





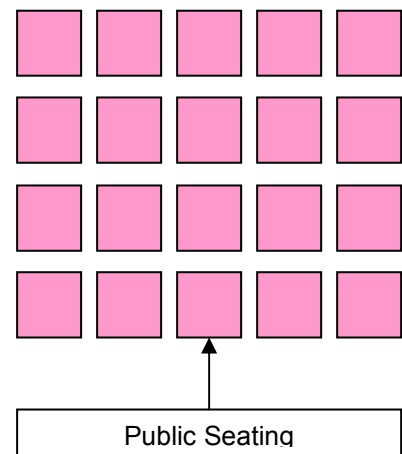
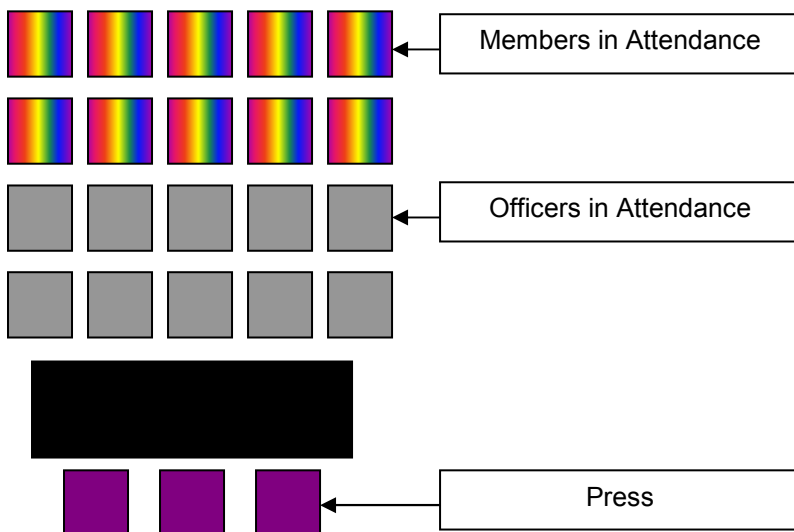
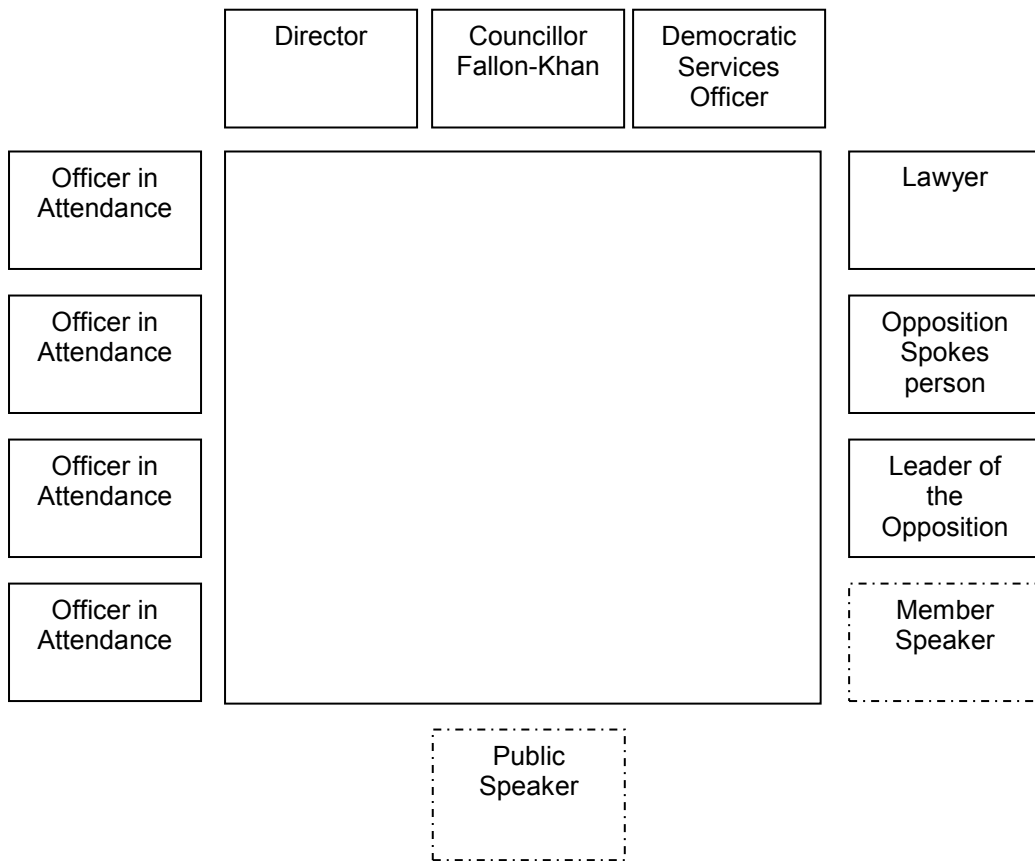
Brighton & Hove
City Council

Cabinet Member Meeting

Title:	Central Services Cabinet Member Meeting
Date:	4 June 2008
Time:	4.30pm
Venue	Committee Room 1, Brighton Town Hall
Members:	Councillor: Fallon-Khan (Cabinet Member)
Contact:	Nara Miranda Democratic Services Officer 01273 291004 (voicemail only) nara.miranda@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.
	FIRE / EMERGENCY EVACUATION PROCEDURE 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: <ul style="list-style-type: none">• You should proceed calmly; do not run and do not use the lifts;• Do not stop to collect personal belongings;• Once you are outside, please do not wait immediately next to the building, but move some distance away and await further instructions; and• Do not re-enter the building until told that it is safe to do so.

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. CABINET MEMBER'S COMMUNICATIONS

4. 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.

5. 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.

CENTRAL SERVICES CABINET MEMBER MEETING

6. WRITTEN QUESTIONS FROM COUNCILLORS

No written questions have been received.

7. PETITIONS

No petitions have been received.

8. DEPUTATIONS

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

No deputations received by date of publication.

9. LETTERS FROM COUNCILLORS

No letters have been received.

10. NOTICES OF MOTIONS REFERRED FROM COUNCIL

No Notices of Motion have been received.

11. MATTERS REFERRED FOR RECONSIDERATION

No matters have been referred.

12. REPORTS FROM OVERVIEW & SCRUTINY COMMITTEES

No reports have been received.

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. 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) or email democratic.services@brighton-hove.gov.uk

Date of Publication - Tuesday, 27 May 2008

CENTRAL SERVICES CABINET MEMBER MEETING

Agenda Item 2

Brighton & Hove City Council

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

FOR GENERAL RELEASE

1. SUMMARY AND POLICY CONTEXT:

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

2. RECOMMENDATIONS:

To note the Terms of Reference for the Cabinet member for Central Services.

Explanatory Note

The Cabinet Member for Central Services will have responsibility for the quality, efficiency and cost effectiveness of Central Services, namely the support services listed in paragraph 1 below.

Delegated Functions

To exercise the functions of the Council as follows:

- I. All functions regarding the delivery and performance of the Council's support services, in particular:
- Finance
 - Property
 - ICT
 - Customer Services
 - Corporate Procurement
 - Legal Services
 - Policy
 - Communications
 - Human Resources

- Improvement & organisational Development
2. To discharge all functions regarding the establishment of joint working with other authorities, including the establishment of any shared services arrangements.
 3. To receive reports on resourcing, structuring and capacity building in support services and take action as appropriate.