

**To consider the following Procedural Business:**

**A.     Declaration of Substitutes**

Where Councillors are unable to attend a meeting, a substitute Member from the same Political Group may attend, speak and vote in their place for that meeting. In the cases of the Overview and Scrutiny Organisation Committee and the Education Overview and Scrutiny Panel, no Chair of an Executive Committee may act as a substitute. In the case of the Overview and Scrutiny Organisation Committee, no Member who is a Member of the Policy and Resources Committee may act as a substitute. Substitutes are not allowed on ad-hoc Scrutiny Panels.

**B.     Declarations of Interest**

- To:    (i) seek declarations of any personal or personal & prejudicial interests under Part 2 of the Code of Conduct in relation to matters on the Agenda. Members who do declare such interests are required to clearly describe the nature of the interest. If the interest is a prejudicial interest, the Code of Conduct requires the Member concerned to leave the room or chamber where the meeting takes place while the item in respect of which the declaration is made is under consideration. Members of Committees or Sub-committees whose decisions or actions are being scrutinised are deemed to have a prejudicial interest, but may attend the Overview and Scrutiny meeting to answer questions or otherwise give evidence relating to such decisions or actions; and
- (ii) seek declarations of the existence and nature if any party whip in relation to any matter on the Agenda as set out at paragraph 24 of the Overview and Scrutiny Procedure Rules

**C.     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 confidential 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.*