





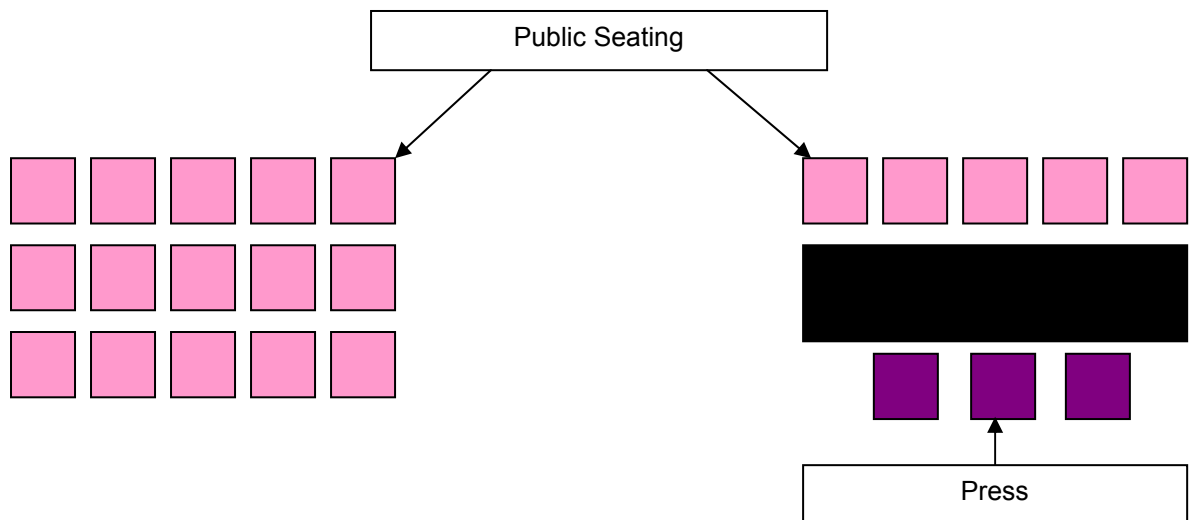
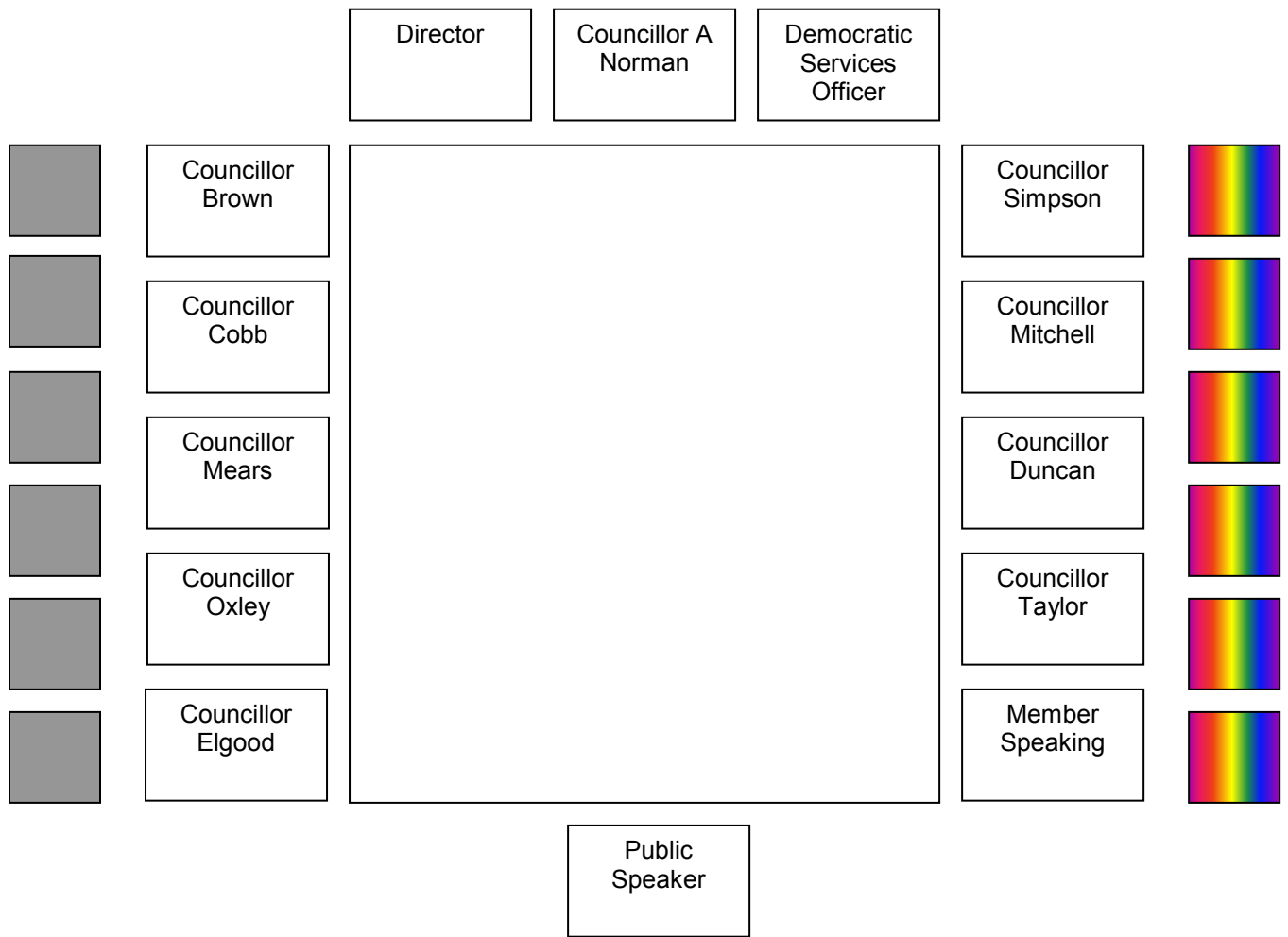
Brighton & Hove
City Council

Governance Committee

Title:	Governance Committee
Date:	1 July 2008
Time:	4.00pm
Venue	Council Chamber, Hove Town Hall
Members:	Councillors: Mrs Norman (Chairman) Simpson, Mrs Brown, Mrs Cobb, Duncan, Elgood, Mears, Mitchell, Oxley and Taylor
Contact:	Mark Wall 01273 291006 mark.wall@brighton-hove.gov.uk

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Democratic Services: Meeting Layout



AGENDA

1. PROCEDURAL BUSINESS

(a) Declarations of Substitutes

Where Members of the Council who are Members of Committees or Sub-Committees are unable to attend a meeting for whatever reason, a substitute Member may attend and speak and vote in their place for that meeting. The substitute Member shall be a Member of the Council drawn from the same political group as the Member who is unable to attend the meeting, and must not already be a Member of the relevant Committee or Sub-Committee.

The substitute Member must declare themselves as a substitute, and minuted as such, at the beginning of the meeting or as soon as they arrive.

(b) Declarations of Interest

Declarations of Interest by all Members present of any personal interests in matters on the agenda, the nature of any interest and whether the Members regard the interest as prejudicial under the terms of the Code of Conduct.

(c) Exclusion of the Press and Public

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 exempt from disclosure 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.

2. CHAIRMAN' S COMMUNICATIONS

3. CALL OVER

- (a) Items will be read out at the meeting and Members invited to reserve the items for consideration.

GOVERNANCE COMMITTEE

- (b) To receive or approve the reports and agree with their recommendations with the exception of those items which have been reserved for discussion.

Note: Notices of Motion and Petitions referred from Council will be reserved automatically.

4. PETITIONS

No petitions have been received.

5. PUBLIC QUESTIONS

No public questions have been received.

6. DEPUTATIONS

No deputations have been received.

7. WRITTEN QUESTIONS FROM COUNCILLORS

No written questions have been received.

8. LETTERS FROM COUNCILLORS

No letters have been received.

9. NOTICES OF MOTIONS REFERRED FROM COUNCIL

No Notices of Motion have been received.

10. ROLE AND TERMS OF REFERENCE OF THE GOVERNANCE 1 - 6 COMMITTEE.

Report of the Director of Strategy & Governance (copy attached).

Ward Affected: All Wards

GOVERNANCE COMMITTEE

11. GOVERNANCE COMMITTEE DRAFT WORK PLAN. REPORT OF THE DIRECTOR OF STRATEGY & GOVERNANCE (COPY ATTACHED). 7 - 10

Contact Officer: Elizabeth Culbert, Tel: 29-1515
Managing Principal

Ward Affected: All Wards

12. ESTABLISHMENT OF THE SUSTAINABILITY COMMITTEE. 11 - 14

Report of the Director of Strategy & Governance (copy attached).

Contact Officer: Thurstan Crockett, Head of Sustainability & Environmental Policy
Tel: 29-2503

Ward Affected: All Wards

13. MEMBERS DEVELOPMENT - UPDATE. 15 - 32

Report of the Director of Strategy & Governance (copy attached).

Contact Officer: Caroline Banfield, Democratic Services Manager
Tel: 01273 291126

Ward Affected: All Wards

14. WEB CASTING OF MEETINGS. 33 - 36

Report of the Director of Strategy & Governance (copy attached).

Contact Officer: Mark Wall, Head of Democratic Services
Tel: 01273 291006

Ward Affected: All Wards

15. APPOINTMENT OF COUNCIL REPRESENTATIVE TO THE COASTAL ISSUES SPECIAL INTEREST GROUP.

Councillor Smith nominated following the resignation of Councillor Janio.

16. METHODOLOGY OF CONSULTATION AFTER FIRST 6 MONTHS.

Director of Strategy & Governance to report (verbal update).

Ward Affected: All Wards

GOVERNANCE COMMITTEE

17. INITIAL REVIEW OF THE FIRST ROUND OF CABINET AND CABINET MEMBER MEETINGS.

Director of Strategy & Governance to report (verbal update).

Ward Affected: All Wards

18. ITEMS TO GO FORWARD TO COUNCIL.

To consider items to be submitted to the 17 July 2008 Council meeting for information.

The City Council actively welcomes members of the public and the press to attend its meetings and holds as many of its meetings as possible in public. Provision is also made on the agendas for public questions to committees and details of how questions can be raised can be found on the website and/or on agendas for the meetings.

The closing date for receipt of public questions and deputations for the next meeting is 12 noon on the fifth working day before the meeting.

Agendas and minutes are published on the council's website www.brighton-hove.gov.uk. Agendas are available to view five working days prior to the meeting date.

Meeting papers can be provided, on request, in large print, in Braille, on audio tape or on disc, or translated into any other language as requested.

For further details and general enquiries about this meeting contact Mark Wall, (01273 291006, email mark.wall@brighton-hove.gov.uk) or email democratic.services@brighton-hove.gov.uk

Date of Publication - Monday, 23 June 2008

Subject:	Role and Terms of Reference of the Governance Committee
Date of Meeting:	1 July 2008
Report of:	Director of Strategy & Governance
Contact Officer: Name:	Abraham Ghebre-Ghiorghis Tel: 29-1500
	E-mail: abraham.ghebre@brighton-hove.gov.uk
Wards Affected:	All

FOR GENERAL RELEASE/ EXEMPTIONS

1. SUMMARY AND POLICY CONTEXT:

- 1.1 This report outlines the key roles of the Governance Committee and is intended as a basis for discussion as well as to clarify the exact roles and responsibilities of the Committee.

2. RECOMMENDATIONS:

- 2.1 That Members note the report and comment as appropriate.

3. RELEVANT BACKGROUND INFORMATION:

- 3.1 At its meeting on 24th April, Full Council agreed to create a Governance Committee to oversee the operation of the constitution and to make recommendations for change from time to time. The following paragraphs look at the committee's terms of reference and what they mean in practice in terms of its role in relation to the constitution, its functions as a general purpose committee and in relation to Member issues.

3.2 Terms of Reference of the Committee

- 3.2.1 The terms of reference of the Governance Committee, as agreed by Council on 24th April, are set out in the appendix to this report. The Committee consists of 10 Members including the Leaders of the 4 political groups in the Council. The main functions of the Committee are:

- To review and make recommendations on the constitution;
- To consider recommendations from the IRP regarding Members' allowances and advise the Council;
- To deal with Member issues (training, access to facilities, etc.); and

- To serve as the “general purposes committee.”

3.3 Functions regarding Review of the Constitution

3.3.1 This will be the main area of activity for the Governance Committee. Over the coming months, a number of issues will be brought to the Governance Committee for its consideration and recommendation to Council or the relevant body. These originate from one or more of the following sources:

- Specific issues that Full Council agreed should be considered by the Governance Committee as part of the 6 months review;
- Issues raised by Members before and after the Council approval of the Constitution;
- Issues identified by officers

3.3.2 Based on information collated from the above sources, the potential list of issues identified is set out below (with the originator shown in brackets.)

- (a) A general review of the constitution at the end of the first 6 months and a more detailed review at the end of the first 12 months (Council);
- (b) Agreement of the methodology for carrying out the review, including consultation with the public and the business community (Council);
- (c) A review of meetings timetable (Members and Officers);
- (d) A review of links and working relations between the Council and the Older People’s Council (Council);
- (e) Community Governance Review (Local Government & Public Involvement in Health Act 2007);
- (f) Review of Arrangements for the discharge of the learning disability function (Council);
- (g) Annual Statement of Governance (Officers/CIPFA/SOLACE);
- (h) Scrutiny arrangements for Community Safety following receipt of guidance from central government regarding Crime and Disorder Committees (Council);
- (i) Review of Scrutiny Procedures to reflect current difficulties with “doubling up” (Members/Officers);
- (j) Review of governance arrangements as they affect section 75 partnerships (this will be led by the C&YPTB but the Governance Committee will be consulted) (Officers);

- (k) Review of the rules on notices of motion, in particular, whether NOMs not directly affecting Council functions should be allowed (Members);
- (l) Any changes following from changes in legislation, including amendments to the Functions and Responsibilities Regulations (Officers);
- (m) Review of Council Procedure Rules, Access to Information Procedure Rules and Cabinet Procedure Rules in the light of experience in the first round of meetings (Officers);
- (n) Establishment of a Sustainability Committee of the Cabinet.

3.4 The Committee's role as a General Purposes Committee

3.4.1 General purposes committees were historically used to deal with miscellaneous matters not coming within the remit of any other committee. Under the new constitution, the Governance Committee will deal with all Council (as opposed to executive) functions that are not specifically delegated to the Planning, Personnel Appeals, Licensing, Standards or Audit Committees. The Local Authorities (England) (Functions and Responsibilities) Regulations 2000 designate certain functions as being Council functions with everything else being executive function. By way of example, some of the council functions that the Governance Committee could discharge in its capacity as a general purposes committee include:

- Some local Act functions;
- Determination of appeals from decisions where there is a right of appeal and no procedure is provided;
- Appointments to the Police Authority and other bodies where Council does not make the appointment at annual Council or the vacancy arises in the middle of the municipal year;
- Health & Safety at Work (other than H&SW affecting the Council itself as an employer)
- Functions relating to elections;
- Functions regarding pensions;
- Miscellaneous functions regarding highways and rights of way;
- Sea Fisheries;
- Award of compensation for maladministration.

3.4.2 In practice many of the above listed functions are delegated to officers and they would only come before Members if there is a significant policy or service issue.

3.5 Member issues

3.5.1 One of the roles of the Governance Committee is to consider recommendations from the Independent Remuneration Panel (IRP) before they are submitted to Council. This was a function previously discharged by the Policy & Resources Committee. The Committee will also deal with other matters that affect Members. These include:

- Training and development needs (this will be led by the Member Development Working Group but the progress will be reported to this committee);
- Members' use of and access to advice and facilities to enable them to discharge their functions effectively;
- Use of technology to support the democratic decision-making process, including sound systems, webcasting, use of electronic devices for voting and consideration of what available technology that is compatible with legal requirements.

4. CONSULTATION

- 4.1 The report is largely for information and therefore no prior consultation has taken place.

5. FINANCIAL & OTHER IMPLICATIONS:

- 5.1 There are no financial implications arising from this report.

6. LEGAL IMPLICATIONS

- 6.1 There are no legal implications arising from the report at this stage. However, as and when the issues listed are progressed any legal implications will be addressed in the relevant reports.

7. EQUALITIES IMPLICATIONS

None arising from this report.

8. SUSTAINABILITY IMPLICATIONS

- 8.1 None arising from this report.

9. CRIME AND DISORDER IMPLICATIONS

- 9.1 None arising from this report.

10 RISK AND OPPORTUNITY MANAGEMENT IMPLICATIONS

- 10.1 No specific risks have been identified. The role of the Governance Committee will help the Council maintain good governance.

11. CORPORATE/CITYWIDE IMPLICATIONS

- 11.1 The role of the Governance Committee will contribute to the achievement of the Council's priorities for the city, including effective and transparent decision making process.

Governance Committee

Composition

The Governance Committee will consist of each of the leaders of the political groups in the Council and such other Members as is necessary to comply with the requirements regarding political proportionality.

Role and Function

(a) Constitution

- to receive reports on and monitor the operation of the Constitution;
- to make recommendations to Council, the Cabinet or Scrutiny as appropriate, with a view to improving the effectiveness, accountability and transparency of the decision making process;

(b) Members' Allowances

To consider the recommendations of the Independent Remuneration Panel and advise the Council as appropriate

(c) Member Issues

To consider any matter relating to the role of and support for Members and make recommendations to Council or the Cabinet.

(d) To act as the general purposes committee

To exercise all non-executive functions that are not specifically delegated to another Committee or Sub-Committee of the Council.

Subject:	Governance Committee Draft Work Plan		
Date of Meeting:	1 July 2008		
Report of:	Director of Strategy and Governance		
Contact Officer:	Name:	Elizabeth Culbert	Tel: 29-1515
	E-mail:	Elizabeth.culbert@brighton-hove.gov.uk	
Wards Affected:	All		

FOR GENERAL RELEASE

1. SUMMARY AND POLICY CONTEXT:

1.1 The report sets out a draft work programme for consideration by the Committee.

2. RECOMMENDATIONS:

(1) The Committee approves the draft work programme.

(2) The Committee requests that the Director of Strategy and Governance keeps the work plan updated to reflect new items as they are identified.

3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS:

3.1 This is the first meeting of the Governance Committee since it was established when the Council adopted its new Constitution in April this year. The Terms of Reference for the Committee and its ways of working are addressed elsewhere on the agenda.

3.2 In order to assist Members to identify and plan key areas of work for the Committee, a draft work programme has been prepared and is attached at Appendix 1.

3.3 The draft work plan sets out those issues that are considered appropriate to come to future Committee meetings. The work plan is intended to be a useful tool to ensure that issues are identified in advance and are programmed in for the Committee to consider at the right time. The work plan will be updated regularly and will be used to assist the agenda planning process.

4. CONSULTATION

- 4.1 Members of the Committee are requested to give their comments and the work programme will be updated accordingly.

5. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 5.1 There are no financial implications arising from this report.

Finance Officer consulted: Patrick Rice Date: 5 June 2008

Legal Implications:

- 5.2 There are no legal implications arising from this report.

Lawyer consulted: Elizabeth Culbert Date: 5 June 2008

Equalities Implications:

- 5.3 There are no equalities implications arising from this report.

Sustainability Implications:

- 5.4 A work programme will enable the efficient planning of agendas and ensure that only those papers necessary for the meeting are distributed.

Crime & Disorder Implications:

- 5.5 There are no crime and disorder implications arising from this report.

Risk and Opportunity Management Implications:

- 5.6 Careful agenda planning with the use of a work plan will ensure that matters that require a decision from the Governance Committee are not missed and are dealt with in accordance with relevant timescales.

Corporate / Citywide Implications:

- 5.7 There are no corporate/citywide implications arising from this report.

SUPPORTING DOCUMENTATION

Appendices:

1. Draft work plan

Background Documents

1. None

GOVERNANCE COMMITTEE

Agenda Item 12

Brighton & Hove City Council

Subject:	Establishment of Sustainability Committee of the Cabinet		
Date of Meeting:	1 July 2008		
Report of:	Director of Strategy and Governance		
Contact Officer:	Name:	Thurstan Crockett	Tel: 29-2503
	E-mail:	Thurstan.crockett@brighton-hove.gov.uk	
Wards Affected:	All		

FOR GENERAL RELEASE

1. SUMMARY AND POLICY CONTEXT:

This report explains the nature of a proposed new Sustainability Cabinet Committee and seeks approval to recommend to Cabinet that this be established.

2. RECOMMENDATIONS:

- 2.1 That the Committee recommends to Cabinet that a Sustainability Cabinet Committee be established in accordance with the terms of reference attached.

3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS:

- 3.1 This proposal is in accordance with the statement of the Leader at Full Council on 24 April 2008. Issues and proposals in relation to sustainability will be reported to the Cabinet Committee for a decision or a recommendation to Cabinet, where appropriate.

4. CONSULTATION

- 4.1 The Sustainability Commission was informed of this decision at its last meeting on April 30 2008.
- 4.2 Colleagues in the Policy Unit and Legal & Democratic Service have been consulted

5. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 5.1 The work of the Committee will be carried out within existing budgets

Legal Implications:

- 5.2 The Council has power to establish a Committee of Cabinet pursuant to The Local Government Act 2000

Equalities Implications:

- 5.3 None

Sustainability Implications:

- 5.4 The work of this Committee will be to take decision on sustainability issues affecting the council and the city.

Crime & Disorder Implications:

- 5.5 None

Risk and Opportunity Management Implications:

- 5.6 By creating a Cabinet Committee with specific focus on sustainability, the proposals will assist in reducing and managing any risks associated with climate change and other related issues.

Corporate / Citywide Implications:

- 5.7 Sustainability is a major issue for the city and this Committee will ensure decisions are taken at the appropriate level.

SUPPORTING DOCUMENTATION

Appendices:

Appendix 1 Terms of Reference for Sustainability Cabinet Committee

Sustainability Cabinet Committee – Terms of Reference

Membership

The membership of the Sustainability Cabinet Committee will be as follows:-

- The Leader of the Council (Chair);
- The Cabinet Member for Central Services;
- The Cabinet Member for Housing

The Leader of the Council may co-opt other Cabinet Members on to the Cabinet Committee when issues arise and decisions need to be taken that coincide with their portfolios.

The Deputy Leader of the Council with the lead role on sustainability will routinely be invited to attend the Cabinet Committee meetings.

Role

The Sustainability Cabinet Committee will receive all reports relating to sustainability issues for a decision or for recommendation to Cabinet for a decision, where appropriate.

Appendix 1:

Charter for Member Development requirements and what BHCC can demonstrate for each requirement

STANDARD

EVIDENCE THAT STANDARD MET

1. Commitment to Member development

Requirements	Achievements to date
Top political & managerial leadership commitment to development of elected members	Member development working group formed Dec 2005 and meeting regularly Budget assigned for member development (£21000 pa) Directors & Members identify learning needs at corporate and individual level Directors asked to specify links to relevant corporate objectives for all in-house events Regular reports to P&R and to Leaders Group re improvement actions Leaders consulted regarding significant pieces of work - e.g. Induction, Group-based learning Member development regularly raised at group meetings by development champions / leaders
Policy Statement	Member Dev Strategy articulates policy on equality of opportunity and priority development areas Annual Development Programme sets out named contacts responsible for member development Regular development newsletters specify members/officers responsible for development
Equality of opportunity and access to learning development	Seminars offered at range of times (split between daytime and evenings) Duplicates/121 input offered for BHCC facilitated events and externally facilitated where cost effective Elearning opportunities circulated to all members Regular Member surveys requesting availability for events Members asked to identify learning style - learning resources to suit all are made available Attendance monitored with view to identifying potential barriers to attendance Dates advertised a month in advance wherever possible and recorded in council diary on the intranet Materials/presentations from all events stored in members team room for access by all
Budget	Central Member Development Budget for 2006/07 set at £21000 Member Support Manager monitors budget and updates member development working group Additional funding for external conferences is available from Directorates
Officer resource support	Member Support Manager appointment Jan 06 - demonstrates accountability for member dev Member Support Manager & Head of Democratic Services attend development working group
Dissemination of learning	Learning identified as useful by individual members shared with all in the Teamroom Members attending conferences forward materials appropriate for sharing to Members' library External conferences attendees published as point of contacts for information on particular topics

2. Strategic approach to member development

Member led strategy	Member development working group oversees all work & discussed within groups Strategy issued to all members and is available in Members' teamroom All Members asked for input on key activities - e.g. induction, annual development programme All Members surveyed for comments/suggested improvement activities
Linkage to council corporate plan	Directors asked to identify corporate learning needs by reference to Directorate and corporate aims Invitations to in-house events explicitly state links to corporate objectives Individual development planning process includes reference to corporate objectives
Member roles clearly set out	All members issued details of political skills framework (Improvement & Development Agency's) All members issued details of Welsh Local Government Association's competency framework Induction sessions focused on role of Members
Process for identification of needs at individual and Council wide level	Personal development planning launched Summer 2007 Directors asked to identify corporate needs that link to Directorate and Council objectives Members regularly surveyed and asked to suggest useful topics Externally-facilitated events not booked before sufficient level of interest is confirmed
Structured and timely approach to promoting development opportunities	Events advertised with one month's notice wherever possible Regular emails re forthcoming quarter's events Posters of forthcoming dates displayed in members' rooms/outside Democratic Services All dates put in the council diary on the intranet asap
Appropriately learn with external partners	Partner organisations involved in delivery of May 2007 induction events Joint inductions offered by PCT/Acute Trust for HOSC members Sussex Improvement Partnership -planning underway for pan-Sussex event July 2008 Many committee-specific events attended by and/or co-facilitated by partners - especially PCT
Strategy for Induction	Induction 2007 designed with input from senior officers, members themselves, leaders etc Six-month programme, supplemented by support from officer buddies, member handbook and tours Needs checked on regular basis by officer buddies - and end of programme evaluation completed Access to regional and national materials supplied to all members

Addresses leadership & team developmt	Political group mentoring offered to all groups Leadership development offered to Leaders from all groups - e.g. access to Leadership Academy
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Requirements	Achievements to date
Mechanisms for evaluation, and informing future plans, identified	End of event questionnaires issued for all seminars Follow-up questionnaire issued after 2-3 months to assess impact on ways of working Folders in Members' room contain suggestion/feedback forms Member development working group regularly receives reports on evaluation of activities Member development working group regularly asks for feedback in its regular update newsletters Exit interviews offered to all members standing down May 2007 Directorate evaluation results fed back to Directors at end of Induction and annually
3. Member learning and development plan in place	
Addresses development priorities	Directors identify corporate seminars and prioritise with reference to corporate objectives Members identify own individual priorities and efforts focused in meeting those areas Strategy sets out priorities established by member development working group & rolling programme of events approved by the group with reference to these priorities
Identify what development activities should achieve	Standard form sent to all in-house speakers which asks them to identify learning objectives In-house invites describe target audience, learning objectives, outline programme Member development strategy sets out aims and priorities for member development Members are asked to identify what their individual priorities/objectives are via PDP process Speakers are encouraged to introduce seminars with objectives and revisit to check met at end Member learning drawn from internal, regional, national sources & range of private/public suppliers
Sets out how, when, where and who is responsible	Annual Development Plan, Member Strategy and member newsletters set out how the council plans development and names individuals responsible for implementation, monitoring and evaluation Members Handbook & PDP Planning Guide also set out key member development contacts
Takes account of access to development opportunities	Day of week and time of day is varied across the development programme School holidays and religious festivals avoided where possible Venues assessed for access issues Members surveyed re availability and re access issues Different Learning methods to address different learning styles are offered Duplicates of events or 121 input with speakers offered wherever possible
Linkage between Individual plans and the council's corporate/other plans	Personal development planning process encourages linkage between individual and corporate plans Directors are asked to identify member development topics and which corporate aims they relate to In-house speakers specify corporate objectives their events relate to - included in invites
Representative elected members consulted	All party member group in place since Dec 2005 & acting as development champions Regular MDWVG newsletter to update/consult all Members on key member development documents/projects Wider member group consulted on key pieces of work - e.g. Induction programme 2007 Committee Chairs consulted re committee-specific inductions and ongoing development All members consulted/updated at group level by relevant development champion Leaders consulted re significant pieces of work - e.g. Induction, core development subjects,
4. Learning and development is effective in building capacity	
Members learn and develop effectively	Evaluation 2-3 months after each event asks members to identify impact learning has had on work/role PDPs: Members self-assess against skills frameworks, plan learning and review effectiveness Mentoring put in place to allow for peer/action learning
Learning shared with others (members and possibly officers & stakeholders)	Members are asked for skills/knowledge they would be willing to share with other members Members involved in PDP recommend materials that should be placed in member teamroom Members are invited to attend some development events jointly with staff
Investment in learning is evaluated in terms of benefits and impact	Members self-assess against skills frameworks - PDP reviews should enable progress to be identified Attendance & evaluation statistics are kept for all events and reported to working group and directors Post-event evaluation asks members to identify impact on work not just immediate reaction to event
Identifies (and implements) improvements to learning and development activities	Buddy system identified evolving needs during induction along with areas where additional clarification/input was needed after particular events Evaluation forms are monitored by Member Support Manager and results reported to Member development working group and Directorates Members asked for feedback/suggestions for improvement in every member development newsletter, during PDP process, annual surveys Specific Member feedback re administration/delivery of events has been implemented - e.g. more participative, wider range of times advertised.
5. Elected Member Development promotes work life balance and citizenship	
Assists those with family responsibilities	Annual review of childcare allowances Pension arrangements for members in place Offer of duplicate/121 means that events which clash with family commitments can still be accessed
Reviews council business to allow for equality of access to decision making	Web-casting being considered as method to allow wider public access to decision making process Half-term dates, religious festivals etc all avoided as much as possible in timetabling events Mix of day-time and evening development events offered

<p>decision making mechanisms</p> <p>Holds events for the community to encourage people to become community leaders</p>	<p>Lifeswap (Local democracy campaign event) completed September 2006</p> <p>Youth Question Time completed November 2007</p> <p>Links established between Youth Council and Elected Members</p> <p>Webpages on the Councillor website describe role of councillor and how to become one</p> <p>Councillor blogs include "day in the life of" features</p>
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Appendix 2

CharterMark Assessment Schedule: Thursday 25 September 2008

(Interview with Alan McCarthy will take place on 16 September 2008)

TIME	ITEM	Who's Involved
10.00	Assessment Team Arrival	3 Assessors
10.30	Interview 1	Project Officers x 2
11.15	BREAK	n/a
11.30	Interview 2	Leader of the Council
12.15	Interview 3	Member development working group
13.00	LUNCH	n/a
14.15	Interview 4	Director of Strategy & Governance
15.00	Interview 5	Opposition Leaders
15.45	BREAK	n/a
16.00	Interview 6	Group of 10 members: to reflect party, age, gender and experience mix of wider member group
16.45	BREAK	
17.30	Assessment Team Feedback	

Subject: Member Development - Update
Date of Meeting: 1 July 2008
Report of: Director of Strategy & Governance
Contact Officer: Name: *Caroline Banfield* Tel: 29-1126
E-mail: Caroline.Banfield@brighton-hove.gov.uk
Wards Affected: All

FOR GENERAL RELEASE

1. SUMMARY AND POLICY CONTEXT:

- 1.1 To inform Governance Committee of the Council's forthcoming application for accreditation under the South East Employers' Charter for Member Development ("the charter").

2. RECOMMENDATIONS:

- 2.1 That the Committee notes the charter assessment arrangements that have been put in place for 25 September 2008 and the work that needs to be completed between now and then to ready us for that process.
- 2.2 That the Committee supports the Member Development Working Group in encouraging members to identify their learning needs, to participate in development activities that address those needs and to provide feedback to the working group on how those activities could be improved on an ongoing basis.
- 2.3 That the Committee identifies any new areas that it would like to see included in the 2008/09 member development programme.

3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS:

- 3.1 The member development working group (Councillors Ken Norman, Gill Mitchell, David Watkins and Georgia Wrighton) is responsible for leading on and promoting member learning.
- 3.2 Since June 2006, the group has been working towards the charter, which is a best practice framework for Member learning and the promotion of citizenship.

The charter standards, and the work that the group has already overseen towards those standards is set out at Appendix One.

- 3.3 The group has consulted and informed all members regarding its work via group meetings, previous reports to Policy and Resources committee and regular member development newsletters. Previous committee reports are listed as background documents to this report and are available from the Member Support Manager on request.
- 3.4 The Head of Improvement at South East Employers, Mark Palmer, met with the Member Development Working Group at the end of February 2008 to review the group's progress towards the charter. Following that meeting, arrangements were put in place for the council to be assessed in August and September 2008.
- 3.5 The assessment process comprises two stages. In August, the Member Development Manager will send the team of assessors a portfolio of evidence containing documents that demonstrate how each of the charter's standards have been met. The assessors, a Learning and Development Consultant from South East Employers and an elected member and officer from an authority that has already gained charter status, will review the portfolio and, provided no significant gaps are found, will then ask us to complete the second stage of the process.
- 3.6 The second stage will take place on 25 September 2008 and involves the assessors conducting 45-minute interviews with a selection of Members and Officers as set out in Appendix Two. As well as interviewing those with direct responsibility for member development, the assessors conduct a group interview with up to ten non-executive members who have been chosen to reflect the gender, age and experience mix of the wider member group.
- 3.7 The assessors will be looking for interviewees to give practical examples of member development events they have attended, how these have improved individual and council performance, and how member development links to council priorities. A summary of what each interviewee will need to demonstrate in order for the council to be granted charter status is set out at Appendix Three.
- 3.8 There is remaining work that needs to be completed before August and Governance committee is asked to note and endorse the following improvement actions that the working group has identified:
 - 3.8.1 Learning with and from our partner organisations:

Plans are underway for a Health Service Induction to build on the introductory session offered by Tom Scanlon, Director of Public Health, in 2007. This will offer all members a comprehensive look at how the Primary Care Trust and Brighton and Sussex University Health Trust operate. Briefing sessions will be held at our partners' premises and it is provisionally agreed that sessions will be led by the Chief Executives in conjunction with other senior colleagues.

Sussex Police and Sussex Fire & Rescue Service have also agreed to offer inductions for all Members this Summer and Autumn – these will combine practical demonstrations and tours of front line areas as well as presentations to cover strategic and policy issues.

A Pan-Sussex Member development event on shared services and community leadership is already booked for 5 September 2008 and the Member Support Manager is on the project team for that event. The event will offer opportunities for networking between councils and councillors and for learning from best practice that is already happening across Sussex and elsewhere. It is hoped that this will be the first of further joint development events for Sussex members.

3.8.2 Identifying corporate and individual learning needs:

Each year, the Member Support Manager works with Directors to identify corporate and directorate-specific priority learning areas with a view to planning the range of briefing sessions and workshops that are delivered in-house by council officers.

At the same time, Members are asked to identify their individual learning needs, either by completing questionnaires and surveys issued by the working group, or by opting to attend personal development planning meetings with the Member Support Manager. The surveys include questions about preferred venues and timeslots for face to face development events, as the working group is aware that these are potential barriers to learning.

Mark Palmer has indicated that a response rate of 60% or above is needed to demonstrate that member development is member-led. In 2007/08, the overall response rate was just over 50%, although this varied considerably within the political groups. It is important that this figure is improved this year and Governance committee is asked to support the working group in that process by encouraging all members to participate.

As soon as the target number of responses is received, the Member Support Manager will issue this year's annual development programme. A reminder of the in-house events offered in 2007/08 is included at Appendix Four. Governance committee is asked to identify any new topics that it would like to see included in the 2008/09 programme.

3.8.3 Reviewing development needs associated with the new constitution

A development programme to support members' transition to our new governance arrangements was designed last year and has been rolling throughout 2008. All political groups have been offered political group mentoring, a series of Scrutiny skills workshops run by the Institute of Local Government Studies was offered to all members in March and senior officers have provided numerous briefings to political group meetings and Leaders' group.

Democratic Services have offered advice and support to members regarding the procedural aspects and will be providing a workshop on this on 2 July 2008.

3.8.4 Promoting Local Democracy and Citizenship

Local Democracy week is held in October each year, and in 2007, the working group piloted a Children's Question Time. This generated very positive feedback from those involved, and the city's schools and Sixth Form colleges have asked us to provide a bigger event this year.

In addition to the normal Question Time format of panel and audience, Democratic Services and the Youth Advice and Participation Team will offer voluntary sector partners exhibition space so that they can raise awareness of the support available to young people. Panel members will include councillors, those who provide front line children's services, police and health representatives and the Brighton and Hove bus company.

- 3.9 If the work identified above is completed successfully, and if the assessors' requirements are met in September, the council will be awarded charter status for a period of three years, after which a further light touch assessment is needed to check that there is ongoing commitment to the charter and its standards. In the event that any gaps against the standard are identified by the assessors, they will work with the working group in compiling an action plan to address those gaps.
- 3.10 Regular updates on member development will be provided to Governance committee together with a more detailed annual report.

4. **CONSULTATION**

- 4.1 The Member development working group has cross-party representation and its representatives consult their political group colleagues on a regular basis.

5. **FINANCIAL & OTHER IMPLICATIONS:**

Financial Implications:

There are no financial implications arising out of this report. A budget of £21000 has been identified for 2008/09 Brighton and Hove City Council member development activities and the Pan Sussex event referred to is funded from Sussex Improvement Partnership funds.

Finance officer consulted: Patrick Rice 16 June 2008

Legal Implications:

- 5.2 There are no legal implications arising from this report.

Lawyer consulted: Abraham Ghebre-Ghiorghis 6 June 2008

Equalities Implications:

- 5.3 There are no equalities implications arising from this report

Sustainability Implications:

- 5.4 There are no sustainability implications arising from this report

Crime and Disorder implications:

- 5.5 There are no crime and disorder implications arising from this report.

Risk and Opportunity Management implications:

- 5.6 There are no Risk & Opportunity Management Implications arising from this report.

Corporate / Citywide Implications:

- 5.7 There are no corporate or citywide implications arising from this report.

SUPPORTING DOCUMENTATION

Appendices:

- (1) Charter standards and summary of work completed against those standards
- (2) Charter assessment schedule: 25 September 2008
- (3) Evidence that the Charter assessment team will look for in all assessment interviews
- (4) Summary of development events run in house in 2007/08

Background Documents

1. Member development annual report to Policy & Resources committee 03/04/08
2. Member development update report to Policy & Resources committee 29/11/07
3. Member development update report to Policy & Resources committee 18/01/07
4. Member development update report to Policy & Resources committee 19/04/06
5. 2007/08 Member development programme (available to Members in the teamroom and from the Member Support Manager on request)

Appendix 3

What BHCC must demonstrate at assessment in order to gain the Charter for Member Development.

Political & Managerial leadership must be able to:
Describe strategies put in place to develop elected members in order to improve the council's performance
Describe the specific actions they take to ensure equality of opportunity and access to learning in the development of elected members
Provide examples of learning among elected members and of promoting exchange of information, as part of encouraging a learning organisation culture
Demonstrate that actively involved in identifying priority organisational development needs which link council's aims and objectives to the development of members
Provide clear examples of action taken to encourage joint development opportunities for elected members and external partner organisations
Consistently give tangible examples of how development of elected members has improved the performance of the council's functions and individuals
Political leadership only must additionally be able to:
Describe how actively involved in defining the council's approach both to effective political leadership (for current and prospective leaders) and to team development
All Members must be able to:
Show they were involved in the formulation, implementation, monitoring and evaluation of member development strategies
Show that their representative roles are clearly specified and that they can describe how they contribute to achieving council objectives
Show that they receive appropriate and adequate notice of development opportunities to allow them to plan in advance
(For new members only) show that they received a structured and effective induction
Show that they can describe their learning needs and how these link into function and corporate aims and objectives
Give examples of how they have been encouraged to learn, and to share the learning with others, so as to improve their own performance and that of others

Appendix 4
Member Learning & Development Events delivered in-house 2007/08

	Date	Event	Description of course	Attendees
INDUCTION	08/05/07	Chief Executive's Welcome	Introduced members to the council's vision & priorities, directorate structure, key challenges and key partners	22
		Member Development Working Group's Welcome	Focused on the role of councillor and how it differs from other jobs, the support and development available to newly elected members and some initial tips ("If I'd known then what I know now")	21
		CYPT Service Profile	Director's introduction to key staff and areas of responsibility plus priorities & challenges for 2007/08	23
		Wave/web demo	Demonstration of the council's internet & intranet sites, how to access these from outside the council network and explanation of technical support provided by ICT team	23
INDUCTION	09/05/07	Strategy & Governance Service Profile	Director's introduction to key staff and areas of responsibility plus priorities & challenges for 2007/08	15
		Democratic Services Fair	Information stalls on the "one stop shop" support service for members including members' allowances, newsletters and correspondence, the member website, member development, committee support etc.	20
INDUCTION	10/05/07	Finance & Property Service Profile	Director's introduction to key staff and areas of responsibility plus priorities & challenges for 2007/08	14
		BHCC Constitution	Outlined purpose of the constitution, how the council operates, rights and duties of members	13
		Citystats	Provided a demographic profile of the city and explained how members can access citystats	12
INDUCTION	11/05/07	Environment Service Profile	Director's introduction to key staff and areas of responsibility plus priorities & challenges for 2007/08	18
		Code of conduct	Practical introduction to code of conduct, including discussion of scenarios to draw out ethical standards expected of councillors	20
		Decision making process	Overview of the committee system, how decision-making is kept open and transparent - followed by tour of council system and demonstration of microphone systems	12
INDUCTION	14/05/07	Dir. Pub. Health	Introduction to key public health issues for the city. Examination of city demographics: facts & figures regarding diet, exercise, alcohol & drugs, teenage pregnancy, mental & sexual health	12
		Ethical Framework	The role of Standards Committee and the Standards Board for England. Explanation of what happens when complaints are made about members	12
		Planning / Dev control	Introduction to the planning system, including plan-making mechanism and the process of delivering planning applications. Overview of Development control, urban design, national and regional planning frameworks	12
INDUCTION	15/05/07	Housing Directorate profile	Acting Directors' introduction to 1) Housing and 2) Adult Social care's key staff and areas of responsibility plus priorities & challenges for 2007/08	14
		Promoting Equality & Diversity	Outlining Members' responsibilities as champions of Equality & Diversity. Overview of key challenges for the council and city	19
		Policies	Explanation of the main strategies and frameworks that drive the council's work. Introduction to the Community Strategy and Local Area Agreement and summary of current national government policy initiatives and how they might affect BHCC	10
INDUCTION	16/05/07	Overview & Scrutiny	Purpose of Overview & Scrutiny & how it operates at Brighton & Hove. Overview of changes likely in 2008	14
		Major projects	How physical regeneration infrastructure projects are managed at the council, discussion of the current project list and explanation of the key economic development, legal, financial, corporate & sustainability issues taken into account each time.	13
		Handling information as a councillor	Rights and responsibilities under Data protection and Freedom of Information. Advice on how to deal with sensitive, confidential information	11
INDUCTION	17/05/07	Risk Mgt.	An introduction to Health & Safety, Emergency Planning and Business Continuity Planning, including requirements imposed by the Civil Contingencies Act 2004	12
		Community Safety	Joint presentation by the Head of Community Safety, the Co-ordinator of the Drug and Alcohol Action Team and Chief Inspector Paul Smith on work of the Crime and Disorder Reduction Partnership.	12

	Date	Event	Description of course	Attendees
INDUCTION	18/05/07	Cultural Services Service Profile	Director's introduction to key staff and areas of responsibility plus priorities & challenges for 2007/08	8
		Comm. Strategy	Overview of the history, purpose and membership of the 2020 Community Partnership provided by Chair and Vice-Chair of LSP alongside officers supporting this work	9
		Lunch with Key Partners	Opportunity to meet key contacts from each of the council's main partner organisations over an informal lunch	8
INDUCTION	21/05/07	Carbon Mgt Drop-In Clinic	Practical workshop with opportunity to measure personal carbon footprint, obtain advice on sustainable travel & information on the carbon management programme and climate change	5
Targeted Induction	29/05/07	Licensing	Induction for those serving on Licensing committee/panels - relevant legislation and processes	7 (13 targeted)
Targeted Induction	01/06/07	Planning apps Sub Comm	Induction for those serving on Planning Applications Sub Committee - relevant legislation / planning guidance	14 (14 targeted)
Targeted Induction	14/06/07	Scrutiny	Induction for those serving on scrutiny committees	8 (13 targeted)
General	18/06/07	City Clean Tour	Provided overview City Clean facts and figures, explained plans for future waste disposal and provided a tour of the depot, including Learning Resource Centre	9
General	19/06/07	Speed reading	A skills workshop to improve reading speed - initial assessment of reading speed, practice of recognised techniques to help understanding of what is read and to improve speed without diminishing understanding	6 (max capacity 7)
General	21/06/07	Waste Strategy	Follow up to Environment Directorate Induction - information on BHCC waste targets and current performance, implications of revised national waste strategy, explanation of Landfill Allowance Scheme and progress in development of a local BHCC Waste Strategy	6
Targeted	03/07/07	Homelessness Workshop	Discussion of government's strategy for tackling homelessness and how this relates to BHCC. Analysis of levels of city housing need, main causes of local homelessness and explanation of initiatives to meet the needs of different groups	8 (targeted 10)
General	17/07/07	Transport Plan and Parking	Explanation of the 5-year Local Transport Plan, how this contributes to longer term Sustainable Transport Policy and a look at the overall approach to parking in the city	8
General	3 July dates	Councillor Website training	Advised members of legal implications associated with use of the site and provided practical skills training on how to create/edit/update pages including blogs	16
General	07/08/07	Members' roles in an emergency situation	Considered how members should respond if recent major flooding or terrorism incidents activated the Emergency Plan for all councils. Discussion of Civil Contingencies Act, how emergency services respond, and how members can assist/what they should avoid doing	8
General	09/08/07	Health White Paper "Our Health, Our care, Our say"	Explanation of key elements in the White paper and local proposals around implementation in Brighton and Hove	6
General	15/08/07	Fit for the Future	Consultation sessions with Chief Executive & Directors of the PCT - clarification about implications for BHCC and opportunity for Q&A	10
General	06/09/07	Homelessness & Rough sleeping	Discussion of single homelessness and rough sleeping in the city, overview of resettlement focused Integrated Support Pathway and information from the Learning Disability Accommodation Service on range of options in place to assist those with learning difficulties	5
General	3 Sept dates	Code of Conduct	Explanation of the new code of conduct, with focus on what has changed and examination of various scenarios to test interpretation of the code	27
General	17/09/07 & duplicate	Risk Management	Exploring members' personal safety and how to use risk management in the member role - particularly for management of wards, communities, and resource allocation within communities	6

	Date	Event	Description of course	Attendees
General	26/09/07	Equality & Diversity	Introductory workshop with specialist E&D trainers to establish member learning needs in this area	9
Induction Follow up	28/09/07	Mock Council	A practical guide to council meeting processes and etiquette	9
General	09/09/07 & duplicate	Corporate Parenting	Exploration of members' roles and responsibilities as corporate parents of vulnerable children and young people. Examination of national and local picture and of ongoing work to raise standards and target resources effectively	15
Targeted	25/10/07	Chairing Skills Workshop	Skills workshop focusing on preparing to chair and addressing different types of challenge that can arise in different meetings	15
General	29/10/07	Supporting disadvantaged residents	Analysis of the role of the City Employment & Skills plan and how it relates to the Local Area Agreement and the challenges facing Brighton & Hove in meeting national targets and local priorities	4
General	15/11/07	Oratory Workshop	Public speaking techniques - how to sight read and maintain eye contact, make adrenalin work positively, perform using the full vocal range and stress words effectively	7 (max capacity 7)
General	30/11/07	2020 Drop-in clinic	The 2020 City Partnership's role in overseeing work towards objectives identified in the sustainable community strategy - open session for members' Q&A	3
General	07/12/07	Email Exemplar	How to save time spent on email, to improve the content and style of email correspondence and to "grow" more effective, specific messages	3 (joined staff workshop)
General	22/01/08	Media Skills	Skills workshop that examines and practises how to handle unsolicited calls from journalists, understand the conventions of media interviews, articulate well-structured messages and deal with difficult questions with confidence and control.	7 (max capacity 7)
General	25/01/08	Equalities	De-mystifying terminology surrounding gender, gender identity and sexual orientation, developing a social model to these issues and focusing on case studies which look at the legal, leadership, practical and moral repercussions of situations that can arise for members	6
General	30/01/08	New Constitution	Speaker from Institute of Local Government Studies on BHCC moving towards a new constitution	27
Targeted	04/02/08	Self Directed Support Workshop	Raising awareness of how BHCC is developing the concept of self-directed support - redesigning the social care system so that people who get services take much greater control over them.	5 (9 targeted)
General	29/02/08	Engaging with Climate Change	Energy Trust-facilitated workshop re implications of climate change for constituents, national and international policy response, benefits of sustainable energy investment and what's happening to tackle climate change locally, regionally and nationally	10
General	29/02/08	Tourism Strategy	Discussion workshop focusing on the emerging Tourism Strategy - interactive session to enable members to contribute to shaping the emerging document	7
General	3 March dates	Scrutiny Workshop	Three skills workshops facilitated by INLOGV to look at planning and scoping, questioning and weighing up evidence	20

Subject: Web Casting
Date of Meeting: 1 July 2008
Report of: Director of Strategy & Governance
Contact Officer: Name: Mark Wall Tel: 29-1006
E-mail: mark.wall@brighton-hove.gov.uk
Wards Affected: All

FOR GENERAL RELEASE

1. SUMMARY AND POLICY CONTEXT:

- 1.1 The question of web casting of meetings has been raised by Members and is a facility that has been encouraged by the government as part of the e-government campaign. The intention is that the council will undertake a trial with a local provider and web cast a number of meetings over a 12-month period from September 2008 and determine whether it is a medium that should be invested in.

2. RECOMMENDATIONS:

- 2.1 That the report be noted and that the web casting of meetings including the Cabinet, Planning Committee, 2 x Scrutiny Committees and Full Council be undertaken as part of the trial period, (with other meetings being web cast following consultations with the Leader and Chairmen).

3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS:

- 3.1 Currently about 50 local authorities in England and Wales regularly web casts meetings, events and projects. About 40 more web cast other events like promotional films on an ad hoc basis. By way of example, East Sussex County Council:

- Web casts meetings of the Cabinet, Full Council and Planning Committees from the Council Chamber.
- In addition, meetings of the Sussex Police Authority, youth events and briefings are web cast.
- Committee administrators operate the web casting equipment.
- The web casting facilities and product support are provided by Public-i, which are based in Brighton.

- Web casting is managed from within democratic services.

3.2 Public-i currently provides East Sussex, as well as a number of other authorities such as Bristol with a web casting facility and is based locally. Following discussions with Public-i, there is an opportunity to trial their system for a year with a view to then seeking a formal contract via a tender process. The system provides for a number of fixed cameras to be sited in the council chamber which would then link to a portable base unit which feeds the information direct to Public-i's own server and then onto the web. The portable system also enables smaller meetings to be web cast as there is a remote camera provided e.g. Cabinet Member meetings.

3.3 The web casting of meetings does provide an additional means of communicating the decision-making process and informing the electorate of the actions of the council. It also enables other councillors to gain access to meetings and decisions when they wish and so ensure they are kept informed of matters.

3.4 There is a potential to expand the use of the facility to enable two-way communication of issues and views, making the use of petitions, debating forums, giving information on projects and seeking views on developments. A good example is Bristol.

4. CONSULTATION

4.1 The Leaders Group have previously considered the proposal and supported the trial period to determine whether web casting would be a useful addition to the council's communication mechanisms with the residents of the city.

4.2 Details of the proposal to web cast meetings were included in the report on the constitution which was considered by Full Council on the 24 April 2008.

5. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

5.1 The agreed trial period together with the provision of cameras and associated equipment has cost £32k and was met from resources within the Legal & Democratic Services budget for 2007/08.

5.2 Following the assessment of the trial period, a decision will need to be made on whether to put a contract out to tender for the provision of a web casting facility and the necessary resources identified to provide such a facility.

Finance officer consulted: Patrick Rice

5 June 2008

Legal Implications:

- 5.2 There are no legal implications associated with the report and appropriate guidance to Members and officers in respect of those meetings being web cast will be issued.

Lawyer consulted: Abraham Ghebre-Ghiorghis 5 June 2008

Equalities Implications:

- 5.3 There are no equalities implications arising from the report, however the provision of web casting will enable greater access to meetings and the decision-making process for those people who have internet facilities and are unable to attend the meetings.

Sustainability Implications:

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

Crime & Disorder Implications:

- 5.5 There are no crime & disorder implications arising from this report.

Risk and Opportunity Management Implications:

- 5.6 The provision of web casting does enable an additional means of informing the electorate of the decisions being taken by the council; however the investment in necessary technology to maintain the service will need to be evaluated against the actual use of the facility by the public.

Corporate / Citywide Implications:

- 5.7 There are no corporate or citywide implications arising from this report.

SUPPORTING DOCUMENTATION

Appendices:

None

Background Documents

None

