

Roles and Responsibilities:

Job Description for OPC spokesperson for committee meetings

Council Committees look at review and make decisions across the range of the Council's activities by producing a work programme.

Role

- To use committee meetings to raise the profile of the OPC by highlighting issues that affect older people.
- To be the OPC point of contact for matters on your specific area of responsibility eg. Transport, Health, Planning etc. for Council officers and other organisations. To collate information and assist with consultations for older people on your area of responsibility.
- Press release to engage with older people on their views, by writing to the Argus, or using social media, (liaise with Tom Hook).
- Network with partner and other organisations to find out more information on your area of responsibility eg. Age UK, Pensioner Action, voluntary sector, resident groups etc...
- OPC can use the council's Forward Plan of major decisions to help influence decisions and feed into the pre-decision policy making process.
- Feedback to OPC members at their next meeting. Discuss whether to review this item and if so to decide when to review it and write a letter to the committee Chair requesting the item to be put onto agenda.

Main responsibilities

- Contact the committee administrator from Democratic Services to see whether you are able to be placed on the distribution list for agenda papers. (This may not always be possible).
- Agenda papers for the committee meeting will be published online on the council website (see link below):
[Brighton & Hove City Council - Committee structure](#)

Paper copies are available at Hove Town Hall and Brighton Town Hall reception desks; 5 working days before the meeting date. Spare agenda are available at the beginning of each meeting.

- If appropriate ask the administrator whether to let the Chair know that you are attending the meeting.

Writing a letter to the Committee

1. Any person can ask to have an item on the committee agenda, by writing to the committee Chair detailing the issue. Or writing about an item on the Forward Plan. (This must be done at least five working days before a committee meeting, check with the committee administrator for the deadline).
2. If the letter is accepted by the Chair, attend the meeting and read out the letter when requested by the Chair. The Officer/Chair will respond to issues raised on the day. Or the Chair will ask for a report to address the issues to be timetabled for the next meeting.
3. If the report is heard and you have one more question, ask the Chair whether you are permitted to ask this. If you are then ask the remaining the question.
4. Thank the Chair for allowing you to bring this issue to the committee.

Committee Administrator's contact details

Caroline De Marco - Adult & Care Health Committee
Tel. 291063
Email: caroline.demarco@brighton-hove.gov.uk

Ross Keatley – Planning & Licensing Committees, Community Safety Forum,
Audit & Standards
Tel. 291064
Email: ross.keatley@brighton-hove.gov.uk

John Peel- Transport & Environment & Sustainability Committees
Tel. 291058
Email: john.peel@brighton-hove.gov.uk

Penny Jennings – Economic Development & Culture Committee
Tel. 291065
Email: penny.jennings@brighton-hove.gov.uk

Lisa Johnson – Housing Committee
Tel. 291228
Email: lisa.johnson@brighton-hove.gov.uk

Mark Wall - Policy & Resources Committee
Tel. 291006
Email: mark.wall@brighton-hove.gov.uk

Giles Rossington – Health & Wellbeing Overview & Scrutiny Committee
(HWOSC)
Tel. 291038
Email: giles.rossington@brighton-hove.gov.uk

OPC member responsibilities

OPC member	Council Committee's and other memberships
Jack Hazelgrove (Chair)	Policy & Resources Committee (P&R) - including neighbourhood Council's Pilot Health & Wellbeing Overview & Scrutiny (HWOSC) LINK- Mental Health Action Group, Age UK, Brighton University
Francis Tonks (Vice Chair)	Environment & Sustainability Committee Community Safety Forum Trustee for Age UK, LINK- Mental Health Action Group,
Mike Bojczuk (Secretary)	Adult Care & Health Committee Housing Committee Website, facebook, lead person for AFC and with King's College Hospital on Palliative Care, European Year for Active Ageing,
Peter Terry (Acting Treasurer)	Transport Committee
Val Brown	Audit and Standards Committee
Marion Couldery	<i>Not allocated a committee yet</i>
John Eyles	Housing Committee Transport Committee Groups: Waste Advisory, Elderly People Dignity, Road Safety, Elderly & Alcohol, Pavement Obstruction, Community Safety,
Penny Morley	Economic Development & Culture Committee
Harry Steer	Adult Care & Health Committee Practitioners Allowance for Safeguarding Adults (PASA), Age UK, B&H Police Independent Advisory Group, Secretary of Grey matter Production CIC, Chair of the Bluebird Society for the Disabled
Colin Vincent	Adult Care & Health Committee Licensing Committee Overview & Scrutiny (OSC) On the task group for the new Care Homes contract, consultation process for - Local Account, European Year for Active Ageing
Janet Wakeling	Planning Committee