

<b>Subject:</b>	<b>Constitutional Matters</b>		
<b>Date of Meeting:</b>	<b>1<sup>st</sup> July 2019</b>		
<b>Report of:</b>	<b>Monitoring Officer</b>		
<b>Contact Officer:</b>	<b>Name:</b>	<b>Kat Hoare</b>	<b>Tel: 01273 291064</b>
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<b>Ward(s) affected:</b>	<b>All</b>		

**FOR GENERAL RELEASE**

**1. PURPOSE OF REPORT AND POLICY CONTEXT**

- 1.1 To provide information on the committee's terms of reference and related matters including the appointment of its Urgency Sub-Committee.

**2. RECOMMENDATIONS:**

- 2.1 That the committee's terms of reference, as set out in Appendix 1 to this report, be noted; and
- 2.2 That the establishment of an Urgency Sub-Committee consisting of the Chair of the Committee and two other Members (nominated in accordance with the scheme for the allocation of seats for committees), to exercise its powers in relation to matters of urgency, on which it is necessary to make a decision before the next ordinary meeting of the Committee be approved.
- 2.3 That the Committee agrees that one representative each from Sussex Police and the Clinical Commissioning Group and two representatives from Community Works in the areas of equalities and neighbourhoods are invited to attend all meetings in an advisory capacity.
- 2.4 That the Committee agrees to invite further specialist community representatives to attend meetings on an issue by issue, ad-hoc basis

**3. CONTEXT/ BACKGROUND INFORMATION**

- 3.1 Article 6 of the constitution, incorporates a schedule of all the Committees/Sub-committees established in the new constitution together with a summary of their respective functions.

**The Neighbourhoods Inclusion Communities & Equalities Committee –  
Terms of Reference**

- 3.2 A copy of the terms of reference for the committee is attached in Appendix 1. These should be read in the context of the 'Introduction and General Delegations'

included in the Scheme of Delegations to Committees and Sub-Committees at part 4 of the constitution.

### **Membership**

- 3.3 The membership of the committee is set at 10 Members of the council. In addition, it is proposed that one representative each from Sussex Police and the Clinical Commissioning Group and two representatives from Community Works in the areas of equalities and neighbourhoods attend all meetings in an advisory capacity. Furthermore, the Committee will invite other community representatives to attend meetings on an issue by issue, ad-hoc basis. The representatives will not be voting members of the Committee.
- 3.4 The arrangements for substitute Members to attend meetings of Committees/Sub-Committees, as set out in the Council Procedure Rules 18 to 24.

### **Programme Meetings**

- 3.5 Ordinary meetings of the Neighbourhoods Inclusion Communities & Equalities Committee are scheduled to take place on the following dates during 2019/20:

Monday 1 July 2019  
Monday 7 October 2019  
Monday 2 December 2019  
Monday 20 January 2020  
Monday 9 March 2020

- 3.8 Meetings of the Committee will normally be held at Hove Town Hall and will start at 4.00 p.m.

### **Urgency Sub-Committee**

- 3.9 The Constitution states that each Committee of the Council except the Audit & Standards Committee may appoint an Urgency Sub-Committee to exercise its powers. The membership of such Urgency Sub-Committee shall consist of the Chair of the Committee, and two other Members nominated by the Group Leader or Leaders as appropriate to meet the requirements for the allocation of seats between political groups. Under current allocations this would mean an urgency sub-committee will consist of one Member from each of the three political groups on the Council.
- 3.10 Such Urgency Sub-Committees may exercise their powers in relation to matters of urgency on which it is necessary to make a decision before the next ordinary meeting of the Committee. Every decision of each Urgency Sub-Committee shall be reported for information to the next ordinary meeting of the Committee as appropriate.'

## **4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS**

- 4.1 The council's constitution provides for the appointment of the sub-committees and urgency sub-committees and it is for the Committee to determine this action

and it could decide not to make such appointments. However, this would be contrary to the wishes of the council and is not therefore regarded as a viable alternative option.

## **5. COMMUNITY ENGAGEMENT & CONSULTATION**

- 5.1 All Members considered and approved the constitution and the changes therein on the 13 December 2018.

## **6. CONCLUSION**

- 6.1 The recommendations are being put forward in line with the requirements of the constitution.

## **7. FINANCIAL & OTHER IMPLICATIONS:**

### Financial Implications:

- 7.1 No direct financial implications. Any costs arising from arrangements for an Urgency Sub-Committee are expected to be met from within existing resources.

*Finance Officer Consulted: Peter Francis*

*Date: 12/06/19*

### Legal Implications:

- 7.2 The Council's constitution complies with the legal framework set out in the Localism Act 2011, the Local Government Act 2000 and other relevant legislation.

*Lawyer Consulted: Elizabeth Culbert*

*Date: 13/06/19*

### Equalities Implications:

- 7.2 There are no equalities implications arising from the report

### Sustainability Implications:

- 7.3 There are no sustainability implications arising from the report.

### Any Other Significant Implications:

- 7.4 None

## **SUPPORTING DOCUMENTATION**

### **Appendices:**

1. Neighbourhoods Inclusion Communities & Equalities Committee Terms of Reference

## **Background Documents**

1. The Constitution