels – (These are a Sub-Committee and membership is taken from the Committee Members)

PLANNING COMMITTEE (10)

Green Group	Labour Group	Conservative Group	Independent
Cllr Littman (Chair)	Cllr Childs (Opp Spokes)	Cllr Theobald (Spokes)	
Cllr Ebel (Deputy Chair)	Cllr Moonan	Cllr Barnett	Cllr Janio
Cllr Shanks	Cllr Yates		
Cllr Hills			

Substitutes taken from a pool of trained Members

Brighton & Hove City Council

OVERVIEW & SCRUTINY

HEALTH OVERVIEW & SCRUTINY COMMITTEE (10)

Green Group	Labour Group	Conservative Group	Independent
Cllr Rainey	Cllr Moonan (Chair)	Cllr Peltzer-Dunn	Cllr Brennan
Cllr John	Cllr Grimshaw	Cllr Barnett	
Cllr West (Spokes)	Cllr O'Quinn	Cllr Lewry	

Boards, Committees, Working Groups and Panels

not included in the political balance calculations, but where the proportional balance is applied:

HEALTH & WELLBEING BOARD (5)

Green Group	Labour Group	Conservative Group	CCG Reps (references to CCG will be interpreted as references to its successor body)
Cllr Shanks (Chair)	Cllr Robins (Opp Spokes)	Cllr Brown (Spokes)	Dr Andy Hodson (Deputy Chair)
Cllr Nield (Deputy Chair)	Cllr Appich		Lola Banjoko
			Malcolm Dennett
			Dr Jim Graham
			Ashley Scarff

HWB SUB-COMMITTEE:

ADULT SOCIAL CARE & PUBLIC HEALTH SUB-COMMITTEE (5)

Green Group	Labour Group	Conservative Group
Cllr Nield (Chair)	Cllr Robins	Cllr Barnett
Cllr Shanks	Cllr Appich	

JOINT BOARDS:

GREATER BRIGHTON ECONOMIC BOARD (2)

Green Group	Labour Group
Cllr Mac Cafferty	Cllr Appich

**GREATER BRIGHTON ECONOMIC BOARD
CALL-IN PANEL (1)**

Conservative Group	
Cllr	Bell

JOINT COMMITTEES

SUSSEX HEALTH & CARE ASSEMBLY (SHCA) (1)

A Joint Committee of Brighton & Hove City Council, West Sussex County Council, East Sussex County Council and the NHS Sussex Integrated Care Board with the provisional terms of reference attached at Appendix 4

Green Group
Cllr Shanks

MEMBERSHIP OF WORKING GROUPS AND OTHER BODIES 2022/2023

MEMBERSHIP OF PERMANENT MEMBER WORKING GROUPS

	Permanent Member Working Groups	Green	Labour	Conservative
1	Asset Management Board (5)	Cllr Hugh Jones (Chair), Cllr Gibson	Cllr Evans, Cllr Yates	Cllr McNair
2	Brighton i360 Working Group (3)	Cllr Druitt (Chair)	Cllr Moonan	Cllr Bell
3	Budget Review Working Group (3)	Cllr Gibson, Cllr Druitt (Job Share/Chair)	Cllr Appich	Cllr McNair
4	2030 Carbon Neutral Member Working Group (8)	Cllr Mac Cafferty (Chair), Cllr Hugh-Jones, Cllr Heley	Cllr Allcock (Co- Chair) Cllr Fowler, Cllr Wilkinson	Cllr McNair, Cllr Bagaeen
5	Circular Economy Member Working Group (3)	Cllr West	Cllr Platts	Cllr McNair
6	Cross Party KPI Development Group (3)	Cllr Hugh-Jones (Chair)	Cllr Allcock	Cllr Nemeth
7	Eastern Seafront Programme Board (5)	Cllr Druitt (Chair), Cllr Rainey	Cllr Childs, Cllr Williams	Cllr Bell
8	Housing Supply Member Board (3)	Cllr Gibson (Chair)	Cllr Williams	Cllr Meadows
9	Joint Staff Consultation Forum (6)	Cllr Mac Cafferty (Chair), Cllr Gibson, Cllr Shanks	Cllr Allcock, Cllr Evans	Cllr Bell
10	Leaders Group (3)	Cllr Mac Cafferty (Chair)	Cllr Appich	Cllr Bell
11	Local Cycling & Walking Infrastructure Working Group (3)	Cllr Davis (Chair)	Cllr Wilkinson	Cllr Nemeth

12	Members Advisory Group Grants	Cllr Littman (Chair)	Cllr Hamilton	Cllr Simson
13	Planning Member Working Group (3)	Cllr Littman (Chair)	Cllr Childs	Cllr Theobald
14	Procurement Advisory Board (5)	Cllr Osborne (Chair), Cllr Druitt	Cllr Evans, Cllr Yates	Cllr Mears
15	School Organisation Working Group (5)	Cllr Nield (Chair), Cllr Clare	Cllr O'Quinn, Cllr Hamilton	Cllr Brown
16	Sports Facilities Investment Plan Member Working Group (includes King Alfred) (5)	Cllr Osborne (Chair) Cllr Rainey	Cllr Wilkinson, Cllr Williams	Cllr Nemeth
17	Strategic Delivery Board (5)	Cllr Mac Cafferty (Chair), Cllr Druitt	Cllr Allcock, Cllr Evans	Cllr Bell
18	Valley Gardens Member Working Group (3)	Cllr Davis (Chair)	Cllr Wilkinson	Cllr Nemeth

MEMBERSHIP OF OTHER BODIES

	Other Bodies	Green	Labour	Conservative
1	Barnardos Link Fostering Panel	Cllr Clare, Cllr Shanks		
2	Brighton & Hove Legacy Fund (3)	Cllr Littman	Cllr Grimshaw	Cllr Lewry
3	The Brighton Fund (5 including the Mayor)	Cllr Deane (Mayor), Cllr West, Cllr Powell	Cllr McIntosh	Cllr Barnett
4	Brighton & Hove Connected (3)	Cllr Mac Cafferty	Cllr Evans	Cllr Bagaeen
5	Brighton & Hove Music Trust (3)	Cllr Hugh-Jones (Chair)	Cllr Moonan	Cllr Theobald
6	City Downland Estate Advisory Panel (5)	Cllr Hugh-Jones (Chair), Cllr West	Cllr O'Quinn, Cllr Robins	Cllr Nemeth

7	Community Safety Partnership Board (3)	Cllr Powell (Chair)	Cllr Grimshaw	Cllr Simson
8	Corporate Parenting Board (5)	Cllr John (Chair), Cllr Hills	Cllr O'Quinn, Cllr Hamilton	Cllr Brown
9	East Sussex Pension Board (1)	Cllr Druitt		
10	East Sussex Strategic Planning Group (1)	Cllr Littman		
11	Gorham's Gift	Cllr West		
12	Homelessness Reduction Board (3)	Cllr Gibson (Chair)	Cllr Williams	Cllr Meadows
13	Local Government Association (4)	Cllr Mac Cafferty, Cllr Clare	Cllr Appich	Cllr Bell
14	One Voice Partnership (3)	Cllr Hugh-Jones (Chair)	Cllr Grimshaw	Cllr Simson
15	Orbis Partnerhsip Oversight Board (2)	Cllr Gibson (Chair)	Cllr Appich	
16	Performance and Information Group (5)	Cllr Shanks (Chair), Cllr Nield	Cllr Robins, Cllr Appich	Cllr Bagaeen
17	Prevent Board (1)	Cllr Powell		
18	Royal Pavilion Trust Board (3)	Cllr Shanks	Cllr Robins	Cllr Bell
19	Children's Safeguarding Board (1)	Cllr Clare		
20	Adult Safeguarding Board(2)	Cllr Shanks, Cllr Nield		
21	South East Employers (3)	Cllr Shanks	Cllr Allcock	Cllr Bell
22	Sussex Police and Crime Panel	Cllr Hills		
23	Youthwise (3)	Cllr Clare	Cllr O'Quinn	Cllr Brown

MEMBERSHIP OF TASK & FINISH MEMBER WORKING GROUPS

	Task & Finish Working Groups	Green	Labour	Conservative
1	Community Wealth Building Working Group (5)	Cllr Gibson, Cllr Osborne (Job share Co-Chair)	Cllr Evans(Co-Chair), Cllr Allcock	Cllr Simson
2	Procurement, Social Value & Community Wealth Building Member Working Group (5)	Cllr Powell (Chair), Cllr Druitt	Cllr Allcock, Cllr Grimshaw	Cllr Simson
3	Supporting Members Working Group (6)	Cllr Davis (Chair), Cllr Shanks	Cllr Allcock, Cllr Robins	Cllr Simson, Cllr Bagaeen
4	Zero Carbon New Build Working Group (3)	Cllr Hugh-Jones (Chair)	Cllr Fowler	Cllr Bagaeen
5	Health & Care Act 2022 Oversight Member Working Group (5)	Cllr Shanks (Chair) Cllr Nield	Cllr Appich, Cllr Moonan	Cllr Brown

Sussex Health & Care Assembly- Draft Terms of Reference (Appendix 4)

– a joint committee responsible for bringing together a broad range of system partners

Members	Role
3 x NHS Sussex Members	Chair, NHS Sussex Chief Executive Officer, NHS Sussex Chief Delivery Officer, NHS Sussex
3 x Local Government Members	Chair, Brighton & Hove Health & Wellbeing Board Chair, East Sussex Health & Wellbeing Board Chair, West Sussex Health & Wellbeing Board
3 x Local Authority Officers	Officer of Brighton & Hove City Council Officer of East Sussex County Council Officer of West Sussex County Council
3 x Place Executive Members	Lead Executive, Brighton & Hove Health & Care Partnership Lead Executive, East Sussex Health & Care Partnership Lead Executive, West Sussex Health & Care Partnership
3 x Place Clinical Members	Lead Clinician, Brighton & Hove Health & Care Partnership Lead Clinician, East Sussex Health & Care Partnership Lead Clinician, West Sussex Health & Care Partnership
3 x Voluntary, Community & Social Enterprise Members*	VCSE Member, Brighton & Hove VCSE Member, East Sussex VCSE Member, West Sussex
3 x Independent Health and Social Care Champion Members	Chief Executive, Healthwatch Brighton & Hove Chief Executive, Healthwatch East Sussex Chief Executive, Healthwatch West Sussex
3 x University Members	Vice Chancellor, University of Brighton Vice Chancellor, University of Chichester Vice Chancellor, University of Sussex
3 x Specialist Members*	Further Education Member Housing Member Local Enterprise Member

Core purpose: to agree the strategic direction and facilitate joint action across a broad alliance of organisations to improve the outcomes, equality of access and patient experience of health and care services for all communities across Sussex.

Key decisions made by the Sussex Health & Care Assembly will include:

- approval of an integrated care strategy for Sussex, built from the three health and wellbeing strategies for each of our places
- approval of the next iteration of the Sussex 2025 Vision when it needs updating
- approval of a consistent and prioritised list of health and care needs across Sussex

It is proposed that the Sussex Health & Care Assembly will **meet in public at least two times per year** and will be chaired by the Chair of NHS Sussex, with the meeting administration provided by NHS Sussex.

It is proposed that the conclusions from each meeting of the Sussex Health & Care Assembly are reported to the **Health & Wellbeing Board** of each local authority.

* Specialist and VCSE Members will be appointed through an open and competitive recruitment process by an Appointments Panel who will set out a role specification for each member, advertise the roles publicly, interview the candidates who most closely fit the role specification and then make the appointments.

