

## SHOREHAM AIRPORT LANDRAISE JOINT SCRUTINY

**BRIGHTON AND HOVE CITY COUNCIL  
SCHEDULE OF RECOMMENDATIONS**

**As amended and agreed by the Brighton and Hove City Council Overview and Scrutiny  
Organisation Committee (OSOC) on 2 April 2007**

<b>Ref</b>	<b>Recommendation</b>
<b>1</b>	The constitutions of partnership arrangements and semi-autonomous bodies (including schemes under which their functions are further delegated) must be clearly set out and periodically reviewed.
<b>2</b>	For partnership arrangements and governance of semi-autonomous bodies, communication channels must be clearly defined and used. Regular monitoring of the effectiveness of arrangements must be undertaken and improvements made where failings are identified.
<b>3</b>	Where Members have authorised a particular course of action, they must be kept informed of any significant developments. If it is ultimately not possible to pursue the matter it needs to be referred back to the Members for approval of any significant developments.
<b>4</b>	The Chairman of a Committee that deals with a partnership or semi-autonomous body has a responsibility to take reasonable steps to be kept informed and to ensure that Members of the Committee are also briefed on all relevant matters within his/her knowledge. Officers have a responsibility for providing appropriate briefing information in this respect.
<b>5</b>	The delegated powers of officers managing partnership arrangements and semi-autonomous bodies must be clearly set out and periodically reviewed.
<b>6</b>	Where there is a semi-autonomous operation run by partners, such as the Airport, they need to agree and periodically review the arrangements whereby they will provide supervision and guidance. Thereby they will help the manager(s) of the operation and have "ears and eyes" open to any issues arising that might concern them as partners.
<b>7</b>	Every Council Officer should have an appointed line manager and clearly defined target setting and monitoring arrangements should be the norm, especially for arm's length or partnership arrangements.
<b>8</b>	Where there are member or officer roles in outside bodies or organisations in which an authority has an interest, they must receive adequate training so that they may fulfil their role. Provision of training should be assessed regularly, and wherever there is a change in the appointed Members to the body or organisation. Both Councils should keep under review whether there are certain bodies to which appointments of members or officers should only be made who have had appropriate training.
<b>9</b>	Any significant project or undertaking should at the outset be assessed for the

	professional advice needed and a project team, including a Chief Officer, would be established and conducted as set out in paragraphs 9.13 to 9.16 of the report.
<b>10</b>	Officers acting under delegated powers must keep and have available a written record of the decisions taken under such powers to provide a proper audit trail of the exercise of the power.
<b>11</b>	Specialist advice must be obtained where a land transaction or operation involves unusual circumstances, such as landfilling or landraising operations.
<b>12</b>	That Brighton and Hove's Internal Audit Plan 2007/08 includes an internal audit of the authority's governance frameworks, especially with regard to governance arrangements for partnerships and semi-autonomous bodies, to include assessments of risk to the authority of these arrangements; and  That Brighton and Hove's Audit Panel receives the outcomes of this internal audit work.
<b>13</b>	That Worthing's Internal Audit Plan 2007/08 includes an internal audit of the authority's governance frameworks, especially with regard to governance arrangements for partnerships and semi-autonomous bodies, to include assessments of risk to the authority of these arrangements; and  That Worthing's Overview and Scrutiny Committee receives the outcomes of this internal audit work.
<b>14</b>	The priority given to partnership or semi-autonomous arrangements by the authorities involved should reflect the potential risks to the authorities of too little involvement.  An authority should be able to prove that it has considered the risks associated with each undertaking and prioritised accordingly.
<b>15</b>	Authorities in partnership or semi-autonomous arrangements must ensure that they are actively involved and are fulfilling required role.
<b>16</b>	Where one party in a partnership or semi-autonomous arrangement takes a lead role, other parties must ensure their input, to ensure interests of all the parties are upheld.
<b>17</b>	That Brighton and Hove City Council makes changes to its scheme of officer delegations on the basis outlined at paragraph 10.2 of the report.
<b>18</b>	That Worthing Borough Council makes changes to its scheme of officer delegations on the basis outlined in paragraph 10.3 of the report.
<b>19</b>	That the arrangements for ensuring that lawyers dealing with land transactions have made the necessary checks to ensure that there is due authority for such transactions be reviewed.
<b>20</b>	The additional points regarding potential action against parties to the landraising

	operations at Shoreham Airport outlined in the confidential annex to the report of the Panel be taken up with Counsel and the chances of a successful action be re-assessed thereafter.
<b>21</b>	If any new significant evidence were to come to light, the Panel expect the Chief Executive to reconsider whether any legal or disciplinary action might be taken.