

Policy & Resources Committee

Date: **12 May 2022**

Time: **4.00pm**

Venue **Hove Town Hall - Council Chamber**

Members: **Councillors:** Mac Cafferty (Chair), Druitt (Joint Deputy Chair), Gibson (Joint Deputy Chair), Allcock (Joint Opposition Spokesperson), Appich (Joint Opposition Spokesperson), Bell (Group Spokesperson), Clare, Evans, McNair and Yates
Invitee: Dr Anusree Biswas Sasidharan

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AGENDA

PROCEDURAL MATTERS

128 PROCEDURAL BUSINESS

(a) **Declaration of Substitutes:** Where Councillors are unable to attend a meeting, a substitute Member from the same Political Group may attend, speak and vote in their place for that meeting.

(b) **Declarations of Interest:**

- (a) Disclosable pecuniary interests;
- (b) Any other interests required to be registered under the local code;
- (c) Any other general interest as a result of which a decision on the matter might reasonably be regarded as affecting you or a partner more than a majority of other people or businesses in the ward/s affected by the decision.

In each case, you need to declare

- (i) the item on the agenda the interest relates to;
- (ii) the nature of the interest; and
- (iii) whether it is a disclosable pecuniary interest or some other interest.

If unsure, Members should seek advice from the committee lawyer or administrator preferably before the meeting.

(c) **Exclusion of Press and Public:** To consider whether, in view of the nature of the business to be transacted, or the nature of the proceedings, the press and public should be excluded from the meeting when any of the following items are under consideration.

***NOTE:** Any item appearing in Part Two of the Agenda states in its heading the category under which the information disclosed in the report is exempt from disclosure and therefore not available to the public.*

A list and description of the exempt categories is available for public inspection at Brighton and Hove Town Halls.

129 MINUTES

9 - 22

To consider the minutes of the meeting held on 24 March 2022

130 CHAIR'S COMMUNICATIONS

131 CALL OVER

132 PUBLIC INVOLVEMENT

To consider the following matters raised by members of the public:

- (a) **Petitions:** to receive any petitions presented by members of the public to the full Council or as notified for presentation at the meeting by the due date of (10 working days);
- (b) **Written Questions:** to receive any questions submitted by the due date of 12 noon on the 6 May 2022;
- (c) **Deputations:** to receive any deputations submitted by the due date of 12 noon on the 6 May 2022.

133 ITEMS REFERRED FROM COUNCIL

To consider the following item(s) referred from the Council meeting held on the 7 April 2022:

No items were referred

134 MEMBER INVOLVEMENT

To consider the following matters raised by councillors:

- (a) **Petitions:** to receive any petitions notified by the due date (10 working days);
- (b) **Written Questions:** to consider any written questions;
- (c) **Letters:** to consider any letters;
- (d) **Notices of Motion:** to consider any Notices of Motion.

135 COST OF LIVING RESPONSE INCLUDING THE HOUSEHOLD SUPPORT FUND 2022

23 - 92

Report of the Chief Finance Officer

Contact Officer: Simon Newell

Tel: 01273 291128

Ward Affected: All Wards

136 FLEET PROCUREMENT

93 - 102

Report of the Executive Director Economy Environment & Culture

Contact Officer: Rachel Chasseaud

Tel: 01273 290753

Ward Affected: All Wards

137 CIRCULAR ECONOMY ROUTEMAP

103 - 128

Report of the Executive Director Economy Environment & Culture

Contact Officer: Sophie Moss

Tel: 01273 291104

Ward Affected: All Wards

138 I360 LOAN RESTRUCTURE

Report of the Executive Director Economy, Environment & Culture (copy to follow)

139 SUSSEX INTEGRATED CARE SYSTEM (ICS) GOVERNANCE

Report of the Executive Director Health & Adult Social Care (copy to follow)

140 CHANGES TO THE CORONER'S SERVICE

129 - 156

Report of the Executive Director Governance People & Resources

Contact Officer: Abraham Ghebre-Ghiorghis Tel: 01273 291500
Ward Affected: All Wards

141 PROCUREMENT OF ELECTORAL REGISTRATION AND RETURNING OFFICER PRINTING SERVICES

157 - 160

Report of the Executive Director Governance People & Resources

Contact Officer: Michael Appleford Tel: 01273 291997

142 REVIEW OF THE COUNCIL'S POLICY & RESOURCES (RECOVERY) SUB COMMITTEE AND ITS MEMBER WORKING GROUPS

161 - 172

Report of the Executive Director Governance, People & Resources

Contact Officer: Elizabeth Culbert Tel: 01273 291515
Ward Affected: All Wards

143 UKRAINE UPDATE

Report of the Executive Director Housing, Neighbourhoods & Communities (copy to follow)

144 ITEMS REFERRED FOR COUNCIL

To consider items to be submitted to the 21 July 2022 Council meeting for information.

PART TWO

145 PART TWO PROCEEDINGS

To consider whether the items listed in Part Two of the agenda and decisions thereon should remain exempt from disclosure to the press and public.

Date of Publication - Wednesday, 4 May 2022

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Brighton & Hove City Council

Policy & Resources Committee

4.00pm 24 March 2022

Hove Town Hall - Council Chamber

Minutes

Present: Councillor Mac Cafferty (Chair) Druitt (Joint Deputy Chair), Gibson (Joint Deputy Chair), Allcock (Joint Opposition Spokesperson), Appich (Joint Opposition Spokesperson), Bell (Group Spokesperson), Clare, Evans, McNair and Moonan

Also present: Dr Anusree Biswas Sasidharan, Standing Invitee

Part One

112 PROCEDURAL BUSINESS

(a) Declarations of Substitutes

1.1 Councillor Moonan was present in substitution for Councillor Yates.

(b) Declarations of Interest

1.2 Councillor Druitt declared an interest in three items:

Item 118 – Notice of Motion, Residents/Visitors ‘Bus Gate’ Fines. Involvement with the Big Lemon bus company involved in community transport and whilst they had no involvement with the Bus Gates and had any remuneration from the fines that are collected, the company did benefit from the enforcement action on bus lanes. Dispensation had been granted to speak but would not vote on that item.

Item 122 – Home to School Transport Re-Procurement 2023-2027. The Big Lemon Bus was a home to school transport operator and so would leave the Chamber when that item was discussed.

Item 125 – Local Transport Plan 2022/23 Capital Programme. Dispensation had been granted to speak and vote on that item.

1.3 Councillor Moonan declared an interest in Item 123 Education Capital Resources and Capital Investment Programme 2022/2023. She was a governor of West Hove Learning Federation, which covers two schools: West Hove Infant and West Hove Juniors both of which were recipients of some of the grant funding.

- 1.4 Councillor McNair declared an interest in Item 123 Education Capital Resources and Capital Investment Programme 2022/2023. He was a governor at Carden Primary School.

(c) Exclusion of Press and Public

- 1.5 The Committee considered whether the press and public should be excluded from the meeting during the consideration of any of the items listed on the agenda.
- 1.6 **RESOLVED:** There were no Part Two items.

113 MINUTES

RESOLVED: The Minutes of the meetings held on 27 January 2022 and 10 February 2022 were agreed as a correct record of the proceedings.

114 CHAIR'S COMMUNICATIONS

- 114.1 The Chair gave the following communication:

This week marks two years since the first Covid lockdown in the UK.

Day of reflection on 23rd March. 570 people died in the city since start of pandemic – we remember them. Thank those who made sacrifices.

We can't give up now. Cases in Brighton & Hove are up 60% in a week and as high as they were in January. Worryingly, so are hospitalisations. This is exactly where we don't want to be and the government's reckless plan to lift all public health measures - including scrapping free testing I personally think is a disgrace.

Public health advice remains the same: if you feel unwell, take action to stop covid spreading. Meeting outside or in well ventilated spaces and wearing a face mask indoors reduces risk. Take up your offer of a vaccine including the booster.

The soaring cost of living crisis now compounds all this. Instead of using the opportunity to intervene, I'm appalled at government's Spring Statement that has abandoned people to more hardship.

This failure to act, according to the Joseph Rowntree Foundation, will see a whopping 600,000 people pulled into poverty, a quarter children, while the country will experience the biggest fall in living standards since rationing.

Families in poverty are now £446 per year worse off compared to if benefits had been increased with current inflation levels. Conservatives have run the country for more than 10 years and held the purse strings. Yet welfare support is at its lowest level in real terms since 1985. Destitution and poverty has risen and they must see that it is crunch point. You know when the man renowned over 20 years for providing money saving advice, Martin Lewis, has said that he's "out of tools" to help people there's no more advice he can give- this proves that something has gone badly wrong.

People in some of the worst positions in society and in the most hardship are being abandoned by government to destitution. Disgraceful when it's clear across the length

and breadth of the country people urgently need national intervention. Joined calls with BH Food Partnership to make access to food a legal right for example.

Locally we are focused on doing what we can to help. Our community hub can advise anyone struggling with food, bills or debt: please phone 01273 293 117.

Finally, our Spring clean-up of Brighton & Hove begins Saturday 25th March. Council teams will once again jet wash our streets, remove graffiti and tackle waste. Community groups and businesses are encouraged to get involved, and we'll be launching tidy up plans at Saturday's family friendly event at Preston Park.

This week I've been delighted to open brand new drinking water fountains in the city. We're making fresh, free clean drinking water available to residents and visitors and encouraging the use of refillable bottles to tackle the estimated 8 million tonnes of plastic waste that enter the sea from land each year.

Finally, this is Nick Hibberd's (Executive Director Economy Environment & Culture) last meeting of this committee. On behalf of all of us involved with this Committee, and personally, I wanted to thank Nick for his work, you have been an amazing tour de force for the organisation and will be sorely missed.

114(a) UKRAINE UPDATE

114(a).1 The Chair stated that due to the current situation in Ukraine he had asked for the Executive Director Housing, Neighbourhoods and Communities to provide an oral update on the preparations and response to the crisis and had agreed to take this as an additional item on the agenda.

The Chair said that at the moment the Council did not yet have adequate, sufficient or expansive enough information from the Home Office or DULCH to provide the necessary clarity residents or council teams needed. We're deeply disappointed about this. However as soon as we do have that information, the Council will bring further reports and updates to Councillors as and when we get them, will update the Council's website with information for the public, and will bring a report to next P&R Committee in May when we anticipate we will know more. We are hoping we will have a parallel workstream on how we work on Ukraine refugees at TECC Committee as well.

Anyone can go on gov website and see the guidance. What becomes clear and obvious quickly is that so many sections are marked '*more information to follow soon.*' Really significant questions on important issues like safeguarding and DBS checks are yet to be answered with, for example, the government having no answers about how to help people while they wait for DBS checks which as we know can be a lengthy process. Key questions remain on what support can be offered to residents and refugees after the 6 months initial period the government has planned for is over. Some of this is deeply frustrating and yet again we have another example of where local communities, councils stand ready to help, to do the work they do best in the community, but government insists on gripping tightly onto a centralised system. We appeal with them to work with us to have a system that allows us to shape it so it reflects our city and its values. Last week I wrote a letter in collaboration with local refugee organisation Sanctuary on Sea. In that letter we are seeking clarity as soon as possible, as we know Brighton & Hove stands ready to help; also because we've seen before, with our vocal opposition to

housing unaccompanied asylum seeking children in hotels, what happens when government doesn't collaborate with our voluntary sector and with councils.

However my frustration with the government's lack of sufficient info is balanced out by the sheer pride we can all feel in our residents, council teams and community and voluntary sector organisations who, in spite of all these huge challenges are absolutely rising to the challenge, and I am pleased that council officials can update us today.

As we know the council has a very small, overworked but consistently supportive team that are already working hard to support refugees. But they are already working hard on the existing streams of work to resettle Afghan refugees and welcome families into the city; working on the Syrian Vulnerable Persons Resettlement scheme and provide important links with our city's vibrant community and voluntary groups. The fact that we have had to write again to the Home Office, following the unannounced dropping of the UASCs in hotels in the city, National Transfer schemes all in the last 12 months assert the system needs change. The existence of these many different schemes with many different criteria should actually serve as another reminder that our asylum system is broken, and we urgently need, and vulnerable people deserve, a consistent, compassionate and humanitarian approach from this government with safe passage routes to all those fleeing horrific circumstances, regardless of what country they are from.

I will now hand over to executive Director Housing, Neighbourhoods & Communities and the Head of Communities & Equalities who will make a brief presentation on some of the technical information about the situation that we do know about. I will then open the issue for member questions for about 20 minutes. We also have an all member briefing tomorrow where other questions and points can be raised.

114(a).2 The Executive Director Housing, Neighbourhoods & Communities said that there were two government schemes which were relevant to this crisis. One was the Ukrainian Family Scheme which was about allowing Ukrainian family members to join families already settled in this country, and the second was Homes for Ukrainians Scheme which was the private sponsorship scheme. There may also be other Ukrainians who make their own way here or are stuck in this country and need our help, so there maybe a third group who the Council may wish to support too.

I will focus on the Homes for Ukrainians Scheme where applicants who wished to host families were matched with families from Ukraine who wanted to come to this country. This scheme would allow Ukrainians to remain in Britain for three years with the right to work and to access public services. As of today, there were around 156 matches of family hosts in the city. The Council's role in this scheme had been limited in terms of guidance from the government. However, we do know that there will need to be DBS checks of host families, visits to properties and we will be responsible for supporting the financial scheme which will include the Thank You money to hosts of £350 per month. The Council will be required to support access to education, employment and community integration as well. The Council will receive a one-off payment of £10,500 per Ukrainian guest and there will be additional money for school placements for refugee children. The Authority were working to set up governance arrangements, as supporting the refugees would involve a number of services from across the Council and the community and voluntary sector. There would need to be a single point of contact at the

Council who would liaise with all services and stakeholders. There were a number of challenges; the Council didn't currently have detailed guidance on the services the government expected the authority to provide, there would be a delay in completing DBS checks and the Council needed to be able to keep residents informed with up-to-date information. The Council had access to the Central Government Portal which processed the applications but the data on that site was difficult to extract i.e. how many children may be involved. Another challenge was that the City only had a small Ukrainian community and that could create difficulties with finding interpreters. It was anticipated that more detailed guidance from the Government would be provided shortly.

114(a).3 Councillor Allcock noted the challenges that would arise from assisting the refugees particularly when the Homes for Ukraine's ended and asked whether the Council should be asking the Government to suspend the right to buy scheme as that would help to ensure the viability of council housing, and as the Council had previous experience of supporting vulnerable people and asked whether the Council could liaise with other agencies whilst waiting for further Government guidance. The Executive Director Housing, Neighbourhoods & Communities said that there had been some initial guidance on right for housing for people coming to the City under the two schemes, and there would be legislative changes to enshrine their right to housing. The Head of Communities & Equalities said that the Council already had a network in place from helping vulnerable people through Covid and supporting asylum seekers and so there already contacts in place with the voluntary sector, health, police, fire & rescue, other council colleagues etc.

114(a).4 Councillor Evans asked if there was any indication on how many families may come to the City and how long it could take them to do so. The Executive Director Housing, Neighbourhoods & Communities said that currently the only information available was how many families had registered on the Government's portal. The Local Government Association were undertaking a survey of housing associations on how many Ukrainians had requested assistance.

114(a).5 Councillor Clare asked if the £10k was a one-off payment and was advised it was.

114(a).6 Councillor Moonan asked if there would be sufficient places at the schools for any Ukrainian children and what support could be provided if it was needed. The Executive Director Families Children & Learning that there would be sufficient places and support would be provided where appropriate.

114(a).7 Councillor McNair asked if the Council were co-ordinating with other authorities on supporting refugees, and if any Ukrainians had already arrived here what issues had arisen. The Chair said that through the Local Government Association (LGA) he was already talking to other leaders across the country and had been feeding into many of the questions the LGA had raised with ministers. The Head of Communities & Equalities said that the Council had not been contacted any Ukrainian refugees, only by host families but there were some Ukrainian's already living in the city but whose visas had or were expiring who had contacted the authority and support was providing to them.

114(a).8 Councillor Appich said that she had been contacted by many people asking how they could help and suggested that the Council provide an access point for people. The

Executive Director Housing, Neighbourhoods & Communities said that the intention was to have a single point of contact for both host families and refugees.

115 CALL OVER

115.1 The following items on the agenda were reserved for discussion:

Item 121 Fair and Inclusive Update Including Workforce Equalities Report 202-21

Item 122 Home to School Transport Re-Procurement 2023-2027

Item 123 Education Capital Resources and Capital Investment Programme 2022/2023

The following items on the agenda were agreed without discussion:

Item 119 Corporate Financial & HR Systems

Item 120 Pay Policy Statement 2022/23

Item 124 Annual Planned Maintenance Budget and Asset Management Fund Allocations for the Council's Operational Buildings

Item 125 Local Transport Plan 2022/23 Capital Programme

Item 126 Research and Innovation Fibre Ring Project

116 PUBLIC INVOLVEMENT

116.1 There were no Petitions or Deputations, but there was one Question.

116.2 Mr Mancey-Barratt (on behalf of Ms Barratt) asked the following question:

Brighton and Hove Council owns a large area of farmland close to the city, leased out. The farmland to the East of Falmer Road and some to the West falls into this category. This agricultural landscape here is bleak and lacking in natural diversity. Such hedgerows as there are don't really deserve the name, while most field divisions are wire fences. The public footpaths crossing fields to the East are stark and unprotected. Trees are absent.

Regardless of the nature of the current leases, or their length, is there any Council-led engagement with the custodians of these important landscapes concerning environmental improvement, and, if not, could there be?

The Chair provided the following response:

Thank you very much for your question. Brighton & Hove City Council owns a large amount of farmland on the City Downland Estate which covers 12,862 acres. The council's rural estate is a tenanted landscape with much of the day to day management undertaken by the council's farming tenants. 78% of this is farmland is let on various tenancies across 16 farm holdings on either older Agricultural Holdings Act (AHA) agreements which allow the tenant long term security and successions whereby the farmers have freedom to crop or more modernised Farm Business Tenancies (FBT) granted in 1995 that enable a more flexible approach and where there is no security of tenure.

This part of the Estate is very representative of Brighton's open downland and does contain some very important and biodiverse habitats such as the chalk grassland at Castle Hill. More can be done to both improve the quality and extent of these rare habitats and to connect them via wildlife corridors.

In this regard, the council has currently embarked on an extensive public consultation exercise to develop a future vision and plan for the Council's City Downland Estate over the next hundred years. The City Downland Estate Plan will include actions on how best to undertake these improvements that will focus on specific actions to be implemented over the next 10 years.

Our tenant farmers, stakeholders, the South Downs National Park and other associated organisations have been closely involved in this process and we hope, as this consultation nears a conclusion, that it will lead to, as you say, positive actions to improve open access land and hedgerows.

The Council are currently leading on this extensive engagement through the development of a Whole Estate Plan called the City Downland Estate Plan. The Plan will create an overarching vision and framework for the future management of the rural Estate and an implementation plan of improvements. This will lead us to jointly create farm scale plans with our farming tenants, which will consider specific opportunities for biodiversity improvements including wildlife corridors, hedgerows and public access infrastructure. There has been a huge amount of interest and support for the Whole Estate Plan process and we can provide you with further information and weblinks on the engagement process so far.

Once you have had an opportunity to review the extensive information through the portal we would encourage you to make contributions when the portal reopens in the Summer for public consultation.

Mr Mancey-Barratt asked the following supplementary question:

It was extraordinarily difficult to find anything out about the Council agricultural land that I was interested in. The only information on the Council website is a link to Savill's Property Consultants, which proves to lead to no information about Brighton and Hove at all. Could specific information about Council holdings, including a map, be provided on Brighton and Hove Council's website?

The Chair provided the following response:

We are sorry you have not been able to find the information easily, the council is in the process of improving its website.

All the information for the consultation has been published on the website with extensive information about the City Downland Estate and associated maps. We can provide you with this information, weblinks to the City Downland Estate consultation process and findings and to the interactive map of the City Downland. Once we have completed the Whole Estate Plan process the information will continue to be made available on our website in the specific section for the City Downland Estate.

117 ITEMS REFERRED FROM COUNCIL

117.1 A Notice of Motion on 'Fossil Fuel Non-Proliferation' which had been presented at Council held on 3 February 2022 had been referred to this Committee.

117.2 **RESOLVED:** That the Committee agreed to undertake the actions as set out in the Notice of Motion.

118 MEMBER INVOLVEMENT

118.1 There were no Petitions, Written Questions or Letters but there was one Notice of Motion from the Conservative Group 'Residents/Visitors 'Bus Gate' Fines'.

118.2 The Chair asked Councillor McNair to propose the Notice of Motion.

118.3 Councillor McNair said the public did not know what Bus Gates were, whether they were technically legal or otherwise the signage was awful, the road layouts around the junction was counter intuitive and fines should be returned to residents as they had been extracted on an immoral basis. Bus Gates were very short bus lanes, which were a legal oddity in legislation where the length of a bus lane was not defined. In this place cars could be seen travelling freely on the other side of the Bus Gate line, and tens of thousands of residents and visitors had fallen foul of the Bus Gate shakedown. Bad signage remained in place despite assurances that it would be improved, and access to the bus gate lane still looked inviting, and turning was still counter intuitive as the road did not look like a bus lane. Motorists were still making the error and being fined, and a redesign would be easy to do. Millions of pounds of fines had been issued, and it was unacceptable that the Council is being funded from a badly designed road layout and the money should be returned.

118.4 Councillor Bell seconded the Notice of Motion.

118.5 Councillor Evans said that the road layout had been thoroughly reviewed by the Council and the signage was already being addressed, the bus gates were necessary to ensure the efficiency of public transport, and all disputed or appealed fines had been reviewed by an independent tribunal and the procedures for the fines had satisfied a government body. The Labour Group would not therefore be supporting the Notice of Motion.

118.6 Councillor Gibson noted that the traffic tribunal had not found that the Council had done anything wrong and had not asked the Council to make any changes to the signage and so the Green Group would not be supporting the Notice of Motion.

118.7 Councillor Bell accepted that the signage may have met the minimum standards set by the Government, but as soon as the number of fines being issued became evident the Council should have realised that there was a problem and addressed it.

118.8 The Chair noted that the number of fines issued had reduced by 53%, and whilst none of the signage had been found to be at fault it was being reviewed. What the Notice of Motion asked the Committee to do was legally difficult as the traffic orders were made legally and a repayment of the fines would have to be a gratuitous payment and would be ultra vires.

118.9 The Committee voted on the Notice of Motion – Councillor Druitt did not vote on this item.

118.10 **RESOLVED:** That the Notice of Motion was not agreed.

119 CORPORATE FINANCIAL & HR SYSTEMS

119.1 This item was agreed without discussion.

119.2 **RESOLVED:** That the Committee –

- (i) Approved the award of a contract via a compliant framework for the continued support and maintenance of the financial system to Civica UK Ltd for an initial term of 3 years with an option to extend for up to 2 periods of 12 months, and grants delegated authority to the Executive Director, Governance, People & Resources to authorise those extensions if required;
- (ii) Approved the award of a contract via a compliant framework to Softcat, with MHR acting as their approved sub-contractor for the continued support and maintenance of the HR and payroll system for a term of 3 years.

120 PAY POLICY STATEMENT 2022/23

120.1 This item was agreed without discussion.

120.2 **RESOLVED:** That the Committee recommends to Council the adoption of the pay policy statement for 2022/23 attached at Appendix 1.

121 FAIR & INCLUSIVE UPDATE INCLUDING WORKFORCE EQUALITIES REPORT 2020-21

121.1 The Committee considered the report of the executive Director Governance People & Resources which provided an update on the Fair and Inclusive Action Plan and the Annual Workforce Equalities Report 2020-21. The report was introduced by the Director Human Resources & Organisational Development.

121.2 Councillor Appich asked what issues regarding equality were keeping officers awake at night; how were the 16 delegates in the Diverse Talent Programme selected; what was the uptake for the Equality training? The Director Human Resources & Organisational Development said that the issue which concerned her most was the statistics for BME staff at senior level, and that had been identified as a key priority. With regard to the Diverse Talent Programme, data had showed that there was a drop of BME workers from Senior Officer 1 grade, and so the programme was opened up to anyone in the three grades below that. Sixteen was a good number to be on the programme and each participant had a mentor who was a senior officer. The Fair and Inclusive training was delivered to around four thousand members of staff.

121.3 Dr Sasidharan was pleased to note that the percentage of BME and White Other staff within the workforce continued to increase and suggested that it would be useful to have a breakdown of the upper and lower pay bands for those staff, as well as more information on

staff with disabilities and areas where men are under-represented. With regard to establishing ethnically diverse panels, if there were any external staff would they receive a payment, and if there were internal staff it would be useful to acknowledge that in their appraisals. BME staff were asking for more meaningful PDPs and asked how managers could ensure that that happened. The Director Human Resources & Organisational Development said that with regard to pay bands, disabled workers and areas where men were under represented a written answer would be provided. The comments on diverse panels were helpful particularly regarding using external staff. Data regarding PDPs had been significant, and would be used as part of the performance management process for senior officers.

- 121.4 Councillor Moonan noted that many staff worked from home and asked if a member of staff was disabled whether they had the appropriate equipment to do so, and whether working from home or a hybrid model could be included in the staff survey. The Director Human Resources & Organisational Development said that a lot of equipment had already been provided to enable officers to work from home, but all staff also had the option to come into the office if they preferred. The 2020/21 staff survey included questions about working from home and many staff preferred the flexibility of being able to do that.
- 121.5 Councillor Evans was concerned that 69% of staff did not feel that issues of bullying, harassment and discrimination were taken seriously. The Director Human Resources & Organisational Development said that the percentage was improving but it was a key area which the organisation was focusing on, and would provide more information after the meeting.
- 121.6 Councillor McNair noted that in 2020/21 57.9% of the workforce were female and 42.1% male, and asked what steps were being taken to increase the number of men in the organisation, and why was there a target of 46.4% female and 53.6% male? The Director Human Resources & Organisational Development said the targets were based on the economically active population in the City and would be reviewed once the new census data was received. The percentage of male and female varied depending on the area of work, and areas such as Care tended to have more females. Each directorate had its own equalities data and they would identify specific actions to address any disparity. The Executive Director Governance People & Resources said that in addition to the support from HR, the Executive Leadership Team received regular data and were champions for equality in their own areas.
- 121.7 The Chair noted that there was a Labour Group amendment and asked Councillor Appich to propose it.
- 121.8 Councillor Appich proposed the amendment said that the pay gaps should be broken down into categories rather than simply having 'White British' and 'Other', and that a report come to the October meeting of this committee setting out how the actions and initiatives taken contribute to achieving the Equality Objectives. Councillor Evans formally seconded the amendment.
- 121.9 Councillor Clare said that the Green Group would support the amendment.
- 121.10 Councillor Bell said that Conservative Group would support the amendment.

121.11 The Committee voted and agreed the amendment.

121.12 **RESOLVED:** That the Committee –

- (i) Noted the report;
- (ii) Continued to support and champion the actions within the Fair & Inclusive Action Plan;
- (iii) Instructed officers to publish voluntary 2021 ethnicity and disability pay gap reporting in Autumn 2022 to allow meaningful engagement with stakeholders, and to break down the ethnicity pay gap into the categories Black Asian Minority Ethnic British, Black Asian Minority Other, White British, White Irish, White Other, rather than White British/All other, as agreed at Policy & Resources Committee in July 2021;
- (iv) Further instructed officers to bring a report back to the October meeting of the Policy & Resources Committee outlining how the actions and initiatives taken contribute to achieving the Equality Objectives that the Council has set for itself and published in compliance with the Public Sector Equality Duty.

122 HOME TO SCHOOL TRANSPORT RE-PROCUREMENT 2023-2027

122.1 The Committee considered the report of the Executive Director Families Children & Learning regarding the re-procurement of a Dynamic Purchasing System to provide home to school transport (HTST) to pupils with special educational needs, and other hired transport for vulnerable children and adults on behalf of social care teams.

122.2 Councillor Druitt left the Chamber during consideration of this item.

122.3 Councillor Allcock asked if officers saw any difficulties with the DPS working, any issues with the recruitment of staff, pressures on home to school transport such as additional service user and increase to cost of fuel and how would any risks be mitigated. The Executive Director Families Children & Learning said that the DPS was working and that it was the best available option, surveys showed 95% of users were happy with the service and had not had any complaints from the providers and noted that the DPS was supported by the LGA. There had been some problems with recruiting staff but interviews were being held next week. Increased costs were a risk and higher fuel prices would have an impact, and there had been an 18% increase in demand since last year. It was important to mitigate any risks and to assist with that, officers ensured that there was communication with all partners and the Council at all times.

122.4 Councillor Bell noted that children felt safe with drivers that they knew and some children needed to travel on their own, and hoped that could be continued going forward. The Executive Director Families Children & Learning said that there would be some level of disruption as the re-procurement was undertaken but would try and mitigate that as much as possible. All parties would be kept informed of any changes, children would be introduced to their drivers and all drivers would undergo training.

Single person journeys would be based on an assessment and put in place where necessary.

122.5 **RESOLVED:** That the Committee –

- (i) Approved the procurement of a Dynamic Purchasing System for home to school transport for a term of four years from 1 September 2023 to 31 August 2027;
- (ii) Granted delegated authority to the Executive Director of Families, Children & Learning to tender routes using the Dynamic Purchasing System;
- (iii) Agreed that operators should be required to pay their directly employed staff the living wage.

123 EDUCATION CAPITAL RESOURCES AND CAPITAL INVESTMENT PROGRAMME 2022/2023

123.1 The Committee considered the report of the The Executive Director Families, Children & Learning regarding the level of available capital resources allocated to support education buildings and which recommended a capital programme for 2022/23 in respect of School Condition Allocation (SCA) and Basic Need funding.

123.2 Councillor Moonan noted that the slippage arising from the 2021/2022 Capital Programme would be incorporated into the 2022/2023 programme when the capital accounts were closed on 31 March 2022 and asked how much that slippage was expected to be and why was it happening. Two schools Homewood College and Moulsecomb Primary had become Academies but the Capital Budget for 2019/20 had allocated money to create a central hub to incorporate Homewood College and the PRU and asked if that funding was still appropriate now that Homewood College had become an academy and some money was still being allocated to Moulsecomb Primary. The Head of Capital Strategy usually occurs when a tender comes in higher than expected, for example refurbishments of toilets at schools can only be undertaken during holidays and so if tenders are too high it has to be done later in the year, and there had been problems with the SEND school estate and it had been prudent not to allocate the funding later. The paper had been written before the academisation of Homewood College, and that funding had now been paused. With regard to Moulsecomb Primary the funding was allocated for this financial year and before it became an academy and the work for 2022/23 will not now be undertaken and the funding would be reallocated.

123.3 Councillor Appich was concerned that the report contained inaccurate information and asked if a further report could be provided with the correct figures. Councillor Clare confirmed that a report on Homewood College would be coming to a future meeting of the CYPs Committee.

123.4 The Committee voted on the recommendations, with six votes for and four abstentions (Labour Group).

123.5 **RESOLVED:** That the Committee granted delegated authority to the Assistant Director of Property & Design to procure the capital maintenance and basic need works and enter into contracts within these budgets, as required, in accordance with Contract Standing Orders in respect of the entire Education Capital Programme.

124 ANNUAL PLANNED MAINTENANCE BUDGET AND ASSET MANAGEMENT FUND ALLOCATIONS FOR THE COUNCIL'S OPERATIONAL BUILDINGS

124.1 This item was agreed without discussion.

124.2 **RESOLVED:** That the Committee agreed -

- (i) That the annual programme of planned maintenance works for the Planned Maintenance Budget as detailed in Appendices 2 and 3, at a total estimated cost of £3,496,740 be approved;
- (ii) That the Asset Management Fund allocation for 2021-22 totalling £1,000,000, as detailed in paragraph 3.4.2 of this report be approved;
- (iii) That delegated authority be granted to the Executive Director Economy, Environment & Culture and Assistant Director Property & Design to procure the Planned Maintenance Budget and Asset Management Fund improvement works and award contracts within these budgets.

125 LOCAL TRANSPORT PLAN 2022/23 CAPITAL PROGRAMME

125.1 This item was agreed without discussion.

125.2 **RESOLVED:** That the Committee agreed the 2022/23 Local Transport Plan capital programme budget allocation of £6.357 million, as set out in Appendix 1 of this report.

126 RESEARCH AND INNOVATION FIBRE RING PROJECT

126.1 This item was agreed without discussion.

126.2 **RESOLVED:** That the Committee –

- (i) Noted the work done to date to deliver the RIFR project using Getting Building Fund money from government, including the progress made to date on the 5G test bed and further notes the procurement options that have been explored to deliver the fibre;
- (ii) Agreed to the council joining the Cooperative Network Infrastructure (CNI) and Brighton Digital Exchange co-operatives;
- (iii) Agreed to use £310,000 of the Getting Building Fund grant, to commission CNI to use their status as a Communications Provider to ensure access to existing Openreach infrastructure, and notes that this fibre will be delivered broadly in line with the map shown at Appendix 1;
- (iv) Delegated authority to the Executive Director for Economy, Environment and Culture to enter into the agreements necessary to deliver the fibre element of the RIFR;

- (v) Noted how the RIFR project fits into a wider sub-regional digital delivery programme at a Greater Brighton level, as set out at paragraph 3.19, and that Brighton & Hove will work with the Greater Brighton Economic Board to maximise the strategic benefits of the new fibre;
- (vi) Agreed to commission a £25,000 (maximum) programme of digital education and support to maximise the benefits of the RIFR project to the wider digital economy of the city and to the city's communities – as set out at Appendix 2.

127 ITEMS REFERRED FOR COUNCIL

127.1 **RESOLVED:** That no items be referred to the next meeting of Council

The meeting concluded at 7.20pm

Signed

Chair

Dated this

day of

Brighton & Hove City Council

Policy & Resources Committee

Agenda Item 135

Subject: Cost of Living Response including the Household Support Fund 2022

Date of meeting: 12 May 2022

Report of: Chief Finance Officer

Contact Officer: Name: Nigel Manvell

Email: nigel.manvell@brighton-hove.gov.uk

Ward(s) affected: All

For general release

1 Purpose of the report and policy context

- 1.1 This report presents an overview of the cost of living crisis, outlining the key causes, impacts and measures being taken to mitigate the impact, including the identification of gaps.
- 1.2 The report presents, and seeks approval for, proposals on the allocation of the £2.140m 2022/23 Household Support Fund, which has been re-focused by the government to respond to the cost of living impact.
- 1.3 This report is a snapshot in time, set in a complex and rapidly evolving landscape. Policy responses will continue to evolve and updates brought forward as appropriate. Related committee reports include:
 - The Discretionary Energy Payment scheme (Policy & Resources (Recovery) Sub-Committee on 21st April)
 - Impacts to Food Access from Cost-of-Living Increase Policy & Resources (Recovery) Sub-Committee on 21st April)
 - An update on the Fuel Poverty Affordable Warmth Strategy (to be submitted to the Health & Wellbeing board on 19th July).

2 Recommendations

That Policy & Resources Committee:

- 2.1 Notes the content of the report, and the mitigations set out in Appendices 1 to 4.
- 2.2 Notes the £0.200m expected to be set aside from the council's 2021/22 outturn to mitigate some of the cost of living impacts (to be considered at the July Policy & Resources Committee following closure of the 2021/22 accounts).

- 2.3 Approves the re-allocation of £0.231m from the provisional Contain Outbreak Management Fund (COMF) underspend, as set out in Appendix 5, to provide match funding for the Household Support Fund to enable a full provision of Free School Meal vouchers at the previous voucher value and to bolster the element of the Household Support Fund provided for support to other households.
- 2.4 Approves the proposed allocation of the 2022/23 Household Support Fund set out in Appendix 5, noting the associated Equality Impact Assessment at Appendix 6, and delegates necessary adjustments to the approved allocations to the Chief Finance Officer following consultation with the Chair of Policy & Resources Committee and Opposition Spokespersons, provided any adjustment is compliant with the council's rules for virement as defined under Financial Regulations.
- 2.5 Notes that Housing Committee will be considering progress and priorities for both the Warmer Homes and retrofitting programmes at the June meeting, including consideration of how these initiatives will contribute to improving the energy efficiency of homes and mitigating the impacts of fuel poverty to respond to both the cost of living crisis as well as meeting the council's carbon reduction commitments.
- 2.6 Agrees that the City Council will promote the package of new support for residents under a new section of the council's website called "Worried about money", which will provide one place where residents can access links to information and support.
- 2.7 Agrees that the city council supports co-establishing a new 'Brighton & Hove Cost of Living Support Fund' with CVS partners to run an appeal aimed at helping some of the city's most marginalised residents which will see donations support the work of the Citizen's Advice Bureau and the Brighton & Hove Food Partnership.
- 2.8 Agrees that the City Council should work with:
- (1) Greater Brighton Economic Board (GBEB) partners to lobby government ministers on the cost of living impact, and;
 - (2) the city's MP's to lobby government for sustainable funding for the City.

3 Context and background information

3.1 The UK is experiencing severe cost of living increases with both national and local impacts. The latest available data confirms that poverty in the city is considerably worse than before the pandemic. It is estimated that 12% of households were living in fuel poverty (2020), while child poverty rates are increasing. Figures from the Department for Education show that 21% of state pupils were eligible for free school meals in Brighton and Hove, increasing to 32% in some constituencies (January 2022). Current numbers are expected to be higher, with protected groups and single parent households set to be some of the most vulnerable.

3.2 Causes of the Cost of Living Crisis

- **Inflation increasing** – and forecast to increase further. The cost of living has been increasing across the UK since early 2021 and in January 2022, inflation

reached its highest recorded level since 1992, affecting the affordability of goods and services for households. Consumer Prices, as measured by Consumer Price Index (CPI) increased by 6.2% in March 2022.

- **Supply chain challenges** caused by Covid (retraction of world economy and problems in getting economic activity up to pre-Covid levels) and exacerbated by the Ukraine crisis.
- **Energy and fuel price increases** as demand exceeds supply – leads to further increases in prices of goods and services.
- **Tax increasing** (in part to pay for Covid expenditure/loss of revenues), such as National Insurance Contributions and the freeze in Income Tax thresholds.
- **Interest rate rises** (as a response to inflation) – and more forecast. Rise from 0.25% to 0.75% in recent months with the market anticipating further increases, however, this is not certain due to the damping effect interest rate rises have on economic recovery.
- **Wages and debt pressures**, long period of wage stagnation (post 2007) and wages forecast to rise less than inflation.
- **War in Ukraine** – further pressure on oil and gas, and food prices, as a consequence of sanctions/interruption of supplies. Russia and Ukraine are major exporters of grains, metals and fertilisers, as well as oil and gas.

Themed Areas:

3.3 Food (Appendix 1)

- 3.3.1 Food prices have been rising steadily for a number of years. Food and non-alcoholic drink prices were 5.1% higher in the year to February 2022 on the official CPI measure of inflation. This is up from 4.3% in January and the highest rate of increase since September 2011.
- 3.3.2 Food production/distribution is energy/fuel dependent so further food price rises are likely as a consequence of energy/food price spikes.
- 3.3.3 Following the war in Ukraine, the UK National Farmers Union has warned that food prices will rise due to the conflict and the disruption to food output which may last for years. This is because Russia is a major exporter of fertilisers and has put restrictions on exports. Ukraine's Black Sea ports are transportation hubs for exporting certain commodities, including grains and they have mostly been shut.
- 3.3.4 Local vulnerabilities identified: poorer communities and communities with limited access to a variety of local food shops will be most impacted (i.e. unable to shop around for cheapest prices – increasingly a factor as some supermarkets are withdrawing 'value' product ranges).

3.3.5 A report on the Impacts to Food Access from Cost-of-Living Increase was submitted to P&R recovery sub-committee on 21st April and is referenced at Appendix 1 including a summary of current and planned actions.

3.4 Fuel (Appendix 2)

3.4.1 Significant petrol and diesel increases have been experienced in recent months. Petrol reached another weekly record price of 165.4 pence per litre on 21 March 2022. Diesel reached a weekly record price of 177.5 pence per litre on the same day. This may be a relatively short-term spike due to slow resumption of pre-Covid levels of oil production by OPEC – but Ukraine is a complicating factor and may prolong higher prices.

3.4.2 Local vulnerabilities identified: considered to be lower than many areas as city car ownership is low and public transport/active travel access is generally good. However, some people need cars for work because they do not have ready access to public transport (especially for shift workers and people living on the periphery of the city) or because they have disabilities that make cars their best transport option. Public Transport costs may also increase if high fuel prices are sustained. Further detail and potential national and local mitigations are set out in Appendix 2.

3.5 Energy (Appendix 3)

3.5.1 There have been major wholesale increases in gas and electricity prices. In the year to January 2022, domestic gas prices increased by 28% and domestic electricity prices by 19%, due in part to a return of global gas demand as pandemic restrictions were lifted and lower than normal production of natural gas. Therefore, prices may stabilize over the next few months. However, the situation in Ukraine and sanctions on Russia may mean prices stay high for longer. This is very dependent on oil/gas producers' willingness to increase global supply.

3.5.2 On 3rd February, the regulator Ofgem announced that the domestic energy price cap would increase in April 2022. The price cap does not cap the total bill; this will change depending on how much energy is used. Based on average household use, those on default tariffs paying by direct debit will see an increase of £693 from £1,277 to £1,971 per year. Prepayment customers have seen an increase of £708 from £1,309 to £2,017, a 54% increase.

3.5.3 Local vulnerabilities identified: likely to impact poorer families, people on pre-pay meters (higher costs), people who can't cut back on heating – e.g. people with disabilities, young families, older people. Families in poorly insulated homes (esp. in local private rented sector PRS).

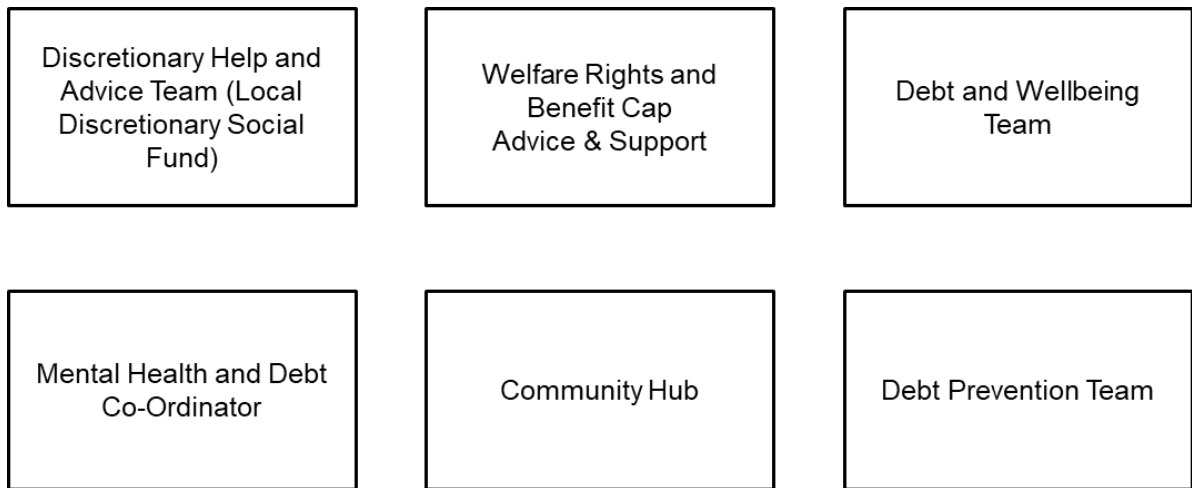
3.5.4 A detailed committee report on the Fuel Poverty Affordable Warmth Strategy will be presented to the Health and Wellbeing board on 19th July. Further detail and potential national and local mitigations are set out in Appendix 3.

3.6 Housing (Appendix 4)

- 3.6.1 Rises in interest rates will generate increased costs for homeowners and these costs are forecast to increase again as the interest rates are further raised to combat inflationary pressures in the economy.
- 3.6.2 Private rents have risen significantly in recent months. In part due to interest rate rises and in part due to landlords attempting to make up lost income during Covid.
- 3.6.3 Local vulnerabilities identified: a significant proportion of the Private Rented Sector (which may include many younger renters in part time or lower paid work, who would not traditionally be seen as vulnerable). Further detail and potential national and local mitigations are set out in Appendix 4.
- 3.6.4 The Council has continued to invest in its own housing stock through upgrading existing gas boilers to A rated appliances, installing Air Source Heat Pumps, and through planned investment programmes. These programmes will be accelerated over the coming year, including the 'roll-out' of a significant programme of solar PV systems and support to identify and enforce compliance with the Minimum Energy Efficiency Standards in the private rented sector.

3.7 Taxation & Benefits

- 3.7.1 Recently announced tax changes have impacted on family finance: e.g. the National Insurance Contributions rise to pay for the health & social care levy and the freezing of Income Tax thresholds. Locally, there has been a Council Tax rise of 1.99% + 1% adult social care precept. However, the increase in the National Insurance threshold announced in the Spring Budget, which applies from July 2022, significantly benefits those on low incomes and should more than offset the National Insurance rate increase for anyone earning £34,000 or less. For those earning around £20,000 per annum it will reduce National Insurance by approximately £178 in 2022/23.
- 3.7.2 Benefits and Pensions are calculated annually using September inflation figures which means the uplift is 3.1%, which is much less than forecast inflation. The government also withdrew the £20 per week Universal Credit uplift last year which was a significant enhancement that helped many low income families to cope.
- 3.7.3 Local vulnerabilities identified: poorer communities; people on Universal credit, pensioners relying on state pension are likely to be impacted.
- 3.7.4 The council's Welfare, Revenues & Business Support service (WRBS) offers a wide range of services and support as part of its Welfare Framework. Current support includes:



3.7.5 Importantly, all services working with vulnerable families across Housing, Adult Social Care, Family and Children’s Services and Welfare, Revenues & Business Support (WRBS) will ensure that people are advised to maximise their welfare benefits and will signpost them to appropriate support in the DWP or the council, including more complex welfare rights cases, and can also signpost people to CVS money advice agencies to help them with other aspects of financial and debt management.

4 Household Support Fund 2022 (Appendix 5)

4.1 The government has announced an extension of the Household Support Fund for a further 6 months until September 2022. The new fund is to be repositioned to support people with the cost of living increase. The allocation will be the same at £2.140m.

4.2 However, the fund’s conditions are different and require that at least one third is spent on pensioners, and one third on families with children, whilst the remaining third can be spent on other households genuinely in need of support.

4.3 As such, the fund requirements break down as follows:

- At least one third or £0.713m to be spent on families with children;
- At least one third or £0.713m to be spent on pensioners;
- The remaining sum to be spend on households in need.

4.4 Appendix 5 provides full details of the new Household Support Fund and sets out a proposed allocation of the fund. This includes a recommended re-allocation of underspent Contain Outbreak Management Funds to provide match-funding to the Household Support Fund to ensure that the equivalent of one third of the fund value is provided to other households and groups.

5 Council Employees

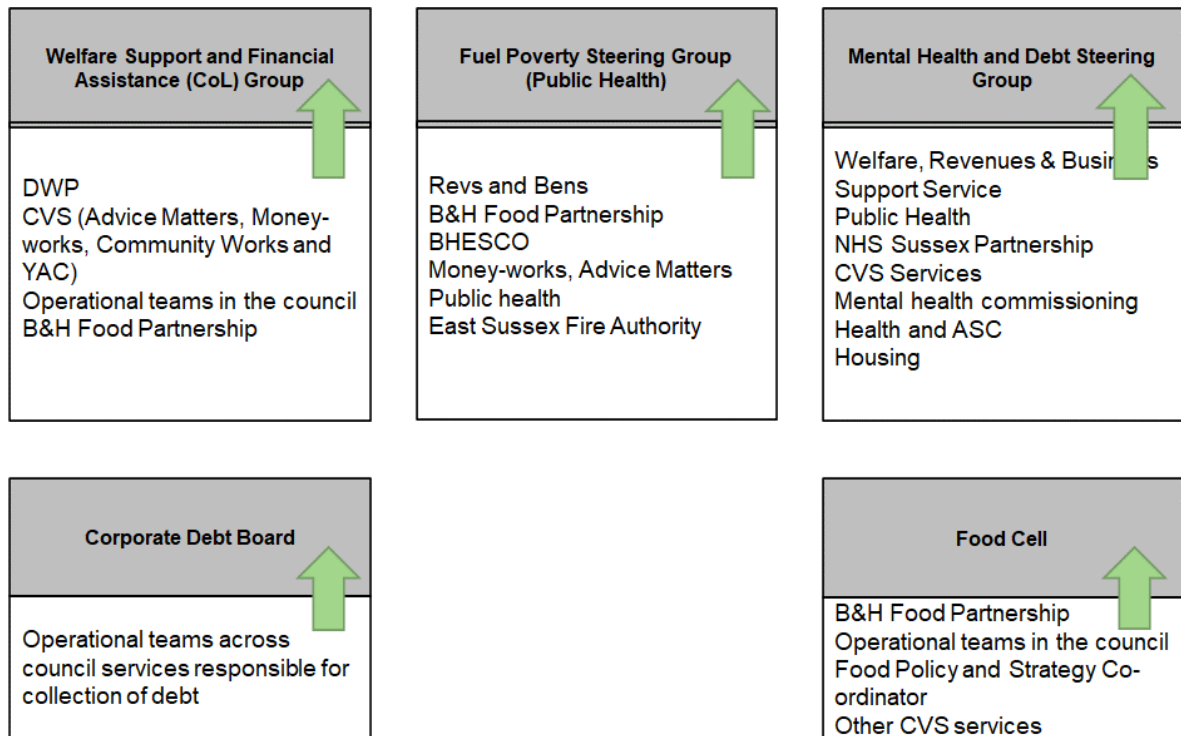
5.1 The council is a living wage employer, and committed to ensuring that its pay and reward package available is fair and demonstrates how staff are valued and supported to serve the city. As an employer, the council also has concerns about the impact of the cost of living crisis on its staff, and work is ongoing to seek to ensure staff are supported as far as possible. The council has a package of

financial benefits that is kept under review and includes a generous pension scheme, supportive employee loans (such as a rental deposit scheme) and a variety of staff discounts for travel and other offers including discounts on food shopping and other essentials.

- 5.2 In the context of the current cost of living crisis and the challenging financial position of the council, a pay review is underway and we are consulting with our recognised Trade Unions about the council's grading structure for many of our front line roles. The City Council is committed to abolishing the lowest pay scales (1 and 2) as soon as possible and is working to improve pay for the lowest paid staff. We are committed to continuing to work with Trade Union colleagues on this as well as ensuring that there is clear information so that staff are fully aware of the significant benefits of the current employment offer. This information will include signposting to money advice services and discretionary funds which employees facing hardship may also be able to access and which will be re-promoted over coming months.
- 5.3 The annual pay award for staff is determined by national pay bargaining, and the council will input views as an employer to that process, alongside lobbying Government on the need to provide Local Authorities with funding for a decent pay award.

6 Mitigations

- 6.1 The council currently provides a wide range of support to assist people in hardship and on low incomes in partnership with public, private and third sector partners. The council is responding quickly to the escalating crisis, actively working to bring existing and new support together, including increasing signposting and capacity across key service areas.
- 6.2 The council's framework for identifying and ensuring holistic and joined up support for the most vulnerable is as follows:



6.3 Sound data insight will be key to ensuring existing and new support is effectively designed and employed. This is being developed through the LIFT (Low Income Family Tracker) programme, alongside the analysis of wider data sets. Progress includes:

- LIFT dashboard implemented and the first dataset is now being analysed;
- First dataset analysed suggesting 6,800 households are potentially below the poverty line;
- Community Needs Assessment undertaken by Citizens Advice Bureau to identify and corroborate vulnerabilities and gaps (Appendix 7);
- Analysis of Council Tax and Council Tax Reduction debt patterns to identify vulnerable households;
- Further triangulation with data from wider partners, from the Brighton & Hove Food Partnership to DWP data sets.

6.4 The allocation of £2.140m from the extended Household Support Fund (HSF) until September 2022, will provide a key source of additional resource, enabling the council to target the most vulnerable, although significant funding gaps remain (see Appendix 5). Other government grants and core council funding will provide further funding and support, including the Council Tax Energy Payment scheme, the Council Tax Reduction Scheme, respective discretionary elements and the expected allocation of Contain Outbreak Management Funds. These funds will enable further support to be provided, including through the Local Discretionary Social Fund and relevant third sector support services. A cross section of current city-wide schemes is set out below. See Appendices 1-4 for detail on mitigations across food, fuel, energy and housing.

City-wide Support Scheme/Fund	Provision 2022/23
Discretionary Housing Payments (DHP) *	£0.732
Council Tax Reduction Scheme (CTRS)	£16.658
Discretionary Council Tax Reduction (DCTR) **	£0.200
Local Discretionary Social Fund (LDSF) **	£0.180
Household Support Fund 2022/23 (HSF)	£2.140
Food Strategy (from the Contain Outbreak Management Fund)	£0.074
Support to money advice CVS agencies – 3 rd Sector Grants	£0.450
Council Tax Energy Payment	£15.897
Council Tax Energy Discretionary Element	£0.594
Total City-wide Support 2022/23	£36.925

* Includes £0.100m is expected to be provided by the Housing Revenue Account for tenants.

** Core funding before any allocations from 2022/23 HSF or other council resources (for example, the potential £0.200m approved at February Budget Council subject to an improved outturn underspend).

- 6.5 The council also administers Concessionary Bus Passes which enables free bus travel for pensioners. This scheme currently costs approximately £10.6m. It will also be introducing parking permit discounts for low income households.
- 6.6 National government’s response is also critical, as is our strategic partnership working. The council will work with strategic partners, including Brighton & Hove Connected, the Greater Brighton Economic Board and the SE7, and with MPs to agree a lobbying strategy to secure more sustainable funding for the City. Winter 2022/23 is expected to be particularly challenging, and it is vital that further financial support is provided.

7 Analysis and consideration of alternative options

- 7.1 As noted earlier, this report is a snapshot in time, set in a complex and rapidly evolving landscape. There are many possible options for organizing and coordinating responses to the cost of living situation. It will therefore be important to remain flexible and to adapt and develop the council’s response using data, experience and engagement with partners to inform its policy and practice. The proposed delegations for the Household Support Fund will also enable this fund to be used flexibility based on experience and demands. Updates will therefore be brought to Policy & Resources and other committees as appropriate to report on issues or seek policy decisions or changes as necessary.

8 Community engagement and consultation

- 8.1 Sections of this report have utilized data reported by community and voluntary sector partners, including Citizen's Advice Bureau and the food partnership.
- 8.2 A key engagement has been with Citizens Advice Bureau (CAB) and the B&H Food Partnership as reported to Policy & Resources (Recovery) Sub-Committee on 21 April. The two CVS organisations have agreed to set up a charitable donation site in support of the cost of living crisis and to manage the distribution of support. The fund will focus on food and fuel poverty and will enable people to donate their energy payment or other monies to support those in need across the city. The committee is recommended to support co-establishment of the fund and to support promotion and access to the fund, for example, through the council's web site and through press releases.

9 Conclusion

- 9.1 The report details some of the work that BHCC and partners are doing to lessen the impact of the Cost of Living crisis on local communities. The responses are evolving and will need a regular review of data and experience to adapt and change as the impacts across the city and its households are better understood. As the work progresses, Policy & Resources Committee and other relevant committees will be kept updated.

10 Financial implications

- 10.1 The various government grants and core funding currently available to the council to support households on low incomes are set out in the table at paragraph 6.4 above. These are in addition to Housing Benefits which are administered by the council on behalf of the DWP. The table includes the extension of the Household Support Fund announced in the Spring Budget which will provide £2.140 million to support households. Appendix 5 sets out the proposed allocation of this fund.
- 10.2 Appendix 5 also recommends allocation of part of the expected underspend on the Contain Outbreak Management Fund (COMF), £0.231m, to provide match funding to the Household Support Fund to support other households and groups. Although the COMF underspend is a provisional outturn figure and subject to audit, this is a position that has been confirmed to government, as required, and no further changes to the COMF outturn are expected.

Name of finance officer consulted: James Hengeveld Date consulted 29/04/2022

11 Legal implications

- 11.1 Policy and Resources Committee has delegated authority for the financial and other resources of the Council as well as responsibility for developing the Council's strategy and policy and for many of the services delivered to residents and customers referred to in this report. It is the correct body to receive this report and to note and agree the actions referred to in the recommendations made at paragraphs 2.1 to 2.2 and 2.5 to 2.8 inclusive, and to consider and determine the

recommendations in paragraphs 2.3 and 2.4 which seek formal approval for the allocation and re-allocation of specified funds.

Name of lawyer consulted: Victoria Simpson Date consulted: 05.04.22

12 Equalities implications

- 12.1 Some protected groups and those with lower incomes will be overrepresented in the set of vulnerable people, more details on the impacts and mitigations are contained in the appendices for this report. Specifically, Appendix 6 provides an Equality Impact Assessment in relation to the Household Support Fund for which a proposed allocation is set out in Appendix 5.

13 Sustainability implications

- 13.1 There are specific sustainability implications around fuel and energy, from a carbon perspective locally due to increased energy costs, in likelihood people's inability to afford the cost of heating will likely reduce CO2 emissions from homes.

14 Other Implications: Public health implications:

- 14.1 There are specific Public Health implications around food and energy. The health risks for certain groups are significantly higher from living in a cold home i.e. older people and people with disabilities and long term health conditions. Often these groups will have a higher energy cost due to these issues so not adequately heating their homes will have a disproportionate effect on health.

Supporting Documentation

Appendices

Appendix 1: Food price increases and mitigations

Appendix 2: Fuel price increases and mitigations

Appendix 3: Energy price increases and mitigations

Appendix 4: Housing costs and mitigations

Appendix 5: Household Support Fund 2022

Appendix 6: Equality Impact Assessment (Household Support Fund)

Appendix 7: CAB Summary and Recommendations

Food price increases

Overview of the issue

Data from July 2021 indicates that almost 6,000 people are supported weekly through community emergency food providers of which 17% are children.

Food and non-alcoholic drink prices were 5.9% higher in the year to February 2022 on the official CPI measure of inflation. This is up from 5.1% in February and the highest rate of increase since September 2011. ¹

High energy prices for both supermarkets and their suppliers are leading to price rises expected to continue throughout the year.

Following the war in Ukraine, in March the UK National Farmers Union has warned that food prices will rise due to the conflict and the disruption to food output may last for years.² This is because Russia is a major exporter of fertilisers and has put restrictions on exports. Ukraine's Black Sea ports are transportation hubs for exporting certain commodities, including grains and they have mostly been shut.

On 7th February New data released by the Food Foundation reports that 8.8% of households (4.7 million adults) have experienced food insecurity in the past month. This has increased from 7.3% in July 2021. 3.6% (1 million adults) reported that they or someone in their household has had to go a whole day without eating in the past month because they couldn't afford or access food (up from 2.6% in July). This clearly shows that soaring energy and food prices, along with the removal of the £20 uplift to Universal Credit are having a devastating impact on millions of people across the UK.

62% of households have experienced higher energy bills; and 16% of UK households have had to cut back on the quality or quantity of food to afford other essentials (e.g. energy bills). Meanwhile 59% of households are worried that increased energy prices will mean they have less money to afford enough food for themselves/their family.³

Brighton and Hove Food Partnership support a network of providers of food-based services including food banks, meal providers and lately the development of small membership-based community shops where people pay a fee for a fixed number of items. This second model provides more sustainable food support for people that can be accessed in an ongoing way. Food banks were previously meant to be short term use, however in Brighton, food banks identified that 27.1% of users needed

¹ House of Commons Library briefing 'Rising Cost of Living in the UK' 14th April 2022 [CBP-9428.pdf \(parliament.uk\)](#)

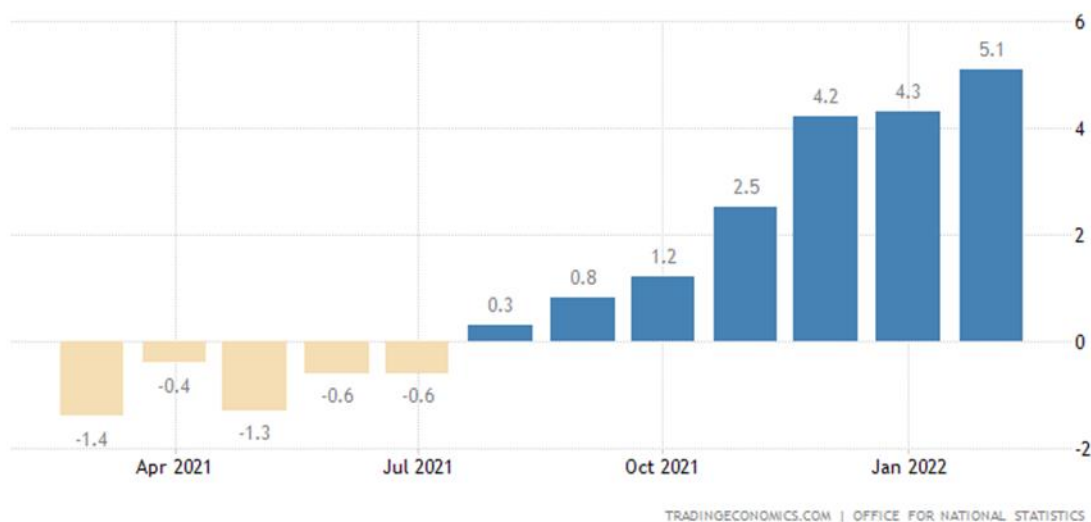
² As above

³ [New data shows food insecurity major challenge to levelling up agenda | Food Foundation](#)

help indefinitely (July 21 Emergency Food Report). People consistently have difficulty affording food after other bills like rent and utilities⁴

Our regional level of food poverty is slightly higher than the national average at 11.3%, however comparably this is not as high as London and the North East. Overall, 59% of all households believe that they will have to cut back on food bills to pay their utility bills going forward. Black Asian and Minority Ethnic households are almost twice as likely to be in food poverty. It is reported that 43.6% of households on Universal Credit have suffered food insecurity in the past six months compared to 8.5% of those who are not on Universal Credit. Child Poverty Action Group (CPAG) estimates that the cost of food for families with children in poverty will go up by £26 per month.⁵

Food Inflation over 12-month period



National reports identify that food insecurity levels have risen to the highest yet ([Jan 22\) Food Foundation](#) See Round 9

The cost of food has increased. The cost is expected to increase more in future due to fuel price increases, inflation, the war in Ukraine and global supply chain issues. [Child poverty action group](#) estimates that the cost of food for families will go up by £26 per month for families in poverty.

The cost of living will rise about £20 per week for most family types. Significantly affecting families with children. [New Economics Foundation](#) estimate that 23.4 million people will be unable to afford the cost of living in Spring.

⁴ Citizen's Advice Brighton and Hove report on 'The post-pandemic impact on poverty and financial inclusion in Brighton and Hove 2022-2023'.

⁵ Citizen's Advice Brighton and Hove report on 'The post-pandemic impact on poverty and financial inclusion in Brighton and Hove 2022-2023'

Local impacts (citywide)

Levels of food insecurity are high in Brighton

- At least 5,870 people are supported weekly through community emergency food providers (17% children) in July 2021. [Emergency Food Network Report 2021 \(bhfood.org.uk\)](#)
- Emergency Food Providers reported an increase over winter 2021/22

The cost of living is higher than average in Brighton & Hove which is exacerbating inequalities.

Local impacts (specific communities)

People most likely to need emergency food support are (although the Cost of living crisis is affecting most people):

- People with disabilities or long-term health conditions (including mental health issues) or where there is someone in household who is being cared for
- Families with children especially single parent families
- Older people (60 +)
- Vulnerably housed people
- Refugees and asylum seekers
- Black, Asian and Minority Ethnic Communities
- Homeless people
- Young people (16 – 25)

There are some geographical communities where there will be greater instances of food insecurity and this broadly follows the indexes of deprivation. For further information please see Citizen's Advice report [The-post-pandemic-impact-on-poverty-and-financial-inclusion-in-Brighton-and-Hove-2022-2023.pdf \(cabrightonhove.org\)](#) A summary of this reports findings and recommendations can be found in Appendix 7 of this report.

National mitigations:

The extension to the Household Support Fund will help mitigate some of these issues.

Local mitigations:

A previous [BHCC committee report Nov 4th](#) updated members on the work that is being done, in terms of emergency provision and consideration of a longer-term strategic approach to food.

A report was provided to Policy & Resources (Recovery) Sub-Committee on 21st April which updated on the response and mitigations for food access. However, at the time of writing this report it was not known about the extension to the Household Support Fund.

The supported and planned actions from the report ([Item 34 Food Impacts from Cost of Living Increase.pdf \(brighton-hove.gov.uk\)](#)) were as follows:

- Supporting Brighton & Hove Food Partnership's strategic support to the Emergency Food Network;
- Working with Impact Initiatives food access work e.g., shopping for families who are isolating, digital access for older people, supporting people who are housebound to access food;
- Children's Centres city-wide food bank and affordable food project at Whitehawk;
- Food Policy Coordinator – Emergency Food (7.5 hours per week);
- Food Access commission for supporting Black, Asian, and Minority Ethnic communities and Refugee & Asylum seekers;
- Parking vouchers provided for emergency food organisations;
- Promotion of the Healthy Start voucher scheme, when suitable;
- Support to new and existing emergency food providers.

Future Actions - the work streams that the Food Strategy is now focusing on:

- Supporting cash-first (or vouchers where cash isn't possible) approaches through the Household Support Fund e.g. discretionary payments, free school meal holiday vouchers;
- Work strategically across Food/Fuel/Money Advice via officer meetings to share scheme experience to add value and/or reduce duplication;
- Communicate money support schemes through the Emergency Food Network via meetings and email;
- Creation/distribution of materials about where to seek help e.g., cash-first leaflets, which can be distributed via food parcels or in areas of the city;
- Continue to look for premises to use as a shared storage/processing space for emergency food;
- Advance ways of moving beyond crisis to local food system transformation, through long-term strategic city & region plans.
- The current global situation means that food insecurity and disruptions in the supply chain are likely. The city needs a robust mechanism to future-proof any shocks to supply or have plans in place which can be launched if certain conditions are met. We need to review food crisis/risk management to feed into city strategies & plans and ensure any risks with food access are identified quickly and actioned upon within council systems & management;
- Review risk management procedures for food emergencies and incorporate these into city plans and policies;
- Supporting the Brighton & Hove City Mission, who operate Brighton Food Bank, to apply for a 10 year lease on 5 Preston Circus (Council owned), subject to best consideration constraints, to bring much needed extra central capacity for the emergency food needs of residents, whilst also offering viable solutions to help people out of poverty rather than just providing food.

Gaps:

Due to budget constraints, the report identified a funding shortfall to be able to deliver all aspects outlined in the previous report. The report suggested that £45,000 could be earmarked from the potential £200,000 identified through a budget

amendment at Budget Council on 24 April 2022, subject to an increased outturn underspend in 2021/22. The report indicated that the money could be utilised as follows:

What	Amount
Emergency 'on the day' budget for buying in food. Where the person has had no food and is unable to get to a food bank that day. Administered through Community Hub/LDSF & Impact Initiatives.	£6,000
Support to housebound residents who cannot afford to pay for food. Referrals, with funding, to meal delivery services (10 people per month for 2 months referral @ £150 = £18,000) or deliveries from food banks (8 people per month = £2,000). Administered through Community Hub, LDSF & Impact Initiatives.	£20,000
Top-up food budget for discretionary use e.g. emergency food providers in crisis (those that might need to close due to funding shortfalls, putting pressure on other services) or lack of surplus	£17,000
Cash first leaflet	£2,000
TOTAL	£45,000

Conclusions:

The cost of living will increase for Brighton & Hove residents, and this will mean that people who were 'just about managing' will be pushed into food poverty, increasing the numbers seeking support for emergency food. There is current capacity within emergency food providers, but this could be exceeded depending on the numbers seeking the support.

The most effective way of stopping people from needing to seek support for food is to provide adequate household income. Where this is not possible, due to funding shortfalls we must try to provide support for the people who are most vulnerable to malnutrition through a combination of emergency food and wider welfare support. Progress has been made across agreed actions e.g., the Food Access commission for supporting Black, Asian, and Minority Ethnic communities and Refugee & Asylum seekers has begun, Promotion of the Healthy Start voucher scheme is underway and Children's Centres city-wide food bank and affordable food project has also started.

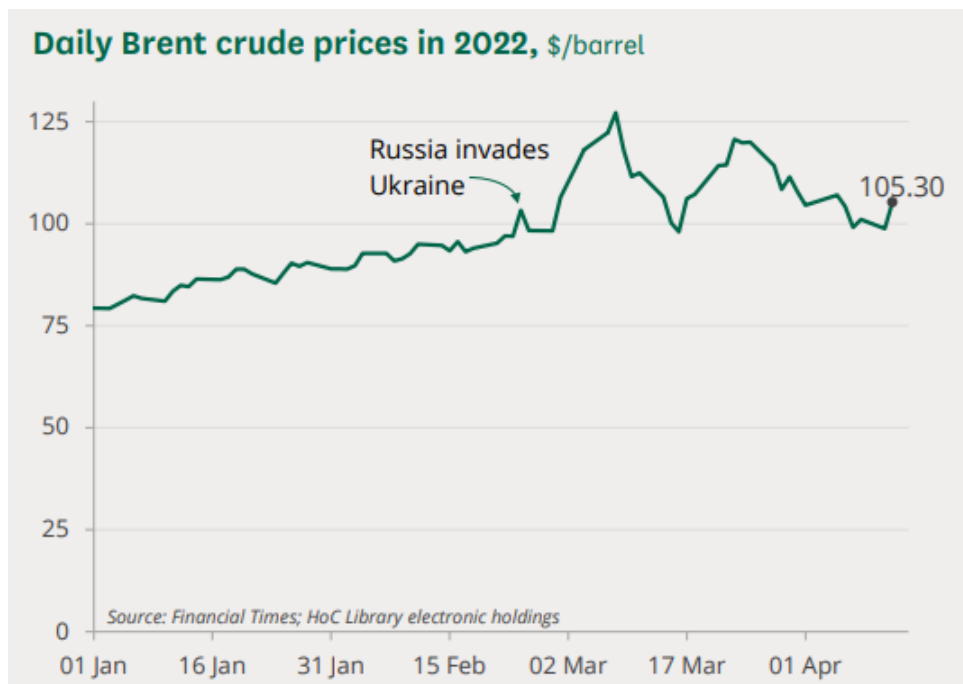
Emergency food and crisis responses, including those provided by CVS partners such as the Brighton Mission, need to be incorporated into long-term strategic planning within the council to feed into food system transformation.

Fuel price increases

Overview of the issue

Petrol and diesel prices both fell over the first two months of the first lockdown. At the end of May 2020, they were at their lowest level for around five years: the UK average was 104.9 pence for a litre of petrol and 111.7 pence for diesel. Prices increased steadily during most of 2021 and particularly rapidly in autumn 2021. After stabilising for a short period around the turn of the year prices have increased from mid-January onwards as tensions between Russian and Ukraine increased. Prices jumped again after Russia invaded Ukraine on 24 February.¹

Petrol reached another weekly record price of 165.4 pence per litre on 21 March 2022. Diesel reached a weekly record price of 177.5 pence per litre on the same day. The price of oil increased sharply after Russia invaded Ukraine and this fed through to higher road fuel prices very quickly.²



¹ House of Commons Library briefing 'Rising Cost of Living in the UK' 14th April 2022 [CBP-9428.pdf \(parliament.uk\)](#)

² House of Commons Library briefing 'Rising Cost of Living in the UK' 14th April 2022 [CBP-9428.pdf \(parliament.uk\)](#)

³ House of Commons Library briefing 'Rising Cost of Living in the UK' 14th April 2022 [CBP-9428.pdf \(parliament.uk\)](#)

On 23rd March in the Spring Statement, the Chancellor announced further measures to try to alleviate the cost of living crisis being faced by households. This included cutting fuel duty by 5p a litre.

Local impacts:

Census data show that the city has relatively low car ownership and has a good bus network and eight train stations, in addition to access to sustainable and active travel options for some journeys and therefore the effect on some individuals/households may not be as significant as other parts of the country.

It is possible that fuel price increases may deter some longer distance vehicular journeys from being made that are related to the visitor economy.

Taxi fares

As a direct consequence of rising fuel prices the Hackney Carriage Fare Review in February asked for a higher fare increase than originally proposed. [Brighton & Hove City Council - Agenda for Licensing Committee \(Non Licensing Act 2003 Functions\) on Thursday, 17th February, 2022, 3.00pm \(brighton-hove.gov.uk\)](#)

The amendment to the report advised Fare Reviews have always been a process of catch-up and can usually take up to six months to initiate and implement. Since the current Fare Review was initiated in September 2021 there has been a great change in the CPI (Consumer Price Index). The initial proposal was a 3.5% increase based below the CPI at the time. The CPI is now predicted to hit 7% in the Spring. The trade are now asking for an urgent amendment to the original proposed fare increase of 5% instead of 3.5% originally requested. This has resulted in the mileage rate increasing from £2.40 per mile to £2.60 per mile. The One mile charge was £5.00 it is now £5.20.

Bus fares

On 11th April Brighton and Hove Buses increased fares by an average of 4.9%. It was the first increase in 27 months and a direct result of rising inflation and cost of operation.

Local impacts:

It is not possible to assess the effects of fuel price increases on individual or community/organisational behaviour without detailed information. It is likely that some decisions will have been made to reduce travel for non-essential vehicular journeys, although no formal or anecdotal information is available to confirm this.

National mitigations:

Fuel duty will be cut by 5p per litre until March 2023. This cut, plus the freeze in fuel duty in 2022-23, is estimated by the Government to be a saving in cost over the next 12-months of approximately:-

- £100 for the average car driver
- £200 for the average van driver
- £1,500 for the average haulier

Local mitigations:

As stated above, the city's transport system can currently offer a number of possible alternatives to vehicles for individual, essential and non-essential travel.

In the longer term, these options will become more widely available through increased investment in infrastructure for sustainable, active and public transport for individual and organisational/commercial journeys (such as deliveries) and will provide suitable alternatives to motorised vehicular trips for some journeys. The council's recently approved Local Cycling & Walking Infrastructure Plan and Bus Service Improvement Plan will help support this.

Gaps:

Current available data does not enable the granular analysis of travel patterns that would be required to assess the effects of fuel price increases on certain communities or geographical or protected groups. It is also possible that changes in travel behaviour associated with post-Covid activities, such as journeys to work, will mask any specific changes that reflect fuel price increases.

Conclusions:

There is insufficient data to enable a full analysis of the effects of fuel price increases on essential or no-essential travel patterns, but current trends in investment and policy direction will enable alternative access to transport for some journeys in the city.

Energy price increases

Overview of the issue:

Energy prices have increased significantly in response to global wholesale cost price increases. Since January 2021, 29 energy suppliers serving 4.3 million households have exited the market in Great Britain and customers have been facing less choice and options to switch to better energy deals.

A 26th January 2022 YouGov poll found 49% of people from households with an income of less than £15,000 a year say they cannot afford to heat their home to a comfortable temperature when it is very cold outside.

The energy 'price cap' is a backstop protection for customers set by government, calculated by Ofgem the independent energy regulator.

The price cap limits the rates an energy supplier can charge for their default tariffs. These include the standing charge and price for each kWh of electricity and gas - these are the units bills are calculated from. The price cap does not cap the total bill; this will vary depending on how much energy is used.

The price cap applies when customers are on a default energy tariff, whether paying by direct debit, standard credit or a prepayment meter. The price cap does not apply to customers on a fixed-term energy tariff. However the availability and competitiveness of these tariffs has diminished over recent months as wholesale prices have increased and the number of suppliers has reduced.

The energy price cap increased from 1st April 2022 for approximately 22 million customers nationally. Based on average household use, those on default tariffs paying by direct debit will see an increase of £693 from £1,277 to £1,971 per year. Prepayment customers will see an increase of £708 from £1,309 to £2,017. This is an increase of 54%. Table 1 shows the increase in the average price-capped unit rates for a customer with typical usage paying by direct debit. As can be seen, the most significant increase in charges is the daily standing charge for electricity, a cost that you cannot influence by your own behaviour/energy use.

Table 1

	Last price cap period (1 October 2021 - 31 March 2022)	Current price cap period (1 April - 30 September 2022)
Electricity	£0.21 per kWh Daily standing charge: £0.25	£0.28 per kWh Daily standing charge: £0.45
Gas	£0.04 per kWh Daily standing charge: £0.26	£0.07 per kWh Daily standing charge: £0.27

**Rates are averages and will vary by region, payment method and meter type.*

There are estimates that the price cap on energy prices could increase by another 40-50% in October moving the average bill to more than £3,000 per household following further wholesale natural gas and electricity price increases, exacerbated by the current conflict in the Ukraine.

According to the national fuel poverty charity National Energy Action (NEA) the price cap increase will lead to a further 2 million households living in fuel poverty. There are estimates that the number of households in fuel poverty across the UK will increase to 6.5 million households, an increase of more than 50% in just over six months. This projection is based on the 10% definition of fuel poverty which takes into account what people pay for their energy bills and therefore the scale of fuel poverty in periods of more volatile energy prices.

The current government Low Income Low Energy Efficiency (LILEE) definition of fuel poverty introduced in 2021, finds a household to be fuel poor if it:

- Has a residual income below the poverty line (after accounting for required fuel costs) and;
- Lives in a home that has an energy efficiency rating below Band C.

The latest statistics available for Brighton & Hove released in April 2022 for the year 2020 estimated that under the LILEE definition, 15,814 households (12%) in the city were living in fuel poverty. It is clear from the national estimates above, however, that the number of households struggling to pay their energy bills or adequately heat their homes will be significantly higher than this in the city as a result of the increase in energy prices and other cost of living pressures.

Levels of fuel poverty in Brighton & Hove have historically been higher than the regional average for the South East (8.6% in 2020) but lower than the national average (13.2 2020). Although it has been difficult to pinpoint the reasons for higher levels in Brighton & Hove than the regional average in the past, we can assume that the older, less energy efficient housing stock, levels of poverty and size of the private rented sector will have an impact on levels of fuel poverty or people's ability to affordably heat their homes.

Key Impacts:

The National Fuel Poverty Statistics Report 2022 shows specific household characteristics where the proportion of fuel poor households is higher. For the city, the following households are of particular relevance and will continue to be the focus of support; Private Renters, Single Parent households, 'ethnic minority households' and households including children and young people. The 'fuel poverty gap' estimates the depth of fuel poverty for households and groups; households with a higher average fuel poverty gap do not always align with the statistics based on the highest proportion of households in fuel poverty. More data can be found at https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1056777/annual-fuel-poverty-statistics-lilee-report-2022-2020-data.pdf

Living in a cold home as a result of fuel poverty has a disproportionate impact on the health of certain groups. Exposure to cold temperatures increases blood pressure and risk of blood clotting, heart failure/attack and stroke. It also suppresses the immune system, diminishes the lungs' capacity to fight off infection and increases constriction of the airways, increasing the risk of bronchitis and pneumonia. When a house is damp as well as cold, mould is likely to occur. This increases the risk of respiratory illness, particularly asthma.

Therefore, people living in cold homes during the winter months are at increased risk of negative health outcomes, including winter deaths. Excess Winter Deaths (EWDs) are defined as the difference between the number of deaths from December to March and the average number during non-winter months. During the five winters 2014/15 to 2018/19 (most current data available), there were an average of 144 EWDs in Brighton & Hove each winter. The EWD Index is excess winter deaths as a percentage increase of the expected deaths, based on non-winter deaths. For winters 2014/15 to 2018/19 the EWD Index in Brighton & Hove was 21.4%. This is the same as England (21.4%) and similar to the South East (21.3%).

Nationally, most EWDs are due to respiratory and circulatory deaths, such as stroke and coronary heart disease. Other health conditions associated with, or exacerbated by, cold housing include mental ill-health, arthritis and rheumatism. Indirect health impacts of cold housing and fuel poverty include a negative affect on: children's educational attainment, emotional wellbeing and resilience; adult and children's dietary choices; and the risk of accidents and injuries in the home.

Groups at elevated health risk from living in a cold home are:

- people with cardiovascular conditions (in particular, heart disease, stroke, TIA, diabetes)
- people with respiratory conditions (in particular, COPD and asthma)
- people with mental health conditions
- people with learning disabilities or dementia
- people assessed as being at risk of, or having had, recurrent falls
- people with disabilities
- older people (65 and older)
- children under the age of five

- pregnant women.

National mitigations:

Central government has announced some measures to try and address the rise in energy costs including a Council tax rebate of £150 for households in council tax bands A-D and a £200 discount on energy bills in Autumn 2022, to be automatically repaid through bills over 5 years.

Local mitigations:

At a local level the Brighton & Hove Fuel Poverty & Affordable Warmth Steering Group meets on a quarterly basis to coordinate support, identify funding and collaborate on projects. The steering group is co-chaired between Council Public Health and Housing teams and is made up of relevant council officers and local organisations that offer support to residents in living in fuel poverty or at risk of poor health from living in a cold home.

Over the last year, initially in response to the pandemic and subsequently the increase in energy costs, the steering group has met on a monthly basis with an expanded partnership in recognition of the general cost of living increase and the opportunity to coordinate more broadly both across the Council and other partners in the city. Regular members of the steering group currently include;

- Citizens Advice Brighton & Hove (CABH)
- Brighton & Hove Energy Services Cooperative (BHESCo)
- National Energy Action (NEA)
- Money Advice Plus (MAP)
- British Red Cross
- East Sussex Fire and Rescue Service
- Pertinent Council services including, Food Policy and Revenue & Benefits

There has been significant information sharing over recent months, this has included;

- A leaflet delivered to every household in the city signposting to available support and tips, focused on energy costs but including interrelated support around other essential costs, debt and mental health.
- E-bulletins cascaded to a wide range of stakeholders across the city in social care, health and community and voluntary sector, signposting to support and services available.

The steering group has overseen and coordinated various advice and support schemes, currently these include the following;

- Warmth for Wellbeing Programme - The Public Health annually commissioned Warmth for Wellbeing programme, including debt and benefits advice and casework and small hardship grants delivered by Moneyworks, and Warm Home Checks and small energy saving measures delivered by BHESCo.

- BHESCo – In addition to that delivered through the Warmth for Wellbeing programme, BHESCo have offered free advice on switching and energy consumption to residents who are struggling to pay their energy bills. They can also carry out free home visits to qualifying households to install energy-saving measures, help in dealings with energy suppliers and give guidance on efficient energy usage in the home.
- NEA - Warm and Safe Homes Advice Service (WASH) - Free impartial support and advice for vulnerable and low-income customers on energy bills and keeping warm and safe in your home.
- Moneyworks – Provided by a partnership of community advice agencies across the city helping with all money issues, including: fuel bill payments and vouchers, debt and benefits help, foodbank referrals, getting a bank account, getting online, small grants, fuel vouchers, debt and benefit support.
- Local Energy Advice Partnership (LEAP) – A free advice service helping people keep warm and reduce their energy bills. Advisors can: fit free energy saving kit in homes, check eligibility for insulation or a new boiler, give practical advice on heating systems and saving energy and arrange free money advice consultation to help with benefits, debt and other money problems.
- Disabled Facilities Grant – Disabled Facilities Grants offer a wide range of help for older and disabled people, including the Warm Safe Homes Grant in November Housing Committee agreed additional funding for these grants and an increase of the maximum grant to households to up to £20,000 to enable funding of multiple measures and higher cost measures such as air source heat pumps alongside extensive insulation measures.
- National funding schemes Green Homes Grant Local Authority Delivery Scheme and Home Upgrade Grants – as part of two consortia the Council has secured funding for energy efficient improvements to private sector homes for eligible households. Two significant support schemes will be launched over the coming months providing up to £10,000 or £25,000 of funding for home improvements

The council has continued to invest in its own housing stock through upgrading existing gas boilers to A rated appliances, installing Air Source Heat Pumps, and through planned investment programmes. These programmes will be accelerated over the coming year with the establishment of a new Sustainability and Energy Team in the housing service, this will include the 'roll-out' of a significant programme of solar PV systems. The council will also prioritise work to tackle E and F Energy Performance Certificate rated properties within its housing stock.

Ensuring delivery of the council's large Warmer Homes grants budget to maximise energy cost savings for residents is also important for mitigating the impact of soaring energy costs in the city.

The council has provided funding for additional support to identify and enforce compliance with the Minimum Energy Efficiency Standards in the private rented sector. The Private Sector Housing team works with landlords and tenants to improve the energy efficiency of privately rented homes.

Gaps/Looking forward:

We need to continue working with partners to identify and secure funding for support in the city; alongside this we will use the data that is available to target support at the most vulnerable households. We are in the process of selecting suitable IT platforms to enable us to do this. We have some funding that will become available in the city over the coming months that can offer support for significant improvements to homes energy efficiency alongside existing support such as the DFG Warm Safe Homes Grant and the funding set aside for a wider Warmer Homes Scheme for the City.

NICE Guidance 'Excess winter deaths and illness and the health risks associated with cold homes' (NG6) recommends a local single-point-of-contact health and housing referral service is commissioned to provide access to tailored solutions to address identified needs. The Fuel Poverty & Affordable Warmth Steering Group continues to explore options, including external funding opportunities, to enable a more established 'single point of contact' in the City.

Housing costs

Brief overview of the issue

With rents rising sharply across the country, new UK Government data shows that housing benefit is no longer covering the cost of renting a modest property in most parts of England, with families on the breadline facing, on average, a £372 deficit that they need to make up in other ways. This comes at a time when the cost-of-living crisis is aggressively eating into household budgets, with inflation set to push up yearly food prices by an average of £290 and energy bills expected to rise by nearly £550, taking the combined increase in living costs for the poorest families to an average of just over £1,200 in just one year.

In its briefing calling for increasing social rent homes, the Joseph Rowntree Foundation estimate that almost one million families are paying rents they cannot afford, and that 90% of them are in poverty - some living on more than £100 a week below the poverty line. In addition, nearly 75% of those 1m households are working households, with two thirds of them working full-time. (Joseph Rowntree Foundation, Briefing, Oct 2021 'Renters on low incomes face a policy black hole: homes for social rent are the answer')

This indicates that as well as the issue of Housing Benefit levels not reaching average rent levels, there is an overall affordability crisis in the private rented sector.

With approximately 40% of private rented sector homes occupied by households in the bottom third of incomes, it is less suited to the housing needs of vulnerable people particularly given the comparatively limited security of tenure it offers. The Local Government Association has asserted that the main way to address housing insecurity is to tackle the unaffordability issues, which, it asserts, is the main reason why people lose their tenancies and become homeless.

Local citywide impacts

Brighton and Hove has a large private rented sector, compared to most similar cities; it accounts for 29% of all housing in the city¹. Nationally, the sector accounts for 19% of homes.

ONS states private rental prices paid by tenants in the UK increased by 2% in the 12 months to January 2022, representing the largest annual growth rate since February 2017.²

In comparison the current bank of England base rate is currently 0.75%. The base rate has been at 0.75% or significantly lower since April 2012. Resulting in landlords

¹ Citizen's Advice Brighton and Hove report on 'The post pandemic impact on poverty and financial inclusion in Brighton and Hove 2022-2023'

²<https://www.ons.gov.uk/economy/inflationandpriceindices/bulletins/indexofprivatehousingrentalprices/january2022>

enjoying a long period of low interest rates on their mortgages/borrowing whilst steadily increasing rents for the properties they own. This is likely to have resulted in higher profits for some landlords, although estate agents locally have spoken of many smaller local landlords pulling out of the private rented sector market as a result of the government changes to mortgage interest tax relief that came fully into effect in 2020.

Looking at the numbers of properties advertised, there has been an increase of Air b'n'b and short-term let homes, which contributes to the affordability and availability of housing nationally as well as locally. However, this is not a regulated housing sector, so it is difficult to know the exact numbers or to gauge the real impact.

Although inflation has risen pushing up the price of day-to-day essentials such as food and energy, and wages have failed to keep up with inflation, rents have nevertheless increased year on year, irrespective of the fact that interest rates have not risen dramatically. In a city such as Brighton and Hove with a significant private rented sector this could push a number of the city's population into financial difficulties.

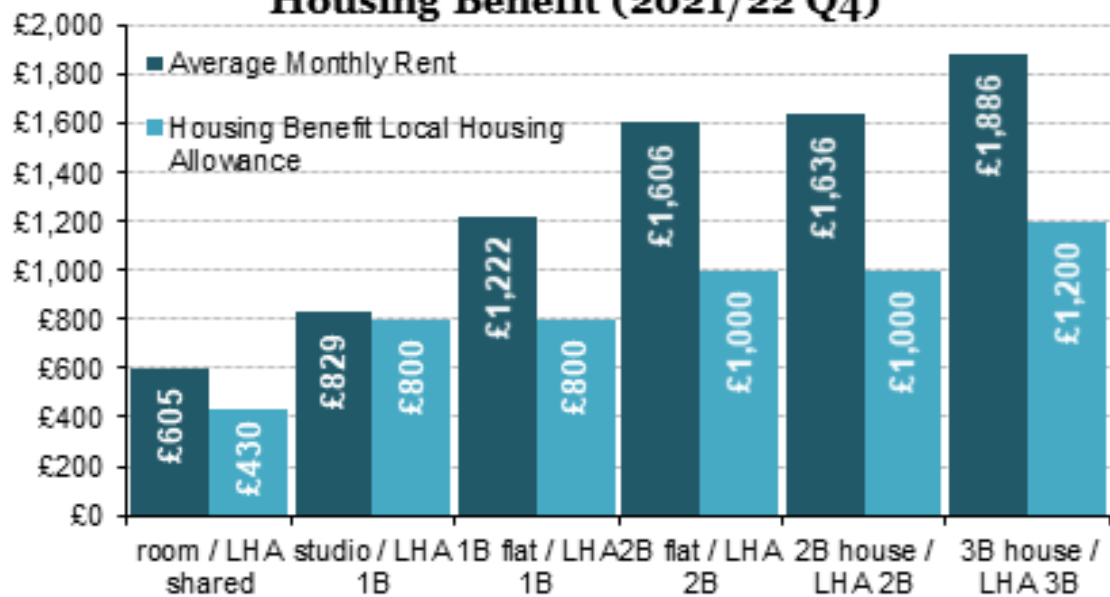
Rent & Housing Benefit Comparison

The Local Housing Allowance (LHA) is a standard Housing Benefit rate based on the number and age of people in the household and the number of rooms that the household needs. It was originally set to reflect the average cost of renting different sized homes, i.e. the 50th percentile. In 2011 this was reduced to the 30th percentile which meant that 3 in 10 properties should fall within the LHA rate. The LHA is a maximum amount payable, which may be reduced due to income and savings.

Since 2011 the LHA rate has been increasing below the rate of inflation while rents have increased above the rate of inflation, causing the gap between rents and housing benefit to widen.

In April 2020 there was an increase in LHA rates. The table below shows that despite these increases the Local Housing Allowance is, for some property sizes, still significantly less than average rents. This reduces the chances of those on benefits finding an affordable home.

Brighton & Hove Monthly Average Private Sector Rents & Housing Benefit (2021/22 Q4)



Note: The housing benefit local housing allowance calculated is only based on the number of bedrooms required, as all tenants are entitled to a kitchen and bathroom.

The issues of access to housing and the affordability gap for people dependent on Housing Benefit is further demonstrated when looking at proportions of advertised properties that meet LHA levels. The table below shows that of the 1,710 single household homes advertised within the Brighton & Hove Broad Rental Market Area (stretching out to Shoreham to the west, Newhaven to the east and Lewes to the north) during 2021/22, only 4% were within LHA rates.

Single household homes	Advertised	Within LHA limit	%
Studio flat	101	55	54%
1 bed flat	221	4	2%
2 bed flat	498	0	0%
2 bed house	30	0	0%
3 bed house	115	0	0%
4 bed house	745	2	0%
Total	1,710	61	4%

It is noteworthy that it is essentially single people who have a higher opportunity to secure affordable housing if they are reliant on Housing Benefit, however in order to qualify for the LHA rate they generally have to be aged 35 or above. Therefore, the figure masks disproportionate impacts on single people who are younger than 35

who will normally only receive the shared accommodation rate which is up to 50% less than the LHA rate.

Over the year the annual average advertised cost of renting a room and all flats has increased with 1-bed flats showing the greatest increase at +17.4%.

Annual			
Average Monthly Flat Rent & Inflation			
Size	2021/22 Q4	2020/21 Q4	Increase
Room	£605	£555	+8.9%
Studio	£829	£801	+3.5%
1 bed	£1,222	£1,040	+17.4%
2 bed	£1,606	£1,412	+13.7%

However, the table below demonstrates that between January and March 2022, average rent levels were seeing a slight decrease.

Quarterly			
Average Monthly Flat Rent & Inflation			
Size	2021/22 Q4	2021/22 Q3	Increase
Room	£605	£604	+0.1%
Studio	£829	£912	-9.1%
1 bed	£1,222	£1,276	-4.2%
2 bed	£1,606	£1,777	-9.7%

Local impacts on specific communities

Families requiring 2 bedrooms or more within the city have less opportunity than single people or couples to find rented accommodation that falls within LHA rates.

Single people under the age of 35 who are subject to the 'single room allowance' will be restricted in terms of the housing options available to them if they are dependent on welfare benefits.

There are disproportionate impacts of the cost-of-living crisis (and the Covid-19 pandemic) on single parent households, people living with a disability, Black and

minority ethnic households, our younger tenants and children of our tenants, and people experiencing domestic violence.

We will need to consider the intersectional impacts for example on people who are living with a disability, are within the LGBTQ community, and from BME communities where there are higher concentrations of those groups in the private rented sector, and living on low incomes.

Council focus will also increasingly be on the impacts that poverty, debt, insecure housing or inappropriate housing, domestic abuse, unemployment and anti-social behaviour can have on people's mental health.

National mitigations

The government seeks to increase affordable housing supply through the Homes England Affordable Housing Programme 2021 – 26 which essentially provides grant funding to registered housing providers to build affordable homes for rent and low-cost purchase. It has an annual housebuilding target of 300,000 homes; and an ambition to deliver 6,000 homes for social rent a year for five years.

There is also the possibility that the government will in future consider a national private rented sector registration scheme.

The COMF funding will increase the local budget available for discretionary housing payment.

Local mitigations

The Housing Revenue Account contributes to discretionary housing payments to ensure there is a wider reach of support to council tenants.

The council provides advice to people at risk of homelessness to try to prevent loss of secure accommodation, and helps to ensure people are in receipt of their entitled benefits to enable them to maintain their tenancies. This also can be in relation to negotiating with landlords and offering landlords and tenants independent mediation.

The Housing Options Service work proactively with landlords and tenants in order to sustain tenancies, including targeted early intervention where required. The service offers a range of housing solutions and has a flexible and innovative approach to sustainment issues, not limited to intervention in arrears. We also have operational links to both statutory and third sector organisations and agencies which allows effective signposting to engage tenants with the support most appropriate to their needs.

Housing maintain a contract with Money Advice Plus to provide independent money and budgeting support to council tenants.

All new homes built or acquired by the council are kept at LHA rent rates or lower, and the addition of council homes means that not only are the homes affordable but they also offer security of tenure.

The council has created a rent reserve within the Housing Revenue Account (HRA) to enable greater numbers of additional council homes to be provided at lower living rents or social rents. The council's Home Purchase Policy has also been expanded and, overall, an average of 109 additional council homes at affordable rents has been achieved across the programme for each of the last three years, making the council significantly the largest provider of affordable rented homes in the city. Significantly, the partnership with Hyde Housing is enabling the delivery of 176 social rented council homes in 2023 and 2024, making a major contribution to truly affordable housing in the city.

The council also takes steps, working with developers and registered providers to increase the supply of affordable housing, thereby increasing the number of local residents able to access homes they can afford.

The council are using more modern methods of construction and sustainability features that ensure newly build homes are well insulated thereby addressing fuel poverty issues. In addition, energy efficiency measures are being retrofitted to council homes to reduce their energy consumption.

People supported to apply for benefits in order to maximise incomes
Contracts procured all seek levels of social value - e.g. local recruitment and apprenticeships - increase of national minimum wage contributes to mitigations

Homelessness services transformation work to improve the quality and timeliness of our responses to people experiencing or threatened with homelessness, as well as the quality of accommodation provided to people housed in an emergency.

The council has committed to review examples of 'ethical landlord' charters and progress this with key stakeholders and landlords which could contribute both to less disrepair and lower rents among participating landlords.

Gaps

There appears to be a need for more conclusive information about housing standards in the private rented sector.

There is a widely held view that standards and conditions in private sector housing are much poorer than they are in other housing sectors. There are national reports of comparatively higher percentages of properties in the private sector that do not meet the Decent Homes Standard, than in social housing, however, there has not been the same national requirement that exists in social housing.

Housing campaign organisations have reported that private rented sector tenants who report disrepair issues then experience eviction as a consequence.

Locally the councils Private Sector Housing Team visit homes where any disrepair reports are made and initially work informally, as they are required to do, with landlords to address the issues. If the work is not carried out, the formal process is then evoked, where the property is also then given a hazard category under the Housing Health & Safety Rating System or HHSRS.

Arguably, it the informal then formal process is where the governments retaliatory eviction legislation falls, because tenants are only protected if they have made a complaint and an Improvement Notice served before they are served with a Section 21 Eviction Notice. If landlords are minded to evict on the basis that their tenant has formally reported disrepair, they would serve their eviction notice before the council would have had an opportunity to serve a formal Improvement Notice.

Housing is exploring preventative and proactive work with landlords to identify where improvements and action are needed to avoid improvement notices and is also exploring the possibility of issuing improvement notices without warning where landlords do not engage with us to protect tenants from unethical landlords evading 'revenge eviction' legislation.

Conclusions

In order to increase our collective understanding of the issues facing our communities and are able to respond accordingly, we are increasing our customer facing service contact hours and our staff training – particularly in our responses to people who are at risk of or are experiencing homelessness or poor housing conditions.

The council is committed to its purposeful strategic housing role and its responsibilities as a service provider and social landlord. This means it will continue to join up council services and work closely with communities, local services, landlords and businesses to support residents and address cost-of-living crisis issues.

1 Household Support Fund, 2021-22

- 1.1 The government provided £2.140m new funding to Brighton & Hove City Council in the form of the Household Support Fund (HSF) for 2021/22. The fund was part of the government's Covid response and was intended to provide support for food, fuel and other essential costs over the winter and up to the end of March 2022. The fund could not be carried forward.
- 1.2 There was a broad discretion conferred on local authorities in spending this fund but with the following limitations. At least 50% of the grant must be used for supporting households with children. Up to 50% of the grant could be used to assist other households.
- 1.3 On 4 November 2021, Policy & Resources (Recovery) Sub-Committee approved the allocation of the fund, including covering Free School Meals (FSM) allocation for holiday periods through to, and including, Easter 2022. The cost of this was £0.810m, equating to 38% of the overall fund, or 76% of the required allocation for families with children.

2 Household Support Fund 2022

- 2.1 The government has announced an extension of this fund to cover the Household Support Fund for a further 6 months until September 2022. The new fund is now positioned as supporting people with the cost of living increase. The allocation will be the same at £2.140m.
- 2.2 The biggest challenge with the new fund is that the government requires one third of the fund to be spent on pensioners. Pensioners are a group that will be detrimentally impacted by rising living costs because the majority of them are on fixed incomes with limited capacity to mitigate the impact. They may also spend a higher proportion of their income on fuel costs and have a higher reliance on heating as an essential beneficiary to their health. However, pensioners only represent 14% of the city's population and the existing HSF design provides sufficient recognition of the needs of this group. The government's approach to require a 33% spend on this group hinders the council's ability to respond proportionately and target those most in need of support.
- 2.3 BHCC officers, and those from other Local Authorities around the country with similar demographic challenges, have been lobbying to reduce the proportion focused on pensioners to better align allocations with local demographic needs or to enable local discretion with regard to the split, but the final grant determination and guidance has now been released with no change to the allocation breakdown.
- 2.4 The fund also requires at least one third to be spent on families with children, whilst the remaining third can be spent on other households genuinely in need of support.
- 2.5 As such, the fund requirements break down as follows:
 - At least one third or £0.713m to be spent on families with children;
 - At least one third or £0.713m to be spent on pensioners;
 - The remaining sum to be spend on households in need.
- 2.6 The guidance also requires that Households with both pensioners and children are counted in the Families with Children allocation. This will mean that multi-

generational households may be required to access a smaller proportion of the overall fund than if they were able to access the pensioner pot.

- 2.7 The cost of helping families with Free School Meal (FSM) provision through the May Half Term and Summer Holiday 2022 period would be £0.945m if voucher values remain at £15 per child as with the previous HSF. This is £0.232m above the minimum one third allocation required for families with children.
- 2.8 Due to the fact that £0.713m must be ringfenced for Pensioners, this will mean the amount left to spend on all other households for crisis provision for the 6 month period between April to September 2022 would be reduced down to £0.482m or 22.5% of HSF.

3 Household Support Fund Demand, October - March 2021/22

- 3.1 The proposed allocation of the 2021/22 HSF agreed at November Policy & Resources (Recovery) Sub-Committee was based on the best estimate of likely demands, and funds were largely deployed as expected. However, there have been higher demands on the Local Discretionary Social Fund (LDSF) than estimated, while some other allocations and requirements were slightly lower than expected. Overall, the 2021/22 HSF has been spent in full and in some areas has been over-subscribed (see 2022 HSF below).
- 3.2 The tables below analyse 2021/22 Household Support Fund spending on support excluding FSM vouchers for October 2021 to March 2022.

HSF Area of Spend	Amount
LDSF – those on benefits and those waiting for benefits crisis support	£469,307
Community Hub	£128,302
Community Projects, supporting targeted, at risk, and marginalized groups	£239,070
Other targeted initiatives, e.g. Council Tax debt and Winter Grants	£624,768
Total non-FSM HSF Spend	£1,461,447

- 3.3 The above spend can be analysed alternatively by category of support as follows:

HSF Category of Spend	Amount
Food (excluding FSM):	£577,023
Fuel:	£232,122
Essentials Linked:	£96,290
Wider essentials:	£553,536
Housing:	£2,476
Total non-FSM HSF Spend	£1,461,447

- 3.4 The Local Discretionary Social Fund (LDSF) has been over-subscribed compared to the funding made available under the previous 2021/22 Household Support Fund and there is therefore pent-up demand for support which continues to present week-on-week. The LDSF is a key resource for crisis and emergency help in the city for low-income households on benefits, or those waiting for benefits.
- 3.5 Potential breakdown of spend on reduced amount for crisis provision

3.6 In order to offer Free School Meal provision at the previous voucher rate throughout the school holidays, the ability to support other households with crisis provision throughout the next 6 months would be greatly reduced due to high demands. Examples of households who need support from this element of the HSF include:

- Low income, working households unable to afford essential food, fuel and energy needs;
- Households in receipt of welfare benefits in financial crisis, needing support outside of the school holidays;
- Disabled people who may experience disproportionate energy and other costs;
- Carers;
- Households open to Social Services in crisis need;
- Households with No Recourse to Public Funds;
- Third sector projects that direct urgent support into the heart of our community to those most in need, including those marginalised from mainstream financial support;
- Single, working-age households living on lower value benefit income;
- Young people under the age of 25 and in receipt of welfare benefits, who subsist on the lowest level of supported income;
- Multi-generational households.

3.7 Due to the unprecedented demand on the LDSF and other community organisations providing support throughout the first phase of HSF (October to March), the reduced funding amount of £0.482m for this element of HSF together with council's core LDSF funding (£0.180m) will not be sufficient to meet the expected increase in demand caused by the cost of living impact.

3.8 However, the provision of Free School Meals in the holidays may now have a degree of community expectation and does enable key support to an important cohort of households needing support. A solution to this difficulty can be provided through re-allocation of Contain Outbreak Management Fund (COMF) underspending which is set out in the following section.

4 Re-allocation of Contain Outbreak Management Fund (COMF) underspend

4.1 The final reporting of COMF spend has now been submitted and shows a provisional outturn underspend of £0.309m.

4.2 To fulfil the FSM provision and satisfy the government requirement to spend one third on pensioners requires £1.658m leaving only £0.482m, or 22.5%, available to fund the Local Discretionary Social Fund, targeted Community Organisations, and other initiatives that will be essential to support other households and specific vulnerable groups.

4.3 To alleviate this position and improve the proportional support to other households and groups to at least one third of the value of the HSF, it is proposed to re-allocate £0.231m from the COMF underspending to provide match funding and bring the support to other households and groups up to £0.713m, equivalent to one third of HSF. This will enable the council to support other households and groups through LDSF, projects and community help to a higher level and nearer to the amount spent on the first phase of HSF.

5 Proposed Household Support Fund Allocation

- 5.1 The proposed allocation of HSF below assumes re-allocation of £0.231m COMF as recommended above. Together with the Household Support Fund of £2.140m, this provides £2.371m for allocation as proposed in the table below:

Scheme	Families with Children (Free School Meal Provision)	Households with children and Households with no children	Pensioners
7 Weeks FSM Vouchers (Spring Half-term and Summer Holidays)	£0.945m		
LDSF		£0.273m	£0.075m
Community organisations		£0.075m	£0.050m
Warmth for Wellbeing		£0.050m	£0.050m
Council Tax debt and DCTR		£0.100m	£0.150m
Administration costs		£0.060m	£0.035m
Local Lift-Up Scheme (non-benefit receiving households)		£0.040m	£0.010m
B&H Food Partnership (BHFP)		£0.050m	£0.020m
Carers		£0.045m	£0.045m
Lunch Clubs and Hot Meal Delivery		£0.020m	£0.045m
Impact Initiative/ Ageing well / Age UK			£0.150m
Additional pensioner discretion			£0.083m
Total HSF (incl. re-allocated COMF)	£0.945	£0.713m	£0.713m

- 5.2 Many of the allocations follow the success of the first HSF. For example, allocations for community organisations and the B&H Food Partnership (BHFP) allow for vouchers, essential items, food and fuel help to be delivered directly into the community. It was a successful strategy to have many open doors for accessing help and to trust the Community and Voluntary Sector to reach families and individuals in need. However, the LDSF was also in very high demand, so all of these needs are reflected within the more limited means of the new government requirements. There is also some in-built flexibility to respond to growing areas of demand where funding may have reduced, for example, food clubs and organisations providing delivered food.
- 5.3 In the first HSF, providing help with Council Tax arrears debt was effective in reducing debt burdens for financially vulnerable households. This enables reduced ongoing repayments and therefore allows for a more sustained chance of a family managing their finances more effectively, so that they can meet the challenge of the rising cost of living.
- 5.4 The “Local Lift-Up fund” is an existing initiative, being run in partnership with Money Advice Plus (MAP), designed to help households that are just-about-managing on low incomes, perhaps with increasing debt, but do not quite qualify for benefits. These households are known to be struggling and due to the economic circumstances, we anticipate an increasing number of households will fall into this category. The Lift-Up fund provides practical items, vouchers and fuel support, whilst also linking households into financial advice (although the advice element is

not funded by HSF). The allocation from the new HSF will add a further £0.040m of funds to the existing £0.100m.

- 5.5 Research undertaken by Carers UK in March 2022 has highlighted the impact that recent rises in the cost of living have had on carers and their families. Caring comes with additional costs that can significantly impact their financial situation, such as additional services, equipment or higher cost food items. Carers already have lower financial resilience as caring is often unpredictable and can be difficult to plan for financially. This report revealed that two thirds of carers in receipt of carer related benefits (67%) say they are unable to meet their monthly expenses, whilst the number of unpaid carers who feel they will be unable to manage their monthly expenses in the next 6 months has more than doubled from 21% in September 2021 to 55% and 45% of unpaid carers say they are unable to manage their monthly expenses already. The council therefore recognises the importance of allocating a specific pot of money from the HSF fund to support this household demographic.
- 5.6 In the first phase of HSF, BHFP were a vital partner in addressing fuel poverty across the city, coordinating the smaller food banks into a shared response, and undertaking the reporting requirements to the Department for Work and Pensions on their behalf. The allocation for lunch clubs and Hot Meal delivery will be meeting a continued demand for food provision out in the community to residents who rely on access to hot meals and may be unable to provide for themselves otherwise.
- 5.7 The Household Support Fund guidance allows for an amount to be allocated for administration and staffing. Whilst it is not specified how much can be allocated, the experience of running the HSF the first time around was that there was an intense pressure on the officers delivering the front-line service aspect of this scheme. In the first round, £11,000 LDSF administration costs were built in, but this was not sufficient resulting in backlogs and slower response times. During March, at the time of attempting to close down the HSF, there were over 300 outstanding claims. For most of the duration of the scheme, demand was quadruple what it usually is for standard LDSF work in any other year, but there was only a part-time extra resource to assist. To deliver the 2022 HSF, more resources will be required, hence forward planning an allocation for administration and support of £0.095m, which includes a £0.035m contribution from the pensioner budget. This will enable more effective support to external organisations as well as a more responsive and assistive service for people who often have a multitude of needs and issues that need advice and support.
- 5.8 The allocations for the pensioner element of HSF reflect service and voluntary sector knowledge of the proportions of pensioners accessing help and how they might best be reached. Many of the strands are part of a linked allocation with the other elements of the proposed allocations, for example, Warmth for Wellbeing applies across all of the cohorts. In many areas, such as LDSF, the historical demand from pensioners is much lower than for working-age households. This creates a challenge in terms of how individual schemes and organisations may spend their allocation. To manage this, there is an allocation of £0.083m for a discretionary element to the pensioner budget. This allocation will enable officers to work with other services inside and outside of the council during the period of the HSF to identify new means of supporting the pensioner group. For example, it may be possible to target existing schemes and organisations such as Carelink and social housing providers.

- 5.9 Ageing Well will be delivering support out into the community, including food vouchers, essential items and further support and advice. Using their existing relationship with older people, they are best placed to target support where it is needed directly out into the community. They will also be best placed to remove barriers for those who may not wish to turn to the council or other official bodies for support.
- 5.10 As with the previous Household Support Fund, management of the fund through the coming months will require flexibility and monitoring. There are many strands to manage and co-ordinate, and new cost of living pressures and demands could emerge. Services will need to respond swiftly to changes during the lifetime of the fund, especially since there could be underspends or overspends in any area and the funding may be lost if it is not spent by the end of March 2022. To this end, and as for the previous Household Support Fund, it is recommended that officers are authorised to make decisions about reallocation of funds, either between the strands, or to allocate against appropriate new initiatives or external organisations, within the terms of the scheme guidance and in accordance with the council's scheme for virement under Financial Regulations. A delegation to the Chief Finance Officer following consultation with the Chair of Policy & Resources and Opposition Spokespersons is sought in order to effect this flexibility.

6 Beyond HSF 2022

- 6.1 The Household Support Fund is an important resource to support low income households and families alongside the Council Tax Energy Payment, National Insurance threshold increases and the council's core discretionary funds. However, as HSF 2022 will only be available for the first 6 months of the 2022/23 financial year, there is real concern about the potential 'drop off' of support for autumn/winter when further energy price rises are likely to be incurred and energy usage typically increases. There is a strong expectation that the government will repeat the HSF for the second 6 months of the financial year, covering October 2022 to March 2023 but this is not certain at this time. The council's TBM outturn position, subject to an increased underspend, may provide the council with an opportunity to underwrite continuation of LDSF and other support but in the hope that this funding will be replaced by further government funding announcements later in the year. The TBM outturn will be reported to July Policy & Resources Committee at which time a decision can be made if desired.

Appendix 6

Equality Impact and Outcome Assessment

Title of EIA¹	Household Support Fund, Phase 2 (April – September 2022), appendix to Cost of Living (CoL) P&R (recovery) Committee report	ID No.²	HSF 2022
Team/Department³	Welfare, Revenues & Business Support (WRBS)		
Focus of EIA⁴	<p>The following is adapted from an EIA that was drafted in 2020 for the Welfare Support and Financial Assistance (WSFA) Workstream, as part of the Covid 19 response. The contents have gone on to inform similar EIAs, for example concerning Household Support Fund (HSF) phase 1, review of the Council Tax Reduction Scheme and now the Household Support Fund phase 2.</p>		

2. Update on previous EIA and outcomes of previous actions⁵

What actions did you plan last time? (List them from the previous EIA)	What improved as a result? What outcomes have these actions achieved?	What <u>further</u> actions do you need to take? (add these to the Action plan below)
Not Applicable		

DRAFT

3. Review of information, equality analysis and potential actions

Groups to assess	What do you know ⁶ ? Summary of data about your service-users and/or staff	What do people tell you ⁷ ? Summary of service-user and/or staff feedback	What does this mean ⁸ ? Impacts identified from data and feedback (actual and potential)	What can you do ⁹ ? All potential actions to: <ul style="list-style-type: none"> • advance equality of opportunity, • eliminate discrimination, and • foster good relations 												
Age ¹⁰	<p>There is a limited set of current data available on the financial resilience of this characteristic group. Our assessment has mostly been based on face to face feedback from residents accessing third sector support and wider reports published since the onset of the pandemic.</p> <p>Source: Mid Year Estimates ONS 2018</p> <table border="1" data-bbox="427 954 792 1406"> <tr> <td>Population</td> <td>290,395</td> </tr> <tr> <td>0-15</td> <td>45,375</td> </tr> <tr> <td>Working Age</td> <td>206,515</td> </tr> <tr> <td>Over 65</td> <td>38,505</td> </tr> <tr> <td>Household one pensioner</td> <td>14,468*</td> </tr> <tr> <td>Household claiming Pension Credit</td> <td>6,525*</td> </tr> </table> <p>*Source: DWP Feb 2020</p>	Population	290,395	0-15	45,375	Working Age	206,515	Over 65	38,505	Household one pensioner	14,468*	Household claiming Pension Credit	6,525*	<ul style="list-style-type: none"> • Cost of Living (CoL) crisis affecting all age groups, but increased fuel costs make older people more vulnerable to unaffordable fuel bills. Older people are on a fixed income and cannot increase this as needed, through work. They may require additional heating, due to health conditions. • Despite COVID restrictions have now eased, older people may still feel vulnerable to infection and are more likely to continue to shield. As such they may be limited in their ability to shop for their essential needs or socialise. 	<ul style="list-style-type: none"> • Older people's health is more at risk if they cannot afford to heat their homes or eat adequately. • Those shielding will be shopping less, shopping locally or not shopping in person at all. They may not have access to full variety of goods, or the best deals (if shopping locally). This could mean food costs rise. Older people may be more likely to be digitally excluded, therefore not accessing on-line shopping slots • Young people 	<p>Ensure easy access to and smooth referrals into the advice sector for those identified as in need of financial support, including council's own Welfare Rights team.</p> <p>Ensuring community organisations representing at-risk groups are funded in order to provide financial support outside of formal council protocol.</p> <p>Information to be made clear and accessible for all and for all front-line services to be aware of support available and signpost accordingly.</p>
Population	290,395															
0-15	45,375															
Working Age	206,515															
Over 65	38,505															
Household one pensioner	14,468*															
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	<p>¹https://www.ifs.org.uk/publications/14848</p> <p>Data from LDSF applications delivered during Household Support Fund, phase one:</p> <table border="1" data-bbox="427 655 770 1007"> <thead> <tr> <th>Age Group</th> <th>Count</th> <th>%</th> </tr> </thead> <tbody> <tr> <td>Under 25</td> <td>263</td> <td>11%</td> </tr> <tr> <td>25-39</td> <td>1174</td> <td>47%</td> </tr> <tr> <td>40-65</td> <td>1006</td> <td>40%</td> </tr> <tr> <td>Over 65</td> <td>60</td> <td>2%</td> </tr> <tr> <td>Total</td> <td>2503</td> <td></td> </tr> </tbody> </table>	Age Group	Count	%	Under 25	263	11%	25-39	1174	47%	40-65	1006	40%	Over 65	60	2%	Total	2503		<ul style="list-style-type: none"> • Young people, aged 18-25 less likely to secure employment and so more likely to be applying for Universal Credit. This age group also currently at high risk of contracting COVID-19 (C-19). • Mental Health issues are continuing to increase and demand has been identified in Youth Services such as Youth Advice Centre (YAC). • Children under 16 long term effects of further school closures, in the event of additional C-19 strains, having a greater detrimental impact on low income households. • Children at risk of insufficient or inadequate diets 	<p>less financially independent as a result of decrease in employment opportunities. More likely to be on a fixed income. If they contract C-19, they will likely choose to shield, preventing others from accessing work, community, shops etc.</p> <ul style="list-style-type: none"> • Children from low income households will spend less hours in home schooling than better off households and have less access to technology to enable home schooling.¹ This could have long term impact on mental health, educational 	<p>Preventative work by Revenues and Benefits to identify households who may be struggling with Council Tax debt and offering early intervention.</p>
Age Group	Count	%																				
Under 25	263	11%																				
25-39	1174	47%																				
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Groups to assess	What do you know⁶? Summary of data about your service-users and/or staff	What do people tell you⁷? Summary of service-user and/or staff feedback	What does this mean⁸? Impacts identified from data and feedback (actual and potential)	What can you do⁹? All potential actions to: <ul style="list-style-type: none"> • advance equality of opportunity, • eliminate discrimination, and • foster good relations
		<p>during holiday and isolation periods, due to additional financial strains on the household.</p> <ul style="list-style-type: none"> • Working age households more at risk of income reduction following impacts of C-19 restrictions on city employment levels. • Older people with limited mobility may be more reliant on public transport and therefore at greater risk of contracting C-19 • Older people more likely to have additional requirements for electronic equipment. • Older people more likely to have more expensive food costs due to specialist dietary needs. 	<p>attainment and long term employment prospects.</p> <ul style="list-style-type: none"> • Households newly furloughed or made redundant will need to adjust to lower income, regardless of pre-existing financial commitments based on their employed income – mortgage, rent, hire purchase, mobile phones, debt repayments. • Older people may make a choice of taking taxis as opposed to using the bus, to reduce risk of contracting the virus. 	

Groups to assess	What do you know⁶? Summary of data about your service-users and/or staff	What do people tell you⁷? Summary of service-user and/or staff feedback	What does this mean⁸? Impacts identified from data and feedback (actual and potential)	What can you do⁹? All potential actions to: <ul style="list-style-type: none"> • advance equality of opportunity, • eliminate discrimination, and • foster good relations 								
Disability¹¹	<p>There is a limited set of current data available on the financial resilience of this characteristic group. Our assessment has been based on face to face feedback from residents accessing third sector support and wider reports published since the onset of the pandemic.</p> <p>Source: Department for Work and Pensions Feb-Jul 2020</p> <table border="1" data-bbox="427 1018 801 1358"> <tr> <td>PIP Claimants</td> <td>10,710</td> </tr> <tr> <td>Attendance Allowance</td> <td>5,020</td> </tr> <tr> <td>UC – Limited capability for work</td> <td>1,955</td> </tr> <tr> <td>DLA</td> <td>6,615</td> </tr> </table> <p>Data from LDSF applications delivered during Household Support Fund, phase</p>	PIP Claimants	10,710	Attendance Allowance	5,020	UC – Limited capability for work	1,955	DLA	6,615	<ul style="list-style-type: none"> • Disabled people more likely to be limited in their ability to be able to increase their income to afford additional costs, due to their health/disability needs. • Disabled people may be more likely to need to keep their homes warm for their health. • Disabled people more likely to have additional requirements for electronic equipment. • Disabled people more likely to have more expensive food costs due to specialist dietary needs. • In the event of increased rates or 	<ul style="list-style-type: none"> • Increased fuel costs due to heating requirements and additional equipment for their accessibility and health needs. • Those digitally excluded may not be accessing cheaper deals on the internet • Those on a fixed income less likely to have savings or financial contingency for increased cost in food and other expenses • Some Disabled people may make a choice of taking taxis as opposed 	<p>Ensure easy access to and smooth referrals into the advice sector for those identified as in need of financial support, including council's own Welfare Rights team.</p> <p>Ensuring community organisations representing at-risk groups are funded in order to provide financial support outside of formal council protocol.</p> <p>Information to be made clear and accessible for all and for all front-line services to be aware of support available</p>
PIP Claimants	10,710											
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Groups to assess	What do you know⁶? Summary of data about your service-users and/or staff	What do people tell you⁷? Summary of service-user and/or staff feedback	What does this mean⁸? Impacts identified from data and feedback (actual and potential)	What can you do⁹? All potential actions to: <ul style="list-style-type: none"> • advance equality of opportunity, • eliminate discrimination, and • foster good relations
	one shows 36% of claims came from a household with a Disabled person in the household.	further restrictions, more likely to be shielding due to pre-existing health conditions. <ul style="list-style-type: none"> • More likely to be digitally excluded. • May be more reliant on public transport and therefore at greater risk of contracting C-19. 	to using the bus, to reduce risk of contracting C-19.	and signpost accordingly. Preventative work by Revenues and Benefits to identify households who may be struggling with Council Tax debt and offering early intervention.
Gender reassignment¹²	There is a limited set of current data available on the financial resilience of this characteristic group. Our assessment has been based on face to face feedback from residents accessing third sector support and wider reports published since the onset of the pandemic.	<ul style="list-style-type: none"> • More likely to be financially disadvantaged or living on a fixed income. 	<ul style="list-style-type: none"> • Those on a fixed income less likely to have savings or financial contingency for increased cost in fuel and food expenses 	Ensure easy access to and smooth referrals into the advice sector for those identified as in need of financial support, including council's own Welfare Rights team. Ensuring community organisations representing at-risk groups are funded in order to provide financial support

Groups to assess	What do you know⁶? Summary of data about your service-users and/or staff	What do people tell you⁷? Summary of service-user and/or staff feedback	What does this mean⁸? Impacts identified from data and feedback (actual and potential)	What can you do⁹? All potential actions to: <ul style="list-style-type: none"> • advance equality of opportunity, • eliminate discrimination, and • foster good relations
				outside of formal council protocol. Information to be made clear and accessible for all and for all front-line services to be aware of support available and signpost accordingly. Preventative work by Revenues and Benefits to identify households who may be struggling with Council Tax debt and offering early intervention.
Pregnancy and maternity¹³	There is a limited set of current data available on the financial resilience of this characteristic group. Our assessment has been based on face to face feedback from residents accessing third sector support and wider reports published since the onset of the pandemic.	<ul style="list-style-type: none"> • Already reduced income placed under greater pressure due to CoL 	<ul style="list-style-type: none"> • Reduced income risks deepening or newly establishing debt. Unable to comfortably adapt to additional costs associated with 	Ensuring community organisations representing at-risk groups are funded in order to provide financial support outside of formal council protocol.

Groups to assess	What do you know⁶? Summary of data about your service-users and/or staff	What do people tell you⁷? Summary of service-user and/or staff feedback	What does this mean⁸? Impacts identified from data and feedback (actual and potential)	What can you do⁹? All potential actions to: <ul style="list-style-type: none"> • advance equality of opportunity, • eliminate discrimination, and • foster good relations
			CoL, ie additional meals for the whole family, but specifically children of school age. Less able to buy in more food to manage isolation and holiday periods, as well as post-natal period when less able to get out.	Family Information Service, with links into Children's Centres, Community Midwifery and Health Visiting service, are part of the WSFA board, so issues can be identified and considered strategically across the council. Ensure easy access to and smooth referrals into the advice sector for those identified as in need of financial support, including council's own Welfare Rights team. Information to be made clear and accessible for all and for all front-line

Groups to assess	What do you know⁶? Summary of data about your service-users and/or staff	What do people tell you⁷? Summary of service-user and/or staff feedback	What does this mean⁸? Impacts identified from data and feedback (actual and potential)	What can you do⁹? All potential actions to: <ul style="list-style-type: none"> • advance equality of opportunity, • eliminate discrimination, and • foster good relations
				services to be aware of support available and signpost accordingly.

<p>Race/ethnicity¹⁴ Including migrants, refugees and asylum seekers</p>	<p>There is a limited set of current data available on the financial resilience of this characteristic group. Our assessment has mostly been based on face to face feedback from residents accessing third sector support and wider reports published since the onset of the pandemic.</p> <p>Source: Census 2011</p> <table border="1" data-bbox="432 560 795 1315"> <tr> <td>White British</td> <td>220,020</td> </tr> <tr> <td>Non-White</td> <td>29,855</td> </tr> <tr> <td>White Non-British</td> <td>23,495</td> </tr> <tr> <td>Mixed</td> <td>10,410</td> </tr> <tr> <td>Asian</td> <td>11,280</td> </tr> <tr> <td>Black</td> <td>4,190</td> </tr> <tr> <td>Other ethnic group</td> <td>3,985</td> </tr> <tr> <td>Households with multiple ethnicities</td> <td>18,340</td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td>No members of household have English as first language</td> <td>5,925</td> </tr> </table> <p>Data from LDSF applications delivered during Household Support</p>	White British	220,020	Non-White	29,855	White Non-British	23,495	Mixed	10,410	Asian	11,280	Black	4,190	Other ethnic group	3,985	Households with multiple ethnicities	18,340			No members of household have English as first language	5,925	<ul style="list-style-type: none"> • More likely to be on a low or fixed income or having limited hours of work. • Residents with No Recourse to Public Funds including EU nationals without access to benefits in precarious employment or working in the black economy are already vulnerable to destitution if they lose employment. • Engagement issues with advice, stemming from a reported distrust with government and council departments. • Some communities will have specific dietary needs 	<ul style="list-style-type: none"> • Specific dietary needs may be impacted by food shortages or price rises on high demand products • Emergency food support available may not include items specific to dietary needs. • Due to distrust in official organisations, some groups may not be aware of support available through grants, additional benefit support or crisis intervention routes (eg food banks, Local Discretionary Social Fund (LDSF) etc • No Recourse to Public Funds (NRPF) households may be at particular financial risk if not eligible for all support mechanisms that have been put in place. • Residents with 	<p>Ensuring community organisations representing at-risk groups are funded in order to provide financial support outside of formal council protocol.</p> <p>Ensure information about support is accessible to all groups and encourage this information to be distributed through community-based groups. Consider all options of how financial support can be devolved to community-based groups.</p> <p>Ensure easy access to and smooth referrals into the advice sector for those identified as in need of financial support, including council's own Welfare Rights team.</p> <p>Information to be made clear and accessible for all, including translated</p>
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	<p>Fund, phase one:</p> <table border="1"> <thead> <tr> <th data-bbox="432 212 669 264">Ethnicity</th> <th data-bbox="669 212 786 264">Count</th> <th data-bbox="786 212 936 264">%</th> </tr> </thead> <tbody> <tr> <td data-bbox="432 264 669 317">AnyOther</td> <td data-bbox="669 264 786 317">25</td> <td data-bbox="786 264 936 317">1%</td> </tr> <tr> <td data-bbox="432 317 669 370">Arab</td> <td data-bbox="669 317 786 370">26</td> <td data-bbox="786 317 936 370">1%</td> </tr> <tr> <td data-bbox="432 370 669 448">Asian Bangladeshi</td> <td data-bbox="669 370 786 448">16</td> <td data-bbox="786 370 936 448">1%</td> </tr> <tr> <td data-bbox="432 448 669 501">Asian Indian</td> <td data-bbox="669 448 786 501">5</td> <td data-bbox="786 448 936 501">0%</td> </tr> <tr> <td data-bbox="432 501 669 553">Asian Other</td> <td data-bbox="669 501 786 553">9</td> <td data-bbox="786 501 936 553">0%</td> </tr> <tr> <td data-bbox="432 553 669 632">Asian Pakistani</td> <td data-bbox="669 553 786 632">1</td> <td data-bbox="786 553 936 632">0%</td> </tr> <tr> <td data-bbox="432 632 669 684">Black African</td> <td data-bbox="669 632 786 684">45</td> <td data-bbox="786 632 936 684">2%</td> </tr> <tr> <td data-bbox="432 684 669 762">Black Caribbean</td> <td data-bbox="669 684 786 762">19</td> <td data-bbox="786 684 936 762">1%</td> </tr> <tr> <td data-bbox="432 762 669 815">Black Other</td> <td data-bbox="669 762 786 815">8</td> <td data-bbox="786 762 936 815">0%</td> </tr> <tr> <td data-bbox="432 815 669 868">Chinese</td> <td data-bbox="669 815 786 868">3</td> <td data-bbox="786 815 936 868">0%</td> </tr> <tr> <td data-bbox="432 868 669 920">GypsyTraveler</td> <td data-bbox="669 868 786 920">4</td> <td data-bbox="786 868 936 920">0%</td> </tr> <tr> <td data-bbox="432 920 669 973">Mixed African</td> <td data-bbox="669 920 786 973">20</td> <td data-bbox="786 920 936 973">1%</td> </tr> <tr> <td data-bbox="432 973 669 1026">Mixed Asian</td> <td data-bbox="669 973 786 1026">9</td> <td data-bbox="786 973 936 1026">0%</td> </tr> <tr> <td data-bbox="432 1026 669 1104">Mixed Caribbean</td> <td data-bbox="669 1026 786 1104">24</td> <td data-bbox="786 1026 936 1104">1%</td> </tr> <tr> <td data-bbox="432 1104 669 1157">Mixed Other</td> <td data-bbox="669 1104 786 1157">15</td> <td data-bbox="786 1104 936 1157">1%</td> </tr> <tr> <td data-bbox="432 1157 669 1209">Not Stated</td> <td data-bbox="669 1157 786 1209">585</td> <td data-bbox="786 1157 936 1209">23%</td> </tr> <tr> <td data-bbox="432 1209 669 1262">White British</td> <td data-bbox="669 1209 786 1262">1581</td> <td data-bbox="786 1209 936 1262">63%</td> </tr> <tr> <td data-bbox="432 1262 669 1315">White Irish</td> <td data-bbox="669 1262 786 1315">14</td> <td data-bbox="786 1262 936 1315">1%</td> </tr> <tr> <td data-bbox="432 1315 669 1367">White Other</td> <td data-bbox="669 1315 786 1367">94</td> <td data-bbox="786 1315 936 1367">4%</td> </tr> <tr> <td data-bbox="432 1367 669 1378">Total</td> <td data-bbox="669 1367 786 1378">2503</td> <td data-bbox="786 1367 936 1378"></td> </tr> </tbody> </table>	Ethnicity	Count	%	AnyOther	25	1%	Arab	26	1%	Asian Bangladeshi	16	1%	Asian Indian	5	0%	Asian Other	9	0%	Asian Pakistani	1	0%	Black African	45	2%	Black Caribbean	19	1%	Black Other	8	0%	Chinese	3	0%	GypsyTraveler	4	0%	Mixed African	20	1%	Mixed Asian	9	0%	Mixed Caribbean	24	1%	Mixed Other	15	1%	Not Stated	585	23%	White British	1581	63%	White Irish	14	1%	White Other	94	4%	Total	2503			<p>insecure immigration status may fear contacting the authorities in case their details are shared with the Home Office.</p>	<p>materials in key languages for the city's migrant populations, and for all front-line services to be aware of support available and signpost accordingly.</p> <p>To ensure the needs and eligibility of NRPF households and EU nationals without access to benefits are considered within the allocation of temporary discretionary funds dispersed from central government to support households financially impacted by the pandemic. Each scheme deriving from these funds, in addition to all pre-existing discretionary funds administered by the council, should be inclusive by default.</p>
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<p>Religion or belief¹⁵</p>	<p>There is a limited set of current data available on the financial resilience of this characteristic group. Our</p>	<ul style="list-style-type: none"> Engagement issues with advice, stemming from a reported distrust with 	<ul style="list-style-type: none"> Specific dietary needs may be impacted by food 	<p>Ensuring community organisations representing at-risk</p>																																																															

assessment has mostly been based on face to face feedback from residents accessing third sector support and wider reports published since the onset of the pandemic.

Source: Census 2011

Christian	117,275
Buddhist	2,740
Hindu	1,790
Jewish	2,670
Muslim	6,095
Sikh	340
Other	2,410
No religion	115,955

Data from LDSF applications delivered during Household Support Fund, phase one:

Religion	Count	%
Buddhist	23	1%
Christian	328	13%
Hindu	2	0%
Jewish	2	0%
Muslim	80	3%
None	816	33%
Not Stated	1169	47%

government and council departments.

- Some religious groups will have specific dietary needs

shortages or price rises on high demand products (like rice, for example).

- Emergency food support available may not include items specific to dietary needs.
- Due to distrust in official organisations, some groups may not be aware of support available through grants, additional benefit support or crisis intervention routes (eg food banks, LDSF etc)

groups are funded in order to provide financial support outside of formal council protocol.

Ensure information about support is accessible to all groups and encourage this information to be distributed through community-based groups. Consider all options of how financial support can be devolved to community-based groups.

Ensure easy access to and smooth referrals into the advice sector for those identified as in need of financial support, including council's own Welfare Rights team.

	Other	82	3%									
	Sikh	1	0%									
	Total	2503										
Sex/Gender¹⁶	<p>There is a limited set of current data available on the financial resilience of this characteristic group. Our assessment has mostly been based on face to face feedback from residents accessing third sector support and wider reports published since the onset of the pandemic.</p> <p>Other data available:</p> <table border="1"> <tr> <td>Total Population:</td> <td>290,395</td> </tr> <tr> <td>Female</td> <td>145,778</td> </tr> <tr> <td>Male</td> <td>144,616</td> </tr> </table> <p>95% of single parents with an open Housing Benefit claim are women. (Northgate report 15/10/2020)</p>			Total Population:	290,395	Female	145,778	Male	144,616	<ul style="list-style-type: none"> • Women are more likely to be working part time, or on a fixed income, than men • Women more likely to be single parents. • Significant increase in reports of domestic abuse and violence throughout the pandemic, disproportionately affecting women. This results in women fleeing their homes and facing financial vulnerability through the homelessness process. 	<ul style="list-style-type: none"> • Additional burdens due to the cost of Living could have disproportionate impact on women due to the nature of their employment types. 	<p>Ensure easy access to and smooth referrals into the advice sector for those identified as in need of financial support, including council's own Welfare Rights team.</p> <p>Ensuring community organisations representing at-risk groups are funded in order to provide financial support outside of formal council protocol.</p>
Total Population:	290,395											
Female	145,778											
Male	144,616											
Sexual orientation¹⁷	<p>There is a limited set of current data available on the financial resilience of this characteristic group. Our assessment has mostly been based on face to face feedback from residents accessing third sector support and wider reports published since the onset of the pandemic.</p>			<p>No known issues reported to disproportionately affect this group</p>		<p>Ensure easy access to and smooth referrals into the advice sector for those identified as in need of financial support, including council's own Welfare Rights team.</p>						
Marriage and civil partnership¹⁸	<p>There is a limited set of current data available on the financial resilience of this characteristic group. Our assessment has mostly been based</p>			<ul style="list-style-type: none"> • The strain of economic pressures and debt caused by an increase in the cost of living can 	<ul style="list-style-type: none"> • Homelessness places women at a significant financial disadvantage as 	<p>Ensure easy access to and smooth referrals into the advice sector for those identified as</p>						

	<p>on face to face feedback from residents accessing third sector support and wider reports published since the onset of the pandemic.</p> <table border="1" data-bbox="432 643 808 831"> <tr> <td>Married Households</td> <td>28,335</td> </tr> <tr> <td>Co-Habiting</td> <td>15,430</td> </tr> <tr> <td>Lone Parent</td> <td>8,635</td> </tr> </table> <p>Source: Census 2011</p>	Married Households	28,335	Co-Habiting	15,430	Lone Parent	8,635	<p>impact on the relationships of householders and their Mental Health</p> <ul style="list-style-type: none"> • Significant increase in reports of domestic abuse and violence throughout the pandemic, disproportionately affecting women. This results in women fleeing their homes and facing financial vulnerability through the homelessness process. • When fleeing DV, the family is often relocated away from their network of family and friends. 	<p>well as impacting on their mental health and the wellbeing of the family, as a whole.</p> <ul style="list-style-type: none"> • Without a network of support, increased expenses may follow due to a loss of informal childcare. Or hours of work may need to be reduced. 	<p>in need of financial support, including council's own Welfare Rights team.</p> <p>Ensuring community organisations representing at-risk groups are funded in order to provide financial support outside of formal council protocol.</p>
Married Households	28,335									
Co-Habiting	15,430									
Lone Parent	8,635									
<p>Community Cohesion¹⁹</p>				<p>Ensure easy access to and smooth referrals into the advice sector for those identified as in need of financial support, including council's own Welfare Rights team.</p> <p>Information to be made clear and accessible for all and for all front-line services to be aware of support available and signpost accordingly.</p>						

Other relevant groups²⁰	<p>Carers</p> <p>Data from LDSF applications delivered during Household Support Fund, phase 1 showed 6% of claims came from a household in receipt of Carers Allowance.</p> <p>Carers UK research March 2020, 'Caring and the Cost of Living crisis' Identified both formal and informal carers were disproportionately at risk by the Cost of Living Crisis.</p>	<ul style="list-style-type: none"> • More likely to be on a limited and fixed income due to caring requirements • More likely to have higher fuel costs due to health or disability requirements of the people they care for. 	<ul style="list-style-type: none"> • Increased fuel costs due to heating requirements and additional equipment for their accessibility and health needs. • Those on a fixed income less likely to have savings or financial contingency for increased cost in food and other expenses 	<p>Ensure easy access to and smooth referrals into the advice sector for those identified as in need of financial support, including council's own Welfare Rights team.</p> <p>Information to be made clear and accessible for all and for all front-line services to be aware of support available and signpost accordingly.</p>
Cumulative impact²¹	No adverse impacts identified as yet, but this will be kept under review.			
Assessment of overall impacts and any further recommendations²²				

4. List detailed data and/or community feedback that informed your EIA

Title (of data, research or engagement)	Date	Gaps in data	Actions to fill these gaps: who else do you need to engage with? (add these to the Action Plan below, with a timeframe)
LDSF systems reporting	Ongoing		
ONS data	Ongoing		
Housing Benefit data from Northgate (NEC) system	Ongoing		
LIFT Programme Data	TBC	Data in development	
DWP Data	Ongoing		

EIA sign-off:

Staff member completing Equality Impact Assessment: Tabitha Cork

Date: 28/04/2022

Directorate Management Team rep or Head of Service/Commissioning: Nigel Manvell

Date: 29/04/2022

CCG or BHCC Equality lead: Janice Markey

Date: 28/04/2022

References

- ¹ **Title of EIA:** This should clearly explain what service / policy / strategy / change you are assessing
- ² **ID no:** The unique reference for this EIA. If in doubt contact your CCG or BHCC equality lead (see page 1)
- ³ **Team/Department:** Main team responsible for the policy, practice, service or function being assessed
- ⁴ **Focus of EIA:** A member of the public should have a good understanding of the policy or service and any proposals after reading this section. Please use plain English and write any acronyms in full first time - eg: 'Equality Impact Assessment (EIA)'

This section should explain what you are assessing:

- What are the main aims or purpose of the policy, practice, service or function?
- Who implements, carries out or delivers the policy, practice, service or function? Please state where this is more than one person/team/body and where other organisations deliver under procurement or partnership arrangements.
- How does it fit with other services?
- Who is affected by the policy, practice, service or function, or by how it is delivered? Who are the external and internal service-users, groups, or communities?
- What outcomes do you want to achieve, why and for whom? Eg: what do you want to provide, what changes or improvements, and what should the benefits be?
- What do existing or previous inspections of the policy, practice, service or function tell you?
- What is the reason for the proposal or change (financial, service, legal etc)? The Act requires us to make these clear.

⁵ **Previous actions:** If there is no previous EIA or this assessment is of a new service, then simply write 'not applicable'.

⁶ **Data:** Make sure you have enough data to inform your EIA.

- What data relevant to the impact on specific groups of the policy/decision/service is available?⁶
- What further evidence is needed and how can you get it? (Eg: further research or engagement with the affected groups).
- What do you already know about needs, access and outcomes? Focus on each of the groups identified above in turn. Eg: who uses the service? Who doesn't and why? Are there differences in outcomes? Why?
- Have there been any important demographic changes or trends locally? What might they mean for the service or function?
- Does data/monitoring show that any policies or practices create particular problems or difficulties for any groups?
- Do any equality objectives already exist? What is current performance like against them?
- Is the service having a positive or negative effect on particular people in the community, or particular groups or communities?
- Use local sources of data (eg: JSNA: <http://www.bhconnected.org.uk/content/needs-assessments> and Community Insight: <http://brighton-hove.communityinsight.org/#>) and national ones where they are relevant.

⁷ **Engagement:** You must engage appropriately with those likely to be affected to fulfil the equality duty.

- What do people tell you about the services?
- Are there patterns or differences in what people from different groups tell you?
- What information or data will you need from communities?
- How should people be consulted? Consider:
 - (a) consult when proposals are still at a formative stage;
 - (b) explain what is proposed and why, to allow intelligent consideration and response;
 - (c) allow enough time for consultation;
 - (d) make sure what people tell you is properly considered in the final decision.
- Try to consult in ways that ensure all perspectives can be considered.
- Identify any gaps in who has been consulted and identify ways to address this.

⁸ Your EIA must get to grips fully and properly with actual and potential impacts.

- The equality duty does not stop decisions or changes, but means we must conscientiously and deliberately confront the anticipated impacts on people.
- Be realistic: don't exaggerate speculative risks and negative impacts.
- Be detailed and specific so decision-makers have a concrete sense of potential effects. Instead of "the policy is likely to disadvantage older women", say how many or what percentage are likely to be affected, how, and to what extent.
- Questions to ask when assessing impacts depend on the context. Examples:
 - Are one or more groups affected differently and/or disadvantaged? How, and to what extent?
 - Is there evidence of higher/lower uptake among different groups? Which, and to what extent?
 - If there are likely to be different impacts on different groups, is that consistent with the overall objective?
 - If there is negative differential impact, how can you minimise that while taking into account your overall aims
 - Do the effects amount to unlawful discrimination? If so the plan must be modified.
 - Does the proposal advance equality of opportunity and/or foster good relations? If not, could it?

⁹ Consider all three aims of the Act: removing barriers, and also identifying positive actions we can take.

- Where you have identified impacts you must state what actions will be taken to remove, reduce or avoid any negative impacts and maximise any positive impacts or advance equality of opportunity.
- Be specific and detailed and explain how far these actions are expected to improve the negative impacts.
- If mitigating measures are contemplated, explain clearly what the measures are, and the extent to which they can be expected to reduce / remove the adverse effects identified.
- An EIA which has attempted to airbrush the facts is an EIA that is vulnerable to challenge.

¹⁰ **Age:** People of all ages

¹¹ **Disability:** A person is disabled if they have a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities. The definition includes: sensory impairments, impairments with fluctuating or recurring effects, progressive, organ specific, developmental, learning difficulties, mental health conditions and mental illnesses, produced by injury to the body or brain. Persons with cancer, multiple sclerosis or HIV infection are all now deemed to be disabled persons from the point of diagnosis.

¹² **Gender Reassignment:** A transgender person is someone who proposes to, starts or has completed a process to change their gender. A person does not need to be under medical supervision to be protected

¹³ **Pregnancy and Maternity:** Protection is during pregnancy and any statutory maternity leave to which the woman is entitled.

¹⁴ **Race/Ethnicity:** This includes ethnic or national origins, colour or nationality, and includes refugees and migrants, and Gypsies and Travellers. Refugees and migrants means people whose intention is to stay in the UK for at least twelve months (excluding visitors, short term students or tourists). This definition includes asylum seekers; voluntary and involuntary migrants; people who are undocumented; and the children of migrants, even if they were born in the UK.

¹⁵ **Religion and Belief:** Religion includes any religion with a clear structure and belief system. Belief means any religious or philosophical belief. The Act also covers lack of religion or belief.

¹⁶ **Sex/Gender:** Both men and women are covered under the Act.

¹⁷ **Sexual Orientation:** The Act protects bisexual, gay, heterosexual and lesbian people

¹⁸ **Marriage and Civil Partnership:** Only in relation to due regard to the need to eliminate discrimination.

¹⁹ **Community Cohesion:** What must happen in all communities to enable different groups of people to get on well together.

²⁰ **Other relevant groups:** eg: Carers, people experiencing domestic and/or sexual violence, substance misusers, homeless people, looked after children, ex-armed forces personnel, people on the Autistic spectrum etc

²¹ **Cumulative Impact:** This is an impact that appears when you consider services or activities together. A change or activity in one area may create an impact somewhere else

²² **Assessment of overall impacts and any further recommendations**

- Make a frank and realistic assessment of the overall extent to which the negative impacts can be reduced or avoided by the mitigating measures. Explain what positive impacts will result from the actions and how you can make the most of these.

-
- Countervailing considerations: These may include the reasons behind the formulation of the policy, the benefits it is expected to deliver, budget reductions, the need to avert a graver crisis by introducing a policy now and not later, and so on. The weight of these factors in favour of implementing the policy must then be measured against the weight of any evidence as to the potential negative equality impacts of the policy.
 - Are there any further recommendations? Is further engagement needed? Is more research or monitoring needed? Does there need to be a change in the proposal itself?

The post-pandemic impact on poverty and financial inclusion in Brighton and Hove 2022 -2023

By Emma Daniel, Partnerships Manager, Citizens Advice Brighton and Hove, March 2022

Summary of findings

The data shows that poverty in the city is much worse than before the pandemic. It affects more households with an 84% increase in households depending on Universal Credit who are unemployed, an additional 4135 households.

Child poverty figures were at 24% in Hove and Pavilion and at 32% in Kemptown. It is anticipated that these figures, once updated, will worsen as children entitled to free school meals in the city rose by 17% by 2021.

Households most likely to be in the deepest poverty are:

- Single parent households
- Households where someone has a disability
- Households where the head of household is from a BAME community

These households are based on national figures and are consistent for our city as well. In addition, in our city households renting are likely to have more poverty and rents rose from between 9% - 25% depending on the type of property being rented since the pandemic began. Putting additional penalties on renters. Our city has a high dependence on private rented housing at 28% of all households.

Disabled people suffered worst on every measure during the pandemic and the decision making process to access benefits is completely broken with 74% of PIP claims that were turned down in the first instance being overturned and 67% of ESA claims also overturned on appeal.

Young people aged 18 -22 have lower rates of benefit and minimum wage. If they are living away from a parental home, they are furthest from the breadline due to this inherent cap on income despite being liable for the same costs.

The mental health of all groups but particularly young people and disabled people were significantly affected by the pandemic and rates remain higher than before the pandemic which means that clients accessing support and advice from our partnership have more complex needs and need more support to deal with their issues.

There are many universal cost of living pressures but the most serious in terms of rate of price increase is the cost of utilities at 54% and potentially a further 20% in October. For those in the deepest poverty the outlook for winter 2022/2023 is incredibly bleak. Already clients who most need to take care of their health are turning off power in their homes. In wintertime when we expect a further price rise in utilities, both the health impacts and the safety concerns become critical.

For the first time in working memory we need to understand there are two main cohorts of clients, a cohort who will need occasional access to charitable support in an emergency and, a new cohort who no matter what interventions we make in terms of benefits entitlements and budgeting support will require ongoing help to eat and heat.

Recommendations

Whilst we will focus on what we, as a local welfare ecosystem, can do we have included national recommendations to support what national charities are asking of the government because the solutions do require government action.

National level recommendations:

1. Return the uplift to the value of Universal Credit of £20pw, this is more essential now than it was during lockdowns due to the rapid escalation of prices.
2. Scrap the benefit cap – the situation has changed since this was implemented as a policy and this is forcing children who have suffered missed education into a situation where their health outcomes are also reduced
3. Increase the value and ease of claiming Healthy Start vouchers which provide extra money for fruit and dairy for pregnant women and children up to age 4.
4. Reform local housing allowance so that people depending on Private Rented Sector accommodation aren't pushed below the breadline due to rent costs
5. Focus on support for people who have a disability – either through increasing the value of their benefits or including them as part of the core group to get a Warm Home Discount as they have more utility costs and a particular poverty penalty if they need to wash bedding more often, run a nebuliser or use a hoist
6. Reform access to PIP and ESA – the system is costing the government money, an opportunity cost to charities who have to help people appeal rather than help other clients and, causes incredible hardship to people who are entitled to those benefits.

7. If 18 -22 year olds have lower wages and benefits they should get discounts elsewhere on their costs such as exemption from Council Tax

Local welfare eco-system (Council, health and voluntary sector) recommendations

1. Using Household Support Grant to provide holiday meals vouchers for all children entitled to Free School Meals in the city has worked well and should continue to be a priority for any grants passed down to the city from government
2. For the cohort of clients that cannot improve their situation even with advice, regular access to low cost food via schemes which work as coops and charge a small amount to access are the best and most viable way of keeping them fed this year
3. A joint effort across the council, GPs and the voluntary sector to publicise Healthy Start Vouchers and achieve as close to 100% take up over the next 12 months of households who are eligible should be a shared priority
4. Priority should be given to existing food and fuel poverty projects to scale up capacity for distributing vouchers and meals alongside the council's social fund from the Household Support Grant and any other government grants for hardship. This tried and tested infrastructure has proven capabilities for reaching communities in need and has proven flexibility during the pandemic to change models of service delivery in a crisis and this help cannot be designed to be one-off crisis help for every client. For clients who need ongoing help, policies need to be reviewed to provide those in deepest poverty with extra ongoing support
5. Fuel poverty work must connect with East Sussex Fire and Rescue safety and fire prevention services as people turn off power and use less safe methods to light and heat their home – providing advice and fitting safety measures such as smoke/ CO2 alarms. In addition, food and fuel poverty work must connect to provide cheaper equipment to heat food such as slow cookers and microwaves and, equipment to “heat the human” rather than the home such as electric blankets.
6. Advice agencies need to fundraise for resources to work with more complex cases and deliver casework alongside advice particularly to help disabled people appeal benefits decisions as that is the single intervention which will most improve their situation
7. Mental health support for young people and people with disabilities needs to be prioritised and work with advice agencies to create easy referral routes between those sectors for vulnerable clients – progress has been made via our local Debt and Mental Health coordination project lead by the council but its critical this progress is maintained and remains a priority

8. Consideration needs to be given to supporting residents who aren't entitled to free prescriptions to access medication when they are choosing between food and medication this year. The consequences on the already stressed health system of people becoming critically ill through missed medication would be severe for the system and unnecessary hardship for the individual. Providing interest free loans for an annual prescription pass via the credit union (Wave Community Bank) is one option, but engaging pharmacists in working on safety nets for residents is critical.
9. Single young people not living at home have a much lower income "by design" via benefits or wages, the council could consider a discount on charges across the board for 18 -22 year olds or, improve access working with community organisations to discretionary payment schemes it has available.

Brighton & Hove City Council

Policy and Resources Committee

Agenda Item 136

Subject: Fleet Procurement 2022-2023

Date of meeting: 12th May 2022

Report of: Executive Director Economy, Environment & Culture

Contact Officer: Name: Rachel Chasseaud
Tel: 07795336180
Email: Rachel.chasseaud@brighton-hove.gov.uk

Ward(s) affected: All

For general release

1. Purpose of the report and policy context

- 1.1 The Fleet Strategy 2020-2030 sets out the council's approach to converting the fleet from diesel and petrol vehicles to low emission vehicles as part of the council's plan to become Carbon Neutral by 2030.
- 1.2 As part of this strategy, a nine-year replacement programme has been developed to exchange all diesel refuse collection vehicles (RCV) to electric powered or hydrogen powered as the technology becomes available.
- 1.3 This report sets out the procurement plan for City Environmental Management (CEM) for 2022-23 and seeks permission to enter into a contract to procure four electric powered side-loading RCVs at a value of £2.400m.
- 1.4 The report is also seeking authority to increase borrowing by £0.200m in 2022-23 to enable the purchase of new electric fleet for the recently insourced Toilet Cleansing Service.

2. Recommendations

- 2.1 That Committee delegates authority to the Executive Director of Environment, Economy & Culture, in consultation with the Chief Finance Officer, to enter into a contract up to the value of £2.400m for four electric powered side-lifting RCVs.
- 2.2 That Committee delegates authority to the Executive Director of Environment, Economy & Culture, in consultation with the Chief Finance Officer, to enter into future contracts for low emission RCVs up to a maximum value of £2.500m per year, or any alternative value approved by Budget Council as part of the Capital Programme, for the duration of the Fleet Strategy 2020 to 2030.

- 2.3 That Committee agrees that the use of the delegated authority as set out in 2.2 will be reviewed annually at Policy & Resources Committee as part of the Fleet Strategy Update report.
- 2.4 That committee agrees additional borrowing of £0.200m to purchase electric fleet required for the Toilet Cleansing Service.

3. Context and background information

- 3.1 The Fleet Strategy 2020-2030 was approved at Policy and Resources committee in January 2021.
- 3.2 This Strategy forms part of the council's carbon reduction plans by seeking to end the use of all petrol and diesel vehicles across the council by 2030. A nine-year vehicle replacement plan was developed for Cityclean vehicles, including RCVs.
- 3.3 In accordance with the strategy, the council replaces vehicles with non-fossil fuel powered vehicles only, other than in exceptional circumstances where this is not possible or practicable. The council currently owns 25 electric vehicles. Of this, two are standard RCVs and another two standard, electric RCVs are on order.
- 3.4 The report explained that the strategy would need to be iterative to be able to respond to emerging technologies and changes in the low emission vehicle market.
- 3.5 The replacement plan for 2022-23 has been amended in light of new technology. This is attached as appendix 1.

Side-Lifting RCVs

- 3.6 At the time of developing the vehicle replacement plan, the specialist side lifting vehicles used by Cityclean to empty 3200 litre communal refuse bins were only available in a diesel model. These RCVs are only used by one other local authority in the UK who has the same communal bins system as Brighton & Hove City Council. These bin systems and vehicle types are widely used in southern Europe where they are currently transitioning to LPG fuel rather than electric.
- 3.7 The council owns five side lifting diesel RCVs to service the city's communal bins, two of which are near end of life and a further two will need replacing as soon as possible. They currently cost, on average, £0.026m per annum to service and maintain. It is not possible to hire this truck type in the UK.
- 3.8 The vehicle replacement plan anticipated that the council would have to replace these vehicles in 2021-22 or 2022-23 in diesel type and then replace them with low emission type as technology advances in 2029-30. However, there is one company, Terberg, who are partnering with a UK company, Electra, to develop an electric model which is now available to order. These are the only manufacturers of electric powered side lifting RCVs in the world.

- 3.9 For procurement purposes, a direct award can therefore be made through an existing framework on the basis that this is a specialist item that is only provided by one supplier.
- 3.10 Production slots for all RCVs are extremely limited globally in the post pandemic market, with supplies of parts required for vehicle builds in very high demand. Further to this, the desire for all Local Authorities and other countries to accelerate towards carbon neutrality and low emission vehicles means the demand for production slots are extremely high and likely to become more competitive over the next 10 years.
- 3.11 If agreed, the council has provisionally secured four production slots for electric powered side lifting vehicles: two to be delivered in autumn 2022 and two in 2023-24. Each vehicle costs in the region of £0.580m. A Low Emission grant of up to £0.025m will be payable by the government for each of these vehicles.
- 3.12 The costs of this can be met from existing budget allocation and the vehicle replacement plan to 2030 would be adjusted accordingly.
- 3.13 While production slots have been provisionally agreed these will only be held for the council until the end of May 2022. If the council had not confirmed a decision to proceed by this date the slots will be released to another customer. This is reflective of the level of demand for new RCVs and in particular for electric RCVs in the current market. If the council were to lose these slots then it is highly likely that diesel RCVs will need to be purchased in order to replace out existing side lifting RCV fleet which is end of life. However with the degree of pressure in the market it is also possible that the council will not be able to source slots for diesel side lifting vehicles for some time. This could lead to service failure in relation to communal refuse collection.
- 3.14 While the costs of electric RCVs are much higher than diesel types (currently £0.325m for a diesel side lifting vehicle) the maintenance and fuel costs will substantially reduce. The business case for moving to electric vehicles was set out in the Fleet Strategy 2020-2030.
- 3.15 Electrical infrastructure at Hollingdean Depot is currently being upgraded to allow for the increased demand for electricity. Solar panels at the depot contribute to the electricity demands and there are plans for the number of solar panels to be increased as the depot site is redeveloped over the next two years.
- 3.16 It is estimated that the carbon saving arising from using four electric side lifting RCVs rather than diesel will reduce the council's carbon emissions by 10.5 tonnes per annum.
- 3.17 These RCVs are mainly used for collections in the city centre and operate for up to 11 hours a day. Transition to electric vehicles will therefore make a

substantial contribution to improving air quality in the low emission zone of the city.

- 3.18 In light of the new technology for these RCVs and the high cost of each vehicle, it has been agreed with the supplier to include a break clause in the contract after delivery and trial of the first vehicle. However, research and knowledge of previous work with these manufacturers gives a high level of confidence that the new electric side-lifting vehicles will be successful.

Delegations for the duration of the Fleet Strategy 2020-2030

- 3.19 This report is also recommending that authority is delegated to the Executive Director of Environment, Economy & Culture, in consultation with the Chief Finance Officer, to enter into future contracts up to the value of £2.500m per annum for new RCVs, which is the annual borrowing allowance for CEM fleet.
- 3.20 It is recommended that this is agreed for the duration of the strategy and in light of the high cost of individual electric RCVs and the volatility of the market, that mean that decisions have to be made quickly to secure production slots. Standard electric RCVs are currently marketed in the region of £0.390m. The CEM vehicle replacement plan seeks to purchase up to five RCVs per annum in future years.
- 3.21 All purchases are made in line with procurement regulations and contract standing orders, in most cases via mini competitions on existing frameworks.
- 3.22 A Fleet Strategy 2020-2030 update will be presented to committee in the autumn/winter 2022-23 with a progress update and setting out the CEM replacement plan for 2023-34.
- 3.23 The authority delegated to the Executive Director to enter into contracts up to a maximum of £2.500m per year would be reviewed annually by Policy & Resources Committee as part of the Fleet Strategy review. Further to this if there were to be a material change in circumstances a report would be brought to the Committee to review this delegated authority or seek specific approval for a proposed purchase.

Toilet Cleansing Service Fleet

- 3.24 This report is also requesting permission to increase borrowing by up to £0.200m for 2022-23 only in order to procure an electric fleet for the recently insourced Toilet Cleansing Service. A revenue budget has already been allocated to repay the additional borrowing.

4. Analysis and consideration of alternative options

- 4.1 Four side-lifting RCVs need to be replaced over the next 18 months in order to keep the communal bin collection service operational.

- 4.2 Consideration has been given to changing the bins system and phasing out these vehicle types replacing them with cheaper standard electric RCVs. However, this is not recommended as this would require smaller 1100 litre bins to be used on street which are not designed for this purpose and take up more public highways space. These bin types are already shown to be unsatisfactory for communal recycling collections and therefore it is not recommended that this approach is also taken for refuse collections.
- 4.3 Phasing out the communal bins altogether and returning to kerbside collections has been considered. It is not recommended that the council returns to kerbside collections in these areas as this would lead to substantial increased cost with more vehicles and staff required. Further to this, the kerbside collections in these areas were phased out due to a high proportion of these properties having limited or no storage space for refuse and this resulting in widespread debris being a constant issue in the city centre.
- 4.4 Purchasing of cheaper diesel side-lifting vehicles is an alternative option costing in the region £0.325m per vehicle. This would be with a view to replacing them with electric or another low emission fuel RCV by 2030. However, this is not recommended as the council has an opportunity to move to an electric type RCV now and failure to do so will mean that the city does not realise the benefits of lower emissions and cleaner air until a much later date.

5. Community engagement and consultation

- 5.1 The Fleet Strategy 2020-2030 involved consultation with councillors, council staff for all relevant departments and trade unions.
- 5.2 The strategy also drew on feedback provided to the council via the city's Climate Assembly.
- 5.3 The proposals in this report are fully aligned to the Fleet Strategy 2020-30.
- 5.4 Relevant Ciytclean driver representatives and their union representatives have been involved in reviewing the option of procuring this vehicle in electric and are in support of this.

6. Conclusion

- 6.1 The recommendations in this report have made in order to enable the council to transition to low emission fleet as quickly as possible, within budget limitations.
- 6.2 Delegating authority to enter into high value contracts, that are aligned to the Fleet Strategy and within budgeted allowances, will ensure that the Local Authority will not loose opportunities to move at speed and maximise the benefits for the city.

7. Financial implications

- 7.1 The cost of £2.400m for the four electric powered side-lifting RCVs would result in half the spend in 22/23 and the remainder in 23/24 based on the available production slots. Fleet and Maintenance have an annual Capital Budget for the procurement of vehicles of £2.500m. The capital budget is funded from unsupported borrowings for which there is permanent revenue budget for the annual repayments and interest.
- 7.2 Assuming the capital budget in 22/23 is fully spent in line with the Fleet Strategy, the borrowing costs are anticipated to be £0.401m pa over 7 years from 23/24. The recommendation to increase the year capital budget by £0.200m funded by unsupported borrowings would result in an increase to the borrowing costs of £0.032m pa over 7 years from 23/24. Together with the financing costs of the £2.500m budget, total borrowing costs will be incurred of £0.433m pa over 7 years from 23/24. The interest rates applied for the unsupported borrowing have assumed an increase to interest rates, however there is a risk that interest rates could increase further resulting in increased revenue costs.
- 7.3 The Low Emission grant will cover 20% of the purchase price, up to a maximum of £0.025m per vehicle. There are 100 grants available at this rate with up to 5 grants per organisation. If either limit is reached the council can apply for the next tier of grants at £0.016m or £0.005m depending on levels available. The grant received will be used to fund the capital budget ahead of any unsupported borrowings.
- 7.4 It is anticipated that the electric RCVs will result in lower maintenance and fuel costs to the service. Any significant variations to budget will be reported as part of the council's monthly budget monitoring process.
- 7.5 This report is also recommending that authority is delegated to the Executive Director of Environment, Economy and Culture, in consultation with the Chief Finance Officer to enter into future contracts up to the value of £2.500m per annum for new RCVs for the duration of the Fleet Strategy 2020 - 2030. This is supportable in revenue terms as the service has an annual revenue budget which provides for the capital financing costs (principal and interest) of unsupported borrowing of up to £2.500m each year. This delegation is therefore viable subject to inclusion of an annual capital investment sum in the capital investment programme and its approval by Budget Council as normal. If the approved capital investment sum is increased or decreased by Budget Council, the delegation will be aligned accordingly.

Name of finance officer consulted: John Lack Date consulted: 27/04/2022

8. Legal implications

- 8.1 The Council is required to comply with the Public Contracts Regulations 2015 (PCR) in relation to the procurement and award of contracts above the relevant financial thresholds. In the case of a goods contract this is

£213,477 (including VAT). Using a Framework is a compliant route to market. The Council's Contract Standing Orders (CSOs) will also apply to the procurement exercise referred to in the recommendation at 2.1. CSO 7.5 permits officers to select a supplier without the need for further competition where there is only one supplier capable of fulfilling the requirement. The CSOs and the PCR will apply to any procurements carried out pursuant to the delegation in the recommendation at 2.2.

- 8.2 The recommendations in this report have corporate policy implications as they are closely linked with the Fleet Strategy. This report has therefore been referred to Policy & Resources Committee (P&R) for a decision. Reports should usually go to the service committee prior to P&R but the constitution permits officers to take a report directly to P&R where (as in this case) this is impractical for timing reasons.
- 8.3 The procurement of the electric fleet required for the Toilet Cleansing Service will be authorised by officers in accordance with their delegated powers and shall be carried out in compliance with the CSOs and the Public Contracts Regulations 2015.

Name of lawyer consulted: Alice Rowland Date consulted: 27/04/2022

9. Equalities implications

- 9.1 There are no Equalities Implications arising from this report.

10. Sustainability implications

- 10.1 These implications are covered in the main body of the report

11. Other Implications

Social Value and procurement implications

- 11.1 This report has not been presented to Procurement Advisory Board because of the need to make a quick decision in order to secure production slots for these specialist vehicles. These vehicles can only be procured from a single supplier globally.
- 11.2 Procurement of these vehicles will contribute to improved and more reliable waste collection service from communal refuse bins in the city centre, seafront and other areas of the city.

Public health implications:

- 11.3 Procurement of these vehicles will reduce emissions in the city and particularly in central areas contributing to cleaner air and improved health outcomes.

Supporting Documentation

1. Appendices

1. CEM Fleet Replacement Plan 2022-23

2. Background documents

1. [Fleet Strategy 2020 -2030](#)
2. [Low-emission vehicles eligible for a plug-in grant - GOV.UK \(www.gov.uk\)](#)

Proposed Procurement of New Vehicles 2022-23

Quantity	Weight	Vehicle Type	Reason for Purchase	Vehicle to Replace	Sale Value	Cost of New	Difference	Service
1	7.5t	Sweeper	Vehicle repairs exceeding value	RX62BGO	6,000.00	138,000.00	132,000.00	Cityclean Cleansing
1	3.5t	Sweeper	Replacement for written off vehicle	AF20BNV	46,000.00	92,000.00	46,000.00	Cityclean Cleansing
1	27t	Toploader RCV	Addition to fleet	N/A	0.00	330,000.00	330,000.00	Cityclean Collections
1	27t	Sideloader RCV	Replace aging vehicle with Carbon Neutral	GV09DXD	4,500.00	580,000.00	575,500.00	Cityclean Collections
1	27t	Sideloader RCV	Replace aging vehicle with Carbon Neutral	LM61VLG	4,800.00	580,000.00	575,200.00	Cityclean Collections
1	3.5t	Van	Replace aging vehicle with Carbon Neutral	EA64VDO	5,500.00	28,600.00	23,100.00	Cityclean Cleansing
1	3.5t	Van	Replace aging vehicle with Carbon Neutral	EA64VDU	5,500.00	28,600.00	23,100.00	Cityclean Cleansing
1	3.5t	Van	Replace aging vehicle with Carbon Neutral	EA64VCU	5,500.00	28,600.00	23,100.00	Cityclean Collections
1	3.5t	Van	Replace aging vehicle with Carbon Neutral	EA64UYR	5,500.00	28,600.00	23,100.00	Cityclean Collections
1	3.5t	Van	Replace aging vehicle with Carbon Neutral	S891HAN	9,000.00	28,600.00	19,600.00	Fleet Workshops
1	3.5t	Van	Addition to fleet for Toilet Service	N/A	0.00	28,600.00	28,600.00	Public Toilets
1	3.5t	Van	Addition to fleet for Toilet Service	N/A	0.00	28,600.00	28,600.00	Public Toilets
1	3.5t	Van	Addition to fleet for Toilet Service	N/A	0.00	28,600.00	28,600.00	Public Toilets
1	3.5t	Van	Addition to fleet for Toilet Service	N/A	0.00	28,600.00	28,600.00	Public Toilets
1	3.5t	Van	Addition to fleet for Toilet Service	N/A	0.00	28,600.00	28,600.00	Public Toilets
1	3.5t	Van	Addition to fleet for Toilet Service	N/A	0.00	28,600.00	28,600.00	Public Toilets
1	6t	JCB BH	Vehicle repairs exceeding value	GK04BFA	6,000.00	80,000.00	74,000.00	Cityparks Cemeteries
1	4.2t	Transporter	New Load & Go vehicle for mobile mowers	N/A	0.00	78,000.00	78,000.00	Cityparks
1	27t	Toploader RCV	Conversion of existing fleet	LK18KGF	0.00	230,000.00	230,000.00	Cityclean Collections
		Land Rover	Disposal of old fleet and replace with stock vehicle	GY58NMU	20,000.00	0.00	20,000.00	Cityparks

Total	Income	Cost of New	Cost to Budget
	118,300.00	2,422,600.00	2,304,300.00

Brighton & Hove City Council

Policy & Resource Committee

Agenda Item 137

Subject: Circular Economy Routemap – 2nd Iteration

Date of meeting: 12th May 2022

Report of: Executive Director, Economy, Environment & Culture

Contact Officer: Name: Sophie Moss
Tel: 01273 291104
Email: Sophie.moss@brighton-hove.gov.uk

Ward(s) affected: All

For general release

1. Purpose of the report and policy context

- 1.1 The delivery of the Routemap is a direct result of Priority Action 6 of the Brighton & Hove Economic Strategy 2018-2023; to promote the development of a circular and sustainable economy to minimise waste and pollution by reducing, reusing and recycling; and the supporting action SCI to create a Circular Economy Framework to 2035 for priority sectors for the Brighton & Hove City Region.
- 1.2 The 2030 Carbon Neutral Programme cites the promotion of a sustainable economy by supporting low carbon growth and encouraging businesses to reduce waste and pollution as a key action and outlines 5 deliverables including the Routemap and Action Plan (Appendix 1 shows the key Circular Economy actions that are in the 2030 Carbon Neutral Programme).
- 1.3 This is the second iteration of the Routemap which continues to support the cities resilient economy through sustainable growth and innovation and support the cities pathway towards carbon neutrality by 2030. The action plan will be regularly updated and reissued as the Routemap's priority areas expand and as new opportunities emerge and the council's understanding of and ability to deliver circular economy solutions improves.
- 1.4 The purpose of this report is to provide an update and seek endorsement and commitment from members on the refreshed BHCC Routemap & Action Plan.
- 1.5 When the Routemap and Action Plan have been agreed, the Routemap will be launched in the summer 2022.

2. Recommendations

- 2.1 That Committee agrees the Routemap updates.
- 2.2 That Committee agrees the Routemap Action Plan.

3. Context and background information

Circular Economy Routemap – Progress to date

- 3.1 In December 2020 a report with the first iteration of the Routemap went to Policy & Resources Committee. The Routemap including the Mission and Vision were approved; and it was agreed to set up the Terms and Reference for a Circular Economy Members Working Group.
- 3.2 The first (cross-party) Circular Economy Members Working Group was held in September 2021. Its remit is focussed on the development and delivery of the circular economy programme and post recovery updates to the Routemap. This Members Working Group now meets on a quarterly basis to ensure the core programme objectives are met and the Routemap Action Plan is being delivered.
- 3.3 The Circular Economy programme is pioneering circular activity within the city's economy and concentrates on the Built Environment; Food & Drink and Inclusive Economy sectors. Scoping working groups have been set up to explore and understand the challenges and opportunities facing these sectors in the transition to circular practices.
- 3.4 Drawing on the key deliverables in the 2030 Carbon Neutral Programme the Routemap actions delve further into the sector areas. The external focus of the Circular Economy Programme is to deliver the actions through a series of projects and, working with stakeholders, explore potential opportunities to facilitate the economy's transition.
- 3.5 To further understand the circular role the Council can play, Re London have been commissioned to deliver a workshop with directors and heads of services to establish how circular principles can be strategically embedded within service areas. A second workshop with officers to design a series of service area actions will be developed and monitored against as part of the internal focus of the Circular Economy Programme.

3.6 Updates to the Routemap

- 3.7 Since the Circular Economy Routemap was last brought to P&R Committee in December 2020, the following major changes have been made alongside minor changes (Appendices 2 and 3):
- 3.8 The mission and vision statements were edited to recognise the potential of the circular economy to address the climate and biodiversity crisis (the latter was not previously communicated in the first version).
- 3.9 A new section titled "The Circular Economy and human prosperity" was created to explicitly state the expected social benefits of transitioning to a Circular Economy.

- 3.10 A new section titled “Action Plan” was created to introduce and link the reader through to the council’s Circular Economy Action Plan, which will be published alongside the Routemap.
- 3.11 A new section titled “Brighton & Hove City Council’s Routemap to a Circular Economy” was created to introduce a Routemap diagram with selected actions from the action plan for illustration purposes. This is currently being worked up by the council’s Design Team and will be included shortly.
- 3.12 The second priority area, ‘the visitor economy’, was replaced with ‘Food & Drink’ to more accurately reflect existing circular activity in the city being driven by partners and the council’s planned engagement with food businesses following the creation of the council’s ‘Food Policy Coordinator’ post.
- 3.13 After shifting the focus to Food & Drink, the following goal was added: “By 2030, halve food waste in the city, in line with the target of the global Sustainable Development Goal 12” under the section titled “Our vision”
- 3.14 The food & Drink section also refers to how a circular food approach can address food poverty through a sustainable food system and a strong foundation of networks and organisations collaborating to create a healthy, sustainable, and fair food system.
- 3.15 The term ‘Benchmarks’ was removed from the Routemap and replaced with the term “Goals”. This change was made after it was determined that there is insufficient, local-level data to create a baseline and monitor progress against these. It was agreed by the Circular Economy Oversight Board that the goals are communicated through the newly titled section “Our vision” to provide a direction of travel for the city, and that we monitor progress against planned actions while efforts to collect new data continues for the purpose of monitoring outcomes.
- 3.16 The sections “Circular opportunities” and “Case studies” were reworked into sections titled “Get involved” and “Get inspired” to emphasize the need for collective action. These sections now link through to the council’s Circular Economy campaign page and Climate Conversations engagement page (both of which are under development) and to external resources the council has helped develop, such as [Circular economy solutions | Project Blueprint](#).
- 3.17 Further case studies that promote the use of circularity including housing schemes will be promoted on the Climate Conversations engagement - Bang The Table - page.

4. Analysis and consideration of alternative options

- 4.1 An alternative option would be for the council not to adopt the 2nd iteration of the Circular Economy Routemap and not to progress with embedding circular principles into council and city-wide activities. This option is not proposed as it will significantly compromise the delivery of actions that support the ambitions of 2030 Carbon Neutral programme.

5. Community engagement and consultation

- 5.1 Behavioural change will be key to the communication plan and overall messaging, and resources will be needed to engage with communities across the city, this will include forging partnerships with groups, businesses and organisations to collaborate on activities and to share information. Internal engagement is also essential to embed circular economy principles into council services.
- 5.2 Behaviour change campaigns to support the transition to circular economy will involve working with a range of people and businesses to overcome individual barriers and provide support and incentives for change.
- 5.3 A link in the Routemap will direct traffic to the Bang The Table engagement site which will have a series of case studies promoting the opportunities within the city and enabling citizens to get involved.
- 5.4 The Shift pilots in the Interreg BLUEPRINT project include behaviour change. These have started and include a textiles household pilot scheme in Whitehalk and a schools pilot scheme. In addition to this there is a Circular Champions scheme aimed at residents to help promote circularity through electronics, textiles, food and household recycling and a series of community events over the course of this year.
- 5.5 A comprehensive engagement plan, working with communities to design activities that work for them, will be required to ensure collaboration is inclusive across the city and reaches our diverse population.

6. Conclusion

- 6.1 To achieve the Council's target of net zero and include Scope 3 emissions by 2030 the city's economy plays a significant role and a transition to a circular economy is part of this. To support this transition the council can make changes to its policies and practices to change the way it does business and procures services. The circular economy programme will support the council in exploring circular economy business models that can help reduce costs, deliver improved services to residents, and enhance and protect our environment. The programme will enable the growth of more circular businesses, support innovation, stimulate new jobs and industry, identify skills gaps, and reskill through training. Collaboration between the public sector, private sector and community will not only support the city's economy but the societal and environmental opportunities of circular economy will benefit all.

7. Financial implications

- 7.1 There are no direct financial implications arising from the recommendations of this report. Any financial implications arising from the action plan set out in

appendix 3 will either be met from existing funding allocations or be subject to future resource allocations through the budget setting process.

Name of finance officer consulted: James Hengelveld Date consulted 29.4.22:

8. Legal implications

8.1 There are no legal implications arising directly from the recommendations contained in this report.

Name of lawyer consulted: Alice Rowland Date consulted: 26/4/22

9. Equalities implications

9.1 The transition to a circular economy will have an impact on equalities. It will provide an opportunity for upskilling and reskilling as new businesses emerge within the city.

10. Sustainability implications

10.1 As set out in the body of the report, the Circular Economy Routemap will support embedding sustainability across the council and wider city and will help to support the ambitions of the 2030 Carbon Neutral programme.

11. Other Implications

Social Value and procurement implications

The Circular Economy Routemap and Action Plan have been reviewed by the Social Value and Sustainability Procurement Manager.

Promoting Circular Economy activity within the council is focused on the purchasing power and material footprint of all projects and how as a procurer of services the council can extend the lifetime of council assets, reduce consumption of primary materials, design out waste and increase demand for circular economy products and services.

Supporting Documentation

- 1. Appendix 1 2030 Carbon Neutral Programme Circular Economy Key Actions**
- 2. Appendix 2 Circular Economy Routemap**
- 3. Appendix 3 Circular Economy Action Plan**

Circular Economy Key Actions	Deliverable	Impact on CO2 emissions	Time-frame	Key partners
<p>Promote a sustainable economy by supporting low carbon growth and encouraging businesses to reduce waste and pollution</p>	Circular Economy Routemap and Action Plan	Medium	Short term	University of Brighton, SOENECS, Circular Brighton & Hove, Good Business Club, CityClean
	<p>Update BHCC design spec to reduce and reuse construction materials in our building projects</p> <p>Explore methodology for quantifying embedded carbon in construction</p>	Medium	Short-term	
	Work with visionary small businesses to identify ways of making the city carbon neutral	Low	Medium term	
	Scope and explore development of a flows analysis for produce and goods consumed in the city but produced elsewhere, e.g. food, drinks and fashion	Medium	Medium-term	
	Deliver pilot circular behaviour change and education projects to schools and residents for facilitating citywide engagement in reuse and reduction of waste and materials.	Medium	Short & medium-term	Schools Blueprint
<p>Ensure circular economy principles are fully supported in future development plans</p>	Dependent upon the outcomes from government planning reforms, embed circular economy principles in the new City Plan and potentially any review of Waste & Minerals Local Plan with policies that identify the circular economy factors required to be addressed and/or incorporated in development proposals.	Medium	Medium & long-term	East Sussex County Council, South Downs National Park Authority



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Introduction

Brighton & Hove was one of the first councils to declare climate and biodiversity emergencies and commit to becoming carbon neutral by 2030 (Brighton & Hove Council, 2021). The Circular Economy is a term that covers a broad range of system changes that will support the council's response to these declarations and towards achieving its 2030 Carbon Neutral goals.

In line with our approach to combatting these emergencies, in 2018 we committed to creating a Circular Economy Routemap to 2035 as part of the Economic Strategy for Brighton & Hove.

Circular Economy principles move away from a linear 'take, make, consume and throw-away society', towards one that minimises waste and pollution, keeps products and materials in use for as long as possible and supports the regeneration and protection of natural resources.

Since making the commitment, we've been working to identify the challenges and opportunities that moving to a Circular Economy approach will create in the city.

The routemap will grow and evolve over time, shaped around new opportunities, learning

and collaboration as the city begins to unlock its potential and transition towards circular systems and ways of working – driving sustainable economic prosperity and protecting our communities and the environment.

Brighton & Hove City Council plays an important role in leading our city in this ambition and we can use this position to facilitate a move to circular principles through our own practice as well as introducing policies that support the whole city in becoming more circular. We have a clear ambition:

Mission

We want to empower the city to end linear wasteful practices, do more with less and achieve carbon neutrality and support the recovery of nature through facilitating a change to a circular mindset.

Vision

Our vision is for our city to become a national frontrunner where Circular Economy practices and principles are embraced by all, as a route

to address the climate and biodiversity emergency.

This mission and vision will be supported by a forthcoming Circular Economy Action Plan. We are committed to continually reviewing the action plan to support the transition towards circular practices across the city.

What is the Circular Economy?

A Circular Economy aims to redefine economic development, focusing on positive society-wide benefits. It separates economic activity from the consumption of finite resources and, through design, aims to minimise waste.

The circular model builds economic, natural, and social capital and is based on three principles:

- Minimising waste and pollution.
- Keeping products and materials sustainable, so that they are in use for as long as possible.
- Regenerating and protecting natural systems.

“We can grow sustainably by generating ‘less harm’ to the environment. In a Circular Economy, the main goal is ‘doing good’ to our ecosystems” - William McDonough (a Circular Economy architect and pioneer)

The Circular Economy around the world

Brighton & Hove is not the first authority to embrace Circular Economy principles.

The EU created its Circular Economy Action Plan in 2015 (European Commission, 2020) in response to the momentum of this new way of thinking, including measures aimed at moving Europe towards a Circular Economy and encouraging sustainable economic development.

The measures adopted included actions to:

- reduce the use of natural resources;
- reduce waste;
- adopt new economic strategies designed to incentivise reuse, refurbishment and remanufacturing.

This has led governments, regions and cities across the EU to develop new strategies to transition to a Circular Economy system, including Scotland, London, Peterborough, Glasgow, Bristol, Amsterdam and Prague.

Outside of the EU other cities that are leading the way in CE include Vancouver, Canada and Charlotte and Baltimore in the US.

Learning from others and from what we have already achieved in the city, the council is setting an ambition for Brighton & Hove, to create:

- A liveable city with reduced congestion, better air quality, improved health and well-being, elimination of waste, and reduced consumption of natural resources.
- A strong and sustainable local economy, supporting green skills development and green jobs.
- A resilient city, reducing reliance on raw materials by keeping products in use and balancing local production with global supply chains.

With a high concentration of resources, capital, data, and talent, Brighton & Hove is uniquely positioned to drive a rapid transition towards a Circular Economy.

The council’s commitment

In December 2018, Brighton & Hove City Council and the Brighton & Hove Economic Partnership launched ‘Productive, Inclusive, Transformative: An Economic Strategy for Brighton & Hove 2018 to 2023’ (Brighton & Hove Council, 2018).

One of the strategy’s five key themes is ‘A Sustainable City: a city which looks to the future, focusing on its economy, on sustainable solutions to future challenges in order to protect and enhance the health and wellbeing of its residents and act as a leader in developing a robust response to climate change’ (Brighton & Hove Council, 2018).

Priority Action 6 of the strategy is to: ‘Promote the development of a circular and sustainable economy to minimise waste and pollution by reducing, reusing and recycling’, and Supporting Action SC1 for the ‘A Sustainable City’ theme is: ‘Create a Circular Economy Framework, incorporating Sustainable Development Goals, to 2035, for priority sectors, for the Brighton & Hove City Region.’ (Brighton & Hove Council, 2018).

The routemap is the result of 18 months of research and targeted engagement working with local circular experts including Circular Brighton & Hove, University of Brighton,

University of Sussex and Circular Economy research and innovation practice, SOENECS Ltd. The council held workshops and conferences attended by over 200 council staff and stakeholders from across the city, taking them on the first steps of this journey.

The council also joined [BLUEPRINT to a Circular Economy](#), a three-year, 5.6 million euro project funded by the European Regional Development Fund to help local authorities in England and France implement a Circular Economy. The project will end in 2023 having delivered the [BLUEPRINT model](#) (a toolkit of strategies and case studies to enable and accelerate the transition to a circular economy), Circular Economy procurement guidance, a new monitoring and evaluation framework for local authorities, a training programme, and a series of public behaviour change campaigns.

Five Circular Approaches

Inspired by approaches adopted by other cities from around the world, we have chosen to focus on the following five approaches to help deliver our vision and prioritise actions and opportunities over the coming 13 years:

1. **Changing the approach to design** to embed circularity and change behaviour
2. **Extending product life** through systems across the city
3. Exploring **new business models**
4. Treating **waste as a resource**
5. The use of resources will prioritise **social, environmental and economic value**

1. Changing the approach to design

The way products, infrastructure and services are designed impacts their entire lifecycle. Therefore, if the focus shifts to one that uses new sustainable materials; reduces the use of materials; remanufactures during use; disassembly at end of life; and recycling as a last resort, there will be less damage done to the environment.

In 2019 a Sussex University graduate designed MarinaTex – a home compostable alternative to plastic film and created from fish waste and algae. The creator of MarinaTex has won international awards and has spoken at a UN panel on the potential for designing out plastic.

2. Extending product life

Good product design promotes reuse, sharing, redistributing, donating, repairing, and remanufacturing.

Recycled goods shops, repair and redistribution projects, community tool banks (tool lending), apps for sharing food, and resource sharing projects and businesses are all examples of organisations and initiatives supporting extending resource, material and product life.

We are working in partnership with Tech-Takeback and The ZeroNet to extend the product life of electricals within the city. The RevaluElectricals service is for residents and small businesses and collects from the doorstep, via an app, end of life electricals for data erasure, refurbishment, and reuse with local charities and digitally excluded families. We are also supporting thriving community reuse and repair projects across the city through the council's community grants programme and supporting them in building their capacity and reach.

3. Exploring new business models

Instead of the traditional consumption model of purchasing items, goods or capital, a move to offering products as a service, renting products, sharing, re-selling, or leasing could be better financially and environmentally over

the longer term, as it allows customers to purchase a desired result rather than the equipment that delivers that result.

For example, Brighton & Hove's [BTN BikeShare](#) provides users with the chance to pay for the miles cycled and not the bike itself.

4. Treating waste as a resource

Using waste products of any kind, as a source for a new product, saving waste from landfill, incineration, and closing the loop.

The Brighton Waste House is Europe's first permanent public building made from 90% post construction waste (University of Brighton, 2013). It was designed by Duncan Baker Brown, Senior Lecturer, School of Architecture and Design, University of Brighton with materials sourced via Freegle. Over 50 tonnes of waste that were destined for landfill have been used to build the University's headquarters for ongoing sustainable design research, whilst doubling up as a public exhibition and workshop space for green-themed events.

5. The use of resources will prioritise social, environmental and economic value.

We will prioritise the use of resources and products that are renewable, do not contain

any hazardous chemicals, are biodegradable, or have minimal packaging.

Windfarms, green roofs, local and organic farms, community gardens, restaurants who compost and serve seasonal, local foods provide a range of examples where social and environmental value is prioritised already within Brighton & Hove.

The Real Junk Food Project and Brighton & Hove Food Partnership are proving how approaches to food waste reduction within the city can result in multiple benefits for the community.

The Circular Economy and human prosperity

Our city can expect transformational changes over the coming decades in all aspects of city life including: how we work, the jobs that are on offer, how we move around our city, how information is shared, the homes and communities that we live in, our future food and energy security, and our overall environmental footprint.

The Circular Economy approach provides a real opportunity for the city in terms of nurturing local businesses, skills development

and enterprise. It contributes to keeping wealth local and prevents flows of materials, skills and investment from leaving the city by harnessing the wealth that exists locally. It is also an opportunity to facilitate a transition which 'builds back better' after the Covid pandemic and creates an inclusive economy focused on social aims, social justice, environmental sustainability, and prosperity.

It can do this through:

- **Creating new jobs and skills training** in the areas of material processing, repair, remanufacturing and logistics, where the nature of the work is more creative and fulfilling;
- **Reducing dependency on overseas manufacturing** as we shift to local remanufacturing, upcycling and designing out waste.
- **Creating more equitable access to valuable products**, as we shift from ownership toward product-as-a-service models;
- Reducing the amount of money that leaves the local economy, **creating a greater circulation of wealth locally**;
- **Growing resilience to global economic shocks**, as global supply

chains are replaced with local, circular supply chains;

- **Creating a healthier world**, as products bound for the UK are largely manufactured in countries with weaker controls on the emission of toxic substances harmful to human health; and
- **Reducing civil conflict** in countries where mining for minerals (found in smartphones, tablets, computers and electric vehicles) is largely controlled by armed groups.

The role of the city council in creating a Circular Economy city

The council can be the facilitator of change, as a key stakeholder in regional and national partnerships, we will work in partnership to adopt circular approaches to the way we and others work.

We want to shape policy, deliver projects, maximise our assets and resources in a way that supports businesses to grow sustainably, to protect and generate jobs, and create a healthy environment for our citizens.

There are five roles that we have within our control:

Planning the future circular city

As a local planning authority, we can influence new development proposals to use the principles of circularity to minimise the use of new materials, avoid waste and support high recycling rates. We can encourage innovative building design and construction methods, designing for adaptability, flexibility and re-use.

Using our land and buildings to demonstrate circular solutions

As an owner and user of land, roads and buildings, we can identify and use public property for Circular Economy partnerships.

Procuring Circular Economy solutions

As a procurer of services, we can accelerate the introduction of Circular Economy goods and services.

Leading the city towards a circular future

As a convenor, we can promote knowledge sharing through accessible platforms for information and guidance. We can set the benchmark for others to follow through bold public initiatives and by spreading best practice.

As a stakeholder in the environment

Brighton & Hove City Council, alongside citizens, businesses, universities and other public sector bodies, is a stakeholder in the urban, rural and marine environment. We are proud to be the lead partner of UNESCO designated Biosphere Reserve called '[The Living Coast](#)' and can use this opportunity to work collaboratively with our biosphere partners in maximising circular opportunities across the wider Biosphere region. Collaboration is key to protecting our local environment.

"I believe it will be competing city states and regions that give us all hope, not governments preoccupied with numerous other 'big issues' before they can think of the climate emergency question. With over 50% of the world's population now residing in cities, and over 80% in the UK, cities are now the main driver for economic and system change and have the potential to power a successful Circular Economy." Duncan Baker-Brown, Senior Lecturer, School of Architecture and Design, University of Brighton

Priority areas

We will initially concentrate on two key sectors for the city: the built environment and Food & Drink, before expanding to look at other areas.

Built environment

The built environment was chosen as the first priority sector due to the level of impact on the environment and the fact that there is significant new build and re-development planned for Brighton & Hove over the next 13 years.

The sector is the highest user of raw materials in Brighton & Hove and has the biggest influence on CO2 emissions from construction, in use, through to demolition. It determines the city's character and the way people travel, work and live.

In England, according to DEFRA, the construction, excavation, demolition and deconstruction of built environment is responsible for:

- 36% of all carbon emissions (European Commission, 2011)
- 40% of energy consumption (European Commission, 2011)
- 50% of all raw material extraction (European Commission, 2011)

- 33% of all potable water usage (European Commission, 2011)
- 60% of all waste (DEFRA, 2021)

All aspects of the built environment can be adapted to fit into Circular Economy thinking. From how infrastructure is designed, to the materials used, the construction methodology, the way occupants use infrastructure and finally what happens at the end of the infrastructure's life.

Food & Drink

Pre-pandemic, the visitor economy in Brighton & Hove was worth £886 million, generated by over 11 million visitors annually, and it accounted for around 14% of all employment, equivalent to 21,000 direct jobs in the local economy (Brighton & Hove Council, 2018).

One major source of waste in the visitor economy is food. Every year, one third of all food produced for human consumption is lost or wasted. The prevention of food waste will be a key action area.

Food systems currently account for 21-37% of total GHGs. They also hold solutions to e.g. biodiversity loss, enduring hunger and malnutrition, and an escalating public health crisis.

A sustainable food system is where the growing, eating, and disposal of food benefits the economy, people, and the environment.

Brighton and Hove already has a strong foundation of networks and organisations involved in *'the collaborative and city-wide effort to create a healthy, sustainable, and fair food system'*. As a city awarded Gold Sustainable Food Places status and a signatory of the Glasgow Food and Climate declaration, we recognise that urgent action is required, at scale, to have an impact. We are therefore also progressing work to support the transition to a sustainable city-region food system.

Our Vision

Our vision is for our city to become a global frontrunner where Circular Economy practices and principles are embraced by all, as a route to fighting the climate and biodiversity emergency. How does this look in practice?

- By 2030, halve food waste in the city, in line with the target of the global Sustainable Development Goal 12.
- By 2030, reduce consumption of primary raw materials in the city (minerals, fossils, timber and metals) by 50% and replace with secondary raw materials.

- By 2030, achieve a reuse and recycling rate of 50% for municipal materials.
- By 2030, have a net zero carbon city.
- By 2035, work with partners to attract investment of over £100 million in Circular Economy activity within the Greater Brighton area.
- By 2035, work with public sector partners to ensure that 75% of external, priority area, public sector spend will be on circular products and services, 50% of which with local suppliers.

At present we cannot track progress against this more detailed vision due to missing data. We welcome innovations in local-level data collection from research partners and industry representatives. To fill the monitoring and evaluation gap, the council is consulting with local leaders in the Circular Economy to determine which *enablers* we should monitor in the short and medium term.

Action plan

An action plan has been developed to deliver Circular Economy solutions in the Built Environment and Food & Drink sectors. It will evolve over time to include additional priority areas and adapt to changing contexts as they emerge.

The first iteration of the Action Plan has been published in full on the council's website at: [\[awaiting weblink\]](#). A few key actions have been pulled out to illustrate our Routemap to a Circular Economy (view images below).

Built environment Routemap

From **2022** undertake a Circular Economy opportunities assessment and evaluation of all council new build housing construction projects.

In **2022** develop ways of monitoring embodied carbon in new build developments to improve awareness of and encourage the adoption of low-carbon, circular construction practices in the private housing sector.

In **2023** review the existing Highways Asset Management Plan to reduce the environmental impact of highways maintenance and construction.

By **2024** develop and begin delivery of a sustainable drainage plan to protect highways and properties from surface water flooding and extreme weather events, protect the chalk aquifer, and provide natural habitat for local species.

By **2025** embed Circular Economy principles in the new City Plan with policies that identify the Circular Economy factors required to be incorporated in development proposals.

By **2030** specify in project briefs at least 60% of all materials used in a new development are recoverable at the end of life of the building on all new build housing projects.

Food Routemap

In **2022** deliver a targeted programme to support on-going circular economy learning and action in schools, to include a focus on food, and embed this within the wider 'whole school approach' to climate action.

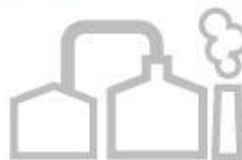


In **2023** develop and consult on options for the future delivery of refuse and recycling services, which includes a new food waste collection service.



By **2024** deliver an event showcasing local circular Food & Drink solutions and create opportunities for peer learning and exchange to help businesses better understand and implement Circular Economy principles in their day-to-day activities.

By **2030** halve food waste in the city, in line with the target of the global Sustainable Dev't Goal 12.



In **2027** aim for 50% of all priority area, internal and external public sector spend to be on circular products and services, with at least 55% supplied by local companies.

Next steps

An oversight board made up of council representatives and stakeholders has been created to drive, oversee and maintain progress against the first and future iterations of the council's forthcoming Circular Economy Action Plan.

The council and its partners also follow projects which embed circular principles, finding successes and overcoming problems, from which others can learn and take inspiration from. The council will join partners in communicating these projects and opportunities for residents and businesses to participate in the Circular Economy on its engagement site: climateconversationsbrighton.uk.engagementhq.com/the-circular-economy-in-brighton-hove.

We want all stakeholders to get involved in the Circular Economy and help our city transition to a Circular Future!

Get involved

A move to the Circular Economy must involve stakeholders across the city. Businesses operating locally can reduce waste and take advantage of new business models.

Universities can foster the development of new materials and enterprises. Schools can nurture circular thinking into young minds. Residents and communities can work together to share and re-use.

If you or your organisation would like to learn more about circular actions it can take, join the conversation at <https://climateconversationsbrighton.uk.engagementhq.com/the-circular-economy-in-brighton-hove>

If your organisation is *already* implementing Circular Economy solutions, be sure to join the city's [Circular Economy Map](#). The map already hosts over 100 organisations and initiatives contributing to a Circular Economy in Brighton & Hove.

Residents wishing to support a city-wide culture shift and education campaign in 2022

can register interest to [become a Circular Economy Champion](#) by emailing BLUEPRINT@brighton-hove.gov.uk with the subject line "Becoming a Circular Economy Champion".

Get inspired

The BLUEPRINT project identified a long list of Circular Economy solutions already in action in Brighton & Hove and its partner cities. To find inspiration for a new business idea or a potential circular collaboration, you can view these at <https://projectblueprint.eu/solutions>.

Case studies, such as the [Brighton Waste House](#), [RevaluElectricals](#), [MarinaTex](#), [Brighton Bike Share](#), and [The Brighton & Hove Food Partnership's community composting scheme](#) help bring opportunities to life and show the exciting work happening in the city. You can read the case studies or register a new initiative at https://climateconversationsbrighton.uk.engagementhq.com/the-circular-economy-in-brighton-hove?tool=brainstormer#tool_tab.

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BHCC CIRCULAR ECONOMY ACTION PLAN

The city plans to make the transition to a more efficient use of raw materials through adopting circular economy practices. This action plan has been developed and published alongside the council's Circular Economy Routemap to push forward this agenda using the council's planning, procuring and convening powers.

In its current form, the Action Plan is divided into two halves. The first half looks outward and includes actions to promote circular economy activity across the city. The second half looks inward and includes actions to align council activities with Circular Economy principles. Both set of actions focus on two priority sectors: Food & Drink and the Built Environment.

Over time, the Action Plan will be regularly updated and reissued as the Routemap's priority areas expand and as new opportunities emerge and the council's understanding of and ability to deliver circular economy solutions improves.

Promoting Circular Economy activity across the city

As a local planning authority, owner and user of land, roads and buildings; procurer of goods and services; and as a convenor of individuals and organisations, Brighton & Hove City Council plays an important role in promoting Circular Economy activity across the city.

Promoting a circular Food & Drink sector

Every year, one third of all food produced for human consumption is lost or wasted. This waste is directly contributing to climate change, with food systems currently accounting for 21-37% of total greenhouse gases. Circular economy solutions in the food sector not only help tackle climate change, they can also help tackle biodiversity loss from pesticides and fertiliser run-off and address enduring hunger, malnutrition, and an escalating public health crisis.

Even with all the right policies in place, the council cannot realise a circular food sector on its own. To support local businesses in their transition to circular business models and practices, and to foster consumer demand, the council has committed to the following resident- and business-facing actions.

Resident-facing actions

2022

1. Support community organisations in delivering their circular food activities for the purpose of creating a healthy, sustainable, and fair food system in Brighton & Hove
2. Deliver a ['circular food champions' volunteer scheme](#) to support residents in educating, empowering and engaging with friends, family, neighbours and colleagues on food waste prevention, reuse and recycling.
3. Deliver four circular economy community events across the city to include a focus on food & drink.
4. Deliver a targeted programme to support on-going circular economy learning and action in schools, to include a focus on food, and embed this within the wider 'whole school approach' to climate action.

2023/24

5. Assess the potential for increased food production opportunities on council owned farmland in accordance with the developing City Downland Estate Plan and associated Implementation Plan

Business-facing actions

In 2021 the council created a working group with Brighton & Hove Food Partnership and other food related organisations to develop a set of Circular Economy actions for the city's Food & Drink sector building upon progress made in the city on this work. Next steps include:

2022

6. Finalise a set of Circular Economy actions for the Food & Drink sector to be signed off by the Circular Economy Member's Working Group.

2024

7. Deliver an event showcasing local circular Food & Drink solutions and create opportunities for peer learning and exchange to help businesses better understand and implement Circular Economy principles in their day-to-day activities.

Planning a circular Built Environment

Brighton & Hove's built environment sector is the highest user of raw materials and has the biggest influence on CO2 emissions from construction, in use, through to demolition. It determines the city's character and the way people travel, work and live.

As a Local Planning Authority, we can ensure through City Plan policies and further planning guidance that new development proposals are built to high sustainability standards and take into account the principles of circularity to minimise the use of new materials, avoid and reduce waste and support high recycling rates. We can encourage the consideration of innovative building design and construction methods, designing for adaptability, flexibility and re-use. The following actions will be introduced to deliver a Circular Economy for the city:

2022

8. In collaboration with industry stakeholder groups, promote circular construction training programmes with agents and developers.
9. Develop ways of monitoring embodied carbon in new build developments-to improve awareness of and encourage the adoption of low-carbon, circular construction practices in the private housing sector.

2025

10. Embed Circular Economy principles in the new City Plan with policies that identify the Circular Economy factors required to be incorporated in development proposals.

Cross-cutting, business support actions

2022

11. Explore the development of a meantime use protocol for city landlords to support the development of a new "future of the high street programme".
12. Consult with business support organisations within and beyond Brighton & Hove, to identify actions the council and its partners can take to support local businesses in implementing Circular Economy solutions.

13. Review business accreditation schemes to better understand circular economy criteria embedded in each to support business engagement on the circular economy and inform public procurement.

2030

14. By 2030, working with partners, support the development of Circular Economy hubs in and around the city designed to foster circular business activity by, for example, housing start-ups, materials, research, commerce, educational and skills programmes and events

Promoting Circular Economy activity inside the council

Given the purchasing power and material footprint of local government, councils must look inward to improve the circularity of their own projects and services to influence the development of, and lead the way to, a sustainable, circular economy in the sector. At Brighton & Hove City Council actions will be taken to extend the lifetime of council assets, reduce consumption of primary materials, design out waste and increase demand for circular economy products and services.

Procuring for a Circular City

As a procurer of services, cities catalyse the introduction of circular economy goods and services including leasing of façades and materials. The following actions will be introduced to deliver a circular economy for the city:

2022

15. Review and update the Sustainable Procurement Policy with Orbis partner authorities and incorporate Circular Economy principles in line with BHCC's Circular Economy Routemap.
16. Create a tool to support officers when developing environmental sustainability specifications to include circular economy considerations.

2023

17. Create a specification writing masterclass to include circular economy principles for commissioners and buyers
18. Identify a means to monitor circular economy spend.

2025

19. Aim for 25% of all priority area, internal and external council spend to be on circular products and services, with at least 50% supplied by local companies.

2027

20. Aim for 50% of all priority area, internal and external council spend to be on circular products and services, with at least 55% supplied by local companies.

2030

21. Aim for 75% of all priority area, internal and external council spend to be on circular products and services, with at least 60% supplied by local companies.

Utilising the full value of food waste

To utilise the full value of food waste beyond energy production, the council will be investing in a new food waste collection service. The following actions will be introduced to deliver a circular city:

2023

22. Develop a full feasibility study and business case exploring two options for the future delivery of refuse and recycling services, which includes a new food waste collection service.
23. Consult on the future delivery of refuse and recycling services with residents, trade unions and staff before presenting back to a future committee for a decision.

Circular construction and maintenance

As a constructor of buildings and roads, the public sector can specify circular materials, designs and methods of construction and maintenance for new and existing developments.

Buildings

The following actions will be introduced to deliver a circular city:

2022

24. Pilot reclamation audits and deconstruction of existing buildings for new build housing projects, using reclaimed materials on site wherever possible.
25. Separate construction waste streams from housing maintenance projects at the council's Housing Centre.
26. From 2022 undertake a Circular Economy opportunities assessment and evaluation of all new build housing construction projects.
27. Set outcomes for all new build housing projects using the RIBA Climate Challenge 2030 Targets and Checklist (subject to Housing Committee agreement in June 2022).
28. From 2022 undertake a whole life carbon assessment process on all new build housing projects.

2023

29. Undertake research and feasibility for implementing materials passports on new building housing construction projects and develop a strategy for implementation.

2025

30. By 2025 specify in project briefs at least 50% of all materials used in a new development are recoverable at the end of life of the building on all new build housing projects.

2030

31. By 2030 specify in project briefs at least 60% of all materials used in a new development are recoverable at the end of life of the building on all new build housing projects.

Roads and the public highway

The following actions will be introduced to deliver a circular city:

Ongoing actions

32. Continue investigating and piloting the use of recycled materials in planned highways maintenance and construction.
33. Continue investigating and piloting the latest innovations in pothole prevention and repair driven through new contract.

2022

34. Develop a programme of Surface Extension Treatments, removing one surfacing cycle over the Whole Life Design of roads.

2023

35. Explore leasing highways assets for use in temporary locations.
36. Review the UKGBC “Circular economy guidance for construction clients” for the purpose of designing out waste and material consumption through the council’s specification of highways construction projects.
37. Explore options and propose a KPI for monitoring performance on the ‘right first time’ principle across all highways projects with the aim of reducing their material and carbon intensity
38. Explore the potential of commissioning a street furniture maintenance review for the purpose of identifying whole life cycle material, carbon and cost-saving interventions.
39. Review the existing Asset Management Plan to reduce the environmental impact of highways maintenance and construction.

2024

40. By 2024 develop and begin delivery of a sustainable drainage plan to protect highways and properties from surface water flooding and extreme weather events, protect the chalk aquifer, and provide natural habitat for local species.
41. Investigate primary and secondary material consumption data captured through the provider’s carbon accounting system required in the new highways contract model.

Brighton & Hove City Council

Policy and Resources Committee

Agenda Item 140

Subject: Changes to the Coroner's service

Date of meeting: 12 May 2012

Report of: Executive Director Governance, People & Resources

Contact Officer: Name: Paul Holloway

Tel: 01273 292005 / 07941 816372

Email: [Report author email]

Ward(s) affected: All

For general release

1. Purpose of the report and policy context

- 1.1 To inform members of some proposed changes to HM Coroner's service for the city of Brighton & Hove and seek agreement in principle subject to consultation.

2. Recommendations

- 2.1 That the Committee:

(i) notes the interim arrangements whereby the current Senior Coroner for West Sussex is also Acting as Senior Coroner for the city of Brighton & Hove;

(ii) notes the proposal, as part of the interim arrangements, for the recruitment of an Area Coroner for the city of Brighton & Hove;

(iii) agrees in principle the overall aims of the draft business case being developed by both Local Authorities (latest version attached in Appendix 1) with a view to it being submitted to the Chief Coroner's Office for approval subject to any necessary modifications and consultation with staff and unions;

(iv) notes that, as part of the statutory process, there will be consultation with key stakeholders which the Chief Coroner will consider before approving the proposals.

- 2.2 That the Committee authorises the Chief Executive and the Executive Director for Governance, People and Resources, to take all steps necessary to finalise the draft proposals and enter into any agreements necessary for the merger of the Coroner's Service.

3. CONTEXT/ BACKGROUND INFORMATION

- 3.1 Under section 24 of the Coroner's and Justice Act 2009, it is the responsibility of County Councils and Unitary Authorities to provide all reasonable support and resources to HM Coroner services. The Office of the Coroner's is a judicial office exercising functions independent of the Council. The Council's role is effectively a resourcing function rather than having a say in the way that the judicial role is exercised. Brighton & Hove has had a separate Coroner's service since the creation of the Council in 1997.
- 3.2 The previous Senior Coroner for Brighton & Hove retired in July last year. The Ministry of Justice and the Chief Coroner's Office, who have overall responsibility for Coroner's Services indicated that Brighton & Hove is too small in terms of the number of deaths and inquests to justify retaining a separate coroner's function. HM Coroner's services for the city of Brighton & Hove and for West Sussex County Council have been directed by the Chief Coroner's office to actively consider a merger of the two jurisdictions.
- 3.3 Given the length of time it takes to finalise proposed arrangements and with the agreement of the Chief Coroner and the Ministry of Justice, the Senior Coroner for West Sussex has been appointed as a Senior Coroner for Brighton & Hove pending the outcome of the review. This has enabled continuity and consistency of service as the two jurisdictions share Assistant Coroners and have an established practice of helping each other.
- 3.4 The cost of the Coroner's service is apportioned on a pro rata basis between Brighton & Hove and West Sussex based on the number of deaths in each geographical area during the operational period of the interim arrangements.
- 3.5 During the interim arrangements, it has been identified there is a need for additional resources to support the extra workload of the West Sussex and (Acting) Brighton & Hove Senior Coroner. A full-time Area Coroner has been appointed to in West Sussex. A part-time Area Coroner position is required in Brighton & Hove for 3 days a week. This is based on numbers of deaths in each area. An Area Coroner is a judicial office holder who will share in the discharging of coronial duties, including being on-call for matters that often require immediate action, the direction of investigations and the conduct of inquest hearings. It is anticipated that this additional resilience is required in support of the existing Senior Coroner and full time Area Coroner. This will not add to the overall cost of the service and will be managed within budget.
- 3.6 The proposed merger of the two Coroner's jurisdictions is expected to generate efficiencies due to economies of scale and also provide greater resilience. One of the two authorities will be designated as a lead authority under a lead authority agreement between the two authorities. As West Sussex is the larger one, it is likely that they will be designated as the lead authority. Officers will seek to ensure that any merger is consistent with maintaining the following principles:
- that there is no loss of local service and that Brighton & Hove inquests will be held in the Brighton & Hove area and that there will be local offices available for people to visit if required;

- maintaining the security of current Local Authority administration staff and their terms and conditions as far as possible;
- there is no additional cost resulting from the merger and, where possible efficiency savings are realised.

4. Analysis and consideration of alternative options

- 4.1 The Coroners and Justice Act 2009 clearly states the relevant Local Authority for a Coroner must secure provision of whatever officers are needed for the appropriate function of the service.
- 4.2 The Chief Coroner has asked all neighbouring Coroner's jurisdictions to look at the possibility of merging as and when a Senior Coroner position is vacated, as was the case with the Senior Coroner for the city of Brighton & Hove. The Council could oppose the proposal for a merger and push for the appointment of a permanent Senior Coroner just for Brighton & Hove. This would require the consent of the Chief Coroner and the Lord Chancellor. The indications we have had so far are clear that this will not be supported. The best option for the Council is therefore to focus on ensuring that the proposals protect the interest of residents and staff in Brighton & Hove and provide a better service with greater resilience.

5. Community engagement and consultation

- 5.1 There will be a statutory consultation with interested parties before the proposals are implemented by way of a statutory instrument. Officers will also consult with staff and unions and any decision taken under delegated powers will take that into account.

6. Conclusion

6.1 The current interim arrangements, along with essential recruitment to assist the Senior Coroner for West Sussex, will undoubtedly allow an opportunity to address resilience and make the service more sustainable to meet the demands of a modern Coroner service moving forward.

6.1 The proposals regarding the longer term arrangements will, it is anticipated, deliver savings to both Councils although it is difficult to do precise quantification at this stage..

7. Financial implications

7.1 Both the interim arrangements and the proposed merger are expected to be delivered within the existing Coroner's service budget of £0.548m in 22/23. The sharing of resources, avoidance of duplication and economies of scale might also help to deliver a saving to the authority, though the amount is unknown at this stage.

Name of finance officer consulted: Peter Francis Date: 26/04/2022

8. Legal implications

8.1 The proposals in this paper are consistent with the Council's obligations under the Coroners and Justice Act 2009.

Name of lawyer consulted: Abraham Ghebre-Ghiorghis Date consulted
(21/04/20222)

9. Equalities implications

9.1 There are no adverse equalities implications identified at this stage, but a more detailed assessment will be made as the project progresses to make sure that all equalities implications are addressed and, where necessary, reasonable adjustments made.

9.2 It is essential that the Coroner's service in the city of Brighton & Hove remains a local service and bereaved families and loved ones can receive all aspects of the service, locally wherever possible, within the city. Access to all services is always a consideration, throughout a Coroner's involvement in a community death. These will be factored in planning the service.

10. Sustainability implications

10.1 There are no adverse sustainability implications arising from the proposals in the report. Securing that Brighton & Hove related inquests are done locally and the availability of access to local officers will reduce the need to travel long distances.

Supporting Documentation

1. Appendices

Appendix 1: draft proposals for a merger of coroners' services

2. Background documents

None

**ALTERATION OF CORONER AREAS UNDER SCHEDULE 2 OF THE
CORONERS AND JUSTICE ACT 2009**

BUSINESS CASE FOR MERGERS

NAMES OF CORONER AREAS THAT ARE PROPOSING TO MERGE

- Brighton and Hove
- West Sussex

PROPOSED NAME OF NEW AREA

- West Sussex Area

INFORMATION ON AREAS THAT PROPOSE TO MERGE

- Please provide key details in the table as follows:

Coroner area	Brighton and Hove	West Sussex	Combined
Geographical area covered	Brighton and Hove	West Sussex	Brighton and Hove and West Sussex
Local Authority/Authorities that fund(s) coroner area and %	Brighton and Hove City Council 100%	West Sussex County Council 100%	Brighton and Hove City Council (38%)* West Sussex County Council (62%)* (* precise percentage to be determined by an agreed formula and reviewed annually)
Relevant authority (formerly lead authority)	Brighton and Hove City Council	West Sussex County Council	West Sussex County Council
Police Force(s) in area	Sussex Police	Sussex Police	Sussex Police
Transport links	Small geographical area A23 A27 Brighton, Hove Train Stations	Large geographical area A27, A23, A24 M23 Barnham, Bognor Regis, Chichester	A27, A23, A24 M23 Barnham, Bognor Regis, Chichester

Coroner area	Brighton and Hove	West Sussex	Combined
	<p>Area: 8,288 Hectares</p> <p>Population: 612,159</p>	<p>Crawley, Gatwick Airport, Haywards Heath, Horsham, Three Bridges, Worthing – mainline train stations</p> <p>Gatwick Airport, Shoreham Airport</p> <p>Area: 198,911 Hectares</p> <p>Population: 867,600</p>	<p>Crawley, Gatwick Airport, Haywards Heath, Horsham, Hove</p> <p>Three Bridges, Worthing – mainline train stations</p> <p>Gatwick Airport, Shoreham Airport</p> <p>Area: 206,399 Hectares</p> <p>Population: 1,479,759</p>
Major hospitals in area	<p>Nuffield Health Brighton Hospital</p> <p>Royal Sussex County Hospital (RSCH) This is an acute hospital, incorporating:</p> <ul style="list-style-type: none"> • The South East trauma centre • Specialist Neurosurgical unit for the area • Teaching hospital with a medical school. • Specialist neonatal unit (Trevor Mann) • Specialist Renal, HIV and Cardiac units. <p>Spire Montifore Hospital</p> <p>The Martlets Hospice, Hove</p>	<p>Arundel & District Hospital</p> <p>BMI Goring Hall Hospital</p> <p>Chestnut Tree House Childrens Hospice, Arundel</p> <p>Crawley Hospital</p> <p>Horsham Hospital</p> <p>Nuffield Health, Haywards Heath</p> <p>Princess Royal Hospital, Haywards Heath</p> <p>Queen Victoria Hospital, East Grinstead (specialist Hospital for reconstructive surgery, burns care and rehabilitation services)</p> <p>Southlands Hospital</p> <p>St Barnabas Hospice, Worthing</p>	<p>Arundel & District Hospital</p> <p>BMI Goring Hall Hospital</p> <p>Chestnut Tree House Childrens Hospice, Arundel</p> <p>Crawley Hospital</p> <p>Horsham Hospital</p> <p>Nuffield Health Brighton Hospital</p> <p>Nuffield Health, Haywards Heath</p> <p>Princess Royal Hospital, Haywards Heath</p> <p>Queen Victoria Hospital, East Grinstead (specialist Hospital for reconstructive surgery, burns care and rehabilitation services)</p> <p>Royal Sussex County</p>

Coroner area	Brighton and Hove	West Sussex	Combined
		St Catherine's Hospice, Crawley St Richards Hospital, Chichester St Wilfrid's Hospice, Chichester War Memorial Hospital, Bognor Regis Worthing Hospital	Hospital (RSCH) – incorporating specialist units as detailed. Southlands Hospital Spire Montifore Hospital St Barnabas Hospice, Worthing St Catherine's Hospice, Crawley St Richards Hospital, Chichester St Wilfrid's Hospice, Chichester The Martlets Hospice, Hove War Memorial Hospital, Bognor Regis Worthing Hospital
Prisons in area	None	HMP Ford Prison	HMP Ford Prison
Other state detention facilities in area	None	St Magnus Psychiatric Hospital	St Magnus Psychiatric Hospital
Courtrooms/inquest venues	Brighton and Hove Coroners Court (dedicated inquest facility) Hove County Cricket Ground The Jurys Inn Hotel, Brighton	County Hall North, Park Suite, Horsham Edes House, Chichester (dedicated inquest facility)	Brighton and Hove Coroners Court County Hall North, Park Suite, Horsham Edes House, Chichester Hove County Cricket Ground The Jurys Inn Hotel,

Coroner area	Brighton and Hove	West Sussex	Combined
			Brighton It is recognised that any new proposal must be capable of meeting the emotional needs of all families.
Office/staff accommodation – location and capacity	Location - Brighton and Hove Coroners Court 2FTE x Admin & PA Support	Location - County Records Office, Chichester 1FTE Service Development & Support / Court Staff Manager 2FTE x Admin & PA Support Location - at Court facilities. 4 Casual Court usher / bailiff (casual contract)	Location – Chichester/Brighton / Remote working 1FTE Strategic Service manager 1FTE x Executive Assistant to the Senior Coroner 4FTE x Admin & PA Support 4 Casual Court usher / bailiff (casual contract)
Number of Coroner's officers'	5 FTE COs	1FTE Coroners Officer Supervisor 9 FTE COs	1 FTE Supervisor 14 FTE COs
Name of senior coroner	Penelope Schofield (Acting Senior Coroner)	Penelope Schofield (Senior Coroner)	To be appointed in accordance with Chief Coroner Guidance No.14
Number of area Coroners	None	1 x Full-time Area Coroner (starts July 2022)	1 x Full time Area Coroner 1 x Part Time Area Coroner
Number of assistant Coroners	9 (Appointed by Brighton and Hove City Council)	8 (Appointed by West Sussex County Council).	9 (Includes current assistant Coroners for the Brighton and Hove and West

Coroner area	Brighton and Hove	West Sussex	Combined
	<ul style="list-style-type: none"> 7 shared with West Sussex 	<ul style="list-style-type: none"> 7 shared with Brighton and Hove 	<p>Sussex Coroner Area).</p> <p>All assistant coroner vacancies shall be subject to an open recruitment exercise.</p>
Number of deaths reported in the previous calendar year	1,143 (2020) 1,151 (2019)	3,414 (2020) 3,316 (2019)	It is assumed that the caseload will be similar to the total number of cases of the two existing areas combined (approx 4,600 a year).
Inquests held in the previous calendar year	210 ((2020) 220 (2019)	387 (2020) 366 (2019)	It is assumed that the caseload will be similar to the number of cases of the two existing areas combined (approx 850 a year).
Post mortem rate as % of reported deaths	35% (2020) 42% (2019)	34% (2020) 37% (2019)	It is assumed that the caseload will be similar to the number of cases of the two existing areas combined.

It would be helpful if you would also attach maps of the area showing the current position and the position in the event of a merger. Both maps should show details of for instance inquest venues, hospitals, prisons and transport links.

- A map of the current Brighton and Hove Coroner Area can be accessed here: [Brighton and Hove City Council - MapIt \(mysociety.org\)](https://www.brightonandhove.gov.uk/your-council/your-council-services/coroner-service/coroner-service-map)
- A map of the current West Sussex Coroner Area is attached. [West Sussex County Council - MapIt \(mysociety.org\)](https://www.westsussex.gov.uk/your-council/your-council-services/coroner-service/coroner-service-map)
- A map of the proposed merged Sussex Coroner Area is attached.

SENIOR CORONER APPOINTMENT

Why are you seeking a merger now (ie which area's senior coroner is stepping down, when and why)?

The Brighton and Hove Senior Coroner retired on 16th July 2021.

5

Proposed Business Case
Brighton and Hove City Council and West Sussex County Council Coroner Service
(DRAFT)

Interim arrangements implemented on 14th September 2021 resulted in the West Sussex Senior Coroner being nominated as the Interim Senior Coroner for Brighton and Hove area for 12 months or until such a time that the possibility of a merge of Brighton and Hove area with another is determined.

The key features of the proposed merge arrangements are as follows:

- i. The West Sussex Senior Coroner undertakes full operational control of both the Brighton and Hove and West Sussex Coroner Areas.
- ii. The existing correspondence addresses will remain the same within Brighton and Hove and West Sussex. Negotiations to merge the administration team to one local authority to deliver a centrally managed and locally delivered service will be considered.
- iii. All 14 Coroner's Officers employed by Sussex Police operate from their existing accommodation.
- iv. The WPC Case Management Systems operated independently by both Councils will be aligned and reconfigured.
- v. The Personal Assistant roles and Coroner Administrative Support Team role are reviewed and standardised to undertake and deliver all administrative functions and tasks.
- vi. Inquests continue to be held at both Brighton and Hove Coroners Court and Edes House, Chichester. The option to use County Hall North, Horsham and either Hove County Cricket Ground or The Jurys Inn Hotel, Brighton are available for larger inquests.
- vii. The cost of the Coroner's Service be apportioned on a pro rata basis between Brighton and Hove and West Sussex Councils based on the number of deaths that have occurred within each geographical area during the operation of the interim arrangements.
- viii. Review of the Mortuary facilities available to each jurisdiction with a joint effort to either develop the existing facility at Brighton and Hove City Mortuary Woodvale or consider a new development.

In addition to the above, a number of areas have been identified as future projects to further prioritise the needs of bereaved families, effectively utilise public funds and streamline working practises for colleagues within the Coroners Service and partner agencies. These include but are not limited to reductions in post mortem examinations, decrease in the requirement for professional witnesses to attend court in person, sharing of mortuary facilities, standardising working practices across Coroners Officer and Administrator functions.

Under the current interim arrangements the West Sussex Senior Coroner has implemented a number of streamlined measures and continues to develop best practise to the manner in which Brighton and Hove Coronial Services are accustomed.

Cross appointment of Assistant Coroners over both jurisdictions has the potential to result in Inquests being dealt with more efficiently whilst also decreasing expenditure

for both local authorities. However, two of the current Assistant Coroners have recently secured full-time jurisdictions elsewhere and therefore will have very limited capacity to provide assistance.

Considering this reduction in support, the continuation of the additional time and effort being expended by the West Sussex Senior Coroner and her support team under the current resource model is not sustainable or viable under a merged service. Additional resources are required on a permanent basis, namely a part-time Area Coroner and an additional full-time executive assistant, to ensure the current level of service is maintained and sufficiently resilient following any merger.

A part time Area Coroner is a judicial office holder who will share in the discharging of coronial duties, including being on-call for matters that often require immediate action, the direction of investigations and the conduct of inquest hearings. It is anticipated that this additional resilience is required in support of the existing Senior Coroner and full time Area Coroner.

If the proposed merger was not proceeded with, the consideration of this initiative has revealed the need for both Councils, but particularly Brighton and Hove City Council, to invest more resources into their respective Coroner Services to ensure that the operating model was more resilient and effective. The caseload in the Brighton and Hove jurisdiction indicates numbers equivalent to a part-time Senior Coroner having responsibility for the area. The challenges and demands of the area are however significant, and with Assistant Coroner support now also impacted by the retirement of a very experienced post-holder, the service is potentially vulnerable and lacks resilience in its current structure. This review allows an opportunity to address resilience and make the service more sustainable, to meet the demands of a modern Coroner service moving forward. The costs would therefore rise if the status quo was maintained, whereas the merger proposed will deliver savings to both Councils.

- How do you propose to appoint the Senior Coroner for the new merged area – (i.e does the relevant authority propose to appoint one of the Senior Coroners from the affected areas or to hold an open competition)?

As stated in the guidance of 1 May 2014 provided by the Chief Coroner, we would propose that the West Sussex Senior Coroner be appointed as the Senior Coroner for the proposed merged area.

This option would meet the Chief Coroner's aim to not displace existing Coroners and negate the potential risk of any claim for compensation for loss of office by the West Sussex Senior Coroner should she not be successfully appointed.

The West Sussex Senior Coroner has extensive local knowledge having worked in this jurisdiction for 14 years and in Brighton and Hove since September 2021. The working relationship between her and both local authorities is established and with a shared desire to provide a robust and customer focused Coroner service.

- Are all affected Senior Coroners aware of and content with this approach?

Whilst there are no other Coroners directly affected other than the West Sussex Senior Coroner, the proposed merger is based upon careful consideration and detailed discussions between both local authorities.

The proposals are appropriate, deliverable and meet the needs of the Coroner Service now and in the future for both West Sussex and Brighton and Hove Areas.

IMPACT OF PROPOSED MERGER ON SERVICE DELIVERY

- What will be the impact of the proposed merger on service delivery?

The proposed merger will have a positive effect on service delivery. As demonstrated in the interim arrangements, the services provided have been positive, efficient and cost effective.

Development of standard operating processes and procedures across the merged area will provide a robust and effective working environment for the Coroner’s office staff. Working with the existing teams to align best working practices and develop service provision to bring economies of scale and operational efficiency throughout both Coroner Areas.

The proposed staffing as detailed above, under the proposed merged service provide greater resilience and support to the Senior Coroner.

Initial scoping suggests there are a number of proposed service improvements, including:

Anticipated Short Term Service Improvements	<ul style="list-style-type: none"> • Improvements to conclusion of Inquest times • Central point of contact for the bereaved, partner agencies and all service users • Strengthening the service with resilience in staffing • Increased options for Inquest venues with developed access and options for professional witnesses to attend remotely • Merge of WPC software combining case management software.
Long term project planning	<ul style="list-style-type: none"> • Review of local authority Mortuary provision with potential to incorporate CT scanning • Considerations to employer of Coroner’s Officers • Review of Coroners removal provision • Joint facilities for the service to co-locate with relevant services such as registration, pathology etc • Continued development of working relationships with stakeholders to streamline and improve the end-to-end process of death management for the bereaved.

It is proposed that the merger is based on the interim arrangements and is subject to the additional resources required being provided. The impact on current service delivery will be positive given the proven effectiveness of the interim arrangements

and the first-hand knowledge and understanding that has been gained from such arrangements.

The merger proposes that inquests be heard in the most appropriate venue for the bereaved, court facilities will remain available at both the current court facilities in Chichester and Brighton. Larger Inquests will be held at County Hall North, Horsham or another suitable venue as required. All venues have excellent facilities to cater for all the needs of the service and the families.

The impact on other key stakeholders (such as police, undertakers, hospital trusts, etc.) would be negligible (if not nil) as all necessary changes, such as contact information, new processes/arrangements, are being developed at present as part of the interim arrangements.

- What will be the impact of the merger on associated services – such as post-mortem examinations, and mortuary provision?

There will be no change to the location of the post mortem examinations, arrangements for police identification, family viewings, and where the deceased are taken / stored

- How will the relevant local authority administer the new coroner area?

The services and staff management arrangements will be managed by West Sussex County Council, as the nominated Relevant Authority.

The Coroner Service will formally sit with West Sussex County Council. Physical offices will remain in both Chichester and Woodvale, Brighton.

The Senior Coroner shall be employed by West Sussex County Council.

The requirement for Coroners administrative staff to move over to West Sussex County Council are being considered by both local authorities. If this is to progress a separate project management structure will be implemented. In the interim period Coroner's administrative staff will remain employed by either West Sussex County Council or Brighton and Hove City Council. However, both Councils shall agree service outputs, service level and delivery, particularly where there are (or potential) costs implications arising, or material changes being proposed.

Both West Sussex County Council and Brighton and Hove City Council will enter into a legally binding governing agreement that clearly sets out the provision of the service, accountability, responsibilities, monitoring arrangements and financial arrangements.

- How will administrative governance be achieved between the relevant local authority and other funding local authorities?

Both West Sussex County Council and Brighton and Hove City Council will enter into a legally binding governing agreement that clearly sets out the provision of the service, accountability, responsibilities, monitoring arrangements and financial arrangements.

- How will the affected local authorities manage budgets?

Any merger would not affect the budget management arrangements of the service. Each Council shall manage its respective budgets and the financial costs of a merged service shall be apportioned in accordance with the agreed arrangements stated within the governing legal agreement.

IMPACT OF MERGER ON THOSE WORKING IN / WITH THE SERVICE

- What will be the impact of the merger on:
 - Coroners

The Senior Coroner for the new area will have a larger geographic area and increased caseload as they will be required to absorb any cases that would have been referred to a Brighton and Hove Coroner. However, the current interim arrangements have shown that that workload is manageable and a merged service viable and sustainable providing additional resources are provided.

The employment of a part-time Area Coroner and availability of nine Assistant Coroners are essential to ensure the service remains viable and resilient. The proposed merged area will continue to be supported by the existing full time Area Coroner, nine Assistant Coroners and a new part-time Area Coroner recruited (through open competition). There will be enhanced support across the administrative team.

- Coroners' officers

All 14 Coroner's Officers are employed by Sussex Police. West Sussex based Coroner's Officers operate out of police premises at Centenary House, Durrington. Brighton Coroner's Officers are based at John Street Police Station, Brighton. Both teams are successfully hybrid working either in the office or remotely from home. This has enabled them to work more flexibly and have direct access to the Senior Coroner and the administrative support staff when necessary.

Under the interim arrangements, the Coroner's Officers access the WPC System for both areas independently through Sussex Police IT network. This is the main tool for case management, amalgamating the systems together will greatly improve the efficiency of how deaths are reported, recorded, and managed.

Most contact on a day-to-day basis is by telephone, and electronic communication, though some face to face contact is required in large and/or more complex cases. The Coroner's Officers are settled in their current working arrangements and the proposed merger will have no immediate impact upon them.

- Other staff in the Coroner's offices

The current administrative support staff are working flexibly with a combination of working within the Coroner's offices and/or home working. The proposed merger would not impact upon them.

Adjustments have been made to address the additional work and further additional administrative support will ensure that there are sufficient resources available to meet the needs of a merged service.

- Pathologists

There is no anticipated impact on pathologists as post mortem examinations will take place in the existing locations; although it is noted that there are increased pressures due to the limited availability of Pathologists (a national issue facing all Coroners).

- Others?

There will be no immediate impact on the Coroners body removal services. West Sussex County Council hold contracted services with independent Funeral Directors, Brighton and Hove City Council operate the Coroners Transport Service both of which will continue.

There is no anticipated impact on Funeral directors as both Brighton and Hove and West Sussex services are both fully automated with the use of electronic notifications and communications such as email the normal mode of communication as it is secure, fast and reliable. This practice will continue, thereby mitigating the impact.

RESOURCE IMPLICATIONS OF MERGER

- What will be the impact of the merger on resources in terms of:
 - Costs of delivering the service
 - Accommodation for staff
 - Inquest accommodation
 - IT - IRIS
 - Any other costs / savings?

Please find attached the financial schedule that details current and proposed cost implications.

West Sussex County Council as the Relevant Authority shall operate the proposed merged Coroner service and Brighton and Hove City Council shall reimburse West Sussex County Council a proportion of the costs upon an agreed basis.

The current ratio of deaths between Brighton and Hove and West Sussex is 381:1138 respectively. The total operating cost of the merged Coroner service will be reviewed and agreed by both Councils initially and reviewed annually thereafter. The cost of the service will be apportioned using the above ratio which shall also be reviewed annually to ensure both Councils contribute fairly and appropriately to maintain an effective service. Any financial adjustments required will be made by both Councils as necessary to ensure this is achieved.

Details of the funding arrangements and how liabilities are determined and paid will be set out in the governing agreement to be entered into between both Councils.

LEGAL IMPLICATIONS

- Are you aware of any legal issues that need to be resolved before a merger can go ahead (in addition to the Lord Chancellor making an order under Schedule 2 of the 2009 Act)? If so please give details.

Both Councils will need to confirm their agreement to the business case and a formal governing legal agreement entered should the merger be approved.

VIEWS OF THOSE AFFECTED BY MERGER

- Do all affected local authorities support the merger? Please provide details.

There are no other local authorities affected.

- Have the local authority councillors / cabinets approved the merger? Please provide details.

Formal reports are to be considered by the Executive Leadership Teams of both Councils in Spring 2022.

- What is the view of affected coroners and their staff?

The Senior Coroner and all staff affected are supportive of the proposed merger.

The interim arrangements have demonstrated that a merged service is not only viable and sustainable but has highlighted more efficient and cost effective ways of working (subject to the additional resources outlined in this business case are provided).

- How will bereaved people be affected by the merger – eg travelling to inquests, being able to contact Coroners' offices?

It is considered that the impact on the public will be limited given that the court facilities will remain in place. The overwhelming comments of the public using both services are very positive. The West Sussex Senior Coroner and the Administrative Support Team will continue to give careful consideration and attention to meeting the specific needs of residents throughout the area.

The vast majority of contact between the Coroner's office and the next of kin/families is via telephone, post or email, and face-to face contact generally only occurs when the formal inquest takes place. Therefore, the location of any central support or administrative function is not critical.

The administration function will continue to operate with both geographical areas retaining accessible office facilities in Chichester and Woodvale, Brighton.

The support function will continue to provide robust, uniform and appropriate support for the work of the Senior Coroner and offer economies of scale of operations and seek to introduce standard working practices and levels of service.

- Have you sought the views of other affected stakeholders - such as police authority and constabulary, hospitals, prisons, GPs, faith groups and funeral directors? Please provide details.

No formal consultation is required on either Councils part as formal consultation will be undertaken by the Ministry of Justice on behalf of the Lord Chancellor.

The statutory functions and the way in which the Senior Coroner and Assistant Coroners discharge their responsibilities will not change as a result of any merger, and the impact on the service users and stakeholders will be minimal. It is recognised that the proposed merger is strongly supported as a number of stakeholders already operate across Sussex including Sussex Police, South East Coast Ambulance, University Sussex Hospital Trust to name a few.

- What are the views of other stakeholders?

To be ascertained as part of the consultation. However, there has been no opposition to the introduction or operation of the interim arrangements instead a positive response has been received.

- What impact will the merger have in terms of disability, gender and racial equality?

Coroners conduct all investigations of deaths referred to them taking into account disability, gender and racial equality as part of their statutory role.

RISKS AND MITIGATING ACTIONS

- Please provide details of any risks identified and mitigating action (to be taken).

RISK	MITIGATING ACTION
<ul style="list-style-type: none"> • Failure of operations, or systems and processes 	<ul style="list-style-type: none"> • Interim arrangements have been successful, and any operational issues have been addressed. • Review and ensure robust practices, procedures and processes are in place to effectively manage the expected workload of any newly created area. • Appropriate planning and resources are required.
<ul style="list-style-type: none"> • Insufficient capacity to deliver the merged service 	<ul style="list-style-type: none"> • Provide additional support through a P/T Area Coroner, and enhance the Administrative Support Team to ensure there is sufficient capacity to meet the demands upon the service and provide sufficient resilience.
<ul style="list-style-type: none"> • Disagreement between West Sussex and Brighton and Hove Councils 	<ul style="list-style-type: none"> • Ensure the governing legal agreement is clear and detailed so as to ensure all parties understand and accept their respective

	responsibilities, duties and obligations.
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ALTERNATIVE OPTION(S)

- Please describe other options considered, in addition to the proposed merger, and the advantages and disadvantages for each option.
1. Brighton and Hove merge with East Sussex Area. There is not currently the appetite within East Sussex to progress with a merger solely with Brighton and Hove. The current direction of travel for the East Sussex Coroners Service is unclear.
 2. Retain the existing two area structure in West Sussex and Brighton and Hove and appoint to the vacant Senior Coroner post in Brighton and Hove.

Whilst a simpler option, it would run counter to the views of the Chief Coroner and long-standing central Government policy as it does not fit with the national drive to reduce the number of Coroner areas in England and Wales.

Therefore, it is seen as an option that would not be supported centrally. Retaining the existing structure also gives no opportunity to review and modernise service delivery, create uniformity or seek any efficiencies.

CONTACT WITH THE CHIEF CORONER’S OFFICE / MINISTRY OF JUSTICE / CONSULTEES

- Have you had previous discussions with the Chief Coroner on the proposed merger? (This is a requirement before MoJ can formally consult on the merger.) Please provide details of the discussion.

The interim arrangements have been discussed and agreed on the basis that it provides the opportunity for a merger to be considered. There have been communications with the Ministry of Justice and Chief Coroner’s Office in relation to the exploration and formal consideration of a merger between the Brighton and Hove and West Sussex Coroner Areas.

- Have you had previous contact with MoJ on the proposed merger? Please provide details.

The interim arrangements as outlined herein have been approved and form the basis of the proposed merger.

- Are you happy for this business case in its entirety to be sent to all consultees? If not please provide details.

Yes

- Please list consultees for the consultation on the proposed merger – the organisation’s name and the most appropriate email address - at **Annex A**. MoJ will remove email addresses from **Annex A** before sending the business case to consultees.

See completed list

- Further information on the merger process is available in the form of Chief Coroner guidance at: <http://www.judiciary.gov.uk/wp-content/uploads/2014/05/guidance-14-mergers-of-coroner-areas.pdf>.

DRAFT

List of consultees

[Please include:

- All effected Senior Coroners, Area Coroners and Assistant Coroners in the areas in question;
- relevant local authority contacts from all neighbouring coroner areas (MoJ can assist with this if necessary);
- all MP's with constituencies within the effected coroner areas;
- pathologist contacts;
- representatives of local funeral directors within the effected coroner areas;
- representatives from hospitals and/or prisons within the area;
- the Chief Coroner (MoJ will have the relevant contact details)
- local police contacts (MoJ can assist with this if necessary and will include a national ACPO contact as standard))

Organisation	Email address (please note these will be removed when business case is sent to consultees)
<p><u>Chief Coroner:</u></p> <p>Thomas Teague QC</p>	
<p><u>Coroners/Assistant Coroners:</u></p> <p>Penelope Schofield Joanne Andrews Karen Henderson Lisa Milner Sarah Clarke Bridget Dolan QC Gilva Tisshaw Rob Simpson Alicia Keen Karen Harrold</p>	<p>Penelope.schofield@westsussex.gov.uk Joanne.andrews@ejudiciary.net Karen.henderson@ejudiciary.net Lisa.milner@ejudiciary.net Sarah.clarke@ejudiciary.net Bridget.dolan@ejudiciary.net Gilva.tisshaw@ejudiciary.net Robert.simpson@ejudiciary.net Alicia.keen@ejudiciary.net Karen.harrold@ejudiciary.net</p>
<p><u>Local Authority:</u></p> <p>Becky Shaw, West Sussex Geoff Raw, Brighton and Hove Becky Shaw, East Sussex Joanna Killian, Surrey Carolyn Williamson, Hampshire</p>	<p>Becky.shaw@westsussex.gov.uk Geoff.raw@brighton-hove.gov.uk</p> <p>Joanna.killian@surrey.gov.uk Carolyn.williamson@hants.gov.uk</p>
<p><u>MPs Brighton and Hove:</u></p> <p>Mr Lloyd Russell Moyle MP Ms Caroline Lucas MP Mr Peter Kyle MP</p>	<p>lloyd.russellmoyle.mp@parliament.uk caroline.lucas.mp@parliament.uk peter.kyle.mp@parliament.uk</p>

<p><u>MPs West Sussex:</u> Mr Andrew Griffith MP The Rt Hon Nick Gibb MP Mrs Gillian Keegan MP Mr Henry Smith MP Mr Tim Loughton MP Mr Jeremy Quin MP Mrs Mims Davies MP Sir Peter Bottomley MP</p>	<p>Andrew@GriffithMP.com gibbn@parliament.uk gillian.keegan.mp@parliament.uk henry.smith.mp@parliament.uk loughtont@parliament.uk jeremy.quin.mp@parliament.uk mims.davies.mp@parliament.uk bottomleyp@parliament.uk</p>
<p><u>West Sussex Pathologists:</u> Dr M Appleton Dr M Whittaker Dr M Tullett Dr T Umar Dr J Lai</p>	<p>Mark.applaeton@wsht.nhs.net Mark.whittaker@wsht.nhs.net Mark.tullett@nhs.net t.umar@nhs.net joyce.lai2@nhs.net</p>
<p><u>Brighton and Hove Pathologists:</u> Dr C Guy Dr D Wright Dr M Taylor</p>	<p>Catherine.guy@nhs.net David.wright25@nhs.net Mark.taylor60@nhs.net</p>
<p><u>All Hospitals/Trusts:</u> University Hospitals Sussex NHS Trust (St Richards Hospital, Worthing Hospital, Royal Sussex County Hospital, Princess Royal Hospital) Queen Victoria Hospital NHS Foundation Trust Sussex Community NHS Foundation Trust Sussex Partnership Foundation Trust Surrey and Sussex Healthcare NHS Trust SPIRE Hospitals</p>	
<p><u>Funeral Directors:</u> National Association of Funeral Directors Jason Corbin The National Society of Allied and Independent Funeral Directors: Paul Bowley</p>	<p>corbinj@reynolds.co.uk paul@bowleyfuneralservice.co.uk</p>
<p><u>Sussex Police:</u> Chief Constable Jo Shiner</p>	

Resource implications of the merger

Table A: Details of current Senior Coroners and Area Coroner/s (if applicable) in each existing Coroner area

Position (eg Senior Coroner, Area Coroner)	First name	Surname	Current salary (including National Insurance and pension contributions)	Long Inquest Payments (if applicable) or other additional payments	Proposed salary in amalgamated area (if applicable) (including National Insurance and Pension) *does not include inflation, pay awards, any other expenses e.g. travel, or any other financial planning for future years.
Senior Coroner	Penelope	Schofield	2021/22: £182,221 (Projected)	2021/22: N/A	£202,740 (to be confirmed by HR team)
			2020/21: £178,464	2020/21: N/A	
			2019/20: £174,827	2019/20: N/A	
Payment to West Sussex for Brighton and Hove contribution to Coroners	Penelope	Schofield	2021/22: £16,750 £24,204 (Additional Responsibility Allowance)	2021/22: N/A	

			2020/21: N/A	2020/21: N/A	
			2019/20: N/A	2019/20: N/A	
Senior Coroner (Retired 16 th July 2021)	Veronica	Hamilton Dealey	2020/21 £48,000	2020/21 N/A	
			2019/20 £158,749	2019/20 N/A	

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Table B: Office costs

Category	Brighton and Hove – Previous Arrangement	West Sussex – Previous Arrangement	West Sussex & Brighton and Hove
Fees for Area Coroner	£0 (However, any future Coroner Service would need to include a 3 day P/T Area Coroner, therefore true cost needs to include £81,645)	£0 (However, recruited with a start date of 4 th July 2022, £136,075)	£ 217,720 (estimate PA)
Fees for Assistant Coroner(s)	£70,972 (average) £ 100,050 (21/22 projected) £53,068 (20/21) £ 59,804 (19/20)	£128,593 (average) £123,391 (21/22 projected) £127,744 (20/21) £134,645 (19/20)	£78,480 (20 days PA)
Salary costs of Coroner’s officer(s)	All costs are met by Sussex Police and they will not be affected by the proposed merger.	All costs are met by Sussex Police and they will not be affected by the proposed merger.	All costs are met by Sussex Police and they will not be affected by the proposed merger.
Salary costs of administrative staff	£64,726 (average) £ 63,500 (21/22 projected) £69,080 (20/21) £ 61,600 (19/20)	£92,677 (average) £100,895 (projected 21/22) £87,784 (20/21) £89,352 (19/20)	£133,228 (based on proposed Administrative Support Team subject to job evaluation)

Category	Brighton and Hove – Previous Arrangement	West Sussex – Previous Arrangement	West Sussex & Brighton and Hove
Staff accommodation and internal charges	£50,584 (average) £52,940 (20/21) £48,229 (19/20) (Admin Buildings, Rubbish, Cleaning and Parking Charge)	Backpack added to staff members but not possible to extrapolate specific costs	£50,584 (Estimate PA)
Inquest accommodation	£11,797 (average) £13,076 (20/21) £10,518 (19/20) (Outside venues)	n/a	£11,797 (Estimated PA)
IT costs	£14,363 (annual fee)	£16,408 (annual fee)	£23,500 estimated (WPC system to be merged combined cost to be negotiated)
Post mortem/Pathologist costs etc	£ 123,176	£213,000	£287,176 (Estimate PA)
Other costs?	Mortuary Fees £227,081 20/21 B&H Woodvale	Mortuary Fees £ 488,880 20/21 actual University Hospital Sussex £24,000 commitment Coroners Excess Storage	Mortuary £715,961 (Estimated PA)

Category	Brighton and Hove – Previous Arrangement	West Sussex – Previous Arrangement	West Sussex & Brighton and Hove
	<p>Toxicology £ 66,012</p> <p>Removal Contract £ 57,080 (CTS internal) £862 (courier)</p> <p>Jurors & Witness <u>£2,200 (Jurors average)</u> £0 (Jurors 20/21) £4,440 (Jurors19/20) <u>£9,776 (expert witnesses average)</u> £5,822(expert witnesses 20/21) £13,731 (expert witnesses 19/20) <u>£8,156 (GP Reports average)</u> £6,534 (GP Reports 20/21) £ 9,778 (GP reports 19/20)</p> <p>Internal Recharges</p>	<p>Toxicology £ 138,887</p> <p>Removal Contract £78,958 20/21 actual</p> <p>Jurors & Witness <u>£8,952 (Jurors average)</u> £16561.82 (Jurors20/21) £1342.40 (Jurors19/20) <u>£27,656 (expert witnesses average)</u> £39253.35 (expert witnesses 20/21) £16,059 (expert witnesses 19/20) <u>£213.90 (GP Reports average)</u> £285.20 (GP Reports 20/21) £142.60 (GP Reports 19/20)</p> <p>Internal Recharges</p>	<p>Toxicology £204,899 (Estimated PA)</p> <p>Removal Contract £136,900 (Estimated PA)</p> <p>£ 8,460 (Jurors) (Based on an average of £188 per day ,9 x 5 day Inquests p/a)</p> <p>£ 18,716 (expert witnesses)</p> <p>£ 213 (GP Reports)</p> <p>Internal Recharges</p>

Category	Brighton and Hove – Previous Arrangement	West Sussex – Previous Arrangement	West Sussex & Brighton and Hove
	£0	£ 0	£0
TOTAL	£ 706,785.00	£ 1,218,224.90	£ 1,925,009.90
Total Table A and Table B	£ 865,534 <small>(Inclusive of Senior Coroner salary total 2019/2020 – last full year)</small>	£ 1,396,688.90 <small>(Inclusive of Senior Coroner salary total 2020/2021 – last full year excluding adjustments)</small>	£ 2,262,222.90

NOTE:

Mortuary, Pathology and Toxicology Fees are estimated as they are paid in arrears and dependent upon receipt of invoices.
Accommodation costs for the Courthouses in West Sussex are absorbed by WSCC as shared accommodation is currently used.

Brighton and Hove – Previous Arrangement	West Sussex – Previous Arrangement	Brighton and Hove and West Sussex Combined – Previous Arrangement	Brighton and Hove and West Sussex - New Arrangement	Saving (anticipated)
£865,534	£1,396,688.90	£2,262,222.90	£1,925,009.90	£337,213.00

Brighton & Hove City Council

Policy & Resources Committee

Agenda Item 141

Subject: Procurement of Electoral Registration & Returning Officer Printing Services

Date of meeting: Thursday 12 May 2022

Report of: Executive Director for Governance, People & Resources

Contact Officer: Name: Michael Appleford
Tel: 01273 291997
Email: michael.appleford@brighton-hove.gov.uk

Ward(s) affected: All

For general release

1. Purpose of the report and policy context

- 1.1 To seek approval from Policy & Resources Committee for the procurement of an Electoral Registration Officer (ERO) and Returning Officer (RO) Printing Services contract, to be procured via the best value route to market. A mini-competition under the Efficiency East Midlands (EEM) - Printing, Fulfilment & Mailing Services Framework has currently been identified but Officers will continue to research alternatives. The contract will have an initial term of two years, with an option to extend for up to two additional years.
- 1.2 The annual spend for the first year of the contract is approximately £100k (based on estimated usage and current supplier/postage costs). The majority of this cost is postage - £77k. Over the course of the contract, it is forecast that increases in the cost of postage, which are outside the control of the print supplier, could lead to the contract exceeding £500k – therefore requiring committee approval.

2. Recommendations

- 2.1 That Committee agrees to the procurement of an ERO and RO printing services contract for an initial term of two years and up to two years additional extension.
- 2.2 That Committee delegates authority to the Executive Director for Governance, People & Resources to:
 - (i) Carry out the procurement of the contract referred to in 2.1 including the award of the contract; and
 - (ii) Grant the optional extensions to the contract referred to in 2.1 -should they consider it appropriate at the relevant time.

3. Context and background information

- 3.1 The Electoral Registration Officer is appointed by the Council. Under Section 8(2) of the Representation of the People Act 1983, the Council must appoint an Officer to the position of ERO. This position is responsible for maintaining the Electoral Register for the area. The Chief Executive is the appointed ERO for Brighton & Hove.
- 3.2 In maintaining the Electoral Register, the ERO is required to send a variety of statutory correspondence to households or electors including:
- (i) Annual canvass communications (Canvass Form, Canvass Communication A, Canvass Communication B)
 - (ii) Invitations to Register
 - (iii) Documentary Evidence Requests
 - (iv) Absent Vote Applications and Refresh Requests
 - (v) Entry Review Letters

This correspondence must meet statutory requirements which could include wording, paper size, inclusion of reply envelopes and timetable for sending.

- 3.3 The ERO must have a print supplier to print, enclose and post this correspondence to households and individuals. It is estimated that annually there will be 241,000 separate pieces of correspondence sent.
- 3.4 The ERO currently uses Civica Election Services for most of their printing with the remaining correspondence sent via GOV.UK's Notify service or printed and manually enclosed in-house. The ERO's contract with Civica Election Services ends in July 2022. A new 1-year contract, with a break clause, will be put in place to allow this procurement to be completed.
- 3.5 The RO will also send a limited number of communications, related to booking of polling stations and election staffing, via the new supplier. Statutory election printing for the RO including poll cards, ballot papers and postal voting packs is currently supplied under contract by Civica Election Services.

4. Analysis and consideration of alternative options

- 4.1 The specification for the new service proposes two forms of printing:
- (i) Bespoke hybrid mailing – fully customisable low volume (<1000) mailings uploaded via printer driver. Ability to select postage class, return envelope, inserts. Dispatched within 1 working day.
 - (ii) Large volume bulk mailing – base templates designed and data supplied for merging into templates. Dispatch within 5-10 working days
- 4.2 While there are many suppliers that supply bulk mailing – the availability of customisable hybrid mailing is rarer. Customisable hybrid mailing is necessary to allow the ERO to meet legislative requirements which can set timelines, necessitate forms to be printed on A3 and/or require inclusion of reply envelopes.
- 4.3 A hybrid mailing system is also required to reduce dispatch timelines. The current supplier's process can result in significant delays to dispatch resulting in additional customer contact. The current timelines do not allow

the ERO to dynamically react to changing circumstances such as the calling of unscheduled elections and the proximity of registration deadlines. As a result close to deadlines resource is required to manually enclose correspondence – a hybrid system would removed this need.

- 4.4 The EROs preference is to minimise the number of suppliers used – therefore limiting office inefficiencies in using multiple systems. The bulk and hybrid printing requirements are therefore being combined. However, upon receiving bids, the ERO and RO will consider whether GOV.UK's Notify system can be used for some correspondence and whether the financial benefits outway the inefficiencies of using multiple systems.
- 4.5 The Efficiency East Midlands (EEM) framework has been identified as a potential route to market for the hybrid printing and bulk mailing fulfilment. The recent retendering at EEM ensures the Council are obtaining current framework pricing, UK thresholds have already been applied and the Council are able to leverage these prices free of charge - as the Council are a member of EEM. Social value and sustainability were evaluated as part of EEM's tender process, in line with current regulations.
- 4.6 Officers will continue to research potential alternative routes to market that offer best value and consider social value and sustainability factors. It is essential that any route allows the Council to access competitive postage rates via Royal Mail or a Downstream Access supplier as this forms the majority of the costs.

5. Community engagement and consultation

- 5.1 The Council is procuring services on behalf of the ERO and RO. As such, they have been fully consulted during the process.

6. Conclusion

- 6.1 The ERO and RO have a statutory requirement to send paper communications. The amount sent has been minimised by sending digital communications where legislation allows.
- 6.2 The requirement to have a flexible and customisable hybrid mailing system limits the number of available suppliers. The EEM Printing, Fulfilment & Mailing Services Framework has been identified as a potential procurement route but alternatives are being researched - with the aim of finding the best value.
- 6.3 Following approval from Policy & Resources Committee, procurement of ERO and RO printing services will take place via the best available route to market.
- 6.4 A contract will be awarded for an initial term of two years and up to two years additional extension.

7. Financial implications

- 7.1 There are unlikely to be any material savings from the procurement of the new contract, though the service would be looking for some level of improvement in value for money. Information and data from the service indicates that the current level of spend on printing and postage is towards the £0.100m level each year, so in line with the expected first year contract fees.

Name of finance officer consulted: Peter Francis Date consulted
26/4/22

8. Legal implications

- 8.1 The Council is required to comply with the Public Contracts Regulations 2015 in relation to the procurement and award of contracts above the relevant financial thresholds for services, supplies and works. Using a Framework is a compliant route to market. The Council's Contract Standing Orders (CSOs) will also apply to this procurement exercise.

Name of lawyer consulted: Alice Rowland Date consulted: 27/4/22

9. Equalities implications

- 9.1 The Council's Code of Practice on equalities and Workforce matters is enforced in all procurement and is incorporated within the framework.

10. Sustainability implications

- 10.1 The ERO and RO are working closely with the Council's Social Value and Sustainability Procurement Manager to develop the sustainability requirements within the specification. The specification will include Key Performance Indicators linked to reducing environmental impact. Submissions will be evaluated against these requirements.

11. Social Value and procurement implications

- 11.1 The ERO and RO are working closely with the Council's Social Value and Sustainability Procurement Manager to develop the Social Value requirements within the specification – ensuring that outcomes have benefits within Brighton & Hove. Submissions will be evaluated against these requirements.

Brighton & Hove City Council

Policy & Resources Committee

Agenda Item 142

Subject: Review of the Council's Policy & Resources (Recovery)
Sub Committee and permanent Member Working Groups

Date of meeting: 12th May 2022

Report of: Executive Director Governance, People & Resources

Contact Officer: Victoria Simpson
Email: Victoria.Simpson@brighton-hove.gov.uk
Elizabeth Culbert
Email: Elizabeth.Culbert@brighton-hove.gov.uk

Ward(s) affected: All

For general release

1. Purpose of the report and policy context

1.1 The Report proposes changes to the Council's Constitution for approval by Policy & Resources Committee in advance of the appointment of members at annual Council. The proposals have been considered and approved by a cross-party group of members.

2. Recommendations

- 2.1 That Committee agree to formally disband the Policy & Resources (Recovery) Sub-Committee.
- 2.2 That Committee approve the changes to the Council's permanent Member Working Groups and Other Bodies set out in Appendices 1 & 2 respectively.
- 2.3 That Committee approve the amendments to the explanatory text in Part 4 of the Council's Constitution attached as Appendix 3.
- 2.4 That Committee authorises the Chief Executive and Monitoring Officer to take all steps necessary or incidental to the implementation of the changes agreed by the Policy & Resources Committee, and that the Monitoring Officer be authorised to amend and re-publish the Council's constitutional documents to incorporate the changes.
- 2.5 That the proposed changes recommended at paras 2.1 to 2.4 inclusive come into force immediately following their approval by Policy & Resources Committee.

3. Context and background information

3.1 The Council is required to keep its Constitution under review with a view to

achieving efficiency, economy and effectiveness. Group Leaders and Deputy Group Leaders reviewed and approved these proposals, namely Councillors Clare, Allcock and Bell.

- 3.2 It was noted by Members that the Council's Policy & Resources (Recovery) Sub Committee had performed a key function at a critical time and was always intended to be time-limited. It was considered that the ongoing work of this Sub Committee would now be better directed to its parent Committee, which will be best placed to tackle Covid-related challenges alongside the other challenges of this current time (including the cost of living crisis and the war in Ukraine, amongst others). The recommendation is therefore to disband the P&R (Recovery) Sub-Committee and for the work of the Sub-Committee to be undertaken by Policy & Resources Committee.
- 3.3 Members also reviewed the complete list of the Council's 32 current permanent Member Working Groups ('MWGs'), as well as those 7 bodies currently described as 'advisory bodies'. The focus of the review was to assess the number of bodies which members participate in and to consider whether a permanent MWG was the most effective approach. The following key questions were posed in relation to each:
- Does the working group serve an ongoing purpose?
 - Could it be merged with another working group?
 - Could it be converted to an ad-hoc working group and be disbanded after 6 months?
 - Can the work be absorbed into the parent committee?
 - What would be the impact of the working group ceasing to exist?
- 3.4 The list attached at Appendix 1 represents the consensus achieved regarding which of the current permanent Member Working Groups might either be discontinued or merged, and/or their functions delivered via the parent committee. This list is considered to represent the best means of rationalising the pressures on members as well as on officers and of delivering workstreams in a way which is as efficient as possible.
- 3.5 It was further noted that all groups and bodies are resource-intensive to maintain. An annual review of permanent Member Working Groups is considered to be the best means of reviewing which of the Council's groups to retain into the future. In addition, there is a key expectation that all permanent Member Working Groups - as well as all informally constituted and time-bound Task and Finish Groups - should work to a written workplan including clear objectives and timescales. That workplan should be owned by the Lead Officer and Members and will normally be reported to the parent body each year.
- 3.6 Attention was also given to the bodies currently listed as 'advisory bodies' in the Council's Constitution. It had been noted that some of the bodies listed as Member Working Groups did not in fact meet relevant criteria and that a category of 'Other Bodies' was a better way of reflecting the diverse statutory and non-statutory bodies which are listed in the Constitution as some of the

bodies which perform a consultative or partnership function. The table at Appendix 2 represents the list of Other Bodies which it is proposed be provided in the Council's Constitution, along with revised explanatory wording which is attached at Appendix 3.

4. Analysis and consideration of alternative options

- 4.1 While the recommendations reflect a considered review of the current arrangements, the Committee may decide not to accept the recommendations proposed in the Report.

5. Community engagement and consultation

- 5.1 The proposals in this Report have been reviewed in detail by elected Members. The proposals do not represent changes to the decision-making structure or framework. As a result, it is not considered that community engagement would be appropriate.

6. Conclusion

- 6.1 The proposals reflect the Council's ongoing efforts to keep under review its governance arrangements so as to ensure that it uses the resources available to it in the most effective way possible. It is therefore recommended that the proposals in this Report be approved.

7. Financial implications

The disbanding of the sub-committee and changes to the working groups outlined in this report is expected to lead to a small saving in officers' and members' time. However it is not expected to result in any significant financial savings.

Name of finance officer consulted: Peter Francis Date consulted
29/4/22

8. Legal implications

- 8.1 Policy & Resources Committee is the correct body to make the proposed changes set out here. It is intended for the changes to take effect immediately after the decision is made.

Name of lawyer consulted: Victoria Simpson Date consulted 28.4.22

9. Equalities implications

The proposals in the report do not impact on those with protected characteristics. All matters for decision which would have been taken at P&R (Recovery) Sub Committee will be taken to Policy & Resources Committee and there is no loss of democratic accountability or change in delegations as a result of these proposals. The Member Working Groups

that have been merged or discontinued were all Groups attended by elected Members only and these Groups are internal meetings of Councillors. The work of the Member Working Groups is reported to the relevant decision-making Committee, which meets in public.

10. Sustainability implications

By ensuring that only those meetings that are necessary are taking place, this will minimise the need for travel and minimise energy consumption.

Supporting Documentation

Appendices

Appendix 1 – list of permanent working groups

Appendix 2 – list of 'Other Bodies'

Appendix 3 – Part 4 – extracts (tracked changes version)

Appendix 1 – List of PERMANENT MEMBER WORKING GROUPS

Name of current Member Working Group (MWG)	ELT Lead	Contact Officer	Committee MWG or advisory body reports to/ is linked to	<u>Proposal</u>
Constitution Working Group	AGG	Liz Culbert	P&R	Merge with Leaders Group. It is proposed to move consideration of constitutional issues to Leaders Group to avoid duplication.
Supporting Members Working Group	AGG	Lisa Johnson	P&R	Retain and reclassify as a Task & Finish MWG for 12 months to permit relevant actions around election time and then move to Leaders Group.
Cross-Party KPI Development Meeting	AGG	Rima Desai	P&R	Retain
Brexit Working Group	AGG	Simon Newell	P&R	Discontinue as the MWG is no longer meeting
Community Wealth Building Group	AGG	Simon Newell	P&R	Retain and reclassify as a Task & Finish MWG for 6 months to complete action panning and report to P&R
Procurement Advisory Board	AGG	Cliff Youngman	PRG +	Retain
Joint Staff Consultation Forum	AMc	Alison McManamon	P&R	Retain
School Organisation Working Group	DA	Richard Barker	CYPS	Retain
Cross Party Youth Group	DA	Debbie Corbridge	CYPS	Discontinue. This function can be properly carried out by the CYPS Cttee.
Asset Management Board	DC	Angela Dymott	P&R	Retain
King Alfred Project Board	DC	Mark Fisher or Max Woodford	P&R	Merge with the Sports Facilities Investment Plan Member Working Group.
Waterfront Project Board	DC	Sam Smith or Max Woodford	P&R	Replace with 'Eastern Seafront Programme Board' which will be a single MWG which merges Waterfront, Black Rock and Madeira Terraces Boards

Appendix 1 – List of PERMANENT MEMBER WORKING GROUPS

Madeira Terraces Project Board	DC	Sam Smith or Max Woodford	P&R	See above
Black Rock Project Board	DC	Sam Smith or Max Woodford	P&R	See above
Brighton i360 Working Group	DC	Sam Smith or Max Woodford	P&R	Retain
2030 Carbon Neutral Member Working Group	DC	Sam Smith	P&R	Retain with a proposal to move the reporting of this MWG to ETS Committee
Strategic Delivery Board	DC	Sam Smith	PRG	Retain
Planning Committee Working Group	DC	Liz Hobden	Planning	Merge with the Planning Policy Cross Party Working Group and have one 'Planning Member Working Group' which reports to Planning Committee or TECC as appropriate
Planning Policy Cross Party Working Group	DC	Liz Hobden	TECC	See above
Valley Gardens Member Working Group	TM	Andrew Renault	ETS	Retain
Local Cycling & Walking Infrastructure Plan Group	TM	Andrew Renault	ETS	Retain
Stanmer Park Restoration Project Member Working Group	TM	Rob Dumbrill	ETS	Discontinue
Circular Economy Member Working Group	DC	Sophie Moss	P&R	Retain (with plan to report to ETS from a future date TBC)
Sports Facilities Investment Plan Member Working Group	DC	Mark Fisher and Sam Smith	P&R	Retain and ensure Terms of Reference make specific reference to King Alfred
Budget Review Working Group	NM	Nigel Manvell	P&R	Retain
Housing Supply Member Board	RS	Sam Smith	Housing	Retain
Members Advisory Group Grants	RS	Emma McDermott	(TECC)	Retain

Appendix 1 – List of PERMANENT MEMBER WORKING GROUPS

Note: where a member working group is not listed here, it may either be listed as an Other Body in [Appendix 2](#) or it may be a Task & Finish Member Working Group, which are time limited to 6 (or if extended 12) months. Only permanent MWGs established by Policy & Resources Committee are listed in the Constitution, which provides a description of the difference between the two types of member bodies.

Appendix 2 – List of OTHER BODIES

Name of Other Body	ELT Lead	Contact Officer	Committee MWG or advisory body reports to/ is linked to
Independent Remuneration Panel	AGG	Lisa Johnson	P&R/FC
Corporate Parenting Board	DA	Anna Gianfrancesco	CYPS
Brighton & Hove & Barnardo's Link Plus Fostering Panel	DA		N/A
Youthwise	DA		CYPS
City Downland Estate Advisory Panel	DC	Angela Dymot	P&R
Conservation Advisory Group	NH		Planning
Orbis Partnership Oversight Board	NM	Nigel Manvell	P&R
Community Safety Partnership Board	NH	Jo Player/ Rachel Sharpe	TECC
Homelessness Reduction Board	RS	Martin Reid	Housing/ HWB
Housing Area Panels (4)	RS	Martin Reid	Housing
Performance and Information Group	RP	Mike Bell/Giles Rossington	(HWB/HOSC)

Appendix 3 – proposed amendments to [Part 4](#) of the Constitution:

At page 3:

INTRODUCTION AND GENERAL DELEGATIONS

A. Introduction:

1. This scheme of delegation sets out the functions of the Council to be discharged by the Council, its Committees and Sub-Committees. It also includes the terms of reference of the permanent Member Working Groups which have been set up to assist the Council's **in discharging** its functions. **Under the heading of 'Other bodies', it lists as well as details of some of the additional** statutory and non-statutory bodies either set up by the Council or to which the Council appoints members. Up to date information on the external bodies and partnerships which elected members are appointed to may be found in the most recent version of the annual report to Full Council, which is published in May of each year.'

[..]

At page 121:

OTHER ~~ADVISORY~~ BODIES

The bodies listed below **are some of the bodies which have been set up to advise responsible for advising** the Council, its Committees and/or its officers, **and/or for providing a consultative forum or for otherwise** and thereby assisting in the effective discharge of Council functions . Where elected members are appointed to a body, this is indicated **in the relevant body's terms of reference** below.

A comprehensive list of the external and internal bodies to which elected members are appointed in May of each calendar year in order to carry out the council's functions, to advise the Council's decision-making bodies or otherwise to represent the Council is published in the annual Report to Full Council.

