

**To consider the following Procedural Business :-**

**A. Declaration of Substitutes**

Where Councillors are unable to attend a meeting, a substitute Member from the same Political Group (who is not a Chair of an Executive Committee nor a Member of the Policy and Resources Committee) may attend, speak and vote in their place for that meeting. Substitutes are not allowed on Scrutiny Panels.

**B. Declarations of Interest**

- To:
- (i) To seek declarations of any personal or personal & prejudicial interests under Part 2 of the Code in relation to matters on the Agenda. Members who do declare such interests are required to clearly describe the nature of the interest. If the interest is a prejudicial interest, the Code of Conduct requires the Member concerned to leave the room or chamber where the meeting takes place while the item in respect of which the declaration is made is under consideration; and
  - (ii) seek declarations of the existence and nature if any party whip in relation to any matter on the Agenda as set out at paragraph 24 of the overview and scrutiny Procedure Rules

**C. Exclusion of Press and Public**

To consider whether, in view of the nature of the business to be transacted, or the nature of the proceedings, the press and public should be excluded from the meeting when any of the following items are under consideration.

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

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