

## Appendix 2

### Member Working Groups Terms of Reference

- 1 Asset Management Board
- 2 Budget Review Group
- 3 Constitution Working Group
- 4 Corporate Parenting Board
- 5 Joint Staff Consultation Forum
- 6 Leaders Group
- 7 Member Development Working Group
- 8 Member Advisory Group: Grants
- 9 Planning Member Working Group
- 10 Procurement Advisory Board
- 11 Strategic Delivery Board
- 12 Estate Regeneration Programme Board
- 13 School Organisation Working Group
- 14 Cross Party Member and Stakeholder Steering Group for the Disability and Special Educational Needs Review
- 15 Cross Party Youth Group
- 16 Health & Social Care Integration Cross Party Members Working Group
- 17 Performance & Information Group
- 18 Community Safety Partnership Board
- 19 Cross-Party KPI Development Group
- 20 Modernisation Member Oversight Group
- 21 Brexit Working Group

# **1 ASSET MANAGEMENT BOARD - TERMS OF REFERENCE**

## **1. Purpose**

The purpose of the Asset Management Board ('the Board') is to advise the Policy, Resources & Growth Committee and other relevant Policy Committees on policy, governance and strategies relating to the management of the Council's urban and rural estates.

## **2. Status**

The Board shall be an advisory board to Policy, Resources & Growth Committee. The Board will not have subcommittee status and the political balance rules in section 15 of the Local Government and Housing Act 1989 will not apply. However, it is expected that the Board will be established on a cross party basis.

## **3. Areas of focus**

- To have an oversight of the city council's operational and non-operational portfolios
- To review and monitor the management of the city council's urban and agricultural asset management policies
- To seek to maximise the use of the council's commercial assets and understand income and yield in the context of the council's budget
- To propose to PR&G an asset investment strategy for the council's urban portfolio to reduce its latent risk and consolidate its performance, which will include options of diversification and opportunities for redevelopment and economic growth
- To continue to promote regeneration in the City
- To be an advisory Board for the City council's commercial property portfolios
- To advise PR&G regarding the implications of Brexit in relation to the council's urban and rural estates
- To agree an approach to define and measure social value in relation to the council's rural and urban estates
- To review the circumstances under which agricultural land can be identified for release, alongside a wider review of the agricultural strategy in the council's Asset Management Plan (AMP) and consider the definitions of agricultural core and non-core property.
- To review the existing thresholds of the Scheme of Delegations that determine when the sale of property and land should be referred to committee and make recommendations to the Council's Constitutional Working Group.

## **4. Scope**

The AMB will need an understanding of the following topics to have an oversight on the city council's operational and non-operational portfolios:

- a. Financial and Legal

- Financial contribution of commercial investment portfolio
- Financial Performance/Objectives including investment returns
- Capital Investment Strategy, including Medium Term Financial Strategy
- Investment requirements
- Scheme of delegations

b. The Agricultural Estate

- Portfolio structure
- Policy – Downland Initiative, AMP
- Management and performance – portfolio stock condition
- Strategic development land

c. The Urban Estate

- Portfolio structure
- Policy - AMP
- Management and performance
- Asset Investment strategy – Rebalancing the urban portfolio,

d. Regeneration

- Develop or Disposal strategy
- Existing Development sites
- Special Purpose Vehicles

e. Community Engagement

- Stakeholders - tenants
- Special Interest Groups, e.g. local conservation bodies, Business representatives

f. Legislation and Political Landscape

- National Legislation
- European Legislation
- Brexit Implications

**5. Reporting**

The Board will report to the Policy, Resources & Growth Committee, or other relevant Committee, with recommendations

**6 Membership**

Membership of the Board shall consist of 5 elected Members following nominations by their Group Leader.

**7 Quorum**

A minimum of three panel members, inclusive of the Chair, are required for board meetings to proceed.

## **8 Meetings and Minutes**

- 8.1 The Chair shall be responsible for convening meetings of the Board.
- 8.2 The Panel Agenda, with attached meeting papers will be distributed at least five working days prior to the meeting.
- 8.3 Full copies of the minutes, including attachments, shall be provided to all Board members following each meeting.

## **9 Review**

- 9.1 These terms of reference may be reviewed and amended by the Policy, Resources & Growth Committee from time to time.

## **2 BUDGET REVIEW GROUP - TERMS OF REFERENCE**

**1. Name** Member Budget Review Group (BRG).

**2. Purpose** The Budget Review Group provides a forum for officers to present cross-party briefings to Lead Financial Members and Group Leaders on key financial matters including:

- The proposed approach to setting the council's budget including budget consultation, engagement and communications;
- Development and reporting of the council's annual revenue and capital budget strategy (draft and final);
- Local Government Financial Settlements and government spending reviews;
- Revisions to the council's taxbases (Annual Taxbase reports);
- Changes to Treasury Management policies or strategies;
- Government consultations on changes to LG funding;
- Financial performance (Targeted Budget Management and Treasury Management reports);
- Sharing of savings proposals (Integrated Service & Financial Plans) – BRG meetings are traditionally held on a per directorate basis around November each year to which portfolio members of all parties are also invited \*

The primary reason for having the Member Budget Review Group meetings is that key financial reports (e.g. Draft and Final Budget Reports, Taxbase reports, etc.) are often delayed due to awaiting government announcements and also due to the complexity of the reports and associated corporate processes. This means that reports can rarely be produced in time to meet the standard committee timetable and will not normally be available for the PR&G pre-meet. The Budget Review Group meetings are therefore in lieu of PR&G pre-meets and are normally set up close to the relevant PR&G meeting.

In addition, financial reports are often lengthy and complex and the Budget Review Group provides a forum in which to offer extended briefings.

### **2. Status**

The Budget Review Group shall be an advisory board to the Policy, Resources & Growth Committee. The Board will not have sub-committee status and the political balance rules in section 15 of the Local Government and Housing Act 1989 will not apply.

However, it is expected that the Board will be established on a cross party basis.

### **3. Areas of focus**

- Draft Revenue & Capital Budget Reports
- Final Revenue & Capital Budget Reports
- Annual Taxbase Reports
- Local Government Financial Settlements
- Government Spending Reviews
- Government financial consultations (where fundamental or significant)
- Financial performance (TBM)
- Treasury Management policy and performance

- Development of savings proposals

#### 4. Reporting

The Budget Review Group does not normally report to committee. However, where there is cross-party support it may agree approaches that can be reflected in the development or reporting of financial processes. For example:

- Agreeing the approach to budget consultation and engagement;
- Agreeing the timing of and/or approach to sharing draft proposals;
- Agreeing the frequency or format of financial performance reporting;
- Agreeing responses to government financial consultations.

#### 5. Membership

Membership of the Board shall consist of:

- The Chief Finance Officer or his/her deputy;
- The Lead Financial Member for each recognised political group.
- The Group Leader or their nominee for each recognised political group \*\*

The chair of the group has traditionally been an officer, the CFO or Deputy, however, if this is not acceptable to the group the advice of Monitoring Officer will be taken regarding appointment of a chair.

*\*\* Although always invited, custom and practice has been for the BRG to be attended by the Finance Leads.*

For annual reviews of draft savings proposals (usually November) – additional portfolio holders may be invited to BRG meetings as advised by the Chief Finance Officer.

#### 6. Meetings and ways of working

Meetings will normally be held as follows:

- In advance of the July PR&G meeting (Budget Setting Approach)
- In advance of the Nov/Dec PR&G meeting (Directorate focused review of draft savings proposals) \*
- In advance of the Nov/Dec PR&G meeting (Draft Budget)
- In advance of the January PR&G meeting (Taxbase reports)
- In advance of the February PR&G meeting (Final Budget Proposals)

\* This is an optional use of the Budget Review Group. It has been custom and practice to run one session per directorate to share and invite questions on draft savings proposals ahead of the Nov/Dec PR&G Committee where the draft budget proposals are submitted. However, this is a choice of the Administration who will determine whether or not this practice continues.

The Group will agree ways of working appropriate to the role and remit of the Group.

#### 7. Review

These terms of reference may be reviewed and amended by the Policy, Resources & Growth Committee from time to time.

### **3 CONSTITUTION WORKING GROUP - TERMS OF REFERENCE**

#### **1. Purpose**

The Council is required to keep its Constitution under review with a view to achieving efficiency, economy and effectiveness. The Cross-Party Constitutional Working Group (CWG) assists with this by considering proposals and advising the Council on proposed changes to the constitution.

#### **2. Status**

The CWG shall be an advisory board to the Policy, Resources & Growth Committee. The Board will not have subcommittee status and the political balance rules in section 15 of the Local Government and Housing Act 1989 will not apply.

However, it is expected that the Board will be established on a cross party basis.

#### **3. Areas of focus**

The focus of the CWG is to keep the constitution under review in order to ensure that the Constitution continues to meet its objectives. These objectives are set out in the Constitution and are to:-

- (a) enable the Council to provide clear leadership to the community in partnership with citizens, businesses and other organisations;
- (b) support the active involvement of citizens in the process of local authority decision-making;
- (c) help Councillors represent their wards and local residents effectively;
- (d) enable decisions to be taken efficiently and effectively;
- (e) provide a powerful and effective means of holding decision makers to public account;
- (f) ensure that those responsible for decision making are clearly identifiable to local people and that the Council explains the reasons for decisions;
- (g) ensure that no one will review or scrutinise a decision in which they were directly involved; and
- (h) provide a means of supporting the Council to deliver its Corporate Priorities.

#### **4. Reporting**

The Board will report to Policy, Resources & Growth Committee and Full Council with recommendations as necessary.

#### **5. Membership**

Membership of the Board shall consist of 3 elected Members, following nominations by their Group Leaders to reflect the political composition of the Council.



## **6. Meetings and ways of working**

The timing and number of meetings will be dictated by the volume of business for the CWG.

The Group will agree ways of working appropriate to the role and remit of the Group.

## **7. Review**

These terms of reference may be reviewed and amended by the Policy, Resources & Growth Committee from time to time.

#### **4. CORPORATE PARENTING BOARD - TERMS OF REFERENCE**

##### **1. Purpose**

- 1.1 The Corporate Parenting Board reports to the Policy and Resources Committee. It acts as an advisory Board to the Council, its partners and its Committees on matters related to the Council's looked after children. Its role is to ensure that the Council and its partner agencies have a joint commitment to:-
- (a) Achieving improved outcomes for children in care and care leavers;
  - (b) Developing and overseeing implementation of the Corporate Parenting Strategy to drive improved outcomes;
  - (c) Providing challenge to ensure that the Council's duties as Corporate Parent are carried out effectively and consistently.

##### **2. Objectives and Terms of Reference**

- 2.1 To assist in the development, operation, monitoring and review of the Council's policies and strategies as they affect children in care and care leavers.
- 2.2 To develop, monitor and review a Corporate Parenting Strategy and work plan.
- 2.3 To promote a co-ordinated and partnership approach to the delivery of Council services as they affect children in care and care leavers and to challenge services where this is not evidenced or effective.
- 2.4 To advise the Council and its Committees on issues relevant to children in care and care leavers and to ensure that policies implemented by the Council which affect these children and young people are effective and appropriate.
- 2.5 To review and monitor outcomes for looked after children and care leavers, including data from the Corporate Parenting Report Card and feedback from the Standards & Complaints and Quality Assurance Framework officers in respect of children in care and care leavers.
- 2.6 To ensure that clear and accessible information is readily available to children in care and care leavers on the corporate parenting they can expect from the council.
- 2.7 To ensure that systems are in place which mean that the views of children and young people are represented in the development of services that affect them.
- 2.8 To ensure arrangements are made for the training and development of Councillors (and others as appropriate) on the Corporate Parenting role.
- 2.9 To receive reports on the discharge of the Council's functions regarding the provision of accommodation for looked after children and care leavers, and to make recommendations to the appropriate body of the Council.

##### **3. Reporting**

- 3.1 To report to the Council's Policy and Resources Committee and Council on a twice yearly basis.
- 3.2 To make recommendations to the relevant Committee where responsibility for a particular function rests with that Committee.

#### **4. Membership**

4.1 Membership of the Board will consist of:-

- 6 elected Members
- 4 nominated co-optees

4.2 Invitations to attend the Corporate Parenting Board may be extended to representatives of interested groups and to additional elected Members and Officers from across Council services

4.3 The membership of the Board is subject to review by the Policy and Resources Committee

4.4 The Chair of the Board is an elected Member

#### **5. Review**

The work of the Board is subject to bi-annual review by the Policy and Resources Committee.

## **5. JOINT STAFF CONSULTATION FORUM - TERMS OF REFERENCE**

### **1. Name**

Joint Staff Consultation Forum

### **2. Purpose**

The Joint Staff Consultative Forum (“the Forum”) facilitates dialogue between the Council as employer and the Council’s employees.

### **. 2. Status**

The Joint Staff Consultation Forum shall be an advisory board to the Policy, Resources and Growth Committee. The Board will not have subcommittee status and the political balance rules in section 15 of the Local Government and Housing Act 1989 will not apply. However, it is expected that the Board will be established on a cross party basis.

### **3. Areas of focus**

The role of the Forum is to provide a mechanism for regular communication and consultation (a) in support of the Council’s approach to working in partnership with its recognised trade unions and professional associations and (b) to maintain a healthy employee relations climate.

### **4. Reporting**

Matters raised may become the subject of reports to committee as appropriate.

### **6. Membership**

Membership of the Board shall consist of 6 elected Members, following nominations by their Group Leaders to reflect the political composition of the Council, and employee representatives.

### **7. Meetings and ways of working**

The timing and number of meetings will be dictated by the volume of business for the Joint Staff Consultation Forum.

The Group will agree ways of working appropriate to the role and remit of the Group.

### **8. Review**

These terms of reference may be reviewed and amended by the Policy, Resources and Growth Committee from time to time.

## **6. LEADERS GROUP - TERMS OF REFERENCE**

### **Purpose**

- To identify issues where an early degree of cross-party involvement would be beneficial and progress the same (but not to duplicate or diminish overview & scrutiny, council committees or other existing parts of the constitution).
- To review the decision making process and other democratic processes as they operate in practice with a view to improving them and address any concerns.
- To keep the Council's constitution under review and make recommendations to the Policy & Resources Committee and Full Council for changes where appropriate.
- To consider matters affecting Members as Members of the Council.
- To consider any other items that the Chief Executive considers appropriate.
- To consider any items submitted by a Group Leader for discussion.

### **Composition**

- The Leaders Group will consist of the Leaders of Political Groups recognised as political Groups under the Local Government (Committees and Political Groups) Regulations 2000.

### **Frequency of Meetings**

- The Group shall meet monthly on dates agreed in advance by the Group. The Chief Executive may convene additional meetings of the Group as she considers appropriate and, after consulting the Group Leaders, may cancel meetings if there is insufficient business or if she considers it would not be desirable to proceed with the meeting.

### **Attendance**

- All Group Leaders and the Chief Executive will attend the Group Leaders meeting. If a Group Leader is unable to attend, he or she may send their Deputy or another suitable substitute.
- The Monitoring Officer and Head of Democratic Services will be expected to attend and other Officers may also attend the meeting to present reports and answer questions.

### **Informal Meetings**

- The Chief Executive may convene informal meetings of Group Leaders in addition to the formal scheduled meetings.

### **Confidentiality**

Information shared and issues raised at leaders Group should remain confidential unless agreed otherwise.

## **7. MEMBER DEVELOPMENT WORKING GROUP - TERMS OF REFERENCE**

### **1. Name**

#### **Member Development Working Group**

### **2. Purpose**

#### **Member Support**

- To oversee the introduction of the use of electronic agendas Council and Committee meetings;
- To oversee the provision of an intranet area for Members
- To co-ordinate the use of i-casework as a case management system for Members' casework;

#### **Member Development**

- Determining and oversee the provision of a learning & development programme to meet collective and individual needs;
- Promoting a learning culture amongst Members with the use of Personal Development Planning by Leaders and Members;
- Evaluating training and incorporating the outcome of evaluations into planning future training events;
- Maintaining an overview of resource and budgetary implications;
- Overseeing the development of an induction programme for new councillors.

#### **General**

A forum for discussing all other issues affecting Members as Members of the Council where there is no other arrangement in place. (NB this does not involve decision-making or policy issues, only around support provided to Members).

### **3. Status**

The Member Development Working Group shall be an advisory board to the Policy, Resources and Growth Committee. The Board will not have subcommittee status and the political balance rules in section 15 of the Local Government and Housing Act 1989 will not apply. However, it is expected that the Board will be established on a cross party basis.

### **4. Membership**

Membership of the Member Development Working Group shall consist of six elected Members, following nominations by their Group Leaders to reflect the political composition of the Council.

### **5. Reporting**

Matters raised may become the subject of reports to committee as appropriate.

### **6. Meetings and ways of working**

The timing and number of meetings will be dictated by the volume of business.

## **7. Review**

These terms of reference may be reviewed and amended by the Policy, Resources and Growth Committee from time to time.



## **8. MEMBER ADVISORY GROUP: GRANTS - TERMS OF REFERENCE**

### **1. Name**

Members Advisory Group: Grants

### **2. Purpose**

The Members Advisory Group: Grants will:

Act as a cross-party member body for the purposes of consultation on community and voluntary sector grants in relation to the Third Sector Investment Programme administered by the Executive Director Neighbourhoods, Communities and Housing.

Specifically, following the approval of such grants, the Executive Director Neighbourhoods, Communities and Housing must consult with the Members Advisory Group if proposing to amend any or all of the grants in response to budget changes.

### **3. Status**

The Members Advisory Group: Grants shall be an advisory board to the Executive Director Neighbourhoods, Communities and Housing.

The Board will not have subcommittee status and the political balance rules in section 15 of the Local Government and Housing Act 1989 will not apply.

However, it is expected that the Board will be established on a cross party basis.

The Members Advisory Group: Grants will be established as a permanent member working group by Policy, Resources & Growth Committee.

### **4. Areas of focus**

The Members Advisory Group: Grants is focused on grants administered by the Executive Director Neighbourhoods, Communities and Housing.

### **5. Reporting**

The Members Advisory Group: Grants performs a consultative function for the Executive Director Neighbourhoods, Communities and Housing rather than reporting directly to a Committee. However, details of grants funding is reported annually to the Members Advisory Group: Grants and published on the council's website.

### **6. Membership**

Membership of the Members Advisory Group: Grants shall consist of three elected Members, following nominations by their Group Leaders to reflect the political composition of the Council.

### **7. Meetings and ways of working**

The timing and number of meetings will be dictated by the volume of business for the Members Advisory Group: Grants.

The Group will agree ways of working appropriate to the role and remit of the Group.

#### **8. Review**

These terms of reference may be reviewed and amended by the Policy, Resources & Growth Committee from time to time.

## **9. PLANNING COMMITTEE WORKING GROUP - TERMS OF REFERENCE**

### **1. Name**

Planning Committee Working Group

### **2. Purpose**

The purpose of the Planning Committee Working Group (“the PCWG”) is to monitor the procedures and practices of the Planning Committee to ensure that it works as effectively and as efficiently as possible, and that it makes consistent decisions.

### **. 2. Status**

The PCWG shall be an advisory board to the Planning Committee. The PCWG will not have subcommittee status and the political balance rules in section 15 of the Local Government and Housing Act 1989 will not apply.

However, it is expected that the PCWG will be established on a cross party basis.

### **3. Areas of focus**

The *PCWG* will focus on improving the functionality of Planning Committee

### **4. Reporting**

The PCWG will report to the Planning Committee with recommendations as necessary.

### **6. Membership**

Membership of the PCWG shall consist of 3 elected Members, following nominations by their Group Leaders to reflect the political composition of the Council.

### **7. Meetings and ways of working**

The PCWG will meet every three months at Hove Town Hall.

### **8. Review**

These terms of reference may be reviewed and amended by the Planning Committee from time to time.

## **10. MEMBER PROCUREMENT ADVISORY BOARD - TERMS OF REFERENCE**

### **1. Name**

Member Procurement Advisory Board

### **2. Purpose**

The purpose of the Member Procurement Advisory Board ('the Board') is to advise the Policy, Resources and Growth Committee and other relevant Policy Committees on procurement matters, facilitating lawful and commercially robust decisions by the Committee relating to the council's procurement of high value services, supplies or works.

### **3. Status**

The Board shall be an advisory board to Policy, Resources and Growth Committee.

The Board will not have subcommittee status and the political balance rules in section 15 of the Local Government and Housing Act 1989 will not apply. However, it is expected that the Board will be established on a cross party basis.

### **4. Areas of focus**

To review and advise on the procurement of council services, works or supplies where the estimated lifetime value of the contract to be awarded:

- exceeds £1,000,000; or
- where, in the judgment of the relevant Executive Director or the s151 Officer, the procurement should be referred to the Board.

To review and advise with due regard to:

- (i) the law, in particular European and UK laws relating to public procurement;
- (ii) the Council's Contract Standing Orders, Financial Regulations, and Standard Financial Procedures;
- (iii) relevant commercial considerations;
- (iv) the Council's corporate procurement strategy;
- (v) the Council's corporate priorities.

### **5. Reporting**

The Board will report to the Policy, Resources and Growth Committee, or other relevant Committee, with recommendations.

### **6. Membership**

Membership of the Board shall consist of five elected members, following nominations by their group leaders.

No member may serve on the Board, either as a substantive or a substitute member, unless they have undergone the required training for Board members.

### **7. Review**

These Terms of Reference may be reviewed and amended by Policy, Resources & Growth Committee from time to time.

## **11. STRATEGIC DELIVERY BOARD - TERMS OF REFERENCE**

### **1. Name**

Strategic Delivery Board

### **2. Purpose**

The Council has been involved and will continue to be involved in major commercial, regeneration and infrastructure projects across the city; projects that are key to the city's future success and prosperity. These projects have to date been overseen by ad hoc project boards with mixed member/officer representation.

The purpose of the Major Projects Strategic Delivery Board ('the Board') is to enable a more co-ordinated approach to the management and delivery of major projects. It will provide the strategic overview of major projects and provide a mechanism for focussed and systematic member input to ensure maximum efficiency and accountability. It will report to the Policy, Resources & Growth Committee, the Economic Development & Culture Committee or other Committees as necessary.

### **3. Status**

The Board shall be an advisory board to the Policy, Resources & Growth Committee and the Economic Development & Culture Committee. The Board will not have sub-committee status and the political balance rules in section 15 of the Local Government and Housing Act 1989 will not apply. However, it is expected that the Board will be established on a cross party basis.

### **4. Areas of focus**

- To consider the progress of major projects undertaken by the Council and advise the Policy, Resources & Growth Committee, other Committees or officers as appropriate
- To review major projects having regard to capacity to deliver, corporate priorities and resources and advise the Policy, Resources & Growth Committee or other Committee as appropriate
- In exceptional cases, to establish or recommend the establishment of a project-specific Board to oversee a particular major project where this is considered necessary due to capacity, complexity of the issues or other reasons.

### **5. Definition of Major Projects**

For the purposes of the Board, major projects fall into one of two categories:

- (a) Those that involve the council either as the deliverer, a direct procurer or a facilitator of the provision of a major capital asset and / or regeneration of a site or area; or

- (b) Those not directly involving the council as landowner but which are of strategic significance to the city, such as the regeneration of a non-council owned site or the provision of major infrastructure works.

## **6. Reporting**

The Board will report to the Policy, Resources & Growth Committee, the Economic Development & Culture Committee or other relevant Committee, with recommendations as necessary.

## **7. Membership**

Membership of the Board shall consist of 5 elected Members, following nominations by their Group Leaders to reflect the political composition of the Council.

No Member may serve on the Board, whether as a substantive or substitute member, unless they have undergone the required training for Board members providing that training may be provided after Members are appointed and before they take their role.

## **8. Meetings and ways of working**

The timing and number of meetings will be dictated by the volume of business for the Board.

The Board will agree ways of working appropriate to the role and remit of the Board.

## **9. Review**

These terms of reference may be reviewed and amended by the Policy, Resources & Growth Committee from time to time.

## **12. ESTATE REGENERATION BOARD - TERMS OF REFERENCE**

### **1. Name**

Estate Regeneration Board

### **2. Purpose**

#### **Background**

The Estate Regeneration Programme will provide new sustainable and affordable homes in the city and improve some of our most disadvantaged estates. The programme aims to maximise opportunities to build new homes on HRA and other council land, as well as undertake larger scale redevelopments of existing estates in need of improvement.

The New Homes for neighbourhoods programme is managed by the Estate Regeneration Team in the council's Regeneration Unit and includes:

- Former garage and car parking sites
- Infill and vacant land/buildings
- Wider estate regeneration
- Extra Care

Housing and the Regeneration Unit are working closely together to identify suitable estates and buildings for investment or redevelopment as part of our strategy to make best use of HRA assets and new opportunities.

#### **Programme Objectives**

The Estate Regeneration Programme has the following objectives:

- Develop new sustainable homes on council land
- Improve existing estates and neighbourhoods
- Ensure best use of HRA assets
- Support mixed and sustainable communities
- Help tackle inequality and support the city's economy
- Provide opportunities for local skills, training and jobs
- Reflect corporate service plan and budget objectives and priorities including health and social care

### **3. Status**

The Board shall be an advisory board to the Housing & New Homes Committee. The Board will not have sub-committee status and the political balance rules in section 15 of the Local Government and Housing Act 1989 will not apply. However, it is expected that the Board will be established on a cross party basis.

### **4. Areas of Focus**

The Board shall provide the following functions:

- Provide advice and steer on key issues
- Explore development options and issues such as scheme viability and tenure mix
- Monitor progress, delivery and budget of the programme and individual projects

- Member sign-off for key documents
- Communicate programme background and progress to other members of Housing Committee, political groups and leaders
- Support high-level design standards

### **Operating principles**

A number of principles should underpin the working of the Board:

- It should operate in a spirit of partnership and attempt to reach consensus on key issues
- Council officers and external specialists should attend as required
- Administered by the council with agenda and papers generally circulated five working days prior to meetings
- Schedule of future meeting dates to be agreed at first meeting

### **Confidentiality**

The nature of the business discussed by the board may mean that some issues are of a confidential or commercially sensitive nature:

- Members should treat relevant information and that of a commercially sensitive nature as confidential
- Guidance should be given to Board members on briefing political groups and wider stakeholders on an ongoing basis

### **5. Membership**

The Board will have the following membership:

- One elected member nominated by each political group chosen from current Housing Committee members
- Chaired by an elected member appointed at inaugural meeting

### **6. Review**

These terms of reference may be reviewed and amended by the Housing & New Homes Committee from time to time.



## **13. SCHOOL ORGANISATION WORKING GROUP - TERMS OF REFERENCE**

### **1. Name**

School Organisation Working Group

### **2. Purpose**

The purposes of the Cross Party School Organisation Working Group will be:

- To keep under review pupil number projections for Brighton & Hove
- To consider actions required to ensure that the Council fulfils its duty to secure sufficient school places for children and young people and advise the Children and Young People & Skills Committee (CYPS) accordingly
- To advise the CYPS regarding the schools capital programme
- To comment on an annual five year School Organisation Plan for endorsement by the CYPS and approval by Full Council, as required.

### **3. Status**

The Board shall be an advisory board to the Children and Young People & Skills Committee. The Board will not have sub-committee status and the political balance rules in section 15 of the Local Government and Housing Act 1989 will not apply. However, it is expected that the Board will be established on a cross party basis.

### **4. Operating principles**

It is intended that the Working Group operate in partnership and its goal is to attempt to reach decisions by consensus

The Working Group may call upon specialist advice from legal, financial, property and other officers of the Council, and external consultants, as it sees fit

The Working Group will meet every six to eight weeks, with a schedule of meetings for the year agreed at the start of each school year. At the end of the year the Children & Young People & Skills Committee will determine if a further schedule of meetings is required.

Administration for the Working Group will be provided by Education & Skills. The agenda and accompanying papers will normally be circulated one week in advance of meetings, but additional material may be sent later or tabled where necessary.

Papers and minutes of each meeting will be issued within seven days of the meeting and will be confidential; Members will decide at the end of the meeting those items which may be discussed more widely.

### **5. Membership and Chairing Arrangements**

Membership of the Working Group will consist of 3 elected members, nominated by group leaders.

The Working Group will be advised by the Assistant Director, Families, Children & Learning (Education & Skills), the Head of School Organisation, the Head of Education Capital (Property & Design) and other officers of the Council as may from time to time be required.

## **6. Review**

These terms of reference may be reviewed and amended by the Children & Young People & Skills Committee from time to time.

## **14. CROSS PARTY MEMBER AND STAKEHOLDER STEERING GROUP FOR THE DISABILITY AND SPECIAL EDUCATIONAL NEEDS REVIEW - TERMS OF REFERENCE**

### **1. Name**

Cross Party Member and Stakeholder Steering Group for the Disability and Special Educational Needs Review

### **2. Purpose**

The purpose of this Board is to steer and oversee the implementation of all elements of the Disability and SEN Review in Children's Services including the parallel review in Adult Services. This Cross Party Steering Group will provide a valuable place for consultation and information prior to further reporting. It would also ensure engagement of councillors (and other partners) through the lifetime of these reviews to delivery.

The intention is for this strategic governance group to work closely with the review and monitor the proposals as they progress to implementation.

### **3. Status**

The Group shall be an advisory board to the Children and Young People & Skills Committee and to the Health & Wellbeing Board. The Group will not have sub-committee status and the political balance rules in section 15 of the Local Government and Housing Act 1989 will not apply. However, it is expected that the Board will be established on a cross party basis.

### **4. Accountability structure**

The group is made up of Health and Wellbeing Board members and Children Young People and Skills committee members and will be accountable to both of these committees for the relevant parts of the review.

### **5. Membership**

- 3 elected members, nominated by group leaders
- Assistant Director Children's & Adult Services
- Executive Director Children's Services
- 2 Parent & Carer Council (PACC) representatives
- Executive Director Adult Services
- Assistant Director Children's Services
- NHS representative
- Young Person representative(s)
- CCG representative
- Public Health

### **6. Role:**

To provide effective oversight of the review of disability and SEN services to achieve the following:

- To create inclusive fully integrated SEN, health, care and disability provision of outstanding quality
- Following a completed restructure of Children's and Adults learning Disability services to form one all age service. Consider any further work required towards integration of policy and process.
- To ensure excellent practice in identification and assessment of SEN and disability
- To provide a new framework for joint commissioning of services across education, health and social care
- To deliver high quality provision and services within a value for money context, acknowledging need for on-going efficiencies in council spending
- To support the aspirations of young people towards greater independence, improve transition arrangements to adulthood
- To provide choice for families and facilitate best use of integrated personalised budgets and direct payments
- To engage parents and young people effectively at all levels of strategic and decision-making forums

It is important to note that:

- This group is not a decision making group
- It is there to provide advice, guidance and challenge as the review progress to the point of implementation.
- Will not replace the role of scrutiny which will reserve the right to challenge decisions and implementation plans when they have been formally agreed

**This to be done by:**

- Providing effective leadership and promoting a creative approach to service redesign
- Ensuring the review is conducted fairly and with integrity
- Ensuring that full attention is paid to equalities issues in conducting the review
- Ensuring that young people, staff, and parent/carers are encouraged to play an active part in the review considering recommendations for change, finalising proposals and establishing priorities

**Recording and Confidentiality**

The notes of the meeting will record the decisions and key actions agreed during the meeting. The notes of the previous meeting will be reviewed at the start of the next meeting. Although the business of the Board is not exempt from the Freedom of Information Act, the chair will specify any item or details which are not for public or wider consumption.

**7. Review**

These terms of reference may be reviewed and amended by the Children & Young People & Skills Committee from time to time.

## **15. CROSS PARTY YOUTH GROUP - TERMS OF REFERENCE**

### **1. Name**

Cross Party Youth Group

### **2. Purpose**

The purpose of the Cross Party Working Group will be to gather the views of young people to feed into Councillors and the Director / Assistant Director of Families, Children and Learning to inform decisions.

### **3. Status**

The Group shall be an advisory board to the Children and Young People & Skills Committee and to the Health & Wellbeing Board. The Group will not have sub-committee status and the political balance rules in section 15 of the Local Government and Housing Act 1989 will not apply. However, it is expected that the Board will be established on a cross party basis.

### **4. Governance and decision making**

The Children, Young People and Skills Committee is the council Committee which is responsible for education, children's health and social care services, public health for children and young people, including services to young people up to the age of 19.

The full Council is the highest decision making body for the Council and agrees the budget for the Council once a year.

Views and recommendations from the Youth Cross Party Working Group will be taken into account and will be represented at the Children, Young People and Skills Committee by the Councillors and Youth Council representative.

### **5. Membership and Chairing Arrangements**

Membership of the Working Group will include one Member from each of the three political groups in the council who attend the Children, Young People and Skills Committee, together with either the Executive Director or Assistant Director for Families Children & Learning.

The group will develop representation from young people from different areas, groups and youth services in the city. To start with this will include representatives from the Youth Council, Children in Care Council and the commissioned neighbourhood youth projects. The group will consider how to ensure the views of a wider range of young people can be gathered including whether representatives from other youth organisations should join the group

The meetings of the Working Group will be co-chaired by the chair of the Children, Young People and Skills Committee and by the Youth Council representatives on the Committee.

### **6. Operating Principles**

It is intended that the Working Group operate in partnership and its goal is to reach recommendations by agreement.

This Working Group will be the main way that young people can influence the Children, Young People and Skills Committee of the Council.

The Working Group may ask for advice from legal, financial, property and other officers of the Council, or external advice.

Any discussions and papers from this group will be open and transparent and can be shared.

## **6. Frequency of Meetings**

The Working Group meetings are to be held every 3 months for 1.5 hours and will start at 5.30pm.

The frequency of the steering group is to be reviewed and increased or decreased, as required.

## **7. Administration**

Administration for the Working Group will be provided by the Early Years, Youth and Family Support service. The agenda and accompanying papers will normally be circulated one week in advance of meetings, but additional material may be sent later or tabled where necessary. The minutes of each meeting will be issued within ten days of the meeting.

Members will decide at the end of the meeting how the discussion of the group will be shared more widely.

## **8. Review**

These terms of reference may be reviewed and amended by the Children & Young People & Skills Committee from time to time.

## **16. HEALTH & SOCIAL CARE INTEGRATION CROSS PARTY MEMBER WORKING GROUP - TERMS OF REFERENCE**

### **1. Name**

Health & Social Care Integration Cross Party Member Working Group

### **2. Purpose**

The purposes of the Cross Party Health and Social Care Working Group will be:

- To consider the consequences of the recent PR&G Committee decision about Health and Social Care integration as the work progresses
- To oversee the development of proposals and raise issues with officers

### **3. Status**

The CPH&SCIWG is not an advisory board to the Health & Wellbeing Board (HWB). It is a Working Group that allows Councillors to meet and give political insight and consideration to issues that will come to the HWB and / or PRG. The CPH&SCIWG will not have subcommittee status and the political balance rules in section 15 of the Local Government and Housing Act 1989 will not apply. However, it is expected that the CPH&SCIWG will be established on a cross party basis. All HWB voting councillors are invited.

### **4. Areas of focus**

The CPH&SCIWG focuses on the impact of integration of health & social care and ensuring that political oversight and democratic oversight are clearly incorporated into the reports that will go to either the HWB or PRG

### **5. Reporting**

The Board will not report directly to HWB or PRG – the aim of the CPH&SCIWG is to ensure that political accountability and democratic oversight are fully reflected in reports that go to the necessary committees.

### **6. Membership**

Membership of the Board shall consist of 3 elected members nominated by group leaders.

The Working Group will be supported by an Executive Director from both the Council and the CCG. Initially this will be the Executive Director for Health and Adult Social Care. However other voting HWB members are invited and Executive Directors from BHCC and CCG will attend as necessary.

The Working Group will be advised by the Executive Director Strategy, Governance and Law, together with other officers of the council as required.

The first meeting of the Working Group will initially be chaired by the Executive Director for Health and Adult Social Care. Future meetings will be chaired by the chair of the Health & Wellbeing Board.

Quorum – to be quorate there needs to be one representative from at least two of the three political groups.

Substitutions are accepted for this meeting.

### **7. Meetings and ways of working**

The timing and number of meetings will be dictated by the volume of business for the CPH&SCIWG

The Group will agree ways of working appropriate to the role and remit of the Group.

### **8. Review**

These terms of reference may be reviewed and amended by PR&G from time to time



## **17. PERFORMANCE AND INFORMATION GROUP - TERMS OF REFERENCE**

### **1. Name**

Performance and Information Group

### **2. Purpose**

The Performance and Information Group is a non-decision making group that is open to all members (Council, CCG and co-opted) of the Health & Wellbeing Board (HWB) and Health Overview and Scrutiny Committee (HOSC).

It was set up to provide a space for the significant amount of performance and information that does not get aired due to time constraints in the Health & Wellbeing Board but may be of interest or help provide more detailed background to both the Board and Committee.

Having information shared at the Group does not preclude that information being presented at a later date at either the Board or Committee at a later date.

Membership: All members of the HWB and HOSC including external members such as CCG, co-opted.

### **3. Status**

The Performance and Information Group is not an advisory body. It does not have subcommittee status and the political balance rules in section 15 of the Local Government and Housing Act 1989 will not apply.

### **4. Areas of focus**

The Performance and Information Group covers in detail performance information that the HWB and HOSC do not have time to cover in general meetings.

The topics for the meeting can be generated through:

- Data being available
- HWB or HOSC Chairs or members request
- Officers wishing to present information to the Group

### **5. Reporting**

The Performance and Information Group does not report to either HOSC or HWB. At the end of the meeting the Chairs of HWB and HOSC will discuss if there are any items from the meeting that need to go to either Board or Committee for public transparency.

### **6. Membership**

Membership of the Board shall consist of three members, to be nominated by group leaders.

All members of the HWB and HOSC including external members such as CCG and other co-optees are invited to attend the PIG.

### **7. Meetings and ways of working**

The meetings are held 4 times a year with the dates set around when performance data is accessible (this is normally quarterly).

The meetings are chaired by the Head of ASC Performance & Business Improvement. (this was agreed at the first meeting by councillors).

## **8. Review**

These terms of reference may be reviewed and amended by PR&G Committee from time to time.

## **18. COMMUNITY SAFETY PARTNERSHIP BOARD - TERMS OF REFERENCE**

### **1. Name**

Community Safety Partnership Board

### **2. Purpose**

The Board is responsible for ensuring the statutory and other duties of the Community Safety Partnership are delivered effectively and efficiently by its Responsible Authorities and partners.

**The overarching duty is to reduce crime and disorder, improve community safety and reduce re-offending in Brighton & Hove.**

This duty is set out in the Crime and Disorder Act 1998 and in subsequent guidance and legislation. The Community Safety, Crime Reduction and Drugs Strategy is the city-wide strategic plan which sets out how that duty is delivered.

The Community Safety Partnership Board will comply with the requirements of Brighton & Hove Connected and City Management Board as set out in the approved Protocols.

### **3. Status**

The Community Safety Partnership Board shall be an advisory board to the Neighbourhoods, Inclusion, Communities & Equalities Committee. The Board will not have subcommittee status and the political balance rules in section 15 of the Local Government and Housing Act 1989 will not apply.

However, it is expected that the Board will be established on a cross party basis.

### **4. Areas of focus**

- Approve an annual strategic assessment of crime and disorder in the city
- Ensure effective consultation with elected Members, local communities, communities of interest, residents and businesses on crime, disorder and safety concerns
- Oversee effective support for the wide network of community-led Forums and Action Teams which work within the Community Safety and Safe in the City Partnership, responding to their concerns and priorities
- Approve the crime and safety priorities and delivery plans for inclusion within the three yearly Community Safety, Crime Reduction and Drugs Strategy, based on findings and recommendations from strategic assessments and consultation
- Approve annual, pooled Partnership budgets to enable the crime, disorder and community safety priorities and action plans and those of substance misuse services to be commissioned and delivered in the most cost effective way
- Approve performance indicators and targets and respond to quarterly and year end performance reports directing corrective action and interventions when necessary
- Ensure compliance with Section 17 of the Crime and Disorder Act
- Lead compliance with Section 115 of the Crime and Disorder Act to ensure information is shared for the purpose of reducing crime and disorder

- Oversee and receive progress reports from the Management Board of the Youth Offending Service and for youth crime prevention services
- Oversee and receive progress reports from the Alcohol Programme Board
- Oversee and receive progress reports for the Young People's Substance Misuse Service
- Oversee and receive progress reports from the Joint Commissioning Group, the Harm Reduction Steering Group, other adult drugs services and multi-agency working groups
- Support and jointly respond to the priorities and actions of the Local Children Safeguarding Board, the Adult Safeguarding Board and the Health and Wellbeing Board
- Receive and respond to relevant reports from Partnership steering groups, council committees, city partnerships, and other relevant sources where appropriate
- Respond to central government policy, calls for action and consultation where appropriate and required
- Comply with and respond to all relevant inspections and audit processes

## **5. Reporting**

The Board will report to Neighbourhoods, Inclusion, Communities & Equalities Committee with recommendations as necessary.

## **6. Membership**

Membership of the Board shall consist of 3 elected Members, following nominations by their Group Leaders to reflect the political composition of the Council. Nominees will be selected from the membership of the relevant parent committee(s).

## **7. Meetings and ways of working**

- Quarterly meetings to be chaired by the Chief Executive of the city council. Named representative to be the Divisional Police Commander (Chief Superintendent) or Strategic Director of the city council who has the lead for Community Safety
- Administration of the Safe in the City Partnership Board to be carried out by the Partnership Community Safety Team
- Reports to be submitted to the Partnership Community Safety Team ten days before the date of the meeting and to be circulated to members 7 days before the meeting.

## **8. Review**

These terms of reference may be reviewed and amended by the Neighbourhoods, Inclusion, Communities & Equalities Committee from time to time.

## **19. CROSS PARTY KPI DEVELOPMENT GROUP - TERMS OF REFERENCE**

### **1. Name**

Cross-party KPI Development Group

### **2. Purpose**

The purpose of this cross-party group is to ensure full buy-in of Members of the Corporate KPI set to ensure common understanding ahead of Policy Resources & Growth committee where the targets are agreed. The Corporate KPI set is central to the council's statutory Best Value duty to Continuous Improvement, managed through our Performance Management Framework.

The Group reviews the indicators and associated targets for the full set of corporate and directorate level KPIs. KPI targets setting guidance and timetable for the process is also agreed at this group. The level of detailed discussion would be inappropriate for PR&G committee.

### **3. Status**

The Group shall be an advisory body to the Policy Resources & Growth committee.

### **4. Areas of focus**

Corporate KPI target setting guidance and timetable

Corporate KPI set and associated targets

Directorate KPI set

Performance of comparators

### **5. Reporting**

The Group will be an advisory body to the Policy Resources & Growth committee.

### **6. Membership**

Membership of the Board shall consist of 3 elected Members, following nominations by their Group Leaders to reflect the political composition of the Council.

Officers – Chief Executive, Executive Lead Officer for Strategy, Governance & Law, Head of Performance Improvement & Programmes, Corporate Performance Lead.

### **7. Meetings and ways of working**

As a minimum, the group needs to meet:

- in March to have an initial discussion regarding the KPI set and target setting guidance.
- in June to review the indicators and targets proposed by the officers to ensure the set enables us to evidence how well we have achieved the Corporate Strategy.

## **8. Review**

These terms of reference may be reviewed and amended as needed.

## **20. CROSS PARTY MEMBER OVERSIGHT GROUP - TERMS OF REFERENCE**

### **1. Name**

Cross-party Modernisation Member Oversight Group

### **2. Purpose**

The purpose of the Modernisation Member Oversight Group is to provide cross-party oversight and constructive challenge to the modernisation programmes and projects as part of the corporate modernisation governance arrangement to ensure identified cashable and non-cashable benefits are delivered as expected.

### **3. Status**

The Group shall be an advisory body to the Policy Resources & Growth committee.

### **4. Areas of focus**

Corporate Modernisation projects and programmes.

### **5. Reporting**

The Group shall be an advisory body to the Policy Resources & Growth committee.

The Group will receive updates and recommendations from the Corporate Modernisation Delivery Board.

### **6. Membership**

Membership of the group shall consist of 3 elected Members, following nominations by their Group Leaders to reflect the political composition of the Council.

Officers – Chief Executive, Executive Director for Finance & Resources, Executive Lead Officer for Strategy Governance & Law, Head of Performance Improvement & Programmes.

Other officers to be invited as necessary.

### **7. Meetings and ways of working**

Quarterly meetings for 1 hour, more time if necessary.

### **8. Review**

These terms of reference may be reviewed and amended as needed.

## **21. BREXIT WORKING GROUP - TERMS OF REFERENCE**

### **1. Name**

Brexit Working Group (BWG)

### **2. Purpose**

The BWG will maintain Member oversight of the council's actions to mitigate the strategic risks to the council and city caused by the UK's withdrawal from the EU; and will coordinate relations with city stakeholders and communities where potential impact has been identified.

### **2. Status**

The BWG will be an advisory board to the Policy, Resources & Growth Committee.. The Group will not have subcommittee status. However, it is expected that the Group will be established on a cross party basis.

### **3. Areas of focus**

The BWG will focus on maintaining oversight of actions taken in relation to mitigating potential impacts of Brexit on the city and the council as outlined in the council's Strategic Risk Register. These potential impacts include, but due to the developing nature of the subject, are not limited to:

- Fragmented communities leading to civil unrest
- Increased demand for advice services for EU residents, citizens & businesses
- Reduced city wealth
- Reduction in skills levels in the city
- Stalling of city projects due to supply chains
- Less ability to manage local environmental impacts e.g. waste disposal
- Less certainty around export/import regulations
- Impact on food safety regulations and standards inc. Export Health Certificates
- Security risk – Border controls and changed emergency planning and resilience requirement may be required

### **4. Reporting**

The Board will report to the Policy, Resources & Growth Committee with recommendations as necessary.

### **6. Membership**

Membership of the Board shall consist of three elected Members, following nominations by their Group Leaders to reflect the political composition of the Council.

### **7. Meetings and ways of working**

The timing and number of meetings will be dictated by the volume of business for the BWG.

The Group will agree ways of working appropriate to the role and remit of the Group.

### **8. Review**



This is an ad hoc group established for a limited time. The work of the group is expected to finish by November 2019 but will be dictated by national policy decisions in relation to the UK's exit date from the EU, which is currently set to be no later than 31<sup>st</sup> October, 2019. Once there is confirmation of exit date and deal or no-deal scenario the BWG will report back to the Policy, Resources & Growth Committee.

