



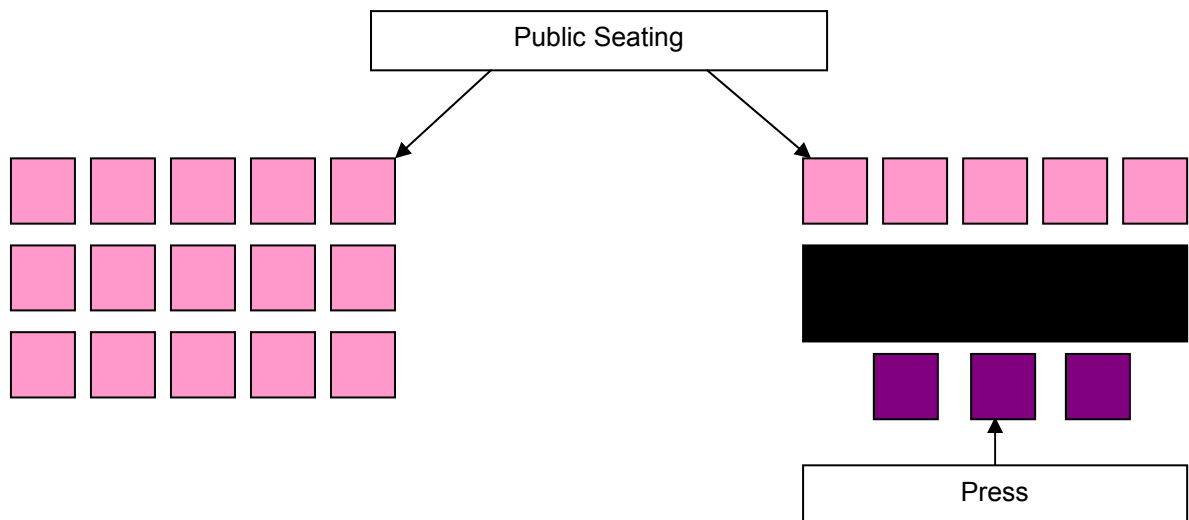
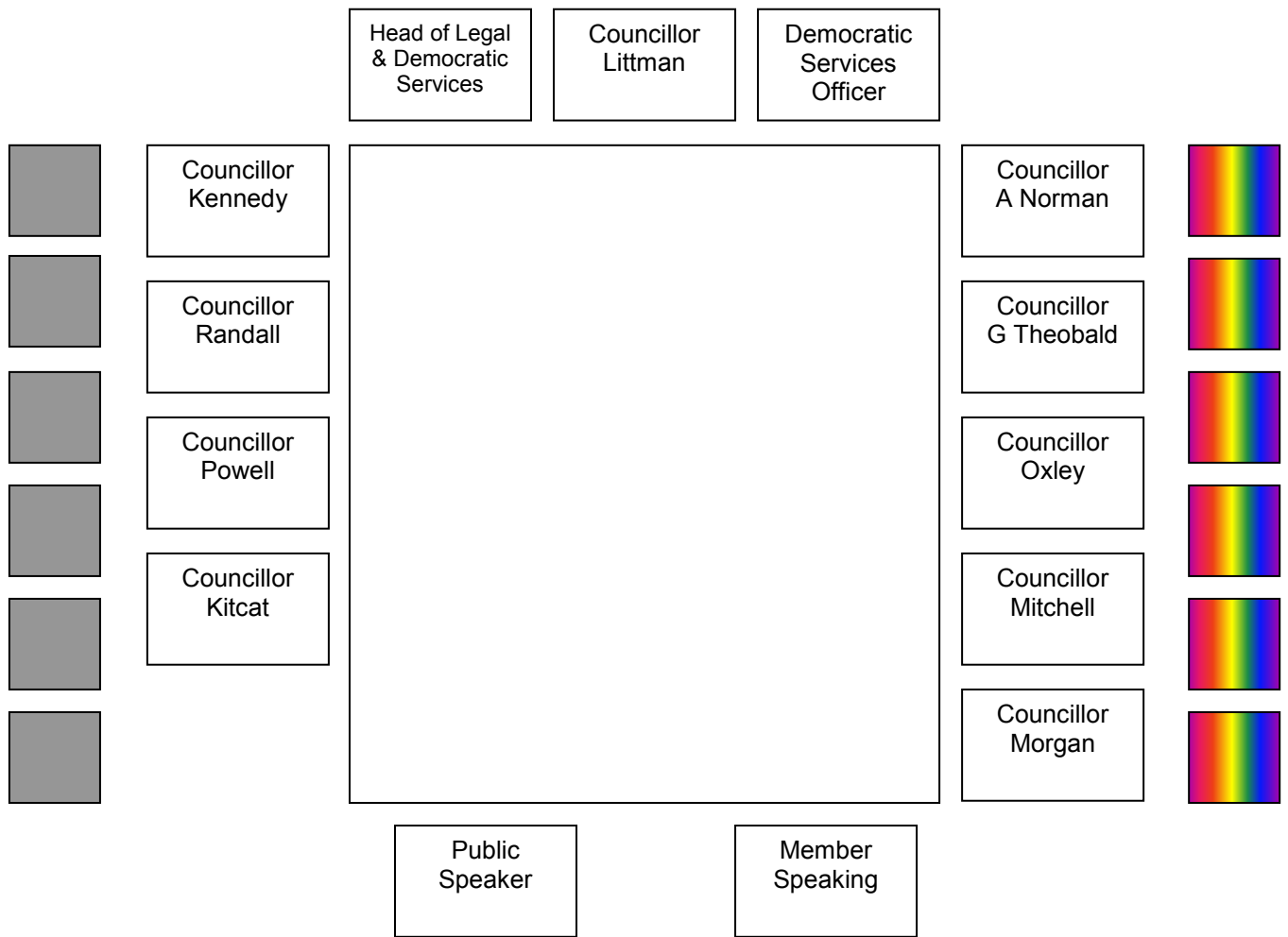
**Brighton & Hove  
City Council**

# Governance Committee

Title:	<b>Governance Committee</b>
Date:	<b>15 November 2011</b>
Time:	<b>4.00pm</b>
Venue	<b>Council Chamber, Hove Town Hall</b>
Members:	<b>Councillors:</b> Littman (Chair), A Norman, Kennedy, J Kitcat, Mitchell, Morgan, Oxley, Powell, Randall and G Theobald
Contact:	<b>Lisa Johnson</b> Senior Democratic Services Officer 29-1228 lisa.johnson@brighton-hove.gov.uk

	The Town Hall has facilities for wheelchair users, including lifts and toilets
	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.
	<p><b>FIRE / EMERGENCY EVACUATION PROCEDURE</b></p> <p>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:</p> <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

### 34. PROCEDURAL BUSINESS

- (a) Declaration of Substitutes - Where Councillors are unable to attend a meeting, a substitute Member from the same Political Group may attend, speak and vote in their place for that meeting.
- (b) 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.
- (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 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.*

### 35. MINUTES OF THE PREVIOUS MEETING

1 - 10

Minutes of the meeting held on 20 September 2011 (copy attached).

### 36. CHAIR'S COMMUNICATIONS

### 37. CALLOVER

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

### 38. PETITIONS

No petitions received by date of publication.

### 39. PUBLIC QUESTIONS

(The closing date for receipt of public questions is 12 noon on 8 November 2011)

No public questions received by date of publication.

## GOVERNANCE COMMITTEE

### 40. DEPUTATIONS

(The closing date for receipt of deputations is 12 noon on 8 November 2011)

No deputations received by date of publication.

### 41. WRITTEN QUESTIONS, LETTERS AND NOTICES OF MOTION FROM COUNCILLORS

No written questions, letters or Notices of Motion were submitted by Councillors for the meeting.

### 42. REVIEW OF POLICY FRAMEWORK - SCHOOL ADMISSIONS ARRANGEMENTS 11 - 16

Report of Strategic Director, People (copy attached)

*Contact Officer:* Elizabeth Culbert *Tel:* 29-1515  
*Ward Affected:* All Wards

### 43. APPLICATION FOR A DEFINITIVE MAP MODIFICATION ORDER - STANMER PARK 17 - 172

Joint Report of Strategic Director, Place and Resources (copy attached)

*Contact Officer:* Carl Hearsum *Tel:* 29-1523  
*Ward Affected:* Hollingdean & Stanmer

### 44. APPLICATION FOR A DEFINITIVE MAP MODIFICATION ORDER - KINGSWAY, HOVE 173 - 256

Report of Strategic Director, Resources (copy attached)

*Contact Officer:* Carl Hearsum *Tel:* 29-1523  
*Ward Affected:* Wish

### 45. POLLING PLACE REVIEW 257 - 266

Report of the Strategic Director, Resources (copy attached).

*Contact Officer:* Paul Holloway *Tel:* 29-2005  
*Ward Affected:* East Brighton; Withdean

### 46. REVIEW OF FINANCIAL REGULATIONS 267 - 308

Report of Finance Director (copy attached)

*Contact Officer:* Nigel Manvell *Tel:* 29-3104  
*Ward Affected:* All Wards

## GOVERNANCE COMMITTEE

**47. ATTENDANCE MANAGEMENT PROCEDURE** **309 -  
326**

Report of Strategic Director, Resources (copy attached)

*Contact Officer:* Charlotte Thomas                      *Tel:* 29-1290  
*Ward Affected:* All Wards

**48. GOVERNANCE COMMITTEE WORK PLAN** **327 -  
330**

To note the work plan and identify potential items for consideration at future meetings.

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 Lisa Johnson, (29-1228, email [lisa.johnson@brighton-hove.gov.uk](mailto:lisa.johnson@brighton-hove.gov.uk)) or email [democratic.services@brighton-hove.gov.uk](mailto:democratic.services@brighton-hove.gov.uk)

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