

**Subject:** Civic Awareness Commission: Terms of Reference  
**Date of Meeting:** 13 July 2010  
**Report of:** Director of Strategy and Governance  
**Contact Officer:** Name: Mark Wall Tel: 29-1006  
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**Wards Affected:** All

### FOR GENERAL RELEASE

#### 1. SUMMARY AND POLICY CONTEXT:

- 1.1 The Civic Awareness Commission has been acting as a steering group with the remit to promote civic engagement and understanding within the city.

#### 2. RECOMMENDATIONS:

- 2.1 That the Committee approves the establishment of a Civic Awareness Commission in accordance with the terms of reference outlined in paragraphs 3.1 to 3.3 of the report.

#### 3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS:

- 3.1 The Steering Group was initially set up to consider the promotion of civic engagement and the history of the authority in the city and included Councillors Oxley, Older, Randall and Watkins, together with Adam Trimmingham (Freeman), Andy Durr (Ex Brighton & Hove Councillor) and Jim Buttimer (Ex Hove Borough Councillor).
- 3.2 The Steering Group appointed Adam Trimmingham as its Chairman and has met on 7 occasions since October 2009.
- 3.3 Having identified a role for the Commission, it is proposed that it be formally recognised by the Governance Committee and its terms of reference approved as set out below:

#### ***Civic Awareness Commission Terms of Reference***

##### **Membership**

The membership of the Civic Awareness Commission will be as follows:-

- The Chairman of the Governance Committee and a Member from each of the other Groups represented on the council;
- Freeman, Aldermen and ex-councillors with an interest in civic awareness nominated by the Chairman of the Governance Committee;

- Any other members co-opted by the Commission.

### **Role**

- To promote civic awareness and civic engagement in the city and to encourage a greater appreciation of the civic history of Brighton and Hove.
- To seek appropriate resources from all avenues to assist with the promotion of civic awareness.
- The Commission will be supported by the city council and this will include project management and secretariat support.
- Lead Officers for the city council will be the Director of Housing, Culture & Enterprise and the Head of Royal Pavilion & Museums who will be in attendance at meetings in order to support the Commission.
- The Commission will engage with the various Directorates, Partner Organisations and community.
- There will be an initial scoping meeting to determine the work programme.
- The Commission will have both private and public meetings.

### **Reporting**

- The Civic Awareness Commission is not a decision making body.
- Regular updates will be presented to the Governance Committee for the duration of the Commission on a six monthly basis.
- The Commission will engage with all Directorates, partner organisations and citizens.

## **4. CONSULTATION**

- 4.1 The creation of the Commission as a steering group was raised with Group Leaders by the Chairman of the Governance Committee. Having received agreement from all Group Leaders the Civic Awareness Commission was set up as a steering group by the Head of Democratic Services and is supported by the Democratic Services Team.
- 4.2 The Members of the Civic Awareness Commission have agreed to the proposed terms of reference as have the Group Leaders.

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

### Financial Implications:

- 5.1 The establishment of the Commission has no direct financial implications, however, any actions resulting from the work of the Commission and in the promotion of civic awareness will either need to have new resources identified or carried out from within existing budgets.

*Finance Officer Consulted: Anne Silley*

*Date: 21 June 2010*

### Legal Implications:

- 5.2 There are no legal implications arising from the report. The Commission is not a decision making body and any recommendations will be considered at the Governance Committee with full legal and financial implications at that stage.

*Lawyer Consulted: Abraham Ghebre-Ghiorghis*

*Date: 17 June 2010*

### Equalities Implications:

- 5.3 There are no equalities implications arising from the establishment of the Commission.

### Sustainability Implications:

- 5.4 The work of this Commission will take into consideration any sustainability issues affecting the council and the city.

### Crime & Disorder Implications:

- 5.5 There are no crime & disorder implications arising from the establishment of the Commission.

### Risk and Opportunity Management Implications:

- 5.6 There are no risk and opportunity management implications arising from the establishment of the Commission; and any such implications arising from the work of the Commission will be taken into consideration.

### Corporate / Citywide Implications:

- 5.7 The establishment of the Commission will provide a specific focus for the promotion of civic engagement and civic history of Brighton and Hove.

## **SUPPORTING DOCUMENTATION**

### **Appendices:**

None

### **Documents in Members' Rooms**

None

### **Background Documents**

None