PART 4 SCHEME OF DELEGATION TO COMMITTEES AND SUB-COMMITTEES

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INTRODUCTION AND GENERAL DELEGATIONS

A. Introduction

1. This scheme of delegation sets out the functions of the Council to be discharged by the Council, its Committees and Sub-Committees. It also includes terms of reference of statutory and non-statutory advisory bodies set up by the Council.

2. (a) The functions delegated to Committees and Sub-Committees under this scheme are subject to the Councils Standing Orders, Regulations and procedures.

   (b) A Committee or Sub-Committee dealing with a matter that has corporate policy or corporate budgetary implications (e.g. committing the Council to expenditure that has serious impact on the overall finances of the authority) will refer the matter to the Policy, Resources and Growth Committee with recommendations. The Chief Executive may issue practical guidance as to the application of this paragraph. Where the position is not clear, the Chief Executive (in relation to policy matters) or the Executive Director Finance and Resources (in relation to budgetary matters) will make the final determination.

   (c) Where any Committee or Sub-Committee, subsequent to approval of the budget at Budget Council, intends to make a change which involves a financial commitment (including removal of planned savings) which is not provided for within the approved budget and policy framework set by full Council, the Committee shall identify from which funds the relevant commitment shall be met. Alternatively the Committee or Sub-Committee will propose alternative savings measures to meet the commitment. Any such proposals must be consistent with virement rules set out in the Council's Financial Regulations.

   (d) Where a committee would otherwise have delegated powers to make decisions, non-compliance with paragraph 2(b) above shall not affect the validity of the decision taken.

   (e) The acquisition or disposal of land or an interest in land shall be referred to the Policy, Resources and Growth Committee for determination. This shall not affect the relevant committees' powers to make decisions on service issues relating to their functions.

3. Where a function is delegated to a Committee, that Committee may delegate the function to its Sub-Committee(s) or an officer and the Sub-Committee(s) may delegate the function to an officer.

4. Where a function is delegated to more than one Committee or Sub-Committee, any one of those Committees or Sub-Committees may exercise the function.

5. All such matters as may be regarded as included by inference shall be comprised with the delegated functions of the Committee or Sub-Committee, and delegated functions shall include all consequential or ancillary matters as necessary.

6. In this scheme a reference to an Act of Parliament shall be deemed to include a reference to any Act by which it is applied, extended, amended, consolidated or replaced. It shall also be deemed to refer to any statutory instrument, regulations, orders, byelaws or the like made or having effect as if made under such Act.

7. Any interpretation of this scheme shall be in accordance with the Council's wishes that the scheme shall not be construed restrictively.

8. The explanatory note at the beginning of the terms of delegation of each Committee and Sub-Committee is for information only and shall not be construed as part of the terms of reference themselves.

9. In this scheme of delegations the "full Council" means Brighton & Hove City Council sitting as the Council (as opposed to acting through Committees, Sub-Committees or officers) and "Council" means Brighton & Hove City Council as a local authority.

B. General Delegated Powers

Each Committee or Sub-Committee shall have the following powers and duties in relation to its functions in addition to those set out under each Committee and Sub-Committee's terms of reference:

1. To implement best value in relation to its functions;

2. To approve bids for European and national funding for schemes in relation its functions;

3. To control and manage such resources (finance, IT, property etc.) as may from time to time be assigned to it and to authorise the acquisition or disposal of property (other than land) for the purposes of its functions;

4. To declare land surplus to the requirements of the Committee's area of service. Management and future use of the land will be transferred to the Policy, Resources and Growth Committee. Any proposed acquisition or disposal of land not covered by the delegation to officers shall be referred to the Policy, Resources and Growth Committee;

5. Subject to the Council's employment policies and procedures, to determine all employment matters within its service area;

6. To be responsible for quality and equalities matters in relation to its functions

7. To have due regard in the exercise of its functions to the need to prevent people from being drawn into terrorism.

8. To appoint time-limited Policy Panels to carry out short, sharply focused pieces of policy review and development work.

   NOTE: General guidance and practice notes will be available to support the exercise of this power.

C. General Advisory Powers

Each Committee and Sub-Committee shall have the following advisory functions:

1. To consider and make recommendations to full Council on matters relating to or affecting the Committee or Sub-Committee's functions, including developing plans and strategies forming part of the policy framework for adoption by full Council, where the power to make decisions is reserved to full Council by law, Standing Orders or this scheme of delegations;

2. To consider and make recommendations to another Committee or Sub-Committee on matters related to or affecting its functions;

3. To consider and make recommendations to any body of the Council where it is considered desirable to do so.

TERMS OF REFERENCE OF COMMITTEES

POLICY, RESOURCES AND GROWTH COMMITTEE

Explanatory Note

This Committee has overall responsibility for the financial and other resources of the authority, for developing the authority's strategy and policy based on national government and local priorities, and for the development of partnership working. It also has responsibility for many of the services delivered to residents and customers. Its specific functions are set out in the following paragraphs.

Delegated Functions

To exercise the functions of the Council as follows:

1. Policy and Strategy

To formulate, co-ordinate and implement corporate policies and strategies and make decisions relating to such matters to the extent that they are not reserved to full Council.

2. Finance and Other Resources

(a) To establish the framework for the allocation, control and management of the Council's resources including finance, assets, IT, land and other property;
(b) To formulate budget proposals for adoption by the Council;
(c) To calculate of the Council Tax Base;
(d) To make decisions or grant authorisations on expenditure in accordance with the requirements of financial standing orders;
(e) To deal with all financial services, including risk management, insurance and external and internal audit arrangements;
(f) To oversee the Council's information governance arrangements. (note: this power is given concurrently to the Audit and Standards Committee).

3. Partnerships

(a) To set up, develop and review partnerships, including, but not limited to, the Local Strategic Partnership;
(b) To co-ordinate, develop, adopt and review the Sustainable Community Strategy and make recommendations to Full Council.

4. Adult Learning and Employment

(a) To discharge the Council's functions under the arrangements with the Skills Funding Agency and Young People's Learning Agency for the provision of adult education; and

(b) To discharge the Council's functions regarding the employment of physically disabled persons and youths, providing that the functions regarding youth employment shall be limited to the management of the existing establishment in Hove.

5. Neighbourhood Renewal

To discharge the Council's functions in respect of neighbourhood renewal, which include:

(a) developing and implementing the neighbourhood renewal strategy for the City in order to narrow the gap between the most deprived neighbourhoods and the rest of the City, under the themes set by national Government of: housing, health, liveability, crime, education and employment and

(b) acting as the accountable body for the neighbourhood renewal fund on behalf of the Local Strategic Partnership.

6. Grants

To deal with grants to community organisations and non-profit making bodies in the area of the Council providing that this shall not include grants in respect of educational charities which are the responsibility of the Children, Young People & Skills Committee.

7. Management of Establishments

To deal with all matters concerning establishments as are more particularly set out under the scheme of delegation to officers.

8. Catering Services in Council Establishments

To deal with all matters in connection with the provision of catering services in Council establishments used primarily by Council employees.

9. Best Value

To establish the framework for the achievement of Best Value by the Council.

10. Human Resources

To establish the framework for human resources policies and procedures and discharge the Council's functions as an employer where this is exercisable by a Committee.

11. Dismissal of certain statutory officers

To discharge the function of a statutory panel in relation to the dismissal of the Chief Executive, the Monitoring Officer or the Chief Finance Officer and to make arrangements for this function to be discharged through the Personnel Appeals Panel.

12. Property Management

(a) To manage land held for the purposes of the functions of the Committee, corporately held property and land declared surplus to the requirements of a Committee or the service area of a Director by the relevant Committee or Director.

(b) To authorise the acquisition or disposal of any land held by the Council providing that any proposal for the transfer of housing land which requires the consent of the Secretary of State shall be referred to full Council with recommendations.

13. Appointment to outside bodies

To appoint representatives to outside bodies between annual Council meetings where the timing is such that it will be more expedient for the appointment to be made by the Policy, Resources and Growth Committee rather than Full Council.

14. Public Safety – Civil Contingencies

To exercise the Council's functions in relation to emergency planning and business continuity, including the Council's functions under the Civil Contingencies Act 2004.

15. Communities

To co-ordinate and lead on the Council's functions in connection with community engagement and voluntary organisations.

16. Equalities

To co-ordinate and lead on the Council's functions in relation to Equalities and Inclusion.

17. Constitution

(a) To receive reports on and monitor the operation of the Constitution;

(b) To make recommendations to Council with a view to improving the effectiveness, accountability and transparency of the decision-making process.

18. Members' Allowances

To consider the recommendations of the Independent Remuneration Panel and advise Council as appropriate.

19. General Powers

(a) To discharge all other functions of the Council not specifically delegated to another Committee or reserved to Full Council under the law, this scheme of delegation, standing orders or procedure rules;

(b) To deal with matters referred to the Committee by other Committees or Sub-Committees as having corporate budgetary or policy implications.

20. Sub-Committees, Task Groups, Member Panels and Consultation Forums

To be responsible for the setting up, review and abolition of Joint Committees, Sub-Committees, permanent task groups, permanent Member panels, consultation forums and commissions.

21. Miscellaneous Service Functions

To exercise the Council's functions in relation to the following services/functions:

(a) Electoral and ceremonial matters relevant to the Council;
(b) Matters concerning the Fire Authority;
(c) Legal services;
(d) Complaints services;
(e) Performance management
(f) Corporate procurement;
(g) Health and safety at work (in so far as it relates to the Council as an employer);
(h) Revenues and Benefits, including Housing Benefit and Council Tax Benefit, the administration, collection and enforcement of Council Tax and Non-Domestic Rates;
(i) Registration of births, deaths, marriages, partnerships and associated functions;
(j) Local Land Charges;
(k) Corporate Information and Communication Technology Services;
(l) Corporate communications

(m) Democratic services.

PERSONNEL APPEALS PANEL

Explanatory Note

This Panel has the status of a Sub-Committee of Policy, Resources and Growth Committee and will deal with appeals against dismissals, grading and other grievances in accordance with agreed personnel procedures. It will also discharge the function of considering dismissals of the Chief Executive, the Monitoring Officer and the Chief Finance Officer.

Delegated Functions

1. To exercise the function of the Council in relation to determining appeals against dismissals, grading and other personnel related grievances in accordance with corporate policies and procedures.

2. To exercise the function of considering the dismissal of the Chief Executive, the Monitoring Officer or the Chief Finance Officer and making a recommendation of dismissal to Full Council. Where the Personnel Appeals Panel performs this function, two independent persons shall be invited to join the Panel.

[**NOTE**: a pool of trained Councillors will be maintained for this Sub-Committee and members of the pool will be called on in the first instance to form an appeals panel. However, any Councillor will be able to sit on an appeals panel and substitute for any designated member of the Sub-Committee.]

HOUSING & NEW HOMES COMMITTEE

Explanatory Note
This Committee has overall responsibility for the Council's housing functions, including Council housing, homelessness, allocations and standards of housing in the area.

Delegated functions

1. To discharge the Council's functions as a housing authority and, without prejudice to the generality of this paragraph, to discharge the specific functions set out in the following paragraphs.

2. Strategic and Private Sector Housing

To discharge the Council's functions in relation to:

(a) The Council's housing strategy;

(b) Homelessness and the allocation of housing;

(c) Private sector housing, including taking action to remedy overcrowding, disrepair, unfitness and statutory nuisances; to promote fire safety in private sector housing and the Council's functions in relation to houses in multiple occupation;

(d) Tenancy relations and the provision of housing advice;

(e) Housing loans and grants.

3. Housing Landlord Functions

To discharge the Council's functions as a housing landlord including the management (including demolition) of property within the Housing Revenue Account and associated properties.

4. Housing Related Support Services

To exercise the Council's functions for the commissioning of housing related support services.

CHILDREN, YOUNG PEOPLE & SKILLS COMMITTEE

Explanatory Note
This Committee is responsible for education, children's health and social care services, public health relating to children and young people, including services to young people up to the age of 19, and exercises the council's functions as Local Education Authority. Many of these services are delivered or commissioned jointly with the Health Service and, to reflect this, the Health and Wellbeing Board has concurrent delegated powers with this Committee. The Children, Young People & Skills Committee is also the Council's Children and Young People's Trust Board for the purposes of the Children Act 2004.

Delegated Functions

To exercise the functions of the Council:

1. as a Local Education Authority under any enactment relating to education, youth services and the employment of children;

2. in relation to educational charities;

3. in partnership arrangements with other bodies connected with the delivery of education;

4. in relation to social services for children and young people;

5. in partnership arrangements with other bodies connected with the delivery of services for children, young people and families;

6. regarding families in connection with the functions of the Committee set out above or where there are no other arrangements made under this scheme of delegation;

7. under or in connection with the children and young people's partnership arrangements made with health bodies pursuant to section 75 of the National Health Service Act 2006 and section 10 of the Children Act 2004 ("the section 75 Agreements");

8. in relation to children's public health including but not limited to:
    - sexual health
    - physical activity, obesity, tobacco control programme
    - prevention and early detection
    - immunisation
    - mental health
    - NHS health check and workplace health programmes
    - dental health
    - social exclusion
    - seasonal mortality;

9. in relation to those aspects of children's public health which transfer to the council under the Health and Social Care Act 2012.

Joint working with the Clinical Commissioning Group

1. The Committee may meet concurrently with the Clinical Commissioning Group as necessary in order to discuss and develop jointly commissioned services in relation to children and young people.

NOTE

(a) All the above functions shall be exercised subject to any limitations in the section 75 Agreements.

(b) The Health and Wellbeing Board has concurrent delegated powers with this Committee in order to enable the most appropriate forum to consider issues (for example, where the service is commissioned or delivered jointly with Health partners).

TOURISM, DEVELOPMENT & CULTURE COMMITTEE

Explanatory Note
This Committee is responsible for the council's functions relating to planning policy, employment, economic growth and regeneration, culture, tourism and leisure.

Delegated Functions

1 Planning

To exercise the Council's functions as local planning authority (to the extent that they are not development control functions delegated to the Planning Committee), including the formulation and development of the Development Plan Documents prior to their adoption by Full Council.

2. Economic Growth and Regeneration

(a) To exercise the Council's functions and partnerships regarding the promotion of economic growth and the establishment and development of business.

(b) To promote and develop the economic fundamentals of the City in areas such as adult skills, productivity, development sites etc.

3. Major Built Environment Projects

(a) To oversee the progress of major projects (including major building, infrastructure or other projects involving the erection or significant alteration of major permanent structures or landmarks) undertaken by the Council, and advise the Policy, Resources and Growth Committee as appropriate.

(b) To review major projects and any project Boards having regard to capacity to deliver, corporate priorities and resources, and advise the Policy, Resources and Growth Committee as appropriate.

4. Conservation and Design

To exercise the Council's functions in relation to Conservation and Design including the Hove Borough Council Act 1976.

5. Building Control

To exercise the Council's functions regarding building control.

6. Culture, Arts and Heritage

To exercise the Council's functions in relation to culture, including arts, entertainment, cultural activities and heritage.

7. Tourism & Marketing

To exercise the Council's functions in relation to tourism, marketing and conferences.

8. Libraries and Museums

To exercise the Council's functions in relation to libraries, museums, art galleries, historic buildings and their gardens and the functions of the Council regarding public records.

9. Events

To exercise the Council's functions in relation to events, including the annual programme of entertainment events (providing that if the relevant Director, or other officer with delegated powers, is of the view that the event is a major event or has corporate budgetary or policy implications the matter shall be referred to the Policy, Resources and Growth Committee).

10. Leisure, Sports and Recreation

To exercise the Council's functions in relation to the provision and management of leisure, sports and recreation facilities.

ENVIRONMENT, TRANSPORT & SUSTAINABILITY COMMITTEE

Explanatory Note
This Committee is responsible for the council's functions relating to parks and green spaces, Gypsies, Roma and Travellers, waste, coast protection, the seafront, highways management, traffic management and transport, parking and sustainability.

Delegated Functions

1. Parks and Green Spaces

To exercise the Council's functions in relation to Parks and Open Spaces to the following extent:-

(a) provision, management and control of parks and open spaces (except those held for housing purposes);

(b) making countryside management arrangements in liaison with the South Downs National Park Authority and other environmental bodies;

(c) provision, management and control of allotments and smallholdings;

(d) as commons registration authority.

2. Environmental Health

To exercise the Council's functions in relation to environmental health, air pollution control, health and safety at work (except in so far as it relates to the Council as an employer), public conveniences,, food safety, control of nuisances, including noise control and control of dogs.

3. Trading Standards

To exercise the Council's functions regarding trading standards, including but not limited to consumer protection, product safety, fair trading, metrology, food standards and animal health.

4. Gypsies, Roma and Travellers

To exercise the Council's functions in relation to Gypsies, Roma and Travellers including the management of authorised sites.

5. Waste

To exercise the Council's functions in relation to waste and as waste collection authority, waste disposal authority and litter authority,

including dealing with litter, street cleansing, abandoned vehicles and dog fouling.

6. Coast Protection and Flood Defence

To exercise the Council's functions as a coast protection authority and a lead local flood authority.

7. Scrutiny of Flood and Coastal Erosion Plans

To undertake the scrutiny of flood and coastal erosion plans as required by the Localism Act 2011.

8. Seafront

To exercise the Council's functions regarding the esplanade, beach and foreshore.

9. Bereavement and Coroner's Services;

To exercise the Council's functions in relation to bereavement services and the Coroner's service.

10. Sustainability

To co-ordinate the Council's role and response to cross-cutting sustainability issues such as reducing carbon emissions, projections of a changing climate locally, improving resource efficiency and developing sustainable energy.

11. Highways Management

To exercise the Council's functions in relation to all highways matters and as highway authority, street authority, bridge authority, including but not limited to highways, bridges, private streets and rights of way.

12. Traffic Management and Transport

(a) To manage the provision of transport services for service departments including home-school transport and transport for social services;

(b) To exercise the Council's functions in relation to traffic management and transport and as traffic authority, including but not limited to public passenger transport and the co-ordination of transport for service users;

(c) To consider and make decisions on proposed traffic orders and rights of way issues where objections have been received and not withdrawn or otherwise resolved;

(d) To exercise the Council's powers regarding travel concessions.

13. Parking

To exercise the Council's functions in relation to parking, including on and off street parking and civil parking enforcement.

14. Public Space

To exercise the council's functions regarding spaces to which the public have rights of access and consisting of the highway, street furniture on the highway and open spaces or parts of open spaces immediately adjacent to the highway to which the public have access.

PLANNING COMMITTEE

Explanatory Note

This Committee exercises the Council's functions in relation to development control matters.

Delegated functions

1. To consider and determine applications submitted under the Planning Acts for planning permission, listed building consent, and reserved matters pursuant to major planning applications.

2. To consider and determine applications for the display of advertisements submitted under the Town and Country Planning (Control of Advertisements) (England) Regulations.

3. To determine whether prior approval applications for the construction, installation, alteration or replacement of telecommunications masts submitted under Part 24 Schedule 2 of the Town and Country Planning (General Permitted Development) Order 1995 should be granted or refused.

4. To exercise any other function of the Council under the Planning Acts whether as a local planning authority or otherwise which may be referred to it by the Executive Director Economy, Environment and Culture or other officer authorised by him/her.

[**NOTE**: The Council may approve a restricted pool of Members to serve as members or substitute members of the Committee, all of whom have undergone basic training and continue to undergo the mandatory training for such Members. The mandatory training will take place at least twice a year. Where such a pool has been approved, any meeting of the Committee must comprise only Members from the pool; no substitution by non-pool Members will be allowed.]

LICENSING COMMITTEE

Explanatory Note
The Licensing Committee is responsible for discharging the Council's functions under the Licensing Act 2003. It also has responsibility for all licensing and registration functions not covered by the Licensing Act 2003. The day to day decisions on individual applications are dealt with by the Licensing Panel.

Delegated Functions

1. Licensing Act 2003

(a) To discharge all functions which, under the Act, stand referred to a Licensing Committee, including, but not limited to the following:

(i) Applications for a personal licences;
(ii) Applications for premises licence/club premises certificate;
(iii) Applications for provisional statement;
(iv) Applications for Interim Authorities.

(b) The powers of the Committee under 1(a) shall include the power to deal with all applicants for the grant, renewal, variation or revocation of any licence or consent or any actions which a Licensing Committee is required or authorised to take under the Act.

(c) The delegated powers of the Committee shall not include the adoption or review of the Statement of Licensing Policy (which are functions of Full Council).

2. Gambling Act 2005

(a) To discharge all functions which, under the Gambling Act 2005 ('the Act'), stand referred to the Licensing Committee, including but not limited to the following:
(i) applications for premises licences;
(ii) applications for provisional statements;
(iii) applications for club gaming / club machine permits.

(b) The powers of the Committee under 2(a) shall include the power to deal with all applications for the grant, renewal, variation, cancellation or revocation of any licence or consent or any actions which a Licensing Committee is required or authorised to take under the Act.

(c) The powers of the Committee shall also include the power to set fees pursuant to section 212 of the Act, but shall not include the power to adopt or review the Licensing Policy, which is a function of Full Council.

3. Other Licensing and Registration Functions

(a) To discharge all the Council's functions regarding licensing and registration and any associated or connected functions.

Referred Functions

1. To advise Full Council regarding the Statement of Licensing Policy under the Gambling Act 2005.

2. To advise Full Council regarding the Statement of Licensing Policy under the Licensing Act 2003.

3. To advise the Council and other Committees on matters related to functions under the Licensing Act 2003 and the Gambling Act 2005, but are not themselves Licensing Act or Gambling Act functions.

NOTE: The Licensing Committee and the Licensing Panel may operate as two separate committees and sub-committees respectively with identical membership. The functions of the two separate committees/sub-committees shall relate to Licensing Act and Gambling Act functions and non-Licensing Act functions respectively.

LICENSING PANEL

Explanatory Note
The Licensing Panel is a Sub-Committee of the Licensing Committee. Its functions are to:-

- Hear applications under the Licensing Act 2003 and the Gambling Act 2005 where the matter is authorised or required to be dealt with by a Committee. These are usually, but not necessarily, cases where officers do not have delegated powers or a hearing is required;

- Deal with appeals against licensing and registration decisions and cases where officers do not have the power to make determinations;

- Serve as the appellate Committee where there is a right of appeal from a decision of an officer and no other arrangements have been made under the constitution; and

- Determine any other matter of a quasi-judicial nature which may be referred to it.

Delegated functions

1. Licensing Act Functions

(a) To deal with applications under the Licensing Act 2003 and make determinations on all matters required or authorised by the Act to be dealt with by a Committee.

(b) The powers under (a) above shall not include the adoption of the Statement of Licensing Policy.

(c) Where, in the opinion of the Executive Director Neighbourhoods, Communities and Housing or other officer authorised by him/her , after consultation with the Chair of the Licensing Committee, an application is a major application having regard to the licensing objectives, the Director or other authorised officer may refer the matter to the Licensing Committee.

2. Gambling Act 2005 Functions

(a) To deal with applications under the Gambling Act 2005 and make determinations on all matters required or authorised by the Act to be dealt with by a Committee.

(b) The powers under (a) above shall not include the adoption of the Statement of Licensing Policy.

(c) Where, in the opinion of the Executive Director Neighbourhoods, Communities and Housing or other officer authorised by him/her, after consultation with the Chair of the Licensing Committee, an application is a major application having regard to the licensing objectives, the Director or authorised officer may refer the matter to the Licensing Committee.

3. Other Licensing and Registration Functions

Within the policy framework set by the Council or the Licensing Committee, to exercise the Council's functions in relation to licensing and registration providing that the power shall not include the adoption, revocation or amendments of policies.

4. Determinations and Appeals

To hear and determine cases:

(a) where there is a right (under the Human Rights Act 1998 or otherwise) to be given the opportunity to appear before and be heard by a Committee or Sub-Committee of the Council and no other arrangements have been made under the Council's constitution, or

(b) where the case is referred to the Panel as it is considered to be a suitable forum for the determination of matters of fact and/or law, for example determinations relating to rights of way or the Council's definitive map of rights of way.

5. General

For the avoidance of doubt and without prejudice to the generality of 1 to 3 above, the powers of the Panel under those provisions shall include the power to deal with all applications for the grant, renewal, variation or revocation of any licence or consent or any actions (other than the adoption or review of a Licensing Policy) which a Licensing Committee is required or authorised to take under the Licensing Act 2003 or the Gambling Act 2005.

NOTE**:** (1) Only Councillors who are members of the Licensing Committee may serve as members or substitute members of the Licensing Panel.

(2) The Licensing Committee and the Licensing Panel may operate as two separate committees and sub-committees respectively with identical membership. The functions of the two separate committees/sub-committees shall relate to Licensing Act and Gambling Act functions and non-Licensing Act functions respectively.

AUDIT & STANDARDS COMMITTEE

Explanatory Note

The Audit functions of this Committee relate to the Council's arrangements for the discharge of its powers and duties in connection with financial governance and stewardship, risk management and audit. It plays a key role in acting as a critical friend to the Council and in helping to build trust in the Council's arrangements. The Committee receives referrals from and makes recommendations to the Council, Policy & Resources Committee, Officers or other relevant body within the Council.

The Standards functions of this Committee seek to ensure that the Members, Co-opted Members and Officers of the Council observe high ethical standards in performing their duties. These functions include advising the Council on its Codes of Conduct and administering related complaints and dispensation procedures.

In addition to the Councillors who serve on the Audit and Standards Committee, the Committee includes at least two independent persons who are not Councillors. They are appointed under Chapter 7 of the Localism Act, or otherwise co-opted, and act in an advisory capacity with no voting powers.

In the terms of reference of this Committee a "Member" is an elected Councillor and a "Co-opted Member" is a person co-opted by the Council, for example to advise or assist a Committee or Sub-Committee of the Council.

General Audit and Standards Delegated Functions

To review such parts of the constitution as may be referred to the Committee by the Policy and Resources Committee and to make recommendations to the Policy Resources Committee and the Council.

To appoint, co-opt or (in any case where only the Council has power) to recommend the appointment or co-option of a minimum of two independent persons:

- to give general assistance to the Committee in the exercise of its functions; and
- to give views on allegations of failure to comply with a Code of Conduct as required by Chapter 7 of the Localism Act.

To:

- review and agree the Council's whistleblowing policy
- have an overview of complaints handling and Local Ombudsman investigations
- review and agree activity, policy and guidance in relation to the Regulation of Investigatory Powers Act 2000

To deal with any audit or ethical standards issues which may arise in relation to partnership working, joint committees and other local authorities or bodies.

To oversee the Council's information governance arrangements*. This will include oversight of those of the Council's policies, procedures and processes which concern information governance and which operate across the Council's internal and external-facing activities.

To ensure arrangements are made for the training and development of Members, Co-opted Members and Officers on audit, ethical and probity matters, including Code of Conduct issues.

To support and advise the Chief Finance Officer and the Monitoring Officer in their statutory roles.

*NOTE: The Policy, Resources and Growth Committee has concurrent delegated powers in respect of Information Governance.

Delegated Audit Functions

To carry out independent scrutiny and examination of the Council's financial and non-financial processes, procedures and practices to the extent that they affect the Council's control environment and exposure to risk, with a view to providing assurance on the adequacy and effectiveness of:

- the work of internal and external audit;
- the governance arrangements of the council and its services;
- the risk management and performance management frameworks and the associated control environment;
- the arrangements to secure value for money;
- the financial management process;
- arrangements for the prevention and detection of fraud and corruption

To meet the requirements of the Accounts and Audit Regulations 2015 in respect of:

- conducting an annual review of the effectiveness of the system of internal control;
- conducting an annual review of the effectiveness of internal audit;
- reviewing the outcome of annual review of governance arrangements and approving the Annual Governance Statement, ensuring its contains any actions for improvement; and
- considering and approving the Council's annual Statement of Accounts.

To consider the External Auditor's Annual Audit Plan, Audit Results Report, Annual Audit Letter and other relevant reports.

To consider and agree the Internal Strategy and Annual Audit Plan, Head of Internal Audit's Annual Internal Audit Report including Opinion, periodic progress reports and other relevant internal audit reports.

To consider and agree the Head of Internal Audi Annual Fraud & Corruption Report and consider and approve the Council's Counter Fraud Strategy.

Delegated Standards Functions

To advise the Council on the adoption, revision or replacement of Codes of Conduct for (a) Members and Co-opted Members and (b) Officers;

To exercise all other functions of the Council in relation to ethical standards, in particular those under Chapter 7 of the Localism Act, including the following:

- promoting and maintaining high standards of conduct within the Council and monitoring the operations of the Council's Codes of Conduct and registers of interests;
- in relation to allegations that a Member or Co-opted Member has failed to comply with the Code of Conduct, putting in place arrangements to investigate and make decisions;
- supporting the Monitoring Officer in the exercise of that Officer's ethical standards functions, in particular the duty to establish & maintain registers of interests for the Council and for Rottingdean Parish Council;
- in relation to Members or Co-opted Members with pecuniary interests, putting in place arrangements to grant dispensations, in appropriate cases, from the restrictions on speaking and/or voting.

NOTE: With the exception of the adoption, revision or replacement of the Codes of Conduct referred to above, the Audit and Standards Committee may develop and adopt its own procedures and protocols.

STANDARDS PANEL

Explanatory Note

The Panel of the Audit and Standards Committee is a Sub-Committees and its main roles are to carry out any functions delegated to it by the Audit and Standards Committee in relation to (a) allegations that Members or Co-opted Members have breached the Code of Conduct and (b) the granting of dispensations to Members or Co-opted Members with pecuniary interests. Panel membership is determined in accordance with procedures approved by the Audit and Standards Committee.

Delegated Functions

In accordance with procedures approved by the Audit and Standards Committee:-

1. To carry out any arrangements delegated to the Panel by the Audit and Standards Committee in connection with investigating and making decisions on allegations that a Member or Co-opted Member has failed to comply with the Code of Conduct.

2. To hear and determine applications from Members or Co-opted Members with pecuniary interests and in appropriate cases to grant dispensations from the restrictions on speaking and/or voting at meetings of the Council, its committees, sub-committees, joint committees or joint sub-committees.

3. To discharge any of other functions of the Audit and Standards Committee which the Committee delegates to the Panel.

HEALTH & WELLBEING BOARD

Explanatory Note

General

The Health & Wellbeing Board (HWB) is established as a Committee of the Council pursuant to Section 194 of the Health and Social Care Act 2012 and the Local Authority (Public Health, Health and Wellbeing Board and Health Scrutiny) Regulations 2013.

Purpose:

The purpose of the Board is to provide system leadership to the health and local authority functions relating to health & wellbeing in Brighton & Hove. It promotes the health and wellbeing of the people in its area through the development of improved and integrated health and social care services.

The HWB is responsible for the co-ordinated delivery of services across adult social care, children's services and public health. This includes decision making in relation to Adult Services, Children's Services, and decisions relating to the joint commissioning of children's and adult social care and health services (s75 agreements).

Composition

Voting members:-

5 elected Members
5 CCG representatives (For CCG to decide but expected Chair; Chief Operating Officer, 1 LMG Chair, 1 lay member and the Accountable Officer)

Non-voting members

Executive Director Families, Children and Learning;
Executive Director Health and Adult Social Care;

Representative from HealthWatch;
Representative NHS England;
Chair of Children's Local Safeguarding Board
Chair of Safeguarding Adults Board

Quorum

At each meeting, the quorum requirement is at least two voting members from the CCG and two voting members from the Council.

Chair and Deputy Chairs

The Board will be chaired by a member of the Council. One Deputy Chair will be appointed by the CCG and one by the Council.

Delegated Functions

General

1. To provide system leadership to the health and local authority functions relating to the health and wellbeing of the people who live, work and visit Brighton & Hove;

2. To promote integration and joint working in health and social care services across the City in order to improve the health and wellbeing of the people of Brighton & Hove;

3. To provide City-wide strategic leadership to public health, health, adults and children's social care commissioning, acting as a focal point for determining and agreeing health and wellbeing outcomes and resolving any related conflicts;

4. To approve and publish the Joint Strategic Needs Assessment (JSNA) for the City;

5. To approve and publish a Joint Health & Wellbeing Strategy (JHWS) for the City, monitoring the outcomes goals set out in the JHWS and using its authority to ensure that the public health, health, adults and children's commissioning and delivery plans of member organisations accurately reflect the Strategy and are integrated across the City;

6. To receive the Clinical Commissioning Group's draft annual commissioning plan and to respond with its opinion as to whether the draft commissioning plan takes proper account of the relevant Joint Health and Wellbeing Strategy. Where considered appropriate by the HWB, to refer its opinion on the annual commissioning plan to the National Health Service Commissioning Board and to provide the CCG with a copy of this referral;

7. To receive the Local Safeguarding Children's Board's Annual Report for comment; and also the Adults Annual Safeguarding Report;

8. To support joint commissioning and make pooled budget arrangements where agreed by the HWB that this is appropriate;

9. To establish and maintain a dialogue with the Council's Local Strategic Partnership Board, including consulting on its proposed strategies and reporting on outcomes in line with the City's Performance and Risk Management Framework;

10. To involve stakeholders, users and the public in quality of life issues and health and wellbeing choices, by

    - communicating and explaining the JHW Strategy;
    - developing and implementing a Communications and Engagement Strategy;

11. To represent Brighton & Hove on health and wellbeing issues at all levels, influencing and negotiating on behalf of the members of the Board and working closely with the local HealthWatch;

12. To appoint non-voting co-optees in compliance with relevant legislation and guidance;

13. To operate in accordance with the Local Authority (Public Health, Health and Wellbeing Board and Health Scrutiny) Regulations 2013;

14. To review annual progress against city priorities in line with the national public health outcomes framework;

15. To receive reports from relevant programme boards and related multi-sector committees with a remit for public health in order to inform the Health and Wellbeing Strategy including: the Alcohol Programme Board, the Substance Misuse Programme Board, the Healthy Weight Programme Board and the Sexual Health Programme Board.

16**. Better Care Fund**

To discharge all functions relating to the better care fund that are required or permitted by law to be exercised by the Board, including

(a) to agree the strategic planning;

(b) manage the pooled budget;

(c) oversee and performance manage the planning as well as the practical and financial implementation of the fund.

17. To receive and approve any other plans or strategies that are required either as a matter of law or policy to be approved by the Health and Wellbeing Board.

18. **Adult Social Services**

(a) To exercise the social services and health functions of the Council in respect of adults;

(b) To exercise all of the powers of the Council in relation to the issue of certificates to blind people and the grant of assistance to voluntary

organisations exercising functions within its area of delegation;

(c) To exercise the functions of the Council in relation to the removal to suitable premises of persons in need of care and attention.

19. **Public Health**

To exercise the Council's functions in respect of public health, including but not limited to:

- sexual health
- physical activity, obesity, and tobacco control programmes
- prevention and early detection
- immunisation
- mental health
- NHS Healthcheck and workplace health programmes
- dental public health
- social exclusion
- seasonal mortality;

To exercise any other functions which transferred to the Council under the Health and Social Care Act 2012.

20. **Partnership with the Health Service**

(a) To exercise the Council's functions under or in connection with the adult services partnership arrangements made with health bodies pursuant to Section 75 of the National Health Service Act 2006 ("the section 75 Agreements").

(b) To exercise the Council's functions under or in connection with the children and young people's partnership arrangements made with health bodies pursuant to section 75 of the National Health Service Act 2006 and section 10 of the Children Act 2004 ("the section 75 Agreements") to the extent they are in force;

21. **Learning Disabilities**

To discharge the Council's functions regarding Learning Disability.

22. **Corporate Parenting**

(a) To discharge the Council's functions as Corporate Parent for its children in care and care leavers, in conjunction with relevant Council Committees, Partnership Boards and other agencies; and

(b) To receive reports from the Corporate Parenting Board in relation to the Council's looked after children.

23. **Children's Services**

To exercise the Council's functions:-

(a) In relation to social services for children and young people;

(b) All the Council's functions as a local education authority and youth services. Without prejudice to the forgoing, it is expected that this function will normally be discharged via the Children, Young People & Skills Committee which has concurrent delegated powers;

(c) Any other functions comprised in partnership arrangements with other bodies connected with the delivery of services for children, young people and families.

24. **Clinical Commissioning Group Functions**

A. Leadership and Agenda Setting and Accountability

- To receive and comment on the commissioning strategy of the CCG, help shape the same and ensure the CCG's commissioning intentions align with the health needs of the City.
- Promote creative and innovative approach to health and wellbeing using the freedoms afforded by pooled funds.
- Promote the agenda on integration - both in terms of sharing commissioning resource but also in terms of delivering a far more joined up service for people living in the City.
- Hold the CCG to account for the impact of their commissioning decisions ensuring that:

  - Health outcomes are improving in the way they should;
  - Health inequalities are proactively addressed in commissioning plans.

- Provide collective leadership to a whole range of City wide collaborative working and whole system issues - including emergency planning, resilience and preparedness, urgent care etc.

B. Decision-making

- To agree the commissioning plans of the CCG (if H&WB does not agree the plan, it can refer it to NHS England.)
- To manage funds that are part of a formal joint commissioning arrangement or pooled fund (e.g. the Better Care Fund).
- Help shape and comment on the strategic direction and commissioning intentions of the CCG
- Hold the CCG and other partners to account.

25. **Referred functions**

The Board shall have referred functions relating to any matter that has implications for the health and wellbeing of the City. This includes, but is not limited to:

- Housing
- Environmental health and licensing
- Transport
- Arts and Culture

26. **Reserved matters**

The following matters will be reserved from the delegations to the Board:

- Final decisions on any matters that are reserved to full council or the CCG by law and cannot be delegated;
- Final decisions on matters reserved to full Council under the Council's Budget and Policy framework
- Matters that have corporate budgetary or policy implications that go beyond health and wellbeing
- The Externalisation (outsourcing) or bringing in-house of any Council services (which shall be referred to the Policy, Resources and Growth Committee for final decision.)

Annex to Health and Wellbeing Board Terms of Reference (agreed HWB 290714)

Council Procedure Rules in relation to Petitions, Questions and Deputations are replaced by the 'Procedure Rules on Public Engagement at Health and Wellbeing Board' set out below. In the case of conflict, these Rules take precedence over the Council Procedure Rules.

Procedure Rules on Public Engagement at Health and Wellbeing Board

Petitions

1. At a meeting of the Board, any elected councillor or member of the public may present a petition which is submitted in accordance with the Council's Petitions Scheme.

2. The presentation of the petition shall be limited to three minutes, subject to the discretion of the Chair to allow a longer time for the presentation.

3. All petitions that members of the public or elected councillors wish to present shall be referred to democratic services 10 days in advance of the relevant meeting. The Chair will have the discretion to take a late petition.

4. The Chief Executive of the Council may reject a petition if, following consultation with the Monitoring Officer, it is in her opinion:

    - Not about a matter for which the Health and Wellbeing Board has responsibility;
    - Defamatory, frivolous or vexatious;
    - The same or substantially the same as a petition or question which has previously been put at a meeting of the Health and Wellbeing Board, the Council, a Committee or sub-committee in the past six months;
    - Requires the disclosure of confidential or exempt information;
    - From a member of council staff or NHS staff on matters affecting their employment; or
    - Otherwise inappropriate.

5. The Health and Wellbeing Board will decide how to respond to the petition and shall decide:-

    - To take the action the petition requests; or
    - Not to take the action the petition requests; or
    - To commission further investigation into the matter prior to consideration at a future meeting.

Public Questions

1. A public question shall be put at a meeting of the Health and Wellbeing Board provided that:-

    - A copy of the question has been delivered to the office of the Chief Executive of the Council by not later than 12 noon on the third working day prior to the day of the Health and Wellbeing Board meeting at which it is to be asked;
    - The name and address of the questioner is indicated on the question;
    - The questioner is present at the time when the question is put;
    - The questioner is not presenting a petition on the same, or substantially the same, issue at the same meeting.

2. A question shall not exceed 100 words in length. The Chief Executive, after consultation with the questioner, may summarise a question to comply with this requirement.

3. A list of the questions of which notice has been given shall be circulated to members of the Board at or before the meeting at which they are to be asked.

4. The Chief Executive of the Council may reject a question if, following consultation with the Monitoring Officer, in her opinion it:

    - Does not relate to a matter on the agenda of the Health and Wellbeing Board for discussion at that meeting;
    - Is defamatory, frivolous or vexatious;
    - Is the same or substantially the same as a petition or question which has previously been put at a meeting of the Health and Wellbeing Board, the Council, a Committee or sub-committee in the past six months;
    - Requires the disclosure of confidential or exempt information;
    - Is from a member of council staff or NHS staff on matters affecting their employment; or
    - Is otherwise inappropriate

5. If the Chair considers that, by reason of a special circumstance, it is desirable that a question shall be asked at a meeting of the Board although due notice of the question has not been given, the Chair may permit the question to be asked.

6. Questions will be asked in the order notice of them was received, except that the Chair may group similar questions together.

7. The questioner may ask one relevant supplementary question.

8. Questions may be answered by the Chair or Deputy Chair or any member of the Board with their agreement.

9. An answer may take the form of:-

    - An oral answer; or
    - A written answer to the member of the public, circulated to the Board and placed on the Council's website; or
    - Where the desired information is contained in a publication, a reference to that publication.

10. No questioner may submit more than one question for answer at the same meeting.

NEIGHBOURHOODS, INCLUSION, COMMUNITIES AND EQUALITIES COMMITTEE

Explanatory Note

This committee has overall responsibility for co-ordinating the Council's approach to communities, neighbourhoods and the third sector, including all matters relating to libraries, community safety and resilience, equalities and inclusion. The Committee discharges its functions by either making decisions itself or, as necessary, making recommendations to the most appropriate body. Some of its terms of reference overlap with other committees. Where this is the case, the relevant committees have concurrent delegations. It consists of 10 Members, but it may invite representatives from communities, LATs and others to attend as invitees with speaking rights.

Delegated functions

To discharge the Council's functions relating to libraries, community safety, neighbourhoods and community development including councillor budgets and also the Council's customer-facing services, the third sector, street homelessness, equalities and fairness, as well as the development of proposals in relation to its front-line enforcement functions. The Committee exercises its functions with due regard to the need to prevent people from being drawn into terrorism, while co-ordinating the Council's delivery of its statutory Prevent duty imposed by the Counter-Terrorism and Security Act 2015.

1. Community safety

To discharge the Council's functions regarding community safety, crime and disorder and associated matters in particular where these require member-level engagement and consultation with the community.

NOTE: The committee will work in conjunction with the Safe in the City Partnership and the work of the two bodies will be co-ordinated to ensure that they complement each other and avoid duplication where possible.

2. Crime and Disorder Committee

To be the designated Crime and Disorder Committee as required under the Police and Justice Act 2006.

3. Neighbourhood and community development

a) To consider options and develop proposals for neighbourhood arrangements, including capacity building, use of assets and devolving powers and services to neighbourhoods and making recommendations to the Policy, Resources and Growth Committee.

b) To monitor and review the operation of any neighbourhood based delivery of services and make recommendations as necessary.

4. Development of proposals relating to the Council's frontline enforcement functions.

To develop and oversee proposals for Field Officers and the vision for the provision of integrated support to the Council's frontline enforcement functions.

5. Active Citizenship and Community Resilience

a) To develop, oversee and make decisions regarding the proposals to increase active citizenship and make recommendations to Policy, Resources and Growth Committee.

b) To develop, oversee and make decisions regarding the proposals to improve community resilience and make recommendations to Policy, Resources and Growth Committee.

6. Community and voluntary sector, including social impact bonds

a) To develop, oversee and make decisions regarding the implementation of the Council's Communities and Third Sector Policy, investment in and support to the community and voluntary sector.

b) To exercise the Council's functions in relation to social impact bonds delivered by the community and voluntary sector.

7. Councillor budgets

a) To develop the Council's approach to councillor budgets within the framework set by Policy, Resources & Growth Committee.

b) To oversee all aspects of the delivery of the councillor budget process.

8. Customer Services, including Digital First (and Digital Brighton & Hove)

To monitor and review the Council's delivery of its customer services across all areas including its Digital First transformation programme as well as digital inclusion.

9 . Libraries

To exercise the Council's functions in relation to libraries.

10. Street homelessness

To coordinate the Council's policies and actions with a view to reducing and eliminating street homelessness and, in conjunction with the Policy, Resources and Growth Committee and Housing and New Homes Committee and the Health & Wellbeing Board, to ensure that appropriate action is taken.

11. Equalities

a) To discharge the Council's functions regarding equalities and inclusion.

b) Implementation of equalities related scrutiny or other recommendations, including Trans Scrutiny Report.

12 Fairness

a) To develop proposals for a Fairness Commission and make recommendations to the Policy, Resources and Growth Committee.

b) To consider proposals or recommendations submitted by the Fairness Commission and advise the Council or Policy, Resources and Growth Committee on implementation.

c) To monitor implementation of recommendations of the Fairness Commission.

d) Working with other committees and partners to promote fairness in the delivery of services.

13 Prevent duty

a) Carrying out its functions with due regard to the statutory Prevent duty imposed by the Counter-Terrorism and Security Act 2015, which requires the Council to have due regard to the need to prevent people being drawn into terrorism.

b) Monitoring risk and otherwise co-ordinating Prevent activity across the Council's functions.

HEALTH OVERVIEW AND SCRUTINY COMMITTEE

Explanatory Note
The terms of reference for the Health Overview and Scrutiny Committee are set out in **Part 5** of the Constitution: Terms of Reference and Procedure Rules for Health Overview and Scrutiny.

TERMS OF REFERENCE OF JOINT COMMITTEES

SUSSEX POLICE AND CRIME PANEL

[*Note:- The Sussex Police & Crime Panel is a statutory joint Committee of Sussex local authorities, established and maintained under section 28 and Schedule 6 of the Police Reform and Social Responsibility Act 2011. The constitutional documents set out below have been approved by all the constituent authorities.*]

Constitutional Documents

The Panel is a joint Committee under section 101 and 102 of the Local Government Act 1972. Each of the 15 borough, county, district, and unitary authorities across Sussex shall appoint one member as its representative on the Panel and may nominate a single named substitute member. The term of office will be determined by a member's own local authority and membership of the Panel ceases if that member ceases to be a member of the appointing local authority. Two independent persons will also be co-opted to the Panel, with no provision for substitution. Their term of office shall be one year, renewable up to five years by the Panel. After this time the positions will be re-advertised. There is no maximum term of office for any member or co-opted member of the Panel.

The 15 local authorities making up the Sussex Police and Crime Panel and adopting these constitutional arrangements are:

Adur District Council
Arun District Council
Brighton and Hove City Council
Chichester District Council
Crawley Borough Council
Eastbourne Borough Council
East Sussex County Council
Hastings Borough Council
Horsham District Council
Lewes District Council
Mid Sussex District Council
Rother District Council
Wealden District Council
West Sussex County Council
Worthing Borough Council

In the event that an authority fails to appoint a member by the required deadline, appointment of a member of that authority shall fall to the Secretary of State for the Home Department.

TERMS OF REFERENCE

[*Note:- These Terms of Reference outline the statutory functions of the Panel contained in the Police Reform and Social Responsibility Act 2011.*]

The Panel will hold the elected Police and Crime Commissioner to account and will seek to work in a constructive manner with the post holder with a view to supporting the effective exercise of his/her functions within Sussex.

1. To review and make reports or recommendations on the draft police and crime plan, or draft variation, given to the Panel by the Police and Crime Commissioner which the Commissioner must take into account, and to publish the reports or recommendations.

2. To review, put questions to the Police and Crime Commissioner at a public meeting, and make reports or recommendations (as necessary) on the Commissioner's annual report, and to publish the reports or recommendations.

3. To hold a public confirmation hearing and review, make reports and recommendations (as necessary) in respect of proposed senior appointments (Chief Executive, Chief Finance Officer and Deputy Police and Crime Commissioner) made by the Police and Crime Commissioner and to publish the reports or recommendations.

4. To hold a public confirmation meeting to review and make reports on the proposed appointment of the Chief Constable including, if necessary, the use of the power of veto by a two thirds majority of the current membership of the Panel and to publish the reports.

5. Upon receiving written notification from the Commissioner of his/her intention to call upon the Chief Constable to retire or resign to make recommendations to the Commissioner as to whether or not such resignation or retirement should be called for.

6. To consult the Chief Inspector of Constabulary (where necessary) and hold a private meeting which the Chief Constable and Commissioner may attend to make representations about the requirement to resign or retire and to publish the recommendations made to the Commissioner.

7. To review and make reports and recommendations (as necessary) on the proposed precept including, if necessary, the use of the power of veto by a two thirds majority of the current membership of the Panel and to publish the reports or recommendations.

8. To review or scrutinise decisions or proposals made, or other action taken, by the Police and Crime Commissioner in connection with the discharge of the Commissioner's functions, which may be in the form of reports or recommendations to the Commissioner which must be published.

9. To fulfil functions in relation to complaints about the Commissioner on conduct matters, in accordance with the responsibilities accorded to the panel by the Police Reform and Social Responsibility Act 2011.

10. To appoint an Acting Police and Crime Commissioner if necessary, where the Commissioner is incapacitated, resigns or is disqualified or suspended.

11. To suspend the Police and Crime Commissioner if it appears to the Panel that the Commissioner has been charged in the United Kingdom, the Channel Islands or Isle of Man with an offence that carries a maximum term of imprisonment exceeding two years.

12. To delegate, to the extent that it wishes to do so and so far as permitted by law, areas of work to a sub-committee or working group.

13. To require the Commissioner and his or her staff to attend meetings to give evidence in accordance with statute when deemed necessary for the Panel to discharge its functions.

14. Following a requirement made by the Panel for the Commissioner to attend a meeting, it may request the attendance of the Chief Constable at that meeting to answer questions which the Panel feels are necessary for the discharge of its functions.

15. To require the Commissioner to respond in writing within a specific timescale to any report or recommendation made by the Panel to the Commissioner.

16. To undertake any other such functions as are conferred upon the Panel by the Police Reform and Social Responsibility Act 2011 and any subsequent regulations made under the Act.

PANEL ARRANGEMENTS

[*Note:- These are the Panel Arrangements agreed by all the constituent authorities as required by paragraphs 3 and 24 of Schedule 6 of the Police Reform and Social Responsibility Act. The Arrangements may be modified with the agreement of all the constituent authorities.*]

Resources

1. All Home Office funding for the Panel will be received and administered by the host authority. The host authority for the first full year will be West Sussex County Council.

2. The total costs of running the Panel shall be contained within the Home Office funding although any local authority may provide additional funding or other resources to support the work of the Panel.

3. An annual budget report shall be submitted to the Panel by the host authority.

4. Constitutional and other specialist support will be provided by the host authority, together with creation and maintenance of a website, issuing press releases (with the agreement of the Chairman), and administration of the payroll for member allowances. Additional services can be commissioned as needed, subject to funding being available. All constituent local authorities will be encouraged to provide a link from their websites to the Panel website.

5. The host authority will be responsible for the payment of travelling expenses of members, either the price of a second class public transport ticket (receipts must be provided) or a car mileage rate at the level paid by the host authority to its own members for travel expenses. Additional expenses and allowances may be payable by a member's own authority. The Proper Officer of the host authority may, with the agreement of the Panel Chairman, authorise any Panel member to attend relevant conferences or training courses and for this to be paid for at the subsistence rates available from the host authority, within available funding.

6. The host authority will provide an attendance list at each meeting or informal meeting of the Panel or any sub-committees or working groups. All members should sign the register when attending and this will be used to evidence travel expense claims.

7. The host authority will organise at least one training session on an annual/two yearly basis, to coincide with appointments to the Panel and will provide advice and guidance to any new member appointed.

8. Meetings may be held in any part of Sussex, but will usually be held at 10.30 a.m. at County Hall, Lewes. Meetings will be webcast when funding allows.

9. The host authority will be responsible for ensuring that agendas, summons and papers are sent out that comply with the requirements of the Local Government Act 1972. The notice of meeting and summons will be signed by the Proper Officer of the host authority.

10. The presumption is that all formal items will be considered in public except for those that meet the Part II confidentiality criteria of Schedule 101A of the Local Government Act 1972. Part I reports, agendas and minutes will be published on the dedicated webpage provided by the host authority, to which other authorities are invited to provide a link.

11. The press and public may be excluded from any part of a meeting when the Panel passes a resolution to that effect, when it considers that exempt information may be given or discussed and that it considers the public interest in keeping the information out of the public domain greater than the public interest in disclosing it. A Part I summary of any such discussions shall be included in the minutes.

12. Members are under an obligation not to disclose any confidential or exempt information that they obtain as a member of the Panel when it has been made clear to them that the information is not in the public domain.

13. Reports to the Panel must make reference to statutory or legal provisions to which the Panel must have regard.

Additional Local Authority Members

14a. Subject to the agreement of the Home Secretary, Brighton and Hove City Council – as a unitary authority – shall be granted one additional co-opted local authority seat on the Panel to address geographical imbalance. The nomination of a member for this seat by Brighton and Hove City Council shall, so far as possible, support the Panel in meeting the balanced appointment objective. This member will have a one-year period of office.

14b. Subject to the agreement of the Home Secretary, an additional local authority member may be appointed from each of the county councils on the agreement of the Panel, to address any perceived imbalance in political proportionality. This will be considered at the annual meeting. Such members will have a one-year period of office.

15. Constituent authorities will strive to maintain political proportionality of the Panel as far as is practicable and will review the proportionality of all members of the 15 authorities on an annual basis, taking account of local authority elections across Sussex.

16. An additional appointed local authority member can be removed from office through a majority vote of the Panel present, provided the member has been given no less than four weeks' notice of the proposal and has the opportunity to make representations to the Panel.

17. If an additional appointed member ceases to be a member of the Panel, the Panel will seek a replacement member from the same local authority for the remainder of the term.

Independent Co-opted members

18. Two independent co-opted persons will be co-opted for a one year term, which can be renewed by the Panel annually for up to five years before the position must be re-advertised. They will have full voting rights. They may not be members of the constituent authorities of the Panel. They will be appointed through public advert and interviews conducted by members of the Panel within arrangements agreed by the Panel.

19. An independent co-opted member can be removed from office through a majority vote of the Panel present, provided the member has been given no less than four weeks' notice of a proposal to remove and provided the member has an opportunity to make representations about the proposal.

20. If an independent co-opted member ceases to be a member through removal, resignation or some other means, the Panel will seek a replacement member through the process as described in paragraph 18 above. The new appointment will be for the remainder of the term.

Standards

21. Members, including independent co-opted members, will be bound by the code of conduct of the host authority.

Urgent Action

22. If, in the view of the host authority's Proper Officer, a decision within the Panel's remit is sufficiently urgent that it cannot wait for the next meeting of the Panel and it is not in the public interest that the matter should be delayed, then the host authority's Proper Officer may decide the matter in consultation with Chairman of the Panel. The action taken will be reported to the next meeting of the Panel. This paragraph does not empower the Proper Officer to take any decision on a matter which is reserved by law to the Panel.

23. A register shall be maintained by the host authority of every decision taken under paragraph 22 above.

RULES OF PROCEDURE

[*Note:- These Rules of Procedure were approved by the Council at the same time as the Panel Arrangements (above) and were in force when the Police & Crime Panel was first constituted. Subsequently, the Rules may change as the Panel has power to make its own Rules of Procedure.*]

Chairmanship

1. A Chairman and a Vice-Chairman will be elected annually, at the annual meeting in June. Nominations will be made at the meeting and voting will take place by a show of hands. A secret ballot can be requested by three members.

2. A Chairman can be removed from office through a majority vote of no confidence called by any member of the Panel.

3. Any vacancy occurring in the Chairmanship or Vice-Chairmanship through removal or resignation can be filled at any meeting of the Panel and will be effective until the next annual meeting of the Panel.

4. In the absence of both Chairman and Vice-Chairman, a Chairman for a single meeting will be appointed by a simple majority of votes.

Decision-making

5. All decisions will be made by a simple majority of votes of members present unless otherwise specified by statute, the Panel Arrangements or these Rules of Procedure. The Chairman of the meeting will have a second or casting vote in the event of a tied vote. All other Panel members will have one vote. Voting will be by a show of hands.

6. Any member can ask for the way in which they voted to be recorded in the minutes.

7. A recorded vote shall be undertaken if requested by any member.

8. Any member can make a proposition or propose an amendment to a proposed resolution if backed by a seconder. Votes will be taken unless consensus is reached.

9. A meeting or debate can be adjourned at the request of the Chairman, including an adjournment of the meeting if the required quorum is not present.

10. The validity of a decision will not be affected by any vacancy in the Panel membership, provided that the quorum has been met.

11. The Panel will not usually review any decision it has taken during the six months following such decision.

Committee Procedures

12. The quorum for the meetings of the Panel is 10 members.

13. At the Annual Meeting, the first item of business will be appointment of Chairman. The second item of business will be appointment of Vice-Chairman. Items will then follow the pattern for ordinary meetings set out below.

14. At ordinary meetings of the Panel, the first item of business will usually be declaration of interests.

15. The second item of business at ordinary meetings of the Panel will be the approval of minutes, to be signed by the Chairman. No discussion will take place about the minutes other than on their accuracy.

16. An item for urgent matters will appear on each agenda. Urgent matters will be taken at the discretion of the Chairman when it appears that a matter is so urgent that it cannot wait until the next meeting of the Panel.

17. The Panel will hold an annual public meeting to scrutinise the Commissioner's annual report. Business will follow that of an ordinary meeting, but with a public question time immediately following the approval of

the minutes. The maximum time for the question time shall be 45 minutes unless the Panel agrees to an extension.

18. Written questions from the public can be submitted two weeks in advance of the published date of the annual public meeting or any ordinary meeting of the Panel, for which the Commissioner or Panel Chairman will be invited to provide a written response by noon on the day before the meeting. The response will be circulated to Panel members and the questioner.

19. A special meeting of the Panel can be convened at the request of the Chairman or on the request of one third of the members of the Panel, providing that proper notice can then be given. One use of this provision may be a confirmation hearing for a proposed appointment by the Commissioner.

20. Panel business will be indicated on the agenda, but the order of business can be varied at the Chairman's discretion.

21. The host authority will work with the Chairman in advance of meetings to identify items for the agenda and in setting the order of the business, including issues of confidentiality.

22. Any member may give notice of an item to be included on the agenda provided it is relevant to the business of the Panel, is agreed by the Chairman and is no less than eight working days in advance of the meeting.

Conduct of Meetings

23. On each item, the Chairman will invite members to speak in turn.

24. Any member speaking will be silent at the request of the Chairman.

25. Following a warning from the Chairman to a member about disruptive behaviour, the Chairman may ask the Panel to agree that the member no longer be heard if the behaviour continues.

26. The Chairman may order the removal of disruptive members of the public from a meeting, or clear the public gallery to enable Panel business to continue.

27. All mobile phones and other communication devices must not disrupt Panel meetings.

28. No visual or sound recording may be taken without the permission of the Chairman in advance of the meeting.

Sub-Committees and working groups

29. The Panel is empowered to establish sub-committees to fulfil any of its functions except those that by law may not be delegated. Sub-committees may not co-opt members.

30. The Panel is empowered to establish time-limited informal working groups that can undertake proactive work on the initiative of the Panel or at the request of the Commissioner, with the agreement of the Panel. The working groups will be flexible and informal, but must report back to a formal, public meeting of the Panel. A working group may co-opt additional members, who will be able to claim travel expenses within available resources.

31. Any sub-committee or working group established will have the discretion to appoint its own chairman.

Relationship with Commissioner

32. The Panel will hold the elected Police and Crime Commissioner to account and will seek to work in a constructive manner with the post-holder.

33. The Commissioner will have a standing invitation to attend all meetings of the Panel which may be withdrawn on any occasion at the discretion of the Chairman. The Commissioner's staff may also be invited by the Chairman to attend appropriate meetings of the Panel, at the discretion of the Commissioner. The Panel may, however, require the Commissioner to attend for specific items.

34. The Commissioner may invite the Panel to undertake scrutiny of any issue within his or her remit, but it will be for the Panel to decide whether it will accept any such request.

35. The Panel may require certain reports from the Commissioner in accordance with statute, but may also request other reports from the Commissioner that it considers necessary in order to effectively undertake its business. The Commissioner usually will be given at least three weeks' notice, but a report may be requested at shorter notice in cases of urgency.

36. In the event of the Panel receiving a complaint about the conduct of the Commissioner, the issue will be examined by the Proper Officer of the host authority to establish that the complaint falls within the remit of the Panel. The Panel will establish a sub-committee to consider complaints and to determine whether and through what mechanism any particular complaint should be investigated. Any complaint referred for investigation shall be considered by the same or a differently constituted sub-committee of the Panel using the hearing procedures of the host authority's standards regime.

Other relationships

37. The Panel will seek to avoid duplication of the work of Crime and Disorder Scrutiny Committees in its constituent authorities. The role of the Panel is to scrutinise the Commissioner and not the Responsible Authorities as defined by the Crime and Disorder Act 1998, including Sussex Police and local authorities.

Greater Brighton Economic Board

1. Establishment, Purpose and Form

1.1 The Greater Brighton Economic Board ("the Board") shall be established from the Commencement Date.

1.2 The over-arching purpose of the Board is to bring about sustainable economic development and growth across the Greater Brighton region. To achieve this, the principal role of the Board is to co-ordinate economic development activities and investment at the regional level.

1.3 The Board comprises the Greater Brighton Economic Joint Committee ("GBEJC"), on which the local authorities will be represented; and the Greater Brighton Business Partnership ("GBBP"), on which the Coast to Capital Local Enterprise Partnership, business, and university sectors will be represented.

1.4 Meetings of the Board comprise concurrent meetings of GBEJC and GBBP.

1.5 GBEJC shall be a joint committee appointed by two or more local authorities represented on the Board, in accordance with section 102(1)(b) of the Local Government Act 1972.

1.6 The Board may appoint one or more sub-committees.

1.7 For the two years starting with the Commencement Date, the lead authority for the Board shall be Brighton & Hove City Council ("BHCC"), whose functions in that capacity shall include the provision of scrutiny (see paragraph 4.3), management of the call-in and review process (see paragraph 8), and financial, administrative and legal support (see paragraph 12) .

1.8 Unless the Board resolves otherwise, before the start of the third year following the commencement date, and every two years thereafter, the Board shall review the lead authority arrangements and invite each of the local authorities represented on the Board to submit an expression of interest in fulfilling the role of lead authority for the subsequent two year period. The Board shall then instigate a procurement exercise to select the most appropriate authority for that role.

2. Interpretation

2.1 In these Heads of Terms –

(i) 'Commencement Date' means such date as is approved by the local authorities represented on the Board. *[note – commencement day proposed to be 01.04.14]*

(ii) 'the Region' means the area encompassing the administrative boundaries of BHCC, Adur District Council, Worthing Borough Council, and Lewes District Council, as lie within the Coast to Capital Local Enterprise Partnership area; and 'regional' shall be construed accordingly;

(iii) 'economic development' shall bear its natural meaning but with particular emphasis given to:
- employment and skills;
- infrastructure and transport;
- housing;
- utilisation of property assets;
- strategic planning;
- economic growth.

3. Functions

3.1 The functions of the Board are specified in paragraph 3.2 below and may be exercised only in respect of the Region.

3.2 The functions referred to in paragraph 3.1 are as follows:

(i) To make long-term strategic decisions concerning regional economic development and growth;

(ii) To be the external voice to Government and investors regarding the management of devolved powers and funds for regional economic growth;

(iii) To work with national, sub-national (in particular the Coast to Capital Local Enterprise Partnership) and local bodies to support a co-ordinated approach to economic growth across the region;

(iv) To secure funding and investment for the Region;

(v) To ensure delivery of, and provide strategic direction for, major projects and work streams enabled by City Deal funding and devolution of powers;

(vi) To ensure good governance of projects relating to regional economic development and growth arrangements;

(vii) To enable those bodies to whom section 110 of the Localism Act 2011 applies to comply more effectively with their duty to co-operate in relation to planning of sustainable development.

(viii) To incur expenditure on matters relating to economic development where funds have been allocated directly to the Board for economic development purposes; and for the avoidance of doubt, no other expenditure shall be incurred unless due authority has been given by each body represented on the Board.

4. Reporting and Accountability

4.1 The Board shall submit an annual report to each of the bodies represented on the Board.

4.2 The City Region Officer Group shall report to the Board and may refer matters to it for consideration and determination.

4.3 The work of the Board is subject to review by an ad hoc joint local authority scrutiny panel set up and managed by the lead authority.

5. Membership

5.1 The following bodies shall be members of the Board:

(i) BHCC
(ii) Adur District Council
(iii) Worthing Borough Council
(iv) Lewes District Council
(v) Mid-Sussex District Council
(vi) West Sussex County Council
(vii) University of Sussex
(viii) University of Brighton
(ix) Further Education Representative *(to be identified)*
(x) Coast to Capital Local Enterprise Partnership
(xi) Brighton & Hove Economic Partnership
(xii) Adur & Worthing Business Partnership
(xiii) Coastal West Sussex Partnership

5.2 GBEJC shall comprise the bodies specified in paragraphs 5.1(i) to (vii); and GBBP shall comprise the bodies specified in paragraphs 5(viii) to (xiv).

5.3 Each of the bodies listed in paragraph 5.1 shall be represented at the Board by one person, save for BHCC which, by reason of it being a unitary authority, shall be represented by two persons (as further specified in paragraph 5.4).

5.4 Each local authority member shall be represented at the Board by its elected Leader; and in the case BHCC, by its Leader and Leader of the Opposition.

5.5 Each business sector member shall be represented at the Board by a director of that member.

5.6 Each university member shall be represented by a Vice Chancellor or Pro Vice-Chancellor of that university.

6. Chair

6.1 The Chair of GBEJC shall, by virtue of his/her democratic mandate, be Chair of the Board.

6.2 If the Chair of GBEJC is unable to attend a Board meeting, the Board shall elect a substitute from its local authority member representatives, provided that no such member representative attending in the capacity of a substitute shall be appointed as Chair of GBEJC / the Board.

6.3 The Chair of GBEJC for its first year of operation shall be the Leader of BHCC.

6.4 Following GBEJC's first year of operation, its Chair shall rotate annually between its members, with the new Chair being appointed at the first meeting of the Board in the new municipal year.

6.5 GBEJC shall decide the order in which their members shall chair that body.

7. Voting

7.1 Each person representing a member of GBEJC, and each person representing a member of GBBP, shall be entitled to vote at their respective meetings.

7.2 Voting at each of the concurrent meetings of GBEJC and GBBP shall be by show of hands or, at the discretion of the chair, by any other means permitted by law), and voting outcomes reached at those those meetings shall be on a simple majority of votes cast.

7.3 Where voting at a meeting of GBEJC results in an equal number of votes cast in favour and against, the Chair of GBEJC shall have a casting vote.

7.4 Where voting at a meeting of GBBP results in an equal number of votes cast in favour and against, the motion/proposal/recommendation under consideration shall fall in relation to GBBP.

7.5 Where the respective voting outcomes of GBEJC and GBBP are the same, that shall be taken as the agreed Board decision and the Board may pass a resolution accordingly.

7.6 Where the respective voting outcomes of GBEJC and GBBP differ, the Board –

(i) may not pass a resolution relating to that matter; and
(ii) may refer the matter to the Chief Executive of the lead authority, who may consult with members of the Board or such other persons as are appropriate, with a view to achieving agreement on the matter between GBEJC and GBBP by discussion and negotiation.

7.7 Where, pursuant to paragraph 7.6(ii), agreement is reached the matter at issue shall be remitted to, and voted upon at, the next meeting of the Board.

7.8 Where, pursuant to paragraph 7.6(ii), no agreement is reached the motion/proposal/recommendation at issue shall fall.

8. Review of decision

8.1 Decisions of the Board will be subject to call-in and review in the following circumstances:

(i) where a local authority voted to agree a recommendation at a GBEJC meeting, but the decision of the Board was against the recommendation;

(ii) where a local authority voted against a recommendation at a meeting of the GBEJC but the decision of the Board was to agree the recommendation;

(iii) where any local authority represented in the Board considered that the interests of the body they represent had been significantly prejudiced; or

(iv) where any local authority represented in the Board considered that the Board had made a decision beyond its scope of authority.

8.2 The procedure for requesting, validating, and implementing a call-in and review is specified in Schedule 1.

8.3 Where a request for call-in is accepted, the Board decision to which it

relates shall be stayed pending the outcome of the call-in.

8.4 Following call-in, the panel convened to review a Board decision may refer the decision back to the Board for re-consideration. Following referral, the Board shall, either at its next scheduled meeting or at a special meeting called for the purpose, consider the panel's concerns over the original decision.

8.5 Having considered the panel's concerns, the Board may alter its original decision or re-affirm it. Paragraph 8.1 shall not apply to the Board's follow-up decision. In consequence, the latter decision may be implemented without further delay.

9. Substitution

9.1 Subject to paragraph 9.2, where a representative of a member of the Board is unable to attend a Board meeting, a substitute representative of that member may attend, speak and vote, in their place for that meeting.

9.2 A substitute member must be appointed from a list of approved substitutes submitted by the respective member to the Board at the start of each municipal year.

10. Quorum

10.1 No business shall be transacted at any meeting of the Board unless at least one third of all member bodies are present, and both GBEJC and GBBP are quorate.

10.2 Quorum for GBEJC meetings shall be three member bodies.

10.3 Quorum for GBBP meetings shall be three member bodies.

11. Time and Venue of Meetings

11.1 Ordinary meetings of the Board shall be convened by the lead authority and normally take place in the geographical area of that authority.

11.2 The Chair of the Board may call a special meeting of the Board at any time, subject to providing members with minimum notice of two working days.

12. Administrative, financial and legal support

12.1 The lead authority shall provide administrative, financial and legal support to the Board, such legal support to include Monitoring Officer and Proper Officer functions in relation to GBEJC meetings.

12.2 Other members of the Board shall contribute to the reasonable costs incurred by the lead authority in connection with the activities described in 12.1, at such time and manner as the Memorandum of Understanding shall specify – see further at paragraph 13 below.

13. Memorandum of Understanding

13.1 Members of the Board may enter into a memorandum of understanding setting out administrative and financial arrangements as between themselves relating to the functioning of the Board.

13.2 The memorandum may, in particular, provide for –

13.2.1 Arrangements as to the financial contributions by each member towards the work of the Board, including:

(i) the process by which total financial contributions are calculated;
(ii) the process for determining the contribution to be paid by each member;
(iii) the dates on which contributions are payable;
(iv) which body shall be responsible for administering and accounting for such contributions;

13.2.2 The terms of reference for the City Region Officer Group.

14. Review and Variation of Heads of Terms

14.1 The Board shall keep these Heads of Terms under review to ensure that the Board's purpose is given full effect.

14.2 These Heads of Terms may be varied only on a resolution of the Board to that effect, and subject to the approval of each body represented on the Board.

Schedules

1. Call-in protocol

Greater Brighton Economic Board: Call-in Protocol

Call-in

1 Requesting a Call-in

1.1 Call-in is a process via which decisions made by the Greater Brighton Economic Board (GBEB) but not yet implemented can be challenged by GBEB members and referred to an independent 'call-in panel' for consideration.

1.2 Any decision made by the GBEB may be called-in up to five working days from the date of the meeting at which the decision was taken.

1.3 Call-in may triggered by any one or more of the constituent members of the GBEB. Such a request shall be made in writing to the Chief Executive of the lead Local Authority (i.e. the Local Authority responsible for GBEB administration at the time of the call-in request) and shall include the reasons for the request and any alternative decisions proposed.

1.4 A request for call-in may be made by any GBEB member local authority:

(v) where a local authority voted to agree a recommendation at a GBEJC meeting, but the decision of the Board was against the recommendation;

(vi) where a local authority voted against a recommendation at a meeting of the GBEJC but the decision of the Board was to agree the recommendation;

(vii) where any local authority represented in the Board considered that the interests of the body they represent had been significantly prejudiced; or

(viii) where any local authority represented in the Board considered that the Board had made a decision beyond its scope of authority.

1.5 The Chief Executive may refuse to accept a call-in request which in his/her opinion is frivolous, vexatious or defamatory or where no reason for the decision to be called-in is given.

1.6 Should the request be accepted, the Chief Executive will call-in the decision. This shall have the effect of suspending the decision coming into force and the Chief Executive shall inform the relevant decision-makers of the call-in. The Chief Executive shall then call a meeting of the GBEB call-in panel to scrutinise the decision.

1.7 The GBEB call-in panel must meet within seven working days of the Chief Executive accepting the call-in request. Should the call-in committee fail to meet within this period, or meet but not be quorate, then the original decision shall come into force at the expiry of the seven day period.

2 The GBEB Call-in Panel

2.1 The GBEB call-in panel shall include members representing each of the constituent members of the GBEB (i.e. both the Greater Brighton Economic Joint Committee and the Greater Brighton Business Partnership).

2.2 The GBEB call-in panel could potentially also include co-opted members from other bodies. Any decision on co-option would be made annually by the GBEB.

2.3 Each constituent member of the GBEB shall appoint a member to the GBEB call-in panel. No member of the GBEB call-in panel may also be a member or substitute member on the GBEB – GBEB call-in panel members should be independent of the GBEB to the degree that they have not as individuals been involved in the decision that they are being asked to consider as a call-in.

2.4 The Chair of the GBEB call-in panel shall be appointed annually by the GBEB.

2.5 Appointments to the GBEB call-in panel shall be annual.

2.6 Substitution is permitted on to the GBEB call-in panel. However, no substitute member may be or have been a GBEB member or substitute.

2.7 The GBEB call-in panel shall make decisions on the basis of a majority vote. If the vote is spilt then the panel Chair shall have a casting vote.

2.8 **Quorum.** To be quorate a meeting of the GBEB call-in panel shall require at least one third of members to be in attendance.

2.9 For the purposes of call-in no distinction shall be made between representatives from the members of the Greater Brighton Economic Joint Committee and representatives from the members of the Greater Brighton Business Partnership: all members of the call-in panel will vote together.

3 Call-in meetings

3.1 The GBEB call-in panel will consider call-in requests at a special call-in meeting. Typically, the call-in panel will hear from:

a. the GBEB member who made the call-in request (where a request has been made by more than one member the Chair of the GBEB call-in panel will decide whether to take representations from all the signatories to the call-in request or to ask the signatories to make a single representation). The member(s) who requested a call-in will explain why they feel the original decision was unsound and will suggest an alternative decision.

b. the GBEB. The GBEB Chair (or another GBEB member or an officer supporting the GBEB at the request of the GBEB Chair) will explain why the original decision was made and will provide any additional information they feel is germane. Where the GBEB Chair is a signatory to the call-in request, then another GBEB member (or officer supporting the GBEB) shall attend the call-in meeting to represent the GBEB. This representative will be chosen by the Chief Executive of the lead authority, after discussion with GBEB members.

c. Other organisations, stakeholders or members of the public may be granted the right to make representations to the call-in panel at the discretion of the GBEB call-in panel Chair. However, in general the intention should be to re-examine the decision originally made not to hold a broader enquiry into the decision in question.

3.2 Call-in does not provide for the call-in panel to substitute its own decision for the original GBEB decision, but merely to refer the matter back to the GBEB. The GBEB can only be asked to reconsider any particular decision once.

3.3 In essence the call-in panel is simply tasked with deciding whether the decision in question should be referred back to the GBEB to be reconsidered. Therefore the only substantive decision the GBEB call-in panel can make is whether to refer the decision back to the GBEB or to let the original decision stand.

3.4 In deciding whether to refer a decision back to the GBEB, the call-in panel shall have regard to:

- Any additional information which may have become available since the original decision was made
- The implications of any delay in implementing the original decision
- Whether reconsideration is likely to lead to a different decision
- The importance of the matter raised and the extent to which it relates to the achievement of the GBEB strategic priorities
- Whether there is evidence that the decision-making rules in the GBEB constitution have been breached

- Whether there is evidence that the GBEB consultation processes have not been followed
- Whether the decision taken is not in accordance with a policy previously agreed by the GBEB
- Whether there might be an alternative way of dealing with the matter in hand short of referral back to the GBEB

3.5 If having scrutinised the decision, the GBEB call-in panel feels that the decision was seriously flawed, it may refer it back to the GBEB for reconsideration, setting out in writing the nature of its concerns.

3.6 Implementation of any decision referred back to the GBEB remains suspended until the GBEB has met to reconsider the matter. However, should the GBEB call-in panel choose not to refer the matter back to the GBEB for reconsideration then implementation may begin immediately following the call-in committee meeting.

3.7 The GBEB shall reconsider any matter referred back to it by the GBEB call-in panel either at its next scheduled meeting or at a special meeting called for the purpose. Having considered the concerns expressed by the GBEB call-in panel the GBEB is free to make any decision it chooses *including re-affirming its original decision*.

4 Call-in and urgency

4.1 The call-in procedure set out above shall not apply where the decision being taken is urgent. A decision will be urgent if any delay likely to be caused by the call-in process would seriously prejudice the interests of the GBEB or the general public across the 'Greater Brighton' region. The record of the decision, and notice by which it is made public, shall state if in the opinion of the GBEB the decision is an urgent one and therefore not subject to call-in. This is subject to the agreement of the Chief Executive of the lead authority.

4.2 Any decision exempted from call-in for reasons of urgency shall be communicated to the Chair of the GBEB call-in panel by the Chief Executive of the lead authority, together with an explanation as to why the decision has been deemed urgent. The intention is that urgency exceptions are used sparingly and only where there is an overriding reason to do so.

TERMS OF REFERENCE FOR ADVISORY GROUPS AND FORUMS

CORPORATE PARENTING BOARD

1. Purpose

1.1 The Corporate Parenting Board reports to the Health and Wellbeing Board. 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 Health and Wellbeing Board 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:-

- 5 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, Resources and Growth Committee

4.4 The Chair of the Board is an elected Member

5. Review

5.1 The work of the Board is subject to bi-annual review by the Health and Wellbeing Board.

ARTS AND CREATIVE INDUSTRIES COMMISSION

Purpose

1.1 The purpose of the Commission is to support, promote and develop the arts and creative industries in Brighton & Hove.

Objectives and Terms of Reference

2.1 To improve the profile and economic potential of the City's artists and creative organisations.

2.2 To oversee policy development in the area of arts and creative industries and contribute to other relevant policy development in the City.

2.3 To inform and act as a resource for the Council representing the City's cultural sector.

2.4 To promote innovative thinking, best practice and joint working in the sector.

2.5 To represent and advocate for the City's arts and creative industries sector in a regional or national capacity as required.

Reporting

3.1 The Commission has a place on the Local Strategic Partnership and responsibilities delegated from that Partnership.

3.2 The Commission reports to the Economic Development and Culture Committee on an annual basis.

3.3 The Commission operates in an advisory capacity and does not have decision-making powers.

Membership

4.1 The Commission consists of up to 30 members including representatives from across the arts and creative industries, business, tourism, heritage, education sectors and the local authority appointed by the Executive Sub Group of the Commission which has responsibility for membership.

4.2 The Chair of the Commission is appointed by the Chief Executive after consultation with the Leaders of the political groups in the Council.

4.3 Six of the members of the Commission are Councillors appointed by the Council.

4.4 The membership of the commission is reviewed annually by the Executive Sub Group of the Commission.

Review

5.1 The work of the Commission will be reviewed annually by the Economic Development and Culture Committee.

INDEPENDENT REMUNERATION PANEL

1. Purpose

1.1 The principal duties of the statutory Independent Remuneration Panel ("the Panel"), are (a) to advise the Council on its scheme of allowances to be paid to Councillors ("Members") and co-optees to the Council and (b) to advise Rottingdean Parish Council on its scheme of allowances for Parish Council members.

2. Objectives and Terms of Reference

2.1 The functions of the Panel are as set out in Regulation 21 of the Local Authorities (Members' Allowances) (England) Regulations 2003, namely to produce a report in relation to Members of the Council making recommendations:

(a) as to the amount of basic allowance which should be payable to Members;
(b) as to the duties in respect of which such Members should receive a special responsibility allowance and as to the amount of such allowance;
(c) as to whether the allowance scheme should include allowances in respect of the expenses of arranging for the care of children or dependants of such Members and the amount of such allowances;
(d) as to the responsibilities or duties in respect of which a travel and subsistence allowance should be available;
(e) as to the responsibilities or duties in respect of which a co-optees' allowance should be available;
(f) as to whether payment of allowances may be backdated in accordance with regulation 10(6) in the event of the scheme being amended at any time;
(g) as to whether adjustments to the level of allowances may be determined according to an index and, if so, which index and how long that index should apply;
(h) as to which Members of an authority are to be entitled to pensions in accordance with a scheme made under section 7 of the Superannuation Act 1972;
(i) as to treating basic allowance or special responsibility allowance, or both, as amounts in respect of which such pensions are payable;
(j) as to whether any allowances to Members should be withheld in the event of the Member concerned being suspended or partially suspended.

2.2 Where the Independent Remuneration Panel exercises its functions in relation to the Parish Council within the authority's area, its functions are as set out in Regulation 28 of the Local Authorities (Members'

Allowances) (England) Regulations 2003, namely to produce a report in relation to members of the Parish Council making recommendations:

(a) as to the amount of parish basic allowance which should be payable to Parish Council members;
(b) the amount of travelling and subsistence allowance payable to members of such authorities;
(c) as to whether parish basic allowance should be payable only to the chair of the Parish Council or to all of its members;
(d) as to whether, if parish basic allowance should be payable to both the chair and the other members of any such authority, the allowance payable to the chair should be set at a level higher than that payable to the other members and, if so, the higher amount so payable;
(e) as to the responsibilities or duties in respect of which members should receive parish travelling and subsistence allowance.

2.3 In addition to the functions under 2.1 and 2.2 above, the Panel may, if requested to do so by the Monitoring Officer, consider the expenses allowances paid to the Mayor and Deputy Mayor under Sections 3 and 5 of the Local Government Act 1972**.**

3. Reporting

3.1 The Panel reports through Policy, Resources and Growth Committee to the Full Council.

4. Membership

4.1 The Panel consists of between three and five members, appointed by the Monitoring Officer after consultation with the Chief Executive. Any person who is a Councillor, or otherwise a co-optee of the Council, or is disqualified from being a Councillor is not eligible for appointment.

4.2 Members of the Panel are appointed for an initial term of three years. The Council may, at its discretion, extend this period. The Council or the member of the Panel may determine the appointment by giving one month's notice.

4.3 The Panel is chaired by a person appointed by the Panel from its members.

4.4 The Panel meets on such dates and at such times as the Panel may determine, having regard to the advice from the Monitoring Officer.

4.5 The quorum for meetings of the Panel is at least 50% of the members of the Panel.

5. Review

5.1 The arrangements for the Panel are principally statutory, but otherwise are subject to review by the full Council, through the Policy, Resources and Growth Committee.

MEMBER PROCUREMENT ADVISORY BOARD
Terms of Reference

1. 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.

2. 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.

3. Areas of focus

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

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

3.2 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.

4. Reporting

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

5. Membership

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

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

6. Review

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

MAJOR PROJECTS STRATEGIC DELIVERY BOARD

Terms of Reference

1. 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 and Growth Committee, the Economic Development & Culture Committee or other Committees as necessary.

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2. Status

The Board shall be an advisory board to the Policy, Resources and Growth Committee and the Economic Development & Culture 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 consider the progress of major projects undertaken by the Council and advise the Policy, Resources and 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 and 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.

4. 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.

5. Reporting

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

6. 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.

7. 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.

8. Review

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

CITY SPORTS FORUM

1. Purpose

1.1 The purpose of the Brighton & Hove City Sports Forum ("the Forum") is:

1. to represent the wide and diverse voice of sport within the City;
2. to consider annually the outcome and success of the Strategy against its agreed Action Plan;
3. to promote the City's sporting needs and interests in Brighton & Hove, regionally and nationally;
4. to advise the Council on developments within Sport and active recreation.

2. Objectives and Terms of Reference

2.1 The objectives and terms of reference of the Forum are:-

1. To take an overview of delivery of the Sports Strategy for Brighton & Hove.

2. To provide support for partnership working across all providers of sport and active participation.

3. To ensure examples of good practice are shared and the benefits extended to other sports and sport providers.

4. To identify and establish where appropriate short-term 'project groups' to focus on Government and Sport England initiatives that would benefit sport in Brighton & Hove, subject to the agreement of the Head of Tourism & Venues.

5. To ensure that the sporting community of Brighton & Hove and the City of Brighton & Hove maximises the opportunities created by the 2012 London Olympics and Para-Olympics.

6. To advise the Economic Development & Culture Committee on sports related matters from time to time.

3. Reporting

3.1 The Forum reports principally to the Council's Economic Development & Culture Committee.

3.2 The Forum may also report to other bodies or Council Committees as appropriate.

4. Membership

4.1 Invitations to the Sports Forum are be extended to 40 representatives by the Head of Tourism & Venues after consultation with the Economic Development & Culture Committee, from across the following groups:

- 4 Councillors
- Voluntary Sports Sector
- Public and private providers of sport and active recreation
- County and regional sports organisations
- Education, skills training, health and community safety

Sports with large numbers of playing teams or affiliated clubs will be represented through their relevant league, district or county association.

4.2 The Forum is be supported by officers from across the Tourism & Leisure and City Clean & City Parks Delivery Units:-

Head of Tourism & Venues
Head of City Clean & Parks
Sport & Physical Activity Manager
Members of the Sports Development Team and Active for Life project.

Additional support from colleagues across the Council is identified as appropriate.

4.3 The Chair of the Forum for the first 12 months is the Chief Executive of the Council and thereafter is appointed annually by the Chief Executive following nomination by the Forum. No person is to hold the Chair for more than 3 consecutive years.

4.4 The membership of the Forum is subject to review by the Policy, Resources and Growth Committee.

5. Review

5.1 The work of the Forum is subject to bi-annual review by the Policy, Resources and Growth Committee.

CONSERVATION ADVISORY GROUP

1. Purpose

1.1 The purpose of the Conservation Advisory Group ("the Group") is generally to act as a reference group to advise the Council on the implementation of the Conservation Strategy, on major planning applications or Council proposals affecting Conservation areas, Listed Buildings and on the development of policies for the protection of the historic built environment.

2. Objectives and Terms of Reference

2.1 To promote the objectives of conservation and to facilitate communication between the public and the Council on matters of conservation, historic buildings and archaeology.

2.2 To encourage the conservation and improvement of conservation areas, buildings of architectural or historic interest, other areas of historical interest and areas of archaeological interest within the City.

2.3 To submit to the Council suggestions for action which will preserve or enhance the character or appearance of Conservation Areas within Brighton and Hove and to encourage societies and individuals voluntarily to enhance their local environment.

2.4 To act as a source of advice on major planning applications and other proposals, including traffic calming or pedestrianisation proposals, that could affect the character of conservation areas, buildings of architectural or historic interest or historic parks and gardens.

2.5 To assist in the development and formulation of policies to enhance and protect conservation areas and buildings of architectural or historic interest in Brighton & Hove.

2.6 To report unauthorised work and conditions of planning permissions that have not been complied with.

3. Reporting

3.1 The Group principally reports to the Planning Committee. However, the interests of the Group are relevant to a range of Council activities and other Committees may request reports from the Group, when there is a need for input from a conservation perspective.

3.2 The minutes of the meeting record an agreed form of words that is reported as the comment of the Group. So far as is practical the Chair approves the minutes within 5 working days of the meeting or the production of the minutes.

4. Membership

4.1 Considerations for appointment to the Group:

(a) The Group aims for a broad, locally based membership, to ensure that the Council is able to effectively disseminate and collect local conservation information;

(b) The Group's criteria in relation to local groups and societies, are for membership to be drawn from representative organisations only, which are open to all residents or traders in an area without any selection criteria. Each organisation should hold regular meetings and an annual meeting at which officers of the organisation are democratically elected. Member groups or societies should (i) submit an annual report and the minutes of their AGM, (ii) have as one of their stated or implied aims the conservation of the historic fabric or archaeological interest of their area and (iii) as far as possible represent the whole (or a large proportion) of one of the designated conservation areas of Brighton and Hove;

(c) Membership is open to English Heritage;

(d) Membership is open to representatives of Sussex Enterprise or other business or commercial organisations in Brighton and Hove (particularly those that have a significant presence in historic areas);

(e) Membership is open to nominees from the national amenity societies (such as the National Trust, Victorian Society or Society for the Preservation of Ancient Buildings (SPAB));

(f) Membership is open to nominees of the Royal Institute of British Architects (RIBA) the Royal Institute of Chartered Surveyors (RICS), the Institute of Historic Building Conservation (IHBC) the Royal Institute of Structural Engineers and the Royal Town Planning Institute (RTPI).

4.2 Other constitutional matters

(a) The Group is entirely advisory and does not have executive powers;

(b) The secretariat of the Group is provided by the Council;

(c) Agendas are produced by officers of the Council in consultation with the Chair;

(d) The Chair is elected from the membership annually;

(e) There is an Annual Meeting of the Group in May of each year at which the Chair and Vice Chair are elected;

(f) The Group may establish sub-groups as required;

(g) The Group shall advise the Council on nominations for new members of the Group;

(h) Any sub-groups, nominee (or substitute) representing the Group at Council meetings shall be elected by a vote at a full meeting of the Group;

(i) The membership of the Group is subject to review by the Council's Policy, Resources and Growth Committee.

5 Review

5.1 The terms of reference of the Group are subject to review by the Policy, Resources and Growth Committee.

HOUSING AREA PANELS (X 4)

1. Purpose

1.1 The role of each of the Council's four Housing Area Panels is to advise the Council in its landlord role as local housing authority, with particular attention to anything affecting the area concerned.

2. Objectives and Terms of Reference

2.1 To consider reports relating to the Council's role as landlord, including performance, services, budgets, major repairs programme development and delivery, policy issues and service development, within the boundaries of the Area Panel.

3. Reporting

3.1 Matters raised at Area Panels may be referred to the Housing & New Homes Committee.

4. Membership

4.1 Each Panel comprises all ward councillors within the boundaries of the Panel, together with tenant and resident association representatives.

5. Review

5.1 The terms of reference of the Panels are subject to review by the Policy, Resources and Growth Committee.

JOINT STAFF CONSULTATIVE FORUM

1. Purpose

1.1 The Joint Staff Consultative Forum ("the Forum") facilitates dialogue between the Council as employer and the Council's employees.

2. Objectives and Terms of Reference

2.1 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.

3. Reporting

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

4. Membership

4.1 The Forum comprises 6 Councillors and employee representatives.

5. Review

5.1 The terms of reference of the Forum are subject to review by the Policy, Resources and Growth Committee.

ADOPTION & PERMANENCE PANEL

1. Purpose

1.1 To consider and determine applications under the Adoption Agencies Regulations 2005 (as amended) and other relevant legislation.

2. Membership

2.1 One elected Member and such other persons as may form part of the Panel.

BRIGHTON & HOVE, AND BARNARDO'S LINK PLUS, JOINT FOSTERING PANEL

1. Purpose

1.1 To be the fostering panel in accordance with the Fostering Services (England) Regulations 2011 and to carry out the responsibilities of a fostering panel under the relevant legislation.

2. Membership

2.1 One elected Member and such other persons as may form part of the Panel.

ASSET MANAGEMENT BOARD

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

4.1. 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

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

6. Membership

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

7. Quorum

7.1. 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 two 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.