





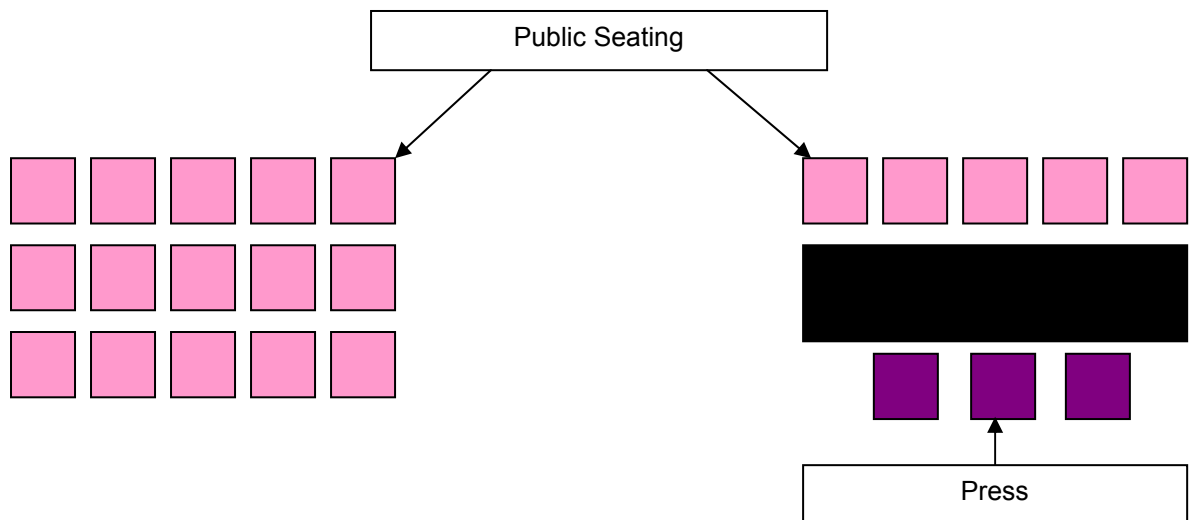
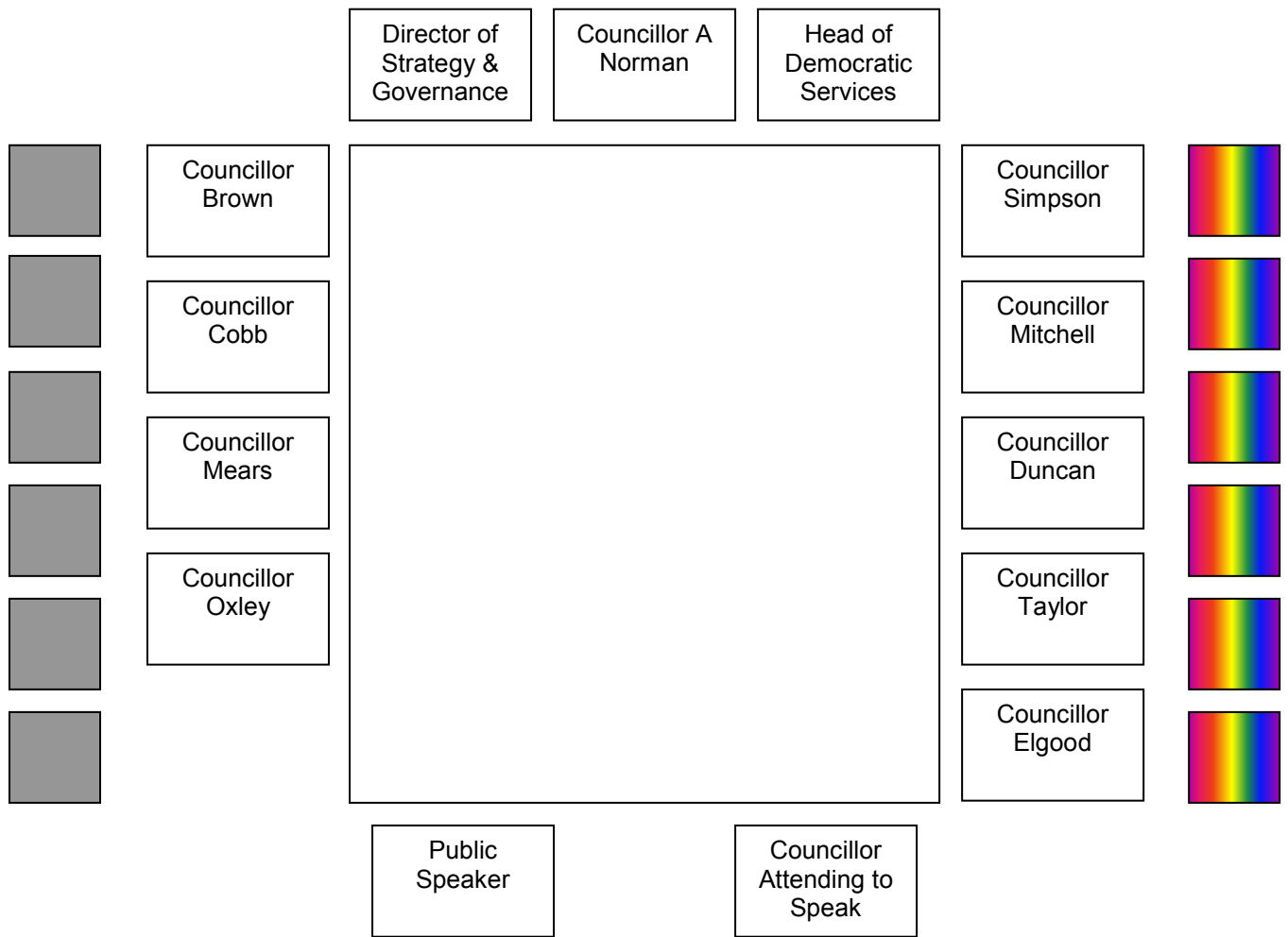
**Brighton & Hove  
City Council**

# Governance Committee

Title:	<b>Governance Committee</b>
Date:	<b>18 November 2008</b>
Time:	<b>4.00pm</b>
Venue	<b>Council Chamber, Hove Town Hall</b>
Members:	<b>Councillors:</b> Mrs Norman (Chairman), Simpson, Mrs Brown, Mrs Cobb, Duncan, Elgood, Mears, Mitchell, Oxley and Taylor
Contact:	<b>Mark Wall</b> Head of Democratic Services 01273 291006 mark.wall@brighton-hove.gov.uk

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# Democratic Services: Meeting Layout



## AGENDA

### 36. PROCEDURAL BUSINESS

- (a) Declaration of Substitutes - Where Councillors are unable to attend a meeting, a substitute Member from the same Political Group may attend, speak and vote in their place for that meeting.
- (b) Declarations of Interest by all Members present of any personal interests in matters on the agenda, the nature of any interest and whether the Members regard the interest as prejudicial under the terms of the Code of Conduct.
- (c) Exclusion of Press and Public - To consider whether, in view of the nature of the business to be transacted, or the nature of the proceedings, the press and public should be excluded from the meeting when any of the following items are under consideration.

*NOTE: Any item appearing in Part 2 of the Agenda states in its heading the category under which the information disclosed in the report is exempt from disclosure and therefore not available to the public.*

*A list and description of the exempt categories is available for public inspection at Brighton and Hove Town Halls.*

### 37. MINUTES OF THE PREVIOUS MEETING

1 - 8

Minutes of the meeting held on 23 September 2008 (copy attached).

### 38. CHAIRMAN'S COMMUNICATIONS

### 39. PETITIONS

No petitions had been received by the date of publication.

### 40. PUBLIC QUESTIONS

(The closing date for receipt of public questions is 12 noon on 11 November 2008)

No public questions had been received by the date of publication.

## **GOVERNANCE COMMITTEE**

### **41. DEPUTATIONS**

The closing date for receipt of deputations is 12 noon on 11 November 2008)

No deputations had been received by the date of publication.

### **42. CALLOVER**

(a) Item No's 43 – 50 will be read out at the meeting and Members invited to reserve the items for consideration.

(b) To receive or approve the reports and agree with their recommendations with the exception of those items which have been reserved for discussion.

### **43. REVIEW OF LEARNING DISABILITY SERVICES GOVERNANCE ARRANGEMENTS** **9 - 16**

Report of the Director of Adult Social Care & Housing (copy attached).

*Contact Officer:* Joy Hollister *Tel:* 29-5030  
*Ward Affected:* All Wards

### **44. TAXI TARIFF SETTING UNDER THE NEW CONSTITUTION** **17 - 20**

Report of the Director of Strategy & Governance (copy attached).

*Contact Officer:* Elizabeth Culbert *Tel:* 29-1515  
*Ward Affected:* All Wards

### **45. REVIEW OF POLLING ARRANGEMENTS** **21 - 26**

Report of the Chief Executive (copy attached).

*Contact Officer:* Colin Burt *Tel:* 29-1997  
*Ward Affected:* All Wards

### **46. HOLLINGBURY & STANMER WARD - CHANGE OF NAME** **27 - 30**

Report of the Chief Executive (copy attached).

*Contact Officer:* Colin Burt *Tel:* 29-1997  
*Ward Affected:* All Wards

## GOVERNANCE COMMITTEE

### **47. APPOINTMENT OF MEMBERS TO THE HOUSING LOCAL DELIVERY VEHICLE 31 - 34**

Report of the Director of Strategy & Governance (copy attached).

*Contact Officer: Abraham Ghebre-Ghiorghis Tel: 29-1500*  
*Ward Affected: All Wards*

### **48. METHODOLOGY FOR 6 MONTH REVIEW OF THE CONSTITUTION 35 - 46**

Report of the Director of Strategy & Governance (copy attached).

*Contact Officer: Abraham Ghebre-Ghiorghis Tel: 29-1500*  
*Ward Affected: All Wards*

### **49. WORKING RELATIONS WITH THE OLDER PEOPLE'S COUNCIL 47 - 52**

Report of the Director of Strategy & Governance (copy attached).

*Contact Officer: Abraham Ghebre-Ghiorghis Tel: 29-1500*  
*Ward Affected: All Wards*

### **50. REVIEW OF MEETINGS TIMETABLE FOR 2009/10 53 - 68**

Report of the Director of Strategy & Governance (copy attached).

*Contact Officer: Mark Wall Tel: 29-1006*  
*Ward Affected: All Wards*

The City Council actively welcomes members of the public and the press to attend its meetings and holds as many of its meetings as possible in public. Provision is also made on the agendas for public questions to committees and details of how questions can be raised can be found on the website and/or on agendas for the meetings.

The closing date for receipt of public questions and deputations for the next meeting is 12 noon on the fifth working day before the meeting.

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Meeting papers can be provided, on request, in large print, in Braille, on audio tape or on disc, or translated into any other language as requested.

For further details and general enquiries about this meeting contact Mark Wall, (01273 291006, email [mark.wall@brighton-hove.gov.uk](mailto:mark.wall@brighton-hove.gov.uk)) or email [democratic.services@brighton-hove.gov.uk](mailto:democratic.services@brighton-hove.gov.uk)

Date of Publication - Monday, 10 November 2008

## GOVERNANCE COMMITTEE

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## BRIGHTON & HOVE CITY COUNCIL

### GOVERNANCE COMMITTEE

4.00pm 23 SEPTEMBER 2008

COMMITTEE ROOM 3, HOVE TOWN HALL

### MINUTES

**Present:** Councillors Mrs Norman (Chairman), Mrs Cobb, Elgood, Hyde, Janio, Kemble, Kennedy, Marsh, Morgan and Taylor

### PART ONE

#### 19. PROCEDURAL BUSINESS

##### (A) Declarations of Substitutes

19.1 Councillors Hyde, Janio, Kemble, Kennedy, Marsh and Morgan declared that they were attending the meeting as substitutes for Councillors Oxley, Mears, Mrs Brown, Duncan, Simpson and Mitchell respectively.

##### (B) Declarations of Interest

19.2 There were no declarations of interest.

##### (C) Exclusion of Press and Public

19.3 The Committee considered whether the press and public should be excluded from the meeting during the consideration of any items contained in the agenda, having regard to the nature of the business to be transacted and the nature of the proceedings and the likelihood as to whether, if members of the press and public were present, there would be disclosure to them of confidential or exempt information as defined in Section 100B(3) or 100 1 of the Local Government Act 1972.

19.4 **RESOLVED:** That the public be not excluded from the meeting.

#### 20. MINUTES OF THE PREVIOUS MEETING

20.1 The minutes of the last meeting held on the 1 July 2008 were approved as a correct record of the proceedings.

**21. CHAIRMAN' S COMMUNICATIONS**

21.1 The Chairman stated that she had no communications for the meeting.

**22. PETITIONS**

22.1 There were no petitions presented to the meeting.

**23. PUBLIC QUESTIONS**

23.1 The Chairman noted that no public questions had been submitted for the meeting.

**24. DEPUTATIONS**

24.1 The Chairman noted that no deputations had been submitted for the meeting.

**25. WRITTEN QUESTIONS FROM COUNCILLORS**

25.1 The Chairman noted that no written questions from Members had been submitted for the meeting.

**26. LETTERS FROM COUNCILLORS**

26.1 The Chairman noted that no letters from Members had been received for the meeting.

**27. CALL OVER**

27.1 The Chairman stated that she wished to consider all the items listed on the agenda and therefore reserved item numbers 29, 30, 31, 32, 33 and 34.

27.2 **RESOLVED:** That item numbers 29, 30, 31, 32, 33 and 34 be reserved for debate and determination.

**28. NOTICES OF MOTIONS**

28.1 The Chairman noted that no notices of motions had been submitted for consideration at the meeting.

**29. GOVERNANCE IMPLICATIONS OF COMMUNITIES IN CONTROL WHITE PAPER**

29.1 The Committee considered a report of the Director of Strategy & Governance, which detailed proposals outlined in the Government's White Paper, 'Communities in Control' in relation to governance arrangements that fell within the remit of the Governance Committee (for copy see minute book).

29.2 The Senior Policy Development Officer informed the committee that as a result of the White Paper being published in July, it was anticipated that there would be a number of



consultation documents on the proposals, and that it was intended to bring matters to the attention of the committee where they fell under the remit of the governance of the city.

- 29.3 Members of the Committee welcomed the report and the publication of the White Paper, which they felt could enable a greater role for backbench councillors in local decision-making and engagement with their communities. Members noted that consultation documents were likely to come forward as the Bill was being drafted and the intent of Government would become clearer. It was hoped that Members would have the opportunity to input into the consultation process and it was noted that some elements within the White Paper might not be taken forward.
- 29.4 The Senior Policy Development Officer noted that Members were keen to know about the 22 local authorities that were piloting neighbourhood management schemes and stated that she would provide Members with more information on this matter.
- 29.5 The Director of Strategy & Governance stated that the White Paper was effectively a long list of items that may be brought forward in one way or another, some of which fell under the remit of the committee and others elsewhere. There would be a need to consider the proposals as they came forward as a whole and to take account of any resource implications across the council. He noted that officers had already begun work on the Community Engagement Framework, which was running in parallel to the work associated with the White Paper.
- 29.6 **RESOLVED:**
- (1) That the proposals in the White Paper that may require future changes to the Council's constitution or have broader implications for the governance of the city be noted; and
  - (2) That officers be instructed to track the implementation of the proposals in the White Paper, including the Community Empowerment, Housing and Economic Regeneration Bill (CEHER Bill); and to report to a future meeting of the committee with full details of any proposed new legislation and relevant consultation documents.

### **30. ANNUAL GOVERNANCE STATEMENT**

- 30.1 The Committee considered a joint report from the Directors of Finance & Resources and Strategy & Governance, concerning the Annual Governance Statement (for copy see minute book).
- 30.2 The Head of Audit & Assurance introduced the report and stated that as a requirement of the Accounts and Audit Regulations 2003, the council was required to publish an Annual Governance Statement. This had been considered and approved by the Audit Committee in June and was being reported to the committee for information in view of its impact on overall governance. He stated that the Governance Statement had been reviewed by the Audit Commission and areas for improvement had been highlighted, although generally it was felt that the council was performing well. He also stated that the process for reporting on the Annual Governance Statement was being looked at as guidance had only recently been issued and so there may be some changes in the future.

- 30.3 Councillor Taylor queried whether such matters as the expenditure on the Hosing Stock Transfer had been commented on and how these matters would be picked up by the audit process and reported as part of the governance statement.
- 30.4 The Head of Legal & Democratic Services stated that there were various mechanisms within the council's processes for reviewing such matters, i.e. the Audit Committee, Standards Committee, Governance Committee and the Scrutiny process.
- 30.5 The Director of Strategy & Governance stated that the particular matter referred to had not been raised by the Audit Commission and therefore had to be assumed that it was felt the expenditure had been properly incurred. The processes available to review such matters were available to Members should they wish to use them.
- 30.6 **RESOLVED:**
- (1) That the annual assessment of the City Council's corporate governance arrangements be noted;
  - (2) That the Annual Governance Statement for inclusion with the Statement of Accounts be noted; and
  - (3) That the City Council's continuing improvements on governance arrangements be noted.

### **31. PROPOSED METHODOLOGY FOR THE REVIEW OF THE CONSTITUTION**

- 31.1 The Committee considered a report of the Director of Strategy & Governance, concerning the proposed methodology for a review of the constitution, including seeking the views of the public and business community (for copy see minute book).
- 31.2 The Head of Legal & Democratic Services introduced the report and stated that the council had agreed to the undertaking of a six-month 'light-touch' and 12-month review, following the adoption of the new constitution in May 2008. He stated that the decision-making process was still relatively new and partner organisations were now beginning to engage with it following the summer recess. In this respect, it was felt important to give consideration to how any feedback could be obtained from outside of the council with regard to the constitution. It was therefore proposed that draft questions should be brought back to the committee in November with a view to questionnaires being sent out early in the New Year and results reported back to a special meeting of the committee.
- 31.3 Members of the committee noted the report and suggested that it would be helpful to target tenants and residents associations as well as business organisations. It was also suggested that officers seek feedback from the different political groups as well as Members in general. Whilst the 'light-touch' review was felt to be necessary, Members noted that the time-scale for the 12-month review was such that consideration needed to be given as to how that would be undertaken effectively so as to not be compromised by the 6-month review.

- 31.4 The Chairman noted that Members of the committee had expressed the view that recommendation at 2.1 of the report should be amended to refer to Members and officers and sought agreement to that effect.
- 31.5 **RESOLVED:**
- (1) That the strategy for seeking the views of the public, business community, Members and officers as outlined in the report be agreed; and
  - (2) That it be noted that a report with the draft questionnaires would be submitted to the next meeting of the Committee.

### **32. HOME OFFICE GUIDANCE ON CRIME & DISORDER COMMITTEE**

- 32.1 The Chairman noted that the committee were due to receive a verbal update on the Government's proposals for the establishment of Crime & Disorder Committees and invited the Lawyer in attendance to address the meeting.
- 32.2 The Lawyer thanked the Chairman and stated that Government's intention for Crime & Disorder Committees fell under the Councillor Call for Action arrangements in the Local Government & Public Involvement in Health Act 2007. These committees would act as scrutiny committees, and under the council's arrangements it was anticipated that such responsibility would fall to the Environment & Community Safety Overview & Scrutiny Committee. However, at present guidance was still awaited from the Government both on the councillor call for action and crime & disorder committees. It was expected that guidance would be available by the end of the year in respect of councillor call for action, but because of related reviews that were in progress, guidance on crime & disorder committees was not expected until the New Year.
- 32.3 Members of the committee noted the information and asked that officers take into consideration the role of the current Community Safety Forum when looking at the guidance once issued. It was felt that clarification would be needed on the role of other bodies such as local area teams and the responsible authorities partnership, so that the crime & disorder functions/responsibilities could be utilised effectively.
- 32.4 **RESOLVED:** That the information be noted.

### **33. MEMBER DEVELOPMENT POLICY**

- 33.1 The Committee considered a report of the Director of Strategy & Governance, which set out a proposed policy for Member Development (for copy see minute book).
- 33.2 The Head of Democratic Services introduced the report and stated that the Member Development Working Group had been overseeing the work on identifying Members' learning needs, and looking to provide various learning solutions to meet those needs. A Members Development Strategy had previously been approved by the Policy & Resources Committee and the proposed policy sought to compliment that by identifying the values and principles that underpin all development activity for Members across the council. He therefore hoped that the committee would welcome and approve the policy before them.

33.3 Members of the committee welcomed the report and highlighted the significant improvements that had been made to the Members' training programme and support from the Democratic Services Team. It was felt that in comparison to other authorities, the support and learning opportunities offered to Members was far more comprehensive and had flexibility to meet differing needs. It was suggested that the development of a continuous professional development (CPD) accreditation programme would be welcome, as it would enable Members to have the ability to undertake learning and development which could be recorded and used for their future careers both as councillors but also in the working environment.

33.4 The Chairman noted the comments and stated that she was aware of cross training / learning with partner organisations that had been offered and hoped that this would be extended as it had proved beneficial.

33.5 **RESOLVED:** - That the Member Development Policy be agreed.

#### **34. WEB CASTING PROTOCOL**

34.1 The Committee considered a report of the Director of Strategy & Governance, which detailed a proposed protocol for adoption as part of the preparations for the web casting of meetings (for copy see minute book).

34.2 The Head of Democratic Services introduced the report and stated that it was intended to provide all Members with a copy of the protocol and to place notices in the council buildings informing people of the fact that certain meetings would be web cast. He noted that members of the public who did not wish to be caught on camera would be directed to the public gallery in the council chamber and should they wish to address a meeting and not be seen, then there was a facility to blank out their image during the broadcast.

34.3 Members of the Committee welcomed the report and noted that a demonstration of the facility had been provided for councillors earlier in the month. Members queried whether the ability to remove aspects of a web cast covered matters such as equalities issues and sought confirmation that as well as the Chairman, a vote by the whole committee could result in the suspension of a broadcast.

34.4 The Head of Legal & Democratic Services stated that various council policies covered aspects such as remarks affecting race, religion, sexuality and defamation and these could be used to enable the removal of material from a web cast. He also confirmed that the decision to suspend a web cast for the reasons given at the time, could be determined by the Chairman or following the movement of such a resolution by a Member of the committee and the subsequent approval of the committee as a whole.

34.5 Members queried whether the consent of members of the public for their image to be published would be sought, especially with regard to children and that the public could still attend a meeting and not be included in the web cast,

34.6 The Director of Strategy & Governance stated that consent would be obtained and all those attending meetings made aware of the fact that web casting was in operation. He

also confirmed that the public could remain in the public gallery without being seen on camera and should anyone wish, they could have their image blacked out whilst addressing the meeting,

34.7 **RESOLVED:** - That the protocol detailed in the report be adopted and that Members be guided by it during the web casting of meetings.

**35. ITEMS TO GO FORWARD TO COUNCIL.**

35.1 **RESOLVED:** - That no items be referred to council.

The meeting concluded at 5.40pm

Signed

Chair

Dated this

day of November 2008



# Governance Committee

# Agenda Item 43

Brighton & Hove City Council

<b>Subject:</b>	<b>Review of Learning Disability Services Governance Arrangements</b>		
<b>Date of Meeting:</b>	<b>2008</b>		
<b>Report of:</b>	<b>Director of Adult Social Care &amp; Housing</b>		
<b>Contact Officer:</b>	<b>Name:</b>	<b>Joy Hollister</b>	<b>Tel:</b> <b>29-5035</b>
	<b>E-mail:</b>	joy.hollister@brighton-hove.gov.uk	
<b>Key Decision:</b>	N/a		
<b>Wards Affected:</b>	All		

## FOR GENERAL RELEASE

### 1. SUMMARY AND POLICY CONTEXT:

- 1.1 This report considers the arrangements for the future Governance of Learning Disability services as agreed following Council in April 2008.
- 1.2 Learning Disability Services for adults in Brighton & Hove provide services and support to over 700 people with learning disabilities and their families in the city.
- 1.3 The service is currently made up of 2 distinct areas:
  - a. Learning Disability Community Support Services which include: Community Learning Disability Team (CLDT) providing specialist assessments, treatment, setting up and reviewing of care packages and discharging the Councils Safeguarding responsibilities for people with learning disabilities in the city. This integrated service is provided by a multidisciplinary team made up of Social Workers, Care Managers, Community Nurses, Physiotherapists, Occupational Therapist, Speech and Language Therapists, Psychology and Psychiatry. The Healthcare staff in this service are employed by Sussex Partnership NHS Trust. Also included are the directly provided Community Support Services - 5 Learning Disability Day Services and a residential Short Break Service.
  - b. Learning Disability Accommodation Services are managed as part of the Homeless and Social Inclusion Section of Housing Strategy and provide a range of registered and non registered accommodation with support on 17 sites across the city for 68 people with learning disabilities, a floating support service and our registered Adult Placement Scheme.
- 1.4 The Council discharges its statutory duties to people with learning disabilities and their families as required under the NHS and Community Care Act 1990 and relevant legislation that preceded this through its Learning Disability Services. Since the introduction of the Children Act 2004 the statutory accountability for

delivery of all adult social services functions lies with the Director of Adult Social Services (DASS). This accountability is wide ranging and includes;

- Assessment of local need and ensuring availability and delivery of a full range of adult social services.
- Professional leadership, including workforce planning.
- Leading the implementation of standards.
- Managing cultural change.
- Promoting local access and driving partnership working.
- Delivering a whole systems approach to supporting communities.
- Promotion of social inclusion and wellbeing.

1.5 In Governance terms the council meets its obligations through the Executive. The Executive in turn executes its responsibilities through the Cabinet system. Learning Disability decisions are, in the main, executed by the Cabinet member for Housing unless the decision is one falling under the section 75 agreement where decisions are taken by the Joint Commissioning Board (JCB). The JCB includes both the Cabinet member for Housing and the Cabinet Member for Adult Social Care and Health. The Scrutiny function is overseen by the Overview and Scrutiny Commission who oversee the work of the Adult Social Care and Housing Scrutiny Committee.

1.6 'Our Health, Our Care, Our Say' White Paper 2006 clearly endorses the integrated approach across health and the local authority to providing services for people with longer term conditions.

1.7 In line with the 'Personalisation' of adult social care services as outlined in the National 'Putting People First' concordat published in 2007 learning disability services are actively working towards the personalisation agenda and are piloting the use of Individualised Budgets. Learning Disability services are engaged in the modernising agenda for adult social care both as part of the Personalisation Board and operational sub groups and as part of its own Learning Disability Modernisation Project Board.

1.8 Formal consultation is exercised through the Learning Disability Partnership Board. Membership is taken from a wide range of stakeholders to include the voluntary sector, service users and carers. Since the introduction of the Cabinet system in 2008 the Board is co chaired by the Cabinet Member for Housing.

## **2. RECOMMENDATIONS**

2.1 The committee recommends to the Cabinet that Learning Disability services remain the responsibility of the Director of Adult Social Care and Housing in order to execute the statutory responsibilities of the DASS.

2.2 To recommend to Cabinet that the Executive functions remain as they are currently set out in the constitution, thus ensuring continuity of leadership and minimising further change for those stakeholders on the Learning Disability Partnership Board.



### **3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS:**

- 3.1 In 2002 via a Section 31 Agreement using Health Act Flexibilities South Downs Health NHS Trust became the lead organisation for all Learning Disability Services in the City. This arrangement continued until 2006. When with the formation of Sussex Partnership Trust new arrangements were required.
- 3.2 In April 2006 Brighton and Hove City Council took on lead organisation responsibilities and the direct management of the learning disability services (excluding psychiatry and psychology) was provided via Housing Strategy Division of the Adult Social Care and Housing Directorate. This arrangement is still in place.
- 3.3 Prior to May 2008 (when the new Cabinet Governance arrangements were put in place) reports requiring formal decisions were taken through Adult Social Care Committee and the Joint Commissioning Board when required.
- 3.4 In addition to this the Learning Disability Partnership Board was Co Chaired by the lead member for Adult Social Care who chaired the Adults Social Care Committee.
- 3.5 From May 2008 onwards all Cabinet Member decisions for Learning Disability Services have been made via the Cabinet Member Housing and the Joint Commissioning Board when required.
- 3.6 In addition to this from May 2008 onwards the Learning Disability Partnership Board had been co chaired by the Lead Member for Housing. Prior to this arrangement the Partnership Board was co chaired by the lead member for Adult Social Care and Health.

### **4. ACCOMMODATION SERVICES – DEVELOPMENT AND IMPROVEMENT:**

- 4.1 The 'provider' functions of the Learning Disabilities Service were transferred to the management of Housing Needs and Social Inclusion in August 2006. This included 19 accommodation service units, the Adult Placement Scheme and the Community Support Team.
- 4.2 The Accommodation Service management structure was remodelled in 2007. This has streamlined managerial decision-making; devolved areas of responsibility toward the point of service delivery; made better use of resources and yielded significantly increased value.
- 4.3 The current structure provides a coherent provider/commissioning split. The commissioning function remains with the Community Learning Disability Team under the Manager of the Integrated Learning Disability Service. As outlined in the report the arrangements are working effectively and therefore no need to change the current delegations.
- 4.4 The service works in partnership with colleagues in the Learning Disability Service and Adult Social Care. It contributes to the development of multi-agency policy in the following fora:

- Learning Disability Services Governance Group
- Safeguarding Adults Forum
- Provider Forum

### **Performance culture**

- 4.5 The need to establish a strong performance culture with an expectation of continuous improvement was an acknowledged factor informing current management arrangements.
- 4.6 Changing practices and attitudes was also seen as a necessary prelude to steering the service through the transformation agenda

### **Health & Safety**

- 4.7 Improved awareness and management of Health and Safety issues has led to improved performance with respect to Safety Management System (SMS) compliance. Since December 2007 this improvement has been sustained over three audit points:
- December 2007 = average compliance 32%
  - April 2008 = average compliance 42%
  - August 2008 = average compliance 56%
- 4.8 The Service has put in place a programme of actions to ensure full compliance with its responsibilities under The Regulatory Reform (Fire Safety) Order 2005.
- 4.9 Since June 2008 a series of twenty-one service level risk assessments have been implemented across all services.
- 4.10 The Quality Assurance and Risk Manager for Housing Needs & Social Inclusion has instigated a series of internal audits of service SMS to ensure that health and safety continues to be managed effectively. Compliance with SMS is now monitored through the new quarterly Quality Assurance and Risk Management Audit Programme (QARMAP). Progress and recommendations are subject to regular scrutiny at Service Management Team meetings.
- 4.11 QARMAP audits compliment other current assurance processes i.e. Regulation 26 inspections and Supporting People annual contract reviews.

### **Service Development**

- 4.12 All services now complete a monthly Quality Assurance Return that measures performance against a series of indicators agreed with the Learning Disability Commissioner and reported at Divisional level. Over the last year the following improved performance has been evidenced in the following areas:
- Person Centred Plans
  - Health Action Plans

- Support Planning
- Risk Assessments

- 4.13 The development of a new service at 11 Hawkhurst Road represents a significant improvement to the range of accommodation services available to adults with a learning disability. Collaborative work with Downland Housing Association to develop the service, together with that at 11a Hawkhurst Road, was completed to deadline.
- 4.14 Licence agreements for adult placement service users have been put in place, enabling increased access to welfare and housing benefits: this has made a significant contribution to the financial recovery process. It has also increased the financial stability of service users.
- 4.15 Accommodation Services are now networked to the council IT system, improving lines of communication significantly and access to corporate initiatives, values and services.
- 4.16 Services have been successfully restructured into three distinct areas: Registered Care, Supported Accommodation & Move On Services. This has helped to clarify a pathway for the movement of service users to greater independence.
- 4.17 The Community Support Team has been judged as operating at performance level B against 5 of the Supporting People core objectives (a review of the sixth objective to a level B is imminently expected). This is a significant improvement on the last review. The service has also been judged as providing value for money with an hourly rate below both the Brighton & Hove and regional averages.
- 4.18 All the Registered Care Services are now rated as 'Good' by the Commission for Social Care Inspection. This is the first time this has been achieved across all of the Learning Disability Accommodation Services.
- 4.19 The service has made a significant contribution to joint developmental initiatives with colleagues from Adult Social Care in the following areas:
- Fire Safety Focus Group
  - Food Safety Focus Group
  - Management of Service User finances

### **Financial Recovery**

- 4.20 The service as a whole successfully delivered a £186,000 Financial Recovery Plan target for 2006/07.
- 4.21 Last year (2007/08) a saving of £1.4 million was achieved, representing a significantly improved financial performance. Overall, the service was £28,000 overspent for the financial year against a savings target of £2.2 million.

## **Staff development**

- 4.22 All Accommodation Service teams completed their 08/09 Team Development Plans within timescales, allowing the production of a comprehensive service development plan that has been shared with Learning and Development. This helped to inform the Workforce Development Programme for Learning Disability Services 2008/09. Learning Disability services workforce development is a key part of the overarching workforce strategy for the personalisation of adult social care.

## **Service Users**

- 4.23 A reshaped and clarified Quality Performance Framework has allowed services to achieve greater focus on service user needs and commissioning objectives: clear targets are now set through performance indicators and delivery on Person Centred Plans, Health Action Plans and Outcome Reviews have all improved as a result.
- 4.24 Closer links with officers in Housing Strategy increases the range of accommodation available to adults with a learning disability within the city.

## **Conclusion**

- 4.25 The transfer of Accommodation Services to Housing Needs and Social Inclusion involved a number of challenging objectives. A service more responsive to changing needs and more able to deliver solutions has resulted:
- Improved financial self-regulation has meant better budgetary control
  - Improved management systems have led to the development of more challenging team plans and objectives. This, in turn, has lifted performance as indicated in Quality Assurance Returns.
  - Improved awareness and management of Health & Safety has led to improved compliance with SMS objectives.

The service is now well positioned to meet future Commissioning Strategy objectives whilst delivering *Value for Money*.

## **5. CONSULTATION**

- 5.1 Cabinet member for Adult Social care and Health, Cabinet member for Housing, Health Partners.

## **6. FINANCIAL & OTHER IMPLICATIONS:**

### Financial Implications

- 6.1 Financial governance is achieved through the council's Targeted Budget Management process and finance reports to the Joint Commissioning Board. In order to deliver within budget strategies and contribute towards Value for Money

financial recovery plans are in place as outlined in paragraphs 4.20-4.21, achievement against these are monitored monthly.

*Finance Officer Consulted: Anne Silley*

*Date: 5.11.08*

#### Legal Implications

- 6.2 The current arrangements and the analysis of the position in the body of the report are entirely consistent with legal and constitutional requirements. As Learning Disabilities is an executive function, any changes have to be approved by the Leader or Cabinet.

*Lawyer Consulted: Abraham Ghebre-Ghiorghis*

*Date: 31.10.08*

#### Equalities Implications

- 6.3 The learning disability services have recently completed an equalities impact assessment.

#### Sustainability Implications

- 6.4 There are no direct sustainability implications arising from this report

#### Crime & Disorder Implications

- 6.5 There are no direct crime and disorder implications arising from this report.

#### Risk and Opportunity Management Implications

- 6.6 There are no direct risks or opportunity implications arising from this report.

#### Corporate / Citywide Implications

- 6.7 Learning Disability services are provided across the City – there are no other implications than contained in this report.

### **SUPPORTING DOCUMENTATION**

#### **Appendices:**

**Documents In Members' Rooms:** None

#### **Background Documents**

1. Valuing People White Paper 2001 & Valuing People Now 2008.
2. 'Putting People First' 2007
3. 'Our Health Our Care Our Say' 2006
4. Local Government Briefing Note 39 2008 Transfer of Funding for Social Care Provision for adults with learning disabilities



# GOVERNANCE COMMITTEE

## Agenda Item 44

Brighton & Hove City Council

**Subject:** Taxi Tariff setting under the new Constitution

**Date of Meeting:** 18 November 2008

**Report of:** Director of Strategy & Governance

**Contact Officer:** Name: Elizabeth Culbert Tel: 29-1515

E-mail: Elizabeth.Culbert@brighton-hove.gov.uk

**Wards Affected:** All

### FOR GENERAL RELEASE

#### 1. SUMMARY AND POLICY CONTEXT:

- 1.1 Under the Committee system decisions in relation to setting taxi fares were taken by the Licensing Committee. Under the new Constitution the power to set taxi fares is an executive function. This means new arrangements are required.
- 1.2 The report proposes a new procedure for setting taxi fares to comply with the law whilst retaining the expertise of the Licensing Committee.

#### 2. RECOMMENDATIONS:

That the Governance Committee recommends to Cabinet that:-

- 2.1 That an advisory committee to the executive is established for the purpose of advising on licensing functions that are the responsibility of the Executive, including setting taxi fares;
- 2.2 That the membership of the advisory committee mirrors the Licensing Committee membership;
- 2.3 That power is delegated to the Director of Environment to set taxi fares after considering the recommendations of the advisory committee.
- 2.4 That the Head of Law be authorised to make the necessary amendments to the Constitution to reflect the above.

#### 3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS:

- 3.1 Under the Local Government (Miscellaneous Provisions) Act 1976 (the Act), the Council has power to fix fares for hackney carriages for journeys within its district and to fix all other charges in connection with the hire of the vehicles.

- 3.2 The Act prescribes the process for setting the fare tariff. This requires the Council to publish a notice in the local paper setting out the proposed variation to fares. Members of the public can make objections within a 14 day period. The proposals are also deposited at local council offices for 14 days. If there are no objections, fares take effect on a specified date. If there are objections that are not withdrawn, the Council (historically, through the Licensing Committee) considers the objections and may modify the table of fares in light of the objections or not.
- 3.3 The Council uses a formula based on local earnings and vehicle expenses to establish the highest rate of basic fares it would consider. It does this to ensure that the process is transparent and to protect consumer interests.
- 3.4 Historically this work has always been undertaken by the Licensing Committee, who have attained expertise. However, this function is now an executive function, meaning the Licensing Committee (a Council Committee) can no longer take the decision as it has in the past.
- 3.5 In order to continue to use the expertise of licensing Members and to retain as open and transparent a system as possible, it is proposed to continue to use the Licensing Committee to hear the proposals and representations and to make recommendations. To do this the Licensing Committee can sit as an advisory committee established by the Executive and with identical membership to the Licensing Committee.
- 3.6 The advisory committee would hear representations and objections in the usual way and then make recommendations. The final decision could then be made either by Cabinet or an Officer with delegated power. It is proposed that the power to set the tariff should be delegated to the Director of Environment after considering the advice of the advisory committee. If the Director was minded to reject the committee's recommendations, the matter would be expected to be referred to Environment CMM or Cabinet.
- 3.7 The advantage of delegating the decision to an officer would be that this would speed up the final decision making process. Representations and objections would be carefully recorded at the advisory committee and the officer making the decision would be present to ensure all representations were taken into account. This would ensure that a swift decision could be made, based on all of the representations received, following on from the advisory committee meeting.

#### **4. CONSULTATION**

- 4.1 The proposals have been drawn up in consultation with the Head of Environmental Health and Licensing and Director of Environment who support the proposals on the basis they retain the input of the Licensing



Committee, the current openness of the system and make the process as quick as possible

- 4.2 The Leader of the Council, the Cabinet Member for Environment and the Chair of the Licensing Committee have been consulted and have also indicated their support of the new arrangements.
- 4.3 Consultation with the taxi trade will take place at the taxi forum on 29 October and a verbal update on their response will be given at the meeting.

## **5. FINANCIAL & OTHER IMPLICATIONS:**

### Financial Implications:

- 5.1 There are no direct financial implications arising from the recommendations contained within the report. The support required to operate an advisory committee will be absorbed within existing staffing resources.

*Finance Officer Consulted: Patrick Rice Date: 17 October 2008*

### Legal Implications:

- 5.2 The legal implications are contained in the body of the report.

*Lawyer Consulted: Elizabeth Culbert Date: 16<sup>th</sup> October 2008*

### Equalities Implications:

- 5.3 The proposals in this report retain the same access as before to all members of the public and anyone wishing to make representations in relation to setting taxi fares.

### Sustainability Implications:

- 5.4 None

### Crime & Disorder Implications:

- 5.5 The Council uses the power to fix hackney carriage fares to protect consumers.

### Risk and Opportunity Management Implications:

- 5.6 The current system for setting fares is well known and understood with the public and taxi trade and therefore any change to these arrangements have the potential to cause concern. By keeping the key public debate with the Licensing Committee (sitting as an advisory committee to the Executive) this should alleviate as far as possible concerns about a new system. Timing can also be sensitive and by

delegating the decision to the Director, this will speed up the process, avoiding the need to fit into a further cycle of Cabinet meetings.

Corporate / Citywide Implications:

- 5.7 Ensuring the most transparent, swift and effective means of setting taxi fares in the city supports the Council's priorities of protecting the environment while growing the economy and an open and effective council.

**SUPPORTING DOCUMENTATION**

**Appendices:**

1. None

**Background Documents**

1. None

<b>Subject:</b>	<b>Review of Polling Arrangements</b>		
<b>Date of Meeting:</b>	<b>18 November 2008</b>		
<b>Report of:</b>	<b>Chief Executive</b>		
<b>Contact Officer:</b>	<b>Name:</b>	<b>Colin Burt</b>	<b>Tel:</b> 291997
	<b>E-mail:</b>	<b>colin.burt@brighton-hove.gov.uk</b>	
<b>Wards Affected:</b>	<b>Various</b>		

### FOR GENERAL RELEASE

#### 1. SUMMARY AND POLICY CONTEXT:

- 1.1 The committee is being asked to approve the creation of a new polling district in the St. Peter's & North Laine Ward; a minor change to the boundary of a polling district in Woodingdean Ward; and three changes to designated polling places in Patcham, Goldsmid and North Portslade Wards.
- 1.2 The proposals to make these changes emerged from the recent review of polling arrangements in the city.

#### 2. RECOMMENDATIONS:

It is recommended that the Committee –

##### A. Approves the following:

- 2.1 That a new polling district (KS) be created in St. Peter's & North Laine Ward, bounded on the south and east by Cheapside and London Road respectively (see paragraph 3.4)
- 2.2 That St. Bartholomew's CE Primary School be designated as the polling place for the new polling district of KS in St. Peter's & North Laine Ward (see paragraph 3.4)
- 2.3 That the boundary of polling district BX in Woodingdean Ward be extended to include all of the properties numbered 10 to 20 Kevin Gardens (see paragraph 3.5)
- 2.4 That the Old Boat Community Centre off Carden Hill be designated as the new polling place for polling district HX in Patcham Ward, replacing Carden Primary School, Carden Avenue (see paragraphs 3.6 and 3.7)

- 2.5 That the Vallance Community Centre in Sackville Road be designated as the new polling place for polling district NX in Goldsmid Ward, replacing St. Barnabas Church Hall, also in Sackville Road (see paragraph 3.8)
- 2.6 That Mile Oak Community Centre in Chalky Road be designated as the new polling place for polling district QY in North Portslade Ward, replacing the Communal Room in Hazelholt residential home, also in Chalky Road (see paragraphs 3. 9 and 3.10)
- B. Authorises the Registration Officer to take the measures, required by law, to bring the changes into effect

### 3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS:

- 3.1 In accordance with the Representation of the People Act 1983 (as amended), a formal review has been conducted recently of polling arrangements in the city. The review has considered polling districts, polling places and ward names only. Local government boundaries, parliamentary constituencies and ward boundaries were outside the scope of this review.
- 3.2 All elected members were contacted and invited to comment on the polling arrangements in the city. Other stakeholders, such as disability groups and political parties, were also asked for their views. Few suggestions for change were received.. In addition to existing data on file in respect of designated polling places, comments from electors and reports from polling station inspectors and presiding officers employed during the 2007 elections were also taken into account.
- 3.3 A proposal to change the name of Hollingbury & Stanmer Ward to Hollingdean & Stanmer Ward is the subject of a separate report to the Governance Committee. The other matters in which a positive recommendation is being made are detailed below.
- 3.4 The boundaries of the polling districts in St. Peter's & North Laine Ward were agreed before the massive re-development of the Brighton Station site. As a result, part of the new development is contained within polling district KY (polling place – Brighton & Hove Foyer, Pelham Street) but the bulk of it is within polling district KV (polling place – Calvary Evangelical Church Hall, Viaduct Road). Unfortunately, this means electors who live in the newly developed area currently have to cross the busy London Road in order to vote. To make voting more convenient for these electors, **the creation of a new polling district (KS) is recommended**, to be bounded on the south and east by Cheapside and London Road respectively. For the time being, pending the development of suitable community facilities on the Brighton Station site, **it is recommended that St. Bartholomew's CE Primary School, Ann Street, be designated as the polling place for this new polling district.**

- 3.5 Nos. 1 to 17 and 2 to 8 Kevin Gardens in Woodingdean Ward are in polling district BX. However, the more recently built properties numbered 10 to 20 Kevin Gardens are currently located within polling district BY. This is because the polling district boundary currently follows what was previously the rear boundary line of properties in Downs Valley Road. As the new properties are numbered within and front on to Kevin Gardens, **it is recommended they should also be included within polling district BX and that the boundary line between the two polling districts be amended accordingly.**
- 3.6 Carden Primary School, Carden Avenue, is the currently designated polling place for polling district HX in Patcham Ward. It was suggested during the review process that this should be changed to the Old Boat Community Centre off Carden Hill. It was reported that the local action group would like to see the Community Centre used as this would attract people to the premises and would also mean that Carden Primary School would not have to lose a day's schooling. A further suggestion was received that voters from adjoining polling district HY, who currently vote at the Gathering Place in Orchid View, could also vote at the Old Boat Community Centre.
- 3.7 As polling places, there is little to choose between them but, for the reasons given above, **it is recommended that the Old Boat Community Centre should replace Carden Primary School as the designated polling place for polling district HX.** However, because of the lie of the land in polling district HY, it could be detrimental to many electors in this polling district if their polling place were also to be changed. The Tenants' Association for the area are reported as being anxious to keep the Gathering Place as a polling place and, as the building is owned by the council, it is not expensive to use. For these reasons, **no change is being recommended in the polling place for polling district HY.**
- 3.8 St. Barnabas Church Hall in Sackville Road is currently designated as the polling place for polling district NX in Goldsmid Ward. This hall is used by Honeycroft, part of the new Children's Centre for the area, and it is disruptive to their work, and expensive to hire, when the premises are used for polling. The Vallance Community Centre, which is next door to Honeycroft, is fully accessible and would be cheaper and less disruptive to use. **It is recommended, therefore, that these premises should replace St. Barnabas Church Hall as the designated polling place for this polling district.**
- 3.9 In September 2002, the Policy & Resources Committee agreed to change the designated polling place for polling district QY in North Portslade Ward, from the Mile Oak Recreation Ground Pavilion, College Close, to the Communal Room in the nearby Hazelholt residential home. There are concerns about security at Hazelholt, following an incident where an outsider gained access to the building and stole a handbag, and the elderly residents are not happy about the number of people who are able to enter their building for polling, with no real control over where they go once inside.

- 3.10 The access at the Mile Oak Pavilion has not improved and returning to these premises cannot be recommended. However, Mile Oak Community Centre, which is already the designated polling place for adjoining polling district QW, is a large accessible building, just a few yards from both Hazelholt and the Mile Oak Pavilion. Bearing in mind the residents' concerns over the use of Hazelholt, **it is recommended that Mile Oak Community Centre should replace Hazelholt as the designated polling place for polling district QY.**
- 3.11 If the Committee approves the recommendations above, the Registration Officer is required to make the necessary adaptations to the register of parliamentary electors, and to publish a notice stating that the adaptations have been made by him.

#### **4. CONSULTATION**

- 4.1 Appropriate ward councillors, the city's three members of Parliament, the Older People's Council and the council's main political groups have all been consulted on these proposals. The Patcham Ward Councillors wish the Old Boat Community Centre to be designated as the polling place for polling districts HX and HY, replacing both Carden Primary School and the Gathering Place. With this exception, the others who have replied have all supported the recommended changes

#### **5. FINANCIAL & OTHER IMPLICATIONS:**

##### Financial Implications

- 5.1 The report details changes to locations and numbers of polling sites throughout the city, which will attract certain costs. The costs vary, depending on the site, and can include the venue hire, reimbursement of heating and lighting costs and the staffing of the polling stations. However, these costs are minimal (in the region of £500 per site) and are met by Central Government grant rather than this council, with the exception of local council elections.

*Finance Officer Consulted: Stuart Taylor*

*Date: 17 October 2008*

##### Legal Implications

- 5.2 The review referred to in paragraph 3.1 is a requirement of section 18C of the Representation of the People Act 1983. The statutory requirements of the review, for example to seek representations from those with expertise on access for the disabled (see paragraph 3.2), were met.

The actions of the Registration Officer described in paragraph 3.11 are required under section 18A (5) of the Representation of the People Act 1983.

*Lawyer Consulted: Oliver Dixon*

*Date: 17 October 2008*

### Equalities Implications

- 5.3 An Equalities Impact Assessment will be undertaken, to ensure that accessibility for voters meets the requirements of the Disability Discrimination Act, and the results will be published.

### Sustainability Implications

- 5.4 There are no implications.

### Crime & Disorder Implications

- 5.5 There are no implications.

### Risk and Opportunity Management Implications

- 5.6 There are no implications.

### Corporate / Citywide Implications

- 5.7 The recommendations are in line with council priorities, specifically for open and effective city leadership.

## **SUPPORTING DOCUMENTATION**

### **Appendices:**

None

### **Documents in Members' Rooms**

None

### **Background Documents**

None





<b>Subject:</b>	<b>Hollingbury &amp; Stanmer Ward – Change of Name</b>		
<b>Date of Meeting:</b>	<b>18 November 2008</b>		
Further Meeting:	Special Council 4 December 2008		
<b>Report of:</b>	<b>Chief Executive</b>		
<b>Contact Officer:</b>	Name: <b>Colin Burt</b>	Tel: <b>291997</b>	
	E-mail: <b>colin.burt@brighton-hove.gov.uk</b>		
<b>Wards Affected:</b>	<b>Hollingbury &amp; Stanmer</b>		

### FOR GENERAL RELEASE

#### 1. SUMMARY AND POLICY CONTEXT:

- 1.1 The committee is being asked to support a change of name for the Hollingbury & Stanmer Ward – to Hollingdean & Stanmer Ward – and to recommend that full council pass the required resolution to bring the new name into effect
- 1.2 The proposal to change the name of the ward emerged from the recent review of polling arrangements in the city.

#### 2. RECOMMENDATION:

- 2.1 That this Committee:
  - (i) Supports the change of electoral area name from ‘Hollingbury & Stanmer Ward’ to ‘Hollingdean & Stanmer Ward’; and
  - (ii) Refers the matter to Full Council for approval by way of a resolution in accordance with Section 59 of the Local Government and Public Involvement in Health Act 2007,

#### 3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS:

- 3.1 During the recent review of polling arrangements in the city, a number of representations were received, from councillors and others, requesting that the name of Hollingbury & Stanmer Ward should be changed to “Hollingdean & Stanmer”, or at least that the word “Hollingbury” be removed.
- 3.2 Neither of the areas known as Hollingbury and Hollingdean are specifically defined anywhere and parts of what is known as Hollingbury, such as the Hollingbury Golf Course, are certainly included within the Hollingbury & Stanmer

Ward. In addition, a number of roads to the east of Ditchling Road do contain the word "Hollingbury" in their names. However, the residential area generally known as Hollingbury falls entirely within the Patcham Ward and a good deal of confusion is caused currently when electors living there contact councillors for Hollingbury & Stanmer Ward instead of those for Patcham Ward who represent them.

- 3.3 Until quite recently a change of ward name like this would have been a matter for the Boundary Commission. However, Section 59 of the Local Government and Public Involvement in Health Act 2007 ('the Act') gives a local authority the power to change the name of any of the authority's electoral areas, by resolution.
- 3.4 Such a resolution must be passed at a meeting specially convened for the purpose of deciding the resolution, with notice of the object; and by a majority of at least two thirds of the members voting on it.

#### **4. CONSULTATION**

- 4.1 Section 59(3) of the Act prohibits a local authority from passing a resolution for a change of name of electoral area unless it has taken reasonable steps to consult such persons as it considers appropriate on the proposed name. Patcham and Hollingbury & Stanmer Ward Councillors, the city's three Members of Parliament, the Older People's Council and the council's main political groups have all been consulted on this proposal. All those who have replied have fully supported the proposed change of name.

#### **5. FINANCIAL & OTHER IMPLICATIONS:**

##### Financial Implications

- 5.1 There will be some costs associated with Member and Officer time involved in changing the ward name. However, the recommendation is being made following a review of polling arrangements and consultation. The process that has to be gone through is that prescribed by Section 59 of the Local Government and Public Involvement in Health Act 2007. There are no other direct financial implications of the recommendations in this report.

*Finance Officer Consulted: Stuart Taylor*

*Date: 17 October 2008*

##### Legal Implications

- 5.2 The legal powers to change the name of an electoral area are set out in the body of the report.

*Lawyer Consulted: Oliver Dixon*

*Date: 17 October 2008*

##### Equalities Implications

- 5.3 As this is just a change of name, which does not impact directly on any individual, an Equalities Impact Assessment has not been carried out.

Sustainability Implications

5.4 There are no implications.

Crime & Disorder Implications

5.5 There are no implications.

Risk and Opportunity Management Implications

5.6 There are no implications.

Corporate / Citywide Implications

5.7 The recommendations are in line with council priorities, specifically for open and effective city leadership.

**SUPPORTING DOCUMENTATION**

**Appendices:**

None

**Documents in Members' Rooms**

None

**Background Documents**

None



<b>Subject:</b>	<b>Appointment of Members to the Housing Local Delivery Vehicle</b>
<b>Date of Meeting:</b>	<b>18 November 2008</b>
<b>Report of:</b>	<b>Director of Strategy &amp; Governance</b>
<b>Contact Officer:</b> Name:	<b>Abraham Ghebre-Ghiorghis Tel: 29-1500</b>
	E-mail: <a href="mailto:abraham.ghebre-ghiorghis@brighton-hove.gov.uk">abraham.ghebre-ghiorghis@brighton-hove.gov.uk</a>
<b>Wards Affected:</b>	All

### FOR GENERAL RELEASE

#### 1. PURPOSE

- 1.1 To appoint Members to the Housing Local Delivery Vehicle (LDV) as members of the company and its management board.

#### 2. RECOMMENDATIONS:

- 2.1 That the Committee appoints 4 Members (2 Conservative, 1 Labour and 1Green) to become members of the LDV Company and its Management Board.
- 2.2 That the Members be appointed as members of the company and its management board for a term of 3 years, providing that they may be removed or replaced in circumstances set out in paragraphs 3.4 and 3.5.

#### 3. RELEVANT BACKGROUND INFORMATION:

- 3.1 At its meeting on 24 September 2008 the Cabinet agreed that a local delivery vehicle (LDV) is incorporated as a company limited by guarantee. The Cabinet also resolved that the LDV should be established with a board of management of 12, comprising one third council nominees, one third B&HCC tenants (selected by Area Housing Management Panels) and one third Independents (appointed by the other board members of the company).
- 3.2 The Cabinet Member for Housing together with the Director of Housing & City Support (assisted by Officers and external advisors) are progressing the work necessary to the implementation of the proposals. Given the time constraints, it is essential that the Members and Tenants who will serve as Board Members are appointed as soon as possible so that they can receive the necessary training in time. They also need to agree the Memorandum and Articles of Association and other steps in preparation for the establishment of the company. Pending the incorporation of the Company, they will serve as members/ Board Members in

waiting. Once the company is established, they will assume their full legal status as members of the company and its management board

- 3.3 Under the Council's Constitution, the appointment of Members to outside bodies (such as this company) is designated as a Council (as opposed to executive) function. The terms of delegation to the Governance Committee give the Committee the power to make any council decisions that are not reserved to full council or delegated to another committee. The Committee can therefore make these appointments. Given the need to start the training and preparation early, it is proposed that the appointment is made by the Governance Committee as soon as possible.
- 3.4 It is proposed that the Members be appointed for a term of 3 years providing that their term of office comes to an end if:
- (a) the Member concerned ceases to be a Member of Brighton & Hove City Council (e.g. retires, resigns etc); or
  - (b) they are disqualified by the Adjudication Panel for England for breaches of the Code of Conduct for Members; or
  - (c) the Council removes them from their position as Member/Director.
- 3.5 Legislation on company law as well as the Memorandum & Articles of Association of the Company impose requirements on members and board members of the company. And any appointment is subject to legal requirements as well as the Memorandum & Articles of Association.

#### **4. FINANCIAL & OTHER IMPLICATIONS:**

##### Financial Implications

- 4.1 There are no financial implications arising from this report.

*Finance Officer Consulted: Anne Silley*

*Date: 03.11.08*

##### Legal Implications

- 4.2 These are incorporated into the body of the report.

*Lawyer Consulted: Abraham Ghebre-Ghiorghis*

*Date: 30.10.08*

##### Equalities Implications

- 4.3 There are no equalities implications.

##### Sustainability Implications

4.4 There are no equalities implications.

Crime & Disorder Implications

4.5 There are no crime & disorder implications.

Risk and Opportunity Management Implications

4.6 There are no risk and opportunity implications.

Corporate / Citywide Implications

4.7 There are no corporate/citywide implications.





<b>Subject:</b>	<b>Methodology for 6 Months Review of the Constitution</b>
<b>Date of Meeting:</b>	<b>18 November 2008</b>
<b>Report of:</b>	<b>Director of Strategy &amp; Governance</b>
<b>Contact Officer:</b> Name:	<b>Abraham Ghebre-Ghiorghis Tel: 29-1500</b>
	E-mail: <a href="mailto:abraham.ghebre-ghiorghis@brighton-hove.gov.uk">abraham.ghebre-ghiorghis@brighton-hove.gov.uk</a>
<b>Wards Affected:</b>	All

### FOR GENERAL RELEASE

#### 1. SUMMARY AND POLICY CONTEXT:

- 1.1 The purpose of this report is to seek the agreement of the Committee to proposed City News article and questionnaires on the Constitution as part of the 6 months review of the constitution.

#### 2. RECOMMENDATIONS:

- 2.1 That Members agree the proposed article and questionnaires set out in appendices 1 to 4 of this report.

#### 3. RELEVANT BACKGROUND INFORMATION:

- 3.1 At its last meeting, the Governance Committee agreed a strategy for seeking the views of the public, the business community, partners, the voluntary sector, Members and Officers as part of the 6 months review of the constitution. The Committee also instructed Officers to report back with draft questionnaires. This report proposes draft questionnaires for Members' approval.
- 3.2 Appendix 1 contains a draft article for City News. Members of the public reading it will be able to comment directly or by using the questionnaires available on the web or in public offices.
- 3.3 Appendix 2 contains a summary explaining the constitution with a questionnaire which will be put in public libraries, the 4 housing area offices, Brighton Town Hall, Hove Town Hall and King's House. A prepaid reply envelope will be provided.
- 3.4 Appendix 3 is in the form of a letter and will be used to seek the views of partners and representatives of the business community as well as the voluntary sector as agreed at the last Governance Committee.
- 3.5 Appendix 4 contains a draft questionnaire to be used with Members and Officers.

3.6 It is intended to send the questionnaires out in early January in accordance with the timetable agreed at the last Governance Committee.

**4. FINANCIAL & OTHER IMPLICATIONS:**

Financial Implications

4.1 Any expenses associated with the exercise will be met from existing resources.

*Finance Officer Consulted: Anne Silley*

*Date: 03.11.08*

Legal Implications

4.2 There are no legal implications arising from this report.

*Lawyer Consulted: Abraham Ghebre-Ghiorghis*

*Date: 03.11.08*

Equalities Implications

4.3 There are no adverse equalities implications arising from the proposals.

Sustainability Implications

4.4 None.

Crime & Disorder Implications

4.5 None

Risk and Opportunity Management Implications

4.6 None

Corporate / Citywide Implications

4.7 The proposals will contribute to the effective leadership of the city by enabling the views of residents and the business community to be reflected in reviewing the constitutional arrangements.

## **SUPPORTING DOCUMENTATION**

### **Appendices:**

- Appendix 1 Article for City News
- Appendix 2(a) Background document for Questionnaire
- Appendix 2(b) Proposed Questionnaire
- Appendix 3 Letter to Partners and Organisations
- Appendix 4 Draft questionnaire for Members and Officers

### **Documents in Members' Rooms**

None

### **Background Documents**

None

**Article for City News and press release.**

**Council to review constitution**

The city council is seeking the views of residents and businesses on the new constitution it adopted earlier this year.

In May, a new system was put in place, whereby most decisions are taken by a Leader and a Cabinet of members appointed by them.

Although the basic structure of the constitution is laid down in statute, the council is able to modify its day to day operation, including member portfolios, times of meetings and procedures.

At the time of the change, councillors committed to reviewing the operation of the constitution six and twelve months after its implementation.

This is an opportunity to check that the implementation has gone smoothly, and to make any minor changes that the operation of the constitution has shown to be desirable.

We would be interested to hear any views people may have on how the new constitution is working, and what impact, positive or negative, it has made on how people and organisations interact with the council.

We would also welcome any suggestions people might have on how the Council's constitution could be improved. There will be a further opportunity to comment in June of next year, during the twelve-month review.

People who would like to comment, are invited to write to Brighton & Hove Legal Services or email [email address] by [closing date]. Alternatively you can complete a questionnaire which is available in libraries, Brighton Town Hall, Hove Town Hall, King's House and area housing offices.

The views of all respondents will be considered by the Governance Committee early in 2009. They will make recommendations to the Cabinet as to how the constitution might be amended.

Ends

## **BRIGHTON & HOVE'S NEW CONSTITUTION**

This document gives a short introduction to the new governance arrangements operating in Brighton & Hove City Council. It is intended as a background document to the accompanying questionnaire.

### **Introduction**

The City Council was required by law (the Local Government and Public Involvement in Health Act 2007) to change its governance arrangements. Many of the decisions that were previously taken by committees are now taken by the Cabinet as a whole or Cabinet Members.

Meetings of the whole council still have a very important role. The whole council sets the budget and the policy framework within which decisions are taken. More powerful overview and scrutiny committees make recommendations about policy, both before and after decisions are taken. Licensing and planning decisions are taken in the same way as they were before.

### **The Cabinet and the Council**

Under the new arrangements, the Council continues to have 54 councillors, elected on the same basis as before. After each election, the Council elects a Leader, and the Leader then appoints up to nine other councillors to serve in his or her Cabinet.

The Leader and Cabinet exercise all the executive functions of the Council - the day-to-day decision making and running of the authority. They have to do so within a budget and policy framework set by the whole council.

Licensing and planning decisions, as well as some other regulatory decisions, are not part of the Cabinet's work. As now, these will be taken by committees of councillors.

### **The Cabinet**

The Cabinet comprises up to ten members (including the Leader) who can take decisions singly or collectively.

The Leader can change the membership of his or her Cabinet at any time. He or she does not have to choose members of his or her own party for Cabinet positions, although it is expected that Cabinets will generally be single-party.

The Cabinet portfolios currently in force are:

1. Adult Social Care and Health
2. Central Services
3. Children and Young People
4. Community Affairs, Inclusion and Internal Relations

5. Culture, Recreation and Tourism
6. Enterprise, Employment and Major Projects
7. Environment
8. Finance
9. Housing

Beyond the decision-making process, the Cabinet members set the strategic direction for the Council on their areas of responsibility, and are the 'public face' of the Council in that area.

### **How decisions are taken**

The whole council sets the budget, and major policy and strategic frameworks, on the recommendation of the Cabinet.

The Leader has the power to take any executive decision, but in practice, decision-making power is exercised in three ways: at a meeting of the full Cabinet (or a committee of the Cabinet), by individual Cabinet members, or by an officer using delegated powers.

### **Advance notice of decisions**

Decisions that significantly affect more than two wards, or involve expenditure of more than £500,000 are called *key decisions*.

The Council publishes a *Forward Plan* on its website, which shows all key decisions planned over the next four months. If issues arise which require a key decision at shorter notice, they are added to the forward plan as soon as possible.

### **Public access to meetings**

Council and Cabinet meetings are held in public, as do all meetings where Cabinet members take decisions. Members of the public are able to ask questions or take delegations to those meetings. Papers for meetings are available five working days in advance of the meeting.

Councillors are also able to present petitions, and ask questions, at any meeting.

### **Overview and Scrutiny**

Those councillors who are not in the Cabinet are able to serve on Overview and Scrutiny Committees, which plays an active part in the formulation of policy and the oversight of the Council's work.

Overview and Scrutiny committees are made up of councillors, in proportion to their representation overall, and can:

- \* conduct reviews on an area of the Council's work and make policy proposals

- \* scrutinise particular decisions or areas of work and make recommendations on them
- \* scrutinise the work of other public-sector agencies in the city

Under the new system, with most decisions taken through the Cabinet, overview and scrutiny committees take on a much greater importance. As well as becoming forums for policy debate in advance of decisions, the committees are able to investigate all areas of work in their remit - including work carried out by other public sector agencies like the National Health Service and the Police.

The overview and scrutiny committees broadly shadow Cabinet portfolios. The current setup includes:

- \* Overview and Scrutiny Commission (dealing with central services, finance and cross-cutting issues)
- \* Children and Young People
- \* Health
- \* Adult Social Care and Housing
- \* Culture, Tourism and Enterprise
- \* Environment

The chairmanships of each committee is decided by the whole council.

### **How can Members of the Public Influence Decisions?**

- The forward plan and the agendas and reports to meetings enable the public to see what decisions are forthcoming. These are available from council offices or on the council website.
- Some of the council meetings (Council, Cabinet, Planning Committee and some Scrutiny Committee meetings) are webcast live and you can watch the archives.
- The Council has a public speaking protocol regarding planning decisions. You need to give advance notice and the total speaking time available for each application is limited.
- Members of the Public can ask questions or present deputations at a meeting of the Full Council, the Cabinet, Council Committees or Cabinet Member meetings.
- Members of the public can present petitions to the Council, the Cabinet, a Committee of the Council or a Cabinet Member through their local ward councillor.
- Many of the decisions taken by the Council (such as planning and licensing) have a statutory consultation procedure which give persons affected the right to make representations supporting or objecting to proposals.
- Local Government electors have the right to vote at local elections every four years.

• **Proposed Questionnaire to the Public  
on the Effectiveness of BHCC's New Constitution**

In May 2008 Brighton and Hove City Council adopted a new constitution. This means that the Council now operates under a Leader and Cabinet system. As part of the six month review of this new system, we would like to ask for your feedback. Please complete the questions below and hand over to a reception or post it to Brighton & Hove City Council, Legal Services, King's House, Grand Avenue, Hove, BN3 2LS using the prepaid envelope provided. You can also complete the questionnaire online at.....

A summary of the Constitution is attached for your information.

**Next Steps**

Your comments, together with those expressed by other interested parties, will be considered by the Council who will decide on any constitutional changes.

We aim to provide feedback in March 2009 to all those who contributed to the review.

1. Are you aware of the new Cabinet system which came into effect at Brighton and Hove City Council in May 2008?

Yes

No

2. Do you feel you are able to influence decisions taken by the City Council under the Leader and Cabinet system?

Yes

No

Don't know

3. Have you heard of the Forward Plan?

Yes

No

3a. If yes, have you looked at the Forward Plan?

Yes

No



3b. If you have looked at the Forward Plan did you use it to:

Find out information about the major decisions likely to be taken by the Cabinet in the following four months?

To plan attendance at council meetings

To get information on agendas and reports?

Other

4. Did you know that some BHCC meetings are being webcast?

Yes

No

4a. If yes

Have you seen any of the BHCC meeting webcasts?

Yes

No

5. Are you likely to watch the BHCC meeting webcasts in the future?

Yes

No

Don't know

6. Are there any changes you would like to see to the Council's Constitution/decision-making process.

7. Do you have any suggestions to improve the public interest and involvement in the decision-making process?

[x]

Dear [x]

**The Council's New Constitution : 6 month review**

I am writing to seek your views on the new constitution the Council has recently adopted.

On 15 May this year, the City Council moved to a new constitutional system, in which most decisions are taken by a Leader and a Cabinet of members appointed by them. Although the basic structure of the constitution is laid down in statute, the Council has considerable latitude around its day to day operation, including member portfolios, times of meetings, procedures etc.

At the time of the change, we made a commitment to review the operation of the constitution six and twelve months after its implementation. The six-month review is an opportunity to check that the implementation has gone smoothly, and to make any minor changes that the operation of the constitution has shown to be desirable.

I would be interested to hear any views you may have on how the new constitution is working, and what impact, positive or negative, it has made on how your organisation and those it represents interact with the Council. We would also welcome any suggestions you might have on how the Council's constitution could be improved. There will be a further opportunity to comment in June of next year, during the twelve-month review.

If you would like to comment, please respond to this letter or email [email address] by [closing date]

The views of all respondents will be considered by the Governance Committee early in 2009. They will make recommendations to the Cabinet as to how the constitution might be amended.

## Six-Month Review of BHCC's New Constitution

### Introduction

When the Council adopted a new constitution earlier this year, it resolved to carry out a review, initially after 6 months and in more depth after the first year. As the constitution formally came into effect on 15 May, now is the time for the first of these. It is a "light touch" review and will provide feedback on how well the constitution is performing at this early stage.

Originally the aim was to seek the views of the public and business community but the Governance Committee have agreed to widen the exercise to include members (being at the heart of the decision-making process) and senior officers (with their direct experience and familiarity with the new democratic arrangements). Usefully, this should provide a different perspective from the views of those outside the council.

The questions below are specifically intended for members and officers. We would be grateful if you could complete the questionnaire and return it to Legal Services, King's House.

### How your responses will be used

Your replies, together with those from other interested parties, will be considered by the Governance Committee early in 2009 and they will make recommendations to the Cabinet as to how the constitution might be amended.

Either the Cabinet or Full Council will then authorise the changes affecting their areas of responsibility.

We aim to provide feedback in March 2009 to all those who contributed to the review.

## **Questionnaire**

Please use the following questions as a guide. Feel free to add further comments about issues you believe are important.

In relation to the Executive (Leader & Cabinet), Full Council and its committees, and Overview and Scrutiny –

1. What has worked well under the new constitution?
2. What has improved as a result of operating a Leader & Cabinet system?
3. What major changes have you noted and how have these impacted on your work?
4. What has not worked so well?
5. What have been the challenges?

6. What changes do you think should be made to the constitution to improve its operation and to help you do your job more effectively?
7. Are there any aspects of the constitution you need clarified? If so, please give details.
8. Are there any further issues you would like to raise?

<b>Subject:</b>	<b>Working relations with the Older People's Council</b>
<b>Date of Meeting:</b>	<b>18 November 2008</b>
<b>Report of:</b>	<b>Director of Strategy &amp; Governance</b>
<b>Contact Officer:</b> Name:	<b>Abraham Ghebre-Ghiorghis Tel: 29-1500</b>
	E-mail: <b>Abraham.ghebre-ghiorghis@brighton-hove.gov.uk</b>
<b>Wards Affected:</b>	<b>None</b>

### FOR GENERAL RELEASE

#### 1. SUMMARY AND POLICY CONTEXT:

- 1.1 To report to the Governance Committee on the links and working relations between the Council and the Older People's Council ("the OPC") and recommend certain steps to improve the working relationship by building on existing good practice.

#### 2. RECOMMENDATIONS:

- 2.1 That Members note the information in this report.
- 2.2 That Members recommend to the Cabinet and the Chairs of Overview & Scrutiny Committees the actions set out in paragraph 3.4.1.

#### 3. RELEVANT BACKGROUND INFORMATION:

- 3.1 At its meeting on 24 April 2008, the Council resolved to instruct Officers to bring forward a report within the 6 months review period, a report on the links and working relationships between the Council and the OPC. This report provides some background information before proposing certain steps to build on the existing working relationship between the Council and the OPC.

#### 3.2 The Role and Status of the OPC.

- 3.2.1 The OPC was established by the Council in November 2001. Elections were held in 2003 and again in 2007 to the OPC which consists of 9 people of 60 years of age or above from an electoral register of 40,000 Brighton & Hove residents aged 60 or above. The next elections are in 2011. The City is divided into 9 electoral districts based on council electoral wards for these purposes:

1. North Portslade, South Portslade and Wish
2. Patcham and Withdean
3. Central Hove and Westbourne,

4. Rottingdean and Woodingdean,
5. Hangleton & Knoll, Stanford,
6. Hollingbury & Stanmer, Moulsecoomb & Bevendean,
7. Hanover and Elm Grove, Preston Park, St Peters and North Laine
8. East Brighton, Queens Park and
9. Brunswick and Adelaide, Goldsmid and Regency.

3.2.2 This method of directly electing an Older People's Council is based on a Danish Model where every Town or City, by law, has to elect a Seniors Council. A small study group of older people and City Councillors from Brighton & Hove visited Denmark in 2000 and were impressed by the difference the Senior Councils made in influencing policy makers and the provision and delivery of services for older people. Following this visit, the Council decided to set up the OPC.

3.2.3 The Brighton & Hove OPC is supported by but independent of the Council. It works in partnership with the Council, the Health Service and other organisations making sure that older people have a say about the services and development of policies that reflect them and the community they live. The OPC's Constitution provides, among other things;

*"the OPC is established to inform the policy and decision-making of Brighton & Hove City Council... including service development, service delivery and resource allocation, with regard to matters that impact on quality of life and the opportunities available for older people in Brighton & Hove."*

3.2.4 The OPC has a code of conduct based on the Code of Conduct for Members. The Council's Head of Law acts as its "Legal Adviser" for the purposes of ensuring compliance with the Code.

### 3.3 The Current Position

3.3.1 The OPC has a close working relationship with the Council. It is supported by a Senior Officer in the Adult Social Care & Housing Directorate and receives other support in the form of venues for meetings, contribution towards expenses and organising the elections. At least 3 Members of the OPC have been local councillors in the past which helps in the mutual understanding and working relations of the Council and the OPC.

3.3.2 The OPC has a co-optee in the Health Overview & Scrutiny Committee of the Council and receives agendas for Council meetings. Each of the 9 OPC members are assigned a special area of interest so that they can keep abreast of policies and make representations if it is thought there would be an impact on older people in the City. The OPC is also represented in the Community Safety Forum.

3.3.3 Much of the liaison with the OPC takes place informally. The Leader and the Cabinet Member for Community Affairs, Inclusion and Internal Relations have meetings with OPC members in addition to contacts at Officer level. However these are currently not structured or co-ordinated.

3.3.4 The OPC has adopted priorities/a programme of action for 2007-2011. These include:

- **Listening to older people in the city** by organising public events (lectures, conferences, workshops etc.) and working closely with the Pensioners Forum.
- **Publicise the work of the OPC** by developing good relations with representatives of the local media, publishing news about what we do in The Pensioners Newsletter and other community journals and maintaining our own website.
- **Monitor the city council, local health trusts and other providers of goods and services** by making sure that we are represented on the appropriate committees and forums and by listening to the experience of older people using and receiving goods and services.
- **Challenge disadvantage experience by older people** by being watchful to ensure that all older people, regardless of race, creed, sexuality or ability, are given the same access to opportunity as every other member of society and are not discriminated against.
- **Highlight good service and opportunities that promote dignity and independence** by identifying and promoting the practical initiative that allow older people to live independent lives where they want to.
- **Promote the human and civil rights of older people** by encouraging the provision and maintenance of a physical and social environment that enables older people to live productive and fulfilling lives.

3.3.5 Although the OPC's priorities are focused on older people, much of it is consistent with the Council priorities.

### 3.4 **Proposals for Moving Forward**

3.4.1 The OPC met recently to consider suggestions for improving the working relations between the Council and the OPC. This was followed by a meeting between the Leader of the Council and the Chair of the OPC where there was substantial agreement on the proposals. These are set out below with specific recommendations.

#### (a) Streamlining Points of Contact

It was proposed that there should be regular scheduled meetings between the Leader, the Cabinet Member for Community Affairs, Inclusion and Internal Relations and other relevant Members with the Chair of the OPC.

#### Recommendations

It is recommended that there be a quarterly meeting as proposed where issues of common interest are discussed and taken forward as appropriate.

(b) Formalising the Relationship between the Council and the OPC

This included a number of specific proposals as follows:

- (i) Continuation of OPC co-option into the Health Overview & Scrutiny Committee (HOSC).

Recommendation

This continues existing arrangements and it is recommended that the Council agree.

- (ii) Co-option of an OPC member into the Housing and Adult Social Care Overview & Scrutiny Committee.

Recommendation

This has potential unintended implication in that if the OPC is co-opted as a member, it would be difficult to justify excluding other groups such as tenants, young people and people with disabilities.

It is therefore recommended that this is not agreed, but the issue of co-option generally is considered as part of the 6 months review of the constitution.

- (iii) Request that all other Overview & Scrutiny Committees consider OPC co-option.

Recommendation

Formal co-option into the membership of the Overview & Scrutiny Committees is not the best way to address issues of interest to older people as it has some of the adverse effects as discussed under (ii) above. It is therefore not recommended that there be a formal co-option of OPC members. However, the Overview & Scrutiny Committees should be encouraged to take on board representations made by the OPC as part of the Committees work programme and invite OPC members to comment or speak on issues of special direct relevance to older people (for example concessionary bus passes).

- (iv) Co-option of OPC members into Scrutiny Panels where there is an obvious OPC interest.

The Council's Constitution, as it stands, authorises the Overview & Scrutiny Committees, when establishing panels, to co-opt non-councillors. The proposal is therefore consistent with the letter and intent of the constitution and should be supported.

Recommendation

That the proposal is agreed and the Chairman of Overview & Scrutiny Committee be requested to bear this in mind.

- (v) Invite the OPC to give evidence to any Panel convened to examine issues of relevance to older people.



Recommendation

Again this is consistent with the Council's Constitution and Overview & Scrutiny Committees or Panels should be encouraged to invite the OPC to comment if the matter under discussion has particular relevance to older people.

- (vi) Clarification that OPC members co-opted into Committees or Panels are given speaking rights.

Recommendation

Any co-optee to a committee or panel has the same speaking rights as councillor members. There is therefore no specific action needed and that this be just noted

(c) Developing Joint Priorities

At the moment the OPC engages in various initiatives, but there are no priorities jointly shared with the Council. It would be beneficial for both the Council and the PCT to agree 4 or 5 issues they would focus on during the year rather than trying to tackle everything with the risk that none of it receives focused attention. By way of example the OPC suggest the following priorities:

- Public Toilets
- Public Seating
- Public clutter and
- Public Transport (bus links with where older people live – sheltered housing schemes etc.)

Recommendations

- That the Principle of agreeing shared priorities is agreed.
- That the priorities be agreed via the regular meetings with the Leader and actioned as appropriate.

**3.5 The Next Steps**

- 3.5.1 None of the recommendations in the report involve amendments to the constitution and they are capable of being implemented via the Leader and the Chairman of the overview & Scrutiny Committee. It is therefore proposed to forward the action points to them.

**4. CONSULTATION**

- 4.1 The proposals in the report were developed in consultation with the OPC and the Leader of the Council.

## **5. FINANCIAL & OTHER IMPLICATIONS:**

### Financial Implications:

- 5.1 There are no financial implications arising from this report.

*Finance Officer Consulted: Anne Silley*

### Legal Implications:

- 5.2 The proposals in the report are consistent with legal requirements and the Council's constitution.

*Lawyer Consulted: Abraham Ghebre-Ghiorghis*

### Equalities Implications:

- 5.3 The creation of the OPC and the further improvements to the working relations with the Council outlined in this report have positive contribution to the council's objectives regarding equalities and inclusion. They will ensure that the interests and concerns of older people are taken into account in the decision-making process.

### Sustainability Implications:

- 5.4 There are no adverse sustainability implications arising from this report.

### Crime & Disorder Implications:

- 5.5 The arrangements will assist in addressing the concerns of older people regarding their safety as the OPC will be able to influence policies through the proposed contacts.

### Risk and Opportunity Management Implications:

- 5.6 There are no risks identified from the proposals in this report.

### Corporate / Citywide Implications:

- 5.7 The proposals will have positive city-wide implications as they enable more effective representation of the interests of older people.

<b>Subject:</b>	<b>Review of Meetings Timetable</b>		
<b>Date of Meeting:</b>	<b>18 November 2008</b>		
<b>Report of:</b>	<b>Director of Strategy &amp; Governance</b>		
<b>Contact Officer:</b>	<b>Name:</b>	<b>Mark Wall</b>	<b>Tel:</b> 29-1006
	<b>E-mail:</b>	mark.wall@brighton-hove.gov.uk	
<b>Wards Affected:</b>	All		

### FOR GENERAL RELEASE

#### 1. SUMMARY AND POLICY CONTEXT:

- 1.1 To look at the schedule of meetings as part of the 6-month review of the constitution and outline the changes that have been implemented and the proposed amendments to the timetabling of meetings for the municipal year 2009/10.

#### 2. RECOMMENDATIONS:

- 2.1 That the changes to the timetable of meetings for 2008/2009 as a result of identifying work programmes and a more effective use of resources for certain meetings, be noted;
- 2.2 That the proposed timetable of meetings for 2009/10 be approved;
- 2.3 That a proposed timetable for 2010/11 be brought to the committee in March 2009, for consideration.

#### 3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS:

##### Existing Arrangements

- 3.1 The timetable of meetings for 2008/2009 was based on the new executive arrangements for the council and was adopted as part of the approval of the new constitution in April.
- 3.2 Under the existing arrangements the Cabinet, Environment and Housing Cabinet Member Meetings meet on a 4-weekly cycle, the remaining Cabinet Member Meetings on a 6-weekly cycle, with the Regulatory Committees and Overview & Scrutiny Committees operating predominantly on an 8-weekly cycle.

- 3.3 The schedule of meetings approved by Council in April provided for a total of 176 meetings.
- 3.4 Having effectively run three cycles of meetings through June, July and September, it has become evident that a review of the number of meetings should take place.

#### **Difficulty/Shortcomings**

- 3.5 With the introduction of Cabinet Member Meetings (CMMs), it has become clear that the volume of business varies at each meeting and that with the development of a more comprehensive work programme for each Cabinet Member, the number and frequency of meetings should be altered.
- 3.6 The dynamic nature of the work programmes and Members' other commitments have led to some changes of meeting dates and some meetings being cancelled altogether.

#### **Interim Measures**

- 3.7 Following consultation with the respective Cabinet Members, it has been agreed that the Cabinet Member Meetings for Finance, Central Services, Culture, Recreation & Tourism and Enterprise, Employment and Major Projects should be held on a quarterly basis. This new arrangement is reflected in the proposed timetable for 2009/10.
- 3.8 The proposed timetable for 2009/10 provides for a total of 151 meetings, which is a reduction of 25 meetings (see Appendix 1).

#### **Changes for 2009/10**

- 3.9 The Environment and Housing CMM's would take place on a 6-weekly cycle rather than a 4-weekly cycle. In view of the level of business associated with the Housing and Environment portfolios it is considered that an 8-weekly cycle would not be an efficient use of resources or enable matters to be dealt with effectively.
- 3.10 The Cabinet would continue to meet on a 4-weekly timetable.
- 3.11 The Audit and Standards Committees would meet quarterly and the Governance Committee would meet on an 8-weekly cycle.
- 3.12 The Housing Management Consultative Committee would meet on 5 occasions a year and is scheduled to meet prior to a respective Housing CMM, in order to enable it to refer matters onto the Cabinet Member for consideration.
- 3.13 The Children & Young People CMM and Adult, Social Care & Health CMM would meet quarterly. The CMM's would also be held on different days to the respective Partnership Board meetings to enable any matters to be

referred onto the Boards and to take account of requests from Members for the meetings to be held on separate dates.

- 3.14 The Children's Trust Board and Joint Commissioning Board would move to an 8-week cycle from the current 6-week one.
- 3.15 The Planning Committee would continue to meet on Wednesdays and remain on a 3-weekly cycle.
- 3.16 The Licensing Committee would meet 3 times a year, but there would be regular Licensing Panel meetings throughout the year, and the Personnel Committee dates would be set on a monthly basis for the various appeal hearings that are held throughout the year.
- 3.17 There are no changes proposed to the scheduling of the Overview & Scrutiny meetings. The Overview & Scrutiny Commission and Health Overview & Scrutiny Committee would continue meeting on a 6-weekly cycle and the remaining scrutiny committees on an 8-weekly cycle.
- 3.18 In summary, the proposals are:-

Executive Meetings:

Cabinet meeting: 4-weekly

Environment CMM: 6-weekly

Housing CMM: 6-weekly

Adult Social Care & Health, Children & Young People, Finance, Central Services, Culture, Recreation & Tourism, Enterprise, Employment & Major Projects CMM's: quarterly

Full Council and Regulatory Committees:

6 Ordinary Council meetings, plus the Annual Council and Budget Council

Governance: 8-weekly

Planning: 3-weekly

Audit and Standards: quarterly

Licensing: 3 meetings a year

Personnel Appeals monthly

Overview & Scrutiny:

Overview & Scrutiny Commission: 6-weekly

Health Overview & Scrutiny Committee: 6-weekly

Adult Social Care & Housing, Children & Young People, Culture, Tourism & Enterprise, Environment & Community Safety Overview & Scrutiny Committees: 8-weekly.

## **Governing Principles for the Meetings Timetable**

- 3.19 The following guidelines have been applied in reviewing the meetings timetable:
- As far as possible clashes of meetings have been avoided. However, inevitably, given the constraints of avoiding school/public/religious holidays and the number of meetings to be accommodated on specific days of the week, there are five occasions where there are overlaps of meetings. What appear at the moment to be “free” days will be filled by the various political Group meetings, and Committee Chairs' meetings.
  - As far as possible meetings have not been scheduled on Fridays.
  - As far as possible school holidays, religious holidays and party conference weeks have been avoided, although it has not been possible to keep those weeks completely clear.
  - Meeting start times generally are scheduled for 4pm or later to encourage public attendance. However, Cabinet Members and Committees can determine whether to continue with the programmed start time or if an alternative time would be more appropriate for their particular meeting.
- 3.20 There must be a sufficient number of meetings to enable the council business to be transacted. The schedule of Council and Cabinet meetings is designed to ensure that:-
- Committee and Scrutiny reports can be received without undue delay;
  - consideration of the various plans and strategies to be adopted by Full Council can be accommodated;
  - there is scope to accommodate city-wide debates if necessary; and public interest and participation through questions and deputations continues to be facilitated.
- 3.23 The Overview & Scrutiny Commission is programmed to meet once a cycle in line with the Overview and Scrutiny rules.
- 3.24 Whilst every effort will be made to keep meetings on the dates listed there may be a need to alter them and additional meetings may be required for dedicated debates on key issues or particular plans and strategies.
- 3.25 As usual, a number of further meetings, which are not part of the formal meetings cycle, have been programmed to meet on a regular basis e.g. the Community Safety Forum. In addition dates have yet to be finalised for the Cabinet Sustainability Committee, the Inclusive City Partnership and the Sustainability Partnership.

#### **4. CONSULTATION**

- 4.1 Leading Members, Directors and appropriate officers have been consulted on the proposed timetable and appropriate committee and council dates set to meet statutory requirements.

#### **5. FINANCIAL & OTHER IMPLICATIONS:**

##### Financial Implications:

- 5.1 There are no financial implications arising from the report.

Finance officer consulted: Patrick Rice 6 August 2008

##### Legal Implications:

- 5.2 The proposed timetables of meetings does not prevent the calling of Special Meetings or the use of Urgency Sub-Committee meetings should circumstances arise, however it does enable a more fluent scheduling of meetings to be maintained throughout the municipal year.
- 5.3 The proposed timetables allow for continued compliance with the Access to Information Procedure Rules set out in Part 8.1 of the Constitution

Lawyer consulted: Abraham Ghebre-Ghiorghis 6 August 2008

##### Equalities Implications:

- 5.3 The majority of meetings are scheduled for 4pm or later to encourage public attendance and interest. Holiday periods are also avoided as far as is feasible.

##### Sustainability Implications:

- 5.4 There are no sustainability implications arising from the report.

##### Crime & Disorder Implications:

- 5.5 There are no crime & disorder implications arising from this report.

##### Risk and Opportunity Management Implications:

- 5.6 The scheduling of meetings aims to accommodate the decision-making processes for the year, but there is always the possibility of additional meetings having to be called.

##### Corporate / Citywide Implications:

- 5.7 The scheduling of meetings accommodates the Council priority for open and effective city leadership

## **SUPPORTING DOCUMENTATION**

### **Appendices:**

Appendix 1 – Proposed Timetable for 2009/10

### **Background Documents**

Timetable of Meetings for 2008/09



**BRIGHTON & HOVE CITY COUNCIL**

**PROPOSED TIMETABLE OF MEETINGS  
2009/2010**

2009	APRIL	APRIL	APRIL / MAY	MAY	MAY	MAY	MAY
MONDAY	13 <i>Easter Monday - Christian Vaisakhi - Sikh</i>	20	27	4	11	18	25
TUESDAY	14 <b>SH</b>	21 <i>Yom HaSho'ah - Jewish</i>  <i>Brighton Dome &amp; Festival Board 5.00pm</i>	28 Site Visits for Planning 2.00pm	5	12	19 Site Visits for Planning 2.00pm	26 <b>SH</b>
WEDNESDAY	15 <b>SH</b>	22	29 <i>Yom HaAtzma'ut - Jewish</i>  <b>Planning Applications Cttee 2.00pm</b>	6	13	20  <b>Planning Applications Cttee 2.00pm</b>	27 <b>SH</b>
THURSDAY	16 <b>SH</b>	23 <i>St Georges Day - Christian</i>  <b>Cabinet 4.00pm</b>	30	7	14  <b>ANNUAL COUNCIL 4.30pm</b>	21 <b>Health Overview &amp; Scrutiny Cttee 4.00pm</b>	28 <b>SH</b>
FRIDAY	17 <b>SH</b>	24	1	8	15	22	29 <i>Shavuot - Jewish</i> <b>SH</b>

2009	JUNE	JUNE	JUNE	JUNE	JUNE / JULY	JULY	JULY
MONDAY	1 Personnel Appeals Cttee 10.00am	8 <b>Children &amp; Young People's Trust Board</b> 5.00pm	15 <b>Joint Commissioning Board</b> 5.00pm	22 <b>Environment &amp; Community Safety Overview &amp; Scrutiny Cttee</b> 4.00pm <b>Housing Management Consultative Cttee</b> 3.00pm	29 LGA Conference <b>CMM – C&amp;YP</b> 4.00pm	6 Personnel Appeals Cttee 10.00am <b>CMM Finance</b> 4.00pm (followed by) <b>CMM Central Services</b>	13 <b>CMM – ASC&amp;H</b> 4.00pm
TUESDAY	2 <i>Members Seminar</i>  <b>Overview &amp; Scrutiny Organisation Commission</b> 4.00pm	9 Site Visits for Planning 2.00pm <b>CMM – Culture, Recreation &amp; Tourism</b> 4.00pm (followed by) <b>CMM – Enterprise &amp; Major Projects</b>	16  <b>Standards Cttee</b> 5.00pm	23	30 LGA Conference Site Visits for Planning 2.00pm  <b>Audit Cttee</b> 4.00pm	7  <b>Governance Cttee</b> 4.00pm	14 <b>Overview &amp; Scrutiny Organisation Commission</b> 4.00pm
WEDNESDAY	3 <b>CMM – Housing</b> 4.00pm	10  <b>Planning Applications Cttee</b> 2.00pm	17 <b>Children &amp; Young People Overview &amp; Scrutiny Cttee</b> 5.00pm	24	1 LGA Conference  <b>Planning Applications Cttee</b> 2.00pm	8 <b>Health Overview &amp; Scrutiny Cttee</b> 4.00pm	15 <b>CMM – Housing</b> 4.00pm
THURSDAY	4 <b>CMM – Environment</b> 4.00pm	11  <b>Cabinet</b> 4.00pm	18 <b>Adult Social Care &amp; Housing Scrutiny Cttee</b> 4.00pm	25 <i>Members Seminar</i>  <b>Licensing Cttee</b> 3.00pm	2 LGA Conference <b>Culture, Tourism &amp; Enterprise Overview &amp; Scrutiny Cttee</b> 4.00pm	9  <b>Cabinet</b> 4.00pm	16 <b>COUNCIL</b> 4.30pm
FRIDAY	5	12	19	26	3	10	17

2009	JULY	JULY / AUG	AUGUST	AUGUST	AUGUST	AUGUST	AUG / SEPT
MONDAY	20 <b>Children &amp; Young People's Trust Board 5.00pm</b>	27 SH	3 SH	10 SH	17 SH	24 SH	31 BH
TUESDAY	21 Site Visits for Planning 2.00pm  <i>Members Seminar</i>	28 SH <i>Brighton Dome &amp; Festival Board 5.00pm</i>	4 SH	11 SH Site Visits for Planning 2.00pm	18 SH	25 SH	1 SH Site Visits for Planning 2.00pm
WEDNESDAY	22  <b>Planning Applications Cttee 2.00pm</b>	29 SH	5 SH	12 SH  <b>Planning Applications Cttee 2.00pm</b>	19 SH	26 SH	2 SH  <b>Planning Applications Cttee 2.00pm</b>
THURSDAY	23 SH  <b>CMM – Environment 4.00pm</b>	30 SH <i>Tisha B'Av - Jewish</i>	6 SH	13 SH	20 SH	27 SH	3 <b>Adult Social Care &amp; Housing Scrutiny Cttee 4.00pm</b>
FRIDAY	24 SH	31 SH	7 SH	14 SH	21 SH	28 SH	4 Green Party Conference

2009	SEPTEMBER	SEPTEMBER	SEPTEMBER	SEPT/OCT	OCTOBER	OCTOBER	OCTOBER
MONDAY	7 Green Party Conference Personnel Appeals Cttee 10.00am <b>Children &amp; Young People's Trust Board 5.00pm</b>	14 Lib Dem Party Conference <b>Environment &amp; Community Safety Overview &amp; Scrutiny Cttee 4.00pm</b>	21 <i>Eid al-Fitr - Islam</i> <b>Joint Commissioning Board 5.00pm</b>	28 Labour Party Conference <i>Yom Kippur – Jewish</i>	5 Conservative Party Conference Personnel Appeals Cttee 10.00am  <b>CMM – C&amp;YP 4.00pm</b>	12 <b>CMM Finance 4.00pm</b> (followed by) <b>CMM Central Services Housing Management Consultative Cttee 3.00pm</b>	19 <b>CMM – ASC&amp;H 4.00pm</b>
TUESDAY	8 <b>Overview &amp; Scrutiny Organisation Commission 4.00pm</b>  <b>Standards Cttee 5.00pm</b>	15 Lib Dem Party Conference <b>CMM – Culture, Recreation &amp; Tourism 4.00pm</b> (followed by ) <b>CMM – Enterprise &amp; Major Projects</b>	22 Site Visits for Planning 2.00pm  <b>Governance Cttee 4.00pm</b>	29 Labour Party Conference <i>Members Seminar</i>  <b>Audit Cttee 4.00pm</b>	6 Conservative Party Conference	13 Site Visits for Planning 2.00pm	20 <b>Overview &amp; Scrutiny Organisation Commission 4.00pm</b>
WEDNESDAY	9 <b>CMM – Housing 4.00pm</b>	16 Lib Dem Party Conference <b>Children &amp; Young People Overview &amp; Scrutiny Cttee 5.00pm</b>	23  <b>Planning Applications Cttee 2.00pm</b>	30 Labour Party Conference <b>Health Overview &amp; Scrutiny Cttee 4.00pm</b>	7 Conservative Party Conference	14  <b>Planning Applications Cttee 2.00pm</b>	21
THURSDAY	10 <b>Culture, Tourism &amp; Enterprise Overview &amp; Scrutiny Cttee 4.00pm</b>	17 <i>Members Seminar</i>  <b>Cabinet 4.00pm</b>	24 <b>CMM – Environment 4.00pm</b>	1	8  <b>COUNCIL 4.30pm</b>	15 <i>Members Seminar</i>  <b>Cabinet 4.00pm</b>	22 <b>Adult Social Care &amp; Housing Scrutiny Cttee 4.00pm</b>
FRIDAY	11	18	25	2	9	16	23

2009	OCTOBER	NOVEMBER	NOVEMBER	NOVEMBER	NOVEMBER	DECEMBER	DECEMBER
MONDAY	26 SH	2 Personnel Appeals Cttee 10.00am  Children & Young People's Trust Board 5.00pm	9 Environment & Community Safety Overview & Scrutiny Cttee 4.00pm	16 Joint Commissioning Board 5.00pm	23	30	7 Personnel Appeals Cttee 10.00am Housing Management Consultative Cttee 3.00pm
TUESDAY	27 SH	3 Site Visits for Planning 2.00pm	10 Members Seminar	17  Governance Cttee 4.00pm	24 Brighton Dome & Festival Board 5.00pm  Site Visits for Planning 2.00pm	1	8 CMM – Culture, Recreation & Tourism 4.00pm (followed by) CMM – Enterprise & Major Projects
WEDNESDAY	28 SH	4  Planning Applications Cttee 2.00pm	11 CMM – Housing 4.00pm	18 Children & Young People Overview & Scrutiny Cttee 5.00pm	25  Planning Applications Cttee 2.00pm	2 Health Overview & Scrutiny Cttee 4.00pm	9
THURSDAY	29 SH	5 Guy Fawkes Day CMM – Environment 4.00pm	12  Cabinet 4.00pm	19 Culture, Tourism & Enterprise Overview & Scrutiny Cttee 4.00pm	26  Members Seminar  Licensing Cttee 3.00pm	3  Cabinet 4.00pm	10  COUNCIL 4.30pm
FRIDAY	30 SH	6	13	20	27	4	11

2009/2010	DECEMBER	DECEMBER	DEC / JAN	JANUARY	JANUARY	JANUARY	JANUARY
MONDAY	14	21 SH	28 BH <i>Boxing Day – Christian</i>	4 Personnel Appeals Cttee 10.00am  <b>CMM – C&amp;YP 4.00pm</b>	11 <b>CMM – ASC&amp;H 4.00pm</b>	18 <b>CMM Finance 4.00pm</b> (followed by) <b>CMM Central Services</b>	25 <b>Joint Commissioning Board 5.00pm</b>
TUESDAY	15 Site Visits for Planning 2.00pm <b>Overview &amp; Scrutiny Organisation Commission 4.00pm</b> <b>Audit Cttee 4.00pm</b>	22 SH <i>Members Seminar</i>	29 SH	5	12 Site Visits for Planning 2.00pm  <b>Governance Cttee 4.00pm</b>	19 <i>Members Seminar</i>  <b>Standards Cttee 5.00pm</b>	26 <b>Overview &amp; Scrutiny Organisation Commission 4.00pm</b>
WEDNESDAY	16  <b>Planning Applications Cttee 2.00pm</b>	23 SH	30 SH	6 <b>CMM – Housing 4.00pm</b>	13  <b>Planning Applications Cttee 2.00pm</b>	20 <i>Vasant Panchami - Hindu</i> <b>Children &amp; Young People Overview &amp; Scrutiny Cttee 5.00pm</b>	27 <b>Health Overview &amp; Scrutiny Cttee 4.00pm</b>
THURSDAY	17 <b>CMM – Environment 4.00pm</b>	24 SH	31 SH	7 <b>Adult Social Care &amp; Housing Scrutiny Cttee 4.00pm</b>	14 <i>Makar Sakranti – Hindu/ Sikh</i>  <b>Cabinet 4.00pm</b>	21 <b>CMM – Environment 4.00pm</b>	28  <b>COUNCIL 4.30pm</b>
FRIDAY	18 <i>Muharram - Islam</i>	25 BH <i>Christmas Day - Christian</i>	1 BH <i>New Year's Day</i>	8	15	22	29

2010	FEBRUARY	FEBRUARY	FEBRUARY	FEBRUARY	MARCH	MARCH	MARCH
MONDAY	1 Personnel Appeals Cttee 10.00am  <b>Children &amp; Young People's Trust Board 5.00pm</b>	8 <b>Environment &amp; Community Safety Overview &amp; Scrutiny Cttee 4.00pm</b> <b>Housing Management Consultative Cttee 3.00pm</b>	15 SH	22	1 <i>St David's Day – Christian</i> <i>Hola Mohalla - Sikh</i> Personnel Appeals Cttee 10.00am	8	15 <b>Joint Commissioning Board 5.00pm</b>
TUESDAY	2 Site Visits for Planning 2.00pm  <i>Members Seminar</i>	9	16 SH <i>Shrove Tuesday - Christian</i>	23 Site Visits for Planning 2.00pm	2 <i>Members Seminar</i>	9  <b>Governance Cttee 4.00pm</b>	16 <i>Hindi New Year</i> Site Visits for Planning 2.00pm <b>Overview &amp; Scrutiny Organisation Commission 4.00pm</b>
WEDNESDAY	3  <b>Planning Applications Cttee 2.00pm</b>	10	17 SH <i>Ash Wednesday - Christian</i>	24  <b>Planning Applications Cttee 2.00pm</b>	3 <b>CMM – Housing 4.00pm</b>	10 <b>Health Overview &amp; Scrutiny Cttee 4.00pm</b>	17 <i>St Patricks Day – Christian</i>  <b>Planning Applications Cttee 2.00pm</b>
THURSDAY	4 <b>Culture, Tourism &amp; Enterprise Overview &amp; Scrutiny Cttee 4.00pm</b>	11 <i>Members Seminar</i>  <b>Cabinet 4.00pm</b>	18 SH	25  <b>BUDGET COUNCIL 4.30pm</b>	4 <b>Adult Social Care &amp; Housing Scrutiny Cttee 4.00pm</b>  <b>Licensing Cttee 3.00pm</b>	11  <b>Cabinet 4.00pm</b>	18  <b>COUNCIL 4.30pm</b>
FRIDAY	5	12 <i>Maha Shiva Ratri – Hindu</i>	19 SH	26 <i>Mawlid al-Nabi – Islam</i>	5	12	19



2010	MARCH	MAR/APRIL	APRIL	APRIL	APRIL	APRIL / MAY	MAY
MONDAY	22 <b>Children &amp; Young People's Trust Board 5.00pm</b>	29 <b>CMM Finance 4.00pm</b> (followed by) <b>CMM Central Services Housing Management Consultative Cttee 3.00pm</b>	5 BH <i>Easter Monday – Christian</i>	12 SH Personnel Appeals Cttee 10.00am	19 Yom HaAtzma'ut - Jewish <b>CMM – ASC&amp;H 4.00pm</b> <b>Environment &amp; Community Safety Overview &amp; Scrutiny Cttee 4.00pm</b>	26 <b>CMM – C&amp;YP 4.00pm</b>	3 BH
TUESDAY	23 <i>Members Seminar</i> <b>CMM – Culture, Recreation &amp; Tourism 4.00pm</b> (followed by) <b>CMM – Enterprise &amp; Major Projects</b>	30 <i>Pesach (Passover) - Jewish</i>  <b>Audit Cttee 4.00pm</b>	6 SH Site Visits for Planning 2.00pm	13 SH <i>Vaisakhi – Sikh</i>	20 <i>Members Seminar</i>  <b>Standards Cttee 5.00pm</b>	27 Site Visits for Planning 2.00pm <b>Overview &amp; Scrutiny Organisation Commission 4.00pm</b> <b>Governance Cttee 4.00pm</b>	4
WEDNESDAY	24 <i>Rama Navami - Hindu</i> <b>Children &amp; Young People Overview &amp; Scrutiny Cttee 5.00pm</b>	31	7 SH  <b>Planning Applications Cttee 2.00pm</b>	14 SH	21 <b>CMM – Housing 4.00pm</b>	28  <b>Planning Applications Cttee 2.00pm</b>	5 <b>Health Overview &amp; Scrutiny Cttee 4.00pm</b>
THURSDAY	25 <b>CMM – Environment 4.00pm</b>	1 SH <b>Culture, Tourism &amp; Enterprise Overview &amp; Scrutiny Cttee 4.00pm</b>	8 SH	15 SH	22  <b>Cabinet 4.00pm</b>	29  <b>COUNCIL 4.30pm</b>	6 <b>CMM – Environment 4.00pm</b>
FRIDAY	26	2 BH <i>Good Friday – Christian</i>	9 SH	16 SH	23	30	7

2010	MAY	MAY	MAY	MAY / JUNE	JUNE	JUNE	JUNE
MONDAY	10 Personnel Appeals Cttee 10.00am  <b>Joint Commissioning Board 5.00pm</b>	17 <b>Children &amp; Young People's Trust Board 5.00pm</b>	24	31      BH	7 Personnel Appeals Cttee 10.00am	14	21
TUESDAY	11	18 Site Visits for Planning 2.00pm	25	1      SH	8 Site Visits for Planning 2.00pm	15	22
WEDNESDAY	12	19  <b>Planning Applications Cttee 2.00pm</b>	26	2      SH	9  <b>Planning Applications Cttee 2.00pm</b>	16	23
THURSDAY	13  <b>ANNUAL COUNCIL 4.30pm</b>	20  <b>Cabinet 4.00pm</b>	27	3      SH	10  <b>Cabinet 4.00pm</b>	17	24
FRIDAY	14	21	28	4      SH	11	18	25