

<b>Subject:</b>	<b>Constitutional Matters</b>		
<b>Date of Meeting:</b>	<b>20 July 2015</b>		
<b>Report of:</b>	<b>Monitoring Officer</b>		
<b>Contact Officer:</b>	<b>Name:</b>	<b>John Peel</b>	<b>Tel: 29-1058</b>
	<b>Email:</b>	<b>John.peel@brighton-hove.gov.uk</b>	
<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, 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-Committee are set out in the Council Procedure Rules 18 to 24.

### **Programme Meetings**

- 3.5 Ordinary meetings of the Neighbourhood, Communities & Equalities Committee are scheduled to take place on the following dates during 2015/16:

Monday 20 July 2015  
Monday 5 October 2015  
Monday 23 November 2015  
Monday 25 January 2016  
Monday 14 March 2016

- 3.8 Meetings of the Committee will rotate venue across the city for the 2015/16 municipal year.

### **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 Members considered and approved the establishment of the Neighbourhoods, Communities & Equalities Committee at Annual Council on 21 May 2015.

#### **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 The costs of establishing and running the Urgency Sub-Committees are expected to be met within existing levels of resources. The cost of holding the various committee meetings has been included in the overall Workstyles Programme.

*Finance Officer Consulted: Peter Francis*

*Date: 23/06/15*

##### Legal Implications:

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

*Lawyer Consulted: Elizabeth Culbert*

*Date: 23/06/15*

##### 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, Communities & Equalities Committee Terms of Reference

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

1. None

### **Background Documents**

1. The Constitution