





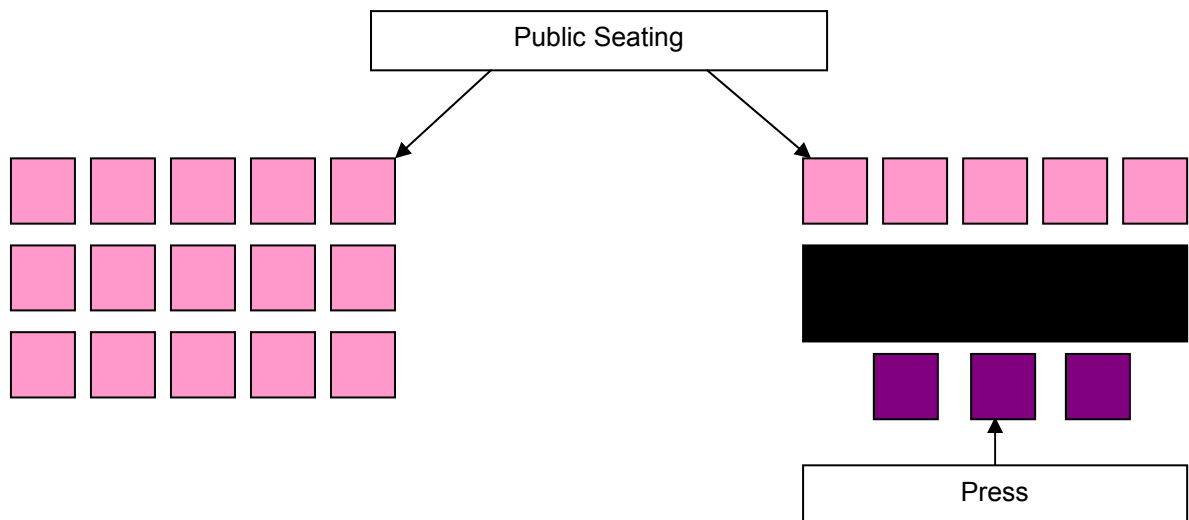
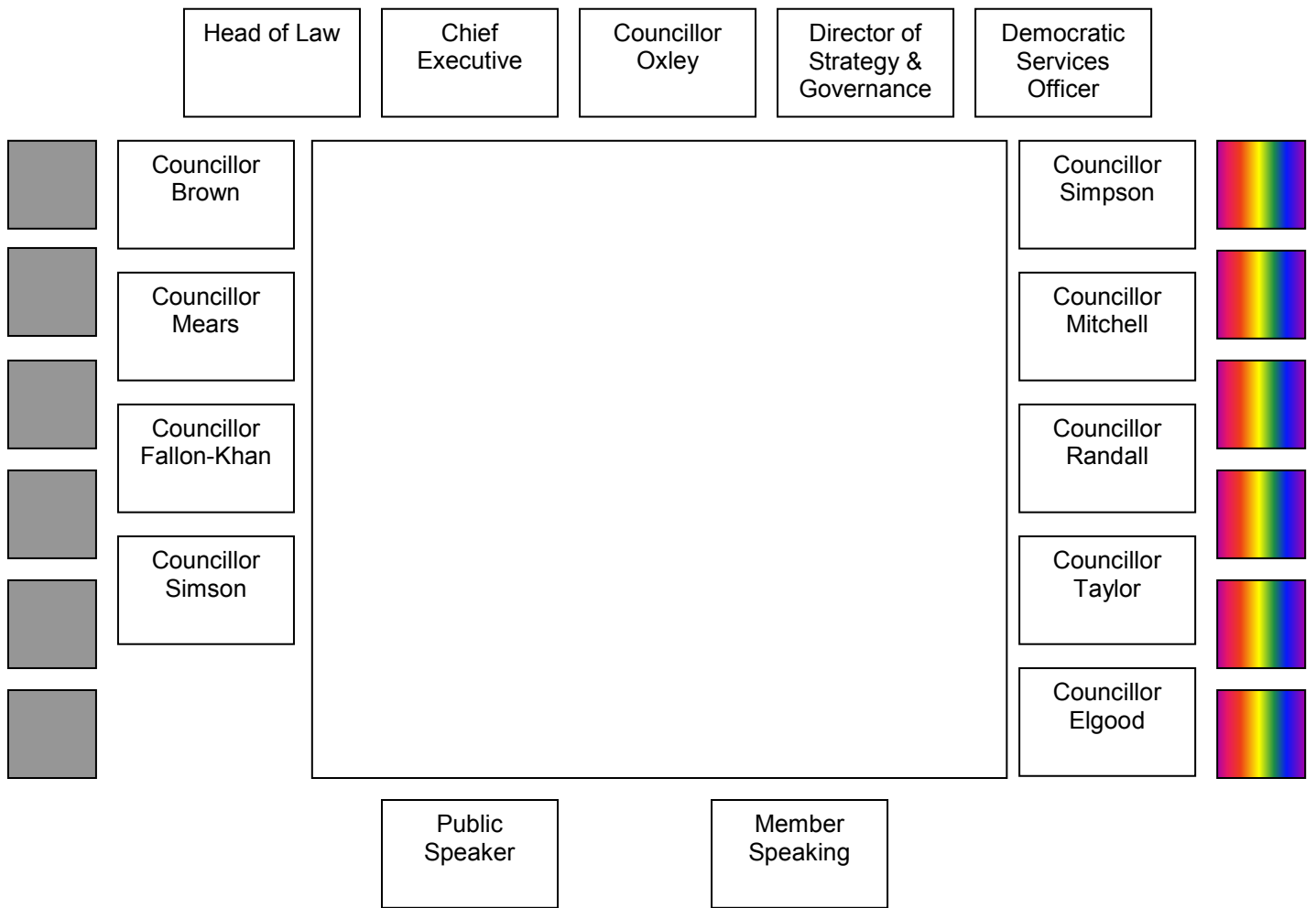
Brighton & Hove
City Council

Governance Committee

Title:	Governance Committee
Date:	17 November 2009
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.
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Democratic Services: Meeting Layout



AGENDA

36. 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.

37. MINUTES OF THE PREVIOUS MEETING

1 - 18

Minutes of the meeting held on 22 September 2009 (copy attached).

38. CHAIRMAN'S COMMUNICATIONS

39. CALLOVER

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

40. PETITIONS

No petitions received by date of publication.

41. PUBLIC QUESTIONS

(The closing date for receipt of public questions is 12 noon on 10 November 2009)

No public questions received by date of publication.

GOVERNANCE COMMITTEE

42. DEPUTATIONS

(The closing date for receipt of deputations is 12 noon on 10 November 2009)

No deputations received by date of publication.

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

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

44. ADMINISTRATIVE BOUNDARY REVIEW - SALTDEAN 19 - 34

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

Contact Officer: Oliver Dixon *Tel:* 29-1512

Ward Affected: Rottingdean Coastal

45. PLACE SURVEY 2008: FINDINGS AND COMPARATOR RESULTS 35 - 52

(i) Extract from the proceedings of the Overview & Scrutiny Commission meeting held on the 8 September 2009 (copy attached).

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

Contact Officer: Paula Black *Tel:* 29-1740

Ward Affected: All Wards

46. INFORMATION UPDATE ON IMPLEMENTATION OF NEW HR AND PAYROLL SYSTEM 53 - 58

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

Contact Officer: Mark Green *Tel:* 29-3141

Ward Affected: All Wards

47. WHISTLEBLOWING POLICY AND OPERATION OF THE COUNCIL'S WHISTLEBLOWING FUNCTION 59 - 64

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

Contact Officer: Charlotte Thomas *Tel:* 29-1290

Ward Affected: All Wards

48. PATCHAM WARD AND STANFORD WARD - CHANGE OF NAME CONSULTATION 65 - 68

Report of the Chief Executive (copy attached).

Contact Officer: Paul Holloway *Tel:* 29-2005

Ward Affected: Patcham; Stanford

GOVERNANCE COMMITTEE

- 49. SCRUTINY GOOD PRACTICE** **69 - 82**
- Report of the Director of Strategy & Governance (copy attached).
- Contact Officer: Tom Hook* *Tel: 29-1110*
Ward Affected: All Wards
- 50. GUIDANCE TO MEMBERS ON CONFIDENTIAL INFORMATION** **83 - 96**
- Report of the Director of Strategy & Governance (copy attached).
- Contact Officer: Abraham Ghebre-Ghiorghis* *Tel: 29-1500*
Ward Affected: All Wards
- 51. MEMBERS' WEB PAGES GUIDANCE - REVIEW OF GUIDANCE** **97 - 116**
- Report of the Director of Strategy & Governance (copy attached).
- (i) Draft extract from the proceedings of the Governance Committee meeting held on 22 September 2009 (copy attached).
- (ii) Report of the Director of Strategy & Governance of 22 September 2009 (copy attached).
- Contact Officer: Abraham Ghebre-Ghiorghis* *Tel: 29-1500*
Ward Affected: All Wards

Part Two

Page

- 52. PART TWO MINUTES OF THE PREVIOUS MEETING** **117 - 118**
- Part Two minutes of the meeting held on 22 September 2009 (copy circulated to Members only).
- 53. EQUAL PAY**
- [Exempt Categories 4 & 5]
- Verbal update from the Head of Policy.
- 54. 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, 9 November 2009

Draft Work Plan for the Governance Committee – 2009-10

	Agenda Item	Lead Officer
	Meeting Tuesday 12 January 2010	
	Chairman's communications	
1	HR Functions of the Governance Committee	Abraham Ghebre-Ghiorghis
2	Bye laws – update on current position at BHCC and impact of new provisions under Local Government and Public involvement in Health Act 2007	Oliver Dixon
3	Casework software	Mark Wall
4	12 month review of Council's Constitution	Elizabeth Culbert
	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
	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