

Appendix 4

[Note that the draft protocol below is included for information only and may be amended from time to time as necessary]

Chair job share protocol

The following recommendations are made to officers and members where the role of committee chair/deputy chair is shared:

1. Cross-party briefings for chairs and spokespersons may be attended by both joint chairs provided only one of them speaks. Where briefings are for all members, or members of a committee, both may attend and speak.
2. Chair's briefings by officers may be attended by both joint chairs and the Deputy Chair.
3. Email correspondence from members and officers should be sent to both joint chairs, ideally addressed to the joint chair responsible for the particular area covered in the communication, with the other joint chair copied in.
4. The joint chairs shall provide officers with a breakdown of areas covered by their committee indicating who is the first point of contact where guidance from the chair is required (see the table below).
5. Officers are not required to obtain agreement from both joint chairs when seeking guidance on a course of action. They will assume that any steer or guidance provided by one is on behalf of both joint chairs. Joint chairs shall be responsible for consulting each other on issues and for reaching a consensus prior to providing guidance to officers.
6. Co-chairs will, as a general rule, chair meetings alternately or on a 6-month rotation, providing that, when the relevant joint chair is not available, the other joint chair or the Deputy Chair may chair the meeting.
7. The above arrangements are the minimum expected. Joint chairs are expected to consult with relevant officers and supplement them with additional requirements as necessary.
8. Once the arrangements are agreed, the ways of working will be shared with relevant officers and opposition spokespersons.
9. The above arrangements are for guidance only and failure to comply with the proposed arrangements shall not affect the legal validity of any action taken by an officer, the chair or the committee.

HOUSING PORTFOLIO

In relation to the Chair of Housing job share, the first point of contact for the different areas shall be as follows:

Area	First point of contact
Housing finance	Cllr Gibson
Rough sleeping	Cllr Gibson
Temporary and emergency housing	Cllr Gibson
Homeless Reduction Board	Cllr Gibson
Housing associations	Cllr Hugh-Jones
Homelessness prevention	Cllr Gibson
Housing supply	Cllr Gibson
Private rented sector	Cllr Gibson
Energy standards (EPCs)	Cllr Hugh-Jones
Housing services	Cllr Hugh-Jones
Council tenants and leaseholders	Cllr Hugh-Jones
Repairs and major works	Cllr Hugh-Jones
Area panels	Cllr Hugh-Jones
Estate regeneration	Cllr Gibson
Community-led housing	Cllr Hugh-Jones
Low carbon, fabric efficient housing	Cllr Hugh-Jones
Seniors housing	Cllr Hugh-Jones
Housing KPIs	Cllr Hugh-Jones
Monitoring delivery of the work programme	Cllr Gibson and Cllr Hugh-Jones

TOURISM, EQUALITIES, COMMUNITIES AND CULTURE PORTFOLIO

Area	First point of contact
Active Citizenship and Community Resilience	Steph Powell
Community Wealth Building and Social Value	Steph Powell
Community safety	Steph Powell
Community and voluntary sector, including social impact bonds	Steph Powell
Crime and Disorder Committee	Steph Powell
Equalities	Steph Powell
Neighbourhood and community development	Steph Powell
Prevent duty	Steph Powell
Libraries	Steph Powell
Building Control	Marianna Ebel
Conservation and Design	Marianna Ebel
Culture, Arts and Heritage	Marianna Ebel
Events	Marianna Ebel
Leisure, Sports and Recreation	Marianna Ebel
Museums	Marianna Ebel
Planning	Marianna Ebel
Tourism & Marketing	Marianna Ebel

Environment, Transport and Sustainability Portfolio

Parks and Green Spaces	Amy Heley
Environmental Health	Amy Heley
Trading standards	Pete West
Gypsies, Roma and Travellers	Amy Heley
Waste	Amy Heley
Coast Protection and Flood Defence	Amy Heley
Scrutiny of Flood and Coastal Erosion Plans	Amy Heley
Seafront	Amy Heley
Bereavement and Coroner's Services	Amy Heley
Sustainability	Amy Heley
Highways Management	Pete West
Traffic Management and Transport	Pete West
Parking	Pete West
Public Space	Amy Heley

Finance Portfolio

Directorate (budget) Area	First point of contact
HNC- Housing, neighbourhoods and communities (all)	David Gibson
EET- All except transport	Tom Druitt
EET- Transport only	David Gibson
HASC – All except Housing/homeless support	Tom Druitt
HASC – Homeless/housing support only	David Gibson
CYPS (all)	Tom Druitt
Finance and resources (All)	David Gibson
Strategy Governance and Law (all)	David Gibson