



**Brighton & Hove  
City Council**

**POLICY & RESOURCES COMMITTEE  
SUPPORTING PAPERS**

**4.00PM, THURSDAY, 29 NOVEMBER 2012**

**COUNCIL CHAMBER, HOVE TOWN HALL**



## **SUPPORTING PAPERS**

The following papers have been published for information and in support of the corresponding reports listed in the Policy & Resources Committee Agenda for the meeting on the 29<sup>th</sup> November 2012:

<b>ITEM</b>	<b>Page</b>
<b>79. BUDGET UPDATE AND SAVINGS 2013/14</b>	
Equalities Impact Assessment (copy attached).	<b>1 – 148</b>
<b>84. CITY PERFORMANCE PLAN AND ORGANISATIONAL HEALTH REPORT 2012/13 6 MONTH UPDATE</b>	
City Performance Plan Action Progress Report (copy attached).	<b>149 – 220</b>



Budget Screening Equality Impact Assessment Template 2013/14

Service Area	Children’s services/Commissioning Team	Budget Ref. EIA 1
Head of Service	Steve Barton	
Budget Proposal	<p><b>Briefly and simply explain what budget changes are proposed.</b> (<a href="#">Link to Guidance</a>)</p> <hr/> <p>VfM saving programme to move 26.0 FTE placements to lower tariffs and deliver an overall reduction of 33.56 FTE placements.</p>	
Summary of impacts	<p><b>Highlight the main / most significant potential impacts which will need to be removed, mitigated or avoided</b> (<a href="#">Link to Guidance</a>)</p> <p>The VfM programme ensures cost-efficient use of resources so that the needs of children and young people within the social work pathway are individually assessed and met in a timely and effective way using evidence based/promising interventions.</p> <p>The actual decision making and subsequent placement commissioning/procurement activity is on a case by case basis and uses established/statutory assessment frameworks and our own provider framework. So, for example, disabled children will each have a comprehensive assessment that takes full account of all their needs.</p> <p><b>Impacts identified on the following ‘protected characteristics’:</b> All</p>	
Key actions to reduce negative impacts	<p><b>What actions are proposed to remove/reduce/avoid potential negative impacts and increase positive impacts?</b> (<a href="#">Link to Guidance</a>)</p> <p>Not applicable. The Local Authority has a duty to ensure assessment and response to the needs of children and young people within the social work pathway is compliant with national safeguarding, quality and procurement standards.</p>	
<p><i>To use Hyperlinks press the ‘Ctrl’ key and right-click on the underlined link – each guidance section has a link back to the question.</i></p>		
<p><b>Complete all three columns for each group</b> (<a href="#">Link to Guidance</a>)</p>		

<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact (positive effects and negative impacts or potential barriers)</b>	<b>Action/s (including details of a full EIA to be completed if required/relevant) Note: Actions should be directly related to the potential impacts identified.</b>
<b>Age</b> (people of all ages)	Yes	The VfM programme is concerned with ensuring best value for money for services provided by the council to meet its statutory responsibilities towards children and young people in need and/or at risk including children in its care.	The VfM programme is concerned with quality and effectiveness, as well as cost and efficiency. The programme is compliant with the national safeguarding, quality and procurement standards that underpin care planning for each child or young person.
<b>Disability</b>	Yes	See above	See above
<b>Ethnicity/Race</b>	Yes	See above	See above
<b>Gender</b>	Yes	See above	See above
<b>Gender reassignment</b>	Yes	See above	See above
<b>Religion or Belief</b>	Yes	See above	See above
<b>Sexual Orientation</b>	Yes	See above	See above
<b>Child Poverty</b>	Yes	See above	See above
<b>Other groups relevant to this proposal</b>	Yes	See above	See above

<p><b>Different Groups to be included in assessment</b></p>	<p><b>Possible positive or negative impact on group/s? YES/NO</b></p>	<p><b>Describe potential impact</b> (positive effects and negative impacts or potential barriers)</p>	<p><b>Action/s</b> (including details of a full EIA to be completed if required/relevant)  <b>Note:</b> Actions should be directly related to the potential impacts identified.</p>
<p><b>Cumulative impacts</b> (proposed changes elsewhere which might worsen impacts identified above)</p>	<p><b>Are any cumulative impacts identified across your service area from proposals in other departments OR from other service areas? Please explain what these might be</b> (<a href="#">Link to Guidance</a>)</p> <p>No</p>		

Budget Screening Equality Impact Assessment Template 2013/14

Service Area	Sure Start	Budget Ref. EIA 2
Head of Service	Caroline Parker	
Budget Proposal	<p><b>Briefly and simply explain what budget changes are proposed. (<a href="#">Link to Guidance</a>)</b></p> <p><b>Childcare sufficiency and quality (£134k)</b> - Move education related costs to the Dedicated Schools Budget (£81k). Reduce running costs by providing on line information. Reduce funding from this General Fund source, given additional DSG funding for two year olds, for voluntary providers and childcare sufficiency.</p> <p><b>Graduate Leader Fund (£50k)</b> - Aim to increase funding from the DSG subject to approval from Schools Forum. If not will reduce funding to early years childcare providers employing graduates.</p> <p><b>Family Information Service (£52k)</b> - Reduction of one FTE post and in running and publicity costs due to more information and queries being answered on the website, no longer compile additional lists of holiday activities, no longer pay for Ofsted registration and insurance renewals for At Home Childcarers.</p> <p><b>School age childcare (extended schools)</b> – (£20k) reduction in funding for affordable childcare places for children on free school meals on out of school clubs and holiday playschemes.</p>	
Summary of impacts	<p><b>Highlight the main / most significant potential impacts which will need to be removed, mitigated or avoided (<a href="#">Link to Guidance</a>)</b></p> <p>The changes include moving some costs (£131k) to the Dedicated Schools Grant to take account of additional funding in the DSG to pay for childcare for disadvantaged two year olds so services will not change. Other budget changes reflect efficiencies from channel shifting to providing information on line for parents and childcare providers. Home Childcarers will be asked to pay for Ofsted and insurance renewals which could lead to small increases in costs for parents. There will be a reduction in subsidised childcare places for school age children which will have a disproportionate impact on families living in poverty. Overall the greatest disproportionate impact is likely to be on women and young children as they are the main users of the service. However the changes have been designed to have a minimal impact on services so the actual impact will be small.</p>	
Key actions to reduce negative impacts	<p><b>What actions are proposed to remove/reduce/avoid potential negative impacts and increase positive impacts? (<a href="#">Link to Guidance</a>)</b></p>	



<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact (positive effects and negative impacts or potential barriers)</b>	<b>Action/s</b> (including details of a full EIA to be completed if required/relevant) <u>Note:</u> Actions should be directly related to the potential impacts identified.
<p>This has been considered in proposing the revised budget savings above. The savings in these areas have been increased to protect services for vulnerable children, for example, those currently provided through Children’s Centres. They also include using other sources of funds so that services can be maintained for 2013/14. Increased funding for free childcare for two year olds will support the most disadvantaged children and improve the sustainability of early years childcare providers in disadvantaged areas.</p>			
<p>To use Hyperlinks press the ‘Ctrl’ key and right-click on the underlined link – each guidance section has a link back to the question.</p>			
<p><b>Complete all three columns for each group</b> (<a href="#">Link to Guidance</a>)</p>			
<b>Age</b> (people of all ages)	<b>Yes</b>	<p>Services are primarily aimed at children under 5 and their families so any changes to services could disproportionately impact on young children. However the changes are minimal so the actual impact will be small. The Extended Schools change will impact on primary school age children</p>	<p>Support for childcare providers will be focussed on those with the lowest quality judgements. FIS will provide targeted support to parents who need this.</p>
<b>Disability</b>	<b>No</b>	<p>No disproportionate impact. Targeted services for disabled children are not being changed.</p>	<p>A full EIA for City Early Years and Childcare is due in December.</p>
<b>Ethnicity/Race</b>	<b>No</b>	<p>Data collected as part of the Childcare Sufficiency Assessment. A slightly higher proportion of black and Asian children use Children’s Centre nurseries compared to private and voluntary sector childcare. Changes are small so any impact will be minimal.</p>	<p>A full EIA for City Early Years and Childcare is due in December.</p>

<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact (positive effects and negative impacts or potential barriers)</b>	<b>Action/s (including details of a full EIA to be completed if required/relevant) Note: Actions should be directly related to the potential impacts identified.</b>
<b>Gender</b>	<b>Yes</b>	Data from the Childcare Sufficiency Assessment shows that women tend to arrange childcare for their children and are the main users of the Family Information Service. Changes are small so any impact will be minimal.	Increasing amounts of free childcare for disadvantaged two year olds will support the most disadvantaged mothers and the sustainability of childcare settings. FIS can provide additional support to parents unable to self serve. A full EIA for City Early Years and Childcare is due in December.
<b>Gender reassignment</b>	<b>No</b>	Information is not available on the number of this group with young children or their use of childcare. Changes are small so any impact is likely to be minimal	Include questions on the use of childcare in budget consultations with this group. A full EIA for City Early Years and Childcare is due in December.
<b>Religion or Belief</b>	<b>No</b>	Changes are small so any impact is likely to be minimal	Include questions on the use of childcare in budget consultations with this group. A full EIA for City Early Years and Childcare is due in December.
<b>Sexual Orientation</b>	<b>No</b>	Changes are small so any impact is likely to be minimal	Include questions on the use of childcare in budget consultations with this group. A full EIA for City Early Years and Childcare is due in December.
<b>Child Poverty</b>	<b>No</b>	The reduction in affordable childcare places for school age children will impact on families claiming free schools meals	Providers will be encouraged to seek other sources of funding, for example from schools who have the Pupil Premium to support disadvantaged children.

<p><b>Different Groups to be included in assessment</b></p>	<p><b>Possible positive or negative impact on group/s? YES/NO</b></p>	<p><b>Describe potential impact (positive effects and negative impacts or potential barriers)</b></p>	<p><b>Action/s (including details of a full EIA to be completed if required/relevant)</b>  <b>Note:</b> Actions should be directly related to the potential impacts identified.</p>
			<p>Increasing amounts of free childcare for disadvantaged two year olds will support disadvantaged families on benefits.  A full EIA for City Early Years and Childcare is due in December.</p>
<p><b>Other groups relevant to this proposal</b></p>	<p><b>No</b></p>	<p>No disproportionate impact as these families are targeted for additional services.</p>	<p>Increasing amounts of free childcare for disadvantaged two year olds will support disadvantaged families on benefits.  The Family Information Service will target support on these families.  A full EIA for City Early Years and Childcare is due in December.</p>
<p><b>Cumulative impacts (proposed changes elsewhere which might worsen impacts identified above)</b></p>	<p><b>Are any cumulative impacts identified across your service area from proposals in other departments OR from other service areas? Please explain what these might be (<a href="#">Link to Guidance</a>)</b></p> <p>The most important cumulative impact will be the national changes to the benefit system which will disproportionately affect children and families living in poverty.</p>		

Budget Screening Equality Impact Assessment Template 2013/14

Service Area	Sure Start	Budget Ref. EIA 3
Head of Service	Caroline Parker	
Budget Proposal	<p><b>Briefly and simply explain what budget changes are proposed.</b> (<a href="#">Link to Guidance</a>)</p> <p><b>Children’s Centre Nurseries (75k)</b> - Increase occupancy as a result of the increased funding for two year olds, review staffing structures, review fees to include higher charges for children under 3 to reflect higher staff ratios</p> <p><b>Citywide Children’s Centre Costs (£22k)</b> – Reduce contribution to management overheads.</p> <p><b>Children’s Centres (239k – net reduction after additional income)</b> - Efficiency savings in running costs based on under-spends in previous years (£160k), funding for childcare places for disadvantaged two year olds now funded from the two year old budget, no longer funding receptionists in linked site (non-designated Children’s Centres), small reduction in overall CC staffing through not filling vacancies, changing the designation status of Westdene and Preston Park Children’s Centres to linked sites.</p>	
Summary of impacts	<p><b>Highlight the main / most significant potential impacts which will need to be removed, mitigated or avoided</b> (<a href="#">Link to Guidance</a>)</p> <p>The initial budget changes agreed in the 2012/13 budget paper have been amended to reduce the impact on Children’s Centres and therefore reduce the negative impact on protected groups ahead of future commissioning changes.</p> <p>The greatest disproportionate impact is likely to be on women and young children as they are the main users of the service. However the changes have been designed to have a minimal impact on services so the overall impact will be small.</p>	
Key actions to reduce negative impacts	<p><b>Impacts identified on the following ‘protected characteristics’:</b> Age and Gender</p> <p><b>What actions are proposed to remove/reduce/avoid potential negative impacts and increase positive impacts?</b> (<a href="#">Link to Guidance</a>)</p>	

Different Groups to be included in assessment	Possible positive or negative impact on group/s? YES/NO	Describe potential impact (positive effects and negative impacts or potential barriers)	Action/s (including details of a full EIA to be completed if required/relevant) <u>Note:</u> Actions should be directly related to the potential impacts identified.
<p>This has been considered in proposing the revised budget savings above. Health visitors in Children's Centres assess all children and families and target support for those with the greatest needs. Increased funding for free childcare for two year olds will support the most disadvantaged children and improve the sustainability of early years childcare in disadvantaged areas. Children's Centres identify families with children in target groups in their area and encourage them to engage with services and activities, especially those most in need of intervention and support.</p>			
<p>To use Hyperlinks press the 'Ctrl' key and right-click on the underlined link – each guidance section has a link back to the question.</p>			
<p><b>Complete all three columns for each group (<a href="#">Link to Guidance</a>)</b></p>			
<b>Age</b>	Yes	Sure Start services are primarily aimed at children under 5 and their families so any changes to services will impact on young children. However the changes to services will be small so the impact will be very limited	Children's Centre services will continue to be targeted on children and families who need the most support in 2013/14. Increasing amounts of free childcare for disadvantaged two year olds will support the most disadvantaged two year olds. A full EIA for Children's Centres is planned for February 2013.
<b>Disability</b>	No	Children with disabilities are a priority group for children's centres and will continue to be supported Changes to nursery fees will not have a disproportionate impact	A full EIA for Children's Centres is planned for February 2013
<b>Ethnicity/Race</b>	No	No impact. Children from black and minority groups are a target group for children's centres and will continue to be supported Changes to nursery fees will not have a disproportionate impact	A full EIA for Children's Centres is planned for February 2013



<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact (positive effects and negative impacts or potential barriers)</b>	<b>Action/s (including details of a full EIA to be completed if required/relevant) Note: Actions should be directly related to the potential impacts identified.</b>
<b>Gender</b>	<b>Yes</b>	<p>The majority of users of Children's Centres and childcare are women so any change to services will impact on women. Children's Centres also do targeted work to support fathers and this will continue.</p> <p>Women often take responsibility for arranging childcare. Higher fees may deter women from using childcare and therefore prevent them from training or working.</p>	<p>Children's Centre services will continue to be targeted on children and families who need the most support</p> <p>Increasing amounts of free childcare for disadvantaged two year olds will support families on benefits</p> <p>A full EIA for Children's Centres is planned for February 2013</p>
<b>Gender reassignment</b>	<b>No</b>	<p>The changes to services are small so any impact is likely to be minimal.</p>	<p>More information is needed on the use of Children's Centres by this group. Arrange a focus group with this group as part of the full EIA for Children's Centres</p> <p>Increasing amounts of free childcare for disadvantaged two year olds will support families on benefits</p> <p>A full EIA for Children's Centres is planned for February 2013</p>
<b>Religion or Belief</b>	<b>No</b>	<p>The changes to services are small so any impact is not likely to be minimal.</p>	<p>Increasing amounts of free childcare for disadvantaged two year olds will support families on benefits</p> <p>A full EIA for Children's Centres is planned for February 2013</p>

<p><b>Different Groups to be included in assessment</b></p>	<p><b>Possible positive or negative impact on group/s? YES/NO</b></p>	<p><b>Describe potential impact (positive effects and negative impacts or potential barriers)</b></p>	<p><b>Action/s (including details of a full EIA to be completed if required/relevant)</b>  <u>Note:</u> Actions should be directly related to the potential impacts identified.</p>
<p><b>Sexual Orientation</b></p>	<p><b>No</b></p>	<p>The changes to services are small so any impact is not likely to be minimal.</p>	<p>Increasing amounts of free childcare for disadvantaged two year olds will support families on benefits  A full EIA for Children's Centres is planned for February 2013</p>
<p><b>Child Poverty</b></p>	<p><b>No</b></p>	<p>No impact. Children from poorer families are a target group for Children's Centres and will continue to be supported  Changes to nursery fees will not have a disproportionate impact as the poorest working families can access the childcare element of the Working Tax Credit</p>	<p>Increasing amounts of free childcare for disadvantaged two year olds will support families on benefits  A full EIA for Children's Centres is planned for February 2013</p>
<p><b>Other groups relevant to this proposal</b></p>		<p>These groups are targeted groups for Children's Centres and will continue to be supported</p>	<p>Increasing amounts of free childcare for disadvantaged two year olds will support families on benefits  A full EIA for Children's Centres is planned for February 2013</p>
<p><b>Cumulative impacts (proposed changes elsewhere which might worsen impacts identified above)</b></p>	<p><b>Are any cumulative impacts identified across your service area from proposals in other departments OR from other service areas? Please explain what these might be (<a href="#">Link to Guidance</a>)</b></p>	<p>The most important cumulative impact will be the national changes to the benefit system which will disproportionately affect children and families living in poverty.</p>	

Budget Screening Equality Impact Assessment Template 2013/14

Service Area	Youth Service	Budget Ref. EIA 4
Head of Service	Chris Parfitt	
Budget Proposal	<p><b>Briefly and simply explain what budget changes are proposed. (<a href="#">Link to Guidance</a>)</b></p> <hr/> <p>The reduction in funding of £41K for 13/14. This will be achieved through back office and efficiency savings.</p>	
Summary of impacts	<p><b>Highlight the main / most significant potential impacts which will need to be removed, mitigated or avoided (<a href="#">Link to Guidance</a>)</b></p> <hr/> <p>No over all impact on services.</p> <p><b>Impacts identified on the following ‘protected characteristics’: none</b></p>	
Key actions to reduce negative impacts	<p><b>What actions are proposed to remove/reduce/avoid potential negative impacts and increase positive impacts? (<a href="#">Link to Guidance</a>)</b></p> <hr/> <p>Revise / adjust back office arrangements.</p>	
<p><i>To use Hyperlinks press the ‘Ctrl’ key and right-click on the underlined link – each guidance section has a link back to the question.</i></p>		
<p><b>Complete all three columns for each group (<a href="#">Link to Guidance</a>)</b></p>		



<p><b>Different Groups to be included in assessment</b></p>	<p><b>Possible positive or negative impact on group/s? YES/NO</b></p>	<p><b>Describe potential impact (positive effects and negative impacts or potential barriers)</b></p>	<p><b>Action/s</b> (including details of a full EIA to be completed if required/relevant)  <u>Note:</u> Actions should be directly related to the potential impacts identified.</p>
<p><b>Different Groups to be included in assessment</b></p>	<p><b>Possible positive or negative impact on group/s? YES/NO</b></p>	<p><b>Describe potential impact (positive effects and negative impacts or potential barriers)</b></p>	<p><b>Action/s</b> (including details of a full EIA to be completed if required/relevant)  <u>Note:</u> Actions should be directly related to the potential impacts identified.</p>
<p><b>Age</b> (people of all ages)</p>	<p><b>Neutral</b></p>	<p><b>No overall impact on services</b></p>	<p>Once the decision is made on budget allocation, streamlining of support functions will take place and as part of this process a full EIA will be completed</p>
<p><b>Disability</b></p>	<p><b>Neutral</b></p>	<p><b>No overall impact on services</b></p>	
<p><b>Ethnicity/Race</b></p>	<p><b>Neutral</b></p>	<p><b>No overall impact on services</b></p>	
<p><b>Gender</b></p>	<p><b>Neutral</b></p>	<p><b>No overall impact on services</b></p>	
<p><b>Gender reassignment</b></p>	<p><b>Neutral</b></p>	<p><b>No overall impact on services</b></p>	
<p><b>Religion or Belief</b></p>	<p><b>Neutral</b></p>	<p><b>No overall impact on services</b></p>	

<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact (positive effects and negative impacts or potential barriers)</b>	<b>Action/s (including details of a full EIA to be completed if required/relevant) Note: Actions should be directly related to the potential impacts identified.</b>
Sexual Orientation	Neutral	No overall impact on services	
Child Poverty	Neutral	No overall impact on services	
Other groups relevant to this proposal	Neutral	No overall impact on services	
<b>Cumulative impacts</b> (proposed changes elsewhere which might worsen impacts identified above)	<p>Are any cumulative impacts identified across your service area from proposals in other departments OR from other service areas? Please explain what these might be (<a href="#">Link to Guidance</a>)</p> <hr/> <p>The majority of budget changes across the council will have an impact on families and directly and indirectly them on young people.</p>		

Budget Screening Equality Impact Assessment Template 2013/14

Service Area	Youth Employability Service YES	Budget Ref. EIA 5
Head of Service	Philip Ward	
Budget Proposal	<p><b>Briefly and simply explain what budget changes are proposed. (<a href="#">Link to Guidance</a>)</b></p> <p>£30k savings proposed. We are confident that these savings can be met without impacting on front-line resources or necessitating redundancies. This will mainly be covered by reduced costs for the Aspire MI system. Previously this was paid entirely from the YES budget. However, the database is now used widely by a range of services other than YES and they have agreed to contribute their share of the cost. Small additional savings will also be made on the publicity and other support budgets as required, and these can be absorbed without any impact on the various groups.</p>	
Summary of impacts	<p><b>Highlight the main / most significant potential impacts which will need to be removed, mitigated or avoided (<a href="#">Link to Guidance</a>)</b></p> <ul style="list-style-type: none"> <li>▪ YES supports 16 – 18 NEET young people (16 – 24 if they have special educational needs)</li> <li>▪ YES also supports young people in education with statements of SEN from year 10 upwards.</li> <li>▪ Brighton &amp; Hove City Council is responsible for transition assessments for young people with learning difficulties/disabilities. YES advisers contribute to this assessment through the drawing up of Moving On plans. This is currently achieved by a team of specialist Personal Advisers (LDD) who work with schools/colleges, SENCOs and the BHCC SEN team plus other support workers. There will be continued support for this cohort from the YES advisers.</li> <li>▪ Young people with LDD/SEN are more than twice as likely to be NEET as mainstream young people.</li> </ul> <p><b>Impacts identified on the following ‘protected characteristics’: Age and Disability</b></p>	
Key actions to reduce negative impacts	<p><b>What actions are proposed to remove/reduce/avoid potential negative impacts and increase positive impacts? (<a href="#">Link to Guidance</a>)</b></p>	

<p><b>Different Groups to be included in assessment</b></p>	<p><b>Possible positive or negative impact on group/s? YES/NO</b></p>	<p><b>Describe potential impact</b> (positive effects and negative impacts or potential barriers)</p>	<p><b>Action/s</b> (including details of a full EIA to be completed if required/relevant) <u>Note:</u> Actions should be directly related to the potential impacts identified.</p>
<p>YES works within a non-discriminatory framework and addresses any specific issues of young people using the service.</p> <p>The proposed savings of £30k in 2013/14 for the Youth Employability Service will be mostly found from sharing the costs for the use and development of the Aspire database equitably among the various services which use it. In addition there may be some minimal impact on support for front-line services in terms of a reduction in training, publicity for engaging young people with the service and some ICT support. However the main front-line delivery of the service will not be greatly affected, with the same number of workers in post and working directly with young people aged 16-18 who are Not in Education Employment or Training (NEET) and young people with Learning Difficulties / Disabilities (LDD).</p> <p>Once the final decision is made on budget allocation, streamlining of support functions will take place.</p>			
<p>To use Hyperlinks press the 'Ctrl' key and right-click on the <u>underlined link</u> – each guidance section has a <i>link back to the question</i>.</p>			
<p><b>Complete all three columns for each group</b> (<a href="#">Link to Guidance</a>)</p>			
<p><b>Age</b> (people of all ages)</p>	<p><b>Yes</b></p>	<ul style="list-style-type: none"> <li>▪ YES supports 16 – 18 NEET young people (16 – 24 if they have special educational needs)</li> <li>▪ YES also supports young people in education with statements of SEN from year 10 upwards.</li> <li>▪ There may be some minimal impact on support for front-line services in terms of a reduction in training, publicity for engaging young people with the service and some ICT support. However the main front-line delivery of the service will not be greatly affected, with the same number of workers in post and working directly with young</li> </ul>	<p>Once the final decision is made on budget allocation, streamlining of support functions will take place.</p>

Different Groups to be included in assessment	Possible positive or negative impact on group/s? YES/NO	Describe potential impact (positive effects and negative impacts or potential barriers)	Action/s (including details of a full EIA to be completed if required/relevant) <u>Note:</u> Actions should be directly related to the potential impacts identified.
		<p>people aged 16-18 who are Not in Education Employment or Training (NEET) and young people with Learning Difficulties / Disabilities (LDD).</p>	
<p><b>Disability</b></p>	<p><b>Yes</b></p>	<ul style="list-style-type: none"> <li>▪ Brighton &amp; Hove City Council is responsible for transition assessments for young people with learning difficulties/disabilities. YES advisers contribute to this assessment through the drawing up of Moving On plans. This is currently achieved by a team of specialist Personal Advisers (LDD) who work with schools/colleges, SENCOs and the BHCC SEN team plus other support workers. There will be continued support for this cohort from the YES advisers.</li> <li>▪ Young people with LDD/SEN are more than twice as likely to be NEET as mainstream young people.</li> <li>▪ There may be some minimal impact on support for front-line services in terms of a reduction in training, publicity for engaging young people with the service and some ICT support. However the main front-line delivery of the service will not be greatly affected, with the same number of workers in post and working directly with young people aged 16-18 who are Not in Education Employment or Training (NEET) and young people with Learning Difficulties / Disabilities (LDD).</li> </ul>	<p>Once the final decision is made on budget allocation, streamlining of support functions will take place.</p>

Different Groups to be included in assessment	Possible positive or negative impact on group/s? YES/NO	Describe potential impact (positive effects and negative impacts or potential barriers)	Action/s (including details of a full EIA to be completed if required/relevant) <u>Note:</u> Actions should be directly related to the potential impacts identified.
Ethnicity/Race	No		
Gender	No		
Gender reassignment	No		
Religion or Belief	No		
Sexual Orientation	No		
Child Poverty	No		
Other groups relevant to this proposal	No		
Cumulative impacts (proposed changes elsewhere which might worsen impacts identified above)			Are any cumulative impacts identified across your service area from proposals in other departments OR from other service areas? Please explain what these might be ( <a href="#">Link to Guidance</a> )

## Budget Screening Equality Impact Assessment Template 2013/14

Service Area	Music & Arts	Budget Ref. EIA 6
Head of Service	Peter Chivers	
Budget Proposal	<p><b>Briefly and simply explain what budget changes are proposed. (<a href="#">Link to Guidance</a>)</b></p> <p>The LA receive a grant from the government for music. This grant is to be reduced by £69k. On top of this grant the service receives additional funding from the council. It is proposed that in 2013/14 this funding is reduced by £53k as per the 2-year savings plan put forward last year. The risks include less capacity within the service to deliver on hub priorities, reduction in access to music services by children and young people and fees possibly unaffordable for some parents. These risks will need to be carefully managed by looking at service redesign and income generation.</p> <p><b>Highlight the main / most significant potential impacts which will need to be removed, mitigated or avoided (<a href="#">Link to Guidance</a>)</b></p> <p>Potential reduction in C&amp;YP accessing music opportunities impacting on the delivery of the hub business plan</p> <p><b>Impacts identified on the following ‘protected characteristics’: Age</b></p> <p><b>What actions are proposed to remove/reduce/avoid potential negative impacts and increase positive impacts? (<a href="#">Link to Guidance</a>)</b></p> <p>Actions would include reviewing fees for tuition and music groups. Exploring new potential income streams including fund raising and new traded models.</p>	
Summary of impacts	<p><b>Key actions to reduce negative impacts</b></p>	
<p><i>To use Hyperlinks press the ‘Ctrl’ key and right-click on the underlined link – each guidance section has a link back to the question.</i></p>		



Different Groups to be included in assessment	Possible positive or negative impact on group/s? YES/NO	Describe potential impact (positive effects and negative impacts or potential barriers)	Action/s (including details of a full EIA to be completed if required/relevant) <u>Note:</u> Actions should be directly related to the potential impacts identified.
<b>Complete all three columns for each group</b> ( <a href="#">Link to Guidance</a> )			
<b>Age</b> (people of all ages)	Yes	Potential impact on access to music education opportunities	Actions would include reviewing fees for tuition and music groups. Exploring new potential income streams including fund raising and new traded models.
<b>Disability</b>	No		
<b>Ethnicity/Race</b>	No		
<b>Gender</b>	No		
<b>Gender reassignment</b>	No		
<b>Religion or Belief</b>	No		
<b>Sexual Orientation</b>	No		
<b>Child Poverty</b>	No		
<b>Other groups relevant</b>			



<p><b>Different Groups to be included in assessment</b></p>	<p><b>Possible positive or negative impact on group/s? YES/NO</b></p>	<p><b>Describe potential impact</b> (positive effects and negative impacts or potential barriers)</p>	<p><b>Action/s</b> (including details of a full EIA to be completed if required/relevant)  <b>Note:</b> Actions should be directly related to the potential impacts identified.</p>
<p><b>to this proposal</b></p> <p><b>Cumulative impacts</b>          (proposed changes elsewhere which might worsen impacts identified above)</p>	<p><b>Are any cumulative impacts identified across your service area from proposals in other departments OR from other service areas? Please explain what these might be (<a href="#">Link to Guidance</a>)</b></p> <p>A reduction of 69K in the music grant from Arts Council England will also need to be managed.</p>		

Budget Screening Equality Impact Assessment Template 2013/14

Service Area	Home to School Transport (£400,000)	Budget Ref. EIA 7
Head of Service	Gil Sweetenham	
Budget Proposal	<p><b>Briefly and simply explain what budget changes are proposed. (<a href="#">Link to Guidance</a>)</b></p> <p>To make a budget saving of £400k by reducing the number of children needing free transport by applying the transport policy more rigidly, enabling a reduction of subsidised bus provision. Also offer parents funding to transport their own children to school. This is in addition to the removal of discretionary denominational transport. The proposal is about changing patterns and methods of travel to ensure adherence to current policy and reduce costs in the system.</p>	
Summary of impacts	<p><b>Highlight the main / most significant potential impacts which will need to be removed, mitigated or avoided (<a href="#">Link to Guidance</a>)</b></p> <ol style="list-style-type: none"> <li>1. Some families will no longer receive or require free home to school transport</li> <li>2. Reduced number of children in special schools receiving free taxi transport</li> <li>3. Some children/students will need to find alternative routes for their journey to school</li> </ol> <p><b>Impacts identified on the following ‘protected characteristics’:</b> age, disability</p>	
Key actions to reduce negative impacts	<p><b>What actions are proposed to remove/reduce/avoid potential negative impacts and increase positive impacts? (<a href="#">Link to Guidance</a>)</b></p> <ol style="list-style-type: none"> <li>1. Provide Catchment Areas that enable all children to attend a local school</li> <li>2. Work with special schools to encourage pupil independence and provide bus passes rather than taxis. Introduction of SE7 project offering parents funding to transport their own children to school.</li> <li>3. Provide bus journey information for each school in the admissions booklet</li> </ol>	
<p><i>To use Hyperlinks press the ‘Ctrl’ key and right-click on the underlined link – each guidance section has a link back to the question.</i></p>		
<p><b>Complete all three columns for each group (<a href="#">Link to Guidance</a>)</b></p>		

<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact (positive effects and negative impacts or potential barriers)</b>	<b>Action/s (including details of a full EIA to be completed if required/relevant) Note: Actions should be directly related to the potential impacts identified.</b>
Age (people of all ages)	Yes	Impact on school aged pupils as above	As above
Disability	Yes	Special school students.	As above
Ethnicity/Race	No		
Gender	No		
Gender reassignment	No		
Religion or Belief			
Sexual Orientation	No		
Child Poverty	No	Pupils from poorer families will continue to receive transport funding	If parents are in receipt of family income support we will fund transport home to school at the same level as other funding for Home to school transport.
Other groups relevant			

<p><b>Different Groups to be included in assessment</b></p>	<p><b>Possible positive or negative impact on group/s? YES/NO</b></p>	<p><b>Describe potential impact</b> (positive effects and negative impacts or potential barriers)</p>	<p><b>Action/s</b> (including details of a full EIA to be completed if required/relevant)  <b>Note:</b> Actions should be directly related to the potential impacts identified.</p>
<p><b>to this proposal</b></p> <p><b>Cumulative impacts</b> (proposed changes elsewhere which might worsen impacts identified above)</p>	<p><b>Are any cumulative impacts identified across your service area from proposals in other departments OR from other service areas? Please explain what these might be</b> (<a href="#">Link to Guidance</a>)</p>	<p><b>Possible rise in Brighton &amp; Hove bus fares</b>  <b>Reduction in families mobility allowances</b></p>	

Budget Screening Equality Impact Assessment Template 2013/14

Service Area	Adult Social Care ( Commissioning & Partnerships)	Budget Ref. EIA 8
Head of Service	Anne Hagan	
Budget Proposal	<p><b>Briefly and simply explain what budget changes are proposed. (<a href="#">Link to Guidance</a>)</b></p> <p>Review of all contracts for services as part of commissioning plans and where appropriate re-specify contracts to meet changing needs. Focus on prevention/early intervention.</p>	
Summary of impacts	<p><b>Highlight the main / most significant potential impacts which will need to be removed, mitigated or avoided (<a href="#">Link to Guidance</a>)</b></p> <p>A reduction in funding for some contracts: Reviews are under way and decisions not yet reached on where possible savings could materialise.</p> <p><b>Impacts identified on the following ‘protected characteristics’: age, disability.</b></p>	
Key actions to reduce negative impacts	<p><b>What actions are proposed to remove/reduce/avoid potential negative impacts and increase positive impacts? (<a href="#">Link to Guidance</a>)</b></p> <p>Contracts are being reviewed and discussions with providers taking place, including tapering and re-specifying contracts/contract sums to reduce possible impact.</p>	
<p><i>To use Hyperlinks press the ‘Ctrl’ key and right-click on the underlined link – each guidance section has a link back to the question.</i></p>		

<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact (positive effects and negative impacts or potential barriers)</b>	<b>Action/s (including details of a full EIA to be completed if required/relevant) Note: Actions should be directly related to the potential impacts identified.</b>
Age (people of all ages)	yes		A Full EIA will need to be completed on the final commissioning plan
Disability	yes		A Full EIA will need to be completed on the final commissioning plan
Ethnicity/Race	no		
Gender	no		
Gender reassignment	no		
Religion or Belief	no		
Sexual Orientation	no		
Child Poverty	no		
Other groups relevant to this proposal	yes		A Full EIA will need to be completed on the final commissioning plan
Cumulative impacts (proposed changes)	Are any cumulative impacts identified across your service area from proposals in other departments OR from other service areas? Please explain what these might be ( <a href="#">Link to Guidance</a> )		

<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact (positive effects and negative impacts or potential barriers)</b>	<b>Action/s (including details of a full EIA to be completed if required/relevant)</b> <u>Note:</u> Actions should be directly related to the potential impacts identified.
elsewhere which might worsen impacts identified above)			

Service Area	Community Meals-Adult Social Care	Budget Ref. EIA 9
Head of Service	Denise D'Souza	
Budget Proposal	<p><b>Briefly and simply explain what budget changes are proposed. (<a href="#">Link to Guidance</a>)</b></p> <p>The current Community Meals Contract ends in 2013 and we are reviewing the options for the short term and long term delivery of this service.</p> <p>The budget proposal is to reduce the current budget by 25% linked in part to a phased and gradual reduction in the level of subsidy provided by the Council. The current meals service will also be retendered through a competitive process to reduce costs. The delivery of the meals will remain with the WRVS, thereby maintaining consistency and continuity of care but we will continue to work with the WRVS service to reduce their operating costs. The new service specification will include some local provision of food. Currently an average of 280 people use the service, the majority of whom are over 65 and one-third over 85.</p> <p>We are working with the 'South East 7' group to identify opportunities for joint procurement of Community meals. Alongside this we are working through the Embrace project to consider the potential for the development of other community based meals provision alongside the contracted service.</p>	
Summary of impacts	<p><b>Highlight the main / most significant potential impacts which will need to be removed, mitigated or avoided (<a href="#">Link to Guidance</a>)</b></p> <p>The impact will affect anyone who is currently eligible for a community meal. We are working to develop a more personalised approach to providing community meals locally.</p> <p>The possible impacts are as follows:</p> <ul style="list-style-type: none"> <li>• More choice for people</li> <li>• More locally sourced foods used in meals service</li> <li>• Reduced subsidy may lead to some people not using the service</li> <li>• Possible reduced quality of meals</li> <li>• Possible less reliable service</li> <li>• Potential loss of the 'Safe and well' check for vulnerable people</li> <li>• Possible reduced availability for meals which meet specific dietary/ethnic or religious requirements.</li> </ul> <p><b>Impacts identified on the following 'protected characteristics':</b> age, disability, ethnicity, religion/belief</p>	



<p><b>Different Groups to be included in assessment</b></p>	<p><b>Possible positive or negative impact on group/s? YES/NO</b></p>	<p><b>Describe potential impact</b> (positive effects and negative impacts or potential barriers)</p>	<p><b>Action/s</b> (including details of a full EIA to be completed if required/relevant) <u>Note:</u> Actions should be directly related to the potential impacts identified.</p>
<p><b>Key actions to reduce negative impacts</b></p>	<p><b>What actions are proposed to remove/reduce/avoid potential negative impacts and increase positive impacts?</b> (<a href="#">Link to Guidance</a>)</p> <p>We will ensure the tendering process includes evaluation of quality and price for the community meals service. We will include the 'Safe and well' check as a key requirement in the service spec. it will also need to specify a requirement to meet the diverse needs of the service users e.g. dietary requirements, ethnic/religious requirements etc. We will ensure that meals procured continue to meet the requirements outlined by the 'National Association of Care Catering'. The reduction in subsidy will be phased in very gradually over a period of years.</p> <p>We will continue to maintain a Community Meals service to vulnerable people who want the service whilst working with the local market to develop other options and more choices such as:</p> <ul style="list-style-type: none"> <li>• Locally sourced meals</li> <li>• Increased choice</li> <li>• More personalised approach</li> <li>• Improved signposting / information</li> </ul>		
<p><i>To use Hyperlinks press the 'Ctrl' key and right-click on the underlined link – each guidance section has a link back to the question.</i></p>			
<p><b>Complete all three columns for each group</b> (<a href="#">Link to Guidance</a>)</p>			
<p><b>Age</b> (people of all ages)</p>	<p><b>Yes</b></p>	<p>The highest proportion of people using the service are over 75 years old and likely to be frail and isolated.</p>	<p>Continue to provide a community meals service to vulnerable people who need a hot meal delivered to their home by retendering the service.</p>
<p><b>Disability</b></p>	<p><b>Yes</b></p>	<p>Impact on choice available to meet dietary needs e.g. diabetes, swallowing conditions etc.</p>	<p>Include dietary requirements within the service spec to meet the needs of people with disabilities.</p>

<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact (positive effects and negative impacts or potential barriers)</b>	<b>Action/s (including details of a full EIA to be completed if required/relevant) Note: Actions should be directly related to the potential impacts identified.</b>
<b>Ethnicity/</b>	<b>Yes</b>	Impact on choice available to meet diverse needs e.g. Halal, kosher, vegetarian etc.	Include requirements within the service spec to meet the needs of people of various ethnic origins.
<b>Gender</b>	<b>No</b>		
<b>Gender reassignment</b>	<b>No</b>		
<b>Religion or Belief</b>	<b>Yes</b>	Impact on choice available to meet religious needs e.g. Halal, kosher etc.	Include requirements within the service spec to meet the religious needs of people.
<b>Sexual Orientation</b>	<b>No</b>		
<b>Child Poverty</b>	<b>N/a</b>		
<b>Other groups relevant to this proposal</b>	<b>Yes</b>	Carers - a reduced service may impact on Carers who use the service for their cared-for person. The service provides a carer relief type role and the reassurance of a safe and well check.	Continue to make the traditional type service available including the safe and well check whilst developing more choice within the local market including improved access to information.
<b>Cumulative impacts (proposed changes</b>	Are any cumulative impacts identified across your service area from proposals in other departments OR from other service areas? Please explain what these might be ( <a href="#">Link to Guidance</a> )		

Different Groups to be included in assessment	Possible positive or negative impact on group/s? YES/NO	Describe potential impact (positive effects and negative impacts or potential barriers)	Action/s (including details of a full EIA to be completed if required/relevant) <u>Note:</u> Actions should be directly related to the potential impacts identified.
elsewhere which might worsen impacts identified above)	<p>Yes.</p> <ul style="list-style-type: none"> <li>• Loss of the Community Meals service could potentially require increased intervention from Home care services which could also impact on the Community Care budget.</li> <li>• Overall there may be a higher occurrence of referrals into Adult social care or health services.</li> <li>• Loss of the 'Safe and well' check could result in loss of opportunity of early intervention and therefore more complex crisis intervention required.</li> </ul> <p>Actions:</p> <ul style="list-style-type: none"> <li>• We will ensure the tendering process includes evaluation of quality and price for the community meals service.</li> <li>• We will include the 'Safe and well' check as a key requirement in the service spec. it will also need to specify a requirement to meet the diverse needs of the service users e.g. dietary requirements, ethnic/religious requirements etc.</li> <li>• We will ensure that meals procured continue to meet the requirements outlined by the 'National Association of Care Catering'.</li> <li>• We will complete a full EIA to comprehensively scope out the impacts outlined above.</li> </ul>		

Budget Screening Equality Impact Assessment Template 2013/14

Service Area	Adult Social Care – Extra Care Housing	Budget Ref. EIA 10
Head of Service	Denise D’Souza	
Budget Proposal	<p><b>Briefly and simply explain what budget changes are proposed. (<a href="#">Link to Guidance</a>)</b></p> <p>Adult Social Care and Housing will jointly commission services to deliver extra care capacity to meet identified need in the city. This will include Identifying and promoting cost effective alternatives including the use of good quality sheltered housing, the development of extra care housing, Shared Lives and other accommodation types.</p>	
Summary of impacts	<p><b>Highlight the main / most significant potential impacts which will need to be removed, mitigated or avoided (<a href="#">Link to Guidance</a>)</b></p> <p>Evidence shows that Extra Care housing allows vulnerable adults to live healthy independent lives and achieves individual outcomes. It also achieves better value for money through increased prevention services and reducing overall intervention costs, including a reduction in the number of the number of people placed in residential care</p> <p>The further roll out of Extra Care options are seen to offer significant opportunities including:</p> <ul style="list-style-type: none"> <li>• The ability to free up family housing</li> <li>• Housing that can be built at a higher density using relatively small urban sites</li> <li>• Schemes that are heavily advocated by their users</li> <li>• The ability for some people to retain their housing equity</li> </ul> <p><b>Impacts identified on the following ‘protected characteristics’:</b> age.</p>	
Key actions to reduce negative impacts	<p><b>What actions are proposed to remove/reduce/avoid potential negative impacts and increase positive impacts? (<a href="#">Link to Guidance</a>)</b></p> <p>The commissioning of alternative forms of accommodation will involve consultation with relevant stakeholders.</p>	
<p><i>To use Hyperlinks press the ‘Ctrl’ key and right-click on the underlined link – each guidance section has a link back to the question.</i></p>		

Different Groups to be included in assessment	Possible positive or negative impact on group/s? YES/NO	Describe potential impact (positive effects and negative impacts or potential barriers)	Action/s (including details of a full EIA to be completed if required/relevant) <u>Note:</u> Actions should be directly related to the potential impacts identified.
<b>Complete all three columns for each group</b> ( <a href="#">Link to Guidance</a> )			
<b>Age</b> (people of all ages)	Yes	<ul style="list-style-type: none"> <li>• It is estimated that by 2030 an additional 2,400 people aged 85 and over will be living in the City (35% increase)</li> <li>• By 2030, 11,000 people will be aged over 75 years and living alone in the City</li> <li>• Of those aged 85 years and over it is thought that up to 75% will be experiencing a life limiting illness which in turn is likely to impact on the proportion of people able to maintain living in their own homes.</li> <li>• Over half the older people in Brighton and Hove live in the 40% most deprived areas for older people in England</li> </ul> <p>Given all of the above, it is important that commissioners plan for services that meet the needs of an ageing population in the city.</p>	Full EIA to be completed when specific proposals are agreed
<b>Disability</b>		Any proposed developments in extra care housing will include a careful consideration of the needs of disabled people.	
<b>Ethnicity/Race</b>		Engagement with stakeholders on any proposed developments will ensure that services will reflect the needs of people from BME communities.	

Different Groups to be included in assessment	Possible positive or negative impact on group/s? YES/NO	Describe potential impact (positive effects and negative impacts or potential barriers)	Action/s (including details of a full EIA to be completed if required/relevant) <u>Note:</u> Actions should be directly related to the potential impacts identified.
Gender		Engagement with stakeholders on any proposed developments will ensure that the needs of both men and women are considered in the development of services.	Full EIA to be completed when specific proposals are agreed
Gender reassignment		Stakeholder involvement will ensure that the views of these groups are fully considered.	
Religion or Belief		The care provider in any extra care housing facility that may be developed would ensure that tenants had access to community based activities and this includes faith and religious groups.	
Sexual Orientation		Stakeholder involvement will ensure that the views of these groups are fully considered.	
Child Poverty		N/A	
Other groups relevant to this proposal	Yes	The development of extra care housing in the city will ensure the needs of more vulnerable people have their housing needs met in a more appropriate way. This in turn supports the needs of carers and any planned changes need to be carefully implemented to ensure their needs continue to be met.	
Cumulative impacts (proposed changes)			

<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact (positive effects and negative impacts or potential barriers)</b>	<b>Action/s (including details of a full EIA to be completed if required/relevant)</b> <u>Note:</u> Actions should be directly related to the potential impacts identified.
elsewhere which might worsen impacts identified above)			



Budget Screening Equality Impact Assessment Template 2013/14

Service Area	Learning Disabilities Accommodation	Budget Ref. EIA 11
Head of Service	Karin Divall	
Budget Proposal	<p><b>Briefly and simply explain what budget changes are proposed. (<a href="#">Link to Guidance</a>)</b></p> <p>To continue to re-model the learning disability accommodation service (two year plan 2012/13 and 2013/14 set out last year) including the closure of two group homes and increased capacity of larger homes.</p>	
Summary of impacts	<p><b>Highlight the main / most significant potential impacts which will need to be removed, mitigated or avoided (<a href="#">Link to Guidance</a>)</b></p> <p>Five service users with learning disabilities will need to move from their existing homes. Other service users may have new people moving into their group homes. Some service users may move on to more independent living.</p> <p><b>Impacts identified on the following ‘protected characteristics’:</b> disability.</p>	
Key actions to reduce negative impacts	<p><b>What actions are proposed to remove/reduce/avoid potential negative impacts and increase positive impacts? (<a href="#">Link to Guidance</a>)</b></p> <p>Individual transition plans will be developed with individuals, their families and staff where people will need to move home.</p> <p>Compatibility assessments will be completed before any new service users move into new homes.</p>	
<p><i>To use Hyperlinks press the ‘Ctrl’ key and right-click on the underlined link – each guidance section has a link back to the question.</i></p>		
<p><b>Complete all three columns for each group (<a href="#">Link to Guidance</a>)</b></p>		



<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact (positive effects and negative impacts or potential barriers)</b>	<b>Action/s (including details of a full EIA to be completed if required/relevant) <u>Note:</u> Actions should be directly related to the potential impacts identified.</b>
<b>Age</b> (people of all ages)	<b>No</b>		
<b>Disability</b>	<b>Yes</b>	Full consultation has been completed and an EIA completed. All service users have a learning disability. The service will focus on people with more complex needs including young people coming through transition and will provide more homes in the City for this service-user group. There will be an impact on five people who will need to move home as two homes which are unsuitable for further development are closed. Some service users will have the opportunity to live more independently in the community. The proposals will make better use of our buildings to provide a sustainable service going forward.	Full EIA has been completed
<b>Ethnicity/Race</b>	<b>No</b>		
<b>Gender</b>	<b>No</b>		
<b>Gender reassignment</b>	<b>No</b>		

<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact (positive effects and negative impacts or potential barriers)</b>	<b>Action/s (including details of a full EIA to be completed if required/relevant) Note: Actions should be directly related to the potential impacts identified.</b>
<b>Religion or Belief</b>	No		
<b>Sexual Orientation</b>	No		
<b>Child Poverty</b>	No		
<b>Other groups relevant to this proposal</b>			
<b>Cumulative impacts</b> (proposed changes elsewhere which might worsen impacts identified above)			<b>Are any cumulative impacts identified across your service area from proposals in other departments OR from other service areas? Please explain what these might be (<a href="#">Link to Guidance</a>)</b>

## Budget Screening Equality Impact Assessment Template 2013/14

Service Area	Adult Social Care Assessment Community Care Budget	Budget Ref. EIA12
Head of Service	Brian Doughty	
Budget Proposal	<p><b>Briefly and simply explain what budget changes are proposed. (<a href="#">Link to Guidance</a>)</b></p> <p>Reducing the need for Long Term Residential Care/Intensive packages of care by increasing focus on reablement activities, short term interventions, prevention, assistive technology, improving short-term services, maximising sources of funding /income.</p>	
Summary of impacts	<p><b>Highlight the main / most significant potential impacts which will need to be removed, mitigated or avoided (<a href="#">Link to Guidance</a>)</b></p> <p>Aim is to continually promote independence for all service users, but needs to avoid pressure from health services to place people in long term care situations.</p> <p><b>Impacts identified on the following 'protected characteristics':</b> all – positive impact</p>	
Key actions to reduce negative impacts	<p><b>What actions are proposed to remove/reduce/avoid potential negative impacts and increase positive impacts? (<a href="#">Link to Guidance</a>)</b></p> <p>Focus upon speed of response to customer need will mitigate pressure from elsewhere in the system. In order to support the focus on reablement and short term support activities etc as outlined above, we are currently undergoing a restructure in our Assessment teams within Adult Social Care. These changes are part of the programme of modernisation of our services that began over three years ago. The proposals are designed to support the delivery of further choice and control to our service users (personalisation) and to ensure that we can continue to meet increased demand and expectations in a challenging financial climate. These changes are designed to streamline the customer journey making it easier for service users and their families to access and work with services. These changes will be implemented in November, 2012. Essentially, there will be internal moves within Adult Social Care but for the majority of the staff this will mean minimal change of role or function. Some of the benefits of the proposed changes include</p> <ul style="list-style-type: none"> <li>• An increase in qualified staff at the point of Access and increased provision of reablement and equipment at Access Point to support service users to maintain independence in the community.</li> <li>• Shared Duty across the assessment functions will help avoid duplication and improve the customer experience with a more streamlined customer journey across the service.</li> </ul>	

Different Groups to be included in assessment	Possible positive or negative impact on group/s? YES/NO	Describe potential impact (positive effects and negative impacts or potential barriers)	Action/s (including details of a full EIA to be completed if required/relevant) <u>Note:</u> Actions should be directly related to the potential impacts identified.
<i>To use Hyperlinks press the 'Ctrl' key and right-click on the underlined link – each guidance section has a link back to the question.</i>			
<b>Complete all three columns for each group</b> ( <a href="#">Link to Guidance</a> )			
<b>Age</b> (people of all ages)	<b>YES</b>	Positive. Increased independence enabling older people to remain in their own homes and communities for longer.	Reshape Adult Assessment teams in order to improve processes and systems to support the customer journey. We are also reviewing our assessment documentation to ensure that we capture the outcomes that our service users wish to achieve. This includes improving how we capture information on Telecare equipment and the outcomes such equipment will provide for individuals.
<b>Disability</b>	<b>Yes</b>	Positive. Increased independence, better consistent response service.	Promote assistive technology to support people to remain independent in the community for longer. A Telecare steering Group meets regularly and a new Telecare Project officer is now in post to co-ordinate promotion of the service. A full EIA is in the scoping stage. We will also improve the information available across our services including a review of the Adult Social Care content of our website-a new Information Project officer has also been recruited to oversee this work and ensure that our information is accessible to all users.
<b>Ethnicity/Race</b>	<b>Yes</b>	Positive. Consistent response	As above.
<b>Gender</b>	<b>Yes</b>	Positive. Consistent response	As above.

<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact (positive effects and negative impacts or potential barriers)</b>	<b>Action/s</b> (including details of a full EIA to be completed if required/relevant) <u>Note:</u> Actions should be directly related to the potential impacts identified.
<b>Gender reassignment</b>	Yes	Positive. Consistent response	As above.
<b>Religion or Belief</b>	Yes	Positive. Consistent response	As above.
<b>Sexual Orientation</b>	Yes	Positive. Consistent response	As above.
<b>Child Poverty</b>	No	n/a	n/a
<b>Other groups relevant to this proposal</b>	Yes. Carers	Positive. Carers are entitled to a social care assessment in their own right with associated services to meet their needs as a carer	Through our new Long term Conditions team of Carer support workers we will continue to promote the needs of Carers and increase the support/services and information available to all Carers in the city.
<b>Cumulative impacts</b> (proposed changes elsewhere which might worsen impacts identified above)	<p><b>Are any cumulative impacts identified across your service area from proposals in other departments OR from other service areas? Please explain what these might be (<a href="#">Link to Guidance</a>)</b></p> <p>Customer need will continue to be assessed and managed on a case by case basis. The service will be in a better place to respond in a timely manner following restructure. Focus upon giving timely, full information and promoting self-assessment, along with the continued roll out of self directed support will put the customer more in control</p>		

Budget Screening Equality Impact Assessment Template 2013/14

Service Area	Adult Social Care ( Commissioning & Partnerships)	Budget Ref. EIA 13
Head of Service	Anne Hagan	
Budget Proposal	<p><b>Briefly and simply explain what budget changes are proposed. (<a href="#">Link to Guidance</a>)</b></p> <hr/> <p>To commission, develop and extend the use of Telecare services such as personal and environmental sensors in the home that enable people to remain safe and independent in their own home for longer. 24 hour monitoring ensures that, should an event occur, the information is acted upon immediately and the most appropriate response put in train. Telecare offers individuals, their families and carers, security and peace of mind, through services that enable people to stay independent in their own home for as long as possible. One of the simplest forms of Telecare is a personal alarm.</p> <p>There is a small monthly standard charge. For service users on with low incomes there can be financial support but there is currently a waiting list for this.</p> <p>A Project which commenced 01.10.12 will seek to work in partnership with operational services and key stakeholders to build on work already in progress to ensure the effective use of Telecare which can maximise independent living for service users, help manage potential risks and reduce early admission to residential, hospital and home care. The project will also seek to support the Carers community.</p>	
Summary of impacts	<p><b>Highlight the main / most significant potential impacts which will need to be removed, mitigated or avoided (<a href="#">Link to Guidance</a>)</b></p> <hr/> <p>As described above the project will seek to positively impact service users (and their carers) of an older age or those with a physical disability, learning disability or mental health need.</p> <p><b>Impacts identified on the following ‘protected characteristics’:</b> age, disability, ethnicity, religion/belief.</p>	



Different Groups to be included in assessment	Possible positive or negative impact on group/s? YES/NO	Describe potential impact (positive effects and negative impacts or potential barriers)	Action/s (including details of a full EIA to be completed if required/relevant) <u>Note:</u> Actions should be directly related to the potential impacts identified.
Key actions to reduce negative impacts	<p><b>What actions are proposed to remove/reduce/avoid potential negative impacts and increase positive impacts?</b> (<a href="#">Link to Guidance</a>)</p> <p>The project will take inclusive approach to developing services and will engage with key stakeholders including service users, advocates, community groups and staff.</p> <p>The commissioning plan will require a full EIA.</p>		
<b>Complete all three columns for each group</b> ( <a href="#">Link to Guidance</a> )			
Age (people of all ages)	Yes	<p>The most common users of Telecare are those of an older age; positive impacts can be enabling of independent living, management of risks and avoidance of early admission to residential, hospital and home care. If Telecare is inappropriately used it could lead to social isolation through lack of human contact. Telecare should not be seen as replacing human interaction. To mitigate this Care Manager would carry out an assessment to ensure that the appropriate equipment is installed and if there are other social care needs, then there would be links made to relevant services/assessment. In addition, Telecare often complements other types of support such as home care or day centre facilities.</p>	<p>A Full EIA, including consultation, will need to be completed on the final commissioning plan.</p>
Disability	Yes	<p>Many users of Telecare have a disability. Telecare (and assistive technology) can improve functional and mental health capacity.</p>	<p>A Full EIA, including consultation, will need to be completed on the final commissioning plan.</p>



Different Groups to be included in assessment	Possible positive or negative impact on group/s? YES/NO	Describe potential impact (positive effects and negative impacts or potential barriers)	Action/s (including details of a full EIA to be completed if required/relevant) <u>Note:</u> Actions should be directly related to the potential impacts identified.
Ethnicity/Race	Yes	Potential language and cultural barriers will need to be considered in promoting Telecare and engaging with communities.	A Full EIA, including consultation, will need to be completed on the final commissioning plan.
Gender	No		
Gender reassignment	No		
Religion or Belief	Yes	Some religious communities have different approaches to caring for their family and communities. Technology may be viewed differently by some community groups.	A Full EIA, including consultation, will need to be completed on the final commissioning plan.
Sexual Orientation	No		
Child Poverty	No		
Other groups relevant to this proposal	Yes	There are many potential positive impacts for carers through Telecare which can provide the carer with a respite from caring requirements and enable reassurance and management of risk.	A Full EIA, including consultation, will need to be completed on the final commissioning plan.
Cumulative impacts (proposed changes elsewhere which might worsen impacts identified above)	<p><b>Are any cumulative impacts identified across your service area from proposals in other departments OR from other service areas? Please explain what these might be (<a href="#">Link to Guidance</a>)</b></p> <p><b>A Full EIA, including consultation, will need to be completed on the final commissioning plan.</b></p>		

Budget Screening Equality Impact Assessment Template 2013/14

Service Area	Home Care	Budget Ref. EIA 14
Head of Service	Denise De Souza	
Budget Proposal	<p><b>Briefly and simply explain what budget changes are proposed. (<a href="#">Link to Guidance</a>)</b></p> <p>£170k savings are proposed for this budget. These savings should be achieved as a result of the implementation of the new home care contract following the tender process that happened in 2012. The new contract started on 4 June 2012 and included a restructuring of the rates system and a requirement to use the Council's chosen Electronic Care Monitoring System (ECMS).</p>	
Summary of impacts	<p><b>Highlight the main / most significant potential impacts which will need to be removed, mitigated or avoided (<a href="#">Link to Guidance</a>)</b></p> <p>The most significant potential impacts are around reduced quality of home care provision to all vulnerable people who are eligible for this service due to potential loss of suitably trained staff to deliver the service and possible reduction in capacity within the home care market.</p>	
Key actions to reduce negative impacts	<p><b>Impacts identified on the following 'protected characteristics': age</b></p> <p><b>What actions are proposed to remove/reduce/avoid potential negative impacts and increase positive impacts? (<a href="#">Link to Guidance</a>)</b></p> <p>The new contract includes a more personalised approach to care provision, includes a number of requirements within the specification to increase positive impacts, reduce inequalities and improve value for money. Implementation of the new service is being reviewed to monitor the impact of the changes resulting from the new contract. This report will identify any actions that may be necessary to further reduce negative impacts and is due to be completed in December 2012. A full EIA will also be completed following this review.</p>	
<p><b>Complete all three columns for each group (<a href="#">Link to Guidance</a>)</b></p>		
Age	Yes	<p>The impact of the new contract will affect every person in need of a home care service</p> <p>Regular performance monitoring includes</p>

Different Groups to be included in assessment	Possible positive or negative impact on group/s? YES/NO	Describe potential impact (positive effects and negative impacts or potential barriers)	Action/s (including details of a full EIA to be completed if required/relevant) <u>Note:</u> Actions should be directly related to the potential impacts identified.
		<p>across all the equality strands. The largest group in receipt of home care is <b>older people</b>.</p> <p>Positive impacts include</p> <ul style="list-style-type: none"> <li>the new contract has a strong emphasis on providing personalised services with more flexibility and the home care rates were revised to remove barriers to flexible care provision.</li> <li>Introduction of the ECMS system enables care provision to be monitored without the need for signing time sheets and provides more clarity for service users about the invoicing process.</li> </ul> <p>Negative impacts include</p> <ul style="list-style-type: none"> <li>changes to care rates may have an impact upon staff recruitment and retention rates in the local home care market potentially leading to a loss of capacity and /or a loss of continuity for service users</li> </ul>	<p>information about staff turnover, and regular monitoring on take up of work and provision of hours to measure the capacity within the local market .</p> <p>The requirement to use ECMS will ensure effective monitoring of the service through the provision of accurate data about care delivery including levels of continuity.</p> <p>The review of the implementation of the new contract will include analysis of the impact of the new rates structure and will make any recommendations necessary to maintain capacity within the market. A full EIA will be completed following the review.</p>
Disability			
Ethnicity/Race			
Gender			

<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact (positive effects and negative impacts or potential barriers)</b>	<b>Action/s (including details of a full EIA to be completed if required/relevant) Note: Actions should be directly related to the potential impacts identified.</b>
Gender reassignment			
Religion or Belief			
Sexual Orientation			
Child Poverty			
Other groups relevant to this proposal			
<b>Cumulative impacts</b>			<b>Are any cumulative impacts identified across your service area from proposals in other departments OR from other service areas? Please explain what these might be (<a href="#">Link to Guidance</a>)</b>

Budget Screening Equality Impact Assessment Template 2013/14

Service Area	Adult Social Care	Budget Ref. EIA 15
Head of Service	Denise D'Souza	
Budget Proposal	<p><b>Briefly and simply explain what budget changes are proposed.</b> (<a href="#">Link to Guidance</a>)</p> <p>To review Day Activities for all service user groups in Adult Social Care to ensure people have a modern, flexible day options model which provides personalised support for them and their carers.</p>	
Summary of impacts	<p><b>Highlight the main / most significant potential impacts which will need to be removed, mitigated or avoided</b> (<a href="#">Link to Guidance</a>)</p> <p>The ongoing Day Activities Review will seek to positively impact on all service users (and their carers) including older people, those with a physical disability, learning disability or mental health need. The Review may result in some people receiving their day services in a different way. The Review however will have a positive equalities impact by promoting access to activities that are relevant and appropriate to meet the needs of individuals.</p> <p><b>Impacts identified on the following 'protected characteristics':</b> all – positive effect, disability may also have a potentially negative impact.</p>	
Key actions to reduce negative impacts	<p><b>What actions are proposed to remove/reduce/avoid potential negative impacts and increase positive impacts?</b> (<a href="#">Link to Guidance</a>)</p> <p>The Day Activities Review will involve carrying out detailed work with services users, advocates, carers and providers in the co-design and modelling of services to realise the vision for day activities for the future. The commissioning plan will require a full EIA.</p>	
<p>To use Hyperlinks press the 'Ctrl' key and right-click on the underlined link – each guidance section has a link back to the question.</p>		
<p><b>Complete all three columns for each group</b> (<a href="#">Link to Guidance</a>)</p>		

Different Groups to be included in assessment	Possible positive or negative impact on group/s? YES/NO	Describe potential impact (positive effects and negative impacts or potential barriers)	Action/s (including details of a full EIA to be completed if required/relevant) <u>Note:</u> Actions should be directly related to the potential impacts identified.
<b>Age</b>	<b>Positive</b>	<ul style="list-style-type: none"> <li>• A greater range of activities will be available to older people though best use of community based activities</li> <li>• People with learning disabilities are living longer and this will give a more appropriate range of services for this group.</li> </ul>	Full EIA to be completed
<b>Disability</b>	<b>Positive / negative</b>	<ul style="list-style-type: none"> <li>• There will be a focus on reducing social isolation and providing support services to help people remain at home</li> <li>• People with a disability will have access to information and advice through the 'Embrace' model</li> <li>• People with a learning disability will have access to community based activities/ volunteering and employment.</li> <li>• The day activities review concentrates on services for people with a learning disability. Some people have been attending day for some years and may find any change in services difficult. No specific changes have been planned at present.</li> </ul>	Full EIA to be completed
<b>Ethnicity/Race</b>	<b>Positive</b>	<ul style="list-style-type: none"> <li>• There are no specific BME services, but consultation and involvement of stakeholders will ensure that services will reflect the needs of BME communities</li> <li>• People from BME communities may be more attracted to attending local community based activities as opposed to day centres where this is appropriate.</li> </ul>	Full EIA to be completed



<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact (positive effects and negative impacts or potential barriers)</b>	<b>Action/s (including details of a full EIA to be completed if required/relevant) Note: Actions should be directly related to the potential impacts identified.</b>
<b>Gender</b>	<b>Positive</b>	<ul style="list-style-type: none"> <li>Engagement with stakeholders will ensure that the needs of both men and women are considered in the development of services</li> <li>Activities in day services are targeted to include both sexes ( e.g. old spice cooking activities for men)</li> </ul>	Full EIA to be completed
<b>Gender reassignment</b>	<b>Positive</b>	<ul style="list-style-type: none"> <li>There are no specific gender reassignment services but stakeholder involvement will ensure that the views of these groups are fully considered.</li> <li>People from gender reassigned communities may be more attracted to attending local community based activities as opposed to day centres where this is appropriate.</li> </ul>	Full EIA to be completed
<b>Religion or Belief</b>	<b>Positive</b>	<ul style="list-style-type: none"> <li>The plan for day services links with the Embrace initiative – this is seeking to increase the accessibility of information about faith groups in the city</li> <li>The plan for day services promotes community based activities and this includes faith and religious groups</li> </ul>	Full EIA to be completed
<b>Sexual Orientation</b>	<b>Positive</b>	<ul style="list-style-type: none"> <li>There are no specific lesbian and gay services but stakeholder involvement will ensure that the views of these groups are fully considered.</li> <li>Lesbian and gay people may be more attracted to attending local community based activities as opposed to day centres where appropriate.</li> </ul>	Full EIA to be completed



Different Groups to be included in assessment	Possible positive or negative impact on group/s? YES/NO	Describe potential impact (positive effects and negative impacts or potential barriers)	Action/s (including details of a full EIA to be completed if required/relevant) <u>Note:</u> Actions should be directly related to the potential impacts identified.
Child Poverty		N/A	
Other groups relevant to this proposal	Positive/ Negative	<ul style="list-style-type: none"> <li>As a large percentage of people attending day services for carer relief, careful consideration will be made concerning the needs of carers in the review of day activities.</li> <li>As some people have been attending day services for some years, any change may be difficult. Any planned changes need to be carefully planned to ensure that the needs of carers continue to be met.</li> </ul>	Full EIA to be completed
Cumulative impacts	<p><b>Are any cumulative impacts identified across your service area from proposals in other departments OR from other service areas? Please explain what these might be (<a href="#">Link to Guidance</a>)</b></p>		

Budget Screening Equality Impact Assessment Template 2013/14

Service Area	Adult Social Care (Provider Services)	Budget Ref. EIA 16
Head of Service	Karin Divall	
Budget Proposal	<p><b>Briefly and simply explain what budget changes are proposed. (<a href="#">Link to Guidance</a>)</b></p> <p>To identify alternative models for service delivery for elements of Provider Services.</p>	
Summary of impacts	<p><b>Highlight the main / most significant potential impacts which will need to be removed, mitigated or avoided (<a href="#">Link to Guidance</a>)</b></p> <p>The preferred model of future service delivery is not yet known.</p> <p><b>Impacts identified on the following ‘protected characteristics’:</b> age, disability.</p>	
Key actions to reduce negative impacts	<p><b>What actions are proposed to remove/reduce/avoid potential negative impacts and increase positive impacts? (<a href="#">Link to Guidance</a>)</b></p> <p>As we develop the options for future service delivery models we will consider the equalities impacts including producing an EIA to use as a basis for carrying out stakeholder consultation.</p>	
<p><i>To use Hyperlinks press the ‘Ctrl’ key and right-click on the underlined link – each guidance section has a link back to the question.</i></p>		
<p><b>Complete all three columns for each group (<a href="#">Link to Guidance</a>)</b></p>		
Age	Yes	<p>Provider Services deliver services for older people. Until the preferred model has been decided it is not possible to say whether there will be positive or negative impacts on older people</p> <p>Full EIA will be required</p>

Different Groups to be included in assessment	Possible positive or negative impact on group/s? YES/NO	Describe potential impact (positive effects and negative impacts or potential barriers)	Action/s (including details of a full EIA to be completed if required/relevant) <u>Note:</u> Actions should be directly related to the potential impacts identified.
Disability	Yes	Provider Services includes service users with a learning disability. Until the preferred model has been decided it is not possible to say whether there will be positive or negative impacts on people with a learning disability	
Ethnicity/Race	No		
Gender	No		
Gender reassignment	No		
Religion or Belief	No		
Sexual Orientation	No		
Child Poverty	No		
Other groups relevant to this proposal	Yes	Carers rely on many of the services we provide including day services, respite etc.	
Cumulative impacts (proposed changes	Are any cumulative impacts identified across your service area from proposals in other departments OR from other service areas? Please explain what these might be ( <a href="#">Link to Guidance</a> )		

<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact (positive effects and negative impacts or potential barriers)</b>	<b>Action/s (including details of a full EIA to be completed if required/relevant)</b> <u>Note: Actions should be directly related to the potential impacts identified.</u>
elsewhere which might worsen impacts identified above)			

**Budget Screening Equality Impact Assessment Template 2013/14**

<b>Service Area</b>	<b>Housing Commissioner Unit</b>		<b>Budget Ref. EIA 17</b>
<b>Lead Commissioner</b>	<b>Jugal Sharma</b>		
<b>Budget Proposal</b>	<b>Budget Savings Proposal 2013/14</b>		
	<b>Service</b>	<b>Saving Description</b>	<b>£'000 2013/14</b>
	1 Supporting People	The Housing Related Support Services (Commissioning Plan 2011-2015 (approved at Housing Cabinet in January 2011) delivers a 12% saving over 4 years. The 3% efficiency savings for 2013/14 are incorporated into current 4-year contracts with providers at minimal risks	494
	2 Preventing Homelessness	Efficiency savings	19
	3 Temporary Accommodation	Switch from Bed & Breakfast (B&B) to long leased temporary accommodation	150
	4 Private Sector Housing	Income to offset costs from HMO Licensing in selected wards with high concentrations of HMO (agreed Housing Committee, June 2012)	250
<b>Impacts of other departments savings proposals 2013/14 (see Cumulative Impacts below)</b>			
5 Private Sector Housing Renewal & Disabled Facilities Grants	Loss of capital funding for private sector renewal works and top up funding for Disabled Facilities Grants previously housing renewal funding then BHCC capital funding for 2012-13		1,500

<p><b>Different Groups to be included in assessment</b></p>	<p><b>Possible positive or negative impact on group/s? YES/NO</b></p>	<p><b>Describe potential impact (positive effects and negative impacts or potential barriers)</b></p>	<p><b>Action/s</b> (including details of a full EIA to be completed if required/relevant) <u>Note:</u> Actions should be directly related to the potential impacts identified.</p>
<p><b>Budget Savings Proposal 2013/14</b></p>			
		<p><b>Service</b></p>	<p><b>Impact</b></p>
<p>1</p>	<p><b>Supporting People:</b> Commissioning Plan 2011/15: Year 3 Savings</p>	<p>No significant disproportionate impacts from Year 3 savings alone. 3<sup>rd</sup> year of 4 year programme. Main decommissioning in first 2 years to generate savings in years 3 and 4</p>	
<p>2</p>	<p><b>Homeless Prevention:</b> Efficiency savings</p>	<p>No impact</p>	
<p>3</p>	<p><b>Temporary Accommodation:</b> Switch from B&amp;B to long leased temporary accommodation</p>	<p>No disproportionate negative impacts identified. Generally positive impacts as it means up to 100 additional homeless households will be housed in longer leased accommodation rather than unsuitable B&amp;B</p>	
<p>4</p>	<p><b>Private Sector Housing:</b> HMO Licensing in targeted neighbourhoods</p>	<p>No disproportionate negative impacts identified. Generally positive impacts as the aim is to improve housing quality, improve management of private sector homes and improve community cohesion</p>	
<p><b>Impacts of other departments savings proposals 2013/14 (see Cumulative Impacts below)</b></p>			
<p>5</p>	<p><b>Private Sector Housing Renewal &amp; Disabled Facilities Grants:</b> loss of capital funding</p>	<p>Significant disproportionate impacts to:</p> <ul style="list-style-type: none"> <li>• <b>Older People, Vulnerable Children, Women, Transsexuals, BME</b> all more likely to live in non-decent housing requiring improvements</li> <li>• Those with <b>Disabilities</b> due to fewer DFGs being carried out leading to longer waiting lists and increased cost for alternative care packages and support</li> <li>• <b>Carers</b> as there will be fewer adaptations and longer waiting times for those they are caring for</li> </ul>	
<p><b>Impacts identified on the following 'protected characteristics':</b> age, disability, ethnicity, gender, gender reassignment.</p>			

<p><b>Different Groups to be included in assessment</b></p>	<p><b>Possible positive or negative impact on group/s? YES/NO</b></p>	<p><b>Describe potential impact (positive effects and negative impacts or potential barriers)</b></p>	<p><b>Action/s</b> (including details of a full EIA to be completed if required/relevant)  <u>Note:</u> Actions should be directly related to the potential impacts identified.</p>															
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5	<p><b>Private Sector Housing Renewal &amp; Disabled Facilities Grants:</b> loss of capital funding</p>	<p>Following the end of government funded housing renewal assistance, in 2012/13 the authority used prudential borrowing supported by the New Homes Bonus to fund a Private Sector Renewal Programme and top up Disabled Facilities Grant funding. A full EIA will be required if the programme funding is reduced.</p>																



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Age	YES	<p><b>6. Private Sector Housing Renewal &amp; Disabled Facilities Grants:</b> loss of capital funding</p> <p>The end of private sector renewal funding and subsequent assistance is likely to disproportionately negatively impact on older people due to related health impacts of poor housing on health for older residents and children. Assistance will be available to less residents as often eligibility criteria for national schemes is less generous i.e. Warm Front national scheme vs. local heating grants. Note: Warm Front and CERT &amp; CESP funded energy efficiency schemes will end before the next financial year, Green Deal &amp; ECO are unlikely to offer the same levels of assistance in the short to medium term</p> <p>Adaptations clients (2010/11 analysis):</p> <ul style="list-style-type: none"> <li>• 70% of clients 65+</li> <li>• 10% 55-64</li> <li>• 11% 45-54</li> <li>• 8% under 44</li> </ul>	<p><b>6. Private Sector Housing Renewal &amp; Disabled Facilities Grants:</b> loss of capital funding</p> <p>Refer residents to other support i.e. ASC, NHS, CYPT, Warm Front scheme, check a trade scheme</p> <p>Enforcement action as appropriate</p> <p>Following the end of government funded housing renewal assistance, in 2012/13 the authority used prudential borrowing supported by the New Homes Bonus to fund a Private Sector Renewal Programme and top up Disabled Facilities Grant funding. A full EIA will be required if the programme funding is reduced or unavailable.</p>

<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact (positive effects and negative impacts or potential barriers)</b>	<b>Action/s (including details of a full EIA to be completed if required/relevant) Note: Actions should be directly related to the potential impacts identified.</b>
<b>Disability</b>	<b>YES</b>	<p><b>5. Private Sector Housing Renewal &amp; Disabled Facilities Grants:</b> loss of capital funding</p> <p>Less DFG related grants and subsequently adaptations will be carried out reducing opportunities for people to stay in their own homes.</p> <p>No local energy efficiency and handyperson assistance available to those with a disability</p> <p>Adaptations:</p> <ul style="list-style-type: none"> <li>• 155 DFG grants completed (2011/12)</li> <li>• 556 adaptations (2011/12)</li> <li>• Waiting for assessment: 39 (Sept 2012)</li> <li>• Cases in assessment: 101 (Sept 2012)</li> </ul>	<p><b>5. Private Sector Housing Renewal &amp; Disabled Facilities Grants:</b> loss of capital funding</p> <p>Refer residents to other support i.e. ASC, NHS, CYPT, check a trade scheme</p> <p>Enforcement action as appropriate</p> <p>Following the end of government funded housing renewal assistance, in 2012/13 the authority used prudential borrowing supported by the New Homes Bonus to fund a Private Sector Renewal Programme and top up Disabled Facilities Grant funding. A full EIA will be required if the programme funding is reduced.</p>

Different Groups to be included in assessment	Possible positive or negative impact on group/s? YES/NO	Describe potential impact (positive effects and negative impacts or potential barriers)	Action/s (including details of a full EIA to be completed if required/relevant) <u>Note:</u> Actions should be directly related to the potential impacts identified.
<p><b>Ethnicity/Race</b></p>	<p><b>YES</b></p>	<p><b>5. Private Sector Housing Renewal &amp; Disabled Facilities Grants:</b> loss of capital funding</p> <p>The latest English HCS shows that people from ethnic minority backgrounds were on average more likely to live homes in serious disrepair or with serious condensation and mould problems.</p> <p>Adaptations clients (2010/11 analysis):</p> <ul style="list-style-type: none"> <li>• 88% White British</li> <li>• 12% BME</li> <li>• of which Irish 5%, Mixed White Black 2%, Caribbean, 2% Bangladeshi, Mixed other 2%, White other 1%, Mixed White African 1%, Not stated 1%</li> </ul>	<p><b>5 Private Sector Housing Renewal &amp; Disabled Facilities Grants:</b> loss of capital funding</p> <p>Refer residents to other support i.e. ASC, NHS, CYPT, check a trade scheme</p> <p>Enforcement action as appropriate</p> <p>Following the end of government funded housing renewal assistance, in 2012/13 the authority used prudential borrowing supported by the New Homes Bonus to fund a Private Sector Renewal Programme and top up Disabled Facilities Grant funding. A full EIA will be required if the programme funding is reduced.</p>

Different Groups to be included in assessment	Possible positive or negative impact on group/s? YES/NO	Describe potential impact (positive effects and negative impacts or potential barriers)	Action/s (including details of a full EIA to be completed if required/relevant) <u>Note:</u> Actions should be directly related to the potential impacts identified.
<b>Gender</b>	<b>YES</b>	<p><b>5. Private Sector Housing Renewal &amp; Disabled Facilities Grants:</b> loss of capital funding</p> <p>The end of private sector renewal funding and subsequent assistance is likely to disproportionately impact on women due to their longer life expectancy and the related health impacts of poor housing on health for older residents</p> <p>Adaptations clients (2010/11 analysis):</p> <ul style="list-style-type: none"> <li>• 64% women</li> <li>• 36% men</li> </ul>	<p><b>5. Private Sector Housing Renewal &amp; Disabled Facilities Grants:</b> loss of capital funding</p> <p>Refer residents to other support i.e. ASC, NHS, CYPT, check a trade scheme</p> <p>Enforcement action as appropriate</p> <p>Following the end of government funded housing renewal assistance, in 2012/13 the authority used prudential borrowing supported by the New Homes Bonus to fund a Private Sector Renewal Programme and top up Disabled Facilities Grant funding. A full EIA will be required if the programme funding is reduced.</p>
<b>Gender reassignment</b>	<b>YES</b>	<p><b>5. Private Sector Housing Renewal &amp; Disabled Facilities Grants:</b> loss of capital funding</p> <p>‘Count me in Too’ identified that transsexuals are often vulnerable with poor health and subsequently more likely to live in non-decent housing</p> <p>Adaptations clients (2010/11 analysis):</p> <ul style="list-style-type: none"> <li>• 0% transgender</li> </ul>	<p><b>5. Private Sector Housing Renewal &amp; Disabled Facilities Grants:</b> loss of capital funding</p> <p>Refer residents to other support i.e. ASC, NHS, CYPT check a trade scheme</p> <p>Enforcement action as appropriate</p> <p>Following the end of government funded housing renewal assistance, in 2012/13 the authority used prudential borrowing supported by the New Homes Bonus to fund a Private Sector Renewal Programme and top up</p>

<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact (positive effects and negative impacts or potential barriers)</b>	<b>Action/s (including details of a full EIA to be completed if required/relevant)</b> <u>Note:</u> Actions should be directly related to the potential impacts identified.
<b>Religion or Belief</b>	<b>NO</b>	None identified	Disabled Facilities Grant funding. A full EIA will be required if the programme funding is reduced.
<b>Sexual Orientation</b>	<b>NO</b>	None identified  Adaptations clients (2010/11 analysis): <ul style="list-style-type: none"> <li>• 85% heterosexual</li> <li>• 2% gay</li> <li>• 1% lesbian</li> <li>• 12% not stated/not known</li> </ul>	Not applicable
<b>Child Poverty</b>	<b>YES</b>	<b>5. Private Sector Housing Renewal &amp; Disabled Facilities Grants:</b> loss of capital funding  Vulnerable households with children were more likely to live in non-decent homes than their non-vulnerable counterparts, but particularly those privately renting their accommodation	<b>5. Private Sector Housing Renewal &amp; Disabled Facilities Grants:</b> loss of capital funding  Refer residents to other support i.e. ASC, NHS, CYPT, check a trade scheme  Enforcement action as appropriate  Following the end of government funded housing renewal assistance, in 2012/13 the authority used prudential borrowing supported by the New Homes Bonus to fund a Private Sector Renewal Programme and top up Disabled Facilities Grant funding. A full EIA will be required if the programme funding is reduced.

<p><b>Different Groups to be included in assessment</b></p>	<p><b>Possible positive or negative impact on group/s? YES/NO</b></p>	<p><b>Describe potential impact</b> (positive effects and negative impacts or potential barriers)</p>	<p><b>Action/s</b> (including details of a full EIA to be completed if required/relevant) <u>Note:</u> Actions should be directly related to the potential impacts identified.</p>
<p><b>Other groups relevant to this proposal</b></p>	<p><b>YES</b></p>	<p><b>5. Private Sector Housing Renewal &amp; Disabled Facilities Grants:</b> loss of capital funding</p> <p>The end of private sector renewal funding and subsequent assistance is likely to disproportionately impact on these groups, particularly <b>Carers</b></p>	<p><b>5. Private Sector Housing Renewal &amp; Disabled Facilities Grants:</b> loss of capital funding</p> <p>Refer residents to other support i.e. ASC, NHS, CYPT, check a trade scheme</p> <p>Enforcement action as appropriate</p> <p>Following the end of government funded housing renewal assistance, in 2012/13 the authority used prudential borrowing supported by the New Homes Bonus to fund a Private Sector Renewal Programme and top up Disabled Facilities Grant funding. A full EIA will be required if the programme funding is reduced.</p>



Different Groups to be included in assessment	Possible positive or negative impact on group/s? YES/NO	Describe potential impact (positive effects and negative impacts or potential barriers)	Action/s (including details of a full EIA to be completed if required/relevant) <u>Note:</u> Actions should be directly related to the potential impacts identified.
<p><b>Cumulative impacts</b> (proposed changes elsewhere which might worsen impacts identified above)</p>	<p><b>5. Private Sector Housing Renewal &amp; Disabled Facilities Grants:</b> loss of capital funding</p> <p>Housing quality is known to have a major impact on health particularly around issues such as damp, disrepair and poor energy efficiency. A third of the city's housing stock (up to 40,000 homes) is considered to be non-decent with the vast majority (92%) being in the private sector. In addition, 42.5% of all vulnerable households in the private sector are living in non-decent accommodation. The Index of Multiple Deprivation 2010 shows that on the indoor living environment sub domain (housing quality), almost half (48%) of the city's Lower Super Output Areas are in the bottom 20% nationally with more than 1 in 4 in the bottom 10%.</p> <p>Whilst the Government has deleted funding for private sector renewal work the Council has supported a programme in 2012/13 using the 2012/13 New Homes Bonus however there is no funding available from 2013/14. Cancellation of this programme will have significant disproportionate impacts to:</p> <ul style="list-style-type: none"> <li>• <b>Older People, vulnerable children, women, transsexuals, BME</b> all more likely to live in non-decent housing requiring improvements</li> <li>• Those with <b>Disabilities</b> due to fewer DFGs being carried out leading to longer waiting lists</li> <li>• <b>Carers</b> as there will be fewer adaptations and longer waiting times for those they are caring for</li> </ul> <p>Following the end of government funded housing renewal assistance, in 2012/13 the authority used prudential borrowing supported by the New Homes Bonus to fund a Private Sector Renewal Programme and top up Disabled Facilities Grant funding. A full EIA will be required if the programme funding is reduced.</p> <p><b>Supporting People Tiered Mental Health Service</b> (in partnership with ASC &amp; Health)</p> <p>A service (West Pier Project) has been re-configured this year to meet the needs of mental health clients to mitigate the impact of ASC &amp; Health funding for the mental health tiered service not being made available this financial year, 2012-13. This is an interim, 1-year arrangement only and has had a negative impact by reducing the number of units of supported accommodation for single/homeless and rough sleeper clients, at a time where numbers of single/homeless and rough sleepers has significantly increased. Supporting People funding for this service (West Pier Project) is further reduced over the next year (2013/14) and funding ends in 2014/15. This presents a significant cumulative impact in terms of financial pressures and loss of service provision/accommodation for single/homeless, rough sleepers and mental health client groups.</p>		



Service Area	Housing & Social Inclusion (Housing Revenue Account)	Budget Ref. EIA 18
Head of Service	Nick Hibberd	
Budget Proposal	<p><b>Briefly and simply explain what budget changes are proposed. (<a href="#">Link to Guidance</a>)</b></p> <p><b>Commissioning Approach:</b> The Housing Revenue Account is a ring fenced account which covers the management and maintenance of council owned stock. The commissioning framework of the HRA aims to reduce management and maintenance unit costs to enable re-investment in services to tackle inequality and improve homes and neighbourhoods.</p> <p><b>Budget Proposal 1. Rent Increase</b> Increases in rent charges are calculated in accordance with the Government's rent restructuring guidelines. The overall average increase is dependant on the actual RPI for September 2012. Based on current RPI rates this is likely to increase average rents by 4.86%, with the average rent increasing by £3.69 to £79.70.</p> <p><b>Budget Proposal 2. Service Charges</b> To increase six of our service charges in line with contractual inflationary increases. Four other service charges will remain at 2011/12 levels.</p> <p><b>Budget Proposal 3. Savings from reduction in housing repairs and maintenance costs</b> - Efficiency savings from the Mears Partnership Contract (300k) - Saving from a reduction in the cost of the Gas servicing contract (70k)</p> <p><b>Budget Proposal 4. Savings from reduction in housing management unit costs</b> - Savings from accommodation, customer access and workstyles review of the housing service (130k) - Administrative savings in running costs, supplies and services (60k) - Reduction in the management of HRA temporary accommodation properties (30k)</p> <p><b>Budget Proposal 5: Re-investment of savings in tackling inequality and estate regeneration</b> - Investment in services which promote financial inclusion - Increased investment in adaptations - Continuation of programme to tackle overcrowding through loft conversion and extensions - Investment in building new housing</p>	
Summary of impacts	<p><b>Highlight the main / most significant potential impacts which will need to be removed, mitigated or avoided (<a href="#">Link to Guidance</a>)</b></p>	

Different Groups to be included in assessment	Possible positive or negative impact on group/s? YES/NO	Describe potential impact (positive effects and negative impacts or potential barriers)	Action/s (including details of a full EIA to be completed if required/relevant) <u>Note:</u> Actions should be directly related to the potential impacts identified.
	<p><b>Budget Proposal 1. Rent Increase</b> An increase in rents (calculated in accordance with the Governments rent restructuring guidelines), generates income to invest in homes and services for council housing residents. An increase in rents in conjunction with the Government's Welfare Reform Act changes to housing benefit entitlement from April 2013, such as the under occupancy rules, could lead to financial difficulty for those households affected and those households on a fixed/low income. This could result in loss of income to the Council through rent arrears, and costs associated with the recovery of rent arrears and supporting tenants to downsize to smaller accommodation.</p> <p><b>Budget Proposal 2. Service Charges</b> Service charges fund services that benefit council housing residents. An increase in service charges will affect those tenants living in specific types of properties i.e. flats and sheltered housing schemes and those households on fixed/low incomes.</p> <p><b>Budget Proposal 3. Savings from reduction in housing repairs and maintenance costs</b> It is not anticipated that the efficiency savings identified will affect council housing residents.</p> <p><b>Budget Proposal 4. Savings from reduction in housing management unit costs</b> It is not anticipated that administrative savings and reduction in the management of HRA temporary accommodation properties will affect residents. In July 2012 a restructure of the housing management service took place to improve the way that residents access our service. This included the creation of a new customer service team with a single phone number for housing enquiries. New specialist teams were created and we increased the support for the most vulnerable residents. This new structure provides a platform for improving customer service to all residents.</p> <p><b>Budget Proposal 5: Re-investment of savings in tackling inequality, improving homes, and estate regeneration</b> Re-investment of savings in services which promote financial inclusion will help target advice to those households experiencing financial difficulties. Re-investment of savings in the capital investment programme will improve homes and assist in improving the sustainability of our homes. The programme seeks to reduce health inequalities, reduce overcrowding, tackle fuel poverty and ensure all of our homes are decent by the end of 2013. Co-ordinating repairs as part of a strategic planned programme, rather than reacting to each repair in a responsive way could cause delay for some tenants and impact on vulnerable groups. Vulnerability would be</p>		

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	<p>identified through existing information held, at surveys or through conversations with tenants and/or their advocates and carers.</p>		<p>at surveys or through conversations with tenants and/or their advocates and carers.</p>
<p><b>Key actions to reduce negative impacts</b></p>	<p><b>Impacts identified on the following ‘protected characteristics’:</b> age, disability, ethnicity, gender, gender reassignment, religion/belief</p> <p><b>What actions are proposed to remove/reduce/avoid potential negative impacts and increase positive impacts?</b> (<a href="#">Link to Guidance</a>)</p> <p><b>Budget Proposal 1. Rent Increase</b></p> <ul style="list-style-type: none"> <li>Investment in providing specialist support services for vulnerable residents including the development of services promoting financial inclusion, pilot the Community Banking Partnership Model. This investment will help to sustain income collection to the HRA. (NB: ‘vulnerability’ in this context may be as a result of a ‘protected characteristics’ under the Equality Act 2010, or may relate to substance misuse, domestic/sexual violence, literacy or finance, for example. It may also change over the period of the tenancy.)</li> <li>Communication with residents about the forthcoming changes to housing benefit through our website, City Assembly, Homeing in, Tenant Associations, Tenant Disability Network and mail shots to affected tenants.</li> <li>Financial Inclusion Co-ordinators in post to provide targeted case by case support to those households experiencing financial difficulties.</li> <li>Discretionary Housing Payments fund and other discretionary support options through the Local Authority</li> <li>The contractor is working with the council to develop proactive methods to identify vulnerable residents to ensure that their needs are appropriately met.</li> </ul> <p><b>Budget Proposal 2. Service Charges</b></p> <ul style="list-style-type: none"> <li>Four service charges will remain at 2011/12 levels. Six services charges will be restricted to contractual inflationary increases.</li> <li>Financial Inclusion Co-ordinators in post to provide targeted case by case support to those households experiencing financial difficulties.</li> <li>Financial Inclusion service being piloted using the Community Banking Partnership model, providing specialist independent money and debt advice, financial literacy training and access to affordable banking</li> </ul>		

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	products	<p><b>Budget Proposal 3. Savings from reduction in housing repairs and maintenance costs</b></p> <ul style="list-style-type: none"> <li>It is not anticipated that the efficiency savings identified will affect our residents.</li> </ul> <p><b>Budget Proposal 4. Savings from reduction in housing management unit cost</b></p> <ul style="list-style-type: none"> <li>Initial review on outcomes from the restructure of housing management services to be completed January 2013</li> <li>Full EIA on proposed move to of Victoria Road Housing Office to Portslade Town Hall to be completed in early 2013</li> <li>Consultation with residents on proposed move to Portslade Town Hall to take place in 2013</li> </ul> <p><b>Budget proposal 5. Re-investment of savings in tackling inequality, improving homes, and estate regeneration</b></p> <ul style="list-style-type: none"> <li>Consultation with tenants and leaseholders before work is undertaken. Full time site based presence from Mears and in house project manager to work closely with residents.</li> <li>To mitigate against delays to repairs through programmed works if a vulnerability is highlighted we would be flexible in carrying out required works. For example a kitchen is due to be replaced on a programme but the tenant due to a disability is struggling to use the existing taps in the sink. The solution may be to replace the taps pending the kitchen renewal or depending on any other needs the tenant has to look at the timetable for the works to be completed.</li> <li>Increased investment in adaptations to enable people to live independently in their homes, reducing pressures upon social care budgets.</li> </ul>	
<i>To use Hyperlinks press the 'Ctrl' key and right-click on the underlined link – each guidance section has a link back to the question.</i>			
<b>Complete all three columns for each group</b> ( <a href="#">Link to Guidance</a> )			



<p><b>Different Groups to be included in assessment</b></p>	<p><b>Possible positive or negative impact on group/s? YES/NO</b></p>	<p><b>Describe potential impact (positive effects and negative impacts or potential barriers)</b></p>	<p><b>Action/s (including details of a full EIA to be completed if required/relevant)</b>  <u>Note:</u> Actions should be directly related to the potential impacts identified.</p>
<p><b>Age</b></p>	<p><b>Yes</b></p>	<p><b>Budget Proposal 1: Rent Increase</b></p> <ul style="list-style-type: none"> <li>• Reduction in housing benefit (HB) through the Government's welfare reform could potentially affect 1,017 working age households (7% of all properties). This alongside rent increases could cause financial difficulty. 72% of our tenants are aged between 16 - 64.</li> </ul> <p><b>Budget Proposal 2: Service Charges</b></p> <ul style="list-style-type: none"> <li>• An increase in service charges could impact upon older residents in sheltered housing (853 tenants). The sheltered housing launderette charge is estimated to increase by £0.07 per week and the sheltered common ways charge will increase by 2.5%. Water</li> </ul>	<p><b>Budget Proposal 1: Rent Increase</b></p> <ul style="list-style-type: none"> <li>• Access to Discretionary housing payments for the most vulnerable tenants/those facing exceptional hardship</li> <li>• £0.070m will be included in the budget to increase the contribution to the bad debt provision</li> <li>• £0.150m will be maintained into the budget for measures to tackle financial exclusion and inequality</li> <li>• Targeted casework for those households affected by the HB changes including promoting the Tenant Incentive Scheme to downsize.</li> <li>• Financial Inclusion Co-ordinators in post to provide targeted case by case support to those households experiencing financial difficulties.</li> <li>• Full EIA on rents and service charges increases due to be completed</li> <li>• 71% of tenants are on housing benefit</li> </ul> <p><b>Budget Proposal 2: Service Charges</b></p> <ul style="list-style-type: none"> <li>• No change in four service charges (supporting people for sheltered housing, digital aerials, cleaning and car parks &amp; garages charges)</li> <li>• Full EIA on rents and service charge increases to be completed</li> </ul>

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		<p>charges are administered to 3 sheltered housing blocks and charges will be adjusted to ensure full recovery of costs including an estimated 7% inflationary increase by Southern Water. Some sheltered housing tenants also pay a grounds maintenance service charge which will increase by 2%. The combined effect of these increases results in an increase of between £0.14 - £0.75p per week.</p> <ul style="list-style-type: none"> <li>• 2 sheltered housing schemes have electrical heating systems and have benefited from a fixed contract price for the last 3 years. A new contract will commence from 1 April 2013 and it is currently estimated that the price may increase by up to 27%, an increase of between £1.63 - £1.95 per week to charges of between £7.68 and £9.17 per week.</li> <li>• Corporate gas contract prices will be revised in October 2012 and unit prices will increase and will vary for individual sites, It is estimated to increase by an average of 1.4% although this might change. This will affect 23 sites of which 16 are sheltered housing.</li> </ul>	<ul style="list-style-type: none"> <li>• Financial Inclusion Co-ordinators in post to provide targeted case by case support to those households experiencing financial difficulties.</li> <li>• Housing Benefit payable on all service charges apart from heating and water charges.</li> <li>• 71% of tenants are on housing benefit</li> <li>• Despite the predicted increase in electrical heating costs this still makes this a comparable and in some circumstances a cheaper heating option.</li> <li>• Communal gas heating charges apply to some sheltered housing schemes with charges currently between £5.61 - £12.70 per week.</li> </ul>

<p><b>Different Groups to be included in assessment</b></p>	<p><b>Possible positive or negative impact on group/s? YES/NO</b></p>	<p><b>Describe potential impact (positive effects and negative impacts or potential barriers)</b></p> <p><b>Budget proposal 4: Savings from reduction in housing management unit costs</b></p> <ul style="list-style-type: none"> <li>• Access arrangements to Portslade Town Hall with reduced parking may affect older residents</li> </ul> <p><b>Budget proposal 5. Re-investment of savings in tackling inequality and estate regeneration</b></p> <ul style="list-style-type: none"> <li>• Leaseholders will be charged for any programmed works to their buildings e.g. lift replacement, over cladding</li> <li>• These charges will affect those households on a fixed or low income and high charges can potentially make their housing situation unaffordable</li> </ul>	<p><b>Action/s (including details of a full EIA to be completed if required/relevant)</b> <u>Note:</u> Actions should be directly related to the potential impacts identified.</p> <p><b>Budget proposal 4: Savings from reduction in housing management unit costs</b></p> <ul style="list-style-type: none"> <li>• Full EIA on proposed move to be carried out in early 2013</li> </ul> <p><b>Budget proposal 5. Re-investment of savings in tackling inequality and estate regeneration</b></p> <ul style="list-style-type: none"> <li>• Consultation with leaseholders on proposed programmes</li> <li>• Extended range of payment options agreed in 2011</li> <li>• Support offered at an early stage</li> </ul>
<p><b>Disability</b></p>	<p><b>Yes</b></p>	<p><b>Budget Proposal 1. Rent Increase</b></p> <ul style="list-style-type: none"> <li>• Rent increases will affect those on a fixed or low income who are not in receipt of full HB. Tenants may also be affected by changes in the Government's welfare reform and changes to DLA and ESA which may cause financial difficulty</li> </ul>	<p><b>Budget Proposal 1. Rent Increase</b></p> <ul style="list-style-type: none"> <li>• Access to Discretionary Housing Payments for the most vulnerable tenants/those facing exceptional hardship</li> <li>• £0.070m will be included in the budget to increase the contribution to the bad debt provision</li> <li>• £0.150m will be maintained into the budget for measures to tackle financial exclusion and inequality</li> </ul>



<p><b>Different Groups to be included in assessment</b></p>	<p><b>Possible positive or negative impact on group/s? YES/NO</b></p>	<p><b>Describe potential impact (positive effects and negative impacts or potential barriers)</b></p>	<p><b>Action/s (including details of a full EIA to be completed if required/relevant)</b>  <u>Note:</u> Actions should be directly related to the potential impacts identified.</p>
		<p><b>Budget proposal 4: Savings from reduction in housing management unit costs</b></p> <ul style="list-style-type: none"> <li>• Access arrangements to Portslade Town Hall with reduced parking may affect disabled residents</li> <li>• Change in access arrangements may prove difficult for residents with learning disabilities or mental health issues</li> </ul>	<ul style="list-style-type: none"> <li>• Targeted casework for those households affected by the HB changes including promoting the Tenant Incentive Scheme to downsize.</li> <li>• Financial Inclusion Co-ordinators in post to provide targeted case by case support to those households experiencing financial difficulties.</li> <li>• Full EIA on rents and service charges increases due to be completed</li> <li>• 71% of tenants are on housing benefit</li> </ul> <p><b>Budget proposal 4: Savings from reduction in housing management unit costs</b></p> <ul style="list-style-type: none"> <li>• Need to ensure that adequate disabled parking is included in any proposals and the building is DDA compliant</li> <li>• Complete consultation with residents</li> <li>• Full EIA on proposed move to be completed in early 2013</li> <li>• Targeted awareness campaign if move goes ahead</li> </ul>

<p><b>Different Groups to be included in assessment</b></p>	<p><b>Possible positive or negative impact on group/s? YES/NO</b></p>	<p><b>Describe potential impact (positive effects and negative impacts or potential barriers)</b></p>	<p><b>Action/s (including details of a full EIA to be completed if required/relevant)</b>  <u>Note:</u> Actions should be directly related to the potential impacts identified.</p>
		<p><b>Budget proposal 5. Re-investment of savings in tackling inequality and estate regeneration</b></p> <ul style="list-style-type: none"> <li>• Increased investment in adaptations to enable people to live independently in their homes, reducing pressures within social care budgets</li> <li>• Disabled tenants now have the option to have both a kitchen and bathroom adapted to their needs rather than one choice only.</li> <li>• Delays in minor repairs which are considered within programmed works could impact on disabled tenants</li> </ul>	<p><b>Budget proposal 5. Re-investment of savings in tackling inequality and estate regeneration</b></p> <ul style="list-style-type: none"> <li>• To mitigate against delays to repairs through programmed works if a vulnerability is highlighted we would be flexible in carrying out required works.</li> </ul>
<p><b>Ethnicity/Race</b></p>	<p><b>Yes</b></p>	<p><b>Budget Proposals 1 &amp; 2. Rent Increase and Service Charges</b></p> <ul style="list-style-type: none"> <li>• Potential for those for who English is not their first language not understanding information on increases in rent/service charges</li> <li>• Members of some ethnic groups may be less well networked and therefore less easily able to learn about changes and may find it more difficult to access support</li> <li>• For some tenants where English is not their first language completing forms/applications can be a barrier</li> </ul>	<p><b>Budget Proposals 1 &amp; 2. Rent Increase and Service Charges</b></p> <ul style="list-style-type: none"> <li>• Ensure information is available in a range of formats. Translation and interpreting services available via Sussex Interpreting Service</li> <li>• Communicating these changes as early as possible will allow households time to prepare.</li> </ul>

<p><b>Different Groups to be included in assessment</b></p>	<p><b>Possible positive or negative impact on group/s? YES/NO</b></p>	<p><b>Describe potential impact (positive effects and negative impacts or potential barriers)</b></p>	<p><b>Action/s</b> (including details of a full EIA to be completed if required/relevant) <u>Note:</u> Actions should be directly related to the potential impacts identified.</p>
<p><b>Gender</b></p>	<p><b>Yes</b></p>	<p><b>Budget proposal 5. Re-investment of savings in tackling inequality and estate regeneration</b></p> <ul style="list-style-type: none"> <li>• Arranging access to complete improvement works can be difficult if there are language barriers</li> </ul>	<p><b>Budget proposal 5. Re-investment of savings in tackling inequality and estate regeneration</b></p> <ul style="list-style-type: none"> <li>• Ensure contact is made in a variety of ways. Translation and interpreting services available via Sussex Interpreting Service</li> </ul>
<p><b>Gender</b></p>	<p><b>Yes</b></p>	<p><b>Budget Proposal 1. Rent Increase</b> Increased rents and/or reduction in housing benefit through the Government's welfare reform changes can affect those on fixed/low incomes. 1017 households have been identified as potentially affected by the under occupancy rules. Of these a higher number (58%) of female sole tenants are affected compared to 25% male and 17% joint tenants.</p>	<p><b>Budget proposal 1. Rent Increase</b></p> <ul style="list-style-type: none"> <li>• Complete further analysis of the households potentially affected by new under occupancy rules by gender to determine if there is a disproportionate impact on any group</li> </ul>
<p><b>Gender reassignment</b></p>	<p><b>Yes</b></p>	<p><b>Budget Proposals 1 &amp; 2. Rent Increase and Service Charges</b></p> <ul style="list-style-type: none"> <li>• Trans people may experience poverty due to discrimination in employment or lack of economic support from family and friends and therefore may face financial difficulties through increased rents and service charges</li> <li>• Our data indicates that we have 21 transgender tenants of which 90% of them are in receipt of housing benefit</li> </ul>	<p><b>Budget Proposals 1 &amp; 2. Rent Increase and Service Charges</b></p> <ul style="list-style-type: none"> <li>• Access to Discretionary housing payments for the most vulnerable tenants/those facing exceptional hardship</li> <li>• £0.070m will be included in the budget to increase the contribution to the bad debt provision</li> <li>• £0.150m will be maintained into the budget for measures to tackle financial exclusion and inequality</li> </ul>

<p><b>Different Groups to be included in assessment</b></p>	<p><b>Possible positive or negative impact on group/s? YES/NO</b></p>	<p><b>Describe potential impact (positive effects and negative impacts or potential barriers)</b></p>	<p><b>Action/s (including details of a full EIA to be completed if required/relevant)</b>  <u>Note:</u> Actions should be directly related to the potential impacts identified.</p>
			<ul style="list-style-type: none"> <li>Targeted casework for those households affected by the HB changes under the Government's welfare reform including promoting the Tenant Incentive Scheme to downsize.</li> <li>Financial Inclusion Co-ordinators in post to provide targeted case by case support to those households experiencing financial difficulties.</li> <li>Full EIA on rents and service charges increases due to be completed</li> <li>Trans Equality Scrutiny Panel may make specific suggestions for how to improve housing services to trans residents</li> </ul>
<p><b>Religion or Belief</b></p>	<p><b>Yes</b></p>	<p><b>Budget proposal 5. Re-investment of savings in tackling inequality and estate regeneration</b></p> <ul style="list-style-type: none"> <li>Arranging access to complete improvement works could be difficult if there are religious reasons for not allowing male contractors into the property</li> </ul>	<p><b>Budget proposal 5. Re-investment of savings in tackling inequality and estate regeneration</b></p> <ul style="list-style-type: none"> <li>Sensitivity to be shown when making access arrangements and reasonable adjustments to be made</li> <li>Communicating these changes as early and as clearly as possible will allow people of all faiths and none time to prepare.</li> </ul>
<p><b>Sexual Orientation</b></p>	<p><b>No</b></p>		

<p><b>Different Groups to be included in assessment</b></p>	<p><b>Possible positive or negative impact on group/s? YES/NO</b></p>	<p><b>Describe potential impact (positive effects and negative impacts or potential barriers)</b></p>	<p><b>Action/s</b> (including details of a full EIA to be completed if required/relevant) <u>Note:</u> Actions should be directly related to the potential impacts identified.</p>
<p><b>Child Poverty</b></p>	<p><b>Yes</b></p>	<p><b>Budget Proposals 1 &amp; 2. Rent Increase and Service Charges</b></p> <ul style="list-style-type: none"> <li>• Those households on fixed/low incomes may be affected by rent/service charge increases.</li> <li>• Two thirds of households in social housing experience multiple disadvantage</li> <li>• In Brighton &amp; Hove 10,555 children are living in poverty or 22% of all children (2009 figures). Ranging from 46.9% of all children in East Brighton and 44.5% in Moulsecoomb - two areas with large concentrations of council owned housing. Within these areas 8.25% of households are potentially affected by the changes to Housing Benefit in April 2013 through the Government's welfare reform.</li> <li>• 77.5 of children live in out of work families</li> <li>• 72.8% of children in poverty live in lone parent families</li> <li>• The Brighton and Hove Child Poverty Commissioning Strategy identifies welfare reform as a key imminent pressure on family income and family health.</li> </ul>	<p><b>Budget Proposals 1 &amp; 2. Rent Increase and Service Charges</b></p> <ul style="list-style-type: none"> <li>• Analyse the households potentially affected by new under occupancy rules by household composition i.e. lone parents and families to determine if there is a disproportionate impact on any group or geographical area and target support accordingly</li> <li>• Consider cumulative impacts of changes and medium/long term impact of deep and persistent poverty.</li> </ul>

<p><b>Different Groups to be included in assessment</b></p>	<p><b>Possible positive or negative impact on group/s? YES/NO</b></p>	<p><b>Describe potential impact (positive effects and negative impacts or potential barriers)</b></p>	<p><b>Action/s</b> (including details of a full EIA to be completed if required/relevant)  <u>Note:</u> Actions should be directly related to the potential impacts identified.</p>
<p><b>Other groups relevant to this proposal</b></p>	<p><b>Yes</b></p>	<p><b>Budget proposal 5. Re-investment of savings in tackling inequality and estate regeneration</b>  Investment will be provided in:</p> <ul style="list-style-type: none"> <li>• taking action to tackle overcrowding through continuation of the loft conversion/extensions programme</li> <li>• tackling health inequalities through a strategic programme to tackle damp and condensation</li> <li>• tackling fuel poverty through continued investment in providing modern, energy efficient heating</li> <li>• improving the sustainability and energy efficiency of the housing stock through insulation improvements, overcladding projects, solar PV and improvements to communal lighting</li> <li>• changing to energy efficient taps which reduces water poverty</li> <li>• investing in estate regeneration and building new council homes to high sustainability standards</li> </ul>	
		<p><b>Budget Proposals 1 &amp; 2. Rent Increase and Service Charges</b></p> <ul style="list-style-type: none"> <li>• Families experiencing domestic/financial abuse from partners may be more negatively impacted by increases in rents/service charges and reduction in income due to the</li> </ul>	<p><b>Budget Proposals 1 &amp; 2. Rent Increase and Service Charges</b></p> <ul style="list-style-type: none"> <li>• Domestic Violence EIA to be reviewed December 2012</li> <li>• Raise awareness of domestic abuse and support services.</li> <li>• Financial Inclusion Co-ordinators in</li> </ul>



<p><b>Different Groups to be included in assessment</b></p>	<p><b>Possible positive or negative impact on group/s? YES/NO</b></p>	<p><b>Describe potential impact (positive effects and negative impacts or potential barriers)</b></p> <ul style="list-style-type: none"> <li>• pressure this places on the household Children living in these households may experience higher levels of poverty and deprivation.</li> <li>• Issues such as caring responsibilities, families experiencing divorce/separation, substance misuse, being ex armed forces or an ex offender can also have a significant impact on income and other aspects of financial exclusion</li> </ul>	<p><b>Action/s (including details of a full EIA to be completed if required/relevant)</b>  <b>Note:</b> Actions should be directly related to the potential impacts identified.</p> <p>post to provide targeted support to those households experiencing financial difficulties.</p>
<p><b>Cumulative impacts (proposed changes elsewhere which might worsen impacts identified above)</b></p>	<p><b>Are any cumulative impacts identified across your service area from proposals in other departments OR from other service areas? Please explain what these might be (<a href="#">Link to Guidance</a>)</b></p> <p>The proposals to increase rents and service charges as per last year negatively impact on those households on fixed/low incomes and those not in receipt of full housing benefit. This is compounded by changes to Housing Benefit and wider changes under the Government's welfare reform which negatively impacts on 1,017 households (7% of our properties).</p>		



Budget Screening Equality Impact Assessment Template 2013/14

Service Area	Regulatory Services – Environmental Health and Licensing		Budget Ref. EIA 19
Head of Service	Tim Nichols		
Budget Proposal	<p><b>Briefly and simply explain what budget changes are proposed.</b> (<a href="#">Link to Guidance</a>)</p> <p>Reduce salary budget in Health &amp; Safety team by £25k, loss of one FTE SO1/2 post. Reduction of project/programmed inspections but remaining compliant with legislation...</p>		
Summary of impacts	<p><b>Highlight the main / most significant potential impacts which will need to be removed, mitigated or avoided</b> (<a href="#">Link to Guidance</a>)</p> <p>Changes following LAC 67-2 rev. 3 review. DWP Good Health &amp; Safety, Good for Everyone. Health &amp; Safety regulations overhauled. Businesses to be exempted. Shops, pubs and clubs no longer routinely inspected. From April 2013, Government: new directions for HSE and LAs as measure to boost economy.</p>		
Key actions to reduce negative impacts	<p><b>What actions are proposed to remove/reduce/avoid potential negative impacts and increase positive impacts?</b> (<a href="#">Link to Guidance</a>)</p> <ol style="list-style-type: none"> <li>1. No discretion – DBIS and DWP policy direction.</li> <li>2. HSE provide workplace safety and health advice.</li> </ol>		
Complete all three columns for each group ( <a href="#">Link to Guidance</a> )			
Age	Yes	Reduced occupational health & safety protection.	<ol style="list-style-type: none"> <li>1. Government policy</li> <li>2. HSE advice on website</li> </ol>

<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact (positive effects and negative impacts or potential barriers)</b>	<b>Action/s (including details of a full EIA to be completed if required/relevant) Note: Actions should be directly related to the potential impacts identified.</b>
Disability	Yes	Reduced occupational health & safety protection.	<ol style="list-style-type: none"> <li>1. Government policy</li> <li>2. HSE advice on website</li> </ol>
Ethnicity/Race	Yes	Reduced occupational health & safety protection.	<ol style="list-style-type: none"> <li>1. Government policy</li> <li>2. HSE advice on website</li> </ol>
Gender	Yes	Reduced occupational health & safety protection.	<ol style="list-style-type: none"> <li>1. Government policy</li> <li>2. HSE advice on website</li> </ol>
Gender reassignment	Yes	Reduced occupational health & safety protection.	<ol style="list-style-type: none"> <li>1. Government policy</li> <li>2. HSE advice on website</li> </ol>
Religion or Belief	Yes	Reduced occupational health & safety protection.	<ol style="list-style-type: none"> <li>1. Government policy</li> <li>2. HSE advice on website</li> </ol>
Sexual Orientation	Yes	Reduced occupational health & safety protection.	<ol style="list-style-type: none"> <li>1. Government policy</li> <li>2. HSE advice on website</li> </ol>
Child Poverty	Yes	Reduced occupational health & safety protection.	<ol style="list-style-type: none"> <li>1. Government policy</li> <li>2. HSE advice on website</li> </ol>
Other groups relevant	Yes	Reduced occupational health & safety	<ol style="list-style-type: none"> <li>1. Government policy</li> </ol>

<p><b>Different Groups to be included in assessment</b></p>	<p><b>Possible positive or negative impact on group/s? YES/NO</b></p>	<p><b>Describe potential impact</b> (positive effects and negative impacts or potential barriers)</p>	<p><b>Action/s</b> (including details of a full EIA to be completed if required/relevant)  <b>Note:</b> Actions should be directly related to the potential impacts identified.</p>
<p><b>to this proposal</b></p> <p><b>Cumulative impacts</b> (proposed changes elsewhere which might worsen impacts identified above)</p>	<p>Are any cumulative impacts identified across your service area from proposals in other departments OR from other service areas? Please explain what these might be (<a href="#">Link to Guidance</a>)</p> <p>Accident trends over time should be monitored for impact in change in economic and social policy. However, accident reporting criteria are changing.</p>	<p><b>protection.</b></p>	<p><b>2. HSE advice on website</b></p>

Budget Screening Equality Impact Assessment Template 2013/14

Service Area	Trading Standards	Budget Ref. EIA 20
Head of Service	Jo Player	
Budget Proposal	<p><b>Briefly and simply explain what budget changes are proposed. (<a href="#">Link to Guidance</a>)</b></p> <p>Reduction of succession planning budget reduction of 1.2FTE posts. Business advice line service will cease but this will be mitigated through other on-line advice and engagement with businesses as far as possible.</p>	
Summary of impacts	<p><b>Highlight the main / most significant potential impacts which will need to be removed, mitigated or avoided (<a href="#">Link to Guidance</a>)</b></p> <p>Loss of succession planning may result in loss of staff once qualified.</p> <p><b>Impacts identified on the following ‘protected characteristics’: none.</b></p>	
Key actions to reduce negative impacts	<p><b>What actions are proposed to remove/reduce/avoid potential negative impacts and increase positive impacts? (<a href="#">Link to Guidance</a>)</b></p> <p>Ensure officers are qualified in the next two years. Explore income generation options.</p>	
<p><i>To use Hyperlinks press the ‘Ctrl’ key and right-click on the underlined link – each guidance section has a link back to the question.</i></p>		
<p><b>Complete all three columns for each group (<a href="#">Link to Guidance</a>)</b></p>		
Different Groups to be included in assessment	Possible positive or negative impact on group/s? YES/NO	Describe potential impact (positive effects and negative impacts or potential barriers)
		<p><b>Action/s</b> (including details of a full EIA to be completed if required/relevant) <b>Note:</b> Actions should be directly related to the potential impacts identified.</p>

<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact (positive effects and negative impacts or potential barriers)</b>	<b>Action/s (including details of a full EIA to be completed if required/relevant) Note: Actions should be directly related to the potential impacts identified.</b>
Age	NO		
Disability	NO		
Ethnicity/Race	NO		
Gender	NO		
Gender reassignment	NO		
Religion or Belief	NO		
Sexual Orientation	NO		
Child Poverty	NO		
Other groups relevant to this proposal			

Different Groups to be included in assessment	Possible positive or negative impact on group/s? YES/NO	Describe potential impact (positive effects and negative impacts or potential barriers)	Action/s (including details of a full EIA to be completed if required/relevant) <u>Note</u> : Actions should be directly related to the potential impacts identified.
Cumulative impacts (proposed changes elsewhere which might worsen impacts identified above)	Are any cumulative impacts identified across your service area from proposals in other departments OR from other service areas? Please explain what these might be ( <a href="#">Link to Guidance</a> )		

Budget Screening Equality Impact Assessment Template 2013/14

Service Area	Communities and Equality	Budget Ref. EIA 21
Head of Service	Mary Evans	
Budget Proposal	<p><b>Briefly and simply explain what budget changes are proposed.</b> (<a href="#">Link to Guidance</a>)</p> <p>Reduce the City Communities Fund budget by £20k.</p>	
Summary of impacts	<p><b>Highlight the main / most significant potential impacts which will need to be removed, mitigated or avoided</b> (<a href="#">Link to Guidance</a>)</p> <p>Over 60% of this budget is spent on activities and events for communities of people with protected characteristics e.g. Black History month, Gypsy, Roma, Traveller History month, Refugee week and Japan Festival. Key events will be protected but there is a potential that new events may no longer be able to run although it is expected that overall Communities &amp; Equalities budgets will contain sufficient flexibility if absolutely necessary.</p> <p><b>Impacts identified on the following ‘protected characteristics’:</b> all.</p>	
Key actions to reduce negative impacts	<p><b>What actions are proposed to remove/reduce/avoid potential negative impacts and increase positive impacts?</b> (<a href="#">Link to Guidance</a>)</p> <p>The annual grants programme can support some of the activities run by Community/Voluntary sector groups instead. Additional support during the application process could be provided.</p>	
<p><i>To use Hyperlinks press the ‘Ctrl’ key and right-click on the underlined link – each guidance section has a link back to the question.</i></p>		
<p><b>Complete all three columns for each group</b> (<a href="#">Link to Guidance</a>)</p>		



<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact (positive effects and negative impacts or potential barriers)</b>	<b>Action/s (including details of a full EIA to be completed if required/relevant) Note: Actions should be directly related to the potential impacts identified.</b>
<b>Age</b>	<b>YES</b>	Over the last two years the CCF has contributed to: St Richards Community Centre – support for over 50s groups Youth Offending Service allotment support	Potential support from annual grants
<b>Disability</b>	<b>YES</b>	Last year the CCF supported the Fed of Disabled People’s Jubilee tea party.	Potential support from annual grants
<b>Ethnicity/</b>	<b>YES</b>	Over the last two years the CCF has contributed to: Black History month Gypsy, Roma, Traveller History month Brighton Japan festival Refugee week	Continued support from this fund. Japan festival is a partnership of private sector groups and so would not be supported.
<b>Gender</b>	<b>YES</b>	No gender specific events were supported by the budget in the last two years but there is the potential for them to apply.	Potential support from annual grants
<b>Gender reassignment</b>	<b>YES</b>	No trans events were supported by the budget in the last two years but there is the potential for them to apply.	Potential support from annual grants
<b>Religion or Belief</b>	<b>YES</b>	The CCF funds the civic commemoration of Holocaust Memorial Day - exhibition and publicity	This will need to be funded from the Equalities team running costs.

<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact (positive effects and negative impacts or potential barriers)</b>	<b>Action/s (including details of a full EIA to be completed if required/relevant) Note: Actions should be directly related to the potential impacts identified.</b>
<b>Sexual Orientation</b>	<b>YES</b>	Over the last two years the CCF has contributed to: Brighton Bothways Bi-visibility event Pink Fringe GEMs Aids Memorial Concert	Some continued support and potential support from annual grants
<b>Child Poverty</b>	<b>NO</b>		
<b>Other groups relevant to this proposal</b>	<b>YES</b>	A specific DV culture project was funded by CCF last year	Potential support from annual grants
<b>Cumulative impacts (proposed changes elsewhere which might worsen impacts identified above)</b>	<b>Are any cumulative impacts identified across your service area from proposals in other departments OR from other service areas? Please explain what these might be (<a href="#">Link to Guidance</a>)</b> <b>None identified</b>		

Budget Screening Equality Impact Assessment Template 2013/14

Service Area	Discretionary Grants (Annual and Three-Year)	Budget Ref. EIA 22
Head of Service	Mary Evans	
Budget Proposal	<p><b>Briefly and simply explain what budget changes are proposed.</b> (<a href="#">Link to Guidance</a>)</p> <p>To freeze the Discretionary Grants budget at current funding level.</p> <p><b>Highlight the main / most significant potential impacts which will need to be removed, mitigated or avoided</b> (<a href="#">Link to Guidance</a>)</p> <p>Over 70% of the organisations proposed for Three-Year Grants are aimed at increasing involvement, support and opportunities for people protected by the Equality Act 2010. 35% of the organisations provide services related to substance misuse, homelessness, community safety (hate crime), training and learning (unemployment and low educational qualifications) that are more likely to be of benefit to people made vulnerable and/or disadvantaged by their protected characteristic.</p> <p>Annual Grants tend to be particularly effective at supporting small groups, working with marginalised and often vulnerable people. Of the 38 smaller organisations funded last year 71% are aimed at increasing involvement, support and opportunities for people protected by the Equality Act 2010. It is expected that similar proportions will apply in the coming year.</p> <p>All the equalities impacts for the current budget are assessed and addressed within the current grants programme. Therefore although there is a potential impact on all groups due to predicted increased demand on their services, there is no disproportionate impact on any specific group which is not already being mitigated within the grants programme.</p> <p><b>Impacts identified on the following ‘protected characteristics’:</b> none.</p> <p><b>What actions are proposed to remove/reduce/avoid potential negative impacts and increase positive impacts?</b> (<a href="#">Link to Guidance</a>)</p>	
Key actions to reduce negative impacts		

Different Groups to be included in assessment	Possible positive or negative impact on group/s? YES/NO	Describe potential impact (positive effects and negative impacts or potential barriers)	Action/s (including details of a full EIA to be completed if required/relevant) <u>Note:</u> Actions should be directly related to the potential impacts identified.
No action is required beyond that already being completed within the Discretionary Grants programme.			
<i>To use Hyperlinks press the 'Ctrl' key and right-click on the underlined link – each guidance section has a link back to the question.</i>			
<b>Complete all three columns for each group</b> ( <a href="#">Link to Guidance</a> )			
<b>Age</b>	No		
<b>Disability</b>	No		
<b>Ethnicity/Race</b>	No		
<b>Gender</b>	No		
<b>Gender reassignment</b>	No		
<b>Religion or Belief</b>	No		

Different Groups to be included in assessment	Possible positive or negative impact on group/s? YES/NO	Describe potential impact (positive effects and negative impacts or potential barriers)	Action/s (including details of a full EIA to be completed if required/relevant) <u>Note:</u> Actions should be directly related to the potential impacts identified.
Sexual Orientation	No		
Child Poverty	No		
Other groups relevant to this proposal	No		
<b>Cumulative impacts</b> (proposed changes elsewhere which might worsen impacts identified above)	<p><b>Are any cumulative impacts identified across your service area from proposals in other departments OR from other service areas? Please explain what these might be (<a href="#">Link to Guidance</a>)</b></p> <p>A funding freeze potentially means:</p> <ul style="list-style-type: none"> <li>• No increase in financial support for CVS organisations in the city at a time when demand for their services is increasing because of reductions in statutory services,</li> <li>• No increased capacity for CVS groups to encourage and support community resilience and enable people to live healthy, independent lives with less reliance on statutory services,</li> <li>• No opportunity for increasing match funding within a context of a reducing local and national funding portfolio.</li> </ul>		

Budget Screening Equality Impact Assessment Template 2013/14

Service Area	Culture	Budget Ref. EIA 23
Head of Service	Paula Murray	
Budget Proposal	<p><b>Briefly and simply explain what budget changes are proposed. (<a href="#">Link to Guidance</a>)</b></p> <p>Delete the budget of £25k to support the Pride event directly with financial support.</p>	
Summary of impacts	<p><b>Highlight the main / most significant potential impacts which will need to be removed, mitigated or avoided (<a href="#">Link to Guidance</a>)</b></p> <p>If the event has to cover all costs directly, it may prove less viable. However, one-off funding is proposed for 2013/14 to allow Pride the necessary lead-in time to develop a sustainable business model.</p> <p><b>Impacts identified on the following ‘protected characteristics’:</b> gender reassignment and sexual orientation</p>	
Key actions to reduce negative impacts	<p><b>What actions are proposed to remove/reduce/avoid potential negative impacts and increase positive impacts? (<a href="#">Link to Guidance</a>)</b></p> <p>Officers will work closely with the event organisers to try and ensure the sustainability and viability of the event without direct financial support.</p>	
<p><i>To use Hyperlinks press the ‘Ctrl’ key and right-click on the underlined link – each guidance section has a link back to the question.</i></p>		
<p><b>Complete all three columns for each group (<a href="#">Link to Guidance</a>)</b></p>		
Different Groups to be included in assessment	Possible positive or negative impact on group/s? <b>YES/NO</b>	Describe potential impact (positive effects and negative impacts or potential barriers)
		<p><b>Action/s</b> (including details of a full EIA to be completed if required/relevant) <u>Note:</u> Actions should be directly related to the potential impacts identified.</p>

<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact (positive effects and negative impacts or potential barriers)</b>	<b>Action/s (including details of a full EIA to be completed if required/relevant) Note: Actions should be directly related to the potential impacts identified.</b>
<b>Age</b>	no		
<b>Disability</b>	no		
<b>Ethnicity/Race</b>	no		
<b>Gender</b>	no		
<b>Gender reassignment</b>	Yes	It is unlikely that not having this funding directly would prevent the event from going ahead. If the event has to cover all the infrastructure costs, there could be an increase in ticket prices to accommodate this which may prevent some people from attending the ticketed event, although the Parade element would remain free.	
<b>Religion or Belief</b>	no		
<b>Sexual Orientation</b>	yes	It is unlikely that not having this funding directly would prevent the event from going ahead. If the event has to cover all the infrastructure costs, there could be an increase in ticket prices to accommodate this which may prevent some people from attending the ticketed event, although the Parade element would remain free.	



Different Groups to be included in assessment	Possible positive or negative impact on group/s? YES/NO	Describe potential impact (positive effects and negative impacts or potential barriers)	Action/s (including details of a full EIA to be completed if required/relevant) <u>Note:</u> Actions should be directly related to the potential impacts identified.
Child Poverty	no		
Other groups relevant to this proposal	no		
Cumulative impacts (proposed changes elsewhere which might worsen impacts identified above)	<p>Are any cumulative impacts identified across your service area from proposals in other departments OR from other service areas? Please explain what these might be (<a href="#">Link to Guidance</a>)</p> <p>none</p>		

## Budget Screening Equality Impact Assessment Template 2013/14

Service Area	Sports Facilities	Budget Ref. EIA 24
Head of Service	Ian Shurrock	
Budget Proposal	<p><b>Briefly and simply explain what budget changes are proposed.</b> (<a href="#">Link to Guidance</a>)</p> <p>Efficiency reduction of expenditure of £30k on maintenance of King Alfred Leisure Centre.</p>	
Summary of impacts	<p><b>Highlight the main / most significant potential impacts which will need to be removed, mitigated or avoided</b> (<a href="#">Link to Guidance</a>)</p> <p>A reduction in funding the maintenance of the council's sports facilities has the potential to negatively impact upon the quality of the service provided for all user groups – but no specific impacts on 'protected characteristics' groups are identified.</p> <p>As the reduction relates primarily to building infrastructure rather than the programmes that are provided then the impact should be minimal. However, there is always the risk of major unforeseen expenditure being required in order to keep the facility fully operational. This is particularly true of the King Alfred Leisure Centre, parts of which date back to the 1930s.</p> <p>Increasing participation in sport and physical activity is key to improving the health and well-being of the city's residents and reducing the cost of obesity-related health care. Any reduction in the quality of service provided could lead to a decline in the number of people participating in sport and physical activity. This would, in turn, impact negatively upon the health and wellbeing of local residents and could lead to a rise in crime and anti-social behaviour.</p> <p><b>Impacts identified on the following 'protected characteristics':</b> none.</p>	
Key actions to reduce negative impacts	<p><b>What actions are proposed to remove/reduce/avoid potential negative impacts and increase positive impacts?</b> (<a href="#">Link to Guidance</a>)</p> <ul style="list-style-type: none"> <li>- Required works are carefully prioritised to minimise the potential negative impacts.</li> <li>- Work closely with Freedom Leisure in prioritising, planning and undertaking required works to minimise impact upon users.</li> </ul>	

<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact (positive effects and negative impacts or potential barriers)</b>	<b>Action/s (including details of a full EIA to be completed if required/relevant) Note: Actions should be directly related to the potential impacts identified.</b>
<i>To use Hyperlinks press the 'Ctrl' key and right-click on the underlined link – each guidance section has a link back to the question.</i>			
<b>Complete all three columns for each group (<a href="#">Link to Guidance</a>)</b>			
<b>Age</b>	No specific impact		
<b>Disability</b>	No specific impact		
<b>Ethnicity/Race</b>	No specific impact		
<b>Gender</b>	No specific impact		
<b>Gender reassignment</b>	No specific impact		
<b>Religion or Belief</b>	No specific impact		
<b>Sexual Orientation</b>	No specific impact		
<b>Child Poverty</b>	No specific impact		
<b>Other groups relevant to this proposal</b>	No specific impact		
<b>Cumulative impacts (proposed changes</b>	<b>Are any cumulative impacts identified across your service area from proposals in other departments OR from other service areas? Please explain what these might be (<a href="#">Link to Guidance</a>)</b>		

<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact (positive effects and negative impacts or potential barriers)</b>	<b>Action/s (including details of a full EIA to be completed if required/relevant)</b> <u>Note: Actions should be directly related to the potential impacts identified.</u>
elsewhere which might worsen impacts identified above)			

Budget Screening Equality Impact Assessment Template 2013/14

Service Area	Libraries, City Services	Budget Ref. EIA 25
Head of Service	Sally McMahon	
Budget Proposal	<p><b>Briefly and simply explain what budget changes are proposed. (<a href="#">Link to Guidance</a>)</b></p> <hr/> <p><b>Aim of Policy/Scope of Service/Background Information</b></p> <ul style="list-style-type: none"> <li>• Following the amendment passed at the Economic and Development Culture Committee on 20 September 2012 the Mobile Library will run on its current schedule until the end of March 2013.</li> <li>• A report will be going to the Economic and Development Culture Committee on 15 November 2013 presenting a range of options for the future of the Mobile Library service from April 2013. This EIA examines with impact of the following options: <ul style="list-style-type: none"> <li>• This EIA looks at the implications of the following options: <ol style="list-style-type: none"> <li>1. End the Mobile Library Service and replace with Housebound Home Delivery Service.</li> <li>2. Reduction of the mobile library service to 4 or 3 days per week maintaining the most used stops</li> <li>3. Reduction of the mobile library service to 3 days a week and develop Home Delivery Service</li> </ol> </li> <li>• A Housebound Home Delivery Service is in the early stages of development currently based entirely on volunteers. Achieving some council funding for this service, as in options 1 and 3 would enable it to much more effectively and quickly develop and deliver.</li> </ul> </li> </ul> <p><b>Highlight the main / most significant potential impacts which will need to be removed, mitigated or avoided (<a href="#">Link to Guidance</a>)</b></p> <p>Ending or reducing the Mobile library service could impact on:</p> <ol style="list-style-type: none"> <li>1. older people with mobility issues</li> <li>2. some schools and children with special needs</li> <li>3. people who are housebound or have difficulty getting to or using a library</li> <li>4. some people in residential accommodation</li> <li>5. excluded or isolated people</li> </ol> <p><b>Impacts identified on the following 'protected characteristics': age, disability.</b></p>	
Summary of impacts		

<p><b>Different Groups to be included in assessment</b></p>	<p><b>Possible positive or negative impact on group/s? YES/NO</b></p>	<p><b>Describe potential impact</b> (positive effects and negative impacts or potential barriers)</p>	<p><b>Action/s</b> (including details of a full EIA to be completed if required/relevant) <u>Note:</u> Actions should be directly related to the potential impacts identified.</p>
<p><b>What actions are proposed to remove/reduce/avoid potential negative impacts and increase positive impacts?</b> (<a href="#">Link to Guidance</a>)</p> <ol style="list-style-type: none"> <li>1. A Housebound Library service will be developed across the city available to eligible people of all ages</li> <li>2. Range of alternative services in libraries and schools detailed below. Range of alternative services for children with special needs detailed below</li> <li>3. A Housebound Library service will be developed across the city available to eligible people of all ages</li> <li>4. Equal Access delivery service plus Housebound service will be offered</li> <li>5. Reducing isolation and improving inclusion would be a key broad aim of the Housebound Library Service. Priority would be given to the areas around former stops in terms of promoting, developing and delivering as appropriate range of services including Housebound, Equal Access, local libraries, services to children and young peoples and other outreach services.</li> </ol> <p><b>Key actions to reduce negative impacts</b></p>			
<p><i>To use Hyperlinks press the 'Ctrl' key and right-click on the underlined link – each guidance section has a link back to the question.</i></p>			
<p><b>Complete all three columns for each group</b> (<a href="#">Link to Guidance</a>)</p>			
<p><b>Different Groups to be included in assessment</b></p>	<p><b>Possible positive or negative impact on group/s? YES/NO</b></p> <p>Yes</p>	<p><b>Describe potential impact</b> (positive effects and negative impacts or potential barriers)</p> <p>Ending or reducing the Mobile library service could impact on older people with mobility issues. Of those who only use the Mobile there are 51 people over 65.</p> <p>Ending or reducing the Mobile could impact on children under five (Numbers included in figures below)</p>	<p><b>Action/s</b> (including details of a full EIA to be completed if required/relevant) <u>Note:</u> Actions should be directly related to the potential impacts identified.</p> <p>A Housebound Library service will be developed across the city to bring access to library services to older people with mobility or other access issues.</p> <p>Only one nursery/playgroup uses the Mobile Library. They already receive the Book Ahead pre-school loans service, through which they receive a free collection of books</p>
<p><b>Age</b></p>			

Different Groups to be included in assessment	Possible positive or negative impact on group/s? YES/NO	Describe potential impact (positive effects and negative impacts or potential barriers)	Action/s (including details of a full EIA to be completed if required/relevant) <u>Note:</u> Actions should be directly related to the potential impacts identified.
		<p>Ending or reducing the Mobile could impact on school aged children. Of those who only use the Mobile there are 60 users under 18, and 77 pupil tickets</p> <p>Ending or reducing the mobile could impact on children with special needs. There are 65 pupil tickets</p>	<p>which are exchanged on a termly basis. They are also in receipt of Bookstart packs, which is a book gifting scheme for babies, and toddlers</p> <p>The Mobile Library stops near two schools, where there is limited use despite promotion. The schools will be offered:</p> <ul style="list-style-type: none"> <li>• Library staff visit to the school to promote library services including homework club and class visits to the local library</li> <li>• Access to the Get Reading project for schools whereby pupils are signed up to public library membership and get a special edition library card, and the teachers also get a teacher's membership card which enables them to borrow up to 40 books and eight audio-visual items at one time for their class.</li> </ul> <p>A small number of pupils from a school for pupils with special needs currently use the Mobile Library Service. The range of alternative provision offered would include the same services as offered to other schools plus the option of a delivery of exchange collections of books on an eight weekly basis</p> <p>Special needs pupils would receive public library services completely free of any</p>



Different Groups to be included in assessment	Possible positive or negative impact on group/s? YES/NO	Describe potential impact (positive effects and negative impacts or potential barriers)	Action/s (including details of a full EIA to be completed if required/relevant) <u>Note:</u> Actions should be directly related to the potential impacts identified.
			<p>charges, including fines and audio-visual charges, as the Library Service recognises the Compass Card as evidence of being eligible for the fully free service</p> <p>The Housebound service would be available for eligible people of all ages.</p> <p>If the mobile service were to be reduced, the most currently used stops would be maintained.</p> <p>Priority would be given to the areas around former stops in terms of promoting, developing and delivering as appropriate range of services including Housebound, Equal Access, local libraries, services to children and young peoples and other outreach services.</p>
<b>Disability</b>	<b>Yes</b>	<p>Ending or reducing the mobile library service could impact on people who are housebound or have difficulty getting to or using a library. There are currently only three registered mobile library users who are housebound.</p> <p>Ending or reducing the mobile library service could impact on people in residential</p>	<p>The alternative Housebound Library service will be developed across the city to bring access to library services to housebound and other disabled people</p> <p>Despite extensive efforts at promotions, the Mobile Library Service is not used very much by elderly or housebound residents with many of them finding it difficult to use the Mobile Library, preferring to use Equal Access service.</p>

Different Groups to be included in assessment	Possible positive or negative impact on group/s? YES/NO	Describe potential impact (positive effects and negative impacts or potential barriers)	Action/s (including details of a full EIA to be completed if required/relevant) <u>Note:</u> Actions should be directly related to the potential impacts identified.
		<p>accommodation. Only 17 current users.</p> <p>Ending or reducing the mobile library service could impact on excluded and isolated people</p>	<p>The Equal Access Service would continue to be offered to residential accommodation with the Housebound service made available in addition/as an alternative as appropriate. All of the residential homes near Mobile Library stops already have regularly exchanged collections of books.</p> <p>There is a network of 14 libraries-12 community and two central, with 98% of all residents within one mile of a library</p> <p>71% (611) of registered mobile library borrowers already use one of the static libraries with only 253 registered borrowers using the Mobile Library only.</p> <p>Reducing isolation and improving inclusion would be a key broad aim of the Housebound Library Service. As well as delivering library materials and information services, digital inclusion would be improved by bringing the Council Connect internet help service through laptops to people in their own homes.</p> <p>Exclusion would be combated in the wider sense by sharing good practice, resources, information and access to library and a wide range of other services via a partnership with the Neighbourhood Care Scheme.</p> <p>If the mobile service were to be reduced, the</p>

<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact (positive effects and negative impacts or potential barriers)</b>	<b>Action/s (including details of a full EIA to be completed if required/relevant) Note: Actions should be directly related to the potential impacts identified.</b>
			<p>most currently used stops would be maintained.</p> <p>Priority would be given to the areas around former stops in terms of promoting, developing and delivering as appropriate range of services including Housebound, Equal Access, local libraries, services to children and young peoples and other outreach services.</p>
<b>Ethnicity/Race</b>	<b>No</b>		
<b>Gender</b>	<b>No</b>		
<b>Gender reassignment</b>	<b>No</b>		
<b>Religion or Belief</b>	<b>No</b>		
<b>Sexual Orientation</b>	<b>No</b>		
<b>Child Poverty</b>	<b>No</b>		
<b>Other groups relevant to this proposal</b>	<b>No</b>		

<p><b>Different Groups to be included in assessment</b></p>	<p><b>Possible positive or negative impact on group/s? YES/NO</b></p>	<p><b>Describe potential impact (positive effects and negative impacts or potential barriers)</b></p>	<p><b>Action/s (including details of a full EIA to be completed if required/relevant)</b>  <b>Note: Actions should be directly related to the potential impacts identified.</b></p>
<p><b>Cumulative impacts</b>            (proposed changes elsewhere which might worsen impacts identified above)</p>	<p><b>Are any cumulative impacts identified across your service area from proposals in other departments OR from other service areas? Please explain what these might be</b> <a href="#">(Link to Guidance)</a></p>		

Budget Screening Equality Impact Assessment Template 2013/14

Service Area	Libraries, City Services	Budget Ref. EIA 26
Head of Service	Sally McMahon	
Budget Proposal	<p><b>Briefly and simply explain what budget changes are proposed. (<a href="#">Link to Guidance</a>)</b></p> <ul style="list-style-type: none"> <li>• A home delivery library service to individual housebound users is currently in the early stages of improvement and development</li> <li>• The current Housebound Service offers a range of benefits to registered Housebound users including longer loans and no overdue charges. Many housebound people get their library items from friends or family, so are hidden in the loans of other borrowers, so are missing out on the benefits of Housebound membership</li> <li>• Strategies toward achieving some funding to in addition employ a Home Delivery Library Officer to work with the volunteers are therefore currently being urgently considered including reducing or ending the mobile library service to fund this</li> <li>• The developing home delivery service would provide a tailored individual service aiming to give access to all library stock and services</li> </ul>	
Summary of impacts	<p><b>Highlight the main / most significant potential impacts which will need to be removed, mitigated or avoided (<a href="#">Link to Guidance</a>)</b></p> <ol style="list-style-type: none"> <li>1. The development of a tailored individual Housebound Home Delivery Service can extend library and related community services to a wide range of people.</li> <li>2. Managing expectation and demand could be challenging</li> <li>3. Managing the volunteers and all necessary processes to deliver the service could be challenging as demand grows.</li> <li>4. Reducing or ending the mobile library could have a range of impacts</li> </ol> <p><b>Impacts identified on the following 'protected characteristics':</b> age, disability.</p>	

<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact</b> (positive effects and negative impacts or potential barriers)	<b>Action/s</b> (including details of a full EIA to be completed if required/relevant) <u>Note:</u> Actions should be directly related to the potential impacts identified.
<b>Key actions to reduce negative impacts</b>	<b>What actions are proposed to remove/reduce/avoid potential negative impacts and increase positive impacts?</b> ( <a href="#">Link to Guidance</a> )	<p>1. Continue to develop service, building on initial successful volunteer recruitment.</p> <p>2. Be clear, positive and honest about service capabilities as part of the development programme</p> <p>3. Employing a dedicated Home Delivery Officer will enable household services to be more effectively developed and co-ordinated. Work with a range of partners including such as Neighbourhood Care Scheme and Adult Social Care to share resources and help deliver services most cost effectively in some areas. Monitor effectiveness of services and partnerships to maximise potential for further funding bids and potential up-scaling of service in response to demand</p> <p>4. See separate Mobile Library Future EIA.</p>	
<i>To use Hyperlinks press the 'Ctrl' key and right-click on the underlined link – each guidance section has a link back to the question.</i>			
<b>Complete all three columns for each group</b> ( <a href="#">Link to Guidance</a> )			
<b>Age</b>	<b>Yes</b>	<p>Opportunity to improve, extend and develop library services to older people who are more likely to be unable to get to a static library due to mobility issues</p> <p>Opportunity to deliver services and bridge the gap for children in care who may sometimes be unable to access full range of library services.</p>	<p>Service will be developed and promoted with range of key partners and stakeholders to effectively target and deliver services to eligible people across all age ranges</p>
<b>Disability</b>	<b>Yes</b>	<p>Opportunity to improve, extend and develop the service to disabled people who may be unable to get to or utilise a static library.</p>	<p>Service will be developed and promoted with a range of key partners and stakeholders across the to bring access to library services to household and other disabled people</p> <p>The Equal Access Service which delivers pre-</p>

Different Groups to be included in assessment	Possible positive or negative impact on group/s? YES/NO	Describe potential impact (positive effects and negative impacts or potential barriers)	Action/s (including details of a full EIA to be completed if required/relevant) <u>Note:</u> Actions should be directly related to the potential impacts identified.
		<p>Opportunity to combat social exclusion and bring library, information and associated key services and skills to excluded and isolated people may not be able to easily access a full range of library services</p>	<p>selected collections to residential accommodation will continue with the individual Housebound service made available in addition/as an alternative as appropriate.</p> <p>Reducing isolation and improving inclusion will be a key broad aim of the Housebound Library Service. As well as delivering library materials and information services, digital inclusion would be improved by bringing the Council Connect internet help service through laptops to people in their own homes.</p> <p>The ability to deliver digital inclusion services would be particularly dependant on achieving some statutory funding</p> <p>Exclusion would be combated in the wider sense by sharing good practice, resources, information and access to library and a wide range of other services via a partnership with the Neighbourhood Care Scheme.</p>
Ethnicity/Race	No		
Gender	No		
Gender reassignment	No		



<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact (positive effects and negative impacts or potential barriers)</b>	<b>Action/s (including details of a full EIA to be completed if required/relevant) Note: Actions should be directly related to the potential impacts identified.</b>
<b>Religion or Belief</b>	No		
<b>Sexual Orientation</b>	No		
<b>Child Poverty</b>	No		
<b>Other groups relevant to this proposal</b>	<b>People with caring responsibilities</b>	Opportunity to develop and extend library services to people with caring responsibilities and/or the people they care for may not be able to easily access a full range of library services	Carers and the people they care for will be one the key groups targeted for a developing Housebound Home Delivery Service.
<b>Cumulative impacts (proposed changes elsewhere which might worsen impacts identified above)</b>	<b>Are any cumulative impacts identified across your service area from proposals in other departments OR from other service areas? Please explain what these might be</b> <a href="#">(Link to Guidance)</a>		

Budget Screening Equality Impact Assessment Template 2013/14

Service Area	Tourism & Leisure	Budget Ref. EIA 27
Head of Service	Adam Bates	
Budget Proposal	<p><b>Briefly and simply explain what budget changes are proposed.</b> (<a href="#">Link to Guidance</a>)</p> <hr/> <p>Closure of the staffed Visitor Information Centre (VIC) and replacement with other Visitor Information Points.</p>	
Summary of impacts	<p><b>Highlight the main / most significant potential impacts which will need to be removed, mitigated or avoided</b> (<a href="#">Link to Guidance</a>)</p> <p>Loss of face-to-face service may impact on people in certain groups, particularly those who are unable, or do not wish to use new technology to source information, and those with access needs.</p> <p><b>Impacts identified on the following ‘protected characteristics’:</b> age, disability, ethnicity, gender reassignment, religion/belief, sexual orientation.</p>	
Key actions to reduce negative impacts	<p><b>What actions are proposed to remove/reduce/avoid potential negative impacts and increase positive impacts?</b> (<a href="#">Link to Guidance</a>)</p> <ul style="list-style-type: none"> <li>• Working with local businesses to introduce Visitor Information Points (VIPs) where visitors would be able to access free information about the city – ensure accessibility to these venues.</li> <li>• Introduction of on-street volunteers to help visitors with tourist information.</li> <li>• Ensure that an understanding and commitment to all the equality strands is included in any training, both for the VIPs and any on-street volunteer ambassadors</li> </ul>	
<p><i>To use Hyperlinks press the ‘Ctrl’ key and right-click on the underlined link – each guidance section has a link back to the question.</i></p>		
<p><b>Complete all three columns for each group</b> (<a href="#">Link to Guidance</a>)</p>		

<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact (positive effects and negative impacts or potential barriers)</b>	<b>Action/s (including details of a full EIA to be completed if required/relevant) Note: Actions should be directly related to the potential impacts identified.</b>
<b>Age</b>	Yes	Loss of highly trained face-to-face service may impact on older people, who may not have access to, or be familiar with, the use of online or smart technology.	Train new VIP staff and new volunteers as highly as possible in local product knowledge.
<b>Disability</b>	Yes	The current VIC is fully accessible with trained staff.  The VIPs may not have full access for disabled people, who would therefore not be able to access the service easily.	Ensure access information for each VIP is included on the destination website so that visitors can make an informed choice before arriving in the city.  Ensure on-street volunteers have access information for each of the VIPs in order to inform and help customers effectively.
<b>Ethnicity/Race</b>	Yes	The current VIC staff are fluent in major European languages.  Overseas visitors who do not speak English will experience a poorer service if the VIP staff and the volunteers are unable to communicate effectively with them.	Encourage applications from volunteers who have knowledge of a second European language.
<b>Gender</b>	No	Both men and women will be affected by the closure of the VIC in the same way if they are also included in one of the other equality strands.	
<b>Gender reassignment</b> (	Yes	VIP staff and volunteers may not be as highly trained in Equalities as the current VIC staff; transsexuals may therefore be more prone to discrimination.	Ensure new VIPs and volunteers are aware of the need to treat all customers with respect and dignity.

Different Groups to be included in assessment	Possible positive or negative impact on group/s? YES/NO	Describe potential impact (positive effects and negative impacts or potential barriers)	Action/s (including details of a full EIA to be completed if required/relevant) <u>Note:</u> Actions should be directly related to the potential impacts identified.
<b>Religion or Belief</b>	Yes	Visitors of all religions and beliefs could be affected by the closure of the VIC as they may not be able to access information about places of worship in the city in a “non-denominational” environment.	Ensure all VIPs are located in places that may not exclude certain visitors.
<b>Sexual Orientation</b>	Yes	The current VIC has the space to rack LGBT literature, so that customers do not have to identify themselves as LGBT when looking for information. It is unlikely that the VIPs will have sufficient racking space to do this.	Ensure VIPs are located in places that LGBT visitors would not feel uncomfortable going to.
<b>Child Poverty</b>	No	The same, reduced, service will be as accessible by poorer families as those on higher incomes.	
<b>Other groups relevant to this proposal</b>	-		
<b>Cumulative impacts</b> (proposed changes elsewhere which might worsen impacts identified above)	<p><b>Are any cumulative impacts identified across your service area from proposals in other departments OR from other service areas? Please explain what these might be (<a href="#">Link to Guidance</a>)</b></p>		

**Budget Screening Equality Impact Assessment Template 2013/14**

Service Area	Revenues & Benefits	Budget Ref. EIA 28
<p><b>Head of Service</b></p>	<p><b>Graham Bourne</b></p>	
<p><b>Budget Proposal</b></p>	<p><b>Briefly and simply explain what budget changes are proposed. (<a href="#">Link to Guidance</a>)</b></p> <p>This impact assessment is in relation to the Revenues &amp; Benefits Service within the City Services Delivery Unit.</p> <p>This is an assessment of the equality impact of the downsizing of the benefit function within the service. This is a continuation of a downsizing programme that began in 2011 when the government first revealed its welfare reform intentions and the associated plans to incrementally reduce funding to local authorities in respect of housing benefit and council tax benefit administration. Subsequently the localisation agenda has resulted in legislation to replace council tax benefit with council tax support, again with funding implications. The overall downsizing strategy incorporates a systems thinking approach with a view to improving service to the customer and cost effectiveness to the service. In respect of the latter point, this is a necessary improvement because caseloads remain high and funding to the service is being reduced. The government grant funding projections are based on predicted falls in caseload tracking an expected improvement in the economy. While the national unemployment figures are falling these are yet to translate into a reduction in the overall caseload, partly because there has been a significant increase in low wage / part time workers claiming benefits.</p> <p>The service already has a comprehensive EIA in place but in addition there are two specific changes from 1 April 2013 that are subject to separate EIAs. The Council Tax Support EIA highlights the issues related to the proposed replacement for Council Tax Benefit, and the Social Fund EIA (currently in draft form) relates to the authority's new duty to take on a discretionary fund previously administered by the Department of Work and Pensions. Both of these EIAs are attached for information.</p> <p>This EIA is for the two benefit budget proposals. The first is to reduce administrative costs by £150k, in the main by reducing posts. The second proposal is effectively the same but for an additional £150k of saving, probably in its entirety by reducing posts. The two are separated because it is believed the risk to the quality and equality of service increases if savings above £150k are implemented.</p> <p>This document highlights the equality impact associated with the overall service and does not go into the detail of</p>	



<p><b>Different Groups to be included in assessment</b></p>	<p><b>Possible positive or negative impact on group/s? YES/NO</b></p>	<p><b>Describe potential impact (positive effects and negative impacts or potential barriers)</b></p>	<p><b>Action/s</b> (including details of a full EIA to be completed if required/relevant)  <u>Note:</u> Actions should be directly related to the potential impacts identified.</p>
<p>the two specific welfare reform EIAs.</p>			
<p><b>Summary of impacts</b></p>	<p><b>Highlight the main / most significant potential impacts which will need to be removed, mitigated or avoided (<a href="#">Link to Guidance</a>)</b></p> <p>It is difficult to predict the level of increase in demand, and the cumulative financial impact, due to the welfare reform and localisation changes, because the scale of change is unprecedented. The major risk is a drop in the quality of overall service. Primarily, this could mean more difficulty for customers in accessing the service, resulting in longer waiting times both on the telephone and in the Customer Service Centre, as well as delays in paying claims. The pressure of being behind with work tends to lead to more staff errors and this can add to delay and frustration. If the work pressures build then decisions will have to be made around prioritising resources on the core functions of the service, and the more pro-active elements that we are planning to increase next year, such as those engaged in debt –prevention work, may have to be scaled back. A significant work backlog can rapidly escalate with significant customer and financial impact.</p> <p>Any reduction in service could potentially impact on customers in terms of access, advice and financial support. As indicated in the specific EIAs, some groups are more affected by certain welfare changes than others and may be disproportionately affected by a drop in service levels. It is difficult to be certain how this would manifest as the interaction of changes is difficult to predict. However those who have difficulty accessing the service could be marginalised and those who might have benefited from pro-active work may lose out.</p> <p><b>Impacts identified on the following ‘protected characteristics’:</b> all (and child poverty).</p>		
<p><b>Key actions to reduce negative impacts</b></p>	<p><b>What actions are proposed to remove/reduce/avoid potential negative impacts and increase positive impacts? (<a href="#">Link to Guidance</a>)</b></p>		

<p><b>Different Groups to be included in assessment</b></p>	<p><b>Possible positive or negative impact on group/s? YES/NO</b></p>	<p><b>Describe potential impact (positive effects and negative impacts or potential barriers)</b></p>	<p><b>Action/s</b> (including details of a full EIA to be completed if required/relevant)  <b>Note:</b> Actions should be directly related to the potential impacts identified.</p>
<p>The challenge is complex but considerable planning is going into preparing for the welfare reform changes in 2013 and in maintaining systems thinking principles in the service to minimise failure and waste. The additional demands of the localisation agenda and social fund administration have been recognised early and finance and resources are being organised to deal with the extra burden.</p>			
<p>To use Hyperlinks press the 'Ctrl' key and right-click on the underlined link – each guidance section has a link back to the question.</p>			
<p><b>Complete all three columns for each group (<a href="#">Link to Guidance</a>)</b></p>			
<p><b>Age (</b></p>	<p><b>YES</b></p>	<p>The budget saving proposal doesn't have any direct impact to this group, but there may be a cumulative affect due to a reduction in the overall quality of service to all customers (as described below) which may have an age related impact when other factors are taken into account. The major welfare reform changes are subject to separate EIAs, one for Council Tax Support and one for the transfer of the Social Fund responsibility to the Council. These two EIAs detail how this specific group is impacted by the particular reform.</p> <p>Indirectly those who are elderly have a higher dependency on services that we occasionally provide, such as home visits, and may be disadvantaged if it is necessary to limit this service as a result of budget savings. There could also be changes to our plans for more pro-active work, designed to engage</p>	<p>Full EIA for specific welfare reforms (done)</p> <p>Use of additional government grant and specific internal funding for resourcing to deal with pre-emptive work and extra administrative burden.</p> <p>Rationalisation of existing resources to maximise the value of first contact with the customer and minimise double handling, error and cost.</p> <p>Intelligent use of technology in terms of automated communication with other benefit agencies and online claiming.</p>



<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact (positive effects and negative impacts or potential barriers)</b>	<b>Action/s (including details of a full EIA to be completed if required/relevant) Note: Actions should be directly related to the potential impacts identified.</b>
		<p>constructively with individuals who need our help. Additionally, the capacity to work with representative groups such as YAC and Age Concern may be restricted.</p>	
<b>Disability</b>	<b>YES</b>	<p>The budget saving proposal doesn't introduce any direct impact to this group but there may be a cumulative affect due to a reduction in the overall quality of service to all customers which may have a disability related impact when other factors are taken into account. The major welfare reform changes are subject to separate EIAs, one for Council Tax Support and one for the transfer of the Social Fund responsibility to the Council. These two EIAs detail how this specific group is impacted by the particular reform.</p> <p>Indirectly those with disabilities have a higher dependency on the outreach services we provide, such as home visits, and may be disadvantaged if it is necessary to reduce our service as a result of budget savings. There could also be changes to our plans for more pro-active work, designed to engage constructively with individuals who need our help. Additionally, the capacity to work with representative groups such as Grace Eyre Foundation and in support of the Council's Adult Social Care service may be restricted.</p>	<p>Full EIA for specific welfare reforms (done)</p> <p>Use of additional government grant and specific internal funding for resourcing to deal with pre-emptive work and extra administrative burden.</p> <p>Rationalisation of existing resources to maximise the value of first contact with the customer and minimise double handling, error and cost.</p> <p>Intelligent use of technology in terms of automated communication with other benefit agencies and online claiming.</p>

Different Groups to be included in assessment	Possible positive or negative impact on group/s? YES/NO	Describe potential impact (positive effects and negative impacts or potential barriers)	Action/s (including details of a full EIA to be completed if required/relevant) <u>Note:</u> Actions should be directly related to the potential impacts identified.
<b>Ethnicity/Race</b>	<b>YES</b>	<p>The budget saving proposal doesn't introduce any specific impact to this group but there may be a cumulative affect due to a reduction in the overall quality of service to all customers which may have an ethnicity / race related impact when other factors are taken into account. The major welfare reform changes are subject to separate EIAs, one for Council Tax Support and one for the transfer of the Social Fund responsibility to the Council. These two EIAs detail how this specific group is impacted by the particular reform.</p> <p>Those with English as an additional language have a preference for face to face contact as a communication channel, and the capacity to provide the same level and accessibility of face to face service may be affected as a result of budget savings and/or government policy towards 'Digital by Default'.</p>	<p>Full EIA for specific welfare reforms (done)</p> <p>Use of additional government grant and specific internal funding for resourcing to deal with pre-emptive work and extra administrative burden.</p> <p>Rationalisation of existing resources to maximise the value of first contact with the customer and minimise double handling, error and cost.</p> <p>Intelligent use of technology in terms of automated communication with other benefit agencies and online claiming.</p>
<b>Gender</b>	<b>YES</b>	<p>The budget saving proposal doesn't introduce any specific impact to this group but there may be a cumulative affect due to a reduction in the overall in quality of service to all customers, which may have a gender related impact when other factors are taken into account. The major welfare reform changes are subject to separate EIAs, one for Council Tax Support and one for the transfer of the Social Fund responsibility to the Council.</p>	<p>Full EIA for specific welfare reforms (done)</p> <p>Use of additional government grant and specific internal funding for resourcing to deal with pre-emptive work and extra administrative burden.</p> <p>Rationalisation of existing resources to maximise the value of first contact with the customer and minimise double handling, error</p>

<p><b>Different Groups to be included in assessment</b></p>	<p><b>Possible positive or negative impact on group/s? YES/NO</b></p>	<p><b>Describe potential impact (positive effects and negative impacts or potential barriers)</b></p>	<p><b>Action/s (including details of a full EIA to be completed if required/relevant)</b>  <u>Note: Actions should be directly related to the potential impacts identified.</u></p>
		<p>These two EIAs detail how this specific group is impacted by the particular reform.</p> <p>Plans within universal credit to pay only one adult family member on behalf of the family may add complexity to dealing with debt situations. The budget saving will give no capacity to deal with any extra demand. In certain circumstances single parents may perceive that they are particularly disadvantaged by elements of the welfare reforms, and the majority of single parents are women.</p>	<p>and cost.</p> <p>Intelligent use of technology in terms of automated communication with other benefit agencies and online claiming.</p>
<p><b>Gender reassignment</b></p>	<p><b>YES</b></p>	<p>The budget saving proposal doesn't introduce any specific impact to this group but there may be a cumulative affect due to a reduction in the overall quality of service to all customers which may have a gender reassignment related impact when other factors are taken into account. The major welfare reform changes are subject to separate EIAs, one for Council Tax Support and one for the transfer of the Social Fund responsibility to the Council. These two EIAs detail how this specific group is impacted by the particular reform.</p>	<p>Full EIA for specific welfare reforms (done)</p> <p>Use of additional government grant and specific internal funding for resourcing to deal with pre-emptive work and extra administrative burden.</p> <p>Rationalisation of existing resources to maximise the value of first contact with the customer and minimise double handling, error and cost.</p> <p>Intelligent use of technology in terms of automated communication with other benefit agencies and online claiming.</p>

<p><b>Different Groups to be included in assessment</b></p>	<p><b>Possible positive or negative impact on group/s? YES/NO</b></p>	<p><b>Describe potential impact (positive effects and negative impacts or potential barriers)</b></p>	<p><b>Action/s (including details of a full EIA to be completed if required/relevant)</b>  <u>Note: Actions should be directly related to the potential impacts identified.</u></p>
<p><b>Religion or Belief</b></p>	<p><b>YES</b></p>	<p>The budget saving proposal doesn't introduce any specific impact to this group but there may be a cumulative affect due to a reduction in the overall quality of service to all customers which may have a religion / belief related impact when other factors are taken into account. The major welfare reform changes are subject to separate EIAs, one for Council Tax Support and one for the transfer of the Social Fund responsibility to the Council. These two EIAs detail how this specific group is impacted by the particular reform.</p> <p>It should be noted that larger families may be significantly affected by benefit changes in 2013. There is a correlation between family size and some religions. The capacity to deal with the large family issues may be impacted by the budget proposals.</p>	<p>Full EIA for specific welfare reforms (done)</p> <p>Use of additional government grant and specific internal funding for resourcing to deal with pre-emptive work and extra administrative burden.</p> <p>Rationalisation of existing resources to maximise the value of first contact with the customer and minimise double handling, error and cost.</p> <p>Intelligent use of technology in terms of automated communication with other benefit agencies and online claiming.</p>
<p><b>Sexual Orientation</b></p>	<p><b>YES</b></p>	<p>The budget saving proposal doesn't introduce any specific impact to this group but there may be a cumulative affect due to a reduction in the overall quality of service to all customers which may have a sexual orientation related impact when other factors are taken into account. The major welfare reform changes are subject to separate EIAs, one for Council Tax Support and one for the transfer of the Social Fund responsibility to the Council. These two EIAs detail how this specific group is impacted by the particular</p>	<p>Full EIA for specific welfare reforms (done)</p> <p>Use of additional government grant and specific internal funding for resourcing to deal with pre-emptive work and extra administrative burden.</p> <p>Rationalisation of existing resources to maximise the value of first contact with the customer and minimise double handling, error and cost.</p>

<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact (positive effects and negative impacts or potential barriers)</b>	<b>Action/s (including details of a full EIA to be completed if required/relevant) Note: Actions should be directly related to the potential impacts identified.</b>
		reform.	Intelligent use of technology in terms of automated communication with other benefit agencies and online claiming.
<b>Child Poverty</b>	<b>YES</b>	<p>The budget saving proposal doesn't introduce any specific impact to this group but there may be a cumulative affect due to an overall reduction in quality of service to all customers which may have a child poverty related impact when other factors are taken into account. The major welfare reform changes are subject to separate EIAs, one for Council Tax Support and one for the transfer of the Social Fund responsibility to the Council. These two EIAs detail how this specific group is impacted by the particular reform.</p> <p>The largest financial impacts of welfare reform will be felt by families and the capacity to provide support and advice for these families may be impacted by the budget proposals</p>	<p>Full EIA for specific welfare reforms (done)</p> <p>Use of additional government grant and specific internal funding for resourcing to deal with pre-emptive work and extra administrative burden.</p> <p>Rationalisation of existing resources to maximise the value of first contact with the customer and minimise double handling, error and cost.</p> <p>Intelligent use of technology in terms of automated communication with other benefit agencies and online claiming.</p>
<b>Other groups relevant to this proposal</b>	<b>YES</b>	<p>The Revenues &amp; Benefits service EIA identifies, in addition to those mentioned above, the following groups for specific consideration;</p> <ul style="list-style-type: none"> <li>• Those with difficulty accessing</li> </ul>	<p>Full EIA for specific welfare reforms (done)</p> <p>Use of additional government grant and specific internal funding for resourcing to deal with pre-emptive work and extra</p>



<p><b>Different Groups to be included in assessment</b></p>	<p><b>Possible positive or negative impact on group/s? YES/NO</b></p>	<p><b>Describe potential impact (positive effects and negative impacts or potential barriers)</b></p>	<p><b>Action/s</b> (including details of a full EIA to be completed if required/relevant) <u>Note:</u> Actions should be directly related to the potential impacts identified.</p>
		<p>services</p> <ul style="list-style-type: none"> <li>• Those who struggle with understanding complex information</li> <li>• Those with exceptional vulnerability or exceptional financial hardship.</li> <li>• Homeless people</li> <li>• People employed on a part-time, temporary or casual basis</li> <li>• Self employed benefit customers</li> <li>• Unemployed people</li> <li>• Lone Parents</li> <li>• People with caring responsibilities</li> <li>• People with mental health needs</li> <li>• People with substance misuse issues</li> <li>• People with HIV</li> <li>• Refugees &amp; Asylum Seekers</li> <li>• Ex-offenders and people with unrelated convictions</li> <li>• People experiencing domestic violence</li> </ul> <p>All of these groups could be potentially impacted as stated in the section below. However those in the first three categories would be likely to be more severely effected if there was a drop in service.</p>	<p>administrative burden. Rationalisation of existing resources to maximise the value of first contact with the customer and minimise double handling, error and cost.</p> <p>Intelligent use of technology in terms of automated communication with other benefit agencies and online claiming.</p>
<p><b>Cumulative impacts (proposed changes</b></p>	<p><b>Are any cumulative impacts identified across your service area from proposals in other departments OR from other service areas? Please explain what these might be (<a href="#">Link to Guidance</a>)</b></p>		

<p><b>Different Groups to be included in assessment</b></p> <p>elsewhere which might worsen impacts identified above)</p>	<p><b>Possible positive or negative impact on group/s? YES/NO</b></p>	<p><b>Describe potential impact (positive effects and negative impacts or potential barriers)</b></p>	<p><b>Action/s (including details of a full EIA to be completed if required/relevant)</b>  <u>Note:</u> Actions should be directly related to the potential impacts identified.</p>
<p>The budget proposals coincide with the introduction of major welfare reforms. There will be changes in terms of council tax support, where the national Council Tax Benefit is being replaced by a local scheme. The Council will also become responsible for administration of a proposed local discretionary social fund, and further changes to Housing Benefit will be introduced in advance of the transfer to Universal Credit. All these changes will have an impact on existing customers and will initially increase demand for the service and put pressure on associated services such as housing options, homeless and adult social care. Specific funding has been allocated to provide extra resources to handle the localisation issues and the social fund administration comes with support funding. It is against this backdrop that the service will have to make the budget savings. Current performance would indicate that existing service levels could be maintained if the budget savings are £150k or less, but any increase above that level increases the risk of quality of service being affected. Any reduction in service quality could potentially impact on customers in terms of access, advice and financial support. As indicated in the specific EIAs, some groups are more affected by certain welfare changes than others and may be disproportionately affected by a drop in service levels. It is difficult to be certain how this would manifest as the interaction of changes is difficult to predict. However those who have difficulty accessing the service could be marginalised and those who might have benefited from pro-active work may lose out.</p>			



## Budget Screening Equality Impact Assessment Template 2013/14

Service Area	Revenues & Benefits	Budget Ref. EIA 29
Head of Service	Graham Bourne	
Budget Proposal	<p><b>Briefly and simply explain what budget changes are proposed.</b> (<a href="#">Link to Guidance</a>)</p> <hr/> <p><b>Proposal: increase NNDR (National Non Domestic Rates) collection by £200k in 2013/14</b></p> <p>The current NNDR / Business Rates scheme is administered by the Local Authority for central government. Money we collect goes to a central pool and is then redistributed by grant. From April 2013, this arrangement is changing, and 49% of the money we collect will be retained locally and the remainder paid over to the Fire Authority (1%) and government. This means we will be able to keep some of the extra rates that we raise if we grow the number of properties in the area that are liable to pay Business Rates. Unlike Council Tax, we are not able to set the amount of Rates that an individual has to pay, so we can only increase NNDR revenue by improving collection, or growing the number of properties that are chargeable for NNDR.</p> <p>For the purposes of this EIA, we can assume that the following factors are the ones that could result in increased collection:</p> <ul style="list-style-type: none"> <li>• <b>The systems thinking project will help to eliminate wasted contacts and failure in our system.</b> In practical terms this means reacting more effectively to our customers' needs, sending out bills faster, that are as accurate as possible, and making it as easy as possible for our customers to pay</li> <li>• <b>Reminders and summonses are sent to those in arrears, as they are at present</b> like in Council Tax, arrears in Business Rates are pursued by sending reminders, then summonses. Enforcement action follows on from that (e.g. bailiff visits, potential bankruptcy etc). Due to anticipated improvements from systems thinking, it is more likely that the numbers of reminders and summonses will <b>reduce</b> and yet people will be paying faster and keeping to the arrangements they have made.</li> </ul> <p>Increasing collection will therefore be achieved by doing what we currently do, but more effectively.</p>	
Summary of impacts	<p><b>Highlight the main / most significant potential impacts which will need to be removed, mitigated or avoided</b> (<a href="#">Link to Guidance</a>)</p>	

<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact</b> (positive effects and negative impacts or potential barriers)	<b>Action/s</b> (including details of a full EIA to be completed if required/relevant) <u>Note:</u> Actions should be directly related to the potential impacts identified.
<p>There is no anticipated impact on any one specific group. We are collecting largely from businesses.</p> <p>There is a risk that if a ratepayer is unable to pay, and their business / premises serve a particular group, there could be an impact. However, that is mitigated somewhat by the Discretionary Rate Relief scheme, which can reduce Business Rates for some non-profit making organisations and charities.</p> <p>There is also a risk that individuals within a business, whether those running it or employed by it, could be affected by inability to pay. For example, the business could close down and cause redundancies. However, this situation exists already by virtue of us attempting to collect Business Rates in the first place.</p> <p><b>Impacts identified on the following ‘protected characteristics’:</b> none,</p> <p><b>What actions are proposed to remove/reduce/avoid potential negative impacts and increase positive impacts?</b> (<a href="#">Link to Guidance</a>)</p> <p>The proposals add no new burdens on taxpayers, and in fact the systems thinking changes could well result in more settled payment arrangements and reduced numbers of reminders and summonses.</p> <p><i>To use Hyperlinks press the ‘Ctrl’ key and right-click on the underlined link – each guidance section has a link back to the question.</i></p>			
<p><b>Complete all three columns for each group</b> (<a href="#">Link to Guidance</a>)</p>			
<b>Age</b>		The budget saving proposal doesn't have any direct impact on this group. However, charitable and not-for-profit organisations have to pay Business Rates, and so if they are having trouble paying it could have a secondary effect on the client group.	Current rules provide some protection - charities receive a mandatory 80% government reduction on their bill and can apply to have the rest covered by Discretionary Rate Relief.

<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact (positive effects and negative impacts or potential barriers)</b>	<b>Action/s (including details of a full EIA to be completed if required/relevant) Note: Actions should be directly related to the potential impacts identified.</b>
<b>Disability</b>	<b>NO</b>	The budget saving proposal doesn't have any direct impact on this group. However, charitable and not-for-profit organisations have to pay Business Rates, and so if they are having trouble paying it could have a secondary effect on the client group.	Current rules provide some protection - charities receive a mandatory 80% government reduction on their bill and can apply to have the rest covered by Discretionary Rate Relief.
<b>Ethnicity/Race</b>	<b>NO</b>	The budget saving proposal doesn't have any direct impact on this group. However, charitable and not-for-profit organisations have to pay Business Rates, and so if they are having trouble paying it could have a secondary effect on the client group.	Current rules provide some protection - charities receive a mandatory 80% government reduction on their bill and can apply to have the rest covered by Discretionary Rate Relief.
<b>Gender )</b>	<b>NO</b>	The budget saving proposal doesn't have any direct impact on this group. However, charitable and not-for-profit organisations have to pay Business Rates, and so if they are having trouble paying it could have a secondary effect on the client group.	Current rules provide some protection - charities receive a mandatory 80% government reduction on their bill and can apply to have the rest covered by Discretionary Rate Relief.
<b>Gender reassignment</b>	<b>NO</b>	The budget saving proposal doesn't have any direct impact on this group. However, charitable and not-for-profit organisations have to pay Business Rates, and so if they are having trouble paying it could have a secondary effect on the client group.	Current rules provide some protection - charities receive a mandatory 80% government reduction on their bill and can apply to have the rest covered by Discretionary Rate Relief.

<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact (positive effects and negative impacts or potential barriers)</b>	<b>Action/s (including details of a full EIA to be completed if required/relevant) Note: Actions should be directly related to the potential impacts identified.</b>
<b>Religion or Belief</b>	<b>NO</b>	The budget saving proposal doesn't have any direct impact on this group. However, charitable and not-for-profit organisations have to pay Business Rates, and so if they are having trouble paying it could have a secondary effect on the client group.	Current rules provide some protection - charities receive a mandatory 80% government reduction on their bill. Although Discretionary Rate Relief could be requested, our policy precludes awarding public money to groups that exist exclusively to promote their own faith.
<b>Sexual Orientation</b>	<b>NO</b>	The budget saving proposal doesn't have any direct impact on this group. However, charitable and not-for-profit organisations have to pay Business Rates, and so if they are having trouble paying it could have a secondary effect on the client group.	Current rules provide some protection - charities receive a mandatory 80% government reduction on their bill and can apply to have the rest covered by Discretionary Rate Relief.
<b>Child Poverty</b>	<b>NO</b>	Individual ratepayers could be a vulnerable situation financially and paying their business rates bills could be affecting their other income.	Realistic arrangements are negotiated when ratepayers contact us, as far as possible – for example 12 month payment plans. Our team is also aware of signposting individuals to see if they are entitled to help from benefits.

<p><b>Different Groups to be included in assessment</b></p>	<p><b>Possible positive or negative impact on group/s? YES/NO</b></p>	<p><b>Describe potential impact (positive effects and negative impacts or potential barriers)</b></p>	<p><b>Action/s (including details of a full EIA to be completed if required/relevant)</b>  <b>Note:</b> Actions should be directly related to the potential impacts identified.</p>
<p><b>Other groups relevant to this proposal</b></p>	<p><b>NO</b></p>	<ul style="list-style-type: none"> <li>• Those with difficulty accessing services</li> <li>• Those who struggle with understanding complex information</li> <li>• Those with exceptional vulnerability or exceptional financial hardship.</li> <li>• People with mental health needs</li> <li>• People with substance misuse issues</li> <li>• Self employed benefit customers</li> </ul>	<p>Rationalisation of existing resources to maximise the value of first contact with the customer and minimise double handling, error and cost.</p> <p>The way the Business Rates team is set up mitigates these risks. As it is a small team, we are able to share knowledge of difficult or vulnerable cases and cater more to individual needs.</p> <p>We have also worked on our communication to ensure that wording on bills and booklets is as clear as possible, and will continue to do so.</p> <p>The team is aware to highlight potential benefit entitlement to self-employed customers who are struggling financially.</p>
<p><b>Cumulative impacts (proposed changes elsewhere which might worsen impacts identified above)</b></p>	<p><b>Are any cumulative impacts identified across your service area from proposals in other departments OR from other service areas? Please explain what these might be (<a href="#">Link to Guidance</a>)</b></p>		<p>There are no specific cumulative impacts, except that if achieved, the increase of collection will have a positive effect on Council finances and services.</p>



Budget Screening Equality Impact Assessment Template 2013/14

Service Area	Bereavement Services – Woodland Burial development	Budget Ref. EIA 30
Head of Service	Paul Holloway / Steven Hird	
Budget Proposal	<p><b>Briefly and simply explain what budget changes are proposed.</b> (<a href="#">Link to Guidance</a>)</p> <hr/> <p>Bereavement Services will provide woodland burial facilities at a new woodland burial site adjacent to the existing Lawn Memorial Cemetery at the Warren Plantation. (Woodingdean Lawn Memorial Cemetery).</p>	
Summary of impacts	<p><b>Highlight the main / most significant potential impacts which will need to be removed, mitigated or avoided</b> (<a href="#">Link to Guidance</a>)</p> <hr/> <p>The new development is on a prime piece of land and offers additional choice across all areas of the community, for this type of burial. It adds to the current capacity for burials within the city. Fees will be at a higher rate, but cheaper alternative burial options are available in the city.</p> <p><b>Impacts identified on the following ‘protected characteristics’:</b> none.</p> <p><b>What actions are proposed to remove/reduce/avoid potential negative impacts and increase positive impacts?</b> (<a href="#">Link to Guidance</a>)</p> <hr/> <p>Woodland burials are already proven to be a popular option for the bereaved, as has been established by existing sites in both Brighton at Bear Road City Cemetery and at Hove Cemetery North. The service is open to all cultures and beliefs.</p>	
<p>To use Hyperlinks press the ‘Ctrl’ key and right-click on the underlined link – each guidance section has a link back to the question.</p>		
<p><b>Complete all three columns for each group</b> (<a href="#">Link to Guidance</a>)</p>		

<p><b>Different Groups to be included in assessment</b></p>	<p><b>Possible positive or negative impact on group/s? YES/NO</b></p>	<p><b>Describe potential impact (positive effects and negative impacts or potential barriers)</b></p>	<p><b>Action/s (including details of a full EIA to be completed if required/relevant)</b>  <u>Note: Actions should be directly related to the potential impacts identified.</u></p>
<p><b>Age</b></p>	<p><b>No</b></p>	<p>The new woodland burial site offers additional burial space in the city, at a prime site, affording more choice to all citizens and all communities. It has positive impacts. Burial fees and charges will be at a higher rate, due to the prime location, allowing the service to be competitive with neighbouring service providers offering a similar burial service.</p>	<p>The additional burial space offering more choice will be marketed appropriately to ensure all areas of the community are aware of the new development. There is no increase to the minimum charges for cremations and burials. The cheapest cremation remains £198 and the cheapest interment £500. Welfare funerals remain available whereby the council will make arrangement for the burial or cremation of a person who has no family or other person who can undertake such arrangements (we will seek to recover these costs from the deceased's estate).</p>
<p><b>Disability</b></p>	<p><b>No</b></p>	<p>Accessibility to the new development will be a prime consideration in the design, allowing as full access as is possible to the disabled. Access will be greatly improved, in comparison to some of our older, more established cemetery areas.</p>	<p>See above</p>
<p><b>Ethnicity/Race</b></p>	<p><b>No</b></p>	<p>See above</p>	<p>The additional burial space offering more choice will be marketed appropriately to ensure all areas of the community are aware of the new development. Ethnic groups and community representatives have been made aware of the new development and will be updated on progress through the multi-faith group.  See above regarding fees and charges.</p>



<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact (positive effects and negative impacts or potential barriers)</b>	<b>Action/s (including details of a full EIA to be completed if required/relevant) Note: Actions should be directly related to the potential impacts identified.</b>
<b>Gender</b>	<b>No</b>	See above	No specific actions; see above regarding fees and charges.
<b>Gender reassignment</b>	<b>No</b>	See above	No specific actions; see above regarding fees and charges.
<b>Religion or Belief</b>	<b>No</b>	See above	The additional burial space offering more choice will be marketed appropriately to ensure all areas of the community are aware of the new development. Ethnic groups and community representatives have been made aware of the new development and will be updated on progress through the multi-faith group. See above regarding fees and charges.
<b>Sexual Orientation</b>	<b>No</b>	See above	No specific actions; see above regarding fees and charges.
<b>Child Poverty</b>	<b>No</b>	See above – the site will however have higher fees and charges, due to the prime location offering the Council opportunities to be competitive with neighbouring service providers offering a similar burial service. It's worth noting that there are cheaper alternative woodland and traditional burial options available within the city.	No specific actions; see above regarding fees and charges.
<b>Other groups relevant to this proposal</b>	<b>No</b>	See above	No specific actions; see above regarding fees and charges.
<b>Cumulative impacts (proposed changes</b>	<b>Are any cumulative impacts identified across your service area from proposals in other departments OR from other service areas? Please explain what these might be (<a href="#">Link to Guidance</a>)</b>		

<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact (positive effects and negative impacts or potential barriers)</b>	<b>Action/s (including details of a full EIA to be completed if required/relevant) <u>Note:</u> Actions should be directly related to the potential impacts identified.</b>
elsewhere which might worsen impacts identified above)	Bereavement Services fees and charges are being reviewed and where possible increased to maximise income generation potential for the service. It needs to be appreciated that this woodland burial development is on a prime site and we will therefore reflect this by fees and charges being set at the higher end of our pricing structures. There will be no increase to the minimum charges for cremations and burials. The cheapest cremation remains £198 and the cheapest interment £500. Welfare funerals remain available whereby the council will make arrangements for the burial or cremation of a person who has no family or other person who can undertake such arrangements (we will seek to recover these costs from the deceased's estate).		

Budget Screening Equality Impact Assessment Template 2013/14

Service Area	Electoral Services & Local Land Charges	Budget Ref. EIA 31
Head of Service	Paul Holloway / Steven Hird	
Budget Proposal	<p><b>Briefly and simply explain what budget changes are proposed. (<a href="#">Link to Guidance</a>)</b></p> <p>The team restructure has merged Electoral Services &amp; Local Land Charge Service under one manager, provided a redefined Electoral Service Manager post and created Team Support &amp; Development Officer roles. The restructure has been designed to ensure the combined service is robust and fit for purpose for changes in future demand. The restructure responds to legislative changes, provides the opportunity for greater income generation and increased flexibility. Although largely cost-neutral, it was a necessary change in 2012/13 as part of the Council's requirement to make budget savings following the Government's Comprehensive Spending review. The greater flexibility and income generation supported by the change should allow the service to deliver more efficient services and increase income opportunities.</p> <p>This EIA is intended to cover staff working in the service; customers using the service; and citizens of Brighton &amp; Hove.</p>	
Summary of impacts	<p><b>Highlight the main / most significant potential impacts which will need to be removed, mitigated or avoided (<a href="#">Link to Guidance</a>)</b></p> <p>The budget proposals will not have a significant impact on staff working in the service, customers using the service or the citizens of Brighton &amp; Hove.</p> <p><b>Impacts identified on the following 'protected characteristics': none</b></p>	
Key actions to reduce negative impacts	<p><b>What actions are proposed to remove/reduce/avoid potential negative impacts and increase positive impacts? (<a href="#">Link to Guidance</a>)</b></p>	

Different Groups to be included in assessment	Possible positive or negative impact on group/s? YES/NO	Describe potential impact (positive effects and negative impacts or potential barriers)	Action/s (including details of a full EIA to be completed if required/relevant) <u>Note:</u> Actions should be directly related to the potential impacts identified.
<p>An EIA undertaken alongside the restructure paper identified that both Electoral Services and Local Land Charges need to review the customer surveys the teams undertake, taking particular regard for the equalities data collected and what is missing. As such and identified in the EIA action plan, the Local Land Charges annual survey will be reviewed to include relevant equalities questions and both services will review existing data and recommend appropriate changes to eliminate discrimination.</p>			
<p>To use Hyperlinks press the 'Ctrl' key and <i>right-click on the underlined link – each guidance section has a link back to the question.</i></p>			
<p><b>Complete all three columns for each group</b> (<a href="#">Link to Guidance</a>)</p>			
<b>Age</b>	No		See above
<b>Disability</b>	No	<p>Although there is no direct impact on this group as a result of the restructure, the provision of information in larger print, via email or telephone has previously been identified.</p> <p>Wheelchair access for face-to-face meetings was not previously possible. A new lift (fire-safe) in Brighton Town Hall now allows for this option.</p>	See above
<b>Ethnicity/Race</b>	No		See above
<b>Gender</b>	No		See above
<b>Gender reassignment</b>	No		See above

Different Groups to be included in assessment	Possible positive or negative impact on group/s? YES/NO	Describe potential impact (positive effects and negative impacts or potential barriers)	Action/s (including details of a full EIA to be completed if required/relevant) Note: Actions should be directly related to the potential impacts identified.
Religion or Belief	No		See above
Sexual Orientation	No		
Child Poverty	No		See above
Other groups relevant to this proposal	No		See above
Cumulative impacts (proposed changes elsewhere which might worsen impacts identified above)	<p>Are any cumulative impacts identified across your service area from proposals in other departments OR from other service areas? Please explain what these might be (<a href="#">Link to Guidance</a>)</p>		

Budget Screening Equality Impact Assessment Template 2013/14

Service Area	Registration Services	Budget Ref. EIA 32
Head of Service	Paul Holloway / Steven Hird	
Budget Proposal	<p><b>Briefly and simply explain what budget changes are proposed. (<a href="#">Link to Guidance</a>)</b></p> <p>The Registration Service will be reorganised to optimise income generation. This includes limiting the time in which customers can access the certificate search and extending the hours for which ceremonies can take place (subject to approval). There will also be an increase in fees and charges.</p>	
Summary of impacts	<p><b>Highlight the main / most significant potential impacts which will need to be removed, mitigated or avoided (<a href="#">Link to Guidance</a>)</b></p> <p>The increase in fees and charges will have a financial impact on all service users but no disproportionate impact on any equalities groups. There is no increase to the minimum statutory charge of £49.00 for a basic Register Office marriage</p> <p>The reductions in opening hours for the search room will have the same impact on all equalities groups, which, in the main, will be a delay in the time it takes to receive a certificate. The service remains open albeit on a limited basis. Customers can still contact the General Registration Office for the same service during normal office hours.</p> <p>The changes to ceremony times provide customers with more choice for marriages and civil partnerships, resulting in an improved service for customers.</p> <p><b>Impacts identified on the following ‘protected characteristics’:</b> none,</p>	
Key actions to reduce negative impacts	<p><b>What actions are proposed to remove/reduce/avoid potential negative impacts and increase positive impacts? (<a href="#">Link to Guidance</a>)</b></p> <p>We will advertise the hours in which the search room is open so as not to inconvenience customers, as well as changes to fees and charges and the new ceremony times.</p>	
<p><i>To use Hyperlinks press the ‘Ctrl’ key and right-click on the underlined link – each guidance section has a link back to the question.</i></p>		
<p><b>Complete all three columns for each group (<a href="#">Link to Guidance</a>)</b></p>		



<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact (positive effects and negative impacts or potential barriers)</b>	<b>Action/s (including details of a full EIA to be completed if required/relevant) Note: Actions should be directly related to the potential impacts identified.</b>
<b>Age</b>	No	The budget savings do not introduce a specific impact to this group but there will be a financial impact across all groups as a result of the increase in fees and charges. Similarly, there may be an impact as a result of the reduction in access to the search room. Extending the hours in which ceremonies can take place offers customers across all equalities groups more choice.	All changes to services provided by the Register Office will be widely advertised.
<b>Disability</b>	No		
<b>Ethnicity/Race</b>	No		
<b>Gender</b>	No		See above
<b>Gender reassignment</b>	No		
<b>Religion or Belief</b>	No		
<b>Sexual Orientation</b>	No		
<b>Child Poverty</b>	No		
<b>Other groups relevant to this proposal</b>	No		

<p><b>Different Groups to be included in assessment</b></p>	<p><b>Possible positive or negative impact on group/s? YES/NO</b></p>	<p><b>Describe potential impact</b> (positive effects and negative impacts or potential barriers)</p>	<p><b>Action/s</b> (including details of a full EIA to be completed if required/relevant)  <b>Note:</b> Actions should be directly related to the potential impacts identified.</p>
<p><b>Cumulative impacts</b> (proposed changes elsewhere which might worsen impacts identified above)</p>		<p><b>Are any cumulative impacts identified across your service area from proposals in other departments OR from other service areas? Please explain what these might be</b> (<a href="#">Link to Guidance</a>)</p>	

Budget Screening Equality Impact Assessment Template 2013/14

Service Area	Bereavement Services	Budget Ref. EIA 33
Head of Service	Paul Holloway / Steven Hird	
Budget Proposal	<p><b>Briefly and simply explain what budget changes are proposed. (<a href="#">Link to Guidance</a>)</b></p> <p>The Bereavement Services will increase its fees and charges, benchmarked with other providers..</p>	
<p><b>Summary of impacts</b></p> <p>The increase in fees and charges will have a financial impact on all service users but not on any specific equalities groups. There is no increase to the minimum charges for cremations and burials. The cheapest cremation remains £198 and the cheapest interment £500. Welfare funerals remain available whereby the council will make arrangements for the burial or cremation of a person who has no family or other person who can undertake such arrangements (we will seek to recover these costs from the deceased's estate).</p> <p><b>Impacts identified on the following 'protected characteristics':</b> none</p>	<p><b>Highlight the main / most significant potential impacts which will need to be removed, mitigated or avoided (<a href="#">Link to Guidance</a>)</b></p>	
<p><b>Key actions to reduce negative impacts</b></p>	<p><b>What actions are proposed to remove/reduce/avoid potential negative impacts and increase positive impacts? (<a href="#">Link to Guidance</a>)</b></p> <p>There is no increase to the minimum charges for cremations and burials. The cheapest cremation remains £198 and the cheapest interment £500. Welfare funerals remain available whereby the council will make arrangements for the burial or cremation of a person who has no family or other person who can undertake such arrangements (we will seek to recover these costs from the deceased's estate).</p>	
<p><i>To use Hyperlinks press the 'Ctrl' key and right-click on the underlined link – each guidance section has a link back to the question.</i></p>		
<p><b>Complete all three columns for each group (<a href="#">Link to Guidance</a>)</b></p>		

Different Groups to be included in assessment	Possible positive or negative impact on group/s? YES/NO	Describe potential impact (positive effects and negative impacts or potential barriers)	Action/s (including details of a full EIA to be completed if required/relevant) <u>Note:</u> Actions should be directly related to the potential impacts identified.
Age	No	The budget saving does not introduce a specific impact to this group but there will be a financial impact across all groups as a result of the increase in fees and charges.	Changes to the Bereavement Services fees and charges will be widely advertised.
Disability	No		
Ethnicity/Race	No		
Gender	No		
Gender reassignment	No		
Religion or Belief	No		
Sexual Orientation	No		
Child Poverty	No		
Other groups relevant to this proposal	No		
Cumulative impacts (proposed changes	Are any cumulative impacts identified across your service area from proposals in other departments OR from other service areas? Please explain what these might be ( <a href="#">Link to Guidance</a> )		

<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact (positive effects and negative impacts or potential barriers)</b>	<b>Action/s (including details of a full EIA to be completed if required/relevant)</b> <u>Note: Actions should be directly related to the potential impacts identified.</u>
elsewhere which might worsen impacts identified above)			

Budget Screening Equality Impact Assessment Template 2013/14

Service Area	Property & Design	Budget Ref. EIA 34
Head of Service	Angela Dymott	
Budget Proposal	<p><b>Briefly and simply explain what budget changes are proposed. (<a href="#">Link to Guidance</a>)</b></p> <p>VFM efficiencies from the implementation of Workstyles transformation project Phase 2 and creation of a new Customer service centre at Hove Town Hall, re-location of Children’s services to Moulsecocomb hub and completion of modernising the office floor at Bartholomew House. The Corporate Landlord approach will bring together all property services centrally producing economies of scale and smarter procurement of reactive, term and planned maintenance.          Additional fee income through increased capacity of the in-house professional consultancy team and council commissions.          Service led and driven closure of buildings due to service delivery changes and efficiencies.</p>	
Summary of impacts	<p><b>Highlight the main / most significant potential impacts which will need to be removed, mitigated or avoided (<a href="#">Link to Guidance</a>)</b></p> <p>Service improvements through the Workstyles project, changing the way the council works and modernising our environments will impact positively on the way customers interact with the council, improve access arrangements and create flexible working choices for staff.</p> <p>Property to support service driven and led closure of buildings where services will need to be provided in different ways. – i.e. sports pavilions will be led by service changes to fees and charges for pavilions.</p> <p><b>Impacts identified on the following ‘protected characteristics’:</b> disability and religion/belief – both positive.</p>	
Key actions to reduce negative impacts	<p><b>What actions are proposed to remove/reduce/avoid potential negative impacts and increase positive impacts? (<a href="#">Link to Guidance</a>)</b></p>	



Different Groups to be included in assessment	Possible positive or negative impact on group/s? YES/NO	Describe potential impact (positive effects and negative impacts or potential barriers)	Action/s (including details of a full EIA to be completed if required/relevant) <u>Note:</u> Actions should be directly related to the potential impacts identified.
<p>Workstyles transformation project will improve customer and services access through all channels of communication and access and support service delivery changes.</p> <p>Property Service to support service driven and led closures of buildings and service EIA and help find alternative locations and accommodation as required. Access (for disabled and other people) will be considered as part of the criteria when deciding on appropriate alternative locations aiming to improve customer access.</p>			
<p><i>To use Hyperlinks press the 'Ctrl' key and right-click on the underlined link – each guidance section has a link back to the question.</i></p>			
<p><b>Complete all three columns for each group</b> (<a href="#">Link to Guidance</a>)</p>			
<b>Age</b>	<b>No</b>		
<b>Disability</b>	<b>Yes- positive</b>	Positive effect of increased and improved access for all customers and staff	Overarching Workstyles EIA for phase two is currently complete and out for consultation. All relevant service EIAs have been completed by service teams in scope of the project
<b>Ethnicity/Race</b>	<b>No</b>		
<b>Gender</b>	<b>No</b>		
<b>Gender reassignment</b>	<b>No</b>		
<b>Religion or Belief</b>	<b>Yes - positive</b>	Multi – faith space provision in modernised administration buildings	EIA for Workstyles phase 2 is currently complete and out for consultation.

<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact (positive effects and negative impacts or potential barriers)</b>	<b>Action/s (including details of a full EIA to be completed if required/relevant) Note: Actions should be directly related to the potential impacts identified.</b>
<b>Sexual Orientation</b>	No		
<b>Child Poverty</b>	No		
<b>Other groups relevant to this proposal</b>	No		
<b>Cumulative impacts (proposed changes elsewhere which might worsen impacts identified above)</b>	<p><b>Are any cumulative impacts identified across your service area from proposals in other departments OR from other service areas? Please explain what these might be (<a href="#">Link to Guidance</a>)</b></p> <p>Positive cumulative impacts will occur through Workstyles transformation and modernisation of the way the council works and minimise negative impacts such as improved customer access, and service delivery, flexible working choices for staff and an improved working environment.</p> <p>Efficiencies to procuring corporate facility contracts for security and cleaning will increase security for service delivery and create cleaner and healthier environments</p>		

## Budget Screening Equality Impact Assessment Template 2013/14

Service Area	Communications	Budget Ref. EIA 35
Head of Service	John Shewell	
Budget Proposal	<p><b>Briefly and simply explain what budget changes are proposed. (<a href="#">Link to Guidance</a>)</b></p> <p>Review and prioritisation of comm's activities across the council in line with council priorities - with a significant reduction in non-essential comm's activity. Communications spend across the council in 2011/12 was £2.9 million.</p>	
Summary of impacts	<p><b>Highlight the main / most significant potential impacts which will need to be removed, mitigated or avoided (<a href="#">Link to Guidance</a>)</b></p> <p>A reduction in overall communications activity could result in residents being less informed and engaged with council services. Whilst some of the council's communications are for the city as a whole, they are often produced specifically for hard to reach or vulnerable groups. A lack of information amongst these groups could potentially put them at risk and have a significant equalities impact.</p> <p>For example welfare reform, reducing alcohol &amp; drug related harm, recycling, sustainable transport, smoking cessation, digital inclusion, customer access, teenage pregnancy, domestic violence, sports development.</p>	
Key actions to reduce negative impacts	<p><b>Impacts identified on the following 'protected characteristics': all.</b></p> <p><b>What actions are proposed to remove/reduce/avoid potential negative impacts and increase positive impacts? (<a href="#">Link to Guidance</a>)</b></p> <p>Where possible the prioritisation of communications across the council would be done to minimise impact on these groups. Communications plans would be developed to try to maximise the amount of information provided to these key groups. However, a significant reduction in budget could inhibit the council's ability to do this and could therefore limit the council's ability to comply with its Equalities responsibilities.</p>	
<p><i>To use Hyperlinks press the 'Ctrl' key and right-click on the underlined link – each guidance section has a link back to the question.</i></p>		
<p><b>Complete all three columns for each group (<a href="#">Link to Guidance</a>)</b></p>		

<b>Different Groups to be included in assessment</b>	<b>Possible positive or negative impact on group/s? YES/NO</b>	<b>Describe potential impact (positive effects and negative impacts or potential barriers)</b>	<b>Action/s (including details of a full EIA to be completed if required/relevant) Note: Actions should be directly related to the potential impacts identified.</b>
<b>Age</b>	Yes	Potentially reduced levels of information on issues such as public health, housing, welfare reform, social care, teenage pregnancy, alcohol and drug related harm. Reductions in communications budgets make it more difficult to produce and distribute printed material which is more accessible for older people or people with no internet access.	Identify most effective methods of communication with this group and prioritise in communications planning and budget setting process.
<b>Disability</b>	Yes	Potentially reduced levels of information on council services that support and help people with a disability in the city. The council has a obligation to ensure that information provided by the is council accessible to people with a disability	Identify most effective methods of communication with this group and prioritise in communications planning and budget setting process.
<b>Ethnicity/Race</b>	Yes	Potentially reduced levels of information on council services that support and help people of different ethnicity/race for example community safety, voter registration, traveller support	Identify most effective methods of communication with this group and prioritise in communications planning and budget setting process.
<b>Gender</b>	Yes	Potentially reduced levels of information on issues such as support for victims of domestic violence, public health, housing, welfare reform, teenage pregnancy, alcohol and drug related harm.	Identify most effective methods of communication with this group and prioritise in communications planning and budget setting process.
<b>Gender reassignment</b>	Yes	Potentially reduced levels of information on transsexual support services such as victim support, reduction in hate crime, anti-social behaviour and community safety.	Identify most effective methods of communication with this group and prioritise in communications planning and budget setting process.

Different Groups to be included in assessment	Possible positive or negative impact on group/s? YES/NO	Describe potential impact (positive effects and negative impacts or potential barriers)	Action/s (including details of a full EIA to be completed if required/relevant) <u>Note:</u> Actions should be directly related to the potential impacts identified.
<b>Religion or Belief</b>	Yes	Potentially reduced levels of information on support services for people from different religious groups, such as victim support, reduction in hate crime, anti-social behaviour and community safety	Identify most effective methods of communication with this group and prioritise in communications planning and budget setting process.
<b>Sexual Orientation</b>	Yes	Potentially reduced levels of information on support services for people of different sexual orientations for example reduction in LGB hate crime, victim support, community safety and sexual health support services.	Identify most effective methods of communication with this group and prioritise in communications planning and budget setting process.
<b>Child Poverty</b>	Yes	Potentially reduced levels of information on issues that impact children and young people living in poverty for example welfare reform changes, public health, housing, social care, teenage pregnancy, alcohol and drug related harm.	Identify most effective methods of communication with this group and prioritise in communications planning and budget setting process.
<b>Other groups relevant to this proposal</b>	Yes	As highlighted above.	Identify most effective methods of communication with this group and prioritise in communications planning and budget setting process.
<b>Cumulative impacts (proposed changes)</b> <b>Are any cumulative impacts identified across your service area from proposals in other departments OR from other service areas? Please explain what these might be (<a href="#">Link to Guidance</a>)</b>			

<p><b>Different Groups to be included in assessment</b></p>	<p><b>Possible positive or negative impact on group/s? YES/NO</b></p>	<p><b>Describe potential impact</b> (positive effects and negative impacts or potential barriers)</p>	<p><b>Action/s</b> (including details of a full EIA to be completed if required/relevant)  <u>Note:</u> Actions should be directly related to the potential impacts identified.</p>
<p>elsewhere which might worsen impacts identified above)</p>		<p>An overall reduction in budget that results in significant changes to services for hard to reach or vulnerable groups increases the need to communicate information clearly and efficiently to them. A reduction in communications activity could therefore have a significant cumulative impact on the council's ability to comply with its Equalities responsibilities.</p>	



## Budget Screening Equality Impact Assessment Template 2013/14

Service Area	Policy Performance and Analysis	Budget Ref. EIA 36
Head of Service	Richard Butcher Tuset	
Budget Proposal	<p><b>Briefly and simply explain what budget changes are proposed.</b> (<a href="#">Link to Guidance</a>)</p> <p>The savings proposed would be taken from core budgets that support performance and risk management, business planning and shared information management within the council.</p>	
Summary of impacts	<p><b>Highlight the main / most significant potential impacts which will need to be removed, mitigated or avoided</b> (<a href="#">Link to Guidance</a>)</p> <p>The saving will reduce the ability of the authority to understand, plan for and mitigate the impacts of service changes on the most vulnerable and 'protected characteristics' (under the Equality Act 2010). Specifically;</p> <ul style="list-style-type: none"> <li>• Our ability to understand organisational and city wide equalities issues that relate to statutory legal duties and public service delivery</li> <li>• Our ability to drive improvement work aimed at reducing inequality in the city through the authority's Performance and Risk Management Framework, including equalities monitoring.</li> </ul> <p><b>Impacts identified on the following 'protected characteristics':</b> all (and child poverty)</p>	
Key actions to reduce negative impacts	<p><b>What actions are proposed to remove/reduce/avoid potential negative impacts and increase positive impacts?</b> (<a href="#">Link to Guidance</a>)</p> <p>Actions are limited. Work will need to undertaken with council services and public sector partners to identify ways to manage this reduction.</p> <p>A corporate approach enables information to be used for both service-specific actions and an understanding of cumulative impact.</p>	
<p><i>To use Hyperlinks press the 'Ctrl' key and right-click on the underlined link – each guidance section has a link back to the question.</i></p>		
<p><b>Complete all three columns for each group</b> (<a href="#">Link to Guidance</a>)</p>		

Age	Yes	<p>Savings risk impacting on the authority's ability to identify, monitor and understand the needs of the city's diverse residents, specifically those potentially experiencing inequality or disadvantage as a result of their 'protected characteristic' (under the Equality Act 2010). Support for service planning and delivery, strategic planning and performance improvement will be reduced. Reductions therefore reduce the ability of the authority to understand, manage and mitigate the impacts of service changes on the most vulnerable required by law.</p> <p><b>A full EIA will be produced.</b></p>
Disability	Yes	
Ethnicity/Race	Yes – as above	
Gender	Yes – as above	
Gender reassignment	Yes – as above	
Religion or Belief	Yes – as above	
Sexual Orientation	Yes – as above	
Child Poverty	Yes – as above	
Other groups relevant to this proposal	Yes – as above	
Cumulative impacts (proposed changes)	<p><b>Are any cumulative impacts identified across your service area from proposals in other departments OR from other service areas? Please explain what these might be (<a href="#">Link to Guidance</a>)</b></p>	

elsewhere which might worsen impacts identified above)

Reductions will impede and reduce the authority's ability to identify, understand and respond to cumulative impacts of service savings on Equality Act 2010 protected groups and individuals.

# Planning

## Action Progress Report

01 Apr 2012 - 30 Sep 2012

### ***Report Filters***

*Related Plan: City Performance Plan*



## 1 Promoting Enterprise and Learning

### 1.1 Sustain and grow the business base

#### 1.1.1 Strong International Trade

Action	Status	Start Date	End Date	Progress
1.1.1.1 Progress update: Strong international trade	Ongoing	01-Apr-2011	31-Mar-2013	Ongoing

**Responsible Officer** : Cheryl Finella - Lead Economic Development Officer

#### **ACTION PROGRESS COMMENTS:**

Progress so far

Officers from the council participated in the first Coast to Capital International Trade Conference which was held in Crawley on Tuesday 20th March. The event was targeted at organisations that currently provide business support and provided an opportunity to engage in discussion on how to encourage Small and Medium Enterprises (SME) to trade internationally. Research indicates that only 10% of businesses in the Local Enterprise Partnership (LEP) area actively export however they generate around £13.6bn which represents around 42% of the Coast to Capital GVA (Gross Value Added). Around 70 representatives from accountancy and legal firms, specialist providers, banks, chambers of commerce, trade bodies, UKTrade & Investment, universities, Gatwick Airport and local authorities attended the event which will help to inform the LEP policy for the wider promotion of international trade to businesses in the LEP.

The Board member for Brighton has secured approval from the LEP Board to focus support for high growth businesses located in the LEP 'Spine', i.e. those areas that are located alongside the A23 / M23 corridor. Evidence suggests that targeted intervention along the spine is more likely to lead to job growth for the LEP overall. As a consequence of the March event BHCC is working with the LEP Board member on activities that will support businesses with high growth potential.

The council has signed a protocol with the Coast to Capital LEP to support their efforts in promoting international trade and at local level, the 2012 Ride the Wave business support programme includes workshops on export and international trade.

Accountable Officer: Geoff Raw

#### 1.1.2 A Globally competitive creative and environmental industries sector

Action	Status	Start Date	End Date	Progress
1.1.2.1 Progress update: a globally competitive creative and environmental industries sector	Ongoing	01-Apr-2011	31-Mar-2013	Ongoing

**Responsible Officer** : Paula Murray - Head of Culture & Economy

#### **ACTION PROGRESS COMMENTS:**

Progress so far

The council brought together key business networks to plan a consultation event for the environmental industries. The consultation event took place in February 2012 for environmental industry businesses, business networks and stakeholders to determine the most pressing challenges for taking forward the sector in Brighton & Hove. A number of priorities emerged which are now being reviewed by the working group. The main priorities are:

- Create an independent umbrella organisation to showcase the sector, lobby for resources, respond to policy changes, bid for funding and act as the voice for the sector
- Engage in targeted marketing to promote the sector and engage other non-environmental industry businesses in considering low carbon alternatives for their businesses
- Commercial Food recycling pilots should be explored

The council is continuing membership of the East Sussex Sustainable Business Partnership (see [www.betre.org.uk](http://www.betre.org.uk)). They are a delivery partner for the Low Carbon Essentials project, and EU funded scheme aimed at reducing waste, carbon emissions, energy and therefore cost base for local businesses.

The BETRE (Business Excellence Through Resource Efficiency) scheme continues to provide SME's with advice on reducing energy costs and developing more sustainable business practices.

Eco-Technology Show 15/ 16 June 2012 – this event will showcase local businesses in the environmental industries and provide opportunities for business to business and business to customer trading. The event will include a conference attracting around 200 delegates, the focus will be on how smart technology can reduce carbon consumption and provide new business opportunities. The council is working with the organisers to ensure that local businesses and social enterprises are showcased; it is anticipated that this will be the first of what will become an annual event for the region.

The council, in collaboration with Wired Sussex, other UK based partners and partners in France have submitted a bid to develop the creative industries hub in the New England quarter. If successful the funds will be used to refurbish a currently uninhabitable floor of New England House and turn into a space for the creative businesses to co-create and network. The fund will also be used to support the creative use of empty shop premises.

A £5.1m bid has been submitted to DCMS for Ultra Fast Broadband. If successful the broadband roll out will focus on the area around the North Laine and New England Quarter where there is the highest concentration of creative and digital media companies. The improvement in connectivity will further support the growth of the sector; results are due in December 2012.

Work to develop a website for the creative industries is ongoing; the merger of the Arts Commission with Creative Brighton has caused some delay to the work however there is agreement to develop the work under the new heading of the Arts and Creative Industries Commission.

Accountable Officer: Paula Murray/Adam Bates

### 1.1.3 A City that attracts visitors from the UK and near Europe

Action	Status	Start Date	End Date	Progress
1.1.3.1 Progress update: a city that attracts visitors from the UK and near Europe	Ongoing	01-Apr-2011	31-Mar-2013	Ongoing

**Responsible Officer :** Adam Bates - Head of Tourism & Venues

#### **ACTION PROGRESS COMMENTS:**

Progress update

The latest economic impact assessment is from 2011. Total expenditure by visitors to Brighton & Hove is estimated to have been in the region of £737,478,000 in 2011; a growth of 2.7% compared to 2010. This expenditure supported 13,695 FTE jobs and 18,634 actual jobs.

At the council Visitor Information centre, enquiries for the period April to September 2012 are almost static, with a 0.09% rise in comparison to the previous year; e mails are down 15.17%, footfall is down 11.59%, but agency/ticket sales are up 6.6%.

Accommodation occupancy is up across 11 of the 12 months - room occupancy achieved was: Jan 39.47%; Feb 51.7%; Mar 52.6%; Apr 73.42%; May 65.6%; Jun 76.2%; Jul 85.6%; Aug 82.73%; Sept 77.18%; Oct 62.99%; Nov 55.56% and Dec 49.49%.

Activity on Visitbrighton.com has increased by 6% for the period 1 April to 30 September 2012 compared to the equivalent period in 2011 and the site is on target to receive more than 1.75 million unique users in 2012. Free VisitBrighton app for iPhone & Android platforms launched in Aug 2012; with over 1,400 downloads in the first month.

Over 50 UK and international travel media have been hosted in the City since 1 April 2012, and positive media coverage with a PR value of over £1.2 million has been generated.



In the period April to September the Convention Bureau booked 5425 bednights for national and international conference delegates who will be arriving in the City for future conferences, bringing £544,703 of revenue to City hoteliers and £54,470 of commission to BHCC.

Accountable Strategic Director: Adam Bates/Paula Murray

### 1.1.4 Thriving Social enterprise sector

Action	Status	Start Date	End Date	Progress
1.1.4.1 Progress update: thriving social enterprise sector	Ongoing	01-Apr-2011	31-Mar-2013	Ongoing

**Responsible Officer :** Cheryl Finella - Lead Economic Development Officer

**ACTION PROGRESS COMMENTS:**

Progress so far

The Economic Development team has funded a series of workshops called Ride the Wave to support start-up and existing businesses in Brighton & Hove, and social enterprise is one of the priority sectors being targeted by this programme. The first social enterprise workshop took place in September 2012 and gave 18 start-up social enterprises support with their legal structure, business planning, marketing and financing. Economic Development will commission another start-up workshop in early 2013 in response to demand.

The second and third workshops take place in October and November 2012 and will support social enterprises and charities around pricing, cost control and smart bidding on contracts. These workshops will help social enterprises develop their trading arm and become less reliant on funding, therefore becoming more sustainable.

The Brighton & Hove Social Enterprise Action plan is being reviewed and key action points are being progressed where possible in the current economic/funding environment.

Accountable Officer: Geoff Raw

## 1.2 Encourage Investment and Innovation

### 1.2.1 A reputation as a prime business location, place to invest and innovate

Action	Status	Start Date	End Date	Progress
1.2.1.1 Progress update: a reputation as a prime business location, place to invest and innovate	Ongoing	01-Apr-2011	31-Mar-2013	Ongoing

**Responsible Officer :** Cheryl Finella - Lead Economic Development Officer

**ACTION PROGRESS COMMENTS:**

Progress so far:

The commercial property database managed by the city council has received 2,200 hits to the site from March 2012 to September 2012 which is slightly higher than previous equivalent time periods. Improvements to the database have been made to allow the search information to be passed direct to the commercial agents where permitted by the user for them to follow up on the enquiry.

3 business relocation projects currently underway and 2 inward investment enquiries are currently live and on going.

Business promotion material will be installed in the Brighton Centre.

Development sites:

- Blocks J and K in the New England Quarter are due and programmed to start on site providing a further circa 60,000ft2 of Grade A office space;
- 1 Gloucester Place has been fully refurbished to provide Grade A office accommodation (31,000ft2 of which 17,000ft2 remains available);
- Sovereign House (53,000ft2) has been upgraded internally to provide additional office space and upgrade the existing space for additional Grade A office accommodation
- i360 received £3m Growing Places funding from Coast to Capital Local Enterprise Partnership together with a £15m loan from BHCC to ensure delivery of the project

The Business Improvement District (BID) has been extended and is delivering a number of initiatives through the area including bunting, Christmas Lights, flowers in the summer and a new and improved website where shoppers can find out about special offers and events.

A promotional video was commissioned which was played in the foyer of the Brighton Centre at the Council of Europe conference in April 2012 and was also shown on a regular basis during the Olympics which were broadcast on the seafront; the video is the pre-cursor to the City Prospectus highlighting the cities key strengths as a business location.

The Economic Development team has contributed to the Coast to Capital Local Enterprise Partnership (LEP) consultation on Foreign Direct Investment and will be signing up to a LEP wide protocol to maximise the benefits of its engagement with UKTI, ensuring that opportunities for investment across the LEP area are not lost to other regions .

Accountable Officer: Geoff Raw

### 1.2.2 Encourage developer contributions toward employment and training

Action	Status	Start Date	End Date	Progress
1.2.2.1 Progress update: encourage developer contributions towards employment and training	Ongoing	01-Apr-2011	31-Mar-2013	Ongoing

**Responsible Officer :** Cheryl Finella - Lead Economic Development Officer

**ACTION PROGRESS COMMENTS:**

Progress so far

Developer Contributions Interim Technical Guidance was approved by Environment Cabinet February 2011 and will be used to ensure that developers make provision for local employment and training.

Requested Developer Contributions now total £348,000, of which £95,000 have been received and held with Planning until such times as the related site goes live. Indicated site start is January 2013, after which time decisions can be made as how this funding can be used for training provision for local people.

The Building Futures (BUFU) Project was due to end in May 2012 and targets were achieved or exceeded. However French partners had asked for an extension in order to complete their own training provision which has enabled a further 2 additional courses to be delivered in Brighton & Hove in September and November.

309 (up to June 2012) residents have received Information Advice and Guidance sessions: 232 have taken part in construction Taster sessions; 162 gained NOCN Level 1 qualifications in Construction Skills, 147 gaining a CSCS (Construction Skills Certificate Scheme) card to access site work, 60 took up work placements and 61 jobs secured by BUFU students.

In addition a further 150 job opportunities were promoted through the Local Employment Scheme.10 apprenticeship opportunities have been provided on major sites within the last 6 months in addition to 20 apprenticeships opportunities offered through the Mears Repairs & Maintenance contract in May.

Accountable Officer: Geoff Raw

### 1.2.3 A strong conference economy

Action	Status	Start Date	End Date	Progress
1.2.3.1 Progress update: a strong conference economy	Ongoing	01-Apr-2011	31-Mar-2013	Ongoing

**Responsible Officer** : Adam Bates - Head of Tourism & Venues

**ACTION PROGRESS COMMENTS:**

Progress so far

The refurbishment and extension of Meeting Room 1 on the ground floor of the Brighton Centre has been completed, resulting in 900sqm of additional meeting / exhibition space, further enhancing the Centre's flexibility.

A combined sales effort between VisitBrighton and the Brighton Centre Conference sales dept undertaken between 1 April and 30 September 2012 has seen 8 national and international events confirmed which on their arrival will bring an estimated economic impact of £53m to the City. Events confirmed include the UNISON National Delegate Conference in 2014, 2016, 2018, 2020, 2022 and 2024, with each conference attracting 3750 delegates.

The Brighton Centre currently has a further 45 events showing as verbal confirmed or as strong holds in the diary with an estimated economic impact of £64m and a venue value of £1.9m. Negotiations are at an advanced stage to secure the Labour Party Conference in 2015 and 2017, which has the potential of bringing economic benefit of £40m to the City.

Individually, the Brighton Centre has confirmed an additional 20 events which will deliver over 100,000 delegates to the City, creating economic impact of £26m. Attendance at the Brighton Centre's 'Ultimate Site Visit' resulted in confirmations from the College of Occupational Therapists for 2014 & 2015 and the British Society of Immunology for 2014, 17 and 20; part of the sales rationale to develop multi year deals to secure business for the coming years.

Conference enquiries through the Conventions Bureau (CVB) are still buoyant. From April 2012 to Sept 2012 the CVB has received and created bespoke proposals for 55 conference clients, a 25% increase on the equivalent period in 2011. Individually, the CVB team have confirmed 9 conferences to be held at venues and hotels in City, creating an additional £4m of economic impact.

From 1st April to 30th September 2012, conferences which will bring economic impact of £83m have been secured for the City for coming years.

In the past 6 months a total of 13 National and International conferences were held at the Brighton Centre covering 45 open days during April 2012 – Sept 2012.

Accountable Strategic Director: Adam Bates/Paula Murray

### 1.2.4 Promote job creation

Action	Status	Start Date	End Date	Progress
1.2.4.1 Progress update: Promote job creation	Ongoing	01-Apr-2011	31-Mar-2013	Ongoing

**Responsible Officer** : Cheryl Finella - Lead Economic Development Officer

**ACTION PROGRESS COMMENTS:**

Progress so far

A new three-year City Employment & Skills Plan (CESP) 2011-14 was developed in 2011, which takes into account the socio-economic and policy changes that have occurred in the last few years and which will influence how actions are taken forward. Priorities include creation of at least 6,000 jobs by 2014 in order to maintain the city's current employment rate of 71.6%, and ensuring that local residents are equipped to compete for jobs in the city's labour market.

See [http://www.brighton-hove.gov.uk/downloads/bhcc/economicdevelopment/CESP\\_2011-2014.pdf](http://www.brighton-hove.gov.uk/downloads/bhcc/economicdevelopment/CESP_2011-2014.pdf)

The City Employment & Skills Steering Group (CESSG) that drives the work is chaired by the Chief Executive of Brighton & Hove Business Forum following the retirement of the Principal at City College.

The three areas identified as key priorities for the Plan's first year delivery have progressed:

- The establishment of a one-stop shop for Apprenticeships. The City Skills shop was launched in April 2012 and provides training and employment information to local businesses and individuals. An Apprenticeship Training Association (ATA) will be located in the City Skills shop and will offer apprenticeship opportunities to businesses and residents.

- To explore the development of an Ecotech business park – The CESSG submitted a response to the City Plan indicated a desire to secure employment space for an Eco-technology Park for the City; it is the first stage of progressing this aspiration and, if included in the City Plan, will make it easier to secure the employment space needed to take the project forward.

- The creation of high-value added jobs to match the skills of the city's graduates. The key to securing additional jobs at graduate level is by supporting and growing the existing business base and attracting new businesses to the city. There are three strands of work that are continuing to support this:

- 1) Eco-Technology Show June 2012 – this event showcased local businesses in the environmental industries and provided opportunities for business to business and business to customer trading with over 100 businesses exhibiting with just over 3,000 visitors to the exhibition . The event included a conference attracting 70 delegates, focusing on how smart technology can reduce carbon consumption and provide new business opportunities. The event will be run again in June 2013 and the location will be the Brighton Centre.

- 2) City Prospectus (see 1.2) – the prospectus will set out the city's business investment offer; information on key sectors, the universities, key development sites and other investment opportunities will be housed on a new contemporary website making it easier for potential investors to understand how locating in Brighton & Hove will enhance their business. The website is due to go live at the end of October 2012.

- 3) Consultants have been appointed to review and refresh the city's Economic Strategy with greater emphasis on reducing the city's carbon footprint and working towards One Planet Living Principals in the light of continuing concerns about the environment: The refreshed Economic Strategy is due to be signed off by the Policy & Resources Committee and the Economic Partnership in March 2013.

Accountable Officer: Geoff Raw

## 1.3 Culture of learning and training for people of all ages

### 1.3.1 Children and young people leave full-time education with the skills, qualifications and knowledge to secure employment, apprenticeship or to progress in their education

Action	Status	Start Date	End Date	Progress
1.3.1.1 Progress update: Children and young people leave full-time education with the skills, qualifications and knowledge to secure employment, apprenticeship or to progress in their education	Ongoing	01-Apr-2012	31-Mar-2013	Ongoing

**Responsible Officer :** Michael Nix - Partnership Adviser, Secondary, Colleges and Adult Learning

**ACTION PROGRESS COMMENTS:**

Progress so far

The proportion of students achieving 5+ A\* - C grades including English and Maths at GCSE improved by 3.1% to 55.9% in 2012.

The annual NEET (not in employment, education or training) figure for local authority areas published by the Department for Education (DfE) is the average across Nov – Jan each year. The measure was changed by the Government in April 2011 to include ‘academic years of people who left school’, now including people aged 16-19, rather than the 16-18 used previously. The B&H figure for Nov 2011 – Jan 2012 was 7.9%, a small increase on the previous year’s figure of 7.45%. This is well within the revised target of 9% which takes account of this change.

Developing appropriate provision for young people who are NEET, especially in vulnerable groups, is a key focus of the Council’s Raising Participation Age (RPA) action plan. The council has been successful in securing a second year of funding from the DfE to continue this work in 2012-13.

In January 2012, the Connected Hub was formed. The Hub provides a personalised learning programme for around 30 Year 11 students, including new arrivals in the city, those who have been educated at home, and those who are at serious risk of becoming disengaged from education.

**Future work planned**

The focus for securing school improvement and raising attainment has passed to the Secondary Schools Partnership (SSP) of the nine schools and academies. The SSP has set a target, supported by a joint action plan, of being in the upper quartile of statistical neighbours on this measure by 2014. This will require further improvement to at least 62% by that date.

The key focuses of the SSP action plan are on improving teaching and learning so that at least 80% of teaching in secondary schools across the city is good or outstanding, and on improving leadership and management at all levels. The aim is that all nine schools should be judged good or outstanding by 2014, and that this will be supported through collaborative support and peer challenge.

Accountable Officer: Heather Tomlinson

**1.3.2 Every child and young person has the opportunity to access excellent and inclusive child care and education**

Action	Status	Start Date	End Date	Progress
1.3.2.1 Progress update: Every child and young person has the opportunity to access excellent and inclusive child care and education	Ongoing	01-Apr-2012	31-Mar-2013	Ongoing

**Responsible Officer :** Caroline Parker - Sure Start Service Manager

**ACTION PROGRESS COMMENTS:**

Progress so far

The quality of childcare is very high in the city with 87% being judged good or outstanding by Ofsted, compared to 73% in England. This includes all council run nurseries, with 96% of 3 and 4 year olds in the city attending free, part time early learning. In 2011/12, the council funded 135 free childcare places for disadvantaged two year olds for 10 hours a week– a 31 place increase on the 104 funded in 2010/11.

Narrowing the attainment gap across all key stages is a key priority. In Key Stage 1 and Key Stage 2 gaps have narrowed in all areas except for Free School Meals.

At Key Stage 1 the national expectation is for a pupil to attain Level 2, and to be secure at this level (Level 2b). More able children will attain high Level 2 (2a) or Level 3. In 2012, there were small gains in the three areas compared with 2011. Reading at Level 2+ increased by 1.7% points to 86.3%, the highest overall figure for over 5 years but 1% below the national figure. Writing at Level 2+ increased by 1% to 81%. Mathematics also showed an increase of just over 1% point to 91.2%, also above the national average. We expect the improvements in reading and maths to continue, with significant investment in the Every Child a Reader and Every Child Counts programmes for identified children in targeted schools showing a

measurable impact on performance in literacy and mathematics for low attaining pupils.

The percentage of pupils with Special Educational Needs (SEN) reaching the expected Level 2 at the end of Year 2 across subjects has increased and attainment gaps have narrowed in reading and mathematics, but slightly widened in writing. Not all groups have made the same rate of improvement and some attainment gaps have widened, including:

- Free School Meals (FSM) reading at KS1
- SEN and FSM writing at KS1
- FSM maths at KS1

At Key Stage 2, in 2012 there were strong improvements in test scores in Brighton & Hove schools, with Level 4 scores (the expected level for children at the end of Key Stage 2) being the highest ever. Other improvements were also made in the number of pupils making two levels of progress from KS1, but these figures remain below the national averages.

The percentage of pupils that attained at least Level 4 in both English and Maths improved by 6% points from 2011, from 73% to 79%, which is the highest level ever achieved by Brighton & Hove schools. This figure is in line with the national average. The percentage of pupils achieving Level 5 in both Maths and English is not available yet, but separately improved by 13.3% and 8.8% respectively. 3.2% of children also achieved Level 6 in Maths. 88% of children made two or more levels of progress in English (an improvement of 9% since 2011), with 84% of children made two or more levels of progress in Maths (an improvement of 5% since 2011). We remain below national figures for this measure by 1% and 4% respectively.

There were five primary schools below the DfE floor standard at the end of 2010/11. All five of these schools rose above this in 2011/12, but two schools have since fallen below the floor standard again. The Standards and Achievement Team provide a high level of support to these schools. The proportion of primary schools in Brighton & Hove judged to be good or better rose from 71% to 73% from January 2012 to July 2012. A third of Brighton and Hove primary schools were judged as outstanding in their most recent inspection.

For Key Stage 3 and Key Stage 4, the secondary schools are working in partnership to reach the challenging targets they have agreed around narrowing the gap. Most recently a 'joint practice development day' has brought teachers from across the city together to develop their practice further. The Learning and Partnership team has put aside some funding for schools to work in partnership to 'close the gap'.

**Future work planned**

The Government has announced a statutory duty for local authorities to provide free childcare for all disadvantaged two year olds by September 2013 and 40% of two year olds from September 2014. Additional funding is available to increase the number of funded places to 199 places for 15 hours a week from September 2012. The number of funded places will increase to 600 from September 2013 and to 1300 from September 2014. The Government has announced that this funding will come through the Dedicated Schools Grant for 2013/14 but has not yet announced the level of funding.

The new Ofsted framework (launched September 2012) has further raised the bar for schools. A range of workshops and training are being provided to support schools to understand this and help them to challenge and support each other. Further support is commissioned for schools in challenging circumstances and causing concern.

Accountable Officer: Heather Tomlinson

**1.3.3 Raise adult literacy, language and reading skill levels**

Action	Status	Start Date	End Date	Progress
1.3.3.1 Progress update: Raise adult literacy, language and reading skill levels	In Progress	01-Apr-2011	31-Mar-2013	50%

**Responsible Officer** : Sally McMahon - Head of Libraries & Information Services

**ACTION PROGRESS COMMENTS:**

Throughout the year, libraries have supported literacy, language and reading skills development across all ages through a range of provision. This includes core services such as lending books, encouraging reading development and supporting learning at all ages. It also includes a range of activities and events such as:

For adults:

Running book groups; adult learning activities; author events; local and family history; writing workshops; and support to adults with special needs. Over 1600 adults attended 262 learning or cultural events or activities in the first half of this year April to Sept 2012.

For Children:

Bookstart events; children's reading groups, writing groups; class visits; family learning events; pre-school visits; language and rhythm; special school visits; Homework clubs; film events, craft events; story times and summer reading challenge. Over 13,000 children attended over 1000 learning or cultural events or activities in the first half of this year April to Sept 2012.

Accountable Officer: Nigel Manvell

### 1.3.4 This is a digitally literate and accessible city

Action	Status	Start Date	End Date	Progress
1.3.4.1 Progress update: This is a digitally literate and accessible city	In Progress	01-Apr-2011	31-Mar-2013	50%

**Responsible Officer** : Sally McMahon - Head of Libraries & Information Services

**ACTION PROGRESS COMMENTS:**

Libraries help increase digital literacy and enable more people, able to take advantage of the benefits of online access, to use the internet and access online services. Libraries provide free access to the Internet at all service points. Staff and volunteers support people using the internet and accessing online services. Libraries are a strong supporter of the government's Go On initiative which replaced the Race Online campaign to get more people online across the country.

In the first half of this year (April – September 2012), Libraries supported over 12,000 people to use the internet on a day to day basis. This included:

- 119 adults in 44 designated help sessions
- 36 adults attending 15 ICT course sessions
- 79 Silver surfers over 73 sessions

Accountable Officer: Nigel Manvell

## 1.4 Reduce Child Poverty

### 1.4.1 Mitigate the impact of poverty on childrens life chances

Action	Status	Start Date	End Date	Progress
1.4.1.1 Progress update: Mitigate the impact of poverty on childrens life chances	Ongoing	01-Apr-2012	31-Mar-2013	Ongoing

**Responsible Officer** : Sarah Colombo - Childcare Strategy Manager

**ACTION PROGRESS COMMENTS:**

Progress so far



Responsibility for monitoring the Child Poverty Commissioning Strategy has been transferred to the Stronger Families Stronger Communities Partnership and Programme Boards

Future work planned

2012/13 focus is on:

- Ensuring the needs of families are prominent in actions undertaken by the Council and partners to mitigate the impact of welfare benefit changes.
- Establishment and delivery of the Stronger Families Stronger Communities programme of intensive family coach support for families with complex problems.
- Continuing the programme of engagement with adult skills and learning, and the employment and money advice undertaken by the Family Information Service (FIS) and the Children’s Centre programme
- The FIS is extending its pilot to offer casework support for targeted families referred by the Children’s Centre programme in the Turner, Whitehawk and Moulsecomb areas.

Potential barriers faced

Current welfare benefit changes will further impact upon many families living on low incomes in the City, with the jobs market remaining stagnant. The support for the cost of adult learning and any childcare needed to undertake learning is also reduced nationally.

Accountable Officer: Heather Tomlinson

### 1.4.2 Reduce the number of children living in poverty

Action	Status	Start Date	End Date	Progress
1.4.2.1 Progress update: Reduce the number of children living in poverty	Ongoing	01-Apr-2012	31-Mar-2013	Ongoing

**Responsible Officer** : Sarah Colombo - Childcare Strategy Manager

**ACTION PROGRESS COMMENTS:**

This responsibility has now passed to the Stronger Families Stronger Communities Partnership and Programme Boards. See 2.3.2.1 below.

### 1.5 Vibrant, socially and culturally diverse city

#### 1.5.1 Maintain and improve our reputation as a leading cultural city

Action	Status	Start Date	End Date	Progress
1.5.1.1 Progress update: maintain and improve our reputation as a leading cultural city	Ongoing	01-Apr-2011	31-Mar-2013	Ongoing

**Responsible Officer** : Paula Murray - Head of Culture & Economy

**ACTION PROGRESS COMMENTS:**

Progress so far

The city council and Brighton & Hove Arts & Creative Industries Commission continue to support and develop a full cultural offer year round for residents and visitors alike during the period April to October 2012. Notable highlights include:

Both the Brighton Festival and the Brighton Fringe sold more tickets and attracted bigger audiences than last year. The total Festival audience reached 143,250 across 150 events, including 23 commissions and premieres. Free outdoor events attracted over 50,000 and over 22,000 attended this year’s art installations across the city. From audience feedback, the

strongest motivation to attend is to try something new. Brighton Fringe is now the 3rd largest fringe festival in the world. This year saw 206,000 attendances, up 14.5% on last year, with 743 events in 192 venues.

The Royal Pavilion and Museum Services have been successful in gaining a significant amount of external funding: approximately £2.5m for the period 2012-15 through the Renaissance funding Programme; and £100k from the Department of Culture Media and Sport/Wolfson Museums and Galleries Improvement Fund. The service has also been successful in two recent acquisitions; a Turner watercolour called The Chain Pier at Brighton (1824/5) which was purchased with funding from the heritage Lottery Fund, an award from the Art Fund and a donation from an anonymous Foundation Patron. The service has also purchased a unique and valuable collection of Roman coins due to another successful grant application to the Heritage Lottery Fund.

Visitor numbers across all sites in the museums service rose during the year, with 690,000 visits in total, a significant increase of over 75,000 on the previous year. Events during 2012-13 include:

- Opening of the World Stories: Young Voices as part of London 2012 Festival. bring the city's collections from different cultures across the world to life in displays which set out to make sense of objects from the past by introducing objects from today tell stories which connect to Brighton and Hove and to the lives of today's young people.
- Work with groups (including many young people) includes museum's Youth advisory group- Museum Collective, Refuge and Asylum Seekers Project, Art inMind, Whitehawk Art Group, Patcham High School and the Youth Arts Project. (the Albion in the community scheme).
- Displays are being made more accessible, for example using Royal National Institute for the Blind penfriends with their audio descriptions and British sign language In Vision on all the gallery audio visual presentations.
- Royal Pavilion & Museum's focus on and increasing expertise in terms of working with young people, acknowledged in it being the first museums service to gain a silver 'Hear by Right' award administered by the National Youth Agency for its work in promoting young people's participation.

The culture team at the city council work closely with festivals on planning, fund-raising, identifying partners and resources and building links and networks.

In May The Great Escape took place for the 7th year, the leading European music industry festival and conference. The city council has worked closely with the organisers since the beginning to profile the city's music business on this international stage. This year the Made in Brighton brand had a much bigger profile to the 3000 professional delegates and 16000 ticket buyers.

The curated visual arts programme House by the artist open houses also had a larger profile this year with more partners on board, an extended free public realm programme and national and international press coverage.

The city council coordinated a packed programme of arts and events for the Diamond Jubilee from 1 to 5 June 2012 including 2 special Queens Diamond Beacon events, and facilitated an accessible and light touch application for celebratory street parties.

The city council also facilitated the Olympic Torch Relay coming to the city on Monday 16 July including a special event at Hove Cricket Ground which featured international successful chart band Rizzle Kicks – local boys who grew up in Portslade and were trained and nurtured by local youth music charity, Audio Active.

An outdoor film screen on the seafront which showed a mixture of family films and key Olympic events attracted large audiences throughout the summer of sport.

Pride took place under new management this year in September and was the most successful yet in terms of popularity and feedback. The expanded Pink Fringe led by the Marlborough Theatre and supported by the city council brought a new cultural element to the festivities. This programme was critically and publicly well received by partners and funders. Linked to this the Pink Fringe was successful in securing £90,000 towards an intergenerational LGBT heritage project in the city – partially levered by city council support.

A new festival led by Wired Sussex and Lighthouse and supported by the city council took place in September this year dedicated to the city's digital sector. The Brighton Digital Festival received £200,000 of ACE funding.

The UK's largest visual arts festival Brighton Photo Biennial takes place this October with an extended programme in the public realm and a relevant and engaging theme around the Politics of Space. Running alongside, Brighton Photofringe features more than 100 exhibitions from local photographers, all presented for free in a variety of spaces across the city.

October also sees the Brighton Early Music Festival the South's leading festival for early music which achieves significant national radio coverage and has brought new audiences each year to the art form with an innovative programme of events and activities. The city council were able to step in to save the festival this year after they were unsuccessful in their ACE bid by incentivising their board to step in with some reserves.

October's cultural programme for Black History Month has grown each year and this year features in particular strong literature strands 'Writing our Legacy' and film strands 'Legacy Film Festival'

In response to White Night taking a fallow year, programmers and artists have created a series of late night cultural activity. The city council has supported this legacy of White Night through producing a marketing and press campaign called Autumn Lates. Nuit Blanche Amiens invited White Night Brighton to programme a Brighton programme into their festival which takes place on 13 October in Amiens. Nuit Blanche Brussels is one of the largest 'nuit blanches' in the world and selected the Metahub to be in their festival. White Night initiated and commissioned the Metahub project for the 2011 festival. Other White Night commissions were invited this year to Melbourne and Sydney Festivals, received commissions from Bestival and Glastonbury festivals and have gone on to tour nationally. The West Street Story soundscape commissioned by White Night in order to change the anti social behaviour on West St through a commissioned soundscape has been discussed and presented as a model of excellent practice at a major European policy conference and at a world policy conference in New York.

Brighton & Hove Music Service led on the development of a successful bid to be one of 122 national music hubs. This innovative partnership brings together the Service, schools, the youth music sector and Brighton Dome & Festival and Glyndebourne with ambitious plans around the musical education of young people in the city. Alongside that the regional 'bridge' organisation for young people and the arts Artswork has invested in the co-production of youth service commissioning- a national first already being cited an excellent example of good practice.

Accountable Officer: Paula Murray/Adam Bates

### 1.5.2 All residents have opportunities to engage and participate in the city's sport and cultural offer

Action	Status	Start Date	End Date	Progress
1.5.2.1 Progress update: All residents have opportunities to engage and participate in the city's sport and cultural offer	Ongoing	01-Apr-2011	31-Mar-2013	Ongoing

**Responsible Officer :** Ian Shurrock - Head of Sport and Leisure

**ACTION PROGRESS COMMENTS:**

Progress so far:

Active People Survey 6 results (April 2012)

- 23.7 % of adults in Brighton & Hove take part in sport and physical active recreation compared to the national average of 21.8%
- 64%% of adult residents in Brighton & Hove want to start playing sport or do a bit more.
- 5.6% of adults residents are regular sports volunteers compared to the national average of 7.3%
- 24.7% are members of sports clubs compared to 23.3% nationally

Joint Needs Assessment on Sport and Physical Activity and Strategy:

As part of the Sport and Physical Activity Strategy review, a Joint Needs Assessment on Sport and Physical Activity has been undertaken with 30 stakeholders interviewed, 75 clubs taking part in a sports club survey and 500 residents participating in a public survey on sport and physical activity in the city.

The findings from the consultations and the review of the existing Sports Strategy will inform the new strategy which is currently in draft and goes to Committee in January 2013.

The top three sports which male and female respondents felt the strategy should focus on are swimming, walking and cycling. Yoga, athletics, tennis and dance also featured highly.

These were the top three priorities identified for the strategy:

- 1 – Supporting and developing local voluntary clubs and groups who deliver sport and physical activity.
- 2 – Increasing physical activity levels of all residents
- 3 – Support local clubs to access funding

The needs assessment is completed and being taking to be ratified at the Healthy City Partnership Group in October 2012.

The council's new 10-year Sports Facilities Plan was approved at Cabinet in April 2012 and contains the following recommendations;

1. Build a new large multi-purpose sports centre
2. Increase the number of community swimming pools
3. Facilitate the opening of a purpose built gymnastics facility
4. Increase levels of community access to existing school facilities
5. Improve the quantity and quality of health and fitness facilities
6. Improve existing athletics facilities including replacement of the track at Withdean
7. Develop Withdean as a multi sport hub
8. Improve the quantity and quality of artificial grass pitches

A capital development to extend and improve the health & fitness facilities at Withdean Sports Complex has progressed through the design phase and a planning application was submitted in September 2012. Other improvement projects include the refurbishment of the pool changing rooms at King Alfred Leisure Centre, the replacement of an Artificial Turf Pitch at Stanley Deason Leisure Centre and the refurbishment of the changing rooms at Hollingbury Park and Waterhall Golf Courses. Also, a successful application was made to Sport England's Inspired Facilities Fund and a grant of £150,000 has been awarded to the council as a contribution towards the replacement of the athletics track at Withdean Sports Complex.

#### Delivery of Programmes & Events

With the excitement and euphoria during the London Olympics and Paralympics the games showed how sport can bring people and communities together and the Sports Development team worked with local partners to raise the profile of sport in the City and develop local opportunities.

A 2012 sporting calendar was produced and distributed across the City and events delivered featuring the Torch Relay TAKEPART, Big Dance, the Older Peoples Sports Day, Gay Games, Big Dribble Hockey, 5 ring Walks and Levelmpics. The Sports Development Active for Life project delivered 21 Olympic challenges at community events.

£20,000 was secured from Sport England to develop Ping pong, 40 Pong tables were located and donated across the City and thousands of people taking part and will be a lasting legacy of the games.

Since the games memberships and attendance levels have all increased in our local sports clubs and groups. The team have supported the establishment of the city's first Handball club following interest following the London 2012.

Sports Development collaborated with 112 partners to develop and deliver TAKEPART, the 2 week Festival of sport with the launch event with 19 different zones including a disability zone, 8 targeted events and 7 TAKEPART local events. Over 40,000 residents took part in TAKEPART Festival Activities

Holiday activity programme are delivered locally through the Active For Life project and the citywide Summer Fun holiday sports and activity courses were more popular than ever with waiting lists for many of the 55 different sports.805 children and young people attended with many feeding into existing clubs.

With partnership funding the skate parks and skating opportunities in the City have been developed. The skateworker has supported the Skate Association and events and skate programmes have been delivered across the City including a girls only programme.

The 2012 Brighton Marathon was another great success and there was huge increase in recreational running in our local open spaces and parks. The Active for Life team delivered five 10 week running courses for children who then participated in the mini mile races.

3476 residents attendances living in areas of higher deprivation attended sport and activity sessions delivered through the

Active for Life programme. 37 community sessions are delivered weekly target the least active. Targeted inclusion programmes include the Girls Getting Active for young women, Active Forever for older people The Street Games Festival aimed at young people and weight management initiatives. Funding for two new disability sessions was awarded and is being delivered in East Brighton.

A total of 350 regular weekly Healthwalks were provided as well as 5 Olympic themed walks and 15 special walks (art walks, nature walks, sunset walks etc) which in total were attended by app. 170 people.

The Healthwalks scheme delivered by volunteers has seen 450 participants take part in 2917 walk journeys (throughput = an average of 7 walks per participant.)

A new walk at Brighton Women’s Centre and a walk for carers were launched.

One Volunteer Walk Leader Training Day was provided, with 15 new Walk Leaders trained.

Sample walks and talks have been provided to 6 organisations to raise awareness of the health benefits of walking.

The Free Swimming scheme for children aged 11 and under has continued and was extended in June 2012 to include 12-16 year olds during selected sessions.

In addition, at the council’s sports facilities including swimming pools, sports halls, health & fitness facilities and golf courses there were 637 attendances over the last 6 months.

Supporting the sustainability of our sports and activity clubs

174 club members attended training events to support local sports clubs.

162 sports clubs and groups were provided support and guidance and over 450 promoted through the Active for Life website and directory. 6,300 people each month viewed the website.

Funding advice and support was given to clubs and groups of which 174 Clubs.

External funding of over £186,000 drawn down to enhance activity provision.

The Sports Development programmes are attracting children and adults that are participating less than the recommended guidelines to improve the health and well-being of the city. The team are aiming to inspire people to participate, maximise the social and health benefits, improve the equality of access and develop partnerships to maximise resources and increase opportunities.

Accountable Officer: Adam Bates/Paula Murray

### 1.5.3 Thriving arts and cultural businesses

Action	Status	Start Date	End Date	Progress
1.5.3.1 Progress update: thriving arts and cultural businesses	Ongoing	01-Apr-2011	31-Mar-2013	Ongoing

**Responsible Officer :** Paula Murray - Head of Culture & Economy

**ACTION PROGRESS COMMENTS:**

Progress so far

A new website for the creative and cultural industries is being developed; working with the Brighton and Hove Arts & Creative Industries Commission, the council is building a focal point for information on business support activity and networking opportunities and will support the partnership to develop further training and networking sessions directly.

The council-led local music industry support initiative Made in Brighton has now met 4 times and has negotiated a partnership with the Great Escape that will further improve profile the city’s music businesses through branding, press campaign and a dedicated seminar event.

The Culture team at the council and Arts & Creative Industries Commission are leading on the development of a film cluster in the city. The initiative is called Film City and is consulting with the film and moving image sector in the city to articulate the cluster and identify opportunities for cluster development. This includes external funding bids led by the city council. Three meetings will take place before the end of November to enable focused discussion across the sector. These will cover:

- Film Culture (heritage, cine-tourism, education, venues, festivals)
- Production & Development (business support, training, education)
- and Location and Logistics (sites, technical support staff).

The conclusions from this process will be presented to the Arts & Creative Industries Commission in December.

The Arts partnership scheme remains an effective tool for leveraging additional investment: last year every £1 of council funding brought in an additional £1541.

The city council and arts and creative industries commissions continue to run regular 'breakfast sessions' for arts and cultural businesses. These meetings are a chance for the council to share intelligence about city priorities and to engage creative practitioners and entrepreneurs in the solutions.

The city council continues to provide an advice and support service to arts and cultural businesses at appropriate levels for their business needs. This ranges from 1 to 1's to attendance on project steering groups and observer seats on boards and management committees.

The city council continues to work with cultural and creative businesses to identify opportunities for spaces – temporary and permanent. Current projects include the Dance Space development at Circus Street, a community arts space at St Marks and temporary spaces in London Road, working with colleagues in Economic Development.

#### Future work planned

Economic Development Officers are working with Wired Sussex in a partnership led by Medway County Council to secure Interreg funds to support a creative use of empty commercial space as a regeneration tool (CURE project). If successful this project will attract funds for the refurbishment of part of a floor in New England House which will act as a managed workspace where businesses in the digital sector will be encouraged to work collaboratively with businesses in the creative industries on projects and events. The fund will also support the use of vacant shop premises for creative industries providing much needed space for the sector and helping to mitigate the impact of retail closures that can cause blight to prime shopping areas.

Accountable Officers: Paula Murray/Adam Bates

## 2 Reducing crime and improving safety

### 2.1 Root causes of crime are addressed

#### 2.1.1 Reduced alcohol misuse and alcohol-related disorder

Action	Status	Start Date	End Date	Progress
2.1.1.1 Progress Update: Reduced alcohol misuse and alcohol related-disorder	Ongoing	01-Apr-2011	31-Mar-2013	Ongoing

**Responsible Officer :** Tom Scanlon - Director of Public Health

#### **ACTION PROGRESS COMMENTS:**

There is an Alcohol Strategy and Action Plan in place to tackle issues arising through alcohol use across the city. The strategy is managed by the Alcohol Programme Board (APB), which includes key partners within the City. The APB follows on from the Intelligent Commissioning Alcohol Pilot Project. The Alcohol Strategy is divided into four strategic domain groups; progress in each is outlined below. A national Alcohol Strategy is due to be published in March 2012. Appropriate recommendations will be implemented locally.

#### Domain 1: Addressing the Drinking Culture

Progress so far:

The 'Big Alcohol Debate' was carried out from October to December 2012 engaging the public on the issue of alcohol and developing insights within target groups to inform future policy. This involved:

- Pre-promotion in local media.
- 2,000 paper surveys distributed to Libraries, Pharmacies and GPs.
- 20,000 response cards distributed across the city.
- 24-hour tweetathon at launch.
- Continued promotion through Twitter (#bhdrink) and local media.
- Beer mats with Quick Response (QR) code to link back to @bhdrink.
- Video pod at various locations.
- 15 in-depth focus groups held with local community groups.
- Production of a DVD and report.

Five key themes emerged from the big alcohol debate:

- Provide non-alcohol driven alternatives that will help local businesses.
- Alcohol is too available.
- Cheap offers encourage pre-loading and excessive drinking.
- Existing laws need to be enforced - i.e. not serving people who are drunk already.
- Education is required early to highlight the potential impacts of alcohol.

Future work planned:

- DVD featuring the results of the big alcohol debate is to be placed on YouTube and relevant website .
- Work with local business to offer help providing non alcohol driven alternatives , and highlight the financial opportunities that exist.
- The government is proposing a minimum price of 40p per unit of alcohol in England and Wales in an effort to "turn the tide" against binge drinking.
- Currently commissioning Crime Reduction Initiative (CRI) health promotion posts to train frontline staff and raise awareness .
- New sub-group of domain group one set up to explore ways forward and support healthy schools team.

#### Domain 2: Availability of Alcohol

Progress so far:

Licensing density and diversity is managed by licensing policy. This is being reviewed to introduce a method for more consistent decisions to restrict the sale of alcohol, and to expand the cumulative impact-zone in the city. The Treasury was lobbied for amending pricing by way of differential value added tax (VAT).



Future work planned:

Planning officers' advice has been sought on planning policy changes to reclassify and restrict off-licensing. These are being considered in a city wide plan and potential lobbying for integration of relevant council policies (Commercial Landlord, Planning Authority, and Licensing Authority) is being explored.

Barriers to future performance:

VAT change is impeded by Euro-law constraint of alcohol tax system. The Government deregulatory 'cutting red tape challenge' will not support greater regulation.

Domain 3: Night Time Economy

Progress so far:

- Work has continued with the council's events team, in ensuring that public events take every opportunity to promote activities and behaviours which are not centred on binge drinking.
- The 'Cardiff Model' (data sharing between Emergency Departments and Crime and Disorder Reduction Partnerships) has been successfully implemented, and police now have monthly access to the Accident and Emergency (A&E) services assault data, which is used to encourage and enforce licensing capabilities.
- Businesses are making positive steps towards providing consistent business responsibility via their Inn-Credible scheme, which has now been nationally endorsed by Best-Bar-None (the UK's national awards scheme for best practice in the licensed trade).
- There has been a focus on reducing assaults within licensed premises, which has contributed to reducing assault with injuries by 20% across the City.
- Taxi Marshal and Safe Space funding has been secured until next spring.
- Operation Marble, which includes effective tone-setting during the early part of the evening followed by proportionate levels of engagement by officers, continues to evolve and will have impacted on assault reductions.
- Police staff contributed to the Big Alcohol Debate activities, which included operational tweets to illustrate the issues which arise.

Future work planned:

- Ongoing work planned with the local authority for future public events.
- Evaluation outcomes derived from the Cardiff Model have been circulated.
- Efforts continue to achieve more with off-licence retailers, and it is hoped that sustained responsible management will impact on all areas of alcohol-related harm.
- Terms of reference are being agreed for Metropolitan Police to visit and learn from good practice from Operation Marble, which will also present opportunities to learn from them.

Barriers to future performance:

- There are financial pressures and limitations to campaigns. National challenges are presented by the affordability of alcohol and embedded social norms.
- There are ongoing debates around current business pressures including the late night levy.
- Associated rising trend in counterfeit/smuggled alcohol.
- Sustainable solutions still need to be found via the APB and joint-commissioning process for continued funding in priority areas.

Domain 4: Early Identification, Treatment and Aftercare

Progress so far:

There has been a focus on:

- Improving training for staff responsible for identification and screening of alcohol problems, in particular the new alcohol Local Enhanced Service for primary care.
- The evaluation of two current pilot "Frequent Flier" alcohol outreach posts in the RSC Hospital and local hostels.

Future Work Planned

There are a number of initiatives under development to ensure that the right 'Early Identification', 'Treatment' and 'Aftercare' services are in place. These are:

- Establishment of a low cost transition service for 18-25 years olds, in recognition of local and national evidence that this age group frequently experiences alcohol (and cannabis) related problems, but is reluctant to approach opiate-orientated adult

services.

- Funding of hostel alcohol nurse for a further year given excellent outcomes of pilot.
- Funding of frequent flier worker for a further year given excellent outcomes of pilot.
- Continued funding of Safe Space and consideration given to expanding this in the future. Safe Space gives free help to people (clubbers etc.) at night who are incapable of looking after themselves, with the intention of sending them home safely.
- Continued funding of Taxi Marshall allocation.
- Continued funding of LGBT support worker given potential need in this community .
- Funding of an additional health promotion advisor post to provide alcohol specific advice, brief information and screening training to frontline workers.
- Restructure of community brief intervention service to focus on the provision of more intensive support via extended brief interventions.
- Development of ‘Health Trainers’ for service users who have successfully completed treatment to provide support to prevent relapse and encourage reintegration into the community.

Barriers to future performance

Funding for Safe Space has been identified as an issue. Current funding levels are inadequate to ensure that it opens every weekend, and alternative funding sources are being sought. Plans to expand the service so that fewer people attend A&E are potentially very promising, but funding for this expansion has not yet been confirmed.

Accountable Officer: Tom Scanlon

### 2.1.2 Reduced drug misuse and drug-related offending

Action	Status	Start Date	End Date	Progress
2.1.2.1 Progress update: Reduced drug misuse and drug-related offending.	Ongoing	01-Apr-2011	31-Mar-2013	Ongoing

**Responsible Officer** : Kate Lawson - Health Promotion Lead Manager

**ACTION PROGRESS COMMENTS:**

Progress so far:

For young people, The Safe and Well School Survey covering all B&H secondary schools indicates that a higher percentage [25%] of 14-16 year olds report having tried drugs than is the case nationally [17% of 11-15 year olds in England]. There is thought to be a significant local level of social acceptability, amongst both young people and parents, of teenage cannabis [and alcohol] use. A Joint Strategic Needs Assessment stakeholder event has recommended more holistic interventions utilising individual and family resilience models.

For adults, Performance indicators have moved in a positive direction in respect of the numbers of people in effective treatment and the numbers successfully completing treatment, with targets exceeded for the percentage of those leaving and not re-presenting within six months. A “Golden Thread” Steering Group, comprising senior service managers and commissioners, with input from the National Treatment Agency (NTA), has met monthly since April to drive forward the Recovery Agenda and deliver on a 24 point implementation plan covering: commissioning; system delivery; workforce development; developing a shared vision; and recovery and reintegration.

With regard to drug-related deaths, based on audits of the Coroners’ inquest files, it would appear that in 2010 there were 36 deaths and, in 2011, 29 deaths, both below the locally agreed indicator of not more than 38 deaths per annum. A Health Protection Domain Group, reporting to the Substance Misuse Programme Board, has promoted a range of measures including: Root Cause Analysis Training for staff leading on Serious Untoward Incident enquiries; follow-up by an A&E nurse of hospitalised “near miss” drug overdose cases; and improved monitoring of Naloxone mini-jet distribution and trends, to include A&E and St John Ambulance.

The European [Interreg] funded Communities and Families Tackling Addiction [CAFTA] three year project hosted a Conference - “Silent Voices” – with over 200 attending, comprising those affected by other people’s substance misuse, as well as

professionals, including representatives from Calais and Rotterdam. This forms part of the Communities Against Drugs Team’s three pronged CAFTA work programme, covering partnerships, families and young people, and strengthening communities.

Ongoing monitoring of Operation Reduction has provided continued evidence of its impact on disrupting drug markets, on levels of acquisitive crime, and on reducing demand for drugs by diversion into treatment. Local partnership intelligence sharing initiatives have contributed to this process.

**Future work planned:**

For young people, staff training is scheduled in Quarter 3 on the delivery of resilience model interventions. In Quarter 4, the Independent Drugs Commission for Brighton & Hove is expected to consult on its report recommendations, some of which will focus on local measures to protect young people from drug related harm and drugs markets. A recently established Domain Group of the Substance Misuse Programme Board, focusing on new psychoactive substances and emerging trends, is scheduled to meet in Quarter 3, and will cover both young people’s and adult substance misuse.

For adults, building on the successful fourth UK Recovery Walk in Brighton on 29.9.12, there will be a focus on promoting a locally agreed definition of recovery, taking into account the recently published report of the Recovery Orientated Drug Treatment Expert Group: “Medications in Recovery”, chaired by Dr John Strang. Initiatives being considered include a one-stop, multi purpose Recovery Café, building on evidence of successful initiatives elsewhere. Following a successful funding bid by Sussex Partnership Foundation Trust, the Injectable Opioid Programme [formerly RIOTT] was formally resumed in August and it is planned to set up a clinical network with other IOT centres for the sharing of good practice.

The Communities Against Drugs Team, working as part of the Community Safety Delivery Unit, will continue to deliver CAFTA initiatives, including overseeing a Children and Adults Talking Together Project, aimed at supporting the non substance misusing parent or kinship carer of children affected by parental substance misuse, to be delivered by Brighton Oasis Project.

On enforcement, the Operation Reduction Steering Group will meet in Quarter 3 and endeavour to ensure that Operation Reduction remains well resourced and evaluated.

**Potential Barriers to Future Performance:**

Further budget reductions may continue to have an impact on capacity to deliver. Decisions in Quarter 4 about the allocation, for 2013-14, of the previously ring fenced pooled drug treatment budget within the new Public Health ring fenced budget, and by the PCC in respect of the Drug Interventions Programme, could result in some disinvestment.

Accountable Officer: Tom Scanlon

## 2.2 The city’s physical and social infrastructure is resistant to crime and disorder and people feel safer

### 2.2.1 Improved physical environment, physical and social infrastructure, and community resolution, and; Improved feelings of safety and quality of life

Action	Status	Start Date	End Date	Progress
2.2.1.1 Progress update: Improved physical environment, physical and social infrastructure, and community resolution, and; Improved feelings of safety and quality of life	Ongoing	07-Oct-2011	31-Mar-2013	Ongoing

**Responsible Officer :** Matthew Eastal - Senior Sustainable Communities Officer

**ACTION PROGRESS COMMENTS:**

Progress so far:

Since the last update the following actions have contributed in different ways to delivery the Supporting Community events strategy:

Turner Festival - Supported the delivery of festival event on Sat 15th - this is a community led annual event with local musicians, stalls and activities. On the day we dealt with a local anti social behaviour issue by the installation of street planters using Community Payback workforce who worked with residents and shopkeepers to improve the frontage of the local shopping area in order to deter nuisance gatherings.

Hanover Street Party - we supported this community event.

Development of "LAT Connect" improvements to the ease of use of the website for Local Area Teams (LATs) to enable them to communicate with residents and each other.

Shoreham Harbour Regeneration - Projects Team have been commissioned to lead on recommendations to improve this area, initial plans were for the introduction of "standards" benches and shrubs – which represents an opportunity to improve on community safety input from Portslade based LAT on proposals is welcomed.

Communities Against Drugs - Ivory Place clinic car park will be closed and secured, this area was a haven for misuse (drug litter and street drinking). The displacement of the problem to neighbouring areas is anticipated so we are working with police and other agencies to address this by clearing overgrown areas and opening up sightlines and undertaking other environmental improvements using community payback to make the areas less attractive to misuse.

St James Street - Joint walkabout with police/service providers (housing / car parking / cityclean) identified a number of things we can do now to deal with some local issues and established points of contact for council and police officers who will be able to support each other to tackle rough sleepers, fly tipping and street obstructions.

Sussex Probation - working in Eastern Road, Turner areas and Bartholomew Square; improvements to flower beds and cleaning. A total of 1,290 hours of work was delivered last month on community-led improvements.

Promoted LAT work at the "Doing it for Ourselves" event at the Dome to encourage local participation in service delivery.

Communities and families Tackling Addiction (CAFTA) - a brief update on the projects aims and objectives was delivered and a more detailed presentation will be given to a future more detailed presentation to the forum.

Future work planned:

Local Action Teams - development of vacant shop fronts to display art - we are working up a display to promote Local Action Team activity in local areas - a "you said/we did" template to communicate the work of the LATs and encourage a wider awareness of our activities and attract local interest in supporting the LATs - St James Street properties identified.

Soundscape – Working with clubs and taxi rank sites seeking private sector funding to progress the work started at West Street.

Accountable Officer: Tom Scanlon / Geoff Raw

## 2.2.2 Build long-term resilience to all forms of extremism amongst individuals, institutions and communities; reduce harm and increase trust and confidence

Action	Status	Start Date	End Date	Progress
2.2.2.1 Progress update: Build long-term resilience to all forms of extremism amongst individuals, institutions and communities; reduce harm and increase trust and confidence.	Ongoing	07-Oct-2011	31-Mar-2013	Ongoing

**Responsible Officer** : Nahida Shaikh - Community Safety Manager (Hate Crime & Prevent)

### **ACTION PROGRESS COMMENTS:**

Progress so far:

Successful engagement and partnership work with local Muslim communities continues, together with consultation with statutory partners on findings of a community needs assessment, identifying unmet needs and priorities of local Muslim

communities. Training has been delivered to 10 front-line staff of key partners to raise awareness of the Prevent agenda and their role within it. Prevent is a national strategy launched in 2007 which seeks to stop people becoming terrorists or supporting terrorism. The training will help staff recognise those potentially vulnerable to radicalisation, reduce potential risk and harm, and support individuals to build resilience. Training has also been delivered to council staff promoting best practice in engaging with the Black and Minority Ethnic communities.

Findings from the community needs assessment will be reported to the Prevent Partnership Group (which includes community representatives). Needs and priorities will be fed into a strategic needs assessment and commissioning plans to influence mainstream work programmes and public services to Muslim communities. Progress has already been made through co-ordinating partnership responses and funding and supporting community projects. These projects build community capacity by involving communities in the design, planning and strengthening of governance, as well as the in the implementation and evaluation of projects. The impact of community projects are evaluated effectively through monitoring and project performance reports. Joint work with communities and partners continues to reduce risks and vulnerabilities of individuals and communities, and also addresses community tensions and concerns, maintaining trust and confidence within the communities.

Successful engagement with higher and further education institutions is supported by police prevent engagement officers linked to the two universities. A best practice 'Virtual Local Action Team' extends the neighbourhood policing model to the universities, creating an improved response to concerns.

**Future work planned:**

The council are reviewing the Prevent strategy with our partners to agree objectives and actions for 2012/13.

The council is to facilitate the Sussex Prevent Partnership Board which provides strategic direction to delivery of Prevent work in the county, monitoring progress on action plans and providing opportunity to share good practice from the three governance groups and a wide range of partners.

Training for frontline and other key staff to understand and challenge the ideological narratives used by right wing and Al-Qaida inspired extremist groups, enabling staff to identify and support vulnerable individuals and divert them away from risk. In partnership with the City College we aim to deliver a mentoring and enrichment programme.

A Workshop to Raise Awareness of Prevent (WRAP) training is scheduled in quarter one of 2013 aimed at frontline staff that may come into contact with people that are vulnerable to extremism. Further WRAP sessions will be offered to front-line staff throughout the year to increase awareness of the Prevent stream of work.

A second course of Family Links or Nurturing Module will be delivered by trained facilitators of a local Muslim Women's group, the project will be evaluated and learning acted on in future.

**Barriers to achieving good performance:**

Developing the skills of frontline staff to understand the new Prevent agenda and their role within it is resource intensive for all partners. Maintaining a shared understanding, expertise, clear communication and effective partnership is key to achieving progress.

Accountable Officer: Tom Scanlon

## 2.3 Risks for children, young people and families are reduced

### 2.3.1 Children are protected from risk and their safety increased

Action	Status	Start Date	End Date	Progress
2.3.1.1 Progress update: Children are protected from risk and their safety increased	Ongoing	01-Apr-2012	31-Mar-2013	Ongoing

**Responsible Officer** : Steve Barton - Lead Commissioner - Children, Youth and Families

**ACTION PROGRESS COMMENTS:**

Progress so far

There has been a further reduction in the number of young people entering the criminal justice system for the first time and the numbers of young people being sentenced to custody. There continues to be a small number of young people who re-offend, however their level of re-offending is a significant concern and a priority focus area.

A Youth Offending Service (YOT) re-structure has begun, including the completion of a youth crime stakeholder event, with a service user consultation exercise proceeding. We are in the process of working to develop a wide response to crime prevention / antisocial behaviour (ASB). All will inform the refresh and update the YOT Action Plan 2012/15.

See 3.2.4 and 3.2.5 on work to support sexual health, teenage parent, alcohol and substance misuse.

Future work planned

- The YOT action plan will be updated with the recommendations from the stakeholder event and young people consultation prior to completion
- To complete the restructure of YOT
- To work with partners across the city to implement a city wide response to crime reduction and support to re-offenders.
- To work across the YOT and communities to improve community resolution and reparation, so that both communities and young people's relationships improve particularly where criminal activity / ASB is involved.

The Joint Commissioning Strategy for Services for Young People, the children's services Value for Money and Stronger Families, Stronger Communities programmes will take forward the above initiatives alongside the initiatives set out in 3.2.1.

Barriers to achieving good performance

There continues to be a small cohort of young people who repeatedly commit offences and place significant demand on the youth justice system as a whole. Implementing an effective restructure may impact on delivery during the process.

Accountable Officer: Heather Tomlinson

**2.3.2 Reduced risks for families with multiple needs and reduced harm in neighbourhoods**

Action	Status	Start Date	End Date	Progress
2.3.2.1 Progress update: Reduced risks for families with multiple needs and reduced harm in neighbourhoods	Ongoing	01-Apr-2012	31-Mar-2013	Ongoing

**Responsible Officer** : Debbie Corbridge - Community Safety Mgr - Family Intervention

**ACTION PROGRESS COMMENTS:**

Progress so far:

Brighton and Hove has signed up to the government's Troubled Families initiative and the payment by results funding that supports it. By the end of this Parliament the government aims to 'turnaround' the lives of the 120,000 families they estimate to be eligible for local programmes because they are involved in crime and anti-social behavior, or have children not in school and have an adult on out of work benefits.

In response Brighton and Hove has set up a local programme - Stronger Families, Stronger Communities (SFSC). The programme builds on the work of a multi-agency group established in 2011. Programme governance arrangements are now in place:

- A strategic multi-agency Partnership Board
- Programme Board, chaired by the council's Lead Commissioner SFSC
- Integrated Team for Families (ITF) Operational Management Group
- Management Information Group

SFSC is concerned with families facing multiple problems. To reinforce this we've agreed 4th local eligibility criteria in addition to the 3 national priorities. Local criteria apply to families with children and to households without dependant

children i.e.

- Families with children subject to a Family CAF, Child in Need or Child Protection Plan and/or where a child(ren) are at risk of entering the care system
- Families or households causing high cost to public services including frequent police call outs or arrests, or where there is an adult currently serving a custodial sentence or subject to probation supervision (community order or license)
- Families or households where there are significant underlying health problems including emotional and mental health problems; drug and alcohol misuse; long term health issues; health problems caused by domestic violence; under 18 conceptions
- Families or households where there is an adult on an Adult Safeguarding Plan

Our first priority is to provide whole family/multi-professional interventions and support to eligible families and households by transforming our successful local Family Intervention Project into a new Integrated Team for Families.

To do this forward funding from the government’s payment by results scheme has been invested in new Family Coaches. In addition an innovative partnership arrangement means six of the new posts will have a lead role with key partners. In return each partner is seconding a member of staff into the ITF to increase our capacity and create a multi-agency approach across the Police, Probation, Adult Social Care, the Children in Need Team, Housing and the Youth Offending Service.

The SFSC is also developing working arrangements with schools and colleges, the community and voluntary sector, NHS providers and all parts of the city council.

Future work planned:

Over the first three years of the programme the government’s Troubled Families Unit expects SFSC to identify and engage with and improve outcomes for 675 families. The year 1 cohort (225) has been identified and systems and processes are being put in place, including a communications strategy, to support the ITF as new staff come into post.

Barriers to Future Performance:

A key purpose of the programme is to identify and work with partners to resolve barriers to working with families facing multiple problems. To do this SFSC will negotiate a strategy for whole systems change/joined up services across the city

Accountable Officer: Steve Barton

## 2.4 Victims feel safer and their risks are reduced

### 2.4.1 Reduced domestic violence by increasing survivor safety and perpetrator accountability

Action	Status	Start Date	End Date	Progress
2.4.1.1 Progress update: Reduced domestic violence by increasing survivor safety and perpetrator accountability	Ongoing	07-Oct-2011	31-Mar-2013	Ongoing

**Responsible Officer** : Linda Beanlands - Head of Community Safety

#### **ACTION PROGRESS COMMENTS:**

Progress so far:

Completion of the Intelligent Commissioning pilot and adoption of the subsequent strategy and action plan has supported the strategic coordination of work to address domestic violence across a range of work streams including health, housing, safeguarding, community development and crime reduction. Ongoing work to develop a city wide Violence Against Women and Girls (VAWG) strategy is in place and maintains a high profile for the work.

The Community Safety Team (CST) continues to support a robust, mature partnership that oversees and monitors the effective implementation of the action plan. Currently the Specialist Domestic Violence Court (SDVC) is undergoing a review and revision of the protocol. During the summer CST hosted a partnership seminar aimed at improving response to gypsies and travellers experiencing domestic and sexual violence. The seminar highlighted the particular difficulties experienced by an already marginalise group, as well as the often high risk nature of the abuse.

On going investment in core domestic violence services has continued this year and performance monitoring of



commissioned services is in place. Local crime data identifies a reduction in domestic violence incidents although grassroots services providers (offering a range of support services) are still in high demand. Multiagency work with high risk cases, through the Multi Agency Risk Assessment Conference (MARAC), has seen an increase in referrals.

**Future work planned:**

During November and December specialist services and the CST promote a public awareness campaign 'the 16 Days'; The 16 Days is part of a global campaign to raise awareness of the issue of violence against women. There are a range of localised events taking place in the city during this period. In addition the council are updating our public access website and including user friendly video information for anyone seeking help in relation to domestic and sexual violence.

**Barriers to performance:**

Despite progress in recent years, domestic abuse continues to be a significantly under reported crime. Therefore achieving a 'full picture' of need and comprehensive analysis, continues to present challenges. In the main data collection tends to focus on quantitative measures such as incidents, sanction detections, risk reduction and numbers of clients accessing services. Service providers are tracking qualitative data that helps us measure outcomes but ideally, we would want to have more versatile sets of data from a wider range of services and departments. This would also help us understand the complexities and barriers particularly marginalised groups experience when trying to seek help, as well as monitoring our overall progress towards outcomes, including public perceptions.

In addition currently the full time commissioner post is vacant and the acting commissioner is only specific areas of work. This portfolio already has a high workload and in order to achieve desired outcomes, is attempting to mainstream VAWG across a wide range of local government directorates, pan susses partnerships as well as commision local service providers

Accountable Officer: Tom Scanlon

## 2.4.2 Sexual violence and abuse is prevented and reduced

Action	Status	Start Date	End Date	Progress
2.4.2.1 Progress update: Sexual violence and abuse is prevented and reduced	Ongoing	07-Oct-2011	31-Mar-2013	Ongoing

**Responsible Officer :** Linda Beanlands - Head of Community Safety

**ACTION PROGRESS COMMENTS:**

**Progress So Far:**

Local data and services mapping was undertaken as part of the intelligent commissioning work stream. There are significant barriers to reporting sexualised violence, abuse, exploitation and trafficking and tackling those is incorporated into local Partnerships work plans and those for Sussex. There is an ongoing need to improve the strategic coordination of linked strands as well as improve our understanding of the impact locally. A Violence Against Women and Girls Strategy is to receive approval later this year which will assist strategic co-ordination. One of the crime types included within that Strategy, is that of trafficking which is linked to sexual violence, exploitation and prostitution. The Community Safety Partnership is working closely with the police and front line services to assist in the identification and development of effective responses to instances of possible trafficking.

A recent domestic violence partnership seminar was held to address the issues experienced by Gypsies and Travellers. There was acknowledgement that awareness of sexual violence services need to be incorporated into outreach work and longer term planning and actions are recommended to achieve this.

The Community Safety Partnership is working with partners in East and West Sussex to support the development of and maximise the impact of the Independent sexual violence advisors (ISVA's) as part of our strategy to support survivors of rape, sexual violence and sexual abuse. This work is closely connected to the Partnerships role in commissioning the forensic and clinical services of the Sussex wide Sexual Assault Referral Centre.

**Future work planned:**

Ongoing strategic work to collect and analyse performance data will ensure that services develop in parallel with local need. The Community Safety Partnership continues to support a range of steering groups and forums that ensure the involvement of local services in partnership processes and to increase their capacity.

Barriers to performance:

Matching increasing need or demand for services with increased service capacity at a time of reducing resources.

Accountable Officer: Tom Scanlon

### 2.4.3 Reduced racist/religiously motivated, LGBT and disability hate incidents

Action	Status	Start Date	End Date	Progress
2.4.3.1 Progress update: Reduced racist/religiously motivated, LGBT and disability hate incidents	Ongoing	01-Apr-2011	31-Mar-2013	Ongoing

**Responsible Officer** : Linda Beanlands - Head of Community Safety

**ACTION PROGRESS COMMENTS:**

Progress so far:

Locally, there is an ongoing reduction in the level of recorded racist, religiously motivated, homophobic, transphobic, biphobic, and disability hate incidents. We acknowledge that this likely to be as a result of under-reporting as well as under-recording and inadequate 'flagging' of these crime types within the wider police and council data systems. We continue to work to resolve these issues.

In order to improve reporting and appropriately respond to those reporting hate incidents, a duty line staffed by the Casework Team has been introduced; levels of harm and risk are identified within one working day, and risk reduction is achieved through the monthly Multi Agency Resourcing and Tasking Meetings co-ordinating practitioners interventions. The various community consultative forums (Racial Harassment Forum, LGBT Community Safety Forum and the Disability Hate Incident Steering Group) have been involved in developing this casework response.

Although Schools are encouraged to record and report on all hate incidents, the Local Authority has resolved to request bullying (a series of related incidents) information by the type of prejudice from schools. This may reduce the amount of information available to us therefore in partnership with police, healthy schools team, and third sector organisations, we are working to ensure that guidance to schools contain appropriate processes (for example, vulnerability and risk assessment) to support young people within schools and communities.

A Racial Harassment Forum (RHF) subgroup has met to discuss issues around reporting of racist and religiously motivated incidents (RRMI) from the schools and identified a significant level of under-reporting from the young people and is exploring ways to address these issues. The group is working to develop a pilot aimed at increasing reporting from young people by giving them a voice, understanding their perspective or victim satisfaction vis-à-vis the schools responses, and to develop a practical action plan.

We have written to the leadership of the various NHS trusts requesting their co-operation in recording and tackling RRMI. We aim to improve monitoring and information sharing from the NHS trusts through our joint work thereby improving the evidence base for the city.

A partnership project aimed at improving safety of staff within fast food outlets staffed by Black and minority ethnic community members, has fed back on its survey findings. Those findings reveal that perpetrators target BME businesses and staff within them significantly under report incidents. The second phase of work aims to improve reporting and safety, and will involve key individuals from the relevant communities. We continue to support the Racial Harassment Forum and the Disability Hate Incident Steering Group.

Future work planned:

We will develop community based reporting centres to improve reporting, information sharing, and evidence base of all hate incidents. We will also look to develop and implement a lay visitor scheme to strengthen scrutiny of our casework services by communities of interest, to increase community confidence and service accountability. We will write to the school governors to encourage recording and monitoring of racist and religiously motivated incidents and invite sharing of best practice in

tackling RRMI. We will also develop pilot work in partnership with the healthy schools team, schools and BME sector organisations. In partnership with council colleagues and community sector we will implement the second phase of work to improve reporting and safety of the most vulnerable Black and Minority Ethnic fast food outlets. A subgroup of the disability hate incident steering group will be reviewing the publicity campaign and its impact on the level of reported incidents, the findings will be used to implement further changes to encourage reporting of hate incidents by disabled people, risk groups and carers.

**Barriers to Future Performance:**

Ongoing under reporting and under recording of the hate incidents across all agencies is the significant challenge in this area of work.

Accountable Officer: Tom Scanlon

**2.4.4 Reduced anti-social behaviour**

Action	Status	Start Date	End Date	Progress
2.4.4.1 Progress update: Reduced anti-social behaviour	Ongoing	01-Apr-2011	31-Mar-2013	Ongoing

**Responsible Officer :** Aaron Devereaux - Anti-Social Behaviour Co-ordinator

**ACTION PROGRESS COMMENTS:**

Progress so far:

In April 2012 the ASB and Hate Incident Casework Team was one of a number of front line services which integrated with the Neighbourhood Policing Team in the city in the new Safe in the City (SITC) Delivery Unit. Since May 2012 the Casework Team has operated a duty system with a dedicated phone line and email address, through which all cases are triaged and dealt with.

The Casework Team and some partners have agreed to operate within certain ASB service standards. This will shortly include hate incidents as well. These currently include an initial assessment within one working day, a full risk and vulnerability assessment, the offer of a single point of contact and agreement on a lead agency, agreement on the most suitable frequency and method of updates and of course the preferred outcome.

The team will administer The Community Trigger, a government pilot scheme which enables communities to ensure a response to ASB where none has been forthcoming.

Experience shows that resolutions to ASB and hate incidents rely on co-ordinated multi-agency responses. Well developed multi-agencies protocols and procedures are in place in Brighton and Hove. The Govt White paper 'Putting Victims First' published in May 2012 cites partnership working in Brighton and Hove as good practice.

The Casework Team has been a key partner with others in developing a Vulnerability Risk Assessment and Multi Agency Risk Assessment Tasking (MARAT) meeting, the implementation of ECINS, a cloud based internet case management system and the introduction of The Community Trigger.

Future Work planned:

The Casework Team is working with the Community and Voluntary Sector to increase reporting of incidents, particularly relating to hate incidents

**Barriers to Performance:**

The Casework Team will provide a high quality direct service to victims and will support other service providers to deliver a similarly high quality service in Brighton and Hove. At the moment the Team is looking at ways of effectively and efficiently gathering monitoring information that does not get in the way of delivering the service.

Accountable Officer: Tom Scanlon

## 2.5 Offenders are deterred/ prevented from re-offending

### 2.5.1 Reduced offending by prolific and other offenders

Action	Status	Start Date	End Date	Progress
2.5.1.1 Progress update: Reduced offending by prolific and other offenders	Ongoing	01-Apr-2011	31-Mar-2013	Ongoing

**Responsible Officer** : Leighe Rogers - Director Brighton and East Sussex Local Delivery Units

#### **ACTION PROGRESS COMMENTS:**

Progress so far:

The most recent published figures for the Integrated Offender Management (IOM) cohorts are taken from the latest Reducing Reoffending Board Performance Framework which is based on the caseload as at June 2012 and PPO reoffending results for 2011/12. A breakdown by each of the Local Delivery Units in Sussex is provided below.

There are a total of 451 adult offenders (47% of caseload) and 13 youth offenders (57% of caseload) in scope for IOM. This includes statutory cases that are Priority and Prolific Offenders (PPO), women; those who have a drugs rehabilitation requirement, alcohol treatment requirement or are under 25. The cohort that the IOM team is currently managing is made up of 113 offenders; 94 statutory, 6 non-statutory and 13 youth offenders.

There were 76 PPOs in the reoffending cohort for 2011/12 with a total of 371 offences in the previous 12 months and a minimum expected reduction based on this of 12% or 326 reoffences. The results show 278 proven reoffences, 45 charged and outstanding and 19 arrested and bailed, giving an overall reduction of 25%. There are 82 PPOs in the 2012/13 cohort with 345 proven offences in the previous 12 months and minimum expected reduction based on this 12% or 304 reoffences.

Intervention pathways - SSPT and Sussex Police have jointly funded a pilot Band of Brothers programme for young males in the IOM cohort.

#### Band of Brothers

bandofbrothers are a charity established by men committed to positive social change through personal development and community building. They are currently delivering a programme for 12 young men from Brighton and Hove. The programme includes:

- A residential "rites of passage" programme that will give them the opportunity to explore the life they are living and invite them to make a transition to maturity.
- Support from a mentor who will meet with them once per week (over 12 weeks) and support them in getting into work (or training), stable accommodation and in building positive relationships in their existing and new social networks.
- Activities including survival training.
- Weekly group meetings to deal with anger and other emotional issues.

#### Liaison and Diversion

The Sussex 'Liaison and Diversion' service, which includes 'test on arrest' and 'dual diagnosis' assessments was introduced to Brighton Custody Suite and Brighton Magistrates Court on the 1st April 2012. Initially a 0900-1700 Monday-Friday service was offered but at the end of May these hours were significantly extended and are now Monday to Saturday 0700-2000. A partnership event linked to the development of intervention pathways is being held at Slaugham Manor on 25th October 2012. The service is being closely monitored against clear outcomes. Results from this pathway development will be reported centrally to the DOH and locally via the Reducing Reoffending Board.

#### Restorative Justice (RJ)

Restorative approaches bring those harmed by crime or conflict, and those responsible for the harm, into communication, enabling everyone affected by a particular incident to play a part in repairing the harm and finding a positive way forward. Sussex CJS agencies have recently submitted two successful bids for MOJ/Monument Trust funded support packages to extend the capacity for RJ interventions across the CJS and partners - one neighbourhood justice package, and one NOMS

package. Each package includes a range of support. An RJ multi-agency meeting has been created within IOM with the purpose of ensuring potential RJ cases are appropriately considered and managed.

#### Stronger Families; Stronger communities

We continue to engage with this initiative and are in the process of recruiting Probation staff who will be seconded to work as Family Coaches.

#### Inspire

We are working with the Inspire women's services on a review of service delivery and the development of a robust business case to support future national and local investment.

#### Future work planned:

##### British Military Fitness (BMF)

BMF are a private company who run outdoor fitness classes all led by former serving members of the armed forces with recognised fitness training qualifications. Although a private company they do a lot of work with charities etc. and have been working with homeless people in Westminster and drug users in Southampton. We are working with them to develop a programme for offenders to improve their fitness levels and understanding of fitness related matters. Priority will be given to offenders aged 18-25 years and/or with substance misuse issues and/or with mental health issues identified as being at higher risk of reoffending, for whom historically more traditional interventions may not have succeeded in achieving a change in lifestyle.

##### Women's Programme

Probation in partnership with Inspire are planning the implementation of a new programme for women aimed at reducing offending by providing a structured group work programme to address thinking and behaviour.

##### Addressing drug misuse

Probation in partnership with CRI are developing a Specified Activity Requirement for offenders with drug misuse linked to offending. Previously, this Requirement has only been available to those with Class A drug misuse problems.

##### Integrated Offender Management-Future commissioning arrangements

In September the Safe in the City Partnership agreed that a commissioning exercise aligned to the Intelligent Commission model adopted by B&HCC should be applied to IOM. Community Safety Partnerships have a statutory duty to reduce re-offending and generalised guidance is to target cohorts against national frameworks and monitoring systems. Key strategic commissioning leads have had an initial meeting and agree to the following:

- Prepare a list of those individuals using their defining characteristics
- Traffic light that cohort according to risk, harm and resilience
- Describe the service model/pathways /referral arrangements we think are effective
- Assess extent to which we can identify who is spending money on this cohort and for what services
- Explore application of cost calculator /cost benefit so that we can identify potential savings elsewhere in systems

##### IOM Service Delivery Model

We are planning a comprehensive review of the model over the next 3 months. The review will seek to strengthen aspects of our approach to community reintegration to include the use of volunteers. This development is linked to work by SSPT on service design.

Accountable Officer: Tom Scanlon

### 3 Improving health and well-being

#### 3.1 Promote Health and Wellbeing and reduce health inequalities across the city

##### 3.1.1 Improve the conditions that improve health

Action	Status	Start Date	End Date	Progress
3.1.1.1 Progress update: improve the conditions that improve health	Ongoing	01-Apr-2011	31-Mar-2013	Ongoing

**Responsible Officer :** Tom Scanlon - Director of Public Health

**ACTION PROGRESS COMMENTS:**

Progress so far:

The focus of much of this work has been the Healthy City Workplace initiative in keeping with the younger working age population of the city. A new 'Workplace Wellbeing Charter' (WWC) is being promoted to businesses and business forums, highlighting the importance of health and wellbeing in the workplace and providing details of support and funding available. The charter will be adapted to suit the needs of small and medium sized enterprises (SMEs).

'Active & Healthy Workplace' funding available to employers is being promoted. The fund (up to £500 per business) provides the opportunity for businesses to trial programmes that aim to improve the health and wellbeing of their staff whilst creating a healthier workforce and ultimately a healthier business.

Ongoing examples of health promotion within the workplace include:

- Presenting case studies of businesses that have addressed the health and wellbeing of their workforce and the subsequent impact
- Promoting NHS Health Checks to workplaces
- Promoting physical activity to workplaces

Future work planned:

A questionnaire is being designed to send out to businesses to identify their concerns about health and wellbeing in the workplace /amongst their workforce to inform future actions.

Joint strategic needs assessment (JSNA) for sport and physical activity is underway and will form part of the JSNA portfolio for 2011 /12. This will include additional work to capture:

- The public voice – a public consultation will take place utilising a questionnaire method which will be hosted on the partnership's consultation portal.
- The professional voice – a number of semi-structured interviews with a wide range of stakeholders.

Once the needs assessment has been completed the sub group will begin work on an updated strategic action plan for physical activity. This will replace the existing and separate action plans for Sport and Active Living.

A study will be commissioned to build an evidence base of the quality of the urban space and how specific aspects encourage more active living , connectivity and social cohesion. The study will explore how to incorporate specific activities to create urban spaces and to encourage movement in line with NICE guidance in order to introduce the concept and principle into officers' work.

Following the production of the city-wide JSNA in May further consideration will be given to how health and wellbeing can be improved and health inequalities reduced in a Health and Wellbeing Strategy that will be overseen by the Health and Wellbeing Board .

Barriers to future performance:

This will be the first year of the Health and Wellbeing Board and the same for the Health and Wellbeing Strategy . With the council moving to a committee structure and Public Health formally transferring to the council, there are likely to be structural and organisational issues which could interfere with the work of improving wellbeing and reducing health inequalities.

Accountable Officer: Tom Scanlon

### 3.1.2 Helping people to live healthy lifestyles

Action	Status	Start Date	End Date	Progress
3.1.2.1 Progress update: helping people to live healthy lifestyles	Ongoing	01-Apr-2011	31-Mar-2013	Ongoing

**Responsible Officer :** Tom Scanlon - Director of Public Health

**ACTION PROGRESS COMMENTS:**

**TOBACCO**

The Brighton & Hove Stop Smoking Service in 2011/12 achieved there highest ever 4 week quit figure which was 2,353. This figure exceeded their target by 3 quits.

The figure for 2012/13 is 2,000 4 week quits. The figure achieved to August is 599 4 week quits which at the moment leaves a shortfall of 161 4 week quits to be on target. An improvement plan has been put in place to increase footfall and promote services for Q3 and Q4 so that targets can be met. Both the NHS and the intermediate service (provided by GPs and Pharmacies) contribute to this target

The stop smoking service continues to provide the service in a variety of different locations across the City, both in the workplace and community and the service have been able to attend events in the city to promote the service. Pregnant women are continuing to have there carbon monoxide reading taken (irrespective of their declared smoking status) and pregnant referrals into the service has increased since 2011/12. The evaluation of the three secondary schools pilot in Brighton has taken place.

The tobacco control alliance now has a draft strategy and from this action plans have been developed which consist of the following Domain groups -

- Domain 1-Helping communities to stop smoking
- Domain 2-Maintaining and promoting smokefree environments
- Domain 3-Tackling cheap and illegal tobacco
- Domain 4-Preventing young people recruited as smokers.

Each domain has specific actions and progress of these will be reported at the Alliance meetings and to the Health & Wellbeing Board.

**Barriers to Performance**

There have been very little national campaigns in the past so the Stoptober national campaign is welcomed. Prior to this the focus has been on promoting the service locally.

**DIET AND EXERCISE**

**Progress so far:**

A key part of this work is the national child measurement programme (NCMP) which monitors the prevalence of overweight and obesity in children in Reception Year (4-5 year olds) and children in Year 6 (10-11 year olds). In line with Department of Health guidance, National Child Measurement Programme results cannot be made available publically until released by the Information Centre for Health and Social Care. The release of 2011/12 information is due in December 2012. Provisional results for 2011/12 show that obesity levels in the city for both Reception and Year 6 are in line with the previous year.

**Future work planned:**

The NCMP implementation for 2012/13 academic year has begun. The capacity provided by the two School Health Support Workers means that more pupils are being measured. As soon as the results have been processed the School Health Workers contact parents of children in Reception and Year 6 whose results are in the very overweight category to offer support, advice and signposting to relevant services. Evaluation of the pro-active calling to parents in the previous year was positive and



overall parents have indicated they welcome the direct contact with the School Health Workers.

**Barriers to Performance:**

As is the case each year, the risk to delivery may be around the capability of the Department of Health's tool to up-load the local data and produce the results in time for all parents to have their child's measurement results before the end of the summer term.

Accountable Officer: Tom Scanlon

### 3.1.3 Preventing ill health

Action	Status	Start Date	End Date	Progress
3.1.3.1 Progress update: preventing ill health	Ongoing	01-Apr-2011	31-Mar-2013	Ongoing

**Responsible Officer :** Tom Scanlon - Director of Public Health

**ACTION PROGRESS COMMENTS:**

IMMUNISATION, BREASTFEEDING, ACCIDENT PREVENTION

**ACTION PROGRESS COMMENTS**

It is well established that the national immunisation programme makes the single biggest contribution to preventing ill health. Breastfeeding is recognised as an important contributor to future health and wellbeing. The largest cause of deaths in young children is accidents. Work in this area of preventing ill health has focussed on improving immunisation rates, increasing breastfeeding rates and reducing the number of accidents in young people.

**Progress so far:**

Childhood immunisation: By the first quarter of 2012/13 coverage of the baby primary immunisations was 95.3% and the first Measles Mumps & Rubella (MMR) vaccination by two years was 90.8%. For five year olds the coverage for completing two MMR vaccinations was 85.5% and for the pre-school booster 87.9%. These figures all show an improvement over the same period last year. The Primary Care Trust and Sussex Community NHS Trust Immunisation Team work closely together on promoting Immunisation, and much effort has gone into ensuring accurate records and the structured follow up of children who do not attend for vaccination when invited. All these rates are at the highest point for this period for many years and in particular MMR vaccination rates have continued to improve since the low point of the late 1990s. The recent outbreak of measles in the City led to increased awareness amongst children and parents of those not immunised when concerns about the MMR vaccine were at their height. Specific communications to parents, media publicity and local advertising have resulted in a substantial reduction in the number of unimmunised school children.

Breastfeeding: The prevalence of breastfeeding is measured at 6-8 weeks after birth. The city continues to exceed the target with our prevalence being significantly higher than the national average which is around 47%. The cumulative prevalence for quarters 1 and 2 2012/2013 in Brighton and Hove is 72%. The cumulative coverage is 97%. Work is continuing in areas of inequalities to increase prevalence.

Accidents in the home 0-5 year olds: Since the Home Safety Equipment scheme (funded by Public Health) was established in 2008 over 500 families in areas of inequalities in the city have had home safety equipment installed in their homes including stair gates, fireguards, high chairs and cots among others. The scheme also provides safety sessions to families by way of training or group work.

**Future worked planned:**

Childhood immunisation: The Immunisation Team will continue to follow-up children that have missed their primary immunisations via a communications based plan and distribution of flyers through schools. A specific MMR catch up campaign to target unimmunised schoolchildren is being considered.

Breastfeeding: The targeted work in areas of inequalities where breastfeeding rates are relatively low will continue and be rolled out in other areas appropriate.

Accidents: Further work with A&E staff will take place to continue to raise awareness of the scheme so that it can be promoted to parents attending A&E with their children. An evaluation project has been submitted to BSMS.

Barriers to performance:

Childhood immunisation: Although immunisation rates are improving, there have been two measles outbreaks and one mumps outbreak in the last three years. While these outbreaks are associated with greater vaccine uptake, they are a measure of the population's sceptical stance on vaccination. Brighton & Hove may be one of the biggest improvers in terms of vaccine uptake, but it starts from a lower point.

Breastfeeding: It should be noted that prevalence is measured at 6 weeks whereas there are benefits from breastfeeding for much longer than that. It is important that women are encouraged to breastfeed throughout the first year of their child's life.

Accidents: Evaluation of the Home Safety Equipment scheme has been challenging. However a research proposal has now been submitted to Brighton Sussex Medical School (BSMS). The purpose of the research will be to evaluate the effectiveness of the scheme and its impact on accident reduction in the home for children aged 0-5 years. It is hoped that it will also provide information about the patterns of unintentional injuries to children in Brighton and Hove in that age group and to what extent the Home Safety Equipment Scheme meets those needs.

Accountable Officer: Tom Scanlon

### 3.1.4 Healthy life expectancy, working to prevent people from dying prematurely

Action	Status	Start Date	End Date	Progress
3.1.4.1 Progress update: healthy life expectancy, working to prevent people from dying prematurely	Ongoing	14-Nov-2011	31-Mar-2013	Ongoing

**Responsible Officer :** Tom Scanlon - Director of Public Health

#### **ACTION PROGRESS COMMENTS:**

There are several programmes in place to promote healthy life expectancy. Many of these have already been considered above or in other parts of this performance plan (sexual health, drug and alcohol). Other areas worth considering are the work to prevent and detect cancer at an earlier stage and action on the wider determinants of health that are closely linked to a healthy life expectancy such as housing.

#### **CANCER**

Progress so far:

Over the past three years, the PCT has successfully bid for National Awareness & Early Diagnosis Initiative (NAEDI) funding to raise awareness and promote early diagnosis. Albion in the Community, the charitable arm of Brighton and Hove Albion, have been commissioned to deliver campaigns on colorectal, lung and over 70s breast cancer; Sussex Community Trust's cancer health promotion team have been commissioned to support this work through training health professionals and other staff. The PCT continues to work with Sussex Cancer Network, who also have funding to integrate the NAEDI agenda into general practice. The public health leads of the Sussex cluster PCTs regularly meet with the cancer network to ensure a co-ordinated approach and shared learning across the patch. The cancer health promotion team continue to promote the national cancer screening programmes for breast, bowel and cervical cancer across the city, with a particular focus on disadvantaged groups.

Future work planned:

There will be further initiatives and campaigns to raise awareness of the importance of earlier detection. Two of the areas where there have been problems with early referral, delays in diagnosis, and where death rates have not decreased are lung cancer and bowel cancer. These have been highlighted in the Director of Public Health's Annual Report and will be subject to further scrutiny and action throughout 2012.

Barriers to performance:

As with all campaigns, it is important to find new and innovative ways of engaging the public and relevant health professionals.

HOUSING

Progress so far:

Building on the successes of the Warm Homes Healthy People Programme 2011/12, we have submitted a bid for further Department of Health funds for this winter and are currently awaiting results (due end of October).

With the overarching aim of reducing excess winter death and illness due to cold housing in 2012/13 and beyond, the proposed programme consists of three broad strands;

- knowledge and resilience
- prevention
- response

Building resilience

1. Commission local voluntary/community partner(s) to deliver Fuel Poverty Awareness Training to front line workers across all sectors, targeted at vulnerable patients/clients
2. Deliver public information events promoting the WHHP programme, the risks of cold homes to health and available support to improve home energy efficiency

Prevention

3. Warm Home Visits – Targeted at areas of high fuel poverty, home energy assessment and advice visits will include installation of energy saving devices
4. Winter Home Check Service – An extension to an existing local scheme to provide audits and handyperson visits to make homes safer and warmer in winter
5. Cold Air Alerts – to pilot and deliver a Sussex-wide coldAlert system direct to vulnerable people, health professionals and institutions, with the aim of reducing GP consultations and hospital admissions
6. Commission local voluntary/community partner(s) to provide free Financial Inclusion Checks. Front line workers will promote the initiative and refer clients

Response

7. Surviving Winter - providing emergency grants to individuals who are at risk during severe winter weather, including public appeal for donations of Winter Fuel Allowance Payments
8. British Red Cross Emergency Response Service – Build on existing infrastructure/volunteer network and develop joint working with local organisations, to provide practical support to vulnerable people during severe winter weather, as part of local Cold Weather Plan
9. Supply 'Warm Packs' for vulnerable people in periods of cold weather, including homeless rough sleepers

Future work planned:

Following this winter's programme, evaluation will be carried out and a programme for winter 2013/14 will be developed.

Barriers to future performance:

Warm Homes Healthy People funds are not set as recurrent. If funding is not made available in future, the winter prevention programme would need to be significantly scaled down.

Accountable Officer: Tom Scanlon

## **3.2 Promote health and well being and reduce health inequality for children and young people**

### **3.2.1 A robust and confident child protection pathway that protects children and young people who are at risk of maltreatment, harm, neglect and/or sexual exploitation**

Action	Status	Start Date	End Date	Progress
3.2.1.1 Progress update: A robust and confident child protection pathway that protects children and young people who are at risk of maltreatment, harm, neglect and/or sexual exploitation	Ongoing	01-Apr-2012	31-Mar-2013	Ongoing
<b>Responsible Officer</b> : James Dougan - Head of Service Children				
<p><b>ACTION PROGRESS COMMENTS:</b></p> <p>Progress so far</p> <p>The number of children on a child protection plan in a city has fallen by 24% from a peak of 440 in March 2011. Recent changes include the re-organisation of the social work service in 2011, the establishment of the Children in Need Team and an increased focus on improving planning and case work for children in need. The changes show an increased confidence in the children in need plan work as a more reliable and robust option following on from child protection plans. The peak levels of Child Protection (CP) involvement last year were well above statistical neighbour average. During this time the service was not making confident judgements regarding the distinctions between risk and need, and the decrease of CP plan children should not be viewed as having increased risks to children as the vast majority of these children are still being worked with.</p> <p>Future work planned</p> <ul style="list-style-type: none"> <li>• Neglect consultancy work with In-Trac to look at identification and evidence-based interventions to address persistent neglect is to be carried out between November 2012 and March 2013. This work aims to work on achieving a shared model of understanding neglect across agencies and also of how to work with, prevent impacts, and to ensure genuine changes in practice.</li> <li>• The social work transformational training programme is underway and aims to address 3 key issues – firstly the ability to understand risk confidently, secondly general skills of engagement and thirdly and perhaps most importantly teaching a number of staff in delivering evidence based interventions to promote positive change in families. This should be concluded in March 2013 and the impact of the programme itself will be evaluated in the following year.</li> <li>• The monthly Missing Children’s Liason group will expand its brief by also allowing for nominations for discussion of sexually vulnerable/exploited young people. The meeting will then become the ‘Vulnerable Children’s Liason Meeting’ from January 2013. Sussex Police also have a sexual exploitation sub group attended by different services and social work managers which is devising a care pathway for young people thought to be subject or vulnerable to sexual exploitation. This is expected to be completed by the end of 2012.</li> <li>• The CP process working group will conclude in the Autumn of 2012. It aims to make the processes around CP conferences more service user and social worker-friendly, and also to increase the time spent at conferences discussing whether plans are working and what the plan working ahead needs to be. This is intended to improve the overall quality and effectiveness of reviewing and planning of CP work.</li> <li>• We also are seeking consultancy work from In-Trac regarding supervision. We want to update the Supervision policy for social work staff in order to incorporate the new Munro standards and also to ensure that outcomes and what is different for a child are discussed in order to avoid the focus we have had in the past on inputs to families.</li> <li>• The Children &amp; Families Quality Assurance Framework is to be updated to set out the ongoing and thematic audits which will cover key strategic and change areas above and seek to assure that our work with children at risk or in need is maintained safely and consistently notwithstanding all of the new developments in practice.</li> </ul> <p>Accountable Officer: Heather Tomlinson</p>				

**3.2.2 Needs of vulnerable children and young people where families are affected by adult substance or alcohol misuse, domestic violence, mental health or learning disability**

Action	Status	Start Date	End Date	Progress
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3.2.2.1 Progress update: Needs of vulnerable children and young people where families are affected by adult substance or alcohol misuse, domestic violence, mental health or learning disability	Ongoing	01-Apr-2012	31-Mar-2013	Ongoing
<b>Responsible Officer</b> : Kerry Clarke - Strategic Commissioner - Children, Youth and Families				
<p><b>ACTION PROGRESS COMMENTS:</b>                  Progress so far                  See comments in 2.3.1 and 3.2.1.</p> <p>The lead responsibility from social care for the Parents of Children at Risk (POCAR) project is transferring to the Claremont unit. This project is a joint partnership between social care and adult substance misuse treatment providers for families where substance misuse impacts on child protection/care proceeding and where the impact of effective working results in moving families away from the social care.</p> <p>The organisation Community Awareness of Drugs (CAD) has secured additional European funding to support families where substance misuse is an issue.</p> <p>Future plans:</p> <ul style="list-style-type: none"> <li>• To review the transfer of POCAR to the Claremont.</li> <li>• Work in partnership with Adult Substance Misuse Commissioning to jointly performance manage the Adult Treatment systems interventions to adults who are parents.</li> </ul> <p>Accountable Officer: Heather Tomlinson</p>				

**3.2.3 Children and young people looked after by the local authority to have stability, security and be well cared for**

Action	Status	Start Date	End Date	Progress
3.2.3.1 Progress update: Children and young people looked after by the local authority to have stability, security and be well cared for	Ongoing	01-Apr-2012	31-Mar-2013	Ongoing
<b>Responsible Officer</b> : James Dougan - Head of Service Children				
<p><b>ACTION PROGRESS COMMENTS:</b>                  Progress so far                  The number of Looked after Children (LAC) at 31st March 2012 is 487, a 1% increase from 2011 and a 22% increase from 2007. At 104 per 10,000, Brighton &amp; Hove has one of the highest LAC rates in England.</p> <p>Adoption activity has continued to rise in Brighton &amp; Hove in line with the rise in numbers of children in care and reflects the high number of children under 5 in the care system. In the year ending 31st August 2012, 14% of looked after children in Brighton &amp; Hove were adopted, compared to the national average of 11%.</p> <p>In 2011, 5 LAC achieved five A*- C GCSEs including English and Maths (19.2%), a notable improvement compared to last year and above the 2011 national average of 12.8%.</p> <p>The Virtual School runs a summer catch up programme with the aim of supporting transition to secondary school for all year 6 pupils working below expected national curriculum levels (in both English &amp; Maths). This summer 11 pupils joined the programme. As a proportion of the cohort in year 6, this is the highest number of pupils who have engaged in this programme and we are extending the support available to them until the October half term.</p> <p>The number of care leavers were in suitable accommodation was 96.6% in 2011/12, an improvement on 93.8% in 2010/11. This is above the 2010/11 England average (90%) and statistical neighbours (89.3%).                  60.3% of care leavers were in education, training or employment, a drop from 70.8% last year and slightly below the 2010/11</p>				

England average, but remains better than our statistical neighbour average of 56.3%. A Specialist 16+ Employment Adviser for looked after children has been appointed. Work has been completed to ensure looked after children reviews and pathway plans identify cultural and identity needs and plan how these needs are met.

Future work planned

Work is taking place to establish more effective and coherent systems for the involvement of looked after children and young people in decision making to influence service improvement. Managers are continuing to develop a more coherent pre and post-16 education provision to provide a seamless service including specialist support with regard to information, advice and guidance about employment, education and training opportunities.

Accountable Officer: Heather Tomlinson

### 3.2.4 All children to have access to high quality healthcare including services for the most vulnerable

Action	Status	Start Date	End Date	Progress
3.2.4.1 Progress update: All children to have access to high quality healthcare including services for the most vulnerable	Ongoing	01-Apr-2012	31-Mar-2013	Ongoing

**Responsible Officer :** Steve Barton - Lead Commissioner - Children, Youth and Families

**ACTION PROGRESS COMMENTS:**

Progress so far

The council and the Clinical Commissioning Group have a formal agreement to pool budgets and commission an integrated social care and community health service for children and families across the city. This includes a joint commitment to review the wider health care pathway from acute to primary care health services, and to identify the optimum model of care to provide high quality and value services for children and young people in Brighton and Hove. This review aligns to the city-wide priority area Improving Health and Well-Being, and Corporate Plan – Children and Young People have the best start in life.

Brighton and Hove is one of 20 Early Implementer Sites to showcase the new service model for the national Health Visiting Implementation Plan. Local development focuses on the delivery of the Healthy Child Programme, including the early intervention role of health visitors with families identified as requiring a targeted or enhanced service to support them to look after their children.

Brighton and Hove has also been successful in becoming a Family Nurse Partnership site, which is an intensive evidence-based preventative programme that will enable us to support first time teenage mothers in improving their health and wellbeing outcomes for both mother and baby for up to 2 years.

Future work planned

Public Health has re-located into council offices in anticipation of the Health and Social Care Bill. Plans are in place to establish a shadow Health and Well being Board by April 2013, also in line with the Bill before parliament.

Accountable Officer: Heather Tomlinson

### 3.2.5 Young people make positive choices about their sexual health, their lives and risk taking behaviours are minimised, especially alcohol use and substance misuse

Action	Status	Start Date	End Date	Progress
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3.2.5.1 Progress update: Young people make positive choices about their sexual health, their lives and risk taking behaviours are minimised, especially alcohol use and substance misuse	Ongoing	01-Apr-2012	31-Mar-2013	Ongoing
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**Responsible Officer :** Kerry Clarke - Strategic Commissioner - Children, Youth and Families

**ACTION PROGRESS COMMENTS:**

Progress so far

There has been a small reduction in the number of young people entering young people’s substance misuse treatment. Young people continue to receive a positive treatment package, evidenced by the numbers who leave Ru-ok in a planned way and having stopped or reduced their substance use. However, we have a small percentage of young people who appear to remain in treatment for longer than we would expect and another small percentage that repeatedly come back into treatment.

The latest (April-June 2011) under 18 conception rate is 31.3 per 1,000 15-17 year old women showing a 40% reduction since 1998. In the first 6 months of 2012 teenage pregnancy prevention services and contraception and sexual health services (CASH) were well used: 1902 under 19s accessed the CASH drop-in and outreach services and around 15% of contraception issued was long acting reversible contraception (LARC); Around 700 young people accessed the school health drop-in; 153 young women engaged with the targeted teenage pregnancy workers for focused support; the majority of young women presenting for a termination were also taking up contraception and counselling support.

Support has been provided to secondary schools across the city:

- Parent/carer workshops were delivered in schools on 'how to talk to your teenager...about sex/relationships/drugs/alcohol'
- Safe and Well at School Survey results were disseminated to schools to inform Planning for Change activities
- Special Schools were supported to develop their Persona, Social and Health Education (PSHE) programme
- Schools were supported to deliver a core programme and to monitor attendance
- A Vulnerable Learners protocol is being developed within schools and colleges which includes young people involved with substances and sexual health issues.
- Guidance on responding to drugs and alcohol related incidents in schools and colleges procedures have been completed and provided to schools and colleges
- Targeted youth work programs have been offered to all secondary schools on substance use amongst young people. The take up was not as high as anticipated.

The Family Nurse Partnership programme has begun for all young parents aged 19 and under who are in their first pregnancy.

In order to identify substance misuse and sexual health risk taking early and provide appropriate support to reduce the need for specialist services to young people, screening across targeted groups of young people has been put in place. This screening has reduced / remained low in social care, housing and youth services and so now each service has specific plans in place attached to training, workforce development and supervision to improve the screening.

Further support to this early identification process is the referral pathway directly from A&E into Ru-ok for young people who present with alcohol related issues. This has continued to prove successful in ensuring all young people are provided with appropriate information or direct support. We do appear to have stopped receiving referrals from Ambulance services.

Future work planned

- To provide further training to ensure screening for substance misuse increases and we begin to identify more young people early in their use and provide appropriate support.
- To align sex and relationships education and Substance misuse curriculum delivery across the voluntary sector’s funding agreement for the delivery of youth work and youth provision.
- Increase apprenticeship opportunities within youth work and sexual health work.
- To work with Ambulance services to begin to refer young people to Ru-ok.
- A package of Risk and Resilience training is being developed for Ru-ok, BHCC Youth Service and YOS staff which may be rolled out to others who need it if the pilot is successful.

Accountable Officer: Heather Tomlinson



### 3.3 Improving care and support

#### 3.3.1 Enable people who need social care and support services to live in safety with maximum independence

Action	Status	Start Date	End Date	Progress
3.3.1.1 Progress update: enable people who need social care and support services to live in safety with maximum independence	Ongoing	01-Apr-2011	31-Mar-2013	Ongoing

**Responsible Officer** : Brian Doughty - Head of Service Adults Assessment

**ACTION PROGRESS COMMENTS:**

Progress so far

The council have been changing services and training staff so that when people need social care services the first priority is to support that person to regain as much independence as possible in their lives. They are worked with over a short period to help them get their skills and confidence back. This approach to services is called re-abling. This is clearly important for local people who want to remain in their own homes and be as independent as possible. The re-abling approach is being promoted across all Adults Assessment and Adults Providers services and there are dedicated services in place which focus on reablement , such as the Independence at Home and Intermediate Care Services.

The council contacts everyone who received Intermediate Care Services after leaving hospital to see if they are still in their own homes after 90 days rather than being in residential care. In 2011/12 88.9% of people were still in their own homes, a higher rate than most other councils have achieved.

Another measure for the Independence at Home service is to see how much care and support someone requires at the start and at the end of a period of reablement. In the last year over 90% of people who completed a reablement period required less support and some of these people no support at all.

This strategy continues with number of people going into institutional care continuing to decline as a result of investment in reablement and assistive technology, also resulting in budget savings.

Future work planned

Restructure supporting people to get the support they need when they need it. Connecting people to community resources and networks, providing timely information and advice and supplying simple equipment that helps people mainatin their independence.

Putting social wokers and care managers in our Access Point we will strengthen our safeguarding service.

Launch/revamp of the Information Prescriptions website

Accountable Officer: Denise D'Souza

#### 3.3.2 Provide personalised care services which promote choice, control and independence for service users and carers

Action	Status	Start Date	End Date	Progress
3.3.2.1 Progress update: Provide personalised care services which promote choice, control and independence for service users and carers.	Ongoing	01-Apr-2011	31-Mar-2013	Ongoing

**Responsible Officer** : Brian Doughty - Head of Service Adults Assessment

**ACTION PROGRESS COMMENTS:**

Progress so far

A new development in services for carers was the introduction of the Carers card to support the health and well being of

carers , a priority in the 2009/12 Carers Joint Commissioning Strategy. Brighton & Hove City Council commissioned the development of the Carers Card and funds the issuing of the card plus some ongoing development support. The Carers Card is available for all carers in the city including carers of adults, parent carers and young carers. There are no actual subsidies for any of the services offered through the card, these are all subsidised by the providers themselves.

The Carers' Card is an initiative to offer discount on a range of activities across the city to help carers to look after their own health and wellbeing. Carers' Card holders are offered a range of discounts on leisure and wellbeing activities across the city including discounted theatre tickets , hair and beauty, massage, complementary therapies, council and private gyms, golf etc. To date, approx 600 cards have been issued, many to carers who were not previously known to Adult Social Care . and to young carers. Funding has been made available via the Primary Care Trust to appoint a number of Carer Support workers who will be located in GP clusters; this will enable us to reach out further to hidden carers.

**Future work planned**

Continued development of the Carers' Card to increase the range of activities available on the scheme to ensure these reflect the individual needs of carers across the city.

Continued development of 'universal' services available to all carers in the city. Pilot carers weekend break at Roffey Park in Horsham 27/28th October to provide a complete break from caring, opportunities to meet other carers, develop techniques to help them continue in their caring role and have a life outside of caring. This is being funded at cost price and in partnership with Children's Services and East Sussex County Council to provide a break for 60 carers.

The Carer Support Service has been taking referrals since 18th June 2012 and have already made contact with over 200 carers of adults in the city, completed 140 carers assessments, many of whom were not previously known to adult social care or had not been in contact with adult social care for several years. Plan to continue this work with increased awareness raising sessions with the Integrated Primary Care Teams to continue to identify hidden carers.

Accountable Officer: Denise D'Souza

Action	Status	Start Date	End Date	Progress
3.3.2.1 Tendering new services	Ongoing	01-Apr-2011	31-Mar-2013	Ongoing

**Responsible Officer :** Denise D'Souza - Lead Commissioner People

**ACTION PROGRESS COMMENTS:**

Progress update:

The re-tendering process for a new home care contract was completed in May with the new contract starting on 4th June 2012. The number of home care providers who were accepted onto the Council's framework increased from 10 to 14. The home care specification was developed following a detailed consultation and this includes a number of requirements to provide more personalised services with an emphasis on flexibility and ensuring that service users have a strong sense of being in control of their service. Performance measures are included for key issues that service users regard as important such as continuity of care worker and punctuality. The use of the electronic care monitoring system by all home care providers enables accurate data collection for these and other important performance issues. This will assist with the planned publication of performance data through a quality portal providing detailed information to the public about each care provider which will assist them in making informed choices about home care provision.

The Adult Social Care and Health Committee agreed in June 2012 that the Community Meals Service should be re-tendered with a new specification providing a more personalised approach. Development of the specification is underway and the procurement process is due to start in October 2012 with the new contract to begin from April 2013. Alongside this process work is also progressing with South East 7 authorities to look at possibilities for developing the community meals market to offer more choice and personalised services and investigate the possibility of joint procurement to achieve economies and stimulate the market in this area.

Accountable Officer: Denise D'Souza

### 3.3.3 People with social care needs supported into training and employment

Action	Status	Start Date	End Date	Progress
3.3.3.1 Progress updat: People with social care needs supported into training and employment (Adults Assessment Delivery)	Ongoing	01-Apr-2011	31-Mar-2013	Ongoing
<b>Responsible Officer</b> : Brian Doughty - Head of Service Adults Assessment				
<p><b>ACTION PROGRESS COMMENTS:</b></p> <p>Progress so far</p> <p>For many people who use social care services the quality of their life can be improved by employment or training and volunteering opportunities. There are a range of services in place that support people with a learning disability to gain employment and support them to keep the job once they are in it.</p> <p>In 2011/12 the council supported 110 people to be in work. This was about 16% of all people with a learning disability who are known to the services. A further 12% of these people were supported to find opportunities in voluntary work. Please note collection of this data is time-lagged.</p> <p>Training and employment is a key focus for the carers assessment. Our carers assessment document has been redesigned to ensure that this aspect of a carers life is considered and the necessary support offered to carers wishing to participate in training and employment. We have made links with key employment organisations and have completed a survey with working carers currently employed with BHCC. The results are due to be evaluated with ASC and HR and a focus group organised to develop a handbook for managers and carers/employees to support carers to understand options available to balance work and caring responsibilities. Once developed, we aim to take this out to local employers to raise awareness of the importance of supporting carers in training and employment.</p> <p>Future work planned</p> <p>To continue with this work, a better performance than most other councils.</p> <p>Barriers to achieving good performance</p> <p>In the current economic climate it will be a challenge to sustain this level of performance over the next few years.</p> <p>Accountable Officer: Denise D'Souza</p>				

### 3.3.4 Improve planned discharge rates for clients

Action	Status	Start Date	End Date	Progress
3.3.4.1 Progress update: improve planned discharge rates for clients	Ongoing	01-Apr-2011	31-Mar-2013	Ongoing
<b>Responsible Officer</b> : Brian Doughty - Head of Service Adults Assessment				
<p><b>ACTION PROGRESS COMMENTS:</b></p> <p>Progress so far</p> <p>When people are well enough to leave hospital but health or social care services are needed to support this, it is important that they are able to be discharged from hospital quickly and safely with the support they need. People do sometimes get delayed in hospital for a range of reasons, some of them linked to NHS services and some of them to social care; these people are sometimes referred to as 'bed blockers' in the media . This is clearly a negative experience for people. The council and NHS have been working together and with other care providers to improve services and avoid delays.</p> <p>An integrated hospital discharge service has been implemented. This operates extended hours over 7 days a week. Performance has steadily improved: in 2007/08 the average number of delays per week was 41, in 2010/11 it was 26. There has been continued improvement with delays at the end of 2011/12 being maintained in single figures in single figures.</p>				

Future work planned

Restructure of the hospital team Implementation of the Short Term services Review

Integrating Intermediate Care Services Social Workers with the Hospital Discharge Service

Supporting the Regional Trauma Unit

Accountable Officer: Denise D'Souza

## 4 Strengthening communities and involving people

### 4.1 Strong, Inclusive, Cohesive Communities

#### 4.1.1 Communities have shared values and a strong sense of belonging to Brighton & Hove

Action	Status	Start Date	End Date	Progress
4.1.1.1 Progress Update: Communities have shared values and a strong sense of belonging to Brighton & Hove	Ongoing	01-Apr-2011	31-Mar-2013	Ongoing
<b>Responsible Officer</b> : Mary Evans - Commissioner: Communities and Equality				
<p><b>ACTION PROGRESS COMMENTS:</b>                      Progress so far:                      Community Development has been commissioned for 2012/14 to engage people in the most disadvantaged communities. A new commissioning process was used to ensure that "People" as well as "Place" is embedded in this work. To this end, the BMECP (Black &amp; Minority Ethnic Partnership) and a consortium led by Sussex Oakleaf, and including Mosaic &amp; the BMEYPP (Black &amp; Minority Ethnic Young People's Project) have been commissioned to deliver community development work in collaboration with the existing community development agencies.</p> <p>A wide range of groups have been supported and activities have taken place to increase community cohesion, working with people from many different communities of interest and identity. Much of this work has focussed on breaking down real and perceived barriers between disparate communities, such as the new social enterprise the Hawks Community Cafe run by local volunteers who accrue credit for local community groups which has a training function run by the Crew Club for young people not in employment training or education, the Pilates group on The Knoll supporting people with health vulnerabilities, and the Gentle Exercise Group at New Larchwood which provides a relaxing environment for older people to come together and improves their sense of wellbeing. 2,515 people managed and attended local groups between October 2011 – March 2012 2011,</p> <p>Accountable Officer: Catherine Vaughan</p>				

#### 4.1.2 Culture of active citizenship in the city:

- People at risk of exclusion have support to access to volunteering
- Volunteering is a valued and high quality experience
- Volunteering has a real impact on the economic and social wellbeing of the city

Action	Status	Start Date	End Date	Progress
4.1.2.1 Progress so far: Culture of active citizenship in the city: - People at risk of exclusion have support to access volunteering - Volunteering is a valued and high quality experience - Volunteering has a real impact on the economic and social wellbeing of the City	Ongoing	01-Apr-2011	31-Mar-2013	Ongoing
<b>Responsible Officer</b> : Mary Evans - Commissioner: Communities and Equality				
<p><b>ACTION PROGRESS COMMENTS:</b>                      Progress so far:                      The City Volunteering Strategy was reviewed in April and new actions identified for 2012-13. Discussions relating to how volunteering by City Council workers will support the wider city are being included in projects such as We Live Here. Volunteering as a key issue which has been included in the Joint Strategic Needs Assessment as this underpins much of the</p>				

resilience of communities. Volunteering has been integrated into the new TLI (Transforming Local Infrastructure) structure, supported by the Volunteering Strategy. The Volunteer Centre has received “Volunteer England” accreditation, one of the first in the country to do so.

Accountable Officer: Catherine Vaughan

#### 4.1.3 Opportunities for people to get involved and influence decision making

Action	Status	Start Date	End Date	Progress
4.1.3.1 Progress update: Opportunities for people to get involved and influence decision making	Ongoing	01-Apr-2011	31-Mar-2013	Ongoing

**Responsible Officer :** Mary Evans - Commissioner: Communities and Equality

**ACTION PROGRESS COMMENTS:**

Progress so far:

The Community & Voluntary Sector Forum (CVSF) were commissioned for 2012/13 to support representation from the community and voluntary sector, including neighbourhood groups and communities of interest. The Representatives Council has now embedded well and what has been key is that the CVSF representatives are scrutinising the budget setting process. Representatives sit on city partnerships and also influence decision making through a number of specialist network groups, including Children and Young People Network; Housing Network; and Mental health Network. The sector is engaged in the Families in Multiple Deprivation Project and represented on the steering group as a direct result of reps’ and staff influence.

The Community Development commission supports people from neighbourhoods to get involved locally, through mechanisms such as community associations, action groups, fora and LATs (Local Action Teams).

CVSF has launched and is developing a number of new networks with a focus on community groups, equalities and Health and Wellbeing, and is supporting a new and more streamlined group of CVSF representatives who are regularly coming together as a ‘reps council’ to steer and take decisions around CVSF’s representative activities. This has enabled a more effective approach of gaining collective voice . CVSF has also developed its information provision to make it more accessible. The result is that the sector is becoming more informed, stronger lines of communication are being developed within the sector and with partners, and there is clearer and ever more effective representation of CVSF members’ views through the new CVSF reps and structures. The CVSF co-ordinates and publishes “Position Statements” which represent its members’ collective views on key citywide issues.

Following the consultation on Neighbourhood Councils, a paper went to Cabinet on 10th May 2012 where it was agreed to run two pilots for one year. The first pilot is the neighbourhood area of Whitehawk and the Bristol Estate, and will build on the existing structure of the Whitehawk Community Forum and merge this with the Bristol Estate Action Group to create one Neighbourhood Governance structure. Serendipity and Black Minority Ethnic Community Partnership have been commissioned to oversee this work locally. The second pilot covers the ward of Hollingdean and Stanmer. This will have a strong online focus, testing new ways to engage local people and stimulate debate. The Trust for Developing Communities and Sussex Oakleaf will oversee this work.

The pilots were launched in September 2012 at the ‘Doing it for ourselves’ event at The Dome Foyer, which brought together a range of community organisations to showcase the existing and new opportunities for getting actively involved in our city. At a corporate level there is a cross sector Working Group, a Project Board and cross-party group that will be overseeing the strategic elements of the pilots.

Accountable Officer: Catherine Vaughan

## 4.2 Individuals are able to improve their quality of life

**4.2.1 Support individuals and communities including seldom heard sections of the community to ensure they are provided with the information, advice and support needed to develop their confidence, skills, knowledge and ability to:**

- Engage with services
- Engage in local decision-making
- Understand and engage with democratic processes

Action	Status	Start Date	End Date	Progress
4.2.1.1 Progress update: Support individuals and communities including seldom heard sections of the community to ensure they are provided with the information, advice and support needed to develop their confidence, skills, knowledge and ability to: - Engage with services - Engage in local decision-making - Understand and engage with democratic processes	Ongoing	01-Apr-2011	31-Mar-2013	Ongoing
<b>Responsible Officer</b> : Mark Wall - Head of Democratic Services				
<b>ACTION PROGRESS COMMENTS:</b> Progress so far: The council continues to web-cast Full Council, Policy & Resources and Planning Committee meetings and is using it alongside interactive media for the City Assembly and other events. It is also hoped that specific interactive sessions with the Leader and Chairs of Committees will be trialled in November under the banner 'Open Doors'. E-petitions are a constant form of engagement. Over the last six months there have been 17, with 2 debates resulting from e-petitions due at Full Council in October.  Future Plans The council is planning further Democracy Workshops and supported the Democracy Day event held in September in the City. There are currently 12 e-petitions running on the council website.  Barriers to success Available resources to support interactive events and to provide workshops, the loss of staff and increase in meetings leaves less time to support these. Coping with introducing the new Committee System and vast amounts of change as a result.  Accountable Officer: Catherine Vaughan				

**4.2.2 Increased opportunities for individuals and communities to take control over the issues that affect their lives in order to:**

- meet their needs
- contribute to their economic and social opportunities
- build active and inclusive communities based on mutual respect

Action	Status	Start Date	End Date	Progress
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<p>4.2.2.1 Progress update: Increased opportunities for individuals and communities to take control over the issues that affect their lives in order to:</p> <ul style="list-style-type: none"> <li>- meet their needs</li> <li>- contribute to their economic and social opportunities</li> <li>- build active and inclusive communities based on mutual respect</li> </ul>	Ongoing	01-Apr-2011	31-Mar-2013	Ongoing
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**Responsible Officer :** Mary Evans - Commissioner: Communities and Equality

**ACTION PROGRESS COMMENTS:**

Progress so far:

The Community & Voluntary Sector (CVSF) forum is commissioned to provide voice, influence, networking, information and representation for the community & voluntary sector.

Other infrastructure organisations who provide services such as training & development, and support for small groups, receive strategic grants. A partnership of the infrastructure organisations, supported by the city council, has been successful in a bid to government for the resources to transform the local infrastructure support, to enable effective support for the sector in the future. CVSF led on the development of a partnership for this TLI (Transforming Local Infrastructure) bid. Brighton and Hove’s bid is made up of a partnership between Brighton and Hove Community and Voluntary Sector Forum; Brighton and Hove Volunteer Centre; Impetus; South East Wellbeing Consortium; The Business Community Partnership/Skills Exchange; and The Trust for Developing Communities. TLI is in the midst of a service redesign process which will end in December 2012.

The Working Together Project was also part of this partnership until their closure at the end of March 2012. Some funding has come through TLI to support training in the community & voluntary sector following this closure. This bid aims to merge services provided by a number of providers into a single new infrastructure organisation which would provide continuity of service; better diagnosis of support needs; a unified voice for the sector and create efficiencies and economies of scale that would ensure long term sustainability for infrastructure provision. CVSF has continued to work with the other infrastructure partners and other agencies to ensure that the needs of the community and voluntary sector, in terms of support services, are met. As part of the TLI bid the CVSF held a number of sessions on what CVS groups want from their support services. This is now being built into the CVSF’s Work Plan for 2012-13.

The CVSF provided advice and guidance to the Youth Collective, a consortium of CVSF Young People’s organisations who were seeking to be commissioned to deliver young people’s services. Support has also been provided to the sector around the Mental Health Prospectus.

Accountable Officer: Catherine Vaughan

### 4.3 Support a Thriving Third Sector

#### 4.3.1 High quality and accessible support services for the third sector

Action	Status	Start Date	End Date	Progress
4.3.1.1 Progress update: High quality and accessible support services for the third sector	Ongoing	01-Apr-2011	31-Mar-2013	Ongoing

**Responsible Officer :** Mary Evans - Commissioner: Communities and Equality

**ACTION PROGRESS COMMENTS:**

Progress so far:

The Community & Voluntary Sector (CVSF) forum continues to provide voice, influence, networking, information and representation for the community & voluntary sector. The Transforming Local Infrastructure (TLI) Programme led by the CVSF have recruited a Partnership Manager and the core partnership of CVSF, Brighton and Hove Volunteer Centre; Impetus; South East Wellbeing Consortium; Skills Exchange; and The Trust for Developing Communities are in the midst of a service redesign process which will end in December 2012. This will enable the programme to test new ways of working between January and

September 2013. This process has included wider voluntary and community sector infrastructure organisations, the City Council, Clinical Commissioning Group, Sussex Community Foundation and the University of Brighton.

The TLI programme has already identified some services that the wider voluntary and community sector see as necessary and have resulted from the closure of Working Together Project and BCP. They have allocated funds to training and learning programmes as well as to Skills Exchange which is a network of professional business firms, each of which has offered to provide professional advice and strategic support free of charge to community groups and voluntary organisations across Brighton and Hove. The support is offered for clearly defined, time limited projects.

The CVSF has provided advice and guidance to the Youth Collective, a consortium of Community and Voluntary Sector Young People's organisations who won the commission to deliver young people's services. Support has also been provided to the sector to enable voluntary and community groups to bid for commissions via the Brighton and Hove City Council and Brighton & Hove NHS first Commissioning Prospectus. The CVSF together with the City Council's procurement team have provided training on procurement for the sector.

Accountable Officer: Catherine Vaughan

#### 4.3.2 City commissioning values the benefit, and contributions of the 3rd Sector

Action	Status	Start Date	End Date	Progress
4.3.2.1 Progress update: City commissioning values the benefit, and contributions of the third sector	Ongoing	01-Apr-2011	31-Mar-2013	Ongoing

**Responsible Officer** : Mary Evans - Commissioner: Communities and Equality

**ACTION PROGRESS COMMENTS:**

Progress so far:

The city commissioning processes include a commitment to best practice in the involvement of the community & voluntary sector. The council's Commissioning Board includes representation from the Community & Voluntary Sector forum and their input has shaped much of the work. The CVSF has supported Adult Social Care and Health with the development of the Prospectus, and has also provided training on procurement for the sector.

Accountable Officer: Catherine Vaughan

#### 4.3.3 High quality and consistent community representation and influence across the public sector and partnership

Action	Status	Start Date	End Date	Progress
4.3.3.1 Progress update: High quality and consistent community representation and influence across the public sector and partnership	Ongoing	01-Apr-2011	31-Mar-2013	Ongoing

**Responsible Officer** : Mary Evans - Commissioner: Communities and Equality

**ACTION PROGRESS COMMENTS:**

Progress so far:

The Community & Voluntary Sector Forum (CVSF) continues to support and develop a number of representatives to sit on partnership and council bodies. This includes representation in the Council's Scrutiny process of the budget setting for 2012/13. The CVSF has worked to ensure that the needs, priorities and aspiration of communities are heard, understood and considered in the design and development of services, policy and strategy. In addition, the CVSF have been involved in or organised the following: Youth Service review; Meeting with Clinical Commissioning Group; Child Poverty and Youth Service Strategy Workshop; and reports to PSB (Public Service Board).

Accountable Officer: Catherine Vaughan

#### 4.3.4 An informed voluntary and community sector engaged collaboratively in decision making

Action	Status	Start Date	End Date	Progress
4.3.4.1 Progress update: An informed voluntary and community sector engaged collaboratively in decision making	Ongoing	01-Apr-2011	31-Mar-2013	Ongoing

**Responsible Officer :** Mary Evans - Commissioner: Communities and Equality

**ACTION PROGRESS COMMENTS:**

Progress so far:

The Community & Voluntary Sector Forum (CVSF) continues to support and develop a number of representatives to sit on partnership and council bodies. This included representation in the Council's Scrutiny process of the budget setting for 2012/13.

CVSF and the TDC (Trust for Developing Communities) continue to strategically develop its Small Community Groups Network so that it complements the work of the TDC's Neighbourhoods Network and offers maximum opportunity for smaller groups and volunteers to get involved and influence decision making.

The CVSF co-ordinates and publishes "Position Statements" which represent its members' views on key citywide issues. The Sector is well informed about issues that affect it such as local and national policy, strategy developments and Commissioning through resources such as: Dialogue, CVSF's e-newsletter; CVSF website with access to 'themed' policy information and news; Information on new reps and reps council sent to all CVSF members; and procurement training.

Accountable Officer: Catherine Vaughan

#### 4.3.5 A strong and resilient voluntary and community sector that delivers high quality services for individuals and communities in the city

Action	Status	Start Date	End Date	Progress
4.3.5.1 Progress update: A strong and resilient voluntary and community sector that delivers high quality services to individuals and communities in the city	Ongoing	01-Apr-2011	31-Mar-2013	Ongoing

**Responsible Officer :** Mary Evans - Commissioner: Communities and Equality

**ACTION PROGRESS COMMENTS:**

Progress so far:

The Council's grants programme continues to support the community & voluntary sector through the provision of resources for core funding and specific activity.

Strong lines of communication continue to exist within the sector and with its partners. Community & Voluntary Sector Forum (CVSF) has continued to offer a quality enquiries and signposting service to residents, communities and public sector partners through email and telephone, and to circulate information through the CVSF email-list. CVSF now has a social media presence on Facebook, Twitter and Youtube where it can share information with the sector and partners in alternative formats. CVSF is developing themed email-lists to better facilitate 'themed' policy discussions, and continues to maintain a generic email list, a Children & Young People list, a mental health network list, and an environment list.

CVSF continues to support the sector to meet up in 'theme' based network meetings: Children and Young People Network; Housing Network; and Mental health Network. This year CVSF has also launched several new networks: Small Community Groups Network; Equalities Network; Health and Wellbeing Network; and a virtual Enterprise & Learning Network. CVSF is

also supporting a Safeguarding Sector Group which was launched this year and the Intelligent Commissioning Reference Group. CVSF has held a number of one-off events to bring together the sector and partners. This regular bringing together of members under themed meetings enables the sector to regularly share information and talk about the needs of their clients and communities. Key council and Primary Care Trust officers also attend these meetings to share information across sectors.

The CVSF, Trust for Developing Communities (TDC), Black and Minority Ethnic Community Partnership (BMECP), Federation of Disabled People and Brighton and Hove City Council developed a showcase engagement event in February 2012. This event showcased effective engagement in the City that highlighted how engagement reduces inequality. The event outcomes showed the resilience and effectiveness of how community and voluntary sector organisations are engaging with and developing appropriate services for residents in the city and directly showed how some residents were gaining skills and developing activities that address their needs in being active citizens,

Accountable Officer: Catherine Vaughan

## 5 Improving housing and affordability

### 5.1 Improving Housing Supply

#### 5.1.1 Increase the supply of affordable rented housing

Action	Status	Start Date	End Date	Progress
5.1.1.1 Progress update: Increasing supply of affordable rented housing	Ongoing	01-Apr-2011	31-Mar-2013	Ongoing
<b>Responsible Officer</b> : Jugal Sharma - Lead Commissioner, Housing				
<p><b>ACTION PROGRESS COMMENTS:</b>                      Progress so far                      This year we have delivered 40 new affordable homes (Apr-Sept 2012) and have over 400 new homes on site in development. The council will continue to work with providers, developers, Planning colleagues and the Homes and Communities Agency to enable the delivery of affordable housing in the City.</p> <p>Investment has been identified for over 500 new affordable homes under the existing 2011-14 Affordable Housing Investment Programme in partnership with Registered Providers and the Homes and Communities Agency (HCA). Over 400 of these new affordable homes are currently in development on sites across the City.</p> <p>Accountable Officer: Geoff Raw</p>				

#### 5.1.2 Improve and develop deprived neighbourhoods

Action	Status	Start Date	End Date	Progress
5.1.2.1 Progress update: Improve and develop deprived neighbourhoods	Ongoing	01-Apr-2011	31-Mar-2013	Ongoing
<b>Responsible Officer</b> : Jugal Sharma - Lead Commissioner, Housing				
<p><b>ACTION PROGRESS COMMENTS:</b>                      Progress so far                      The first phase of the Building New Council Homes, Ainsworth House started on site in February 2012, and will deliver 15 new council homes for rent.</p> <p>In June 2012 the Council hosted a Housing Summit to increase the understanding and awareness of the new funding landscape.</p> <p>Housing Committee on 26 September considered Housing Investment 2012-2020: Strategy &amp; Implementation Plan and agreed to:</p> <ul style="list-style-type: none"> <li>• The procurement of a delivery partner to take forward final feasibility design and development of new council homes on vacant garage sites in consultation with stakeholders. Once full schemes are developed they will be reported to Housing Committee.</li> <li>• The procurement of initial feasibility and design, on identified case studies for housing opportunities on HRA land, where appropriate at an estimated cost, including stakeholder engagement and consultation of £1 million.</li> </ul> <p>Future work planned                      All new developments will include a Local Labour Plan. The council will work with Mears Group on meeting the Education, Employment and Training (EET) aspects of the council housing maintenance contract and development of social enterprise</p>				

opportunities such as void clearance and white goods recycling. Work is ongoing with the Local Labour Scheme Co-ordinator to develop employment opportunities in construction/ building and identifying potential EET opportunities in other contracts, for example Lift Maintenance and repair.

Accountable Officer: Geoff Raw

### 5.1.3 Provide opportunities for households to move to larger homes or downsize as their needs change

Action	Status	Start Date	End Date	Progress
5.1.3.1 Progress update: Provide opportunities for households to move to larger homes or downsize.	Ongoing	01-Apr-2011	31-Mar-2013	Ongoing

**Responsible Officer** : Jugal Sharma - Lead Commissioner, Housing

**ACTION PROGRESS COMMENTS:**

Progress so far

Investment has been identified for over 500 new affordable homes under the existing 2011-14 Affordable Housing Investment Programme in partnership with Registered Providers and the Homes and Communities Agency (HCA). Over 400 of these new affordable homes are currently in development on sites across the City. Development of new affordable homes will be in compliance with the Council's Affordable Housing Brief including new family homes.

Local Lettings Plans for new housing developments make the best use of existing social housing stock across the City by prioritising release of under-occupied larger family homes for households who are downsizing ( also see 5.1.4 below).

Accountable Officer: Geoff Raw

### 5.1.4 Make the best use of the housing stock

Action	Status	Start Date	End Date	Progress
5.1.4.1 Progress update: Freeing up homes for families in need.	Ongoing	01-Apr-2011	31-Mar-2013	Ongoing

**Responsible Officer** : Jugal Sharma - Lead Commissioner, Housing

**ACTION PROGRESS COMMENTS:**

Progress so far

The council's under-occupation officer has been successful in freeing up 20 homes for families in need by helping people to downsize. 11 of these homes 3-bed or larger and 4 households were helped to move into the private sector from council housing. We have recently started a big project to visit everyone who is under occupying by any size and have in the last month alone accepted 30 new family size households into the highest rehousing priority bracket (Band A). We think the numbers this year have been lower so far as fewer people are wanting to move for affordability reason.

The council will lease the 6th batch of properties to the Local Delivery Vehicle (LDV) on the 1st October 2012 enabling the leasing of a total of 290 properties to the housing company within just over a year of signing the legal agreement. This is over half of the required number of properties to be leased to the LDV within a 5 year period, of this number 101 units have been fully refurbished and are occupied by households in housing need.

Future work planned

To address homelessness pressures the council are continuing to procure long term higher quality temporary accommodation and are developing Framework Agreements to ensure future supply at a cost that provides value for money.

Accountable Officer: Geoff Raw

### 5.1.5 Help households become home owners

Action	Status	Start Date	End Date	Progress
5.1.5.1 Progress update: help householders become home owners	Ongoing	01-Apr-2011	31-Mar-2013	Ongoing

**Responsible Officer** : Jugal Sharma - Lead Commissioner, Housing

**ACTION PROGRESS COMMENTS:**

Progress so far

During the first half of 2012/13 30 homes were completed for low cost home ownership at the new Hyde Viaduct Lofts development with at least 60% of these homes being reserved on the first day they were offered for sale. We have a waiting list of more than 600 households interested in low cost home ownership. The council will continue to work with providers, developers, Planning colleagues and the Homes and Communities Agency to enable the delivery of affordable housing in the City.

Investment has already been identified for over 500 new affordable homes, including Low Cost Home Ownership Homes, under the existing 2011-14 Affordable Housing Investment Programme in partnership with Registered Providers and the Homes and Communities Agency (HCA). Over 400 new affordable homes are currently in development on sites across the City.

Accountable Officer: Geoff Raw

## 5.2 Improving Housing Quality

### 5.2.1 Work with home owners and landlords to maintain and improve the quality of their housing

Action	Status	Start Date	End Date	Progress
5.2.1.1 Progress update: Work with home owners and landlords to maintain and improve the quality of housing in the private sector	Ongoing	01-Apr-2011	31-Mar-2013	Ongoing

**Responsible Officer** : Jugal Sharma - Lead Commissioner, Housing

**ACTION PROGRESS COMMENTS:**

Progress so far

Following the end of government funding for private sector housing renewal in 2010/11, carry-over funding from the Brighton & Hove and East Sussex Together (BEST) capital funding programme was used in 2011/12, in addition to funding some of the measures listed in 5.2.2 below, for the following: -

- 80 homes with vulnerable residents made decent or moved towards decency, involving a range of measures from minor repairs to major renovation
- 13 empty properties bought back into use with renewal assistance for leasing to homeless households
- 155 Disabled Facilities Grant (DFG) completions and £49,000 for other adaptations in the private sector that were not able to be funded via DFG. Private sector renewal funding provided £377,000 funding to support the Government's £723,000 Disabled Facilities Grant 2011/12 allocation as well as additional disabled assistance over and above mandatory grant.
- 1040 handyperson jobs for vulnerable residents
- Over 70 Home Safety and Security audits
- 10 home improvement loans via not for profit community finance partnership with loans totalling £85,676 completed



Future work planned

£245,000 of 2011/12's funding was carried forward to 2012/13 to support a decent homes, energy efficiency, empty property and disabled adaptations programme in the private sector. This has been added to by £1.5m of council capital funding to maintain the programme. To reflect the reduced funding available some of the assistance types in the council's private sector Housing Renewal Policy are currently suspended and the review of the Policy is ongoing as no funding is currently identified to support a private sector housing renewal programme beyond this financial year.

Accountable Officer: Geoff Raw

## 5.2.2 Reduce fuel poverty and minimise CO2 emissions

Action	Status	Start Date	End Date	Progress
5.2.2.1 Progress update: Reduce fuel poverty and reduce co2 emissions	Ongoing	01-Apr-2011	31-Mar-2013	Ongoing

**Responsible Officer** : Jugal Sharma - Lead Commissioner, Housing

**ACTION PROGRESS COMMENTS:**

Progress so far

2011-12 achieved 380 tonnes of CO2 savings via installation of 560 measures through Private Sector Housing Renewal energy efficiency grants and the CERT funded Warm Homes grant. This is a lower level than previous years due to reduced promotional activity on all grants and suspension of some schemes to ensure we managed within reduced available resources. Success with Warm Homes Insulation grants in previous years mean there are now fewer un-insulated homes in the city that can be assisted through this grant. Budget constraints are impacting on availability of grants and the number of measures installed; in addition, previous successes have left remaining 'hard to treat' homes.

19 solar PV (Photo Voltaic) installations were completed on council housing prior to 12th December 2011 (date of planned Feed In Tariff reduction).

Our successful bid for 2011-12 Warm Homes Healthy People programme provided;

- 26 Fuel Poverty Awareness Training Sessions to over 200 delegates working with vulnerable residents
- 120 Winter Home Check interventions to make homes safer and warmer
- 139 financial inclusion checks for vulnerable residents with a total annual increase in income recorded as £210,180.88
- Approximately 5,500 'Keep Warm Keep Well' booklets and 3,500 thermometer cards were distributed to residents and front line workers across the city
- Funding to increase robustness of British Red Cross emergency response service, linked to cold weather plan

Future work planned

Free insulation available through Warm Homes Insulation grant, promotional activity and community engagement work planned to encourage take up prior to the end of the CERT funding period (December 2012).

Bidding for Warm Homes Healthy People funding to run a programme from November 2012-March 2013, based on previous programme with additions and greater ambition for more and wider interventions to tackle fuel poverty in the city and the health risks of living in cold homes. If successful this will also lead to further CO2 savings.

Options appraisal shows approximately 1,600 dwellings suitable for solar PV (in council housing stock). The appraisal identified that a solar PV scheme has the potential to provide lifetime carbon dioxide savings of over 48,000 tonnes through an estimated capital expenditure in the region of £15 million. Cabinet on 22 Sept 2011 agreed approval of a capital programme budget up to a maximum of £15m for Solar Photovoltaic Panels on council housing stock to be financed through unsupported borrowing funded by the Feed In Tariff payment. We anticipated the scheme to have a potential net present value (NPV) surplus, in the region of £9 million for 1,600 properties after repayment of borrowing. However these plans were interrupted by a review of the Feed-in Tariff regime and the tariff rates, making large programme of installations untenable. Capital costs have reduced over the last six months enabling further business modelling to assess the business case for further installations, likely to be on a staggered smaller scale programme.

Consideration is being given to the models for Council involvement in the Green Deal and Energy Company Obligation due to be launched in October 2012. There are a number of opportunities; wide ranging in terms of scale, required investment, impact and opportunity for partnership working. We anticipate that these options will be further assessed over the next months to ensure that Brighton & Hove is in a strong position to maximise the benefits presented by the Green Deal both in addressing CO2 emissions and climate change and in tackling fuel poverty for residents.

Investigate options for collective switching/buying scheme for energy for city residents to reduce fuel costs for many residents.

**Barriers to success**

The current grants and assistance programme funded through Private Sector Renewal funding will end this financial year as no funding is currently identified to support a programme beyond this year.

Solar PV – Availability of finance is key, particularly as rates of return are now likely to be lower than originally projected in options appraisal of 2011. We are in the process of identifying if there are opportunities within existing programme of works for smaller/targeted installation programmes. The council continues to engage closely with tenants on development and delivery of Solar PV on Council housing. In addition to the potential CO2 savings of this project it can also assist tenants at risk of fuel poverty through cheaper electricity bills.

Accountable Officer: Geoff Raw

**5.2.3 Develop the Brighton & Hove standard for high quality and well maintained council housing and improve tenants’ homes to ensure that they meet the standard**

Action	Status	Start Date	End Date	Progress
5.2.3.1 Progress update: Ensure the council's housing stock meets the Brighton & Hove standard through a programme of works delivered in partnership between the council and Mears Group.	Ongoing	01-Apr-2011	31-Mar-2013	Ongoing

**Responsible Officer :** Nick Hibberd - Assistant Director, Housing Management

**ACTION PROGRESS COMMENTS:**

Progress so far

The quality of the council’s housing stock has improved further in the first six months of this year. At the end of September 2012 91% of the council’s housing stock met the government’s Decent Homes Standard compared to 88% at the end of March 2012. This means that 1,100 properties remain non-decent. The council is on target to achieve 95% decency by the end of this financial year and be 100% decent by the end of December 2013.

Officers have worked with residents and councillors to agree an improvement to the Brighton & Hove Standard that means that residents who have had adaptations to their property will also benefit from further refurbishments to their home where elements are old or in poor condition. This delivers a level above that required by the government standard.

Accountable Officer: Geoff Raw

**5.2.4 Work with owners to bring more of the city’s long term empty homes back into use**

Action	Status	Start Date	End Date	Progress
5.2.4.1 Progress update: Bringing empty homes in the private sector back into use.	Ongoing	01-Apr-2011	31-Mar-2013	Ongoing

<p><b>Responsible Officer</b> : Jugal Sharma - Lead Commissioner, Housing</p> <p><b>ACTION PROGRESS COMMENTS:</b>                  Progress so far                  On track with 53 empty homes brought back into use since April 2012. 14 of those homes are being leased to the council on a long term basis for homeless families. Empty Property Strategy results are being maintained through an established programme of making sustained contact with owners, with acceleration to enforcement action as required.</p> <p>Additional funding of £675k has been achieved through a successful bid to the government’s Empty Homes Programme (EHP) to return a minimum 45 properties to use for council lease over three years. This funding will be used on an innovative revolving loan basis in partnership with Parity Trust (not for profit Home Improvement Loan partner) so will fund a significant number of additional units over the coming years.</p> <p>Additional funding under the government’s Empty Homes Community Group Programme (EHCGP) supported by the Empty Property Team. Funds for ten homes for local housing co-ops and community groups have been allocated and the Empty Property Team is now working to identify further properties.</p> <p>The Empty Property Team continue to work closely with the council’s Revenues &amp; Benefits Service to maximise New Homes Bonus through bringing long term empty homes back into use and on proposed changes to Council Tax codes.</p> <p>BHCC Empty Property Team works sub-regionally, providing Empty Property Officer services for Horsham District Council and Lewes DC, in addition to continuing to lead the Sussex Empty Homes Forum.</p> <p>Accountable Officer: Geoff Raw</p>
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### 5.2.5 Ensure new housing is developed to the latest standards

Action	Status	Start Date	End Date	Progress
5.2.5.1 Progress update: Ensure new housing is developed to the latest standards (Code for Sustainable Homes and Lifetime Homes Standard)	Ongoing	01-Apr-2011	31-Mar-2013	Ongoing
<p><b>Responsible Officer</b> : Jugal Sharma - Lead Commissioner, Housing</p> <p><b>ACTION PROGRESS COMMENTS:</b>                  Progress so far                  We aim for 100% of new affordable homes to be developed to meet at least Level 4 of the Code for Sustainable Homes. All new affordable homes should be delivered to lifetime homes standard and 10% of new affordable homes on any site should be fully wheelchair accessible. Currently we have around 45 new affordable homes being developed to wheelchair user standard.</p> <p>Accountable Officer: Geoff Raw</p>				

## 5.3 Improving Housing Support

### 5.3.1 Support households to make informed choices about their housing options

Action	Status	Start Date	End Date	Progress
5.3.1.1 Progress update: Support Households to make informed choices about their housing options	Ongoing	01-Apr-2011	31-Mar-2013	Ongoing
<p><b>Responsible Officer</b> : Jugal Sharma - Lead Commissioner, Housing</p>				

**ACTION PROGRESS COMMENTS:**

Progress so far

The Homemove online application system went live in April 2012. The online housing options self assessment tool is in development, this will go live in March 2013.

The Prevention of Accommodation Loss Project (POAL), part of the Housing Options service, is running from Lewes prison and aims to ensure the accommodation needs of ex offenders leaving Lewes prison are met. There is also a similar project for female ex offenders within the Housing Options service.

In response to the LGBT strategy a Housing Options Officer post with an LGBT specialism was created. Having this post has enabled the team to build good working relationships with community groups and individuals across the city and in turn provide an appropriate and accessible service.

The Housing Options service has an officer focussing on private rented sector access for households at risk of homelessness. The purpose of this role is to ensure there is a point of contact for landlords and the Housing Benefit team. This officer also manages the waiting list for private sector accommodation to ensure swift matching of properties. A new guide for people accessing the private sector has also been produced.

Accountable Officer: Geoff Raw

**5.3.2 Provide adaptations and support to households and their carers**

Action	Status	Start Date	End Date	Progress
5.3.2.1 Progress update: Provide adaptations and support to householders and carers	Ongoing	01-Apr-2011	31-Mar-2013	Ongoing

**Responsible Officer** : Jugal Sharma - Lead Commissioner, Housing

**ACTION PROGRESS COMMENTS:**

Progress so far:

Last year 2011–12 the council assessed & delivered:

- 556 council housing adaptations & invested £876,427
- completed 155 Disabled Facilities Grants (DFG) funding private sector adaptations & invested £1,098,185
- Following changes arising from Improving Access to Housing Adaptations report 2010 the trend has been for reduced assessment time. 2012–13 Q1 (April–June) results show adaptations assessment times are well within national guidelines;
- In response to feedback the council has simplified and speeded up the assessment process to ‘fast track’ some of the most common adaptations such as level access showers

The approach is to take a preventative approach, proactively managing the demand for adaptations:

- Developing the housing options approach: advise clients of housing options as an alternative to costly and disruptive adaptations and dedicating Housing Occupational Therapist hours to support households and carers at property viewings;
- Linking adaptations in council homes with the Decent Homes programme: jointly worked and co-funded 47 bathroom adaptations with Occupational Therapy input in to the upgrading and modernising the councils existing sheltered housing stock;
- Working with housing development on new affordable accessible homes: currently more than 40 new wheelchair accessible homes in development;
- Working to make best use of Home Improvement Agency: re-commissioning the HIA service to develop the housing options approach and be less reliant on DFG work.

This year there is significant spend against 2012-13 Council Housing Revenue Account capital budget for major adaptations. In addition, in relation to private sector housing adaptations, this year we are able to maintain ‘top up’ of Government DFG allocation of £723k through private sector housing renewal capital in order to maintain a total programme of £1.1m.

However, no private sector housing renewal capital funding is currently identified for 2013-14 to top up Government DFG allocation. Commitments against current private sector housing adaptations budget, including DFG & top-up are significant.

Future Work

- Work with Tenants' Disability Network & the Fed to provide more and better info about the adaptations process for council and private sector residents
- Review progress and implement recommendations for service improvements to report back to Housing Committee & Housing Management Consultative Sub-Committee
- Re-commission the HIA service with a view to the new contract start April 2013
- Re-tender the Adaptations Framework of specialist contractors for major adaptations in council homes & minor adaptations across tenures

Accountable Officer: Geoff Raw

### 5.3.3 Prevent homelessness and rough sleeping

Action	Status	Start Date	End Date	Progress
5.3.3.1 Progress update: Working to prevent homelessness and rough sleeping	Ongoing	01-Apr-2011	31-Mar-2013	Ongoing

**Responsible Officer** : Jugal Sharma - Lead Commissioner, Housing

**ACTION PROGRESS COMMENTS:**

Progress so far:

The last Official Rough Sleeper count in November 2011 was 37 (a significant increase from 14 recorded in previous year) and this years rough sleepers count will take place on 22nd November 2012. The Rough Sleeper Street Services & Relocation Team in 2011/12 worked with 732 individuals which is a 24% increase from the previous year.

The Rough Sleepers Team are refocusing resources to work with rough sleepers new to the streets to provide earlier interventions to help people avoid becoming entrenched in street life and are actively supporting people to find somewhere to live. The council has supported successful voluntary sector applications for additional funding via the Homelessness Transition Fund, to employ additional staff to work with people new to rough sleeping to ensure they are swiftly supported and accommodated to prevent people from becoming entrenched. Further innovative services have been commissioned, including: Sussex Nightstop which provides emergency accommodation for young people and Recovery Mentor Service which trains ex rough sleepers to mentor those who are accessing hostels for the first time after long periods of street life and other services, in line with the Governments No Second Night Out Strategy.

We continue to fund the Recovery Mentors Volunteer Programme and the A10 Rough Sleepers Project. The Recovery Mentors are now working in hostels, substance misuse services and the Rough Sleepers Team to help those who are homeless and prevent eviction for those who are accommodated. The A10 project worked with 40 service users from Eastern or Central European Countries in quarter 1 2011/12 and the team have developed a strong working relationship with the Polish consulate and border control who have assisted with passports, identification documents and relocations.

Joint work is taking place with neighbouring local authorities to respond to rough sleeping and homelessness issues across Sussex and to utilise additional funding that has been made available by the Government. To date the funding has been utilised to appoint three additional outreach staff to work with rough sleepers across Sussex. Other work across Sussex undertaken includes developing a county-wide reconnections policy, joint working protocol to promote good practice and purchasing an IT system / database to 'track' clients rough sleeping.

The local authority is working with Community & Voluntary Third Sector organisations to develop proposals to meet housing and support needs of clients with multiple and complex needs via Big Lottery Funding available in the south east region.

The city's Severe Weather Emergency Shelter for rough sleepers in 2011/12 over the course of two weeks accommodated between 19 and 36 people a night and delivered some positive outcomes for clients who have accessed other services such as mental health accommodation and treatment, a detox support project and one client has been reconnected with their family. This emergency shelter was complemented by the Churches Night Shelter which accommodated rough sleepers during the

winter months.

**Barriers to success**

Numbers of rough sleepers have been recorded as rising across the UK at a national level and a similar picture has been noted in Brighton & Hove. This is presenting extra pressures on services to deliver more in an environment where resources are mainly staying the same or reducing. The increase in numbers also means that there is a lack of hostel vacancies for those rough sleepers who are not locally connected and team regularly has 25 individuals awaiting a hostel place.

The Rough Sleepers Team are facing increasing difficulties in relocating individuals who have no local connection due to diminishing budgets of other local authorities.

The impacts of changes to housing benefit and wider benefit reform are expected to result in greater numbers of rough sleepers due to the shortfall between housing benefit and private rents and the likelihood of housing benefit being paid on a monthly basis to vulnerable clients rather than directly to their hostel or supported accommodation provider.

Accountable Officer: Geoff Raw

**5.3.4 Reducing worklessness, community cohesion, reducing anti-social behaviour, and reducing inequality**

Action	Status	Start Date	End Date	Progress
5.3.4.1 Progress update: Support provided through the Supporting People programme	Ongoing	01-Apr-2011	31-Mar-2013	Ongoing

**Responsible Officer** : Jugal Sharma - Lead Commissioner, Housing

**ACTION PROGRESS COMMENTS:**

Progress so far

On-site and community-based services delivering housing-related support help 4,200 households to maintain their independence and quality of life. These services are reducing the need for more intensive and costly alternatives saving the city's public sector more than £30m per annum after costs are taken into account. Targets are being exceeded with 74% of service users in short term services being supported to move on in a planned way and 99% of long term service users either sustaining or increasing their independence.

The programme continues to fund a literacy programme, life skills and employment training, and behavioural support, to support people towards positive participation. The Business Action on Homelessness programme continues to support job seekers to prepare for work through work placement and mentoring.

Quarterly reports from hostels and shared accommodation show strong partnership-working between providers, police and the ASB team in managing neighbourhood incidents and resolving complaints. The Commissioning Team monitor how complaints from the public are addressed, incidents and safeguarding issues that occur, and take positive action with partner agencies if needed.

Sheltered schemes are working pro-actively in their local communities, with open-door events and communal activities, the Hindu Elders Group being one example.

All services are required to operate a fair access policy and actively promote support all equalities strands: this is continuously monitored through client records and service reports and addressed in contract management.

Accountable Officer: Geoff Raw

**5.3.5 Work to ensure student housing provides a positive contribution to students' lives and the city**

Action	Status	Start Date	End Date	Progress
5.3.5.1 Progress update: Student Housing Strategy related actions plus additional programmes of work	Ongoing	01-Apr-2011	31-Mar-2013	Ongoing
<b>Responsible Officer</b> : Jugal Sharma - Lead Commissioner, Housing				
<p><b>ACTION PROGRESS COMMENTS:</b></p> <p>Progress so far            Under the Student Housing Strategy (see: <a href="http://www.brightonhove.gov.uk/index.cfm?request=c_1188834">http://www.brightonhove.gov.uk/index.cfm?request=c_1188834</a>) work is ongoing with the Universities to consider options for purpose built student housing (such as on the Preston Barracks site) to manage pressures from an expanding student population and also encourage fewer students to live in the city's family sized housing.</p> <p>The University of Brighton and the council have joined forces to provide a joint 'social lettings agency'. In return for higher accommodation standards and value for money, landlords are being offered the opportunity of long term contracts, guaranteed rent, and management of the entire lettings process. Targeted neighbourhoods will benefit from these combined resources to effectively deal with housing management including aspects of anti -social behaviour that can arise.</p> <p>Following extensive consultation, Housing Committee (20 June 2011) agreed the implementation of an Additional HMO (Houses in Multiple Occupation) Licensing scheme. The scheme will come into force for five years from 5 November 2012. It will cover the wards of Hanover &amp; Elm Grove, Moulsecomb &amp; Bevendean, St Peter's &amp; North Laine, Hollingdean &amp; Stanmer and Queen's Park. The scheme will require all HMOs of two or more storeys with three or more occupiers from two or more households in these wards to be licensed by the council. Licence conditions will require any improvements necessary to meet statutory requirements and the council's HMO licensing standards.</p> <p>Barriers to success            There has been increased interest recently by the development industry in building 'speculative' purpose-built student housing at a time when the viability of the building market/affordable housing has declined. This is putting pressure on sites the council wants to see developed for needed market or affordable housing.</p> <p>Accountable Officer: Geoff Raw</p>				



## 6 Promoting resource efficiency and enhancing the environment

### 6.1 A low carbon city

#### 6.1.1 Low carbon economy

Action	Status	Start Date	End Date	Progress
6.1.1.1 Progress update: Low carbon economy	Ongoing	01-Apr-2011	31-Mar-2013	Ongoing

**Responsible Officer :** Thurstan Crockett - Head of Sustainability

#### **ACTION PROGRESS COMMENTS:**

The city council won £50,000 from the Technology Strategy Board to develop a Future Cities Demonstrator feasibility study, report and bid for £24 million to integrate city systems to create a One Planet Smart City using technology to help tackle key city challenges including city carbon emissions.

The Eco Technology Show ran successfully at the AMEX stadium in 2012 with over a hundred environmental sector businesses exhibiting, many of them local; 800 trade visitors, 3,000 general public, and national and local government; The 2013 show has been launched and will be held at the Brighton Centre on June 14/15 2013.

A Low Carbon Essentials programme using European funding has delivered a series of workshops to small and medium sized businesses in the city. A further "Utilise" workshop was held for local businesses organised by the city council, the Sustainable Business Partnership and VisitBrighton to provide practical help with energy efficiency, billing and tariffs alongside broader improved environmental management.

The Brighton & Hove Chamber of Commerce has set up a Green Chamber Collective to collaborate on developing sustainable businesses locally through networking, events, advice provision, support, practical projects, lobbying and promotion.

The University of Brighton has been ranked 3rd out of 145 universities and higher education institutions in the People & Planet's annual Green League, published today, an improved position of 18 places from last year.

#### Future work planned:

Consultants have been selected by the council and city Economic Partnership to develop an up-to-date city economic strategy, using One Planet Living principles, including planning for a low carbon city economy and detailed consultation work will get underway immediately.

Public service organisations in the city, including Sussex Police, the University of Brighton and the Sussex Community NHS Trust, and social housing providers are amongst the large employers all running significant carbon management programmes and there is real potential for further collaboration. Both the University of Brighton and the Trust are beginning behaviour change campaigns to support wider carbon reduction programmes.

Following the development of the City Climate Change Strategy, a three-year action plan has been drafted under the 10 Principles of One Planet Living, including actions for "Equity & Local Economy".

An Environmental Industries Working Group has been set up following an Open Space event earlier in the year and involving 70 people looking into "What is needed to grow the size, creativity and impact of the environmental sector in our city?" With the council it has commissioned a feasibility study into setting up a city agency to support the sector and developing a business plan is the next step.

#### Barriers to performance:

With slow growth and austerity, both the availability of resources to develop low carbon economy programmes and levels of interest are still down. The need to focus on bottom line resource efficiency and enhance reputation tends to be of lower importance to much of the business sector at present.

Accountable Officer: Geoff Raw

## 6.1.2 Low carbon buildings

Action	Status	Start Date	End Date	Progress
6.1.2.1 Progress update: Low carbon homes and buildings	Ongoing	01-Apr-2011	31-Mar-2013	Ongoing

**Responsible Officer** : Thurstan Crockett - Head of Sustainability

### **ACTION PROGRESS COMMENTS:**

Progress so far:

- The city council and partners have a strong and continuing role in delivering home energy efficiency improvements across both the council housing stock and the private sector. Across private sector housing the 'Brighton and Hove and East Sussex Together' partnership (BEST) programme has funded the Brighton & Hove Energy Action Partnership (BHEAP) which has delivered home energy efficiency measures to some of the most vulnerable residents in private sector housing, including more than: 1400 loft insulations; 1100 cavity wall insulation; 1500 heating measures; and 150 solar water heating systems.
- Brighton & Hove City Council, Brighton Permaculture Trust and Low Carbon Trust are again running an award winning annual event this autumn called Eco Open Houses that aims to inspire the uptake of energy efficiency measures by opening up houses that demonstrate best practice in the city.
- Following the development of the City Climate Change Strategy, a three-year action plan has been drafted under the 10 Principles of One Planet Living, including actions for Zero Carbon which focuses on buildings.
- The City Plan draft has strong proposals on carbon emissions from new development in particular.

Future work planned:

Free home insulation measures will be promoted strongly over the next few final months of the Warm Homes programme, with Energy Saving Week at the end of October the trigger for a new wave of publicity.

The city council is exploring in detail Green Deal options including:

- Local Authority as a Green Deal provider - Local authorities might raise finance themselves (sources might include the Public Works Loan Board or commercial sources) either individually or in a consortia to deliver the Green Deal locally.
- Local authority as a Green Deal partner - Local authorities might look to form partnerships with one or several commercial Green Deal providers to deliver to their local residents and businesses.
- Local Authority as an advocate for the Green Deal - A local authority may facilitate and/or support commercial Green Deal provision in its area, for example perhaps acting as a conduit for local commercial activity and/or providing leads on a commission basis.

New guidance under the Home Energy Conservation Act 1995 (HECA) means the City Council will publish by March a report identifying practicable and cost-effective measures to significantly improve the energy efficiency of all residential accommodation in the area and progress made in implementing the measures.

Barriers to performance:

- This is a time of major transition in the national home energy efficiency landscape.
- There have been delays to the practical roll out nationally of the "Green Deal" - the Government initiative to support the installation of energy efficiency to householders and businesses. It will be available to all householders, whether they own or rent the property. The work to upgrade the building will be facilitated through the availability of loans paid back from the saving on energy bills. Two key elements of the Green Deal are;
- It is not a conventional personal loan and although the cost will be repaid over time the charge is attached to the electricity meter and paid back through the fuel bill. If the original occupier moves out, the idea is that the new occupant will pick up the charge while also benefitting from a more energy efficient property.
- The expected financial savings must be equal to or greater than the costs attached to the energy bill, this is known as "the golden rule".
- Loans expected to start at 7% may not be attractive to householders already feeling the financial pinch and there is no certainty that the Green Deal will work.
- The models for council involvement in the Green Deal are not mutually exclusive and most carry significant risks.

- Alongside the Green Deal, existing energy company obligations; Carbon Emissions Reduction Target (CERT) & Community Energy Savings Programme (CESP) will be replaced. The new Energy Company Obligation (ECO) will focus energy companies on improving the ability of the vulnerable and those on lower incomes to heat their homes affordably, and on improving solid wall properties and those with 'hard to treat' cavity walls, which have not significantly benefitted from previous schemes and are less likely to achieve the 'golden rule'.

Accountable Officer: Geoff Raw

### 6.1.3 Low carbon transport

Action	Status	Start Date	End Date	Progress
6.1.3.1 Progress update: Low carbon transport	Ongoing	01-Apr-2011	31-Mar-2013	Ongoing

**Responsible Officer** : Thurstan Crockett - Head of Sustainability

#### **ACTION PROGRESS COMMENTS:**

##### Progress So Far:

Carbon reduction from transport is a high priority in the council's Local Transport Plan 3 (LTP3), the transport strategy for the city (approved in May 2011). To support this, the council successfully secured over £4 million from the government's Local Sustainable Transport Fund (LSTF) for the A270 Lewes Road corridor in mid-2011. This project involves key partners such as Southern Rail, Brighton & Hove Buses, Sussex and Brighton Universities, the Primary Care Trust, and the Engineering and Physical Sciences Research Council.

Work has also been undertaken to review and update the council's Climate Change Strategy, including the compilation of an adaptation risk register including flood and drainage issues, which will help identify the ways in which transport can support other citywide and council initiatives to reduce carbon emissions.

Brighton and Hove Bus and Coach Co. introduced 2 Hybrid buses and 20 Volvo Euro 5 buses to routes 7 and 1/1A respectively during April 2012, representing a total investment of approximately £4.2m. Both bus types make use of improved engine technologies which produce reduced carbon emissions compared to conventional buses.

##### Future work planned:

The LSTF Lewes Road project has started to be implemented and include:

- Upgrades to public transport facilities such as real time bus signs, bus shelters and accessible bus stops
- Improvements for pedestrians, buses and cyclists
- Improved links to the new South Downs National Park, and; provision of sustainable travel information and incentives to residents, school children and university students

A review of existing electric vehicle charging points will be undertaken in order to assess how future provision can be developed. A further £20,000 from the LTP capital programme has been allocated for 2012/13 to assist in the management and development of the charging point network.

The Local Transport Plan includes activities which include:

- Encouraging a transfer to lower carbon forms of transport, such as buses
- Encouraging zero carbon options, such as walking & cycling; changed travel behaviour (e.g. greater use of car sharing)
- Reducing the need to travel (e.g through more sustainable business practices)

Brighton and Hove Bus and Coach Co. plan to introduce 11 further Hybrid buses on to routes 7 and 28 in October 2012 representing an investment of £2.5m

##### Barriers to Future Performance

- Adequate progress in vehicle and engine technology development and adoption
- Associated initial costs and the cultural shift required (ie adapting to charging times) to increase the uptake of electric vehicles are recognised the Department for Transport (DfT) as being potential barriers to progress in this area
- Ensuring adequate levels of funding are secured to support and expand existing projects, and develop new initiatives.

- Meeting targets set for carbon reduction is reliant on the combined efforts of partners, stakeholders, local communities and residents
- The council is reliant on popular support during consultations for sustainable transport options that reduce carbon emissions
- Sufficient change in travel behaviour to lower carbon transport alternatives such as walking, cycling and public transport.

Accountable Strategic Director: Geoff Raw

#### 6.1.4 Increasing the use of renewable and sustainable energy sources

Action	Status	Start Date	End Date	Progress
6.1.4.1 Progress update: Increasing the use of renewable and sustainable energy sources	Ongoing	18-Oct-2011	31-Mar-2013	Ongoing

**Responsible Officer :** Thurstan Crockett - Head of Sustainability

##### **ACTION PROGRESS COMMENTS:**

Progress so far:

This sub outcome aligns directly with the Climate Change Strategy.

A City Energy Study is well underway, led by AECOM Technology Corporation and with a focus on district heating potential in city development areas identified in the emerging City Plan, plus other possibilities; three local district heating network opportunities are being identified from a potential 14 for further detailed analysis and feasibility study.

The Study will also more fully identify renewable energy potential in and around the city; at the same time, an Energy Study being undertaken by the same firm of consultants is being finalised for the South Downs National Park authority and this could identify shared opportunities.

Brighton Energy Co-Op has completed its first new large solar arrays on Hove Enterprise Centre (366 solar panels) and a city church, with performance exceeding expectation.

Shoreham Port Authority has engaged MITIE (a strategic outsourcing and energy services company) to develop further plans for more solar panels and the possibility of wind turbines to help it become a focal point for renewable energy; Edgeley Green Power has submitted a planning application for a new biodiesel power station at the port.

Future work planned:

In partnership with the city council, Brighton and Hove 10:10 are engaging with schools and are bidding for funds to develop a solar schools programme with ten schools after a pilot with St Bartholomew's Infant School. Solar Schools is a crowd-funding solution where stakeholders in the school sponsor part of a solar panel, represented by an image or logo on a bespoke website. When the funding target has been reached the school installs the solar array.

Brighton & Hove City Council and 10:10 organisation got through to the second application round for a £1 million project to power the Volks railway by solar energy generated from solar tree structures and panels on the siding sheds. The project aims to provide renewable energy for the oldest electric railway in the world and create an educational and awareness-raising attraction that will create jobs for the tourism and solar sectors. Planning permission has also been applied for.

The Zero Carbon section of the city's One Planet Living Sustainability Action Plan has a focus on renewable energy and will be finalised in the next few months.

Barriers to performance:

Uncertainty for investors created by mixed messages from government, changes to the 'Feed in Tariff rate' and delays to the 'Renewable Heat Incentive' have dented investor confidence in this sector.

Accountable Officer: Geoff Raw

#### 6.3 Less waste creation in the city and cost effective, sustainable management of waste that is created

### 6.3.1 Reduction of waste and increased levels of reuse, recycling and composting

Action	Status	Start Date	End Date	Progress
6.3.1.1 Progress Update: Reduction of waste and increased levels of reuse, recycling and composting	Ongoing	07-Nov-2011	31-Mar-2013	Ongoing
<b>Responsible Officer</b> : Jan Jonker - Head of Strategy				
<p><b>ACTION PROGRESS COMMENTS:</b></p> <p>Progress So Far:</p> <ul style="list-style-type: none"> <li>• Waste Management Strategy formally adopted in May 2012</li> <li>• Communal recycling trial implemented and reviewed. Trial has been very successful with a high level of public support and the tonnage of material collected for recycling increasing by 70%.</li> <li>• The Department for Communities and Local Govt. (DCLG) bid to roll the scheme out more widely subject to consultation has been submitted and a decision is expected in October as to whether the bid has been successful.</li> </ul> <p>Future work planned:</p> <ul style="list-style-type: none"> <li>• Roll out of communal recycling in the city centre subject to funding and consultation.</li> <li>• Future action plan set out in Brighton and Hove Waste Management Strategy Action Plan.</li> </ul> <p>Barriers to performance:</p> <ul style="list-style-type: none"> <li>• Roll out of communal recycling is subject to funding and consultation.</li> <li>• Interreg funding bid for food waste collection trial has not been successful.</li> </ul> <p>Accountable Officer: Geoff Raw</p>				

### 6.4 Increase and conserve levels of biodiversity through work towards delivery of the Biosphere Reserve

#### 6.4.1 Increased habitat connectivity

Action	Status	Start Date	End Date	Progress
6.4.1.1 Progress update: Increased Habitat Connectivity	Ongoing	07-Nov-2011	31-Mar-2013	Ongoing
<b>Responsible Officer</b> : Jan Jonker - Head of Strategy				
<p><b>ACTION PROGRESS COMMENTS:</b></p> <p>Progress So Far:</p> <ul style="list-style-type: none"> <li>• Surveys on potential Sites of Nature Conservation Importance (SNCIs) are complete and progress is being made with the collation of the data for consideration by independent selection panels scheduled for quarter one of 2013/14. Once the new SNCIs are selected they will form an important component of the citywide green network.</li> </ul> <p>Future work planned:</p> <ul style="list-style-type: none"> <li>• Consultation on proposals for Whitehawk Hill Local Nature Reserve will be completed for November.</li> <li>• Nature Improvement Area funding will be used to create 15 chalk grassland hotspots to encourage wildlife, similar to the Dorothy Stringer Butterfly Haven by 2015-16</li> <li>• Management of existing sites (eg Whitehawk Hill) will be improved by extending the introduction of conservation grazing.</li> </ul> <p>Barriers to performance:</p> <ul style="list-style-type: none"> <li>• Responses to consultations may not always be favourable to improved conservation management</li> </ul>				

Accountable Officer: Geoff Raw

### 6.4.2 Important species and habitats and sites are defined, conserved; their favourable conservation status achieved

Action	Status	Start Date	End Date	Progress
6.4.2.1 Progress update: Important species and habitats and sites are defined, conserved; their favourable conservation status achieved	Ongoing	07-Nov-2011	31-Mar-2013	Ongoing

**Responsible Officer** : Jan Jonker - Head of Strategy

**ACTION PROGRESS COMMENTS:**

Progress So Far:

- The consultation on the Local Biodiversity Action Plan has been completed and the results are being analysed and assessed. Formal adoption will be sought in the first quarter of 2013.
- See also actions under point 6.4.1 above

Future work planned:

- Continue implementation of the high level stewardship scheme to improve conservation of chalk grassland through the introduction of sheep grazing
- Delivery of the Local Biodiversity Action Plan following formal adoption.

Barriers to performance:

Responses to consultations may not always be favourable to improved conservation management

Accountable Officer: Geoff Raw

### 6.4.3 Measurable benefits to communities and the economy

Action	Status	Start Date	End Date	Progress
6.4.3.1 Progress update: Measurable benefits to communities and to the economy	Ongoing	07-Nov-2011	31-Mar-2013	Ongoing

**Responsible Officer** : Jan Jonker - Head of Strategy

**ACTION PROGRESS COMMENTS:**

Progress So Far:

- The Biosphere Project was formally launched in May 2012. The partnership now includes: South Downs National Park; Environment Agency; Wildlife Trust; Inshore Fisheries; Conservation Association; and, neighbouring local authorities.
- The Biosphere project has been promoted at a large number of events across the city led by the Ranger Service.
- The Biosphere Management Strategy is being prepared by the partnership ready for public consultation in the first quarter of 2013/14.
- See also actions under 6.4.1 and 6.4.2 above.

Future work planned:

- Public consultation in the first quarter of 2013/14.
- Submission of Biosphere application by September 2013.

Accountable Officer: Geoff Raw

## 7 Promoting sustainable transport

### 7.1 Improving health and tackling climate change

#### 7.1.1 Reducing carbon emissions

Action	Status	Start Date	End Date	Progress
7.1.1.1 Progress update: Reducing carbon emissions	Ongoing	01-Apr-2011	31-Mar-2013	Ongoing

**Responsible Officer** : Andrew Renault - Head of Transport Policy and Major Projects

#### **ACTION PROGRESS COMMENTS:**

Progress So Far:

Carbon reduction from transport is a high priority in the council's Local Transport Plan 3 (LTP3), the transport strategy for the city (approved in May 2011). To support this, the council successfully secured over £4 million from the government's Local Sustainable Transport Fund (LSTF) for the A270 Lewes Road corridor in mid-2011. This project involves key partners such as Southern Rail, Brighton & Hove Buses, Sussex and Brighton Universities, the Primary Care Trust, and the Engineering and Physical Sciences Research Council.

Work has also been undertaken to review and update the council's Climate Change Strategy, including the compilation of an adaptation risk register including flood and drainage issues, which will help identify the ways in which transport can support other citywide and council initiatives to reduce carbon emissions.

Brighton and Hove Bus and Coach Co. introduced 2 Hybrid buses and 20 Volvo Euro 5 buses to routes 7 and 1/1A respectively during April 2012, representing a total investment of approximately £4.2m. Both bus types make use of improved engine technologies which produce reduced carbon emissions compared to conventional buses.

Future work planned:

The LSTF Lewes Road project has started to be implemented and include:

- Upgrades to public transport facilities such as real time bus signs, bus shelters and accessible bus stops
- Improvements for pedestrians, buses and cyclists
- Improved links to the new South Downs National Park, and; provision of sustainable travel information and incentives to residents, school children and university students

A review of existing electric vehicle charging points will be undertaken in order to assess how future provision can be developed. A further £20,000 from the LTP capital programme has been allocated for 2012/13 to assist in the management and development of the charging point network.

The Local Transport Plan includes activities which include:

- Encouraging a transfer to lower carbon forms of transport, such as buses
- Encouraging zero carbon options, such as walking & cycling; changed travel behaviour (e.g. greater use of car sharing)
- Reducing the need to travel (e.g. through more sustainable business practices)

Brighton and Hove Bus and Coach Co. plan to introduce 11 further Hybrid buses on to routes 7 and 28 in October 2012 representing an investment of £2.5m

Barriers to Future Performance

- Adequate progress in vehicle and engine technology development and adoption
- Associated initial costs and the cultural shift required (ie adapting to charging times) to increase the uptake of electric vehicles are recognised the Department for Transport (DfT) as being potential barriers to progress in this area
- Ensuring adequate levels of funding are secured to support and expand existing projects, and develop new initiatives.
- Meeting targets set for carbon reduction is reliant on the combined efforts of partners, stakeholders, local communities and residents
- The council is reliant on popular support during consultations for sustainable transport options that reduce carbon



emissions

- Sufficient change in travel behaviour to lower carbon transport alternatives such as walking, cycling and public transport.

Accountable Officer: Geoff Raw

### 7.1.2 Improving air quality

Action	Status	Start Date	End Date	Progress
7.1.2.1 Progress update: Improving air quality	Ongoing	01-Apr-2011	31-Mar-2013	Ongoing

**Responsible Officer** : Andrew Renault - Head of Transport Policy and Major Projects

#### **ACTION PROGRESS COMMENTS:**

Progress So Far:

Improvements to transport provision feature prominently in the council's new Air Quality Action Plan (AQAP) [see <http://www.brighton-hove.gov.uk/index.cfm?request=c1001183>], which has strong links to Local Transport Plan (LTP3) [see <http://www.brighton-hove.gov.uk/index.cfm?request=c1146323>] and the new Sussex Low Emission Strategy, which include improving traffic flow, influencing decisions people make when travelling, and introducing cleaner vehicles to the city.

At a number of roadside monitors outside of the city centre sustained improvement (over a decade) has been recorded in nitrogen dioxide concentrations. That said an improvement is not recorded adjacent to busy Air Quality Management Area (AQMA) transport corridors in an around the city centre where concentrations of NO<sub>2</sub> are similar or higher than they were ten years ago.

Nitrogen dioxide has been monitored in old villages outside of the existing AQMA; in Portslade Old Town for example concentrations indicate easy compliance with objectives. Dispersion models also suggest compliance with NO<sub>2</sub> annual mean limit at nearest houses to A27(T), in and around Patcham and at the Five Ways junction. The junction of Preston-Drove-Preston Road (A23) and the Drove to South Street (under the railway) and Rottingdean have proceeded to detailed assessment.

It is clear from fuel consumption data (Dep' of Energy and Climate Change) that in 2008 diesel over took petrol as the main road transport fuel consumed in Brighton & Hove (a similar trend happened nationally). Despite some declines in the total tally of vehicles an increase in combustion of diesel poses a risk for local air quality at roadside (within 10 or 15 m of kerb). Between 2005 and 2010 petrol consumption in Brighton declined by -24% at the same time diesel rose by +16% (across all vehicle categories).

The investments in buses featured in section 7.1.1 will contribute to reduced road air pollution.

Future work planned:

Continued investment in measures to improve air quality will be undertaken using Local Transport Plan funding. Projects such as Brighton Station Gateway, improved car park signing and 'intelligent' traffic signals will help to reduce congestion and keep traffic moving, while the construction of the A270 Old Shoreham Road cycle route and improvements for public transport passengers such as real-time information and accessible bus stops provide incentivise public transport use and contribute towards reducing car use.

The investments in buses featured in section 7.1.1 will contribute to reduced road air pollution.

Barriers to Future Performance

- As with reducing carbon emissions, adequate progress in vehicle and engine technology development and adoption is required to reduce emissions and improve air quality.
- Sufficient change in travel behaviour is required, to reduce road traffic levels.

Accountable Officer: Geoff Raw

### 7.1.3 Increasing levels of walking and cycling in the city

Action	Status	Start Date	End Date	Progress
7.1.3.1 Progress update: Increasing levels of walking and cycling in the City	Ongoing	01-Apr-2011	31-Mar-2013	Ongoing

**Responsible Officer** : Andrew Renault - Head of Transport Policy and Major Projects

**ACTION PROGRESS COMMENTS:**

Progress So Far:

The successful bid Local Sustainable Transport Fund (LSTF) bid has secured just over £4m of funding for the A270 Lewes Road corridor and area for transport improvements. Much of this investment will help to provide better provision for people to walk and cycle, including links to the South Downs National Park (SDNP). A second tranche bid to the same fund has been developed and agreed between Brighton & Hove, West and East Sussex, Hampshire and Surrey councils, which seeks to further improve sustainable transport links to the SDNP.

An additional £330k worth of funding secured from Sustrans has been used to implement cycle and pedestrian facilities on Old Shoreham Road, to encourage travelling to school and work by bike and on foot.

The council aims to make Valley Gardens the living heart of the city by upgrading the open spaces and improving routes for pedestrians, cyclists, drivers and public transport. In July 2012, the council's Transport Committee noted the results of an initial scoping consultation and agreed the resulting design brief for the project. It also authorised officers to develop draft design options for further public consultation.

The Personalised Travel Planning (PTP) project continues to make contact with a significant number of households to offer incentives to travel more sustainably, through offers of cycle training and cycle equipment.

The Council and NHS public health team have initiated a new Active Travel Forum for the city. The aim of the forum will be to promote, support and encourage active travel through the medium of regular networking-events. The focus will be on encouraging positive behaviour change amongst the least active for the greatest public health benefit

An Accord has been agreed and signed by the National Park Authority and neighbouring highway authorities clarifying and detailing responsibilities for improving local access. An example of this are the improvements to the South Downs Way have been negotiated by the city council at Housedean Farm which will be implemented by the National Park Authority.

Future work planned:

Community consultation roadshows and consultation have taken place for the Lewes Road LSTF corridor, and some links to the SDNP will be improved in the area, including modifications to the Woodingdean/Falmer bridleway.

The proposals for Old Shoreham Road were completed and formally opened in June 2012, improving crossing opportunities for pedestrians and cyclists. PTP will be resourced effectively and community development work for sustaining active travel (walking & cycling) in the LSTF area will continue.

To assist in the incremental development of ideas and options for the Valley Gardens area, a number of stakeholder and partner workshops have been arranged over the next few months. Options will be closely linked to the Better Bus Area project and a Masterplan is expected to be produced by March 2013.

Completion of various programmes of works including new pedestrian crossings will enhance the pedestrian and cyclist environment and experience, especially for those with mobility difficulties, and make trips by these forms of transport more attractive, convenient and safe.

The rolling programme of on-street cycle parking will continue to provide facilities in a number of locations across the city, supporting cycle journeys by providing for the beginning and end of journeys. A study for achieving greater cycle permeability in the city centre will be completed and approval sought for moving ahead with implementation.

The Cycling Town manual and automated data has been supplied to Cycling England's/DfTs monitoring contractor, Sustrans. The results from the interpretation of these data are expected soon.

The Active Travel Forum will meet three times a year (the next forum is in October) and each meet will focus on a different theme; October's theme is walking for health.

**Barriers to Future Performance**

- Cycle and pedestrian monitoring budgets need to be maintained to provide adequate information on usage.
- Lack of pedestrian monitoring other than for specific scheme related pre-and post scheme monitoring and a reduced cycle monitoring programme (i.e. no manual counts which also provide gender and age demographics, no cycle parking monitoring, no route user surveys) will result in reduced ability to assess the impact of walking & cycling interventions across the city as a whole.
- Achieving consensus on designs for projects from external consultees is key to informing and progressing proposals through decision-making processes.
- Forums and discussion groups will not be beneficial or effective if affected by lack of interest in, or ownership of, the forum/group amongst the target audience.
- Positive input/interest from Highways Agency in securing safer/improved Trunk Road crossing points, and identification of gaps in Rights of Way network

Accountable Officer: Geoff Raw

## 7.2 Keeping the city moving

### 7.2.1 Improving access to jobs and schools

Action	Status	Start Date	End Date	Progress
7.2.1.1 Progress update: Improving access to jobs and schools	Ongoing	01-Apr-2011	31-Mar-2013	Ongoing

**Responsible Officer** : Andrew Renault - Head of Transport Policy and Major Projects

**ACTION PROGRESS COMMENTS:**

**Progress So Far:**

The council continues to help businesses develop and deliver sustainable approaches to transport with Workplace Travel Plans, through voluntary participation and the planning system. Surveys have shown an average reduction in driver-only car use of nearly 10%. The now well-established Brighton & Hove Travel Plan Partnership meets regularly, most recently in September 2012, and continues to welcome new members.

The School Travel Plan programme includes many activities to support access to schools. Significant numbers (700+) of children have received road safety pedestrian training, and 21 school crossing patrols also continue to operate across the city, serving 20 schools. There is now also been a focus on promoting and providing training and facilities for scooters in primary schools.

The development and delivery of the new Safer Routes to School scheme in the South Portslade area has continued to assist movement to and from a number of schools.

In April and September 2012, improvements were made to bus/train connections at Brighton Station, and in September 2012 improvements were made to bus times in early mornings to assist travel for workers at the Royal Sussex County Hospital and Hollingbury Asda

**Future work planned:**

The council will continue to request and secure Travel Plans through the planning system, and ensure that existing plans are fully implemented, and work with the Travel Plan Partnership. Funding from the LTP is being used to work on match-funded initiatives for improved transport provision at a number of sites. Analysis of staff travel surveys from 25 sites across the city using the iTrace software will provide some new information on travel patterns, and will be available at the end of October 2012. The next Travel Plan Partnership meeting is expected to be held in February 2013.

Officers will continue to work with schools that do not have School Travel Plans, or require their plan to be reviewed and

updated, especially those that are privately run. Continued support and advice for schools through the provision of road safety education, training and publicity will help to ensure that safe and sustainable transport is promoted and used for the journey to school.

A new programme of Safer Routes to School projects will be developed to continue to improve journeys to school, and proposals for improvements to the area around Varndean, Balfour, and Dorothy Stringer Schools will be considered by the council's Transport Committee in November 2012.

Further improvements to bus times were introduced in April 2013

**Barriers to Future Performance**

- Maintaining and growing the travel plan partnership and resourcing this work.
- There are private and public schools that are yet to sign up to the travel plans. One of the key challenges is engaging with these schools effectively to encourage them to sign up to the process.

Accountable Officer: Geoff Raw

**7.2.2 Increased use of car clubs and public transport**

Action	Status	Start Date	End Date	Progress
7.2.2.1 Progress update: Increase use of car clubs and public transport	Ongoing	01-Apr-2011	31-Mar-2013	Ongoing

**Responsible Officer** : Andrew Renault - Head of Transport Policy and Major Projects

**ACTION PROGRESS COMMENTS:**

Progress So Far:

There are now approximately 70 dedicated on-street parking spaces for vehicles provided in the city by one car club operator – City Car Club. The council will continue to support car club use and try to help meet residents' demands for increased access to cars. Some bays are also provided in association with planning agreements, and the costs of their implementation are paid by the developer.

Bus passenger journeys in the city are estimated to have risen to 43 million in 2011/12 and the results of the National Transport and Highways (NHT) Network survey has also shown that levels of satisfaction with local bus services in the city are the highest in the country [full details of the survey can be found at <http://nhtsurvey.econtrack.co.uk/>]. This demonstrates the work done by bus operators in partnership with the council is continuing to be successful and benefiting local residents. Public consultation on options for Brighton Station Gateway took place in early 2012. Given the responses that were received, it was agreed that a preferred option should be developed and considered further by the council's Transport Committee prior to a further round of public consultation.

Work is continuing on the design and construction of more accessible bus stops in the city, most recently with improved facilities installed in Woodbourne Avenue and Wilson Avenue.

Following an Area Network Review in 2011, careful consideration has been given to the need for, and awarding of contracts to run, socially necessary bus routes that require financial support from the council. The new council-funded bus services started in September and passengers are able to use tickets across services provided by Brighton & Hove Buses, Compass and The Big Lemon.

The introduction of smartcards for passengers by Brighton & Hove Buses began in Spring 2012. In addition, there have been improvements in frequencies of bus routes at particular times of the day in April and September 2012 – in particular routes 1/1A, 5/5A/5B, 6, 12/12A, 13X, 25, 27, and 48 – as well as improved daytime frequencies with Government funding on routes 23 and 48, and route 38 extended to Brighton Station from September 2012.

An extended and revamped night bus network (on Thursdays, Fridays and Saturday nights) has also been introduced, and a higher frequency night time service on route N25 every night from September.

Future work planned:

Further consideration will now be given to how the city's car club network will operate with one operator. This will include a review of the overall distribution of vehicles; their location e.g. inside and outside parking zones; levels of use of vehicles/spaces by residents; and consideration of how other authorities manage/accommodate car club operators.

The council will continue to develop its Quality Bus Partnership, working with bus operators to facilitate co-operative working

on shared outcomes. In particular, the upgrading of the real-time information system will be progressed to enable people to have better access to information and the development of Smartcard technology for bus passengers is being supported and promoted. Through comprehensive and inclusive consultation, increasing the provision of accessible bus stops will continue, with particular emphasis on providing improvements in the outlying areas of the city where current provision is needs attention.

It is expected that a final design for the Brighton Station Gateway scheme will be considered in January 2013 by the council's Transport Committee and, if approved, works could start in Spring 2013.

The city council will continue to lobby for improved rail services when required and work with Southern Railways on further provision of passenger shelters, cycle storage facilities, and additional CCTV cameras on routes to and from stations, alongside small-scale works to improve station access, especially those stations that serve the Lewes Road corridor, with improvements made to the access path to Moulsecoomb Station, over the summer.

In order to progress the improvement of taxi services in the city, the council plans to review the Taxi Forum's terms of reference; additional improvements will be sought to taxi licensing including wheelchair accessible vehicle specifications; a survey to establish levels of unmet demand for taxi services will be undertaken and CCTV will be required to be provided. Further improvements to frequencies will be introduced by bus companies in April 2013 where commercially viable.

**Barriers to Future Performance**

- Reduction in access to car club membership
- Achieving greater distribution of car club vehicles across the city
- Maintaining continued and increased levels of access to public transport
- Having input and achieving consensus on designs for projects from external consultees is key to informing and progressing proposals through decision-making processes.
- Capacity of the Clock Tower junction; traffic congestion on a Sunday afternoon from 4pm to 7pm.

Accountable Officer: Geoff Raw

## 7.3 Keeping people safe

### 7.3.1 Reducing road related injuries

Action	Status	Start Date	End Date	Progress
7.3.1.1 Progress update: Reducing road related injuries	Ongoing	01-Apr-2011	31-Mar-2013	Ongoing

**Responsible Officer** : Andrew Renault - Head of Transport Policy and Major Projects

**ACTION PROGRESS COMMENTS:**

Progress So Far:

The Council has continued to work with Sussex Safer Road Partnership (SSRP) and other stakeholders to deliver a joint programme of enforcement, road safety engineering schemes, education, training and campaigns aimed at reducing casualties particularly amongst our most vulnerable road user groups, including cyclists, pedestrians, powered two-wheelers (motorcyclists and mopeds) and young drivers (16 – 25yrs). This work has included 'Bikeability' cycle and child pedestrian training, the 'Share the Road' campaign encompassing the 'Exchanging Places' cycle safety initiative and pedestrian distraction awareness, the summer anti drink/drug driving campaign and New Driver Awareness courses.

The Road Safety Team has attended numerous events to promote road safety and provide advice to all types of road user, including those associated with changes made to the operating times of School Keep Clear zones to improve safety outside schools.

The council has proposed the phased introduction of a 20mph speed limit for residential and shopping streets in the city in order to improve safety and quality of life for residents and people working in or visiting the city by creating road safety benefits, tackling congestion, and improving air quality and people's overall health and wellbeing. It is intended to implement the scheme over the next three years. The proposals include most of the residential and shopping streets, while most major roads will remain at 30mph. The consultation on the broad proposal closed on 10 August 2012.

Two pilot 20mph speed limit areas have been implemented in Portslade and Stanford areas, and changes have been made to some speed limits on various stretches of the city's A and B Class roads, following recommendations of the Speed Limit Review.

Future work planned:

Continuing the programme of engineering, education, training and publicity but also focusing on seasonal issues; including tackling the reducing conspicuousness of cyclists and pedestrians during the darker conditions of autumn and winter, and the Christmas anti drink/drug driving campaign. The Road Safety Team will attend various events and will continue with ongoing partnership work.

The council is playing an active part in developing the new 2012–2015 business plan for the Sussex Safer Roads Partnership (SSRP). This will secure the future of the current valuable partnership working and enable us to develop the education linked to enforcement programmes that are widely accepted as an effective way to change driver/rider behaviour, i.e. offering education instead of fines and penalty points, for those offenders identified as suitable for such a sanction.

Work on the creation of a large 20mph speed limit across a substantial area within the City centre will continue with £500k worth of funding in 2012/13. Responses to the consultation on 20 mph speed limits are being analysed and the results are expected to be reported to the council’s Transport Committee in November 2012.

Collision data will continue to be monitored to investigate the causes of collisions and this data-led approach will enable the most effective and efficient targeting of the limited resources which are available

Barriers to Future Performance

- The city’s successful night-time economy can also be clearly linked to casualties, especially in the area of Kings Road and West Street.
- Despite the provision of better pedestrian crossing facilities, wider refuges and time controlled Vehicle Activated Signs, pedestrians under the influence of drink/drugs being involved in collisions is still a concern, as are distractions such as mobile phones and personal music players.
- Lack of ownership or responsibility for behaviour on the road and an associated ‘blame culture’ can hinder progress in addressing road safety issues.

Accountable Officer: Geoff Raw

## 7.4 Maintaining the city’s transport infrastructure

### 7.4.1 Improved road and pavement condition

Action	Status	Start Date	End Date	Progress
7.4.1.1 Progress update: Improved roads and pavement condition	Ongoing	01-Apr-2011	31-Mar-2013	Ongoing

**Responsible Officer** : Andrew Renault - Head of Transport Policy and Major Projects

**ACTION PROGRESS COMMENTS:**

Progress So Far:

The council has almost completed its LTP 2012/13 programme of resurfacing or reconstructing footways to address locations with poor surfaces. All of this work has been funded from the Local Transport Plan.

Improvements to the highway has been completed at a number of locations throughout the city, including: Church Road, West Street, Old Shoreham Road, the south-bound bus lane in the Old Steine and in Grand Avenue.

Improvements have also taken place in North Street where the failure of previous reinstatements by utility companies required substantial work by the council to bring the highway back to an acceptable standard.

Future work planned:

The highway works LTP programme for 2012/13 will continue with works planned to include the A259 at Wellington Road and the Boundary Road junction, and the roundabouts at the A293 Hangleton Link Road and Carden Avenue.

Barriers to Future Performance:

Reductions in levels of revenue funding for preventative maintenance.

Accountable Officer: Geoff Raw