





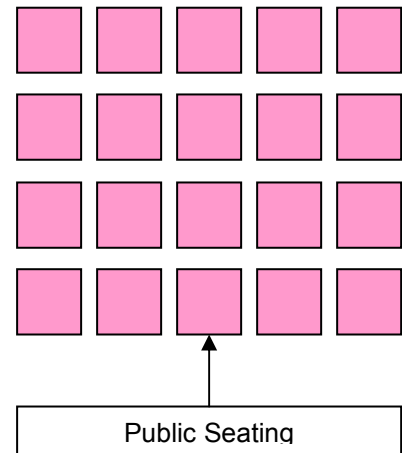
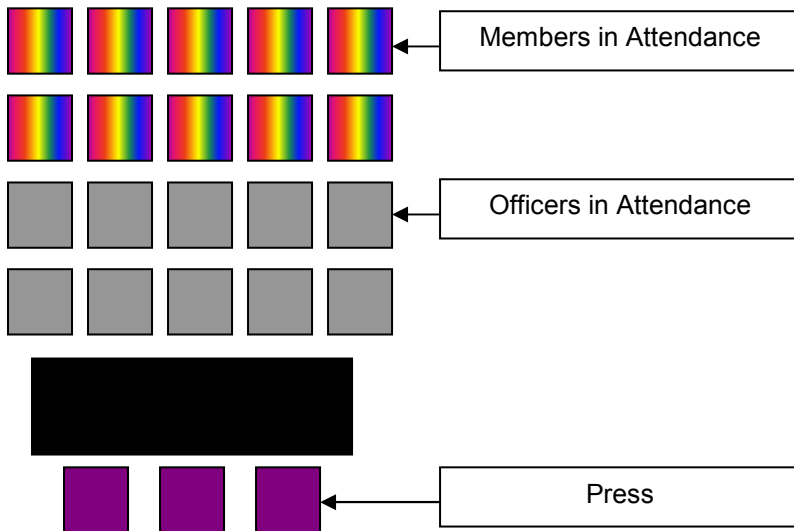
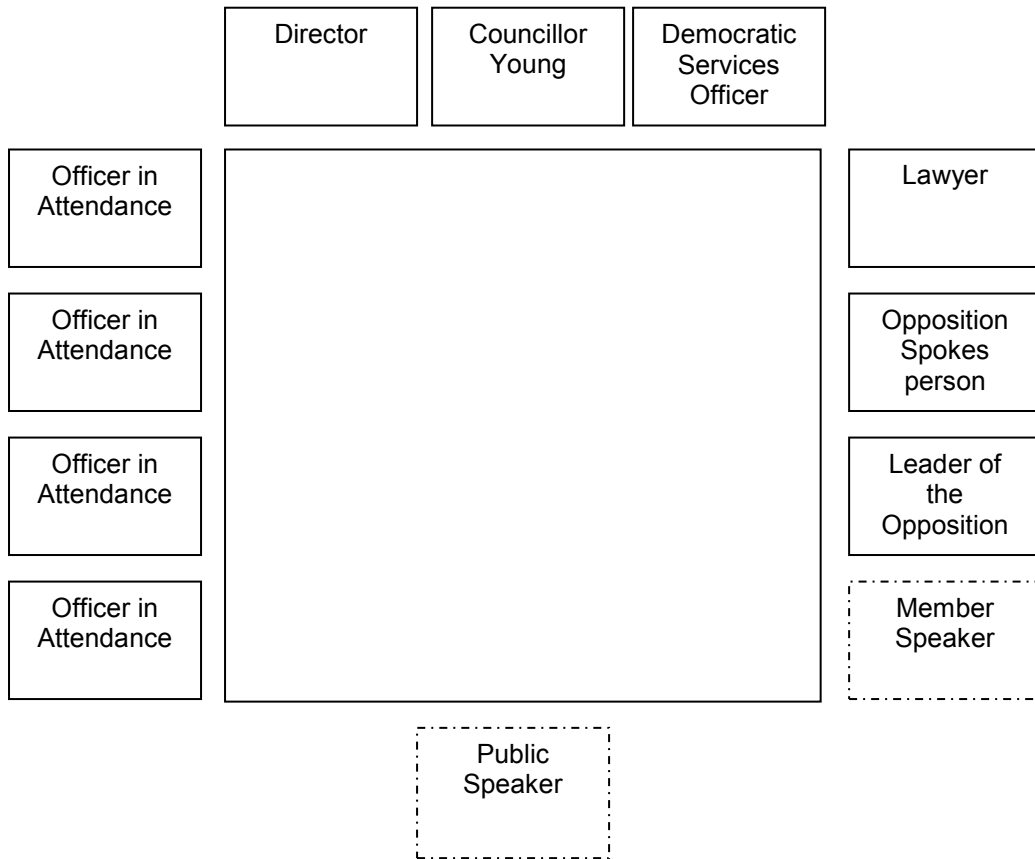
Brighton & Hove  
City Council

# Cabinet Member Meeting

Title:	<b>Finance Cabinet Member Meeting</b>
Date:	<b>4 June 2008</b>
Time:	<b>4.00pm</b>
Venue	<b>Committee Room 1, Hove Town Hall</b>
Members:	<b>Councillor:</b> Young (Cabinet Member)
Contact:	<b>Nara Miranda</b> Democratic Services Officer 01273 291004 (voicemail only) nara.miranda@brighton-hove.gov.uk

	<b>The Town Hall has facilities for wheelchair users, including lifts and toilets</b>
	<b>An Induction loop operates to enhance sound for anyone wearing a hearing aid or using a transmitter and infra red hearing aids are available for use during the meeting. If you require any further information or assistance, please contact the receptionist on arrival.</b>
	<b>FIRE / EMERGENCY EVACUATION PROCEDURE</b> <b>If the fire alarm sounds continuously, or if you are instructed to do so, you must leave the building by the nearest available exit. You will be directed to the nearest exit by council staff. It is vital that you follow their instructions:</b> <ul style="list-style-type: none"><li>• You should proceed calmly; do not run and do not use the lifts;</li><li>• Do not stop to collect personal belongings;</li><li>• Once you are outside, please do not wait immediately next to the building, but move some distance away and await further instructions; and</li><li>• Do not re-enter the building until told that it is safe to do so.</li></ul>

# Democratic Services: Meeting Layout



## AGENDA

### 1. PROCEDURAL BUSINESS

- (a) Declarations of Interest by all Members present of any personal interests in matters on the agenda, the nature of any interest and whether the Members regard the interest as prejudicial under the terms of the Code of Conduct.
- (b) Exclusion of Press and Public - To consider whether, in view of the nature of the business to be transacted, or the nature of the proceedings, the press and public should be excluded from the meeting when any of the following items are under consideration.

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

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

### 2. TERMS OF REFERENCE

1 - 2

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

Contact Officer: Nara Miranda

Tel: 29-1004 (Voicemail)

Ward Affected: All Wards

### 3. MINUTES OF THE FINANCE MANAGEMENT SUB-COMMITTEE OF 28 MARCH 2008

3 - 8

(copy attached).

### 4. CABINET MEMBER'S COMMUNICATIONS

### 5. ITEMS RESERVED FOR DISCUSSION

- (a) Items reserved by the Cabinet Member
- (b) Items reserved by the Opposition Spokesperson
- (c) Items reserved by Members, with the agreement of the Cabinet Member.

*NOTE: Public Questions, Written Questions from Councillors, Petitions, Deputations, Letters from Councillors and Notices of Motion will be reserved automatically.*

## **FINANCE CABINET MEMBER MEETING**

### **6. PUBLIC QUESTIONS**

(The closing date for receipt of public questions is 12 noon on 28 May 2008)

No public questions received by date of publication.

### **7. WRITTEN QUESTIONS FROM COUNCILLORS**

No written questions have been received.

### **8. PETITIONS**

No petitions received by date of publication.

### **9. DEPUTATIONS**

(The closing date for receipt of deputations is 12 noon on 28 May 2008)

No deputations received by date of publication.

### **10. LETTERS FROM COUNCILLORS**

No letters have been received.

### **11. NOTICES OF MOTIONS REFERRED FROM COUNCIL**

No Notices of Motion have been referred.

### **12. MATTERS REFERRED FOR RECONSIDERATION**

No matters have been referred.

### **13. REPORTS FROM OVERVIEW & SCRUTINY COMMITTEES**

No reports have been received.

## FINANCE CABINET MEMBER MEETING

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

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

Agendas and minutes are published on the council's website [www.brighton-hove.gov.uk](http://www.brighton-hove.gov.uk). Agendas are available to view five working days prior to the meeting date.

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

For further details and general enquiries about this meeting contact Nara Miranda, (01273 291004 (voicemail only), email [nara.miranda@brighton-hove.gov.uk](mailto:nara.miranda@brighton-hove.gov.uk)) or email [democratic.services@brighton-hove.gov.uk](mailto:democratic.services@brighton-hove.gov.uk)

Date of Publication - Tuesday, 27 May 2008



# FINANCE CABINET MEMBER MEETING

## Agenda Item 2

Brighton & Hove City Council

<b>Subject:</b>	<i>Terms of Reference</i>		
<b>Date of Meeting:</b>	04 June 2008		
<b>Report of:</b>	<i>Director of Strategy &amp; Governance</i>		
<b>Contact Officer:</b>	Name: <i>Nara Miranda</i>	Tel: 29-1004 (voice-mail only)	
	E-mail: Nara.miranda@brighton-hove.gov.uk		
<b>Key Decision:</b>	No		
<b>Wards Affected:</b>	All		

### FOR GENERAL RELEASE

#### 1. SUMMARY AND POLICY CONTEXT:

- 1.1 This report is just to inform the Finance Cabinet Member Meeting of the delegations to the Cabinet Member for Finance.

#### 2. RECOMMENDATIONS:

- 2.1 To note the Terms of Reference for the Cabinet Member for Finance.

### J. Cabinet Member for Finance

#### **Explanatory Note**

*The Cabinet Member for Finance will work closely with the Chief Finance Officer to oversee the discharge of the Council's financial management functions and make recommendations to the Leader & Cabinet.*

#### **Delegated Functions**

To exercise the functions of the Council as follows:

- (a) Advising the Leader and Cabinet on budget strategy and the medium term financial plan;
- (b) Reviewing financial management arrangements and performance;
- (c) Reviewing arrangements for securing value for money and efficiency in the use of the Council's resources;
- (d) Reviewing treasury management arrangements and performance;

- (e) Considering reports on financial matters as may be agreed between the Cabinet Member and the Chief Finance Officer and advise the Leader or the Cabinet as appropriate;
- (f) Making decisions or granting authorisations on expenditure in accordance with the requirement of Financial Standing Orders;
- (g) Making decisions on matters which, in the opinion of the Cabinet Member, on the advice of the Chief Finance Officer, are not significant enough to be referred to the Cabinet.
- (h) To provide Member leadership to the finance function.



### BRIGHTON & HOVE CITY COUNCIL

#### FINANCE MANAGEMENT SUB-COMMITTEE

2.00PM – 28 MARCH 2008

COUNCIL CHAMBER  
HOVE TOWN HALL

#### MINUTES

**Present:** Councillors Mrs Norman (Chairman), Duncan, Fallon-Khan, Hamilton (OS), Harmer-Strange, Mitchell, Norman, Oxley, Watkins and West.

#### PART ONE

#### ACTION

#### 26. PROCEDURAL BUSINESS

##### 26A Declarations of Substitutes

26A.1 Councillors Harmer-Strange, Norman and Watkins declared that they were attending the meeting as Substitute Members for Councillors Simson, Lainchbury and Elgood respectively.

##### 26B Declarations of Interest

26B.1 There were none.

##### 26C Exclusion of Press and Public

26C.1 The Committee considered whether the press and public should be excluded from the meeting during the consideration of any items contained in the agenda, having regard to the nature of the business to be transacted and the nature of the proceedings and the likelihood as to whether, if members of the press and public were present, there would be disclosure to them of confidential or exempt information as defined in Schedule 12A, Part 5A, Section 100A(4) or 100 1 of the Local Government Act 1972 (as amended).

26.2 **RESOLVED** - That the press and public be not excluded from the meeting.

#### 27. CHAIRMAN'S COMMUNICATIONS

27.1 Chairman welcomed everyone to the final meeting of the

Finance Management Sub-Committee, thanking all for their attendance and interest. Chairman wished her thanks to Finance Officers and the Committee Administrator be noted.

**28. CALLOVER**

- 28.1 **RESOLVED** – That with the exception of the items reserved (and marked with an asterisk), the recommendations and resolutions contained therein be approved and adopted without debate, excepting Notices of Motion, Deputations, Petitions and letters.

**29. PUBLIC QUESTIONS**

- 29.1 There were none.

**30. MINUTES**

- 30.1 **RESOLVED** – That the minutes of the meeting held on 23 November 2007 be approved and signed by the Chairman.

**\*31. INCOME COLLECTION & RECOVERY 2007-08 – QUARTER 3**

- 31.1 The Committee considered a report of the Director of Finance & Resources tabled in relation to the Income Collection & Recovery 2007-08 – Quarter 3 (for copy see minute book).

- 31.2 **RESOLVED** – That the report be noted.

**\*32. NATIONAL FRAUD INITIATIVE 2006**

- 32.1 The Committee considered the Report of the Director of Finance & Resources in relation to the National Fraud Initiative 2006 (for copy see minute book).

- 32.2 **RESOLVED** – That the outcomes so far achieved for the council from the National Fraud Initiative 2006 be noted.

**\*33. CITY WIDE ANTI FRAUD CAMPAIGN**

- 33.1 The Committee considered the Report of the Director of Finance & Resources in relation to the City Wide Anti Fraud Campaign (for copy see minute book).

- 33.2 **RESOLVED** – That the action taken in combating external fraud and the outcomes of campaign be noted.

**\*34. ANNUAL INVESTMENT STRATEGY / ETHICAL INVESTMENT STATEMENT**

- 34.1 The Committee considered the Report of the Director of Finance & Resources, in relation to the Annual Investment Strategy / Ethical Investment Statement (for copy see minute book).

- 34.2 Chairman noted that the purpose of considering the item was to debate the amendment moved by Councillor Taylor at Council on 13<sup>th</sup> March (for copy see minute book). The committee noted

that the Annual Investment Strategy had been approved by Policy & Resources Committee on 6<sup>th</sup> March.

34.3 Members debated the Green Party amendment and determined to authorise an additional survey of the of the impact of the council's ethical statement on investment counterparties.

34.4 **RESOLVED** –1) That the Annual Investment Strategy 2008/09 be noted.

2) That a further survey of the impact of the council's ethical statement on investment counterparties be carried out and the results reported in due course for consideration by the relevant Cabinet member and Scrutiny Committee as appropriate.

**\*35. ARRANGEMENTS FOR THE MOVE TO A NEW CONSTITUTION**

35.1 The Committee considered the report of Head of Law in relation to the Arrangements for the move to a new Constitution and future arrangements for the work of the Finance Management Sub-Committee (for copy see minute book).

35.2 **RESOLVED** - 1) That the requirements of the Local Government and Public Involvement in Health Act 2007 (the Act) requiring Brighton & Hove City Council to move to new constitutional arrangements; be noted.

2) That how the work of the current Sub-Committee will be discharged under the proposed new arrangements be noted.

3) That the proposal to prepare a book to commemorate the life of this Sub-Committee, for which Members are asked to participate in a photograph at the end of this meeting, be noted.

The meeting concluded at 3.20pm

Signed

Chairman

Dated this

day of

2008