





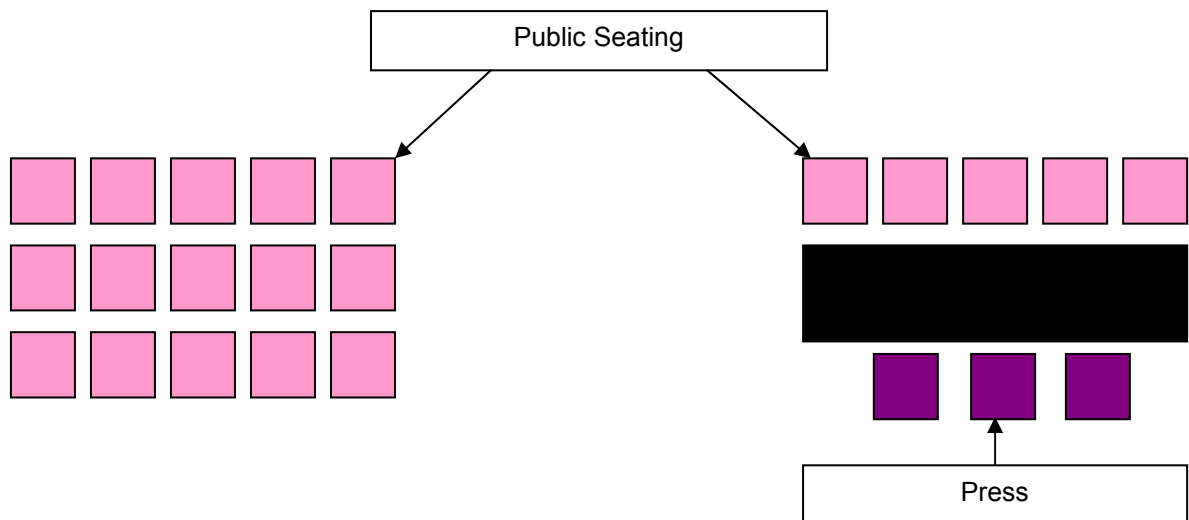
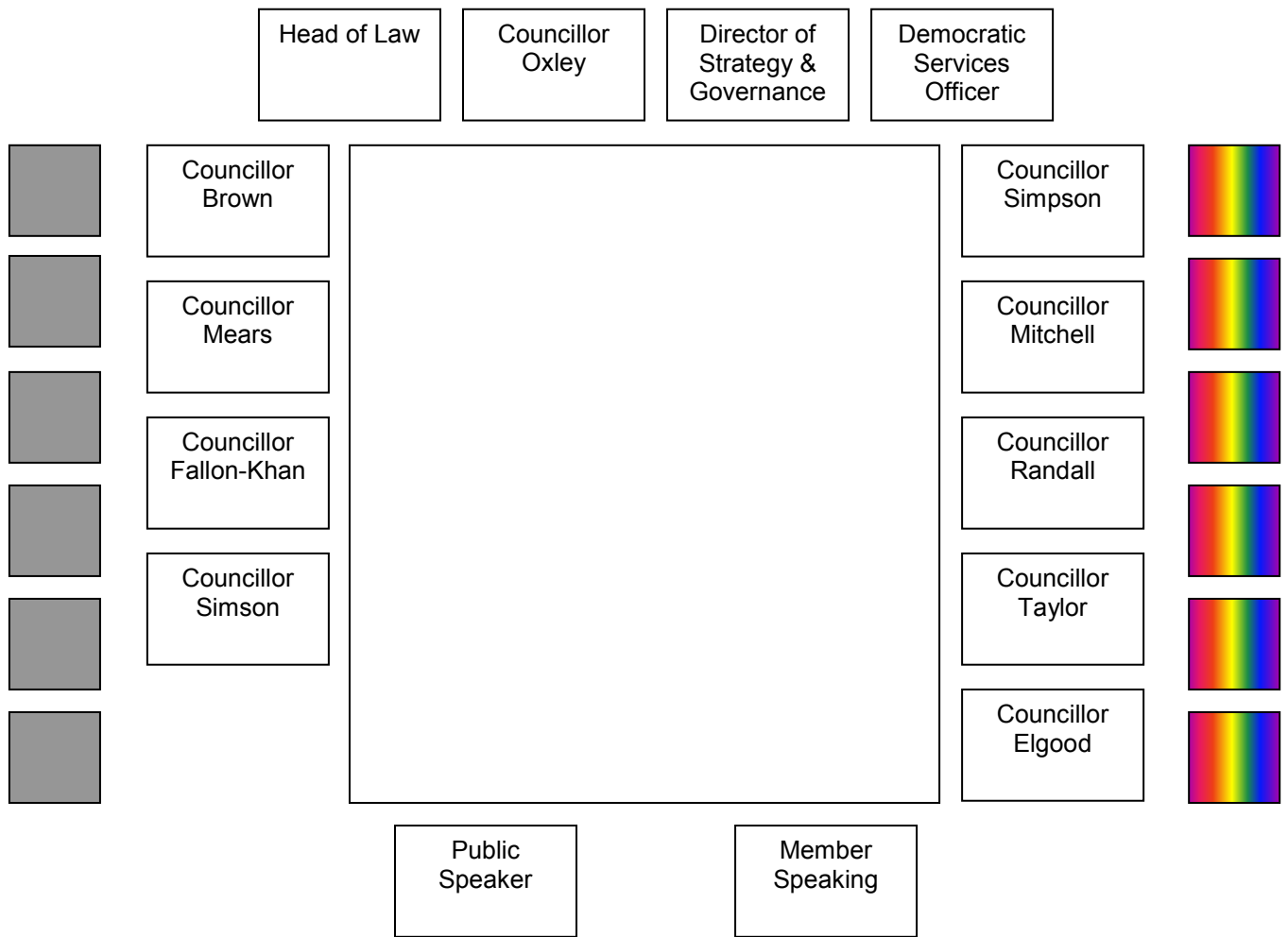
Brighton & Hove
City Council

Governance Committee

Title:	Governance Committee
Date:	12 January 2010
Time:	4.00pm
Venue	Council Chamber, Hove Town Hall
Members:	Councillors: Oxley (Chairman), Simpson, Brown, Elgood, Fallon-Khan, Mears, Mitchell, Randall, Simson and Taylor
Contact:	Tanya Massey Senior Democratic Services Officer 29-1227 tanya.massey@brighton-hove.gov.uk

	The Town Hall has facilities for wheelchair users, including lifts and toilets
	An Induction loop operates to enhance sound for anyone wearing a hearing aid or using a transmitter and infra red hearing aids are available for use during the meeting. If you require any further information or assistance, please contact the receptionist on arrival.
	FIRE / EMERGENCY EVACUATION PROCEDURE If the fire alarm sounds continuously, or if you are instructed to do so, you must leave the building by the nearest available exit. You will be directed to the nearest exit by council staff. It is vital that you follow their instructions: <ul style="list-style-type: none">• You should proceed calmly; do not run and do not use the lifts;• Do not stop to collect personal belongings;• Once you are outside, please do not wait immediately next to the building, but move some distance away and await further instructions; and• Do not re-enter the building until told that it is safe to do so.

Democratic Services: Meeting Layout



AGENDA

55. 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.
- (b) 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 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.

56. MINUTES OF THE PREVIOUS MEETING

1 - 10

Minutes of the meeting held on 17 November 2009 (copy attached).

57. CHAIRMAN'S COMMUNICATIONS

58. CALLOVER

NOTE: Public Questions, Written Questions from Councillors, Petitions, Deputations, Letters from Councillors and Notices of Motion will be reserved automatically.

59. PETITIONS

No petitions received by date of publication.

60. PUBLIC QUESTIONS

(The closing date for receipt of public questions is 12 noon on 5 January 2010)

No public questions received by date of publication.

GOVERNANCE COMMITTEE

61. DEPUTATIONS

(The closing date for receipt of deputations is 12 noon on 5 January 2010)

No deputations received by date of publication.

62. WRITTEN QUESTIONS, LETTERS AND NOTICES OF MOTION FROM COUNCILLORS

No written questions, letters or Notices of Motion were submitted by Councillors for the meeting.

63. COUNCIL BYELAWS

11 - 28

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

Contact Officer: Oliver Dixon Tel: 29-1512

Ward Affected: All Wards

64. GOOD GOVERNANCE REVIEW - REPORT OF THE AUDIT COMMISSION

29 - 68

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

(b) Draft extract from the proceedings of the Audit Committee held on 15 December 2009 (copy attached).

Contact Officer: Abraham Ghebre-Ghiorghis Tel: 291500

Ward Affected: All Wards

65. TWELVE MONTH REVIEW OF THE CONSTITUTION

69 - 154

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

Contact Officer: Elizabeth Culbert Tel: 29-1515

Ward Affected: All Wards

Part Two

Page

66. PART TWO MINUTES OF THE PREVIOUS MEETING

155 - 156

Part Two minutes of the meeting of 17 November 2009 (copy circulated to Members only).

67. EQUAL PAY

[Exempt Category 3]

Verbal update from the Head of Policy.

68. PART TWO ITEMS

To consider whether or not any of the above items and the decisions thereon should remain exempt from disclosure to the press and public.

GOVERNANCE COMMITTEE

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 Tanya Massey, (29-1227, email tanya.massey@brighton-hove.gov.uk) or email democratic.services@brighton-hove.gov.uk

Date of Publication - Monday, 4 January 2010

GOVERNANCE COMMITTEE

Draft Work Plan for the Governance Committee

	Agenda Item	Lead Officer
	Meeting Tuesday 12 January 2010	
	Chairman's communications	
1	Council Byelaws	Oliver Dixon
2	Good Governance Review – Report of the Audit Commission	Abraham Ghebre-Ghiorghis
3	Twelve Month Review of Council's Constitution	Elizabeth Culbert
4	Equal Pay update (Part Two – verbal)	Anthony Zacharzewski
	Meeting Tuesday 9 March 2010	
	Chairman's communications	
1	Independent Remuneration Panel Report on Members' Allowances	Mark Wall
2	E-Petitions – review of working and update on legislation	Elizabeth Culbert
3	Update on Local Democracy, Economic Development and Construction Act	Oliver Dixon
4	Driving at work	John Custance
5	Dignity and Respect at Work Policy- Progress Update	Charlotte Thomas
6	Whistleblowing (a) Further update and presentation from Public Concern at Work (b) Internal Audit report	Charlotte Thomas
7	Democracy in Action – proposals for changing Full Council procedures	Abraham Ghebre-Ghiorghis
	Meeting Tuesday 27 April 2010	
	Chairman's communications	
1	Counter Fraud Strategy - Update	Ian Withers
2	Code of Corporate Governance - Update	Ian Withers
3	Annual report on urgent decisions exempt from scrutiny	Mark Wall
4	New HR payroll system - update	Mark Green
	Meeting Tuesday 6 July 2010	
	Chairman's communications	
1		
	Meeting Tuesday 21 September 2010	
	Chairman's communications	
1	Administrative Boundary Review – Saltdean	Oliver Dixon