

BRIGHTON & HOVE CITY

COUNCIL MEETING

Date: **16 December 2021**

Time: **6.00pm**

Venue **Hove Town Hall - Council Chamber**

Members: **Councillors:** Robins (Chair), Mears (Deputy Chair), Allcock, Appich, Atkinson, Bagaeen, Barnett, Bell, Brennan, Brown, Childs, Clare, Davis, Deane, Druitt, Ebel, Evans, Fishleigh, Fowler, Gibson, Grimshaw, Hamilton, Heley, Henry, Hills, Hugh-Jones, Janio, John, Knight, Lewry, Littman, Lloyd, Meadows, Mac Cafferty, McNair, Miller, Moonan, Nemeth, Nield, O'Quinn, Osborne, Peltzer Dunn, Phillips, Pissaridou, Platts, Powell, Rainey, Shanks, Simson, C Theobald, West, Wilkinson, Williams and Yates.

Contact: **Mark Wall**
Head of Democratic Services
01273 291006
mark.wall@brighton-hove.gov.uk

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AGENDA

PART ONE

Page

60 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 Monitoring Officer or Democratic Services Officer preferably before the meeting.

61 MINUTES

To approve as a correct record the minutes of the last Council meeting held on the 21st October 2021 (to follow).

Contact Officer: Mark Wall
Ward Affected: All Wards

Tel: 01273 291006

62 MAYOR'S COMMUNICATIONS.

To receive communications from the Mayor.

63 TO RECEIVE NOMINATIONS FOR THE DEPUTY MAYOR-ELECT FOR THE 2022/23 MUNICIPAL YEAR

The Mayor will seek nominations for the Deputy Mayor-elect for the 2022-23 Municipal Year in line with the agreed protocol.

64 TO RECEIVE PETITIONS AND E-PETITIONS.

To receive any petitions to be presented to the Mayor by members of the public and/or Members as notified by the due date of the 2nd December 2021 (10 working days).

- (1) Speed Camera on Beaconfield Road. Petition to be presented by Rebecca Holland;
- (2) Bring Back Brighton and Hove City in Bloom. Petition to be presented by Councillor Theobald.

65 WRITTEN QUESTIONS FROM MEMBERS OF THE PUBLIC.

A list of public questions received by the due date of 12noon on the 10th December 2021 will be circulated separately as part of an addendum at the meeting.

66 DEPUTATIONS FROM MEMBERS OF THE PUBLIC.

A list of deputations received by the due date of 12noon on the 10th December 2021 will be circulated separately as part of an addendum at the meeting.

67 PETITIONS FOR COUNCIL DEBATE

11 - 18

Petitions to be debated at Council. Report of the Monitoring Officer.

- (1) Keep Carden Nursery & Primary School as a Thriving 2-Form Entry. Lead petitioner Esther Garibay.
- (2) Bevendean Primary School – SAVE OUR SCHOOL. Lead petitioner Abby Vaughan.
- (3) Stop Woodingdean Primary School from having its pupil numbers reduced. Lead petitioner Karen Meeres.

Contact Officer: Mark Wall
Ward Affected: All Wards

Tel: 01273 291006

68 CALL OVER FOR REPORTS OF COMMITTEES.

- (a) Call over (items 71 to 78) will be read out at the meeting and Members invited to reserve the items for consideration.
- (b) To receive or approve the reports and agree with their recommendations, with the exception of those which have been reserved for discussion.
- (c) Oral questions from Councillors on the Committee reports, which have not been reserved for discussion.

69 WRITTEN QUESTIONS FROM COUNCILLORS.

19 - 28

A list of the written questions submitted by Members has been included in the agenda papers. This will be repeated along with the written answers received and will be taken as read as part of an addendum circulated separately at the meeting.

Contact Officer: Mark Wall
Ward Affected: All Wards

Tel: 01273 291006

6.30 - 7.00PM REFRESHMENT BREAK

Note: A refreshment break is scheduled for 6.30pm although this may alter slightly depending on how the meeting is proceeding and the view of the Mayor.

70 ORAL QUESTIONS FROM COUNCILLORS

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A list of Councillors who have indicated their desire to ask an oral question at the meeting along with the subject matters has been listed in the agenda papers.

Contact Officer: Mark Wall

Tel: 01273 291006

Ward Affected: All Wards

REPORTS FOR DECISION

71 COUNCIL TAX REDUCTION REVIEW 2022-23

31 - 110

Extract from the proceedings of the Policy & Resources Committee meeting held on the 2nd December 2021, together with a report of the Acting Chief Finance Officer.

Contact Officer: Paul Ross-Dale

Tel: 01273 291969

Ward Affected: All Wards

72 GAMBLING POLICY 2022-24 (AS REVISED)

111 - 114

Extract from the proceedings of the Licensing Committee meeting held on the 14th October 2021, together with a report of the Executive Director for Housing, Neighbourhoods & Communities.

Contact Officer: Jim Whitelegg

Tel: 01273 292438

Ward Affected: All Wards

73 LIBRARIES STRATEGY 2022-25

115 - 176

Extract from the proceedings of the Tourism, Equalities, Communities & Culture Committee meeting held on the 25th November 2021, together with a report of the Executive Director for Housing, Neighbourhoods & Communities.

Contact Officer: Sally McMahon

Tel: 01273 296963

Ward Affected: All Wards

74 WHITE RIBBON UK ACCREDITATION

177 - 184

Extract from the proceedings of the Tourism, Equalities, Communities & Culture Committee meeting held on the 25th November 2021, together with a report of the Executive Director for Housing, Neighbourhoods & Communities.

Contact Officer: Anne Clark
Ward Affected: All Wards

75 REVIEW OF THE COUNCIL'S CONSTITUTION 185 - 232

Extract from the proceedings of the Policy & Resources Committee meeting held on the 2nd December 2021, together with a report of the Executive Lead Officer for Strategy, Governance & Law.

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

76 ARRANGEMENTS FOR COUNCIL MEETINGS 233 - 238

Report of the Executive Lead Officer for Strategy, Governance & Law.

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

77 REVIEW OF ALLOCATIONS TO COMMITTEES - DECEMBER 2021 239 - 246

Report of the Chief Executive.

Contact Officer: Mark Wall, Abraham Ghebre-Ghiorghis Tel: 01273 291006
, Tel: 01273 291500

Ward Affected: All Wards

REPORTS REFERRED FOR INFORMATION

78 PROGRESS UPDATE AGAINST CORPORATE KEY PERFORMANCE INDICATORS Q2 2021/22 247 - 310

Extract from the proceedings of the Policy & Resources Committee meeting held on the 2nd December 2021, together with a report of the Executive Lead Officer for Strategy, Governance & Law.

Contact Officer: Rima Desai Tel: 01273 291268
Ward Affected: All Wards

NOTICES OF MOTION

The following Notices of Motion have been submitted by Members for consideration:

79 COUNCIL SERVICE DELIVERY 311 - 312

Proposed by Councillor Wilkinson on behalf of the Labour Group.

- | | | |
|-----------|--|------------------|
| 80 | POOR CONDITION OF PAVEMENTS IN BRIGHTON AND HOVE | 313 - 314 |
| | Proposed by Councillor Nemeth on behalf of the Conservative Group. | |
| 81 | PROTECT RESIDENTS THIS WINTER | 315 - 316 |
| | Proposed by Councillor John on behalf of the Green Group. | |
| 82 | COUNCIL PLACEMENT OF HOMELESS PEOPLE AND ROUGH SLEEPERS | 317 - 318 |
| | Proposed by Councillor Mears on behalf of the Conservative Group. | |
| 83 | HANGLETON LINK ROAD | 319 - 320 |
| | Proposed by Councillor Janio, Independent Member. | |
| 84 | RE-EVALUATING THE CURRENT SCHEME FOR VALLEY GARDENS STAGE 3 | 321 - 322 |
| | Proposed by Councillor Fishleigh, Independent Member. | |
| 85 | RESIDENTS/VISITORS 'BUS GATES' FINES | 323 - 324 |
| | Proposed by Councillor Nemeth on behalf of the Conservative Group. | |
| 86 | RESTORE COUNCIL SERVICES | 325 - 326 |
| | Proposed by Councillor Miller on behalf of the Conservative Group. | |
| 87 | SOUTHERN WATER INVESTMENT | 327 - 328 |
| | Proposed by Councillor Hills on behalf of the Green Group. | |

88 CLOSE OF MEETING

The Mayor will move a closure motion under Procedure Rule 17 to terminate the meeting 4 hours after the beginning of the meeting (excluding any breaks/adjournments).

Note:

1. *The Mayor will put the motion to the vote and if it is carried will then:-*
 - (a) *Call on the Member who had moved the item under discussion to give their right of reply, before then putting the matter to the vote, taking into account the need to put any amendments that have been moved to the vote first;*
 - (b) *Each remaining item on the agenda that has not been dealt with will then be taken in the order they appear on the agenda*

and put to the vote without debate.

The Member responsible for moving each item will be given the opportunity by the Mayor to withdraw the item or to have it voted on. If there are any amendments that have been submitted, these will be taken and voted on first in the order that they were received.

- (c) *Following completion of the outstanding items, the Mayor will then close the meeting.*
2. *If the motion moved by the Mayor is **not carried** the meeting will continue in the normal way, with each item being moved and debated and voted on.*
 3. *Any Member will still have the opportunity to move a closure motion should they so wish. If such a motion is moved and seconded, then the same procedure as outlined above will be followed.*

Once all the remaining items have been dealt with the Mayor will close the meeting.



Chief Executive
Hove Town Hall
Norton Road
Hove
BN3 3BQ

PUBLIC INVOLVEMENT

The City Council actively welcomes members of the public and the press to attend its meetings and holds as many of its meetings as possible in public. Provision is also made on the agendas for public questions to committees and details of how questions can be raised can be found on the website and/or on agendas for the meetings.

The closing date for receipt of public questions and deputations for the next meeting is 12 noon on the fourth working day before the meeting.

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Therefore, by entering the meeting room and using the seats in the chamber you are deemed to be consenting to being filmed and to the possible use of those images and sound recordings for the purpose of web casting and/or Member training. If members of the public do not wish to have their image captured, they should sit in the public gallery area.

If you have any queries regarding this, please contact the Head of Democratic Services or the designated Democratic Services Officer listed on the agenda.

ACCESS NOTICE

The Public Gallery is situated on the first floor of the Town Hall and is limited in size but does have 2 spaces designated for wheelchair users. There is an accessible lift to the first floor and ramped access to the public gallery. However, the lift cannot be used as part of a manged evacuation and therefore anyone unable to use the stairs or transfer to an evac chair should not use the public gallery but seek assistance from reception.

We have made a number of adjustments to make the venue as accessible as possible and the seated spaces available in the public gallery can be used by disabled people who are not wheelchair users.

Infra-red hearing aids are available for use during the meeting. If you require any further information or assistance, please contact the receptionist on arrival.

If you wish to attend a meeting but are unable to use stairs, please contact the Democratic Services Team (Tel: 01273 291066 or Email: democratic.services@brighton-hove.gov.uk) in advance of the meeting to discuss your access requirements. We can then work with you to enable your attendance and also to ensure your safe evacuation from the building in the event of an emergency.

If the public gallery is full, Room G87 on the ground floor can be used as an inclusive space with video conferencing facilities and AV links to the council chamber, level access, and nearby WC facilities, including wheelchair accessible provision. From this room you can watch the meeting and take part in proceedings, for example if you have submitted a public question.

FIRE / EMERGENCY EVACUATION PROCEDURE

If the fire alarm sounds continuously, or if you are instructed to do so, you must leave the building by the nearest available exit. You will be directed to the nearest exit by council staff. It is vital that you follow their instructions:

- You should proceed calmly; do not run and do not use the lifts;
- Do not stop to collect personal belongings;
- Once you are outside, please do not wait immediately next to the building, but move some distance away and await further instructions; and
- Do not re-enter the building until told that it is safe to do so.

FURTHER INFORMATION

For further details and general enquiries about this meeting contact Mark Wall, (01273 291006, email mark.wall@brighton-hove.gov.uk) or email democratic.services@brighton-hove.gov.uk

Council	Agenda Item 67
16 December 2021	Brighton & Hove City Council

Subject:	Review of School Allocations- Petitions for Debate		
Date of Meeting:	16 December 2021		
Report of:	Executive Lead Officer for Strategy, Governance & Law		
Contact Officer:	Name:	Mark Wall	Tel: 01273 291006
	E-mail:	mark.wall@brighton-hove.gov.uk	
Wards Affected:	All		

FOR GENERAL RELEASE

1. SUMMARY AND POLICY CONTEXT:

- 1.1 Under the Council's Petition Scheme if a petition contains more than 1,250 signatures and is not petition requesting officer evidence, it will be debated by the Full Council.
- 1.2 Three petitions concerning the review of school allocations in the city have resulted in triggering a debate at the council meeting, having exceeded the threshold with a total of 1,591, 1,444 and 1,327 signatures confirmed at the time of printing the report.

2. RECOMMENDATIONS:

- 2.1 That the three petitions are noted and referred to the Children, Young People & Skills Committee meeting for consideration.

3. RELEVANT BACKGROUND INFORMATION / CHRONOLOGY OF KEY EVENTS:

3.1 The Petitions:

- (1) [Keep Carden Nursery & Primary School as a thriving 2 form entry \(brighton-hove.gov.uk\)](https://www.brighton-hove.gov.uk/keep-carden-nursery-primary-school-as-a-thriving-2-form-entry)

Lead petitioner Esther Garibay

We the undersigned petition Brighton & Hove Council to reject the proposal to reduce the number of pupil places at Carden Primary School to 30, which would be hugely detrimental to the children and staff at the school, as well as the local community.

Justification:

Situated in the border between Patcham and Hollingbury, Carden Nursery and Primary School has been a thriving community hub for the families of this area since 1948.

Carden is a fantastic school on a trajectory of growth. It has agile leadership that has continued to improve the quality of its educational offer. This has happened regardless of fluctuation of pupil numbers over the years.

The most recent Ofsted inspection (Good, Sep 2021) described the school atmosphere as 'buoyant', the early years programme as 'highly effective', and recognised pupils' wider development as a particular strength of the curriculum. Hence, we strongly reject the proposed reduction of pupils on the following basis:

- 1 Reducing the intake in the school will mean significant budget cuts, for an area rated in the 20% most deprived in the country.
This puts additional pressures on Carden School because a single-form school:
 - is at greater risk of financial difficulties due to lack of economies of scale
 - is more likely to attract a higher concentration of SEND pupils than larger primary schools
 - will result in staff reductions and fewer resources for building maintenance, equipment and enrichment activities.This is all to the detriment of current and future pupils.
- 2 Reducing the PAN at Carden will directly result in more pupils needing to travel to other schools by car, and/or have longer commutes in public transport. This adds to pollution and congestion.
 - Carden is at the edge of town, in a hilly area, making it impractical to walk or bike to other schools further away.
 - This contravenes the Council's Climate Emergency plans toward a carbon neutral city.
 - It also further disadvantages families in this area by increasing their drop-off and pick-up times, and cost of transport.
- 3 Reducing the number of pupils will tear the social fabric of this truly diverse school where:
 - 36% of pupils are eligible for free school meals, 20% have Special Educational Needs, 44% are BAME and 15% have English as an additional language.
 - Carden is host to a Speech, Language and Communication Unit, and specialises in this provision.
 - Ofsted (Sep 2021) commended the school's commitment to equality and diversity, and noted Leaders are highly successful at engaging members from all corners of the school community.
 - By reducing places available to local families, you will be splitting children in the area from their friends and neighbours, taking away the opportunity to foster interconnecting social tissue and a sense of belonging and pride in the neighbourhood that Carden currently enables.

- 4 Reducing Carden to a single--form will create significant disparity in choice and outcome for children in Hollingbury and Patcham. This is at best unfair, and at worst discriminatory.

We acknowledge the Council is concerned with surplus primary school places across all of Brighton and Hove. This is particularly projected to affect the City Centre, The Deans and City East.

- We call for an equitable city-wide approach that doesn't further disadvantage smaller, thriving schools like Carden that often have large well-ventilated buildings with lots of green space to accommodate pupils.
 - A reduction of an entire entry form would affect Carden School disproportionately, compared to larger neighbouring schools.
- 5 We request that an Equalities Impact Assessment be carried out before any more consideration is given to reducing the size of Carden. In summary, we strongly request that Carden Primary School remains a viable 2 form entry for the future of our children, neighbourhood and great city.

(2) [Bevendean Primary School - SAVE OUR SCHOOL \(brighton-hove.gov.uk\)](https://www.brighton-hove.gov.uk/education/primary-schools/bevendean-primary-school)

Lead petitioner Abby Vaughan

We the undersigned petition Brighton & Hove Council to reject the proposal to reduce the number of pupil places at Bevendean Primary School from 60 to 45.

Justification:

Bevendean Primary School and Nursery is situated approximately 3km from Brighton's city centre and is a hidden treasure. Because of its location, most children live close to the school and many parents are former pupils. In fact, 91% of the children live within the BN2 4 postcode – we are a Community School – in the heart of Bevendean. The school is surrounded by beautiful down land and set in extensive grounds with wide-open spaces. Bevendean Primary School and Nursery enjoys a peaceful and unspoilt location.

Before 1950, Bevendean Valley was mainly farmland. However, after the war, this farmland was developed. At this time, the school became the heart of the community – and to this day remains so! Originally two schools, these were joined together in 1990 to form Bevendean Primary School. In 2020, 'and Nursery' was added to the school's name to ensure the name reflected the school's offer.

Bevendean Primary School and Nursery is a GOOD School (Ofsted December 2019) and our results (prior to COVID-19) showed that our children make excellent progress in the core subjects of Reading, Writing and Maths. We have a Hearing Support Facility for deaf children – we are a very inclusive school! The school and community strongly oppose Brighton and Hove City Council's recommendation to reduce our PAN (Published Admission Number) from 60 to 45, for the following reasons:

- 1 Reducing the intake in the school will mean significant budget cuts, for an area rated in the 20% most deprived in the country – 49% of our children are Pupil Premium.
2. Fewer school places at Bevendean Primary School and Nursery will mean that existing families of children, or new families to Bevendean might miss out on a school place, and then consequently, enrol at another school. This mean that children and their families needing to travel to other schools by car, and/or have longer commutes in public transport. This adds to pollution and congestion.
3. Smaller schools mean MUCH smaller budgets. This will mean job cuts, further reductions in staff, less support for children with SEND or who need additional support such as reading or phonics groups. It will mean fewer trips and visits and no possibility to subsidise the ones we do run. It will mean less building maintenance and money spent on resources such as books, stationary etc.
4. Bevendean is a GOOD school. With a PAN of only 45, classes will be full – with 30 children or more in each class! This will mean less 1:1 and small group support for children who need this.
5. We are a fantastic community school. 91% of the children who attend our school live within the BN2 4 postcode! We are a community school and there must continue to be school places available for those families who move into Bevendean.
6. Bevendean has the highest percentage of disadvantaged pupils of any school in not just the east of city, but all of Brighton – we cannot let a proposed reduction in pupil numbers impact on the progress and attainment of our pupils.
7. The development of University accommodation along the Lewes Road will create additional housing for families in Bevendean as the large number of H.M.Os (Houses of Multiple Occupancy) are reduced. Long-term, we must ensure that Bevendean, as a community school, has places available for new families.
8. The reduction of PANS across the city must be fair and equitable. Large, middle-class oversubscribed schools, faith schools should also be considered – not just schools with a high proportion of disadvantaged pupils.

Please support the school in signing this petition, showing your support in ensuring that Bevendean Primary School and Nursery remains a 2-form entry school that serves the Bevendean Community.

(3) [Stop Woodingdean Primary School from having its pupil numbers reduced](#)

Lead petitioner Karen Meeres

We the undersigned petition Brighton & Hove Council to reject the proposal to reduce the number of pupils joining Woodingdean Primary School each year from 60 to 45, with effect from 2023.

Justification:

Woodingdean Primary School is a thriving, popular, oversubscribed, two-form entry school situated to the east of the city in Woodingdean. The school has been at the heart of the village in its current building since 1948. We are proud to boast that multi-generations of families have enjoyed their school years with us.

We are a good school (according to Ofsted), but our community know that we are a fantastic school, committed to nurturing and developing all our pupils in partnership with our local community. Due to our robust financial management, our strong and positive budget will enable us to make our plans a reality over the next year: a new science lab, new library, Forest School, and many other exciting initiatives.

To reduce our pupil numbers would have a considerable impact on our school and our local community. We, therefore, oppose the proposed reduction for the following reasons:

Parents have the right to choose

Woodingdean Primary is a very popular, inclusive school. For September 2021, we were oversubscribed with 69 first choices for our 60 places. Reducing our pupil numbers from 60 to 45 would impact parental preference when the Council has an overriding responsibility to seek to increase opportunities for parental choice, not reduce them. Local parents wishing to send their children to their local school would be less likely to get a place.

Our location in the east of the city means our families do not have the same number of school choices available as in many other parts of the city. Any school outside of Woodingdean village would mean families travelling by bus or car, therefore going against the Council's stated aim to become carbon neutral. It also goes against the messages we share with the children, encouraging them to look after the environment by walking or scootering and will hit hardest, those who can least afford it.

Mixed-age classes

Reducing our numbers by half a class from 60 to 45 would not mean smaller classes but would result in a different structure to the classes. This is called mixed-age teaching, where children of different ages are taught together. There are currently no other schools in Brighton and Hove with this structure, and the local authority has told us this is a trial to see what parents and the local community think. Research into mixed-age teaching provided by the Council says that 'parent views tend to be negative as do teachers' and 'mixed-age students in one study were found to have more negative views of their own behaviour and believe themselves to be less popular'.

We are naturally very concerned about the impact on our children and the wider school community if we are to trial something this new and unknown. Covid has put enormous demands on schools as they try to support children to make up for all the time lost over the last 18 months. The proposed change

would mean our whole curriculum would need redesigning and staff restructuring, and retraining. Most importantly, our staff are not experienced with this approach to teaching and would not choose to teach in this environment. We could lose our fantastic staff team. Our school would be at a disadvantage when recruiting new staff, compared to other Brighton and Hove schools who are not being forced down the mixed-age route. Our children deserve the excellent teachers and support staff they currently have. We do not want them to be part of a costly and potentially damaging experiment that would be equally costly and problematic to reverse.

It is proposed that both Woodingdean schools should face mixed-age classes, which further reduces the choice for our local parents who may prefer a two-form entry school and one without mixed-age classes.

Why Woodingdean Primary School?

The Council's proposal states that it will focus pupil number reductions on schools that get fewer applications than their published admission numbers. This is the case with other schools whose pupil numbers will be reduced in 2021, 2022 and 2023... except for Woodingdean Primary.

We are an oversubscribed school, and the Council's own proposal states, "It is therefore not a realistic strategy for the Council to look to the larger popular schools, which are oversubscribed or admit enough pupils to be close to their PAN as a way of reducing the number of surplus primary school places." Therefore, the inclusion of Woodingdean Primary School goes against the Council's own proposal, and we believe we are being unfairly targeted for a reduction when other, undersubscribed central schools are not being included.

To summarise, we are against the reduction in pupil numbers from 60 to 45 and urge the Council to reverse its proposal and leave Woodingdean Primary School as the thriving, vibrant two-form entry school it is today.

4. PROCEDURE:

4.1 The petitions will be debated at the Council meeting in accordance with the agreed protocol:

- (i) The Lead petitioners will be invited by the Mayor to present the petitions and will have up to 3 minutes in which to outline the prayer of the petitions and confirm the number of signatures;
- (ii) The Mayor will then open the matter up for debate by councillors for period of 15 minutes and will first call on the relevant Committee Chair to respond to the petitions and move a proposed response. The Mayor will then call on those councillors who have indicated a desire to speak in the matter, before calling on the relevant Committee Chair to respond to the debate;
- (iii) An amendment to the recommendation in paragraph 2.1 of the report or to add additional recommendations should be submitted by 10.00am on the day of the meeting; otherwise it will be subject to the Mayor's discretion as

to being appropriate. Any such amendment will need to be formally moved and seconded at the meeting;

(iv) After the 15 minutes set aside for the debate, the Mayor will then formally put:

(a) Any amendments in the order in which they are moved, and

(b) The substantive recommendation(s) as amended (if amended).

WRITTEN QUESTIONS FROM COUNCILLORS

The following questions have been received from Councillors and will be taken as read along with the written answer which will be included in an addendum that will be circulated at the meeting:

(1) Councillor Pissaridou:

I have received the following distressing email from one of my residents , and others of a similar nature. We would like to know what restrictions, if any, are there in place to restrict times/days/venues and variety of fireworks please?

Dear Councillor Anne Pissaridou

I need to bring to your attention the weekends we have fireworks still going on Weeks after November the 5th. I therefore would like you to bring this problem Up in your Council meetings. We have endured this every time over a number of years And nothing is ever done. I have been told there are certain dates they are allowed. We have been patience, but my son has an ongoing hearing problem and it aggravates

It so much then days after he suffers. He is having treatment therefore we would , Appreciate any help you might put forward. The fireworks are like bombs and go on Really late.

Thank you

Reply from Councillor Osborne / Powell, Co-Chair of the Tourism, Equalities, Communities & Culture Committee

(2) Councillor Janio:

Could the Chair of HWB Board confirm that Brighton and Hove Council are backing actively the creation of a West Hove Health Hub?

Reply from Councillor Shanks, Chair of the Health & Wellbeing Board

(3) Councillor Janio

Could the Chair of HWB Board confirm if Brighton and Hove Council has been approached about the provision of a West Hove Health Hub in Benfield Valley?

Reply from Councillor Shanks, Chair of the Health & Wellbeing Board

(4) Councillor Janio:

Could the Chair of Planning Committee confirm if he has had any discussions, formal or informal, about the creation of a West Hove Health Hub in Benfield Valley?

Reply from Councillor Littman, Chair of the Planning Committee

(5) Councillor Fishleigh:

How many fines for fly-tipping have been issued this year for each of the following communal bin locations?

Saltdean Lido
Saltdean Drive
Rottingdean Coastal car park
Eastern Road/Sussex Square
Marine Drive just south of Sussex Square

Reply from Councillor Davis / Heley, Co-Chair of the Environment, Transport & Sustainability Committee

(6) Councillor Pissaridou:

Our city is bordered by the sea and the downs and North Portslade, my ward, is also surrounded by the downs, parts of which for over the last 10 years have been included in the South Downs National Park, with Foredown Tower in Foredown Road being the western gateway in the city to the SDNP. However, currently there are only 3 signs in the city to mark the entrances, in the east and north in Brighton and one in Hove which were chosen based on their “sense of arrival”, for instance, where people emerge from urban areas into the breath-taking views of the South Downs.

Unfortunately, despite our residents appreciating the views and walks in our area, there is no signage in Portslade marking this western entrance. I understand The National Park Authority would be reviewing the signs and, if they are thought to be successful, may consider introducing more in the future. Please will BHCC contact the SDNP authority to ask if a sign could now be added in North Portslade?

Reply from Councillor Davis / Heley, Co-Chair of the Environment, Transport & Sustainability Committee

(7) Councillor Platts

Will the Council please give a date by when regular recycling collections will resume in the Closes off Whitehawk Road and Whitehawk Way?

Whilst the rubbish collections seem to take place regularly, I am receiving frequent complaints about the lack of recycling collections. Recycling then accumulates and residents have to use alternative containment for their recycling such as bin bags and boxes until the next collection takes place. When a recycling collection does take place, residents report that the recycling stored in alternative containment is then not collected because it is not in the bin. This has become a vicious circle leaving residents in this area unable to recycle all the materials that can be recycled. I have now undertaken two walkabouts with Council officers around this area, written countless emails and had several telephone conversations. Whilst various reasons for non-collection have been given, it is now clear that this is a systemic problem to which a solution must be found.

Reply from Councillor Davis / Heley, Co-Chair of the Environment, Transport & Sustainability Committee

(8) Councillor Theobald: Brighton Bus Gates

1.8 Million pounds has been collected from unsuspecting motorists on the new layout at Valley Gardens.

Is there any guidance or best practice advice to highway authorities on the average number of motorists that should be fined before the signage should be made clearer?

Reply from Councillor Davis / Heley, Co-Chair of the Environment, Transport & Sustainability Committee

(9) Councillor Lewry Hangleton Way Schools Zone:

As you would be aware King's Secondary School relocated to Hangleton Way in Hove in 2019 due to their growing numbers and is located on the site next to West Blatchington Primary School.

Promises were made by the Council at the time of the relocation that a workable road layout would be put in place for the children including adequate pedestrian crossings, however these have not materialised

West Blatchington Primary School's Health and Safety Governor Michael Bellis has provided a timeline of communication with council officers on this matter between 2020-21 which runs to 20 separate items. There is a feeling that the Council are not taking the concerns of the schools seriously.

Cllr Barnett and I have met with Head Teacher Kate Price; Health and Safety Governor Michael Bellis, Premises Manager Stuart Everard and School Business Manager Carly Regan on site to witness the issues caused by the current road layout on Hangleton Way on an average school morning.

These issues can be summarised as follows:

- a) **Pedestrian Crossings:** There are no safe pedestrian crossing points for children. The Council has installed a makeshift crossing point consisting of a coloured red square on the road cornered by four bollards; however this is considered by all the above to be unsafe and not working. There is no signage to indicate that this is a crossing point and it is unclear whether this design is compatible with the Highway Code. Proper pedestrian crossings need to be installed at the site.
- b) **Signage:** The signage is inadequate throughout and there is little to reflect the fact that this is a school zone, including at the entry point junction of Hangleton Way and Amberley Drive. There are no flashing signs, which are common at other schools in the city. The signage needs to be improved throughout the school zone.
- c) **Road markings:** The road markings are incoherent. The Zig Zag lines cut out before the junction of Hangleton Way and Hardwick Road, which is

causing issues on this corner, witnessed on a daily basis by the Premises Manager Stuart Everard. There is a further issue with road markings leading to a cluttered road layout opposite the bus stops. A more coherent approach is required, with a re-look and redesign of road markings for the entire zone. After two years it is a reasonable request that this situation be reviewed.

In summary, there is great concern that the incoherent road layout and lack of a proper pedestrian crossing is going to lead to a serious accident with the staff reporting several near misses.

The school staff is speaking with one voice on this and sending a message that improvements must be made.

Please could you ensure that this matter is investigated and come back to me on the three points above with a plan to address them for this school community.

We would of course be happy to meet you on site at the schools to discuss this matter in further detail.

Reply from Councillor Davis / Heley, Co-Chair of the Environment, Transport & Sustainability Committee

(10) Councillor Brown: Hove Park and Hove Recreation Ground bins

Following the increased use of the use of City's Parks during the pandemic, under-capacity of bins at city parks was identified as being an issue that needed to be addressed, including in my ward of Hove Park.

At the City Budget in March the following expenditure item was agreed to:

£0.010m capital investment in replacement bins in open spaces including Hove Park, Hove Recreation ground, Greenleas Park and Knoll Park.

It has now been nearly 10 months since the funds were made available for bigger capacity bins but these bins have still not been upgraded. Litter from overflowing bins continues to be an issue which has a negative impact on the park environment.

Can the Chair please provide an update on when bins will be upgraded at Hove Park and Hove Recreation Ground in my ward of Hove Park?

Can the Chair give a reason why such a basic item from the City Budget is taking so long to deliver?

Reply from Councillor Davis / Heley, Co-Chair of the Environment, Transport & Sustainability Committee

(11) Councillor Miller: Budget projects update

Can the Council provide a progress update on the status of the following projects, funded by budget measures agreed to at this years' City Budget in March?

a) Patcham Roundabout:

£0.005m revenue to fund:

- a. £0.050m borrowing from £0.004m revenue, to support capital investment into a gateway welcome to Brighton and Hove on and adjacent to Patcham A27/A23 Roundabout to include a piece of iconic public artwork.
- b. £0.001m revenue to maintain this gateway welcome

b) Seafront railings upgrade:

£0.005m revenue to fund £0.100m borrowing to support capital investment in upgrading Brighton and Hove Seafront Railings.

c) Gateway signage – train stations

0.005m revenue to fund:

- i. £0.040m borrowing from £0.0035m revenue, to support capital investment into gateway welcomes at both Brighton and Hove train stations to include an iconic welcome to 'BRIGHTON' and 'HOVE' sign at each relevant station – similar to that in other iconic global Cities, which are photographed and shared on social media.
- ii. £0.0015m revenue to maintain these gateway welcomes

d) Gateway signage – Seafront

£0.005m revenue to fund:

- i. £0.040m borrowing from £0.0035m revenue, to support capital investment into iconic welcome to 'BRIGHTON' and 'HOVE' signs on Brighton and Hove Seafronts – similar to that in other iconic global Cities, which are photographed and shared on social media.
- ii. £0.0015m revenue to maintain these

e) Volk's Electric Railway Upgrade

£0.003m revenue to fund £0.040m borrowing to support capital investment in Volk's Railway in line with the VERA business plan presented to TECC, namely:

- i. £10,000 for additional signage,
- ii. £25,000 for the North Siding,
- iii. £5,000 for the halfway shelter.

f) Hove Lagoon Skate Park Upgrade

£0.002m revenue to fund £0.050m borrowing to support capital investment in a new Hove Lagoon Skate Park.

g) Hove Beacon Lighting Scheme

£0.001m revenue to fund £0.015m borrowing to support capital investment in the Hove Beacon lighting scheme.

h) Madeira Terraces Upgrade

£0.014m revenue to fund £0.4m borrowing to support capital investment in the Madeira Terraces Phase 2.

Reply from Councillor Mac Cafferty, Leader of the Council

(12) Councillor Simson: Rats in council houses

The number of rat infestations at council properties has increased dramatically since the bin strikes in the City, including in my ward of Woodingdean. The situation is creating health and safety and financial issues for tenants in the city.

- a) Given that the Council has its own 'insourced' pest control team, why is the council currently contracting this service out?
- b) How can the Council justify charging its council tenants £160 each to deal with rat infestations even when the properties are adjoining with shared roof spaces?

Reply from Councillor Gibson / Hugh-Jones, Joint Chair of the Housing Committee

(13) Councillor Barnett: Illegal road markings

In recent weeks on a number illegal markings have been painted onto Old Shoreham Road by activists unhappy with the democratic decision to remove the temporary cycle lane.

Can the Chair advise:

- a) Does the Council have CCTV assets along the Old Shoreham Road corridor where road markings have been illegally painted on and, if so, whether it has reviewed the footage and identified offenders and provided the footage to the relevant authorities.
- b) Whether the Council has its own by-laws and penalties relating to painting of illegal road markings in the City of Brighton and Hove; and if so, whether these have been enforced during the present council term.

Would the council accept liability where an injury happens as a result of illegal road markings?

Reply from Councillor Davis / Heley, Chair of the Environment, Transport & Sustainability Committee

(14) Councillor Meadows: Post Office relocation

Can the Leader of the Council confirm?

- a) Whether the Administration is aware of plans to relocate both of the city's Post Office sorting office and distribution centres to a new single location in Patcham?
- b) If so, where will this new location will be; and
- c) Whether the Administration supports these plans.

Reply from Councillor Mac Cafferty, Leader of the Council

(15) Councillor McNair: Carden Primary School

- a) Why has the Council not offered to reduce Carden Primary school's PAN to one and a half form entry instead of only one when there is no evidence to suggest the school's numbers are declining, and when the school is home to a high number of brothers and sisters from disadvantaged backgrounds?
- b) Could the decision be postponed until 2025 when more precise data has been collated?

Reply from Councillor Clare, Chair of the Children, Young People & Skills Committee

(16) Councillor Peltzer Dunn: A259 Cycle Lane

The Council has issued a very comprehensive consultation document in respect of a proposal to extend the A 259 cycle path on south side from Fourth Avenue to Wharf Road.

As to be expected residents are already contacting their local Councillors for further information prior to submitting their views to the Council.

Among the questions raised are:

- a) Why is the bus stop at the bottom of Westbourne Villas being removed ?
- b) What are the better bus facilities in the proximity of the existing bus stop ?
- c) How many car parking spaces are actually going to be lost?
- d) Under the heading of Monitoring it is stated that pedestrian, traffic and cycle movements together air quality will be monitored. Where are the existing monitoring sites situated and what are the existing readings in respect all four headings?
- e) When were these readings recorded?
- f) What action would the Council undertake to do in the event of adverse readings being reported? and
- g) How often would this exercise be undertaken?

Please could the Chair provide answers to the above questions?

Reply from Councillor Davis / Heley, Co-Chair of the Environment, Transport & Sustainability Committee

(17) Councillor Theobald: Fly-tipping in Hollingbury

Fly-tipping is an ongoing problem at Birch Grove Crescent in Hollingbury, causing upset to residents and also generating a Health and Safety issue.

The council previously promised that mobile CCTV cameras and signage would be installed to deter fly-tipping at Birch Grove Crescent, however this has not occurred.

Can the Chair advise:

- a) When the Council will install mobile CCTV cameras at Birch Grove Crescent in Hollingbury?
- b) Whether the Council has procured the 4 new mobile CCTV cameras, for which funding was agreed at the City Budget in March.
- c) How many mobile CCTV cameras the council currently owns and how many of these are currently deployed?

Reply from Councillor Davis / Heley, Co-Chair of the Environment, Transport & Sustainability Committee

(18) Councillor Bagaeen: Vaccine Hesitancy

It was reported in the Sunday Times (5/12/21) that doctors and nurses have told of their anger at not being able to treat seriously ill patients with new figures showing more than 90% of COVID sufferers requiring the most specialist treatment are unvaccinated.

In addition to the city's lower than the national vaccination rate, citing NHS data, Brighton and Hove News reported on 2/12/21 that Brighton and Hove has one of the lowest rates of over-50s having booster jabs in England.

- a) Can the Leader of the Council confirm how many of the city's residents are not fully vaccinated?
- b) Can the Leader confirm what steps are the Administration taking to combat vaccine hesitancy in Brighton and Hove, especially in the following MSOA areas:
 - i. Brunswick
 - ii. St James's Street & Queen's Park
 - iii. North Laine & the Laines
 - iv. Round Hill

Can the Leader confirm what percentage of COVID patients currently admitted in the city's NHS trusts (specifically at the RSCH) are unvaccinated?

Reply from Councillor Mac Cafferty, Leader of the Council.

(19) Councillor Mears: Housing repairs and lost rent from empty homes

- a) Can the Chair provide current Brighton and Hove City Council statistics for:
 - i. Housing repairs backlog
 - ii. Number of empty council homes
- b) What is the total amount of rent that has been lost from council homes sitting empty during the following municipal years:
 - i. 2019-20
 - ii. 2020-21

iii. 2021-22 (to date)

Reply from Councillor Gibson / Hugh-Jones, Joint Chair of the Housing Committee

(20) Councillor Simson: Population

I refer to my previous written question – Question 14, 15 July 2021.
This question was answered: Response to follow.

I have yet to receive a response. Please can this question be answered.

Reply from Councillor Mac Cafferty, Leader of the Council.

(21) Councillor Nemeth: Motor Neurone Disease

Please confirm how best practice is followed in supporting sufferers of Motor Neurone Disease across different council services including home adaptations and other support services as per Motor Neurone Disease Association guidance.

Reply from Councillor Shanks, Chair of the Health & Wellbeing Board

(22) Councillor Pissaridou

Can I have a copy of the Housing department “family tree” showing how the department is structured and who is responsible for what please ?

Reply from Councillor Gibson / Hugh-Jones, Joint Chair of the Housing Committee

ORAL QUESTIONS FROM COUNCILLORS

A period of not more than 30 minutes is set aside for oral questions from Members, at the expiry of which, the Mayor will call a halt and proceed to the next item of business of the agenda. Any Member whose question then remains outstanding will be contacted to determine whether they wish to have a written answer provided or for their question to be carried over to the next meeting.

The following Members have indicated that they wish to put questions to the Leader, Chairs of Committees or Members of the Council that have been appointed to an outside body. The Councillor asking the question may then ask one relevant supplementary question which shall be put and answered without discussion:

(1) Councillor Grimshaw

Subject matter: Football Pitches

Reply from Councillor Davis / Heley, Co-Chair of the Environment, Transport & Sustainability Committee

(2) Councillor Nemeth

Subject matter: Christmas Economy

Reply from Councillor Mac Cafferty, Leader of the Council

(3) Councillor Williams

Subject matter: Fuel Poverty

Reply from Councillor Osborne / Powell, Co-Chair of the Tourism, Equalities, Communities & Culture Committee

(4) Councillor Meadows

Subject matter: Published Admissions

Reply from Councillor Clare, Chair of the Children, Young People & Skills Committee

(5) Councillor Pissaridou

Subject matter: Garden Refuse Collections

Reply from Councillor Davis / Heley, Co-Chair of the Environment, Transport & Sustainability Committee

(6) Councillor Evans

Subject matter: Women's Safety

Reply from Councillor Osborne / Powell, Co-Chair of the Tourism, Equalities, Communities & Culture Committee

(7) Councillor Mears

Subject matter: Housing Revenue Account

Reply from Councillor Gibson / Hugh-Jones, Co-Chair of the Housing Committee

(8) Councillor Fishleigh

Subject matter: Bin Collection Service Saltdean

Reply from Councillor Davis / Heley, Co-Chair of the Environment, Transport & Sustainability Committee

(9) Councillor O'Quinn

Subject matter: CAHMS

Reply from Councillor Clare, Chair of the Children, Young People & Skills Committee

(10) Councillor Barnett

Subject matter: Old Shoreham Road

Reply from Councillor Davis / Heley, Co-Chair of the Environment, Transport & Sustainability Committee

(11) Councillor Childs

Subject matter: Telephone Boxes

Reply from Councillor Davis / Heley, Co-Chair of the Environment, Transport & Sustainability Committee

(12) Councillor McNair

Subject matter: Specialist Speech and Language Centre

Reply from Councillor Clare, Chair of the Children, Young People & Skills Committee

(13) Councillor Wilkinson

Subject matter: Bus Travel

Reply from Councillor Davis / Heley, Co-Chair of the Environment, Transport & Sustainability Committee

(14) Councillor Bagaeen

Subject matter: Investment in Hove Park Ward

Reply from Councillor Mac Cafferty, Leader of the Council

Council	Agenda Item 71
16 December 2021	Brighton & Hove City Council

Subject:	Council Tax Reduction Review 2022-23. Extract from the proceedings of the Policy & Resources Committee meeting held on the 2 December 2021		
Date of Meeting:	16 December 2021		
Report of:	Executive Lead Officer for Strategy, Governance & Law		
Contact Officer:	Name:	Mark Wall	Tel: 01273 291006
	E-mail:	mark.wall@brighton-hove.gov.uk	
Wards Affected:	All		

FOR GENERAL RELEASE

Action Required of Council:
To receive the report from the Policy & Resources Committee for consideration and the recommendations for approval.
Recommendations:
<p>(1) That the introduction of a revised Council Tax Reduction Scheme based on earnings brackets for working age Universal Credit claimants be agreed;</p> <p>(2) That Council Tax Reduction claimants who are not recipients of Universal Credit should remain on the existing Council Tax Reduction scheme; and</p> <p>(3) That the fund for Discretionary Council Tax Reduction be set to £200,000 in 2022/23.</p>

BRIGHTON & HOVE CITY COUNCIL
POLICY & RESOURCES COMMITTEE

4.00pm 2 DECEMBER 2021

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, Miller and Yates.

Also present: Dr Anusree Biswas-Sasidharan, Standing Invitee

PART ONE

68 COUNCIL TAX REDUCTION REVIEW 2022/23

- 68.1 The Acting Chief Finance Officer introduced the report which detailed the review of its working age Council Tax Reduction Scheme. He noted that it was proposed to make fundamental changes to the scheme and to adopt a revised scheme to come into effect from the 1 April 2022. He also noted that officers had received positive feedback from various groups that had been consulted.
- 68.2 The Committee welcomed the report and the proposed changes to the Scheme and expressed their thanks to the officers involved for their hard work. Members of the committee also queried whether other income from various sources such as second homes and pensions schemes came into consideration when assessing eligibility for the scheme.
- 68.3 The Acting Chief Finance Officer stated that he would need to check on whether other sources of income were taken into account and would provide a written response to the committee Members.
- 68.4 The Chair noted the comments and put the recommendations to the vote which were carried unanimously.
- 68.5 **RESOLVED TO RECOMMEND:**
- (1) That the introduction of a revised Council Tax Reduction Scheme based on earnings brackets for working age Universal Credit claimants be agreed;
 - (2) That Council Tax Reduction claimants who are not recipients of Universal Credit should remain on the existing Council Tax Reduction scheme; and
 - (3) That the fund for Discretionary Council Tax Reduction be set to £200,000 in 2022/23.

Council

16 December 2021

Agenda Item 71

Brighton & Hove City Council

Subject:	Council Tax Reduction Scheme Review 2022/23		
Date of Meeting:	16 December 2021 2 December 2021 – Policy & Resources Committee		
Report of:	Acting Chief Finance Officer		
Contact Officer:	Name:	Paul Ross-Dale	Tel: 01273 29
	Email:	Paul.Ross-Dale@Brighton-Hove.gov.uk	
Ward(s) affected:	All		

FOR GENERAL RELEASE**1. PURPOSE OF REPORT AND POLICY CONTEXT**

- 1.1 The local Council Tax Reduction Scheme helps thousands of households on low incomes to pay their Council Tax by providing a discount to their tax liability. The Council is required to review its working age Council Tax Reduction scheme on an annual basis and form a view as to whether changes should be made. There are opportunities to improve the scheme, including the level of support available to claimants, but this must obviously be balanced with the financial cost and affordability of any changes to the scheme.
- 1.2 Where changes are proposed, there is a legislative requirement which stipulates that councils must undertake appropriate and proportionate consultation with their residents and local taxpayers.
- 1.3 This report summarises the case for making fundamental changes to the scheme and sets out recommendations for a revised scheme to be introduced from 1 April 2022 including the outcome of consultation which the Committee must take into consideration in making any recommendations.

2. RECOMMENDATIONS:

That the Policy & Resources Committee recommends to Council that:

- 2.1 The Council agree to introduce a revised Council Tax Reduction scheme based on earnings brackets for working age Universal Credit claimants.
- 2.2 Council Tax Reduction claimants who are not recipients of Universal Credit should remain on the existing Council Tax Reduction scheme.
- 2.3 The fund for Discretionary Council Tax Reduction be set to £200,000 in 2022/23.

3. CONTEXT/ BACKGROUND INFORMATION

- 3.1 Legislation requires Local Authorities to design and administer their own local Council Tax Support scheme for working age residents. To date, the Brighton and Hove Council Tax Reduction Scheme (CTR) has been based primarily on

the previous government Council Tax Benefit regime, a means-tested scheme that was superseded by the local CTR scheme in 2013.

- 3.2 For Pensioners, the local CTR scheme continues to follow the same means-tested rules as Council Tax Benefit as this part of the scheme cannot be altered by local authorities.
- 3.3 Whilst changes have been made to the working age CTR scheme over the years, the core assessment principles have remained the same. Entitlement is based on an assessment of income and savings, taking into account the household makeup and assumed living costs.
- 3.4 In December 2019, a Green Group amendment to the CTR review report called for a report on options to improve the support provided by the CTR scheme, and align it with changes in the overall Welfare system. The advent of the pandemic meant that this options review could not be undertaken for the 2021/22 scheme, however, the 2022/23 scheme review addresses this requirement and considers potential options. In particular, the review considers a move to an earnings related assessment which is aligned with the Universal Credit welfare benefit assessment.

Potential Earnings Brackets Scheme

- 3.5 Instead of gathering detailed information from a resident about their circumstances, household and income, an Earnings Brackets scheme looks purely at a person's net earnings, as set out on their Universal Credit claim.
- 3.6 Earnings refers to money earned from employment, whereas income is total money received, including from earnings, benefits and pensions, and so on. An Earnings Bracket scheme is based purely on net earnings, not other income.
- 3.7 To optimise the value and spread of discounts as far as practicable, the following earnings brackets are suggested following consultation with key stakeholders and money advice partners:

Level	Weekly Earnings from...	...to	Proportion of Council Tax bill payable	Proportion of Council Tax bill discounted (i.e. not payable)
1	0.00	69.99	18%	82%
2	70.00	£99.99	40%	60%
3	£100.00	£129.99	60%	40%
4	£130.00	£169.99	80%	20%
5	£170.00	£249.99	90%	10%
6	£250.00	-	100% (i.e. no CTR awarded)	No discount, not eligible for CTR

Why Change to an Earnings Bracket CTR Scheme?

- 3.8 From a resident's point of view, the current Council Tax Reduction scheme can cause confusion and difficulty, because it is now out of step with Universal Credit assessment.
- 3.9 Universal Credit (UC) is assessed by the Department of Work and Pensions (DWP) and it adapts and changes each month, according to a household's earnings. This can result in a different amount of Universal Credit being paid each month. Each time UC changes, the DWP notifies the council, and officers then check to see whether the changed income affects CTR eligibility. The CTR is reassessed if necessary, and a new Council Tax bill is sent.
- 3.10 This can mean that new Council Tax bills are sent monthly, leading to confusion as to how much a household is expected to pay towards their Council Tax. A further problem is that constantly renewed bills means that where a household is falling behind, the triggering of reminders is continually deferred. This can lead to the household building up arrears month on month because they will not receive reminders for some time. This is unhelpful as avoiding arrears build up is critical for people on low incomes and is known to help financial planning and stability.
- 3.11 All of the above combines so that there is a lack of transparency in Council Tax Reduction, and the erratic nature of the entitlement and billing cycle makes it harder for households to budget for.

Broadening Eligibility

- 3.12 Another issue with the current scheme is that earnings have to be very low in order to qualify for even the smallest amount of help. Although the amount can vary depending on circumstances, the cut off is generally £8,000 per annum, or £175.00 per week. This results in many applicants not qualifying for help, even though they are still on a low income.
- 3.13 Feedback from previous consultations, alongside case studies of CTR, and feedback from other sources and partners, suggests that households who are "just about managing" need more support. These are households who are close to qualifying for primary benefits, like UC or Housing Benefit, or CTR, but miss out because they are just above the income thresholds. However, there is evidence that many people in this situation are finding themselves in great financial difficulty because of their debt, employment and housing situations. This often makes them as vulnerable, or in some cases more vulnerable, than households who receive help from benefits.
- 3.14 Until the 2021 Spending Review, the government had been reducing local government core funding year on year since 2010/11, which means that government support for local CTR schemes has been reducing. In addition, the funding for the administration of Housing Benefit, which will eventually be phased out as more people move to UC, is also reducing. However, the administration involved in keeping claims up to date is actually increasing while funding reduces. This is because when a household is on Universal Credit, the DWP sends the council notifications every month to advise that their entitlement has

changed. Council officers then have to administer any knock-on changes to the CTR entitlement. Non UC claimants tend to have far fewer changes and usually less frequently than monthly, so this means that the more people there are on UC, the more administration is involved in keeping claims up to date. This is not sustainable in the longer term with current admin budgets and resources.

- 3.15 The proposal covers only those who are on Universal Credit. If a household is still on a legacy benefit, such as Housing Benefit, and has not yet moved over to Universal Credit, they should remain on the current CTR scheme. This is because the CTR claims for this group tend to be more stable and less prone to monthly change. It also means that there will be a natural transition of the caseload from one scheme to the other, in line with the eventual migration of remaining legacy benefits onto Universal Credit. It is expected that by April 2022, around 50% of the CTR working age caseload will be on UC.
- 3.16 The expected advantages and benefits of the new UC CTR scheme include:
- (i) It will be simpler to understand;
 - (ii) It will be more generous to families with children, including lone parent families, and in particular low income, working households;
 - (iii) More households will be entitled to it. Generally, households will be able to earn up to £250 per week before they stop being entitled to CTR, equivalent to earning the 2021 minimum wage for 35 hours a week;
 - (iv) Changes to CTR only happen when a band is jumped, meaning that the amount of Council Tax left to pay will not change so frequently;
 - (v) Fewer Council Tax bills will be sent, resulting in more clarity and greater ability to plan household budgets. It will also mean that debt situations will be visible sooner, which in turn means that signposting and referral to support and debt advice can be provided sooner.

Options for the Non-Dependant Deduction

- 3.17 A non-dependant is an adult who lives in the household, but is not a partner or a teenager, and is still dependent – for example, because they are in education. It could be for example, an adult son or daughter who is working or unemployed and who still lives with their parents.
- 3.18 In the current CTR scheme, non-dependants are expected to contribute to the council tax bill, so a “non-dependant deduction” is made from the amount of discount awarded. However, the amount of deduction made depends on the non-dependant’s situation. For example, if they are working, and earn £300 per week, the deduction from the weekly CTR would be £14.90 according to the following table:

Non-Dependent Deduction (Weekly)	Income bracket (Weekly Income)
£7.40	Up to £202.85
£14.90	£202.85 to £351.64
£18.80	£351.65 to £436.89
£22.50	More than £436.90

- 3.19 The proposal is to remove these income brackets from the proposed banded CTR scheme and to set the deduction to a single figure of £8.00 for any level of income. This would simplify the scheme further and sets the deduction toward the lower end of the current scale. Setting the non-dependant deduction at £8.00 is incorporated into the estimated cost of the proposed scheme. The legacy scheme rules for Non-Dependents would remain unchanged.

Possible adverse impacts of the proposed new scheme

- 3.20 Analysis has been undertaken about the impact of the new scheme on households, and whether any would be financially worse off. The analysis suggests that of the cases that would move over to the new scheme (around 6,300), 80% would see no change to their entitlement. 15% would be better off. 5% would be worse off (approximately 315 cases).
- 3.21 Around half of the 5% group lose less than £2 per week and two thirds lose less than £3. Around 60 cases from the overall working age caseload of around 12,000 would lose out by more than £5.
- 3.22 The analysis also revealed that there would be a significant amount of financial mobility in the 5% group, due to their fluctuating income. Over the course of two months, half of this group are no longer likely to be comparatively worse off, as they will have moved into other earnings brackets that result in higher CTR.
- 3.23 Very few households with dependents are affected adversely. Analysis suggests only 4, although it should be noted that these are indicative and the household circumstances may have changed by April 2022.
- 3.24 In terms of how the 5% group is made up, broadly speaking, it would be working claimants with higher Council Tax liabilities. Couples tend to feature in the 5% group more than single claimants.
- 3.25 One group of customers who do appear to feature in the 5% group are some of those who are already affected by the Benefit Cap. This is where a household's overall income, including benefits, exceeds £258 per week (single people) or £385 (couples), and the government reduces their benefits so that they do not receive more than the cap. Many of these households already receive Discretionary Council Tax Reduction in addition to their main CTR award, dependent on certain conditions. It is likely that the discretionary help would continue where appropriate, and so the impact may not be substantial. These families will also already be within the purview of support and advice services who will be working with them to help them improve their financial sustainability and/or housing situation.

- 3.26 The council can establish transitional protection in situations where changes to the CTR scheme may have a negative impact. However, the impact in these examples is limited to a relatively small proportion of the caseload, and the duration of the impact is likely to be short. It would not be proportionate to set up transitional rules and more complexity in the system for this small number of cases. Instead, the preferred option is to use the Discretionary Council Tax Reduction budget in individual cases and in situations where they present to the council in hardship.

Discretionary Council Tax Reduction

- 3.27 Discretionary Council Tax Reduction (DCTR) can be awarded on top of the main CTR entitlement. The DCTR fund is intended to cover situations where households are experiencing more extreme hardship and need extra assistance in addition to their CTR. It can be used to top up the DCTR award partially, or up to 100%, leaving no Council Tax to pay.
- 3.28 DCTR is also used to mitigate individual cases of hardship caused by changes to the CTR scheme. Whilst analysis suggests that such negative impacts will be minimal, applications can be looked at on a case by case basis.
- 3.29 For 2021/22, the budget for DCTR was set by the council at £0.200m. Demand for extra assistance has been strong this year and it is anticipated that DCTR awards will exceed the budget. However, extra DCTR funding has been allocated as part of the Household Support Fund, which has been given to the Local Authority by the government to support vulnerable residents over the winter. It is unknown how the pandemic and other economic factors will drive demand for DCTR next year, but it is recommended that the budget for 2022/23 is maintained at £0.200m.

4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

- 4.1 One of the main alternative options would be to leave the scheme as it currently stands, and not introduce an earnings bracket scheme. The scheme could be left the same, or it could be tweaked within the existing parameters to become more supportive. However, with UC numbers increasing all the time, retaining the same scheme will eventually become unworkable. More and more Local Authorities are now moving to banding / earnings brackets schemes for this reason.
- 4.2 There are a number of different possible variations in how an earnings bracket scheme could be set up. The gaps between the brackets could be changed, and so could the discounts in each bracket. However, the proposed brackets are designed to strike a balance between simplicity and responsiveness to people's changing circumstances.
- 4.3 The brackets could have been set so that the cost of the scheme remained neutral compared to the current scheme. However, this is not consistent with the intention of the member amendment which required officers to look at options to improve the level of support provided by the scheme. The cost of the scheme is important in the context of the council's overall finances but there were also severe practical limitations in being able to achieve cost neutrality. This is

because most people on CTR (over 90%) currently receive the full possible discount, i.e. 82% reduction. To maintain all of those people on the equivalent amount of discount, it means there would only be sufficient budget to provide a 20% to 30% discount to all other claimants. This would not provide effective support for low earners.

5. COMMUNITY ENGAGEMENT & CONSULTATION

- 5.1 A public consultation was held from 7 September 2021 to 18 October 2021. 278 responses were received, following a news story at launch and an email mailshot to 15,000 residents in the city. The email targeted a random sample of residents, including a mixture of those claiming CTR and those who did not. The Community and Voluntary Sector were also consulted in special briefings, as were Revenues and Benefits staff, who are responsible for administering the scheme and have a good insight to customers views and experience.
- 5.2 Three open consultation sessions were set up for the Voluntary Sector. Feedback was positive, and encapsulated in some of the points raised by the resultant response from the Moneyworks and Advice Matters partnerships. It was felt that the earnings bracket approach was much better for clients, as advisors themselves found it difficult to predict if their client would be successful on the old scheme.
- 5.3 The Moneyworks/Advice Matters partnership also fed back about the detail of the bandings, suggesting that the first two bands in the original proposals should be merged to create a larger band that could earn up to £69.99. This feedback has been accepted and the bandings have been adjusted accordingly in the recommendations of this report. The partnership also highlighted how it might be possible for some clients to inadvertently jump two bands on just a £20 change in weekly earnings because those particular bandings (3 to 5) were too close together. This feedback was also accepted, and the £100.00 to £119.99 band was altered to be £100.00 - £129.99 to avoid this scenario.
- 5.4 It was also highlighted by the partnership that in other areas of benefit administration (outside of CTR), a person's age can often result in them falling into a bracket where they receive less benefit. The partnerships therefore recommended that there should be an additional discount for young people. This has been considered, but it would add in a further complexity to the scheme and create a specific cohort of vulnerability when many other equivalent cohorts could also require support. This could be revisited for subsequent reviews of the scheme when the experience of operating an earnings banding scheme, if approved, can also be taken on board.
- 5.5 On the point of Non-Dependant Deductions, the CAB recommended removing the deduction entirely. Alternatively, were this not possible, a further recommendation was to consider disregarding income for Under 25's. Whilst this has been given consideration, the additional change will not be practicable for the forthcoming year, as the measure would result in significant additional extra cost to the scheme, and the council must balance competing funding priorities for local services.

- 5.6 In the public consultation, conducted by survey on the council's Consultation Portal, there was strong support for the measures. 62% agreed with the principle of aligning CTR more closely with UC, compared with 19% disagreeing. 66% agreed / tended to agree with the proposal of introducing an earnings bracket scheme, with 20% disagreeing. There was even stronger support on the question of whether the scheme should be made more supportive, with 74% either strongly agreeing or tending to agree.
- 5.7 The detail of the scheme was supported but with a more mixed range of views. When asked "how much do you agree or disagree with the proposed earnings brackets?", 48% agreed/tended to agree, whilst 31% disagreed/tended to disagree.
- 5.8 On the question of Non-Dependants, 70% agreed that the rules should be simplified, with only 13% disagreeing. 36% felt that the proposed £8 non dependant deduction was set at a fair amount, with a further 10% feeling that it should be less than £8, and 18% saying that it should be removed altogether. In contrast, a minority of 24% felt that the amount should be higher.
- 5.9 The Police and Crime Commission and Fire Authority were also consulted. The Fire Authority did not support the proposals. Their full response is incorporated into Appendix 1, but a summary is included below:

Council Tax is our most important funding stream (70% in 2021/22). The Authority will need to take account of any further reduction in the council taxbase on its income when considering options for achieving a balanced budget for 2022/23 and beyond. Given the scale of the financial challenge, which cannot be met by efficiencies alone, this may mean that the Authority has to revisit its Integrated Risk Management Plan 2020-25 and consider further changes to the service it provides across the communities of East Sussex and Brighton & Hove, including those who are most vulnerable.

- 5.10 The Police and Crime Commissioner (PCC) is currently considering the proposals and a further discussion was held on 17 November between the PCC's Chief Finance Officer and the council's Revenues & Benefits service. The PCC's official response was not received in time for the release of this report, but is imminent and the Policy & Resources Committee will be updated verbally with details of the PCC's feedback.

6. CONCLUSION

- 6.1 The proposed new UC CTR scheme would enable the council to modernise its approach to Council Tax Support in a way that is complementary to the workings of Universal Credit. The proposals will also mean that more households will be supported with CTR than at present.

7. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 7.1 Changes to the CTR scheme affect the Council Tax base and the estimated income from Council Tax overall, as well as the income generated within

Brighton and Hove for Sussex Police, and East Sussex Fire & Rescue Service (the precepting authorities). The Council Tax Base is agreed each year in January in advance of setting the budget in February.

- 7.2 The financial cost of any changes to the scheme is also dependant on the number of working age claimants. Since March 2020, the impact of the pandemic resulted in an increase of 15.6% in working age claimants, peaking in June 2021. The number of claimants has been falling since June and it is projected this will continue.
- 7.3 The proposed changes to the CTR scheme are estimated to cost £0.390m of which the council's share is £0.331m with the remainder impacting the precepting authorities. This will be reflected in the Council Tax base report in January 2022. For information, the forecast cost of the overall scheme (i.e. value of discounts for both pensioners and working age) in 2021/22 is £20.129m of which the council's share is £17.109m. The proposals will increase the cost as stated together with any approved Council Tax increase, however, there will be some offset from the expected reduction in working age claimant numbers compared to the current year for which final estimates will be developed for the Tax Base report to the January Policy & Resources Committee.
- 7.4 To provide a discretionary fund of £0.200m will require a commitment to identify £0.190m one-off resources for the 2022/23 budget.
- 7.5 The changes to the scheme will support more efficient administration allowing the service to reduce costs and offset, in part, the annual reductions in government grant funding for administration and meet the budget savings target of £0.250m deferred from 2021/22 due to the exceptionally high demands placed on the service by the pandemic.

Finance Officer Consulted: James Hengeveld

Date: 10/11/2021

Legal Implications:

- 7.6 Paragraph 5 of Schedule 1A of the Local Government Finance Act 1992 requires a billing authority, such as the council, to consider each financial year whether to revise its Council Tax Reduction Scheme or to replace it. Any such scheme must be made before 11 March in the financial year preceding that for which the revised scheme takes effect. Major precepting authorities and such other persons as the council considers are likely to have an interest in the operation of the scheme must be consulted where a new or revised scheme is proposed. The consultation measures set out in section 5 of the report satisfy the legislative requirements.
- 7.7. Under Part 3 of the council's constitution, and section 67(2) (aa) of the 1992 Act, the making of a revised CTR scheme is reserved to full council. Under Part 6 of the constitution, the Executive Director of Finance & Resources has, subject to any general guidance or limitation imposed by the relevant Committee, delegated power to exercise the council's functions regarding the Council Tax Reduction scheme. Any changes to the scheme, such as an increase in the calculative elements of the scheme, prescribed by national legislation will be made under delegated powers.

Lawyer Consulted:

Name Liz Woodley

Date: 15/11/2021

Equalities Implications:

- 7.8 An equalities impact assessment has been carried out and is included at Appendix 2.
- 7.9 The proposed new UC scheme represents an expansion of support, as it brings more households into CTR entitlement. It also removes some of the limitations and complexities introduced in previous years of the CTR scheme. This is likely to have a positive impact on protected characteristics generally. There are also some additional benefits for most of the protected characteristics in making the scheme more transparent and easier to understand.
- 7.10 One identified impact is potentially on Benefit Cap households, as outlined in the main body of the report. However, the impact would be on a small proportion of that caseload, and CTR is likely to be supplemented with additional Discretionary CTR, as is the case now for these cases.

Sustainability Implications:

- 7.11 There are no sustainability implications.

Any Other Significant Implications:

Public Health Implications:

- 7.12 Financial vulnerability is linked to poor mental health, and in some cases worsening physical health. Any measures that improve the financial situation for a cross-section of the population are likely to result in some measure of improvement in terms of public health.

SUPPORTING DOCUMENTATION

Appendices:

- 1. Consultation Report
- 2. Equalities Impact Assessment

Background Documents

- 1. None

Council Tax Reduction 2022-23 (Earnings Bracket scheme)

A public consultation was held from 7 September 2021 to 18 October 2021. 278 responses were received, following a news story at launch and an email mailshot to 15,000 residents in the city. The email targeted a random sample of residents, including a mixture of those claiming CTR and those who did not. The Community and Voluntary Sector were also consulted in special briefings, as were Revenues and Benefits staff, who are responsible for administering the scheme.

Three open consultation sessions were set up for the Voluntary Sector. Feedback was positive, and encapsulated in some of the points raised by the resultant response from the Moneyworks and Advice Matters partnerships, which is reproduced in full on page 13 of this summary report. It was felt that the earnings bracket approach was much better for clients, as advisors themselves found it difficult to predict if their client would be successful on the old scheme.

Legislation requires the Council to consult with the Police Commission and Fire Authority. The Police & Crime Commissioner had not responded in time for the publication of this report. The Fire Authority did not support the proposals, on the grounds that there would be a permanent reduction in the income they receive from Council Tax in the context of their challenging financial situation. The response from the Fire Authority is reproduced below.

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What gender are you? 34

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Are your day-to-day activities limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months?..... 39

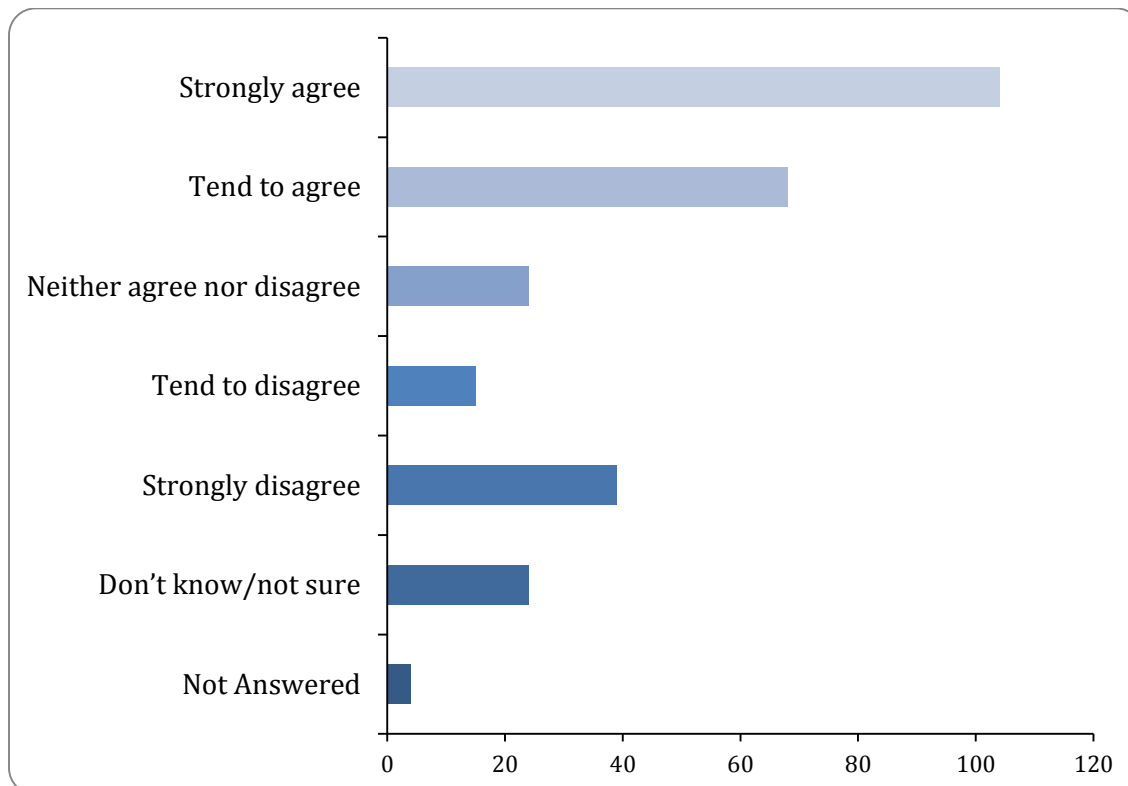
Please let us know the type of impairment which applies to you 40

Are you a carer? 41

As a carer, who do you care for? 42

Q1: Do you agree or disagree that, in principle, the council should align the Council Tax Reduction Scheme with the on-going implementation of Universal Credit?

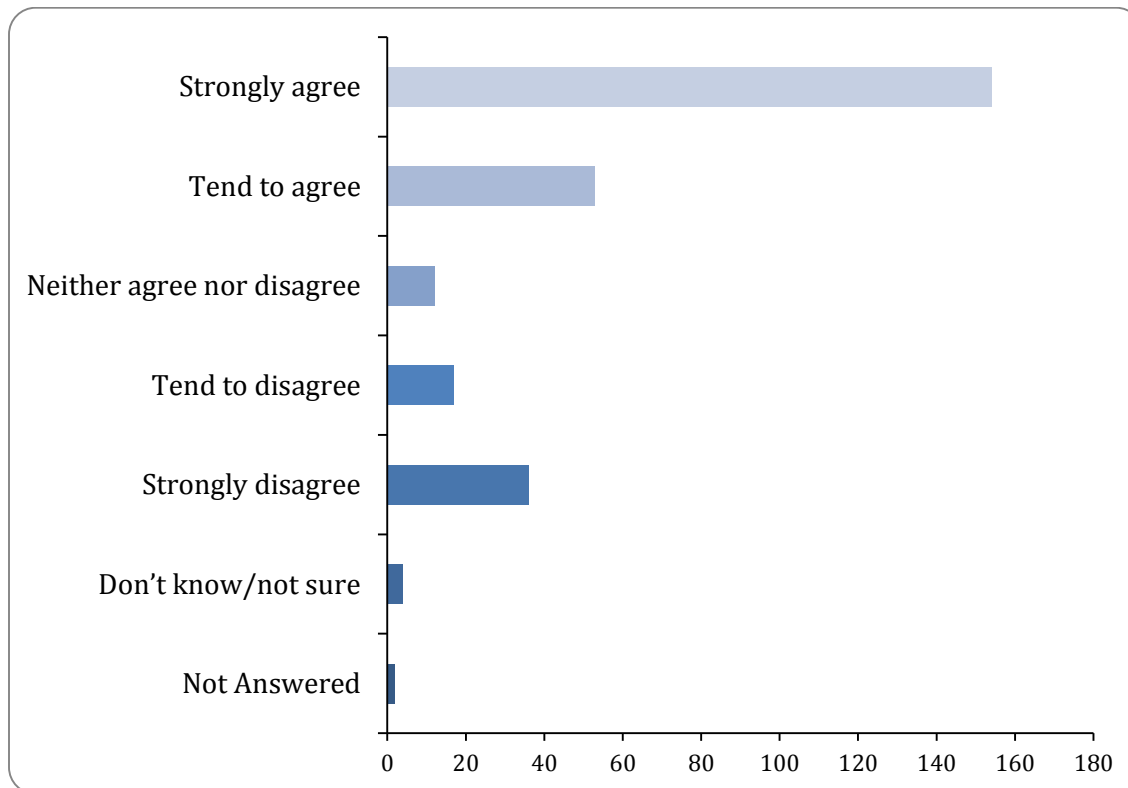
There were 274 responses to this part of the question.



Option	Total	Percent
Strongly agree	104	37.41%
Tend to agree	68	24.46%
Neither agree nor disagree	24	8.63%
Tend to disagree	15	5.40%
Strongly disagree	39	14.03%
Don't know/not sure	24	8.63%
Not Answered	4	1.44%

Q2: Do you agree or disagree with making the scheme more supportive to more people?

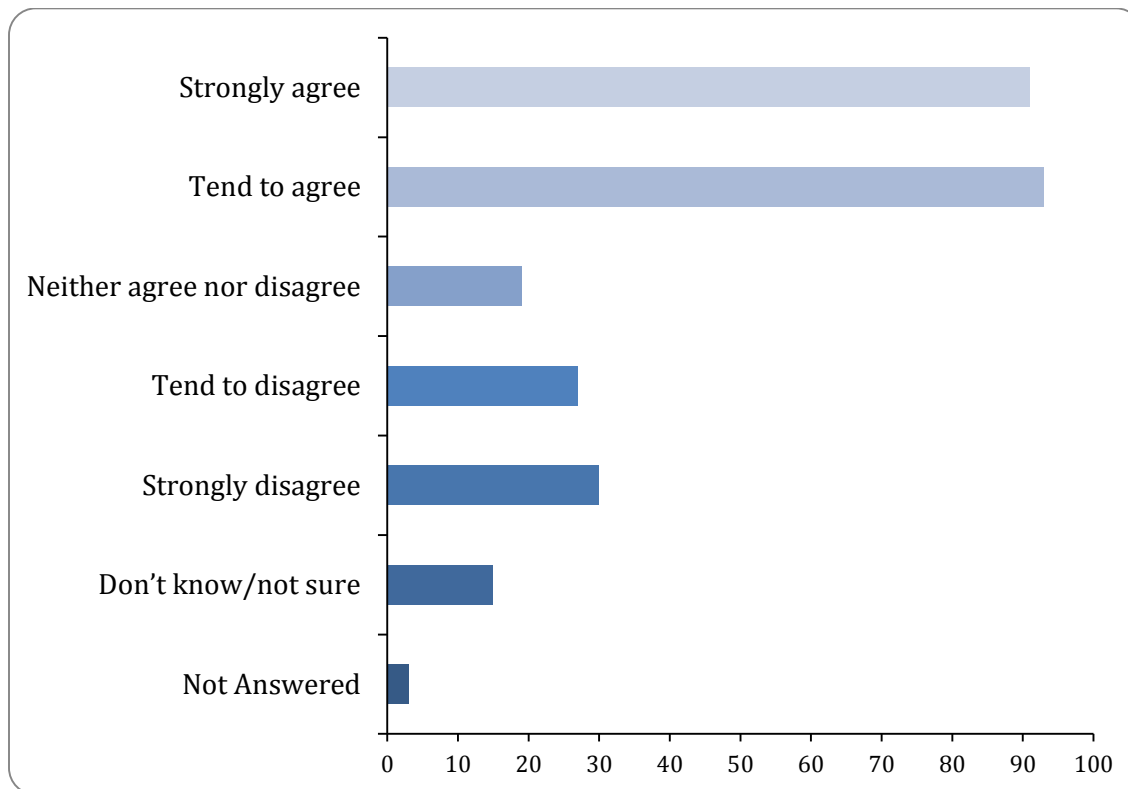
There were 276 responses to this part of the question.



Option	Total	Percent
Strongly agree	154	55.40%
Tend to agree	53	19.06%
Neither agree nor disagree	12	4.32%
Tend to disagree	17	6.12%
Strongly disagree	36	12.95%
Don't know/not sure	4	1.44%
Not Answered	2	0.72%

Q3: Do you agree or disagree with the proposal of introducing an earnings bracket scheme for Universal Credit claimants who are claiming Council Tax Reduction?

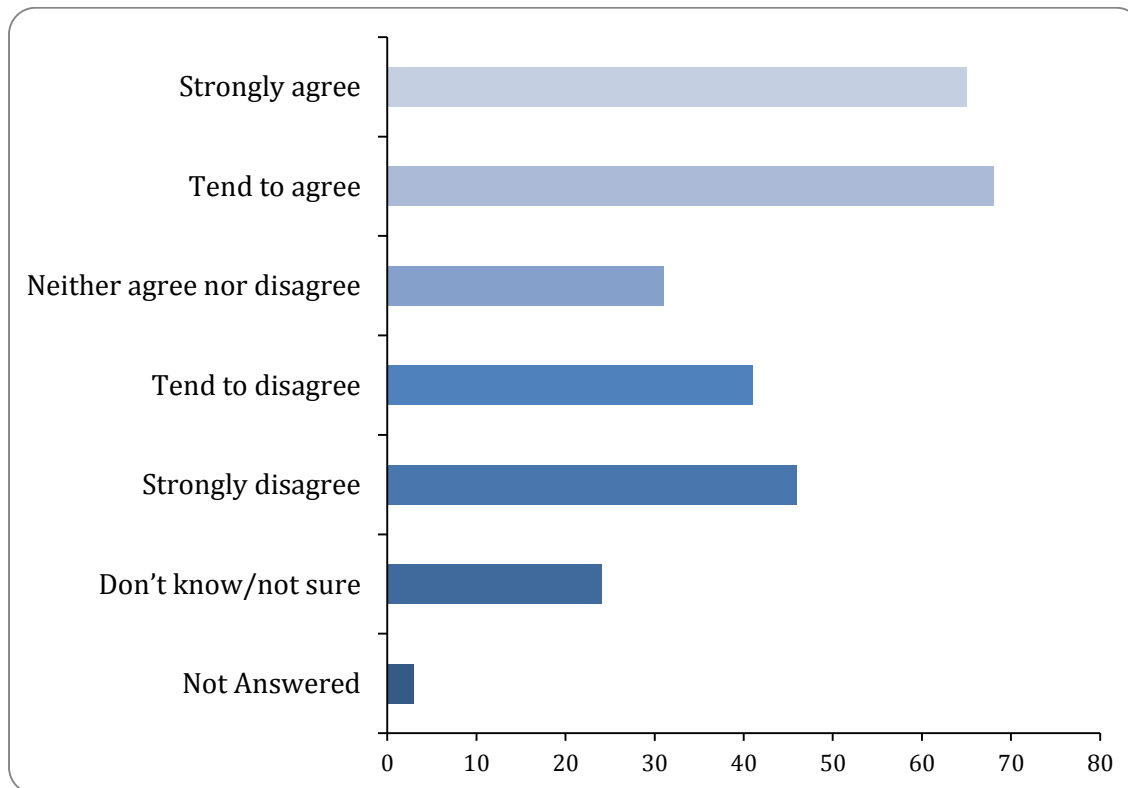
There were 275 responses to this part of the question.



Option	Total	Percent
Strongly agree	91	32.73%
Tend to agree	93	33.45%
Neither agree nor disagree	19	6.83%
Tend to disagree	27	9.71%
Strongly disagree	30	10.79%
Don't know/not sure	15	5.40%
Not Answered	3	1.08%

Q4: How much do you agree or disagree with the proposed earnings brackets and discounts?

There were 275 responses to this part of the question.



Option	Total	Percent
Strongly agree	65	23.38%
Tend to agree	68	24.46%
Neither agree nor disagree	31	11.15%
Tend to disagree	41	14.75%
Strongly disagree	46	16.55%
Don't know/not sure	24	8.63%
Not Answered	3	1.08%

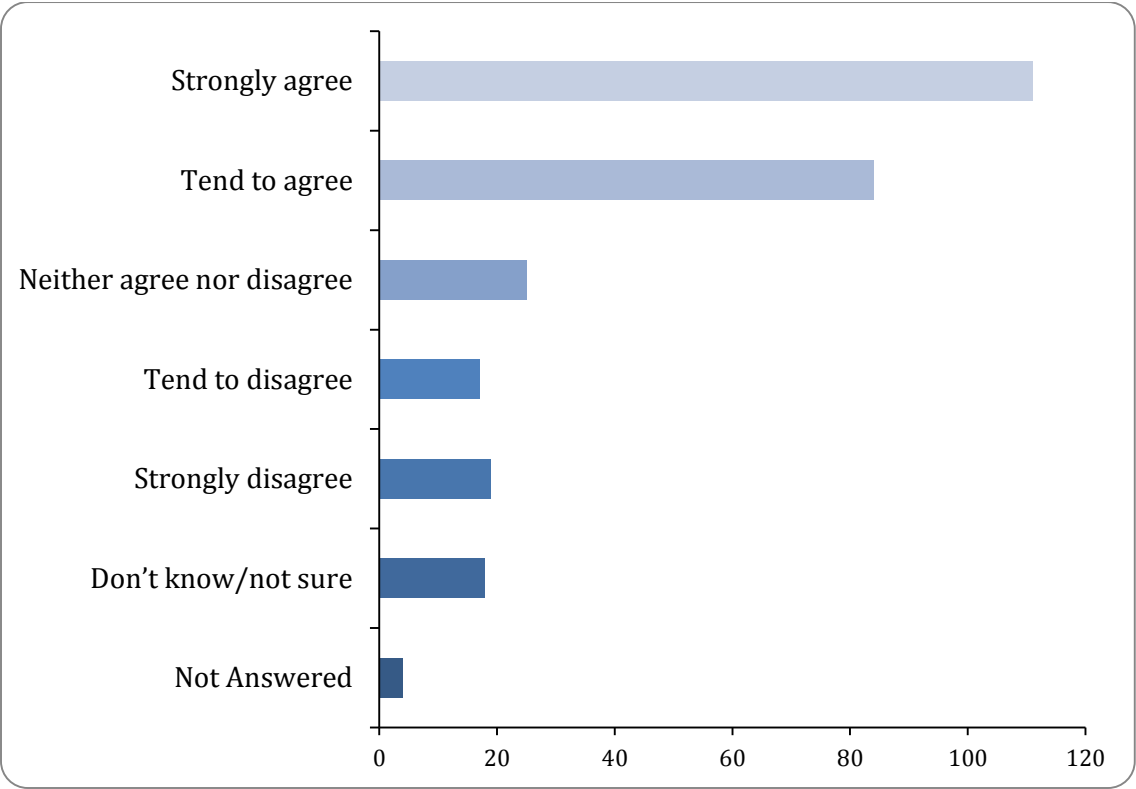
Why do you agree or disagree with the proposed earnings brackets and discounts?

There were 144 responses to this part of the question (see the Freeform comments section starting on page xx)

Brighton & Hove City Council

Q5: Do you agree or disagree that we should simplify the rules for non-dependents in the new Universal Credit scheme?

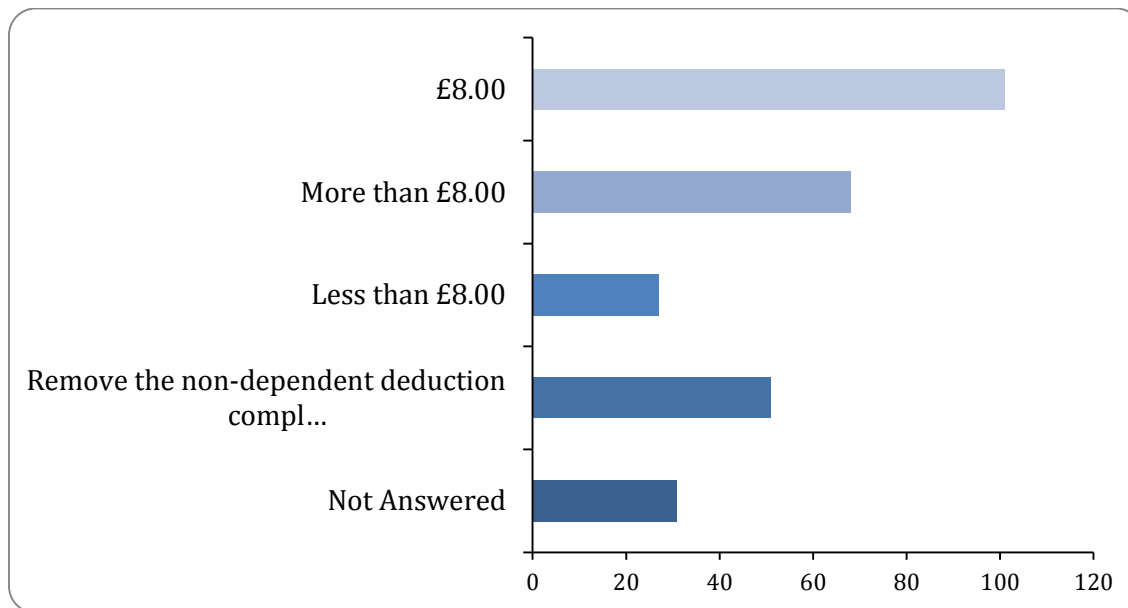
There were 274 responses to this part of the question.



Option	Total	Percent
Strongly agree	111	39.93%
Tend to agree	84	30.22%
Neither agree nor disagree	25	8.99%
Tend to disagree	17	6.12%
Strongly disagree	19	6.83%
Don't know/not sure	18	6.47%
Not Answered	4	1.44%

Q6: If we have a single amount for a non-dependent deduction, should it be:

There were 247 responses to this part of the question.



Option	Total	Percent
£8.00	101	36.33%
More than £8.00	68	24.46%
Less than £8.00	27	9.71%
Remove the non-dependent deduction completely (this would cost an additional £80,000)	51	18.35%
Not Answered	31	11.15%

Do you have any further comments about non-dependent deductions?

There were 47 responses to this part of the question (see the Freeform comments section starting on page xx)

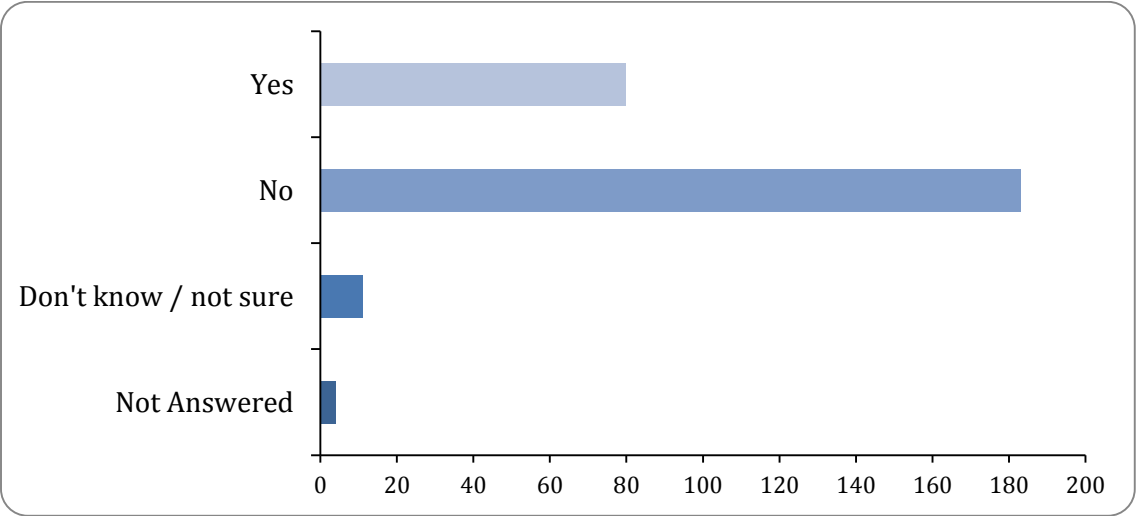
Q7: Do you have any final comments about the Council Tax Reduction / Earnings Bracket scheme?

There were 118 responses to this part of the question (see the Freeform comments section starting on page xx)

Brighton & Hove City Council

Q7: Have you or someone in your household received Council Tax Reduction in the last two years?

There were 274 responses to this part of the question.



Option	Total	Percent
Yes	80	28.78%
No	183	65.83%
Don't know / not sure	11	3.96%
Not Answered	4	1.44%
Don't know /not sure	17	6.12%
Not Answered	4	1.44%

Freeform comments

Across the consultation, there were several opportunities for additional comments to be made. Given the high number of consultation responses, there were a correspondingly high number of comments. These are covered in more detail elsewhere in this report. However, the following shows the most frequently occurring themes appearing in the comments, along with some example comments to represent the theme

Theme	Mentions
<p>Fairness – low earner support welcomed; support those who need it, but people should contribute to society when can afford.</p> <p><i>"It makes sense to help people on very low or no income particularly if they have children and are in receipt of Universal Credit. But as you earn more you are more able to make a contribution to the provision of local services. Nobody likes paying taxes but services we take for granted don't come for free. But we live in a fair society so it is right to help those who find themselves in difficult situations, often through no fault of their own"</i></p>	62
<p>People / I do not have enough income and only just about managing to get by</p> <p><i>"People with very low incomes need help. The cost living rises really hurt. I have been there and sometimes I would limit my use of the kettle as I had very little money left on my pre-paid meter. I would even not put lights on and go to bed to stay warm, this is no way to live.... Being on extremely low income is one causes of my ill health"</i></p>	36
<p>Discount should be higher, or 100% (ie those who have no income should pay less, or nothing)</p> <p><i>"I don't think people with no earnings should have to pay 18% of their council tax as UC is far too low anyway so having to pay CT out of it is unreasonable. I also feel the thresholds are too low to start paying more. However I appreciate that the council has had their funding slashed and are trying to spread the deficit - but it might be better to charge more CT from higher earners to make up the difference"</i></p>	24
<p>Costs too much / impact on other services/ ct bill will be higher / should not cost too much additional funding / council should be more efficient with their spending and services</p> <p><i>"Reduce council tax for everybody. It's already too high and increases every year. As a higher earner, I'm fed up of paying to support others through taxation. Reduce council tax for all income groups. We already support lower income groups through income tax"</i></p>	23
<p>Remove or limit CTR / everyone should contribute by paying most or all of the bill / Disincentivises work / people will want to stay on benefits</p> <p><i>"Why does this even need to be done. Look at the current state of the job market. Employers are begging for staff and yet you are offering more money for people to stay at home. Absolutely crazy"</i></p>	19
<p>Council Tax is too high and/or unaffordable</p> <p><i>"Think cost of living in Brighton and Hove is already very high and most uc claimants are already financially struggling. Our council tax is very expensive as is the rent in the area."</i></p>	16

Confused about how the calculations work, or about the question I'm answering	15
Non Dependents should pay something towards the Council Tax	
<i>"I don't think that it's unreasonable to ask working adult children living in the household to make a contribution to the provision of local services. A single amount simplifies the system whilst ensuring those who can afford it, pay their part."</i>	12
Simplicity of the scheme is welcomed	
<i>"Seems more straight forward for what I have read on here makes sense less paperwork"</i>	7
Non Deps struggle with their income and cannot easily contribute / they should not pay anything	
<i>"non-dependant deductions are often unaffordable for non-deps. if they are on a low income £8 per week is a large portion of their income. this expense is rarely collected from the non-dep and expense is often passed on to the main claimant and adds to their hardship. non-dep deductions should be simplified for all working age CTR claims if possible. not just the UC claimants - simplifying the scheme doesn't work if there is one rule for those on UC and another for those not on UC."</i>	7
Proposed scheme / combination of scheme is too complex	
<i>"I just think it's massively over complicated If you aren't earning very much money-even if your work patterns and income fluctuate you shouldn't have the added stress and worry of ever-fluctuating council tax. It's just one more thing to worry about. There should be a blanket exemption if you're on any level of UC or housing benefit."</i>	6
Would prefer a means-tested scheme, or one that's more sensitive to circumstances	
<i>"Every situation is different and should be means tested and the level of savings increased as with no reduction savings are used to live off until it is gone. They the claimant will be very poor indeed"</i>	5
It sounds good for admin savings	
<i>"No it makes sense to me. Seems obvious if it saves funds for hours spent by the council figuring out all these different amounts. Then the funds can be spent where they are needed more."</i>	5
Disability should be reflected more fairly in the scheme	
<i>"My husband is on a minimum wage and I am registered disabled. We used to get some help with our council tax but we now get nothing. His money has gone up by literally a few pence an hour and we are struggling massively. I think if a household has a disabled person and just a minimum hourly rate we should be entitled to extra help. In the winter months I have to use a lot more heating etc which is a struggle because our extra fuel money now has to go on council tax, seems very unfair."</i>	5
Council Tax scheme overall should change (this is outside of the scope of the consultation)	5
Other themes with less than 5 mentions each:	
Non-dependent deduction can cause friction at home The scheme should incentivise work Please support single people Fraud risk – the council may not be told the full income position of people claiming Fixed non-dep deductions are clearer The bandings need tweaking / there are cliff edges in the scheme	

Brighton & Hove City Council

Scheme is too simple/ Earnings brackets are too blunt a tool Non-dependent changes should apply to the non-UC scheme as well Recovery processes and Council Tax collection should be improved.	
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Response from Moneyworks and Advice Matters Partnerships:

Summary

The partnership meeting discussed the proposals having attended sessions run by the council on the new scheme which we note only applies if the household is on Universal Credit (all other benefit claimants would be on the old scheme).

We felt that the structure of the new scheme being granted on the basis of net earned income and clear tiers was much better for clients as advisors themselves found it difficult to predict if their client would be successful on the old scheme. (Given comments about the difficulty of understanding the parallel scheme that it would be good to have some council training on the mechanism in order to maximise advisor time on claims that would be more likely to be successful)

We felt that not counting disability benefits as income was very positive for a group of households most likely to be in deep and persistent poverty.

The collections policy is really important and we felt that the intention to behave ethically and prevent debt mounting up for people on the lowest incomes in the city was good but we would recommend the council formalise this by signing up to the national Citizens Advice Council Tax Protocol which can be found here - <https://www.citizensadvice.org.uk/about-us/our-work/our-campaigns/all-our-current-campaigns/council-tax-protocol/>

We have some detailed suggestions on the bandings proposed which we outline in the next section but we do feel that a proposal to widen the financial support for poorer households shouldn't create any "losers" and we would recommend reworking the proposal to prevent single people on low incomes being worse off.

Bandings

The council proposes the following:

Earnings refers to money earned from working, whereas income is total money received, including earnings, Universal Credit, benefits and pensions, and so on. The Earnings Brackets are based purely on your net earnings from work, not other income. If you do not work, you have zero earnings.

Here are the proposed net earnings brackets:

	From (£)	To (£)	Amount of bill left to pay
1	0.00	0.00	18%
2	0.01	69.99	20%
3	£70.00	£99.99	40%
4	£100.00	£119.99	60%
5	£120.00	£169.99	80%
6	£170.00	£249.99	90%
7	£250.00	and above	100% (no CTR awarded)

We felt that the difference between band 1 and 2 was so negligible for the council we would recommend costing the net benefit after administration in moving people into band 2 and considering leaving people free to earn up to 69.99 per week without moving banding. Partly to incentivise moving into paid work for people worried about the complexities of managing their budgets.

We had a concern about the difference in income between band 3 and 5 moving a client from 40% liability to 80% liability for potentially earning an additional £20.01 per week. We would recommend that this is reconsidered.

We felt that illustrating the income bandings with net income at minimum wage would be useful in terms of hours worked. We also felt that if the scheme was to be inline with Universal Credit the income disregards relating to your situation might create a simple but still more nuanced approach to people's situations - this list is a helpful guide to those:

"Depending on the type of income or benefits you are getting, some of the money can be ignored when your benefit is worked out. For example, the following are disregarded in the benefit calculation if you are working:

£5 per week of a single person's earnings

£10 per week of a couple's earnings (if at least one works)

£20 per week if you receive a disabled or carer's premium, or the support component of ESA, or are a member of an occupation such as part time fire fighter, territorial army or lifeboat worker

£25 per week for a working lone parent

Some of your working tax credit or earnings will also be disregarded if you work more than 30 hours per week (for example, £17.10 per week is disregarded in the calculation).

Child maintenance is fully disregarded from the benefit calculation (this has been the case since 27 October 2008).

Any disability living allowance and attendance allowance that you receive is also disregarded. If you are a single parent or you are a couple and both work 16 hours or more, or you are a couple and one of you works and the other meets disabled conditions and pay for childcare, we will take that into account when calculating your income. (For example, if you have one child under 15 we will disregard up to £175 from your overall income, and if you have two or more children we will disregard up to £300 from your overall income.) Please note that childcare is disregarded from earned income up until the first Monday in September following your child's 15th birthday or 16th birthday if they are disabled."

In addition we would strongly recommend that like the other coexisting scheme both schemes cap at band D charges for clients. There are very few situations where our clients are in higher bandings but for those situations the hardship created would be devastating. Usually these are households with more children and they are already affected by the benefit cap.

We would also point out that age bandings affect minimum wage values and Universal Credit payments - we would ask that the council consider under 25s having a discount in line with that additional income pressure that young people experience financially.

Non dependent adults

We note that Citizens Advice Brighton and Hove recommend removing the liability for non dependent adults altogether as the revenues raised by this are not significant and the distress caused to the main householder financially and mentally can be tremendous. As a partnership we would seek to develop this point and request that the council consider the cost and benefit of disregarding under 25s. We have mentioned this group in the section above and the fact that their income expectation whether in work or on benefits is more limited than adults over that age. We think that this also would support prevention of youth homelessness through family money stress and relationship breakdown where money is a factor. Our specialist youth advice provider agreed that this would be one of the measures that could support this important outcome.

Ends

The response from the Fire Authority:

East Sussex Fire Authority recognises the impact that the Covid-19 pandemic has had on local communities, particularly, those who are vulnerable, both financially and for other reasons.

As you will be keenly aware, in common with other local authorities the Fire Authority already faces significant financial challenges due both to reductions in Government funding and the impact of Covid-19. Our current Medium Term Finance Plan identifies the potential need to make new savings of up to £4.6m over the next 5 years, in addition to £10.5m already delivered or planned.

Council Tax is our most important funding stream (70% in 2021/22). The Authority will need to take account of any further reduction in council taxbase on its income when considering options for achieving a balanced budget for 2022/23 and beyond. Given the scale of the financial challenge, which cannot be met by efficiencies alone, this may mean that the Authority has to revisit its Integrated Risk Management Plan 2020-25 and consider further changes to the service it provides across the communities of East Sussex and Brighton & Hove, including those who are most vulnerable.

On this basis the Fire Authority cannot support BHCC's proposals to change its LCTRS which will lead to a permanent reduction in its income from council tax.

Names were not requested, but if they were provided in the comment, they have been redacted.

How much do you agree or disagree with the proposed earnings brackets and discounts? - Why do you agree or disagree with the proposed earnings brackets and discounts?

Strongly agree / tend to agree

Fairer

Even though I lose out, I welcome the simplistic focus on earnings over complicated formulas based on the status of a household. This will better support low earners.

It makes sense to help people on very low or no income particularly if they have children and are in receipt of Universal Credit. But as you earn more you are more able to make a contribution to the provision of local services. Nobody likes paying taxes but services we take for granted don't come for free. But we live in a fair society so it is right to help those who find themselves in difficult situations, often through no fault of their own.

Simplified and easier to understand

Good idea, but maybe expand the bracket 1 (18%) to include some very low earnings, say up to £50? You might only earn £20-£30 for a couple of hours work but it equates to 2% of your CT bill

Easier to understand

i am a pensioner as is my wife we have never claimed any discount on our council tax

(you should have put in the table that it was weekly earnings - I thought at first it was monthly and got pretty confused!)

How much will cost to look at people's income that can change each month?

I think council tax should apply to all residents. I think universal credits are an atrocious way to treat the vulnerable in society and is designed to push the poorest even further down. Instead there should be a assessment done taking in account ability and opportunities for each individual. Council tax should be something every one pays out of what ever their income is (benefits or salary). That way perhaps more people would respect what the council tax covers.

Although as I understand, it will cost the council more, in the long run it's a much fairer system and will help more people the most in need of that help and support.

Good match to uc brackets

It seems like a fair distribution of assistance

They are a help rather than a dependancy

Those with low incomes cannot afford the tax, especially when many are facing huge increases in fuel and food costs

Treats people more fairly

I just think that those earning less should pay less

I believe that people on higher earnings should pay higher council taxes Including people on higher benifits.

Because its fairer and more helpful to people on low or no incomes

UC is an in work benefit and those persons on the minimum wage need support as do those persons who are not working but will see there is support available if they start work. The one bill, excluding rent, CT is a large cost and stops people from taking work as they can end up being worse off. Although this will cost more to the council, long term this could benefit everyone as hopefully more people will go into work and potentially pay 100% of their CT. Any help to the cost of living should be welcomed as the cost of living is going up plus

any incentive to move people into work is good planning. There are a percentage of people who will always be fully supportive this is part of community, society and democracy we live in.

I think the poorer in our society should be supported.

I am concerned that this is about saving admin costs, rather than actually helping people - call me cynical

More people on low incomes should be helped by richer people.

You seem to be trying to be fair

It's a good idea for people to pay according to their living income rather than a set rate which may be out of reach in their budget

It seems fair and more should be done to help low income families.

Encouraging saving.

I have been out of a job since <<redacted>>. My husband left me the same week and does not support me financially. I currently pay £282 per month and am running out of savings. What happens if I can't get a job in my profession or have to take something lower paid and can't cover my utilities and council tax???

If no income is earned surely you would have 100% CTR. Many families are in trouble financially and one of the problems is that they must find 18% of their Council Tax Bill from the other benefits they receive.

because the taxi is too high

Because it is a fairer uniform way of apportioning realistic earnings (net income) against council tax. It links in a more equitable way to ability to pay benefiting households with proportionate support.

My only concern is a percentage of Zero earners are not there by choice, sadly there will be those that are by choice. Those that cannot work are reducing their benefits to support the small few that can earn.

The council tax payment should be based on your earnings fully, paying more the higher earners. There will be mother's who claim tax credits, are these taking into consideration to ppay less council tax?.. I strongly agree council tax bills are too high indeed for tge average earner.

Make the système fairer to everyone involved

People on lower incomes need greater support

We need to help those who have nil or little income. The cut-off point would depend on their situation and not just their incomes.

I think it would be fair if these brackets are put in place and apply to anyone on universal credit, not just people renting. At the moment homeowners are exempt.

People with very low incomes need help. The cost living rises really hurt. I have been their and sometimes I would limit my use of the kettle as I had very little money left on my pre-paid meter. I would even not put lights on and go to bed to stay warm, this is no way to live. now I a on PIP due <<health conditions redacted>>. Being on extremely low income is one causes of my ill health.

I feel Brighton is a supportive community and with the reduction in universal credit and price rises in bills we should be doing all we can to counter the cruel Tory policy decisions that are making it hard for people to manage and live!

I am earning <<redacted>>£/month as single mom with 2, a monthly rent of <<redacted>>£, and now have to pay 175£/month for Council Tax PLUS all the rest... I agree with Anything that cancels that impossible tax I cannot defini pay!

If it is not manageable to assess total income then any form of increased support and distribution to those that need it makes sense to me.

the proposal is reasonable. My understanding, If more reduction is offered, the gap has to be bridged from somewhere. It is going to be difficult to attract funding from the central government.

Seems more straight forward for what I have read on here makes sense less paperwork

I don't think people with no earnings should have to pay 18% of their council tax as UC is far too low anyway so having to pay CT out of it is unreasonable. I also feel the thresholds are too low to start paying more.

However I appreciate that the council has had their funding slashed and are trying to spread the deficit - but it might be better to charge more CT from higher earners to make up the difference

Hello,

My main point of contention with the the current CTR and proposed CTR scheme is the 18% charge made for people who have no earning whatsoever. An unemployed single person receives £72.00 per week in Universal Credit plus their rent money.

The Government stipulates that this is the minimum amount of money that an individual needs to live on in the United Kingdom: so how then, in good conscience, can anyone take away a portion of this money?

It is at the thinnest edge of the wedge were any reduction in income is felt and experienced most acutely. The poorer you are the more value every pound has, so to charge a person £180 - £200 pounds per year for Council Tax when all they have is £72.00 per week is shameful. That's roughly 3 weeks, of their, income!

It would, therefore, be my opinion that the 18% charge (or any charge) for those with no earnings be scrapped altogether as not to do so is to drive the poorest in society into abject poverty.

Thank You,

<<name redacted>>

Hove Resident

It seems fair in principle.

I suppose if I understand properly that this can help a lot the people special in this difficult time

currently, too many people who are higher earners are benefitting from ctr. they are not struggling. they dont need to have a discount

It seems fairer for all with a wider spread of fairer discounts. If I've understood it correctly!

I live in a rented flat and the rent is so high and my wages is the minimum, single mum with 3 kids. I cant save for anything. I can't afford to go to the dentist.

Seem proportionate.

I believe in socialism.

I believe it is a fairer scheme than previously

This is a tough balance between the additional cost to the Council, when their budgets are so tight, whilst providing support to those in need. The proposed levels look reasonable as a start, and also mean that the scheme can be flexed in future to suit the Council Budget i.e. the brackets can be raised and lowered.

If people are receiving UC, they cannot meet their daily expenses so it is reasonable to receive CTR as well.

The coultil tax has to be fair.

The seem fair enough

This will save on admin costs and the brackets are quite close. As with universal credit, if people earn more they become more self sufficient.

Many areas Brighton are areas of deprivation, Poverty is departmental to people and their family's health. More help is needed for these people as it is a trap, they do not know to get out off, money is very big issue and every penny counts. So, any increase could be a crisis for these families. Moreover, help us who work in these communities.

<<name redacted>>

On Your Way jobclubs and Digital Inclusion for the elderly

I just want things to be easier for people on UC - life is hard enough with that little money!!

I am not fully sure how this will affect people, but it seems to be generally beneficial and trust that you have looked carefully at choosing the levels. Presumably this will need to change again if there are any changes in the UC scheme

They are graduated. If your examples are representative, in most people cases will be the same or better off. Consideration should be given to circumstances where people will be worse off and whether any changes could or should be made to mitigate this.

I believe we each have a right to a 'minimum income' and that this minimum should be preserved for the 'long term potential' of their situation, at all costs - including the repayment of debt/s. That is to say that the minimum income should consider an individual's long term potential to exist on such an income, as they may have no potential to increase their income. A Higher Tax Bracket, for those who fall into an 'abnormally high' income, should pay higher Tax.

Everyone needs a stake in society and to maintain the habit of paying bills.

Strongly disagree/ tend to disagree

Who earns 0 should pay 0
why bother working?!

I just think it's massively over complicated

If you aren't earning very much money-even if your work patterns and income fluctuate you shouldn't have the added stress and worry of ever-fluctuating council tax. It's just one more thing to worry about. There should be a blanket exemption if you're on any level of UC or housing benefit.

People on UC are already struggling and should have their council tax reduced by 100%, especially now that they have lost the extra £20 per week from the covid increase to payments.

They get enough benefits. Get a job

I think property owners should pay council tax instead of the renters, who can barely afford to keep up with rising rent prices in the city. Make people on Universal Credit and low incomes exempt and tax houses with combined incomes above 100,000 + property owners owning more than 1 property more.

This means that there is even more pressure on the middle class to pay council tax (which automatically increases by 4% every year) only to have resources reduced even further.

I have no confidence in any decision B&H Council makes. The 360 donut, waste collection service, silly covid cycle lanes, absence of services throughout covid. Lazy good for nothings.

Scheme does not take into account low incomes who are not on U.C.

Other income should be taken into account

Threshold set too low

It should be high for more people on lower paid incomes.

People who are on Universal Credit and also working should pay Council Tax relative to what their household income is. People who work full time pay 100% of the rising taxes as services close and become less effective. Employed people claiming UC should also pay their fair share towards this, not have the bracket increased.

Why just for people on universal credit. I am retired and living on my pension. I should have a discount. Worked all my life never claimed any benefits.

1. To reach the objective of being simpler and clearer, the number of brackets under the new system should be reduced i.e. 5 brackets altogether (0% - 25% - 50% - 75% - 100%) or 5 brackets for CTR (20% brackets: 0/20/40/60/80 and everyone else 100%).

2. To be even fairer, there is the option to proportionally increment brackets so the poorest are supported the most, capturing more people at the bottom of the higher bracket range i.e. 0% for more people under a 5-bracket system, with the next range only 10%, then 20%, then 50%. and the upper bracket 80 or 90%.

3. Given that there are potential changes to national tax (NI contributions) for all wages on the way, and potential changes to UC and other systems, is this the best time to link CTR to net earnings and

savings?

4. It is unclear whether assets are accounted for in the formula - if not, maybe they should in the same way savings are (being cash poor is not true if you have lots of assets) to prevent abuse of the system.

Every situation is different and should be means tested and the level of savings increased as with no reduction savings are used to live off until it is gone. They the claimant will be very poor indeed

I Don't Believe That There Should Be A Earnings Bracket As Just Because You Are Outside Of The Bracket Doesn't Mean That You Don't Need Extra Help With Council Tax Especially Due To How People Are Really Struggling With Covid. Council Tax Reductions Should Be Available To Anyone Who Needs It Regardless Of The Amount Of Benefit They Get.

I object to the scheme and therefore the underlying details of the scheme

Because I'm a single person who works full time

By the time I have paid my c.tax /rent and all my other bills Im left with not being able to buy food shopping or even my travel to and fro to work its unfair I can't get any help

A person living by their selves paya the same amount as a family. It is unfairly weighted

The people earning more than 250 a week are still on very low earnings.

As people who are working hard again will have to cover the bills of the people who are sitting at home doing nothing apart of claiming benefits. It is so unfair

The higher earnings should get less help people that worse off need more help

The brackets are still not simple enough and include cliff edges, I. E. Someone earning one penny more than another person might pay considerably more council tax than them - meaning that they would be penalised for working more and potentially be worse off by working more.

Put simply as an employer that cannot get staff because no one will apply then it is quite obvious that it suits people far better financially to stay at home you should be investing in getting people back to work, not giving them more money to stay at home.

I am a landlord and I have first hand knowledge of how this happening.

The Council cannot afford to maintain the city now, due to it's mismanagement. Why should Council tax payers subsidise others, when we do not even get the service we need.

This is nothing more than another tax !!

If you got no job, eating and paying the rent should be priorities. Thus, people can still struggle to pay 18%.

Paying such high % of such low wages means the poorest in the city will be paying the biggest % of of their net income on council tax. In Brighton your neighbour could be a barrister earning £100,000 + pa and pays the same council tax. It disproportionately affects those least able to afford it and yes council tax is important but look how much is wasted in administration due to no joined up thinking. Why look at it once a year when P60's are issued and Adjust to account for over payments and underpayments. With the excessive admin and rate of arrears its probably not even breaking even. If Brightons poorest need to risk sacrificing nutrition to pay council tax at least least it should have a positive effect of the city's finances. Dont expect people to go hungry so the money they could have spent on food goes into a black hole of bureaucratic administrative waste. I guess the poorest can just eat cake.

It means that people earning more than £250 like me will not get any help with my council tax and since I am earning a reduced wage because of Covid-19, I need the help because I live on my own so I think anybody who is single and living alone should get at least some assistance in paying the council tax.

The earnings brackets feel restrictive i. e. £250 and above is zero CTR.

I run a business in the city and we are in dire need of staff and people who want and need to WORK.... there are jobs out there and people should find work rather than expect to be bailed out constantly by others and the state.

They should not result in an overall increase in costs.

Reduce council tax for everybody.

It's already too high and increases every year. As a higher earner, I'm fed up of paying to support others through taxation. Reduce council tax for all income groups. We already support lower income groups through income tax.

My husband is on a minimum wage and I am registered disabled. We used to get some help with our council tax but we now get nothing. His money has gone up by literally a few pence an hour and we are struggling massively. I think if a household has a disabled person and just a minimum hourly rate we should be entitled to extra help. In the winter months I have to use a lot more heating etc which is a struggle because our extra fuel money now has to go on council tax, seems very unfair.

It should always be about giving more to people with low income or who rely on the benefits system. How about helping these people to get out of the benefits system by supporting them to return to work and do their bit for the council.

Low earners with children struggle to make ends meet. The proposed discounts don't look low enough to make much difference to the lives of low earners.

The income brackets for people on minimum wage are too low before they pay the full council tax.

I think the brackets are way too low and don't represent the costs of living in the area. If you're spending money to rework the system, make it a substantial improvement for people - nobody cares about a saving of a couple of quid a week. And if they do, those people clearly aren't in a position to pay council tax at all and need further relief.

We can't afford it people to take responsibility for their expenses (excluding disabled people etc) We are now looking at another 5 % rise in our council tax and the current services are shocking discounts could be more generous for low income earners

Seems to be very low and I am not averse to helping those in genuine need

If people are in receipt of benefits they should be exempt from paying council tax. Linking the scheme to work is a disincentive for lower paid people to work.

1000 per month is a very low income considering post brexit inflation. My wages have decreased over the last 20 years whilst prices have skyrocketed for food.

People should take responsibility for their own finances if they benefit from council services then they should pay their share

i think the discounts are too generous

ALL UC CLAIMANTS SHOULD GET DISCOUNT COUNCIL TAX IS WAY TOO EXPENSIVE EVEN FOR WORKING CLASS

single person households should not be paying the same as multi persons household

People with no income should pay no council tax

I think that by adjusting the ctt system to help more people, we are just making the whole benefit system even more attractive to people who do not feel the need to work. We already have a system where people will not work because it affects the benefits that they receive for not going to work and some have an attitude that why should they do work and not receive more money for doing so.

on a personal level I get a single person discount but earn a reasonable salary. it always feels like those earning have to subsidise those who decide to have many children and can't afford them. I am really careful with money hence have savings. maybe I am wrong but I see too many low income families with habits and children they can't afford.

The percentage rate to pay for still low earnings is too high for those earning between £70-£120. National Insurance rates are going up, energy bill costs are rising and the price of food is increasing. These things need to be taken into account.

Increases more taxes on top of what we are paying now

Even on the highest bracket of income family's will struggle to find the amount. I know priorities take precedence which would be rent and food first, i think family's would get behind with this amount of council tax. Myself on a low income always cut food cost to pay bills. There is already child poverty in the city. This scheme will increase that.

7 brackets is too unwieldy

I only disagree with any preferential treatments when a) the person has not attempted to get a job and b) When their property is anything other than on the lowest banding for council tax.

If their property is on the lowest banding and they are in work I agree with some support.

Should pay 100 per cent

I agree with the proposal that it should reflect earnings, however the 'taper ' should be higher, allowing people to effectively kwwp more of their earnings, otherwise working more hours will have little effect on overall income

As someone on a very low income that ..gets the discount if my council tax was to go up up I'd really struggle ..I'm already having to get universal credit help with full time job and am struggling since they took covid help out ..I agree there should be more support but in crease of tax for low income homes is not the answer

Because with my husbands ill health and implemented retirement due to his cause we are on an income/earnings restricted money pot. We have used all 3 benefits calculators online and even though it stipulates we are entitled to CTR according to you and the housing benefit team we are not why? Because you have been privy to a UC statement which indicates nil payment so you think we are not entitled to anything. Well we have never applied for benefits in our entire working careers until now and I am disgusted with the treatment and no support.

If the proposed scheme would cost more & come out of the councils budget. Would that mean that the council tax would go up, meaning my council tax would go up. I personally would not qualify for the scheme, but I still have to carefully budget to ensure I can afford monthly bills etc.

Anyone who receives UC should be given some kind of discount. As UC claimants tend to be earning less money in full and most likely to have health issues preventing them from higher-paying jobs.

People on the lowest income shouldn't be paying council tax at all. Get the tax from the rich people. Or better yet Boris and his mates. EAT. THE. RICH.

Everyone should pay the full amount, if you can't afford it move house. Why should the rich subsidise the poor?

The jump in council tax due compared to the amount earned is totally unbalanced.

My take-home pay is £<<redacted>> per month, leaving me with c. £400 for all expenses, such as food, clothing, travel, etc, after bills have been paid. <<age and date redacted>> and currently work 3 days a week for <<redacted>>. It would be almost impossible for me to secure a new full-time job as there is a question on application forms: "Are you over 64-and-a-half?" I can't retire until I'm 66. Energy bills are going up, the cost of living increases constantly, and NI will go up in April 2022. How can I manage?

Earnings brackets are a blunt tool. They do not account for specific circumstances such as the additional costs of living and ability to earn income through work of

being a carer

being a lone parent

being a parent of a disabled child

Disability

Impacted by the bedroom tax.

Having additional reductions in the scheme for people in specific circumstances such as these would go some way to mitigate the bluntness of an earnings bracket. We note that whilst benefits are disregarded, the additional costs of living for disabled people and people with long term health conditions aren't taken into account.

Neither agree nor disagree / unsure or don't know

it is hard to have an idea of if the brackets and discount amounts make sense without financial examples based on the brackets and how they reflect for amounts for each council tax band to know what they would translate to in financial terms.

what people earn on paper is not what they have in their pocket each month,

You should think about the people who are moving from Universal credit to a job and have previous debts will have more debts with a minimum work which also means that they need help and not the payment of a total of 100% as you stabilize it in some of your examples

I cannot make sense of all the information. It seems helpful if you are on Universal Credit. But what if you are not, will you have to pay more? In that case I would not favour it. Will there still be single person discount? As a single person not on universal credit I would not favour this scheme if it would cost more for me. Council tax is already very high. However I agree in principle with making it easier for people on low incomes I think only people on very high incomes , ie 80k plus should pay more as a result of any changes.

I am concerned about this as there are many people who are just meeting the minimum when they are not entitled to any benefits and they have to pay full taxex. And after all taxex they have even less than those who don't pay or have theyr taxex reduced. And those who get benefits are living on the others accounts.

Think cost of living in Brighton and Hove is already very high and most uc claimants are already financially struggling. Our council tax is very expensive as is the rent in the area.

I don't think anyone on universal credit should pay council tax

There are issues around what people declare that they earn (say, on PAYE) and what they actually earn (e.g. cash in hand).

Whilst the above earnings brackets for CTR and the point at which a household must pay most or all of their Council Tax suggests that we should allow those households to earn more before they pay, say, 80% or 100% of their Council Tax, this is problematic because some households earn cash in hand. On reflection therefore the earnings brackets are probably reasonable as they are.

Not fully understood

The tax brackets are so uneven anyway . Some property's are not in my opinion in the correct bracket but system is old!

In the same respect just because your in a certain area doesn't mean you can pay the same amount of tax as your neighbours as we all have different circumstances

For me if it was done by earnings it would be a lot fairer to people on benefits

Is this based on weekly income? (Sorry, that's not clear.)

I am not in a situation in which I could judge if the the proposed discounts would be enough for those affected by the change.

This is hugely complex and multiple factors involved. Sceptical as many get benefits who shouldn't, and many more should be working more. This needs to be very robust and carefully analysed by claimant. FT taxpayers bear the brunt for it all, so we need cast iron guarantees that the right and thorough checks are in place.

I have no idea how these figures can be fairly arrived at.

If we have a single amount for a non-dependent deduction...: - Do you have any further comments about non-dependent deductions?

Strongly agree / tend to agree

It shouldn't be scrapped entirely, but as non-dependent residents are likely to be low earners by virtue of living with a UC claimant, a fixed amount to deduct from CTR would be welcome and easily understood. Also, assessing income of non-claimants is invasive and shouldn't be necessary but they also must contribute something.

non-dependant deductions are often unaffordable for non-deps. if they are on a low income £8 per week is a large portion of their income. this expense is rarely collected from the non-dep and expense is often passed on to the main claimant and adds to their hardship.

non-dep deductions should be simplified for all working age CTR claims if possible. not just the UC claimants - simplifying the scheme doesn't work if there is one rule for those on UC and another for those not on UC.

I don't think that it's unreasonable to ask working adult children living in the household to make a contribution to the provision of local services. A single amount simplifies the system whilst ensuring those who can afford it, pay their part.

the single amount should, at minimum, be the National Living Wage of £8.91. If someone isn't even earning this, they don't have money spare for council tax.

This is assuming the non dependant is working and are on minimal wage which is lower than £8. The national insurance rise next year needs to be taken into account

if they are earning ok money they should contribute more and not be a liability to the rest of us

Nothing if living with parent as they already pay c tax

This question is very confusingly worded.

This is such a difficult question to answer. I think young people who are working need to understand responsibility and help support their family. Lone parents struggle as do 2 parent families, asking their young adults to contribute could result in arguments the parent/s paying saving disagreements or the parent/s asking their young adults to leave the family home, this could then put more pressure on the council to rehouse these young adults. I've wavered over the fixed £8 it's fraught but with education/media climate change I do think young people understand. Perhaps where this cost is applied a separate letter should be sent to the young person explaining why they need to pay

Money doesn't grow on trees and the council doesn't get enough help from central government

Multiple occupancy households have a greater demand on council services which are already subsidised by council tax payers

All working adults should have a responsibility to pay towards Council Services.

I don't think I understand the current system enough to comment on this, so ignore this answer

If it is possible to raise it say 10 and then allow for slippage as well as possible cases where circumstances mean it was possible to let deserving people exclude themselves from the payment, that makes sense.

It's good that B and H are trying to reduce admin and help the poorest even if it is by small amounts.

If the person is actively looking for work, then he/she deserve deduction

Only think it's right if you work you pay your share

Non dependants is a confusing term even after it's explained as lodgers are not non dependants but are unrelated adults

I believe that council tax should not be for the amount of people in any property, it should be charged on the property and nothing else.

No

No

Due to extreme financial stress the non-dependent may be told to leave as a result an extra homeless person for the council to deal with and extra much more costs involved

Of course anyone living as a non dependent must pay. Sharing someones home must be sharing the cost and paid with rent
I do feel that non dependent residents need to contribute to the overall housing costs and that £8.00 a week is a manageable amount.
This issue is them paying it and not putting the financial load on the main resident.
Possibly introduce a discretionary assesment for cases where the non dependent reduction causes hardship so that households can apply to remove it if needed
It's not fair in some cases I have for example a son ages 22 and can not work because he as PTSD he is having treatment but this can take years
It is a shame that these benefits have to be so complicated. I am not sure what level is fair or appropriate
The amount could be raised to a manageable amount whilst maintaining enough pressure to incentivise personal responsibility.
I am of the opinion that the underlying focus should be to encourage work. So, keep the deductions as small as possible.
The impact this deduction can have on households, family relationships and mental health can be very substantial. The funds raised by this deduction are not a great amount and on balance removing this deduction will have a greater beneficial impact for our clients.

Strongly disagree / tend to disagree

i have 2 children with disabilities that do not work, as they are <<age redacted>>, i think that parents that have children with disabilities should not have to pay the full council tax amount each month.
Reducing the current cost for non dependents will increase the cost burden to the council and potentially affect other services.
I think working people should contribute.
We should have a deduction of more than £8.00 because it would help people who are out of work to contribute to the council tax.
It sounds as though the proposal to reduce the non-dependent deduction is based almost purely on simplification of the system.
A non-dependent who is earning should absolutely contribute to the household budget. To remove the requirement for them to do so, suggests to that individual that being self-reliant is not required in our society. If a non-dependent is bringing £300 per week into the household the current deduction of £14.90 is a very modest contribution.
You should make more effort to enforce payment of council tax punctually.
I BELIEVE IF A HOUSEHOLD HAS 3 PEOPLE THEY SHOULDNT GET ANY DISCOUNT IF NON DEPENDED IS WORKING
Not really sure why removing a deduction costs the council more
No

Neither agree nor disagree / unsure or don't know / no answer

No
No idea
No I have a non dependent living with me who doesn't work pays no rent and doesn't claim benefit I should get sum help
not sure
This is the most confusing survey I have ever done!
That's too confusing so I need to pass. I'm not exactly simple minded but 2nd reading of that was more confusing than first so no idea. Not risking a third go at the riddle.

I don't really gave an opinion any more

Who lives in the house is immaterial, I agree with the single occupant reduction but a reduction based on who is earning again penalises those who earn and support themselves.

Do you have any final comments about the Council Tax Reduction / Earnings Bracket scheme?

- Q7

comments from those who strongly agreed/tended to agree with making the scheme more supportive

Landlords should contribute to the economy of the Council when they rent out. Also the empty property CT relief should be abolished

Strongly support this scheme.

I don't support the CT/CTR system. The rich should be paying much more and low earners nothing at all. Overall, I support the changes as better than before, but it still entrenches and will continue to allow the expansion of the economic oppression of the working class. Progressive Council Tax announced a few years back seemed a much better way to go but the officers failed to advise to test the idea in court, and councillors voted against taking the small risk of legal testing. The council needs to be far more legally imaginative to force funds from the wealthy to alleviate the burden on those with little or no wealth.

though you are attempting to simplify the scheme. the fact that there will be a different scheme for pensioners, working age on UC and working age not on UC means that it seems like in many ways it will make it more complicated rather than less.

it seems especially unfair that non-dep deductions will be different for the different schemes - can there just be one scheme for working age people regardless of if they are on UC?

will the capital limit of £6000 be scrapped for those on the new scheme? again, the difference between these different schemes seems unfair and over complicated.

please build in some transitional protection for those that are worse off under the new scheme.

does this proposed new scheme discriminate against larger families who would usually have a higher applicable amount which would factor in their higher expenses as a result of having more children - so the bracket scheme doesn't benefit them as they are treated the same as a single person even though their cost of living would be much higher?

I fully support the proposed changes.

Thank you for the survey and the opportunity to participate and provide feedback to support the Council to make more informed decisions about the views of residents.

parents with disabled children or disabled adults living with them should get a reduction on their council tax, it is hard enough without having to find extra money when we have so much extra money to pay out as it is

Has anyone actually worked out how much difference it would make to cut out ALL the bureaucracy and blanket exempt people who are at the poorest end of society and don't need any more stress in their life

Charging Council Tax to people on UC makes no sense. They are being sent money that they must then send back. UC is already barely enough to get by on now that the covid bonus has been removed (which should be reinstated as standard), and having to lose a large chunk of it to council tax, especially when you have little control over what council tax code area you are living in, due to UC being so low you cant easily move house, is unfair, and can make life near unliveable.

Council tax keeps going up for the average household who just about manage to scrape by in this city. Why not tax wealthy property developers/land owners a bit more for the good of the community?

You should think about the people who are moving from Universal credit to a job and have previous debts will have more debts with a minimum work which also means that they need help and not the payment of a total of 100% as you stabilize it in some of your examples

A lot of low earners could be receiving no U.C. your scheme would be better to help low earners who are not on benefits or not on many benefits

People raising children in a place where money is very low and old age pension should be allowed more money off as there is so much too pay for and so little money
The whole UC scheme is badly designed anyway. A couple of quid per week will not drastically change the life of people on UC. Surely some of them should be exempt full stop.
I pay same amount of council tax as someone working and earning thousands of pounds. I am single on a pension getting 25 per cent discount. Why not give me more of a discount.
It seems to be that this scheme would make it more affordable to contribute to society. It does make it quite irritating for anyone making more money.
It is unclear how much the proposals will affect council tax for others at a time when everyone faces significant downward pressures on household budgets and before the knowledge of Spending Review allocations to councils after suffering covid impacts on budgets.
The change to CTR should proportionately reflect changes to council tax for most tax bands as even for middle earners the annual 5% increases over the past couple of years have massive impact on affordability.
Given that there are potential changes to national tax (NI contributions) for all wages on the way, and potential changes to UC and other systems, is this the best time to link CTR to net earnings and savings?
It is unclear whether assets are accounted for in the formula - if not, maybe they should in the same way savings are (being cash poor is not true if you have lots of assets) to prevent abuse of the system.
I am a single parent and work 18 hours per week. Due to my hourly rate I hardly qualify for a lot. My daughter is at uni so doesn't work but as she is a non dependent I get nothing for her.
It's a scheme that has been needed since the change in the benefits system. I wish you luck and hope it succeeds.
I would appreciate some financial help towards my council tax as I don't earn enough to feed myself but I do pay all my bills
It looks basically ok. It should be a help not a major reduction
Would the earning bracket scheme run along side the single person's discount?
There are many luxury homes and people who can afford more on their Council tax, this tax is a heavier burden to those on state benefits or have low or no income
The Council needs to do more in order to align the schemes, but this should not result in the Scheme costing more because the Council needs to remove the administrative loops the misalignment has created. If there is a problem, pouring money into it usually does not help fix the root causes. The Council also needs to consider that reduction in the overall budget affects all residents - perhaps those in need the most, hence it should be more thoughtful in how additional money is being spent on the Scheme that could have been spent elsewhere. Admin processes can be improved with technological solutions that cost less than staff who need to process manually - perhaps an investment in a technical solution would provide a better outcome.
something obviously needs to happen and this feels right.
Look into people's backgrounds and reasons much more before giving reductions.
Stop changing children for living with parents and stop bedroom tax
It could include people on low incomes claiming working tax credit
I think this is a great idea to help lower income families (I should add that I will not benefit from this scheme).
Given the very high Council Tax rates for people like me who is not eligible for a Reduction, it would be a requirement either to lower them for everyone, or improve and become more efficient the services in the whole city.
Anything that helps those in need is a good thing we are not a 3rd world country
I am very keen to support people in our community and in principle, it's a good idea.
I am concerned that this is all about saving the council admin time and money, rather than recouping income.
All we hear from the council is how much money they don't have - yet, they want to stop collecting money owed.

You can't have it both ways.

Council tax has been increasing hugely over the last few years, yet the services and overall service has declined massively. Bins aren't collected properly, streets aren't cleaned, weeds in the pavements, parks aren't being properly maintained, graffiti all over the town centre, homeless people in tents all over the town. It looks dirty, grubby

Why not use the surplus £100k sorting out those issues. When you've got on top of the basics and aren't increasing council tax at eye watering levels, maybe cutting back would be more palatable.

At that point, id be happy to see the poorest being supported - the homeless in our city are amongst them - what are you doing to help them? Nothing

Covid has been an incredibly convenient excuse for delivering second rare services for too long

This is a rich council, help poor people please. Have some humanity.

Council has so many responsibilities to local people in need. I am just grateful you try and do whatever is financially possible from your limited funds for those in a financial hole

None

I would be interested to know where the additional budget will be taken from and what the Equality Impact Assesment of such a change identifies. There is no point in making more people financially more stable through CTR if you are reducing another vital source to them somewhere else, it then becomes futile.

I suggest you try living for a week on the net income levels you are proposing. I don't think unemployment should be a career option but you should be able to afford a basic balanced diet. Try it for a week and then tell citizens how easy it is and don't ask us.

The earnings brackets scheme should be a higher amount like £2000.00 per month and not £250 and anybody who earns over £1500 gets a 95% reduction in council tax. That would mean that a lot of people will get a discount on their council tax bill for 2022.

The poorer sections of society should be helped more

Minimal discount for high end owners , second owners dwellings and vacant ones.

I feel that the current systems and probably the proposed new system are far too complicated. This is probably exacerbated by UC not being compatible.

However it makes sense to have a shake up in the current CTR scheme.

The system is rubbish at the moment. Benefits are not properly explained. Those on low income need clarity and advice on what they are entitled to.

we hope this will be resolved soon because the tax is very expensive that s why people default

It is good that you are looking into a ways of supporting households in a fairer simpler to understand way.

I have full faith in my Council to make the correct choice, I apricate the opportunity in asking for my views as a full Council Tax payer.

Tax reductions schenes of any kind are a positive step to help families and single mothers as well as the vulnerable earners, and low income earners, all these groups need to be taken into account in the scheme.

N/A

Please make this across the board for all people on UC regardless of home ownership. I think it would also be fair for low income families or people who has had reductions in the or income as well. Many Thanks, Natalie

The majority of people cannot live on benefits as they stand, so any help is good. The government is looking at short term objectives, but they only storing up problems for the future as low incomes result in ill health and greater cost to nation, not mention to peoples suffering and hopelessness.

I am in full support of any scheme that supports people in our community to live without fear of poverty! This is a small contribution to that! The council need to do more!

It still does not seem low enough for very low earners with children. I know the elderly struggle too on a low pension. It just doesn't seem the right support. They need all the help they can get.
I hope it will be reduced as much as possible. With <<rent and earnings redacted>>, 175£ tax... I cannot afford it.
no
You should be transparent on the actual savings in salaries and admin costs if the changes are implemented. People could be re-deployed to focus on arrears collection.
Disgraceful Green Party policy to make benefit claimants and the lowest paid have to pay council tax.
Seems like the cost is offset by the time saved and likely to boost staff morale instead of making them penny pinch from the poor.
No
Its very helpful to lower-income households, so thank you for making these concessions.
Remove council tax
Does it go far enough to tackle poverty as a consequence of low wages and very high prices?
No it makes sense to me. Seems obvious if it saves funds for hours spent by the council figuring out all these different amounts. Then the funds can be spent where they are needed more.
I believe wholly in anything that will give autonomy and financial freedom to the maximum amount of people.
Everytime I deal with Brighton council, aside from the refuse collectors, who are incredibly hard working, I wonder what on earth all the revenue collected from council tax is spent on. Sloppy, difficult & tatty - Brighton council needs to support its permanent residents better and provide decent services rather than expecting individuals to jump through hoops to get basic amenities.
Make sure thorough checks are in place.
Make the council tax fair, according the real income of the residents.
It's a step in the right direction to review how CTR and UC can work together more efficiently. It's important for you to publicise how CTR's are currently calculated so that the public is made aware of what's currently going on.
I'm betting most people have no idea that CTR has to be recalculated every month based on an individual's earnings that month. Which of course as you mention impacts the individual's ability to properly calculate their Council Tax payments and might cause them to fall into arrears or overpay for their Council Tax
The whole process is nightmarish and unnecessary and the government need to take steps to simplify the system to better support both those on low income and local councils. With BoJo the fool in charge one doesn't hold out much hope however.
No thanks
IT appears to be necessary and fair. Everyone should pay something within their means.
Any new scheme should aim to cost as little as possible to administer, so thresholds need to be few and scoop up the most people on low incomes
In principle this sounds like a good financial idea, with not too much affect on the people that need it most. It also frees up admin costs to support other areas of the council's obligations.
Do because of my previous answers.
Be kind to people on UC!
As a lone parent working 20 hours per week and claiming universal credit, I find it frustrating that the more hours I work /the more I earn, leads to other supporting benefits being reduced, basically leaving me not much better off. I would like to 'make work pay' as is often quoted by government, but the way the system works, means I am always barely scraping by. If I earn over a certain amount, my universal credit is reduced, my help with council tax, prescriptions and dental costs are reduced, it feels pointless. I want to work my way out of poverty, but with low wages, high rents, high council tax and bills I feel very strongly as though I'm in a 'poverty trap' Im constantly struggling with finances and im sure many other 'working poor' are too. Please try and help this situation.

Yes please see previous comments not that it will carry any weight to our cause or views or participation in your survey
Maybe after that start giving some actual schemes and bridges for people that can't work but want to be useful. Ways to eventually return to work without removing all their benefits.
Is there any scope for applying the proposed new scheme to those not claiming UC as well so that we had fewer schemes? Or are there anomalies that would arise?
As a single parent claiming UC who has just started working again, I have seen my council tax go from £60pm to £160pm in one leap because I earned £600 one month. My earnings are not consistent due to zero hour contract and yet the council tax reduction cannot reflect that. A graded system that fairly reflects the amount earned each month would be much fairer.
I worry that any considerations fail to consider the long term potential for individuals who, through previous lack of support or provision have fallen through the cracks, and may never evolve to an adequate earning potential. In such cases it feels important to apply a higher (or long term) minimum income. The counter-situation is that provision and support has, for many, been successfully met. These should be considered 'the norm' whilst those on abnormally higher incomes might easily return contributions to recover the deficiency.
Comments from those who strongly disagreed / tended to disagree with making the scheme more supportive
Every year council tax automatically increases by 4% and everyone who is currently paying is expected to be able to afford the increase.
There is a significant portion of the working class that fall into this category. What about them?
I don't support any measures that penalise people that work.
Non of the information provided explains where the council will find the additional funds? What other services will be cut or who will receive a larger annual bill?
The single persons allowance needs to stay as it is unfair for 1 person to pay the same as a while family
I don't understand. What about those on a low income who, through no fault of their own, are STILL on legacy benefits either because they haven't had a need to move over (same job for years) or moving to UTC is not beneficial financially (in my case I would be WORSE off on them). I do not get CTR on a 20 hour week, nothing, but on 16 hours a week I got it all paid. Now I pay £100 a month on council tax yet that xtra 4 hours a week for a month just covers it. I am not on UTC. Under the new scheme I would qualify, if I was on UTC. I don't get why people on legacy benefits are punished.
Everyone who is living in the city should pay the tax- they get lots of additional benefits and we just end up paying for them.
To cover the costs from existing council resources will either mean a saving in resourcing costs! Improved productivity) , which was articulated as not haopening as its already costing more. On that basis it means cuts elsewhere, or an increase to council tax. This should be funded from central government and nor relying on local workers to subsidise.
Why does this even need to be done. Look at the current state of the job market. Employers are begging for staff and yet you are offering more money for people to stay at home. Absolutely crazy
This is wrong
Everyone should pay the same
Council tax is high enough already and there should not be any further extra costs as a result of this new scheme which otherwise seems logical.
Focus on the services that you offer. We won't benefit from these proposals on our house. The council tax increases annually but we're not offered any more in return. Services from B&M council are appalling. Focus on offering value for money.

Thank you for allowing everyone to express their opinion but instead of implementing this scheme may be think about all the other pressing problems starting with why people end up in this situation on the first place!
This is ridiculous that we are offering less services and expecting people to pay more money.
Everybody who benefits from council services should pay for them
END DISCOUNTS
single person households should not be paying the same as multi persons household. Council tax has been going up year by year and the city is looking worse and worse, where is all this money going?
As far as possible everyone should pay C Tax. Any increase in C Tax should be fully justified. The aim should be to keep the amount the same
Not keen if it costs more, where is that money coming from? Confusing survey
thank you for asking our opinion.
it should be means tested. there are too many people who get this help, and they dont really need it.
With inflation going up increasing taxes is a bad idea
I remember when council tax did not exist.
Personally i feel councils/governments should collect taxes elsewhere. Or include takes in the rents and collect from the landlords. Giving them the responsibility and not the individual or council. Less paperwork for you, more work for landlords who have an easy ride. Councils would then only have to assess private owners to pay.
Reduce Council Tax for everybody especially the part which goes towards bin collections which we often do not get!
No
I hope the suggested efficiencys in administration help offset the increased costs of implementation.
Students should pay council tax, but reduced inline with thier income.
Yes it should be abolished
You will never please everybody. It feels like a decent attempt at fairness.
Comments from those who neither agreed nor disagreed with making the scheme more supportive, or who did not know, or who did not answer
Only that council tax is currently very high.
Each year it has gone up.
The scheme should be fair to all not just those on low incomes who are supported by the state. Simplification seems a good idea. Supporting those on low income is a good idea as long as others don't suffer as a result.
The single persons discount should be raised to at least 40 per cent. Why should a single person pay one and a half times as much as someone who lives with their partner?
If the amount of support is increased will it be covered by savings or will it increase the amount households pay to cover it. If so what would the impact be? is it neglible or significant. This is relevant to a decision that is being made but is not clear.
Yes, I think any benefit schems are encouraging some people to not work. There should be programms of benefits for single mothers without fathers support or similar when one don't have time to work because they're busy looking after another people. But there are a lot of lasy people who just don't work and get all the benefits and live better that ones who work and are not entitled to any help.
Extremely confusing
Whilst some households are in need of the CTR, others are not. We still have a long way to go before we are able to effectively target the most vulnerable. In my view, everyone should contribute to their household and to their society. Contributing to the household and society is an essential social discipline going forward which can underpin getting people back into work.
We need to help people depending on their situation, not just income.

With the current bad economic situation , any increase the taxes should at the minimum and gradual. these are difficult times for everyone

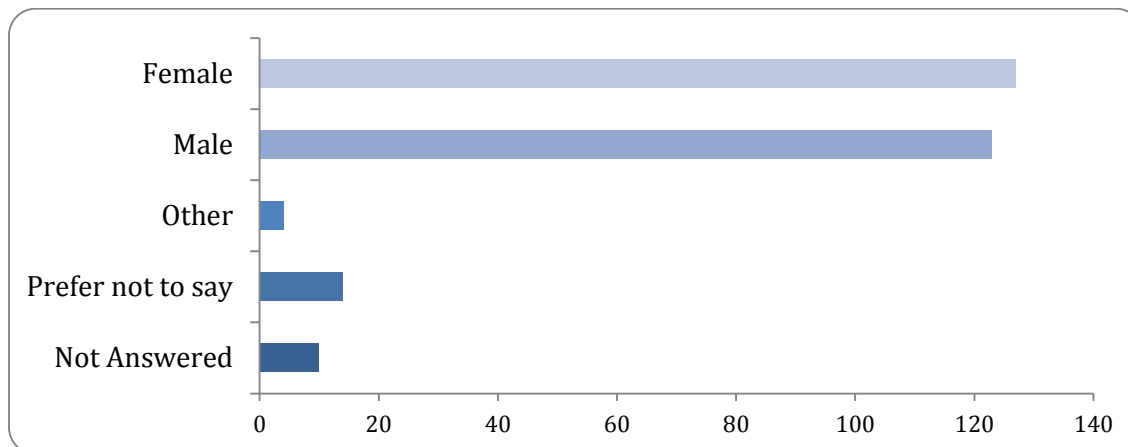
Make life easier for everybody by;

- 1) fixed threshold earning where a person starts paying council tax eg £300/wk
- 2) fixed rate for a range £300/wk-400/wk in earnings for example
- 3) fixed rate for 500/wk- 600/wk OR a fixed increase for every extra £100 increase in earnings.

Equalities breakdown

What gender are you?

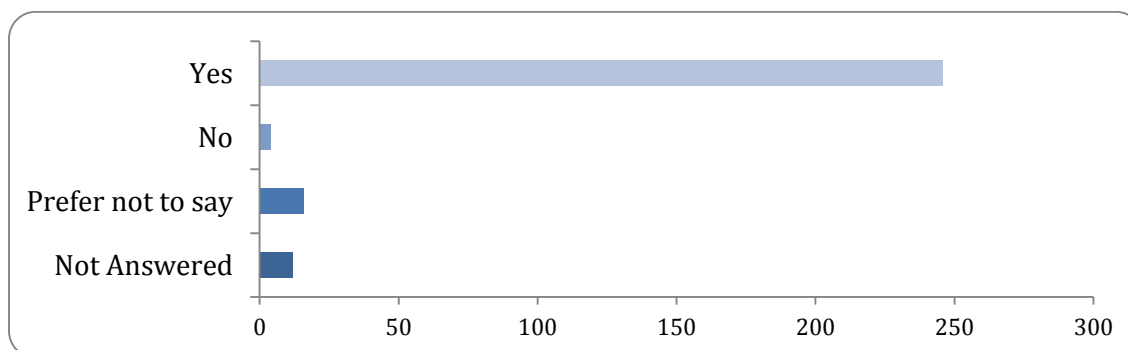
There were 268 responses to this part of the question.



Option	Total	Percent
Female	127	45.68%
Male	123	44.24%
Other	4	1.44%
Prefer not to say	14	5.04%
Not Answered	10	3.60%

Do you identify as the sex you were assigned at birth?

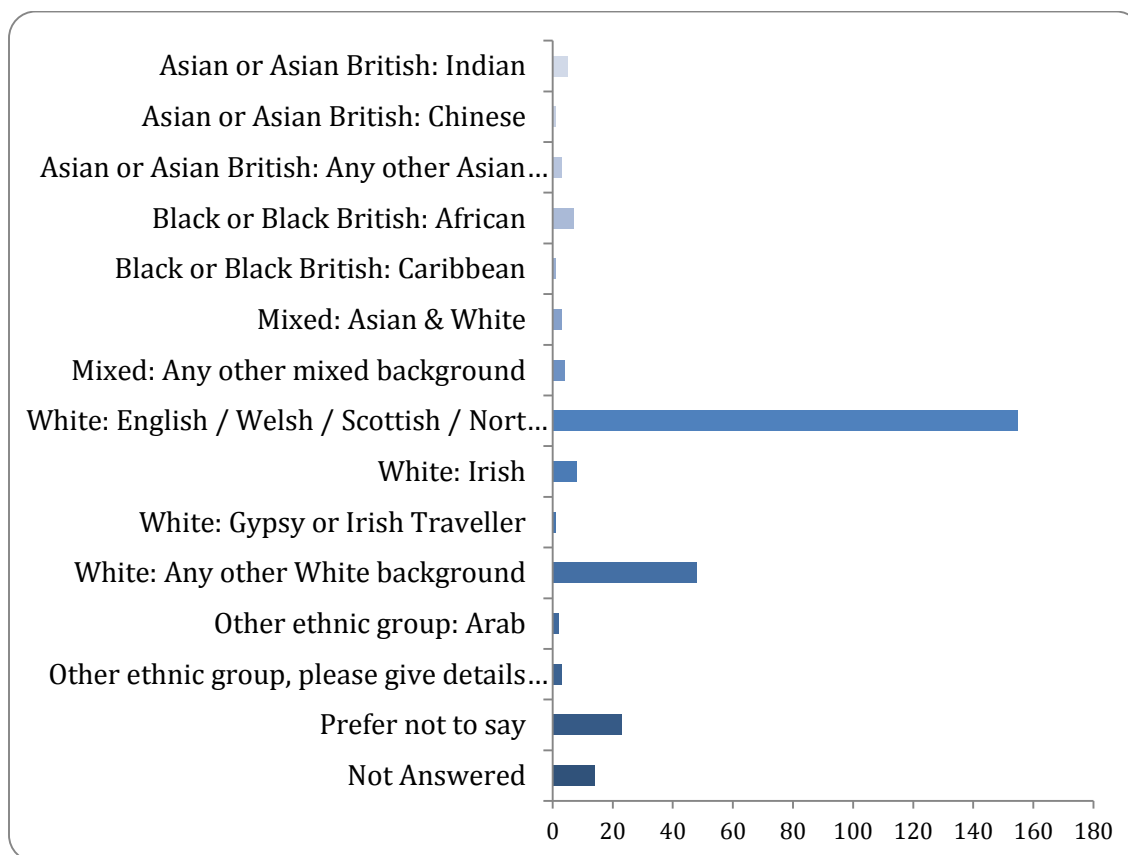
There were 266 responses to this part of the question.



Option	Total	Percent
Yes	246	88.49%
No	4	1.44%
Prefer not to say	16	5.76%
Not Answered	12	4.32%

How would you describe your ethnic origin?

There were 264 responses to this part of the question.

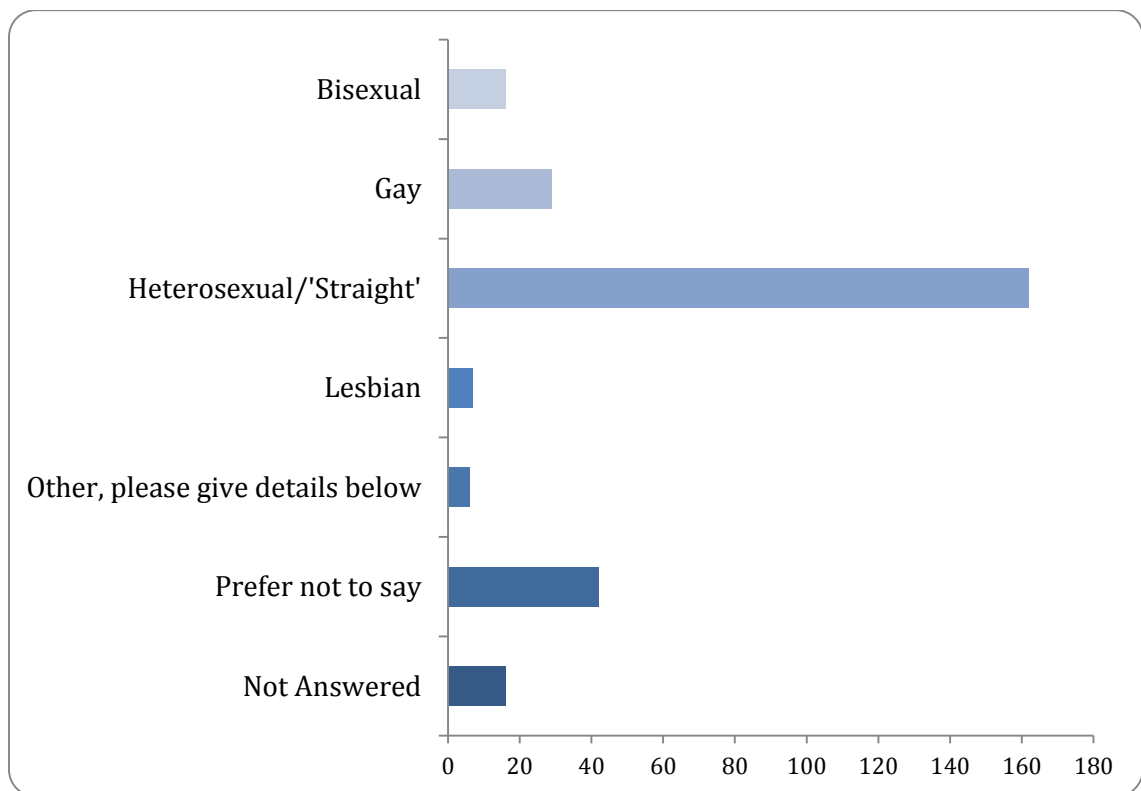


Option	Total	Percent
Asian or Asian British: Bangladeshi	0	0.00%
Asian or Asian British: Indian	5	1.80%
Asian or Asian British: Pakistani	0	0.00%
Asian or Asian British: Chinese	1	0.36%
Asian or Asian British: Any other Asian Background	3	1.08%
Black or Black British: African	7	2.52%
Black or Black British: Caribbean	1	0.36%
Black or Black British: Any other Black background	0	0.00%
Mixed: Asian & White	3	1.08%
Mixed: Black African & White	0	0.00%
Mixed: Black Caribbean & White	0	0.00%
Mixed: Any other mixed background	4	1.44%
White: English / Welsh / Scottish / Northern Irish / British	155	55.76%
White: Irish	8	2.88%
White: Gypsy or Irish Traveller	1	0.36%
White: Any other White background	48	17.27%

Other ethnic group: Arab	2	0.72%
Other ethnic group, please give details below	3	1.08%
Prefer not to say	23	8.27%
Not Answered	14	5.04%

Which of the following best describes your sexual orientation?

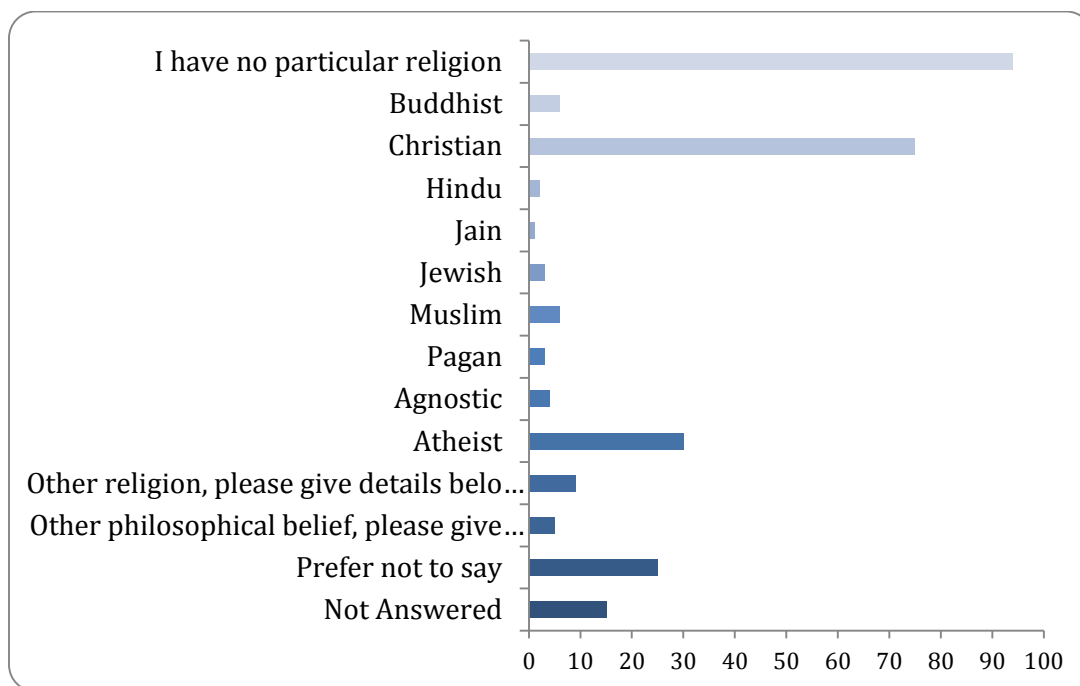
There were 262 responses to this part of the question.



Option	Total	Percent
Bisexual	16	5.76%
Gay	29	10.43%
Heterosexual/'Straight'	162	58.27%
Lesbian	7	2.52%
Other, please give details below	6	2.16%
Prefer not to say	42	15.11%
Not Answered	16	5.76%

What is your religion or belief?

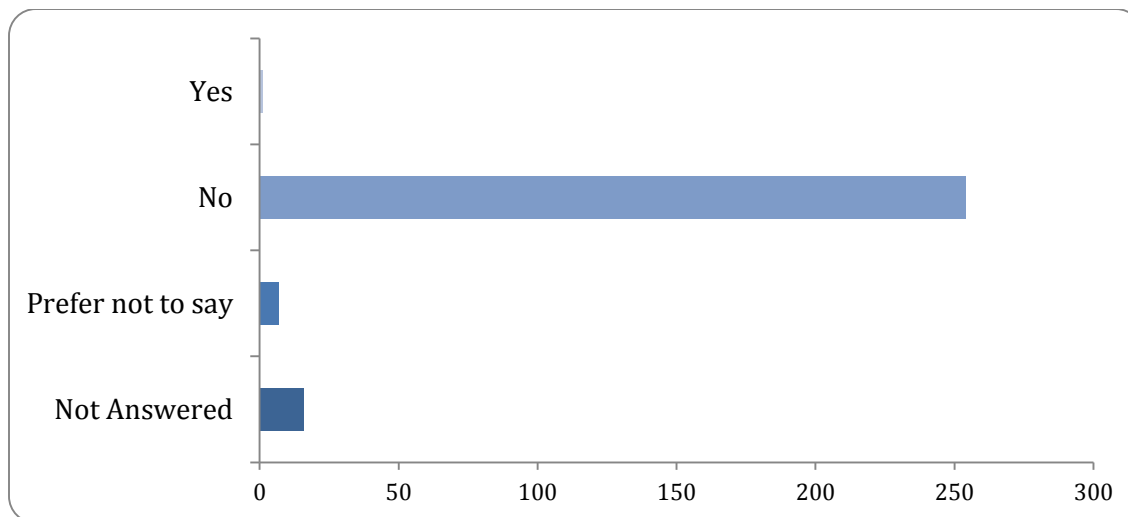
There were 263 responses to this part of the question.



Option	Total	Percent
I have no particular religion	94	33.81%
Buddhist	6	2.16%
Christian	75	26.98%
Hindu	2	0.72%
Jain	1	0.36%
Jewish	3	1.08%
Muslim	6	2.16%
Pagan	3	1.08%
Sikh	0	0.00%
Agnostic	4	1.44%
Atheist	30	10.79%
Other religion, please give details below	9	3.24%
Other philosophical belief, please give details below	5	1.80%
Prefer not to say	25	8.99%
Not Answered	15	5.40%

Armed forces service - Are you currently serving in the UK Armed Forces? (this includes reservists or part-time service, such as the Territorial Army)

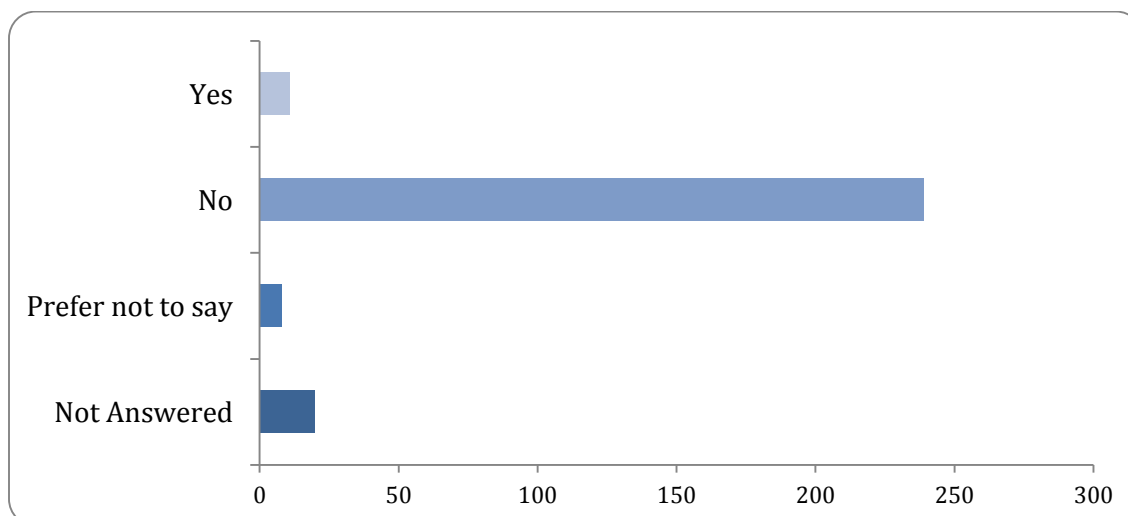
There were 262 responses to this part of the question.



Option	Total	Percent
Yes	1	0.36%
No	254	91.37%
Prefer not to say	7	2.52%
Not Answered	16	5.76%

Armed forces service - Have you ever served in the UK Armed Forces?

There were 258 responses to this part of the question.

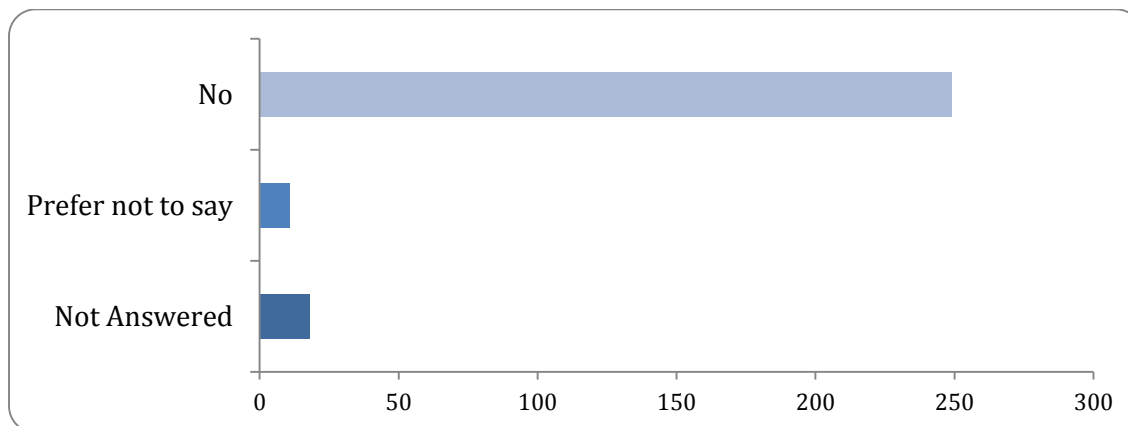


Option	Total	Percent
Yes	11	3.96%

No	239	85.97%
Prefer not to say	8	2.88%
Not Answered	20	7.19%

Armed forces service - Are you a member of a current or former serviceman or woman's immediate family/household?

There were 260 responses to this part of the question.

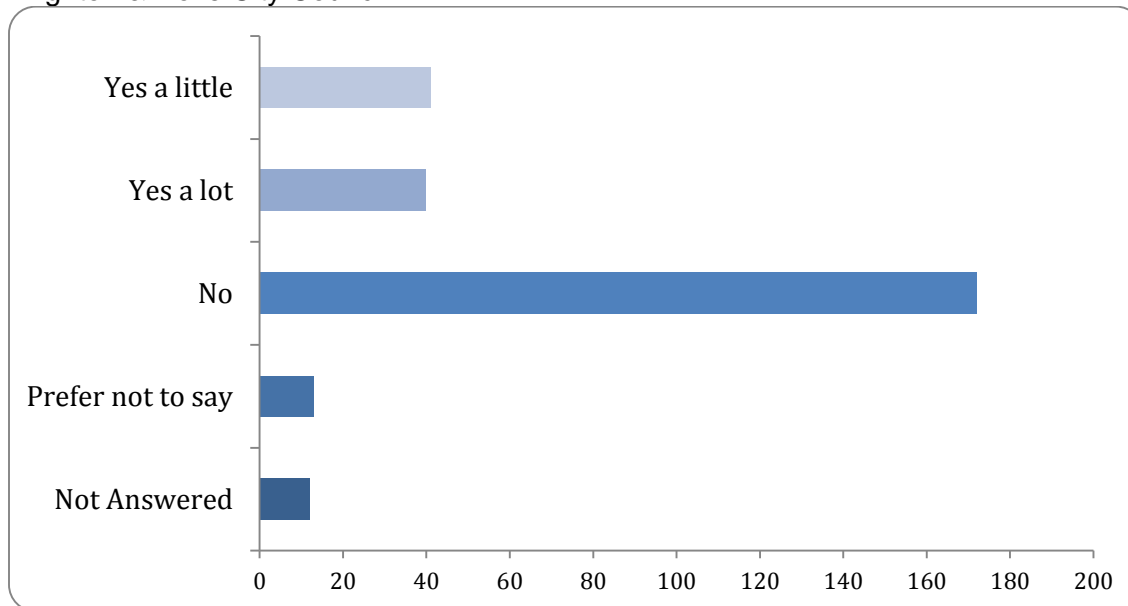


Option	Total	Percent
Yes	0	0.00%
No	249	89.57%
Prefer not to say	11	3.96%
Not Answered	18	6.47%

Are your day-to-day activities limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months?

There were 266 responses to this part of the question.

Brighton & Hove City Council

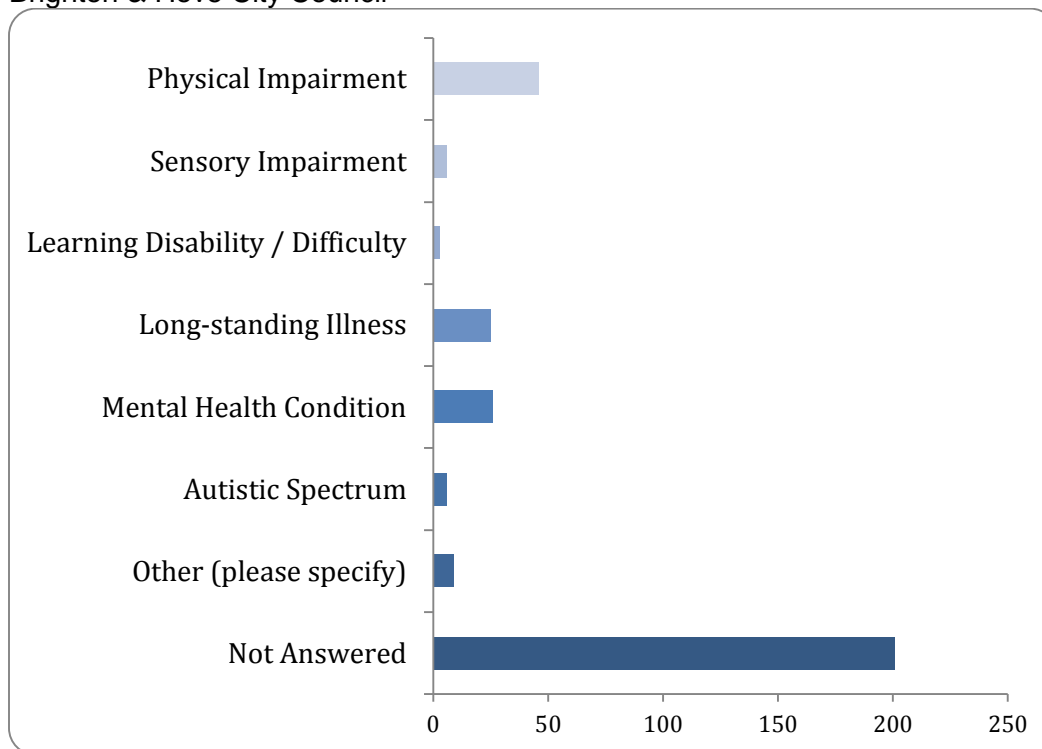


Option	Total	Percent
Yes a little	41	14.75%
Yes a lot	40	14.39%
No	172	61.87%
Prefer not to say	13	4.68%
Not Answered	12	4.32%

Please let us know the type of impairment which applies to you

Impairment type

There were 77 responses to this part of the question.

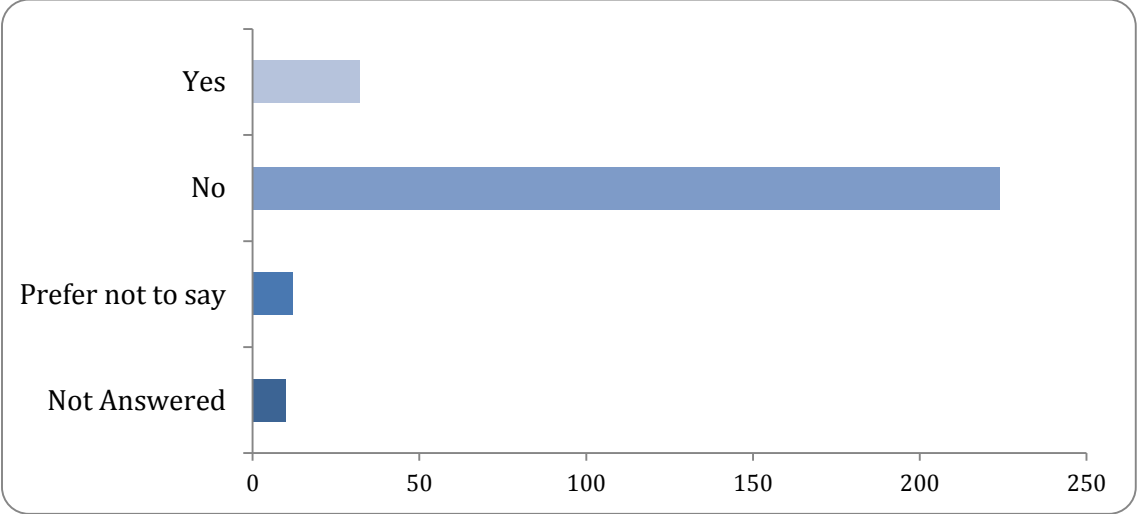


Option	Total	Percent
Physical Impairment	46	16.55%
Sensory Impairment	6	2.16%
Learning Disability / Difficulty	3	1.08%
Long-standing Illness	25	8.99%
Mental Health Condition	26	9.35%
Autistic Spectrum	6	2.16%
Developmental Condition	0	0.00%
Other (please specify)	9	3.24%
Not Answered	201	72.30%

Are you a carer?

There were 268 responses to this part of the question.

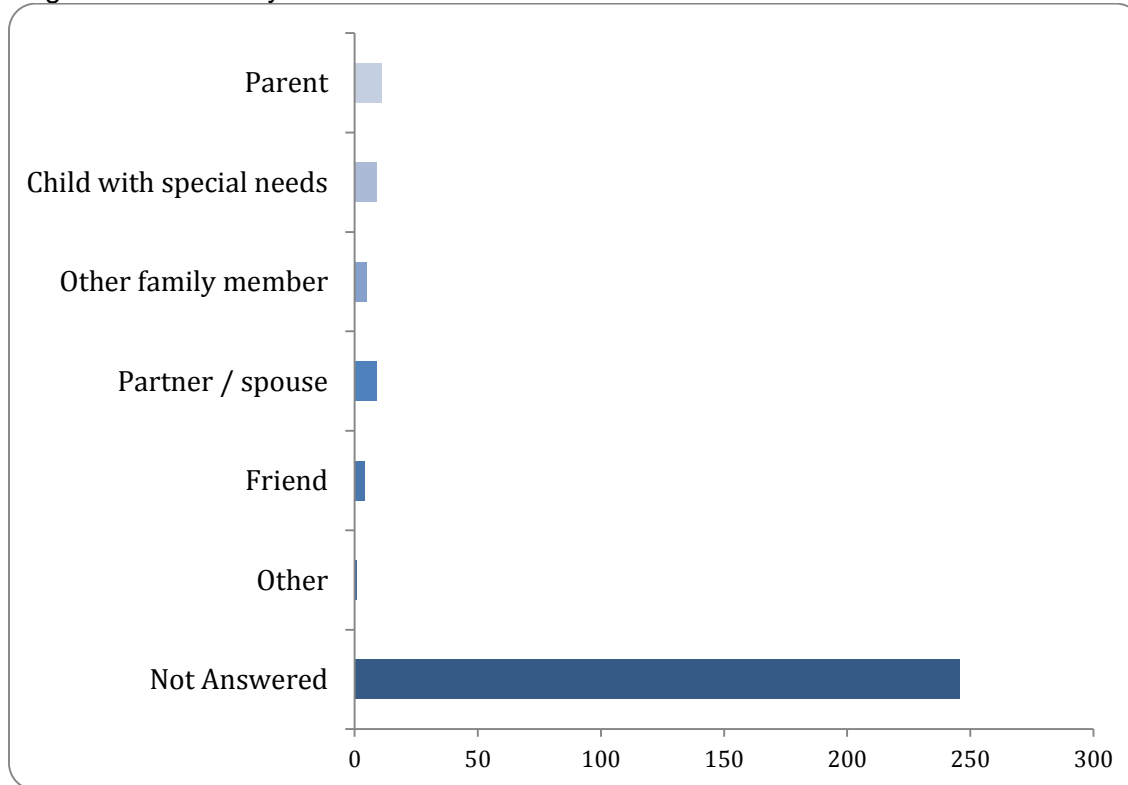
Brighton & Hove City Council



Option	Total	Percent
Yes	32	11.51%
No	224	80.58%
Prefer not to say	12	4.32%
Not Answered	10	3.60%

As a carer, who do you care for?
Care receiver

There were 32 responses to this part of the question.



Option	Total	Percent
Parent	11	3.96%
Child with special needs	9	3.24%
Other family member	5	1.80%
Partner / spouse	9	3.24%
Friend	4	1.44%
Other	1	0.36%
Not Answered	246	88.49%

Equality Impact and Outcome Assessment (EIA) Template - 2019

EIAs make services better for everyone and support value for money by getting services right first time.

EIAs enable us to consider all the information about a service, policy or strategy from an equalities perspective and then action plan to get the best outcomes for staff and service-users¹. They analyse how all our work as a council might impact differently on different groups². They help us make good decisions and evidence how we have reached these decisions³.

See end notes for full guidance. Either hover the mouse over the end note link (eg: Age¹³) or use the hyperlinks ('Ctrl' key and left click).

For further support or advice please contact:

- **BHCC: Communities, Equality and Third Sector Team on ext 2301**
- **CCG: Engagement and Equalities team**

1. Equality Impact and Outcomes Assessment (EIA) Template

First, consider whether you need to complete an EIA, or if there is another way to evidence assessment of impacts, or that an EIA is not needed⁴.

Title of EIA⁵	Council Tax Reduction Scheme 2022-23	ID No.⁶	
Team/Department⁷	Revenues and Benefits		
Focus of EIA⁸	<p>The focus of this EIA is to ascertain what the impact of introducing an Income Banded Council Tax Reduction scheme would mean for recipients of this type of support in Brighton & Hove.</p> <p>An Income Banded scheme will mean that every Universal Credit recipient who applies for Council Tax Reduction in B&H will be placed into a Council Tax liability band determined by how much 'earned income' that household receives each month. If their earnings fluctuate within the earnings bracket they will continue to pay the same amount of council tax. When their earnings reduce or increase to the extent that they fall into a different bracket, their Council Tax liability will be reassessed and they will be sent a bill advising them of the new contribution they will have to pay towards their Council Tax. It is common for those on a lower income and receiving Universal Credit frequently experience small fluctuations in their income. This could be due to being Self Employed, undertaking overtime, being</p>		

on a zero hours contract, or fluctuations in tax and/or National Insurance contributions. The benefit of a 'banded' scheme is that such fluctuations will not trigger a change in their entitlement to CTR as well as their Universal Credit entitlement. It means that the household will be better able to understand and plan for how much Council Tax they will have to budget for and pay each month.

By simplifying our Council Tax Reduction scheme to make it more transparent for residents and reduce the administrative burden associated with Universal Credit claims, we need to be mindful of any particular groups within the city who may be disproportionately disadvantaged, financially, by its introduction. This EIA seeks to explore any impact of the proposed scheme on protected characteristic groups in our city.

Some groups of people sharing protected characteristics are disproportionately likely to be recipients of CTR (eg: disabled people, women as heads of lone parent households and people in some age groups). Any changes in personal circumstances will be entirely dependent on the individual's circumstances however, and no trends have been identified that disproportionately disadvantage or benefit people sharing characteristics. Having a transparent and user friendly scheme that aligns with monthly Universal Credit payments will benefit households in receipt of this CTR-UC scheme. Reducing the number of times a household is re-billed due to a change in entitlement and having clear value amounts of what they are responsible for paying each month will assist many households in budgeting for and paying their CT liability. A flexible approach to Discretionary CTR eligibility, a coordinated approach to welfare support within the Revenues and Benefits service and appropriate sign-posting to other agencies for additional needs will also reduce any negative impacts identified.

2. Update on previous EIA and outcomes of previous actions⁹

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)
N/A – this is a new scheme design	N/A	N/A

3. Review of information, equality analysis and potential actions

Groups to assess	What do you know ¹⁰ ? Summary of data about your service-users and/or staff	What do people tell you ¹¹ ? Summary of service-user and/or staff feedback	What does this mean ¹² ? Impacts identified from data and feedback (actual and potential)	What can you do ¹³ ? All potential actions to: <ul style="list-style-type: none">• advance equality of opportunity,• eliminate discrimination, and• foster good relations																					
Age ¹⁴	<p>People of pensionable age are not affected by the proposals.</p> <p>As a change of circumstances can affect any of our working age caseload, there is unlikely to be any specific or indirect discrimination on grounds of age. There are 12,450 cases in the working age caseload, of which, 5,793 are in receipt of Universal Credit.</p> <p>NB: Data is for individuals who are either Claimant or Partner, not by Claim.</p> <table><tr><th>Age</th><th>%</th><th>Fig</th></tr><tr><td>16-24</td><td>3%</td><td>193</td></tr><tr><td>25-34</td><td>7%</td><td>424</td></tr><tr><td>35-44</td><td>12.5%</td><td>721</td></tr><tr><td>45-54</td><td>29.5%</td><td>1,711</td></tr><tr><td>55-64</td><td>22%</td><td>1,283</td></tr><tr><td>65-74</td><td>1%</td><td>77</td></tr></table>	Age	%	Fig	16-24	3%	193	25-34	7%	424	35-44	12.5%	721	45-54	29.5%	1,711	55-64	22%	1,283	65-74	1%	77			<p>Continue to provide a discretionary fund which can be used to increase the amount of CTR anyone can get if they face exceptionally difficult circumstances. The discretionary fund is under review to make sure it is being taken up where there is a need.</p> <p>Ensure there is availability of advice within the city so people can receive help dealing with benefits, payment of council tax, budgeting and</p>
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Groups to assess	What do you know¹⁰? Summary of data about your service-users and/or staff	What do people tell you¹¹? Summary of service-user and/or staff feedback	What does this mean¹²? Impacts identified from data and feedback (actual and potential)	What can you do¹³? All potential actions to: <ul style="list-style-type: none"> • advance equality of opportunity, • eliminate discrimination, and • foster good relations
				moving towards work.
Disability¹⁵	<p>There are 5,793 working age UC claimants in the caseload, of which, 1,417 (24%) have a disability. This is indicated on our system where people are in receipt of DWP disability benefits</p> <p>Our arrears data does not indicate that Disability is currently a driving factor in being more likely to be in arrears. Not disabled, working age in arrears 14% and Disabled and in arrears 10%.</p>	<p>UK statistics indicate that disabled adults in working age households are much more likely to be in poverty. 39% compared with 18%. This is because Disabled people are less likely to be in work or more likely to be in low paid employment.</p>	<p>People who have disabilities may have income that is less likely to fluctuate, once their PIP / ESA is in payment, although those who work within their ESA limits may have fluctuating income.</p> <p>Although Disabled claimants have a higher income than non-Disabled claimants, due to additional awards in benefits, those payments are intended to pay for care and other essential needs relating to their health.</p>	<p>The discretionary fund is being reviewed to make sure it is being taken up where there is a need. The Debt Prevention team identify cases of potential financial vulnerability, due to disability, and seek to minimise their arrears through the use of both the discretionary fund and the removal of costs. An identifying factor used by the team to determine this vulnerability is the Limited Capability for Work component of the UC award,</p>

Groups to assess	What do you know¹⁰? Summary of data about your service-users and/or staff	What do people tell you¹¹? Summary of service-user and/or staff feedback	What does this mean¹²? Impacts identified from data and feedback (actual and potential)	What can you do¹³? All potential actions to: <ul style="list-style-type: none"> • advance equality of opportunity, • eliminate discrimination, and • foster good relations
				<p>Ensure there is availability of advice within the city so people can receive help dealing with benefits, payment of council tax, budgeting and moving towards work.</p> <p>Detailed modelling will identify if particular groups will be disproportionately impacted and this will inform end policy approach to support.</p> <p>Discretionary Council Tax Reduction can be used to support any households experiencing hardship as a result of the new scheme.</p>

Groups to assess	What do you know¹⁰? Summary of data about your service-users and/or staff	What do people tell you¹¹? Summary of service-user and/or staff feedback	What does this mean¹²? Impacts identified from data and feedback (actual and potential)	What can you do¹³? All potential actions to: <ul style="list-style-type: none"> • advance equality of opportunity, • eliminate discrimination, and • foster good relations
Gender reassignment¹⁶	<p>We do not have specific data at case level.</p> <p>A change of circumstances may affect any person claiming CTR</p>	<p>The Trans Needs Assessment highlights that Trans people are more likely to have disabilities, including a higher proportion of mental ill health than other people.</p> <p>(Browne, Scott, Valentine, & Antoniou, 2015)</p>		<p>As above, the Discretionary Council Tax Reduction Fund exists to support those who are in difficulty and have a shortfall in their Council Tax Reduction.</p> <p>Signposting to appropriate advice agencies within the city if there is a need for assistance</p>
Pregnancy and maternity¹⁷	<p>There is currently a very small caseload of households on UC with a child under the age of one – 69 claims. We do not hold any data on pregnancy.</p> <p>No impacts of a banded scheme identified specific to this group</p>	<p>Pregnancy and maternity is a financially challenging time, with household income reducing if the mother had previously been in work.</p>	<p>In the case of lone parent households where the mother was in work, her liability will reduce in line with her income level. For this period where the mother is not in work, her income</p>	<p>Monitor the impact and use the Discretionary CTR to mitigate any hardship where appropriate.</p>

Groups to assess	What do you know ¹⁰ ? Summary of data about your service-users and/or staff	What do people tell you ¹¹ ? Summary of service-user and/or staff feedback	What does this mean ¹² ? Impacts identified from data and feedback (actual and potential)	What can you do ¹³ ? All potential actions to: <ul style="list-style-type: none">• advance equality of opportunity,• eliminate discrimination, and• foster good relations																		
			should remain stable and she will not see her CT contribution change for this period.																			
Race/ethnicity¹⁸ Including migrants, refugees and asylum seekers	<p>The calculation of entitlement to CTR does not make reference to race, nor is it impacted by it.</p> <p>Ethnicity data recorded within Revenues and Benefits' records are not in high enough numbers to be able to accurately draw conclusions on the caseload based on this protected characteristic. What we do have on UC cases, where the applicant has chosen to complete this section of the Equalities monitoring form is below:</p> <p>NB: Data is for individuals who are either Claimant or Partner, not by Claim.</p> <table><thead><tr><th>Ethnicity</th><th>Count</th></tr></thead><tbody><tr><td>Arab</td><td>62</td></tr><tr><td>Asian or Asian British: Bangladeshi</td><td>44</td></tr><tr><td>Asian or Asian British: Indian</td><td>19</td></tr><tr><td>Asian or Asian British: Pakistani</td><td>11</td></tr><tr><td>Asian or British : Any other</td><td></td></tr><tr><td>Background</td><td>85</td></tr><tr><td>Black British:African</td><td>100</td></tr><tr><td>Black British:Caribbean</td><td>31</td></tr></tbody></table>	Ethnicity	Count	Arab	62	Asian or Asian British: Bangladeshi	44	Asian or Asian British: Indian	19	Asian or Asian British: Pakistani	11	Asian or British : Any other		Background	85	Black British:African	100	Black British:Caribbean	31	<p>The latest ONS study on household income by ethnicity shows that:</p> <ul style="list-style-type: none">• <i>Households with a White British head were approximately nine times as likely to be in the top quintile of total wealth (wealth above £865,400) as those of Black African ethnicity and 18 times as likely as those of Bangladeshi ethnicity.</i>• <i>The percentage of households with financial debt that exceed their financial assets was highest for the Black African and Other Asian groups (both 44%) and was twice as likely for these households</i>	<p>As nation-wide evidence suggests there is an increased level of financial hardship among BAME communities, due to lower income level employment, it might be reasonable to suggest that there would be disproportionate representation of BAME households within the CTR caseload, when compared to the proportion within the population. However, our data is too incomplete to confirm this assumption.</p>	<p>The Discretionary Council Tax Reduction fund will be applied as appropriate to households struggling to pay their CT liability.</p> <p>Households identified as at risk of falling into arrears should be supported by Revenues and Benefits Welfare Support Hub, where their financial needs will be looked at holistically. Advice, support, discretionary financial assistance and signposting to</p>
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Religion or belief ¹⁹	<p>We do not have specific data at case level.</p> <p>The calculation of entitlement to CTR does not make reference to religion, nor is it impacted by it.</p>			Ensure advice and support services are widely available to all households claiming CTR through the Welfare Support Hub in the Revenues and Benefits service.																								
Sex/Gender ²⁰	<p>Claimants or Partners in UC CTR claims:</p> <p>NB: Our system does not currently have a specific field for those who do not identify as non-binary. We have some claims with blank fields for Gender, but it is not clear if this is data entry error, choice or (in the case of partner) a not applicable field. The lack of recordable option will be noted and raised with our software provider.</p>	Women are more likely than men to be in part time work, due to childcare requirements, are more likely to be in low paid work and in vocational areas that have been most heavily impacted by the pandemic.	Women, and disproportionately so for women who are lone parents, are more likely to be in receipt of CTR than men. Therefore, any	There is a greater risk of women being in financial hardship than men. A clear ‘at risk of arrears’ group has been identified in lone parents with																								

Groups to assess	What do you know ¹⁰ ? Summary of data about your service-users and/or staff	What do people tell you ¹¹ ? Summary of service-user and/or staff feedback	What does this mean ¹² ? Impacts identified from data and feedback (actual and potential)	What can you do ¹³ ? All potential actions to: <ul style="list-style-type: none">• advance equality of opportunity,• eliminate discrimination, and• foster good relations															
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				If particular cases are identified as being worse off under the new UC CTR scheme, then they can be considered on a case by case basis for Discretionary Council Tax Reduction.
Sexual orientation²¹	We do not have specific data at case level. A change of circumstances may affect any person claiming CTR. No impacts identified specific to this group	On our caseload, we have 76 cases recorded as being a same sex couple. Given that the overall numbers of those adversely affected by these changes, there is likely to be a minimal impact here, and not specifically due to sexual orientation, as change of circumstances affect any CTR recipient.		Any household struggling to afford their CT liability will be offered the opportunity to apply for DCTR scheme and further supported holistically through the Welfare Support Hub. Signposting to appropriate advice agencies within the city if there is a need for assistance

Groups to assess	What do you know ¹⁰ ? Summary of data about your service-users and/or staff	What do people tell you ¹¹ ? Summary of service-user and/or staff feedback	What does this mean ¹² ? Impacts identified from data and feedback (actual and potential)	What can you do ¹³ ? All potential actions to: <ul style="list-style-type: none">• advance equality of opportunity,• eliminate discrimination, and• foster good relations																																												
Marriage and civil partnership ²²	No impacts identified specific to this group																																															
Community Cohesion ²³	<div>This data is excluding Pensionable age people and all those with an active CTR claim, not just those on Universal Credit</div> <table><tr><th>Ward</th><th>Count</th></tr><tr><td>BRUNSWICK & ADELAIDE</td><td>502</td></tr><tr><td>CENTRAL HOVE</td><td>471</td></tr><tr><td>EAST BRIGHTON</td><td>1328</td></tr><tr><td>GOLDSMID</td><td>642</td></tr><tr><td>HANGLETON & KNOLL</td><td>764</td></tr><tr><td>HANOVER & ELM GROVE</td><td>667</td></tr><tr><td>HOLLINGDEAN & STANMER</td><td>888</td></tr><tr><td>HOVE PARK</td><td>123</td></tr><tr><td>MOULSECOOMB & BEVENDEAN</td><td>961</td></tr><tr><td>Multi-ward Postcode</td><td>161</td></tr><tr><td>n/a</td><td>264</td></tr><tr><td>NORTH PORTSLADE</td><td>447</td></tr><tr><td>PATCHAM</td><td>384</td></tr><tr><td>PRESTON PARK</td><td>373</td></tr><tr><td>QUEEN'S PARK</td><td>1224</td></tr><tr><td>REGENCY</td><td>520</td></tr><tr><td>ROTTINGDEAN COASTAL</td><td>339</td></tr><tr><td>SOUTH PORTSLADE</td><td>439</td></tr><tr><td>ST.PETER'S & NORTH LAINE</td><td>924</td></tr><tr><td>WESTBOURNE</td><td>388</td></tr><tr><td>WISH</td><td>354</td></tr></table>	Ward	Count	BRUNSWICK & ADELAIDE	502	CENTRAL HOVE	471	EAST BRIGHTON	1328	GOLDSMID	642	HANGLETON & KNOLL	764	HANOVER & ELM GROVE	667	HOLLINGDEAN & STANMER	888	HOVE PARK	123	MOULSECOOMB & BEVENDEAN	961	Multi-ward Postcode	161	n/a	264	NORTH PORTSLADE	447	PATCHAM	384	PRESTON PARK	373	QUEEN'S PARK	1224	REGENCY	520	ROTTINGDEAN COASTAL	339	SOUTH PORTSLADE	439	ST.PETER'S & NORTH LAINE	924	WESTBOURNE	388	WISH	354			With the use of the upcoming LIFT dashboard, we can use more targeted communications to increase uptake in CTR in specific areas.
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	<div> WITHDEAN 311 WOODINGDEAN 347 Total 12821 </div>			
Other relevant groups²⁴				If detailed modelling of the proposed scheme identifies any particular group that is adversely affected, this will be taken into consideration in the forming of Discretionary Payment decisions.
Cumulative impact²⁵	<p>The proposals are not specifically designed to restrict CTR entitlement and depend on the specific change of household income.</p> <p>By increasing the earnings amount that a household can earn whilst remaining in entitlement for Council Tax Reduction, will help those households that are 'Just About Managing'. It will also alleviate debts in other areas of household debt.</p>	Our consultation has shown that customers are generally in favour of making the scheme more streamlined and transparent	There are a small cohort of people (less than 5%) that will be negatively affected by being moved on to this new scheme	All customers on Council Tax Reduction are able to apply for a Discretionary Payment. Any specific groups of people that are identified as being disadvantaged can be identified and specifically targeted with a Discretionary

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	<p>People will now be protected from multiple changes in their Council Tax due to micro changes in their Universal Credit.</p> <p>It will also help customers plan their finances if they know that their income is due to change in the future.</p> <p>Benefit Officers and Advice Agencies workers will be able to give clearer and more strategic advice around debt and financial advice.</p> <p>These changes will also help with the automation of this data set for those on Universal Credit.</p> <p>Those on legacy benefits will be moved on to the new scheme as soon as they are moved on to Universal Credit. There will be some discrepancies between the two schemes, for example in the way that earners on one scheme might remain on a static amount of CTR for longer. However, the differences are specifically adapted towards UC and non-UC claimants, according to how frequently they will experience changes in their category. There could be advantages and disadvantages to being on each scheme, depending on individual circumstances. However, the advantages of the new scheme</p>			Payment to avoid hardship.

Groups to assess	What do you know¹⁰? Summary of data about your service-users and/or staff	What do people tell you¹¹? Summary of service-user and/or staff feedback	What does this mean¹²? Impacts identified from data and feedback (actual and potential)	What can you do¹³? All potential actions to: <ul style="list-style-type: none"> • advance equality of opportunity, • eliminate discrimination, and • foster good relations
	are expected to outweigh the disadvantages, and over a period of several years, the legacy scheme claimants will move over to the new scheme. In the meantime, the legacy scheme claimants will see no difference in their entitlement, unless their circumstances change.			
Assessment of overall impacts and any further recommendations²⁶				
<p><i>When the scheme is fully implemented, we will be able to monitor and identify equality issues that arise as a result of this new CTR scheme and address this for future schemes going forward.</i></p>				

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)
Core data from our cases system	November 2021		
CTR Consultation	September – October 2021		

5. Prioritised Action Plan²⁷

Impact identified and group(s) affected	Action planned	Expected outcome	Measure of success	Timeframe
NB: These actions must now be transferred to service or business plans and monitored to ensure they achieve the outcomes identified.				

EIA sign-off: (for the EIA to be final an email must sent from the relevant people agreeing it or this section must be signed)

Staff member completing Equality Impact Assessment:

Date:

Directorate Management Team rep or Head of Service/Commissioning:

Date:

CCG or BHCC Equality lead:

Date:

¹ The following principles, drawn from case law, explain what we must do to fulfil our duties under the Equality Act:

-
- **Knowledge:** everyone working for the council must be aware of our equality duties and apply them appropriately in their work.
 - **Timeliness:** the duty applies at the time of considering policy options and/or before a final decision is taken – not afterwards.
 - **Real Consideration:** the duty must be an integral and rigorous part of your decision-making and influence the process.
 - **Sufficient Information:** you must assess what information you have and what is needed to give proper consideration.
 - **No delegation:** the council is responsible for ensuring that any contracted services which provide services on our behalf can comply with the duty, are required in contracts to comply with it, and do comply in practice. It is a duty that cannot be delegated.
 - **Review:** the equality duty is a continuing duty. It applies when a policy is developed/agreed, and when it is implemented/reviewed.
 - **Proper Record Keeping:** to show that we have fulfilled our duties we must keep records of the process and the impacts identified.

NB: Filling out this EIA in itself does not meet the requirements of the equality duty. All the requirements above must be fulfilled or the EIA (and any decision based on it) may be open to challenge. Properly used, an EIA can be a tool to help us comply with our equality duty and as a record that to demonstrate that we have done so.

² Our duties in the Equality Act 2010

As a public sector organisation, we have a legal duty (under the Equality Act 2010) to show that we have identified and considered the impact and potential impact of our activities on all people in relation to their 'protected characteristics' (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation, and marriage and civil partnership).

This applies to policies, services (including commissioned services), and our employees. The level of detail of this consideration will depend on what you are assessing, who it might affect, those groups' vulnerability, and how serious any potential impacts might be. We use this EIA template to complete this process and evidence our consideration.

The following are the duties in the Act. You must give 'due regard' (pay conscious attention) to the need to:

- **avoid, reduce or minimise negative impact** (if you identify unlawful discrimination, including victimisation and harassment, you must stop the action and take advice immediately).
- **advance equality of opportunity.** This means the need to:
 - Remove or minimise disadvantages suffered by people due to their protected characteristics
 - Taking steps to meet the needs of people from protected groups where these are different from the needs of other people
 - Encouraging people from protected groups to participate in public life or in other activities where their participation is disproportionately low
 - Consider if there is a need to treat disabled people differently, including more favourable treatment where necessary
- **foster good relations between people who share a protected characteristic and those who do not.** This means:
 - Tackle prejudice
 - Promote understanding

³ EIAs are always proportionate to:

- The size of the service or scope of the policy/strategy
- The resources involved

-
- The numbers of people affected
 - The size of the likely impact
 - The vulnerability of the people affected within the context

The greater the impacts, the more thorough and demanding the process required by the Act will be.

⁴ **When to complete an EIA:**

- When planning or developing a new service, policy or strategy
- When reviewing an existing service, policy or strategy
- When ending or substantially changing a service, policy or strategy
- When there is an important change in the service, policy or strategy, or in the city (eg: a change in population), or at a national level (eg: a change of legislation)

Assessment of equality impact can be evidenced as part of the process of reviewing or needs assessment or strategy development or consultation or planning. It does not have to be on this template, but must be documented. Wherever possible, build the EIA into your usual planning/review processes.

Do you need to complete an EIA? Consider:

- Is the policy, decision or service likely to be relevant to a specific group or groups (eg: older people)?
- How many people is it likely to affect?
- How significant are its impacts?
- Does it relate to an area where there are known inequalities?
- How vulnerable are the people (potentially) affected?

If there are potential impacts on people but you decide not to complete an EIA it is usually sensible to document why.

⁵ **Title of EIA:** This should clearly explain what service / policy / strategy / change you are assessing

⁶ **ID no:** The unique reference for this EIA. If in doubt contact your CCG or BHCC equality lead (see page 1)

⁷ **Team/Department:** Main team responsible for the policy, practice, service or function being assessed

⁸ **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.

⁹ **Previous actions:** If there is no previous EIA or this assessment is of a new service, then simply write 'not applicable'.

¹⁰ **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?¹⁰
- 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.

¹¹ **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.

¹² 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?

¹³ 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.

¹⁴ **Age:** People of all ages

¹⁵ **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.

¹⁶ **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

¹⁷ **Pregnancy and Maternity:** Protection is during pregnancy and any statutory maternity leave to which the woman is entitled.

¹⁸ **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.

¹⁹ **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.

²⁰ **Sex/Gender:** Both men and women are covered under the Act.

²¹ **Sexual Orientation:** The Act protects bisexual, gay, heterosexual and lesbian people

²² **Marriage and Civil Partnership:** Only in relation to due regard to the need to eliminate discrimination.

²³ **Community Cohesion:** What must happen in all communities to enable different groups of people to get on well together.

²⁴ **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

²⁵ **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

²⁶ **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?

²⁷ **Action Planning:** The Equality Duty is an ongoing duty: policies must be kept under review, continuing to give 'due regard' to the duty. If an assessment of a broad proposal leads to more specific proposals, then further equality assessment and consultation are needed.

Council

16 December 2021

Agenda Item 72

Brighton & Hove City Council

Subject:	Licensing Committee (Licensing Act 2003 Functions) : Gambling Policy 2022 24 (as revised) - Extract from the proceedings of the Licensing Committee (Licensing Act 2003) meeting held on 14 October 2021		
Date of Meeting:	16 December 2021		
Report of:	Executive Lead Officer for Strategy, Governance & Law		
Contact Officer:	Name:	Penny Jennings	Tel: 01273 291065
	E-mail:	penny.jennings@brighton-hove.gov.uk	
Wards Affected:	All		

FOR GENERAL RELEASE**Action Required of the Council:**

To receive the recommendations of the Licensing Committee for consideration.

Recommendations:

That Council accepts the final version of the Statement of Licensing Policy as presented to it be agreed for adoption.

BRIGHTON & HOVE CITY COUNCIL

LICENSING COMMITTEE (LICENSING ACT 2003 FUNCTIONS)

4.00.pm

(at the conclusion of the preceding Non-Licensing Act Committee Meeting)

14 October 2021

MEETING

MINUTES

Present: Councillors Deane (Chair), Davis (Deputy Chair), Henry, (Opposition Spokesperson) Simson (Conservative Group Spokesperson), Bagaeen, Ebel, Healey, Moonan and O'Quinn.

Apologies were received from: Councillors Appich, Knight, Lewry, Phillips Rainey and Theobald. Councillors Shanks and Hills attended in substitution for Councillors Phillips and Rainey respectively.

PART ONE

19. GAMBLING POLICY 2022-24 (AS REVISED)

- 19.1 The Committee considered a report of the Executive Director of Housing, Neighbourhoods and Communities requesting that the Committee consider and approve the Gambling Policy 2022-24 (as revised).
- 19.2 It was noted that it was a requirement the Gambling Act 2005 required Licensing Authorities to prepare a Statement (also known as a Policy) every three years setting out the principles which were applied when exercising their functions. Licensing Authorities were required to publish the statement following the procedure set out in the Act, including whom they should consult. Brighton and Hove's gambling policies and practices had been highlighted by the Gambling Commission as examples of good practice, in particular the work and links developed with Public Health to tackle gambling related harm.
- 19.3 At its meeting on 24 June 2021, the Committee had received a report and had authorised officers to initiate consultation regarding a review of the council's revised Gambling Policy arose already been subject to a comprehensive review in 2016 and a further review in 2019 when further changes had been made which had included increasing awareness of mental health issues. The issues which arose as a result of addiction to gambling and the impact it had on individuals and their families could not be underestimated. This council' policy was robust and she was happy to support it.

- 19.5 The Chair, Councillor Deane, referred to the incidence of on-line gambling and it was confirmed in answer to questions that available data indicated that this had increased during the pandemic and was in agreement with Councillor Simson that against that backdrop it was even more important that the council's policy was rigorous.
- 19.6 The Members present voted unanimously in support of the report recommendations.
- 19.7 **RESOLVED:** That Members of the Licensing Committee (Licensing Act 2003 Functions) agree to refer the final version of the Statement of Gambling Policy 2022-24 to Full Council for adoption (Appendix 1); and

RESOLVED TO RECOMMEND TO COUNCIL That Council accepts the final version of the Statement of Licensing Policy as presented to it be agreed for adoption.

Subject: **Libraries Strategy 2022-25** - Extract from the Proceedings of the Tourism, Equalities, Communities & Culture Committee meeting held on the 25th November 2021

Date of Meeting: **16 December 2021**

Contact Officer: Name: **Thomas Bald** Tel: **01273 291354**
E-mail: thomas.bald@brighton-hove.gov.uk

Wards Affected: **All Wards**

FOR GENERAL RELEASE

Action Required of Council:

To receive the recommendations of the Tourism, Equalities, Communities & Culture Committee for consideration.

Recommendations:

1. That the Libraries Strategy 2022-25 as set out at Appendix 1 be approved;
2. That the importance of public libraries to our City and the contribution they make to education, tackling loneliness and isolation and community cohesion be noted; and
3. That a commitment to lifting barriers to access wherever possible, especially to those of low or no income be made.

BRIGHTON & HOVE CITY COUNCIL
TOURISM, EQUALITIES, COMMUNITIES & CULTURE COMMITTEE

4.00pm 25 November 2021

MINUTES

Present: Councillors Powell (Chair), Osborne (Co-Chair), Grimshaw (Joint Opposition Spokesperson), Evans (Joint Opposition Spokesperson), Simson (Opposition Spokesperson), Rainey, Littman, Ebel, Childs, and Brown

Co-Optees: Joanna Martindale (Community Voluntary Sector), Nick Dias (Sussex Police), Stephanie Prior, and Harpreet Kaur (BHCC CCG).

PART ONE

44 LIBRARIES STRATEGY 2022-25

- 44.1 Sally McMahon and Kate Rouse introduced the report starting on page 53 of the Agenda.
- 44.2 Councillor Childs was informed of the following points:
- The strategy is based on the continuation of all 14 of the city's libraries.
 - Wheelchair accessibility is being looked at for libraries, but there are challenges for libraries in school locations due to safeguarding of children.
 - Stock levels have been lower due to the pandemic but are now almost at normal levels.
 - Internet streaming services are the alternatives to CDs.
 - The libraries budget includes £1 million above the local government grant which supports libraries through insurance of buildings, utilities, stock, and facilities management.
 - There are no plans to pursue the Libraries Extra project at the Jubilee Library.
- 44.3 Councillor Ebel was informed that a plan would be drafted to provide more books to suit people that speak English as a second language, including simple English books and books in foreign languages.
- 44.4 Councillor Brown stressed the importance of retaining volunteers and that she was happy to see the introduction of library apprentices.
- 44.5 Stephanie Prior was informed that the Business and IP centre offering in libraries is free.
- 44.6 The Chair noted the Labour Group Amendment and invited Councillor Childs to move the amendment.

44.7 Councillor Childs moved the amendment, and it was seconded by Councillor Evans.

44.8 The Committee voted to agree the recommendations in the Labour Group Amendment.

44.9 **RESOLVED:**

- (1) That Full Council be recommended to approve the Libraries Strategy 2022-25 set out in Appendix 1 to the report;
- (2) That the Libraries Stock Policy as set out at Appendix 2 to the report be approved;
- (3) That the importance of public libraries to our City and the contribution they make to education, tackling loneliness and isolation and community cohesion be noted;
- (4) That a commitment to lifting barriers to access wherever possible, especially to those of low or no income be made.
- (5) That a further libraries report be requested to come back to a future meeting of this committee to explore;
 - a) A well-publicised two-week annual fee amnesty to maximise book return and encourage increased use.
 - b) Ceasing with immediate effect all inter-library loan charges for under 18s, as these raise negligible funds but act as a barrier to borrowing and access.
 - c) A review of all charges to under 18s with a view to ending these wherever possible.
 - d) A review of options for providing library services to areas such as Kemp Town, Queens Park, Hanover, Hollingdean and others where provision has been lacking since the closure of the mobile library service.

RESOLVED TO RECOMMEND:

- (1) That the Libraries Strategy 2022-25 as set out at Appendix 1 be approved;
- (2) That the importance of public libraries to our City and the contribution they make to education, tackling loneliness and isolation and community cohesion be noted; and
- (3) That a commitment to lifting barriers to access wherever possible, especially to those of low or no income be made.

Subject:	Libraries Strategy 2022-25		
Date of Meeting:	25th November 2021		
Report of:	Executive Director for Housing, Neighbourhoods and Communities		
Contact Officer:	Name:	Sally McMahon	Tel: 01273 296963
	Email:	sally.mcmahon@brighton-hove.gov.uk	
Ward(s) affected:	All		

FOR GENERAL RELEASE

1. PURPOSE OF REPORT AND POLICY CONTEXT

- 1.1 The report is seeking agreement from the Committee to the Libraries Strategy 2022-25. The Libraries Strategy is needed because public libraries are highly valued in the city and are integral to the delivery of council plan and city-wide priorities.
- 1.2 Brighton & Hove Library Services have been highly successful over recent decades, including the continuing popularity of the award-winning Jubilee Library which is the fourth most visited public library in the country. This strategy provides a framework for the future of the service, so that libraries can continue to meet the needs of local people and support the priorities of the council plan.
- 1.3 The strategy has been informed by extensive consultation with the public, partner organisations, councillors, and library staff from March to July 2021. It sets the vision and priorities for Brighton & Hove library services for 2022-2025, aligning with the corporate plan, and provides the framework for more detailed service planning in this period. The strategy will guide the city's libraries to achieve key outcomes for local people, helping them achieve their full potential through reading, learning, culture, digital access, and support to health and wellbeing, and local business development.
- 1.4 The strategy is accompanied by a new Libraries Stock Policy 2021, which sets out how library stock is selected, acquired, maintained, and managed to meet the needs of library users in the city.
- 1.5 The Libraries Strategy will inform the more detailed actions of the annual business plans created by Library Services, and as an important strategic document, will be considered by full Council in accordance with the current constitution.

2. RECOMMENDATIONS:

That the Tourism, Equalities, Communities & Culture Committee:

- 2.1 recommends to Full Council that it approves the Libraries Strategy 2022-25 set out at Appendix 1
- 2.2 approves the Libraries Stock Policy as set out at Appendix 2

That Full Council:

- 2.3 approves the Libraries Strategy 2022-25 set out at Appendix 1

3. CONTEXT/ BACKGROUND INFORMATION

- 3.1 Public libraries are a statutory service under the [Public Libraries and Museums Act 1964](#). The act requires library authorities to provide a 'comprehensive and efficient service' for people who live, work or study within the authority area. In addition, councils are required to 'encouraging both adults and children to make full use of the library service and provide advice as to its use'.
- 3.2 In 2016, the Libraries Taskforce, established by the DCMS (Department of Culture, Media and Sport) and the LGA (Local Government Association), published '[Libraries Deliver: Ambition for Public Libraries in England 2016-2021](#)' in which it sets out the strategic vision and commitment to public libraries in England, recognising the challenging times that councils are facing running library services, calling for radical thinking to protect frontline library services and acknowledging the need for councils to work in 'new and different ways' to 'thrive and not just survive'. The Libraries Taskforce identified seven outcomes that library services should contribute to at a local level, which have been used as a guide for the development of outcomes for libraries in Brighton & Hove.
- 3.1 The Libraries Strategy has been shaped by the Libraries Taskforce's 'common design principles' so that public libraries:
 - meet legal requirements
 - are shaped by local need
 - focus on public benefit and deliver a high-quality user experience
 - support the delivery of council priorities
 - meet agreed access criteria
 - make decisions informed by evidence, building on success
 - support the delivery of the national Universal Library Offers
 - promote partnership working, innovation and enterprise
 - use public funds effectively and efficiently
- 3.2 Public libraries across the country have developed a set of six Universal Library Offers to set out standards that people can expect from their local library service wherever they are. These Universal Offers have been included in the Library Strategy in Brighton & Hove.
- 3.3 The Strategy sets out the current provision of libraries across the city with 14 library locations across the city and a net budget of £3.223 million, plus annual

income of c. £466,000 (2019-20) plus £1.505m PFI (Private Finance Initiative) grant. It provides performance data for the service with the latest comparisons to other similar authorities using pre-Covid data as this is the latest available. Libraries brought in £6,924 total revenue income per 1000 population, more than double the average for our comparator group, and the cost per library visitor (£3) was 25% below average (£4).

- 3.4 The challenges and opportunities facing Library Services are outlined in the Strategy, one of the most significant challenges being the coming savings that are needed after many years of annual budget reduction. Libraries have made £903k savings in the past six years which represents nearly 41% of the current net budget excluding the Jubilee Library PFI expenditure and government grant (28% of the net budget with PFI expenditure and grant included). At the same time, Libraries have significantly improved efficiencies by doubling library opening hours, introducing Libraries Extra and greater collaboration with partner organisations and volunteers.
- 3.5 Having made significant efficiencies, including reductions to the PFI budget and reductions in staff at all levels, any further savings will result in reduced services and reduced accessibility of libraries across the city. Delivering the Library Strategy depends on a steady state budget, so any proposals for savings will have to include identification of which libraries services or locations will cease.
- 3.6 Increasing income is one opportunity that Libraries Services wish to follow as previous successes have demonstrated, but this can only happen after pre-Covid levels of income have been achieved. Library Services income has plummeted during the Covid pandemic, dropping to £60,000 in 2020-21 from £466,000 the previous year. It will take time to attract back room hire clients and retail sales to pre-Covid levels before additional income can be achieved.
- 3.7 There are good opportunities for Library Services to contribute to community wealth building through the new BIPC (Business and Intellectual Property Centre), and to the One Council approach to delivering council services. Libraries can also help address issues such as social isolation and loneliness, health, and wellbeing, including mental health issues and long-term health conditions, in addition to the more traditional support to literacy and learning.
- 3.8 The vision and purpose for library Services in Brighton & Hove have been developed by the senior team in the service. They reflect the breadth of what libraries do, and the role libraries play in helping people improve their lives in many ways.

Our purpose: 'Public libraries connect our communities to culture, reading, learning, and each other.'

What we do: 'We provide impartial and inclusive access to library resources and services to inspire learning, development, discovery, creativity, and enjoyment, in welcoming, safe, supportive, and accessible places.'

Our vision for the future: 'We aspire to strengthen communities, promote inclusion, and inspire people to improve their lives, making libraries a cornerstone for our community's economic, social, and cultural wellbeing.'

- 3.9 The Libraries Strategy identifies priorities for the immediate future. Library services can contribute to the city's recovery from the Covid-19 pandemic in five ways:
- Supporting children and babies catching up with learning and development. The National Literacy Trust has reported that the lack of language and social interaction for 0-4year-olds will need two decades of sustained support to each individual through childhood to redress this, with the disadvantaged being hit harder than others.
 - Supporting new or recovering small businesses through the Business and IP Centre, with targeted support for women and black and minority ethnic developing new enterprises.
 - Supporting unemployed people through information to help with job applications, access to digital resources to apply for jobs and access benefits.
 - Supporting local communities to recover by providing a safe and welcoming place for social interaction and community development.
 - Supporting people affected by Covid-19 through access to trusted information, self-help resources, and recreational reading to help with social isolation.
- 3.10 Other priorities for action have emerged during the development of the strategy and the analysis of the results of the consultation and engagement process:
- Effective marketing and promotion to get people back into libraries and enable those who would benefit most from libraries are reached
 - Accessibility of libraries services – ensuring all buildings and services are appropriately located and fully accessible
 - Targeted services for those most in need
 - Community use of libraries – enabling access to other services through libraries, and encouraging community groups to use their local library especially during Libraries Extra
 - Effective engagement of more volunteers in appropriate activities
 - Deliver core Universal Libraries Offers across the city
 - Increase commercial income – retail, room hire and tenancies
 - Increase project funding from fundraising – donations and grants
 - Review and amend senior staffing to align with new strategy
 - Amend staff recruitment to bring libraries' staffing more in line with city profile
 - Staff development programme that meets the strategic needs of the service
 - Effective evidence gathering to measure impact and performance of Libraries Services
- 3.11 In the Libraries Strategy, the priorities identified have been placed into a framework of six aims and related objectives for the Library Services and linked these to corporate plan priorities.

Aims	Objectives	Outcomes	Council Plan Priorities

Reading, learning and creativity through libraries	<p>Implement the new Stock Policy, building the collection of books, e-books, and other materials to meet community needs</p> <p>Offer opportunities for all ages and needs that spark curiosity, nurture learning and develop creative and critical thinking</p> <p>Develop constructive activities for children and young people</p> <p>Provide space for study, work, and creativity</p> <p>Promote enjoyment of reading for all</p>	<p>Increased reading and literacy</p> <p>Helping everyone achieve their full potential</p>	A growing and learning city
Libraries as community hubs	<p>Delivering council and community services</p> <p>Providing digital services and inclusion</p> <p>Enabling cultural and creative opportunities</p> <p>Encouraging inclusive community interaction and understanding</p>	<p>Stronger more resilient communities</p> <p>Improved digital access and literacy</p> <p>Cultural and creative enrichment</p>	A stronger city
Libraries supporting community wealth building	<p>Deliver support to local small or new businesses and through the Business and IP Centre</p> <p>Support adult learning</p> <p>Provide trainee and apprenticeship opportunities</p> <p>Work with schools and colleges to support children learning</p>	Greater prosperity	A city working for all
Libraries supporting health and well-being	<p>Develop targeted services to reach those most in need</p> <p>Provide home delivery services to those restricted at home or in residential units</p> <p>Link services to council priority issues, working collaboratively with other service providers</p>	Healthier and happier lives	A healthy and caring city
Sustainable and innovative libraries services	<p>Develop and promote Libraries Extra</p> <p>Make best use of volunteers</p> <p>Collaborate with other partners in service development and delivery</p>	Efficient and effective use of resources delivering value for money	A modernising council

	Increase Income generation Extend fundraising to support projects and activities Regularly upgrade library technology Expand digital services Develop the library workforce	Happier and productive workforce (staff and volunteers) Increased effectiveness through collaborative working	Working in partnership
High visibility of library services delivered to a high standard	Effective publicity for library service offers Marketing of targeted services to specific communities Clear customer service standards for libraries to provide a high-quality user experience Deliver consistent Universal Library Offers across the city Effective evidence gathering to measure impact and performance of Libraries Services	More residents able to benefit from high quality library services and resources	Our customer promise

The strategy contains case studies to illustrate impact, and an implementation plan (appendix 1).

3.12 The Libraries Stock Policy 2021 (in appendix 2) aims to:

- support the Libraries Strategy and corporate policies and priorities of Brighton & Hove City Council
- provide for continually changing educational, information, cultural, lifelong learning, and recreational needs by listening to customers and communities
- enable the greatest number of people to have access to the widest range of resources, in the most appropriate formats balancing customer needs and service requirements with environmental impact by:
 - providing books in a wide range of formats, including electronic, to meet the needs and interests of local communities and of people of all ages and backgrounds
 - providing and enhancing access to information in print and electronic format and promoting an awareness of its value in sustaining the highest possible quality of life
 - working with groups and individuals who are unable to have full access to library services and to be active in working for social inclusion
- support, where appropriate, national initiatives stemming from central government and other organisations (for example, the Universal Library Offers)
- to achieve Best Value for the Library Service by: -
 - obtaining library materials in the most cost-effective way
 - ensuring the efficient and effective use of library materials, and consistency in stock management through a service wide approach to selection, development, and maintenance

- 3.13 Brighton & Hove Libraries purchase more books (122) per 1000 population per year than average (89) for our comparator authorities (CIPFA statistics for 2019-20 latest available). The number of books bought each year varies depending on book prices, numbers published, size of budget and other circumstances. For instance, more e-books and less hard copy books were bought during Covid-19 pandemic. Broadly speaking there is a trend to buying more e-books and e-audiobooks, however, we have had generally steady numbers of hardcopy books purchased each year up until the pandemic.

	2018-19	2019-20	2020-21
Book acquisitions	35,582	35,525	19,640
Audio-visual (includes talking books)	1,777	1,660	560
E-books	7,865	7,698	10,036
E-audio and e-audio-visual (includes e-talking books)	2,109	5,791	7,811

4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

- 4.1 The last Libraries Plan covered 2016 to 2020. The 'do nothing' option of not producing a new library plan would leave the Library Service without any strategic framework for its operation or development and would fail to meet the council's constitution which requires a council approval for library development plans. This option has been discounted for these reasons.
- 4.2 The proposed Libraries Strategy will provide a framework for the future of the service, so that libraries can continue to meet the needs of local people and support the priorities of the council plan.

5. COMMUNITY ENGAGEMENT & CONSULTATION

- 5.1 Brighton & Hove Library Services has consulted with the public and key stakeholders to find out their views on Library Services and library stock in general, as well as their experience of using libraries in Brighton & Hove, both before and during the Covid pandemic. The methods used were:
- Public surveys – three versions targeted at people 0-12 years, 13-19 years, and adults 20 years and above
 - Focus groups to gather more qualitative feedback from specific groups, and to reach those less likely to complete an online survey
 - Survey of partner organisations
 - Staff survey and workshops
 - Councillors' survey and workshops
- 5.2 The results of all the consultation and engagement was overwhelmingly positive, giving good indications of what is working well, and with detailed suggestions on how to improve and develop library services.
- 5.3 Customer service standards and ease of use
- All the surveys gave great results for the two corporate performance measures, and good results from similar questions to partner organisations and staff.

	Services were very or fairly easy to use	Standards of customer service were very or fairly good
Adult survey	92%	93%
13-19 years survey	100%	96%
0-12 years survey	98%	98%
Partner organisations described their experience of working with library services as very or fairly good		86%
Staff were asked how proud they are of the customer experience in libraries, on a scale of 1-5 with 1 being extremely proud and 5 being not proud		1 (extremely proud) 35% 2 43% 3 22%

5.4 General summary of feedback

- Most people use more than one library and visit at least once every three weeks, and most people walk to the library.
- The traditional services of borrowing, reading in the library, and finding information, remain the most important services for many users. The most important stock remains printed fiction and non-fiction, followed by online information.
- The library as an important provider of space to study, read, and meet people, in a safe and welcoming environment, with helpful staff, is evidenced by the survey results. The top three most important things to respondents are opening hours, the library as a safe place to visit and seating areas. When asked what they would most like to see changed, longer opening hours was the most suggested change, with many mentioning that they want to see more staffed hours.

5.5 Areas for improvement and development

There were common areas for improvement that emerged from the public surveys (all age groups), focus groups, partner survey, and staff survey. They asked for:

- Better, more effective promotion of library services, to targeted groups and to partners who often do not know what libraries have to offer, with less reliance on social media.
- Better, more accessible signage, and guides on how to use the library, especially how to use the various technologies like self-service kiosks, printers, and computers. The website was criticized for being too wordy and difficult to find what you need.
- More and better stock; seating/study space; events and activities; IT and digital resources.
- Improvements in some specific areas of stock, such as books in languages other than English, and bilingual books.

6. CONCLUSION

- 6.1 The process of consultation and engagement has produced a wealth of information which Libraries Services can use to develop and improve services to meet local needs. The Libraries Strategy has set out a framework for action, identifying priorities and linking library services into the delivery of the corporate plan.

7. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 7.1 The financial implications are set out in the body of the report.

Finance Officer Consulted: Michael Bentley

Date: 04/11/21

Legal Implications:

- 7.2 The Libraries Plan is required by law to be adopted by Full Council. Other legal implications are set out in the body of the report.

Lawyer Consulted:

Alice Rowland

Date: 21/10/21

Equalities Implications:

- 7.3 An Equalities Impact Assessment has been completed. The Libraries Strategy aims and priorities impact positively on many people with protected characteristics to help support those facing inequality.

Sustainability Implications:

- 7.4 The ethos behind public libraries is sustainability, with books and other resources being shared by everyone rather than individually owned. Libraries continues this ethos in the sharing of access to digital equipment. New or refurbished libraries will produce more sustainable buildings, and library practices will be regularly reviewed to reduce libraries carbon footprint.

Brexit Implications:

- 7.5 None.

Any Other Significant Implications:

Crime & Disorder Implications:

- 7.5 None.

Risk and Opportunity Management Implications:

- 7.6 None.

Public Health Implications:

- 7.7 Support to health and wellbeing is a key Libraries Universal Offer: To promote healthy living, provide self-management support and effective signposting and information to reduce health, social and economic inequalities. To offer a range of creative and social activities which engage and connect individuals and communities, reduce stigma, combat loneliness, and improve wellbeing.

Corporate / Citywide Implications:

7.8 Libraries are a highly valued statutory service in the city and protecting libraries is a current administration commitment. Libraries support the delivery of corporate plan priorities in many ways:

- Libraries new Business and IP Centre supports local small business and entrepreneurs to start and develop their businesses and recover from the economic impacts from Covid and austerity
- Libraries continue to provide essential resources for adult and community learning, and have essential free digital access
- Libraries have a long track record of supporting children and young people's learning and development
- Libraries support to health and wellbeing has been outlined in 7.7 above
- Libraries can promote environmental and sustainability awareness through information, events, and exhibitions

SUPPORTING DOCUMENTATION

Appendices:

Appendix 1 Libraries Strategy 2022-25

Appendix 2 Libraries Stock Policy 2021

Background Documents: None

A photograph of a woman with long brown hair, wearing a black top, sitting and reading a book to a young child with blonde hair. The child is wearing a brown sweater and blue jeans. They are in a library, with bookshelves filled with books in the background. The book they are reading has a red cover with the title 'HOW MONEY FOUND HIS MAGIC' and an illustration of a man in a top hat. The image is overlaid with a large, semi-transparent 'DRAFT' watermark. The bottom right corner of the image is a solid purple color.

Brighton & Hove City Council Libraries Strategy 2022-25

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Foreword

It's with great pride and pleasure that I introduce Brighton & Hove's Library Strategy at such a challenging time.

The Covid-19 pandemic has had profound impacts on our communities and the services that support them, and I am immensely proud of the work that Library Services have done to support local people during this difficult time.

Even when lockdown restrictions prevented libraries from fully opening their doors, they were able to offer digital services online and for most of the pandemic provided Home Delivery Services to those isolated at home.

As the city starts to recover from the pandemic, libraries will be in the forefront of supporting this recovery, by providing help to children and parent carers catching up with learning and child development; by supporting local businesses and entrepreneurs through the Business and Intellectual Property Centre (BIPC); by supporting people struggling with isolation, anxiety, or other health issues by providing social contact in a safe environment; and by providing reading material and a range of other resources to support and encourage adult learning.

There are 5 essential requirements for a successful library service in Brighton & Hove – attractive, welcoming spaces; support from trained and dedicated professional staff and volunteers; quality book stock; accessible IT; and a programme of activities and events for existing and new customers.

Our Brighton & Hove libraries are more than a collection of books – they are a vibrant and accessible community asset that contain the resources and tools to support individuals and communities to thrive and prosper. Library staff have developed many active partnerships with other organisations and together they have achieved successful funding bids to enable projects to extend the range and quality of the library offer.

Jubilee Library remains nationally successful as it is the fourth most popular library in the country, with 936,633 visits per year pre-Covid. While current numbers are still below this level, they are recovering a little faster than average across the county.

Brighton & Hove Libraries are no strangers to innovation and, by successfully establishing 'Libraries Extra' offer, residents can access most of their local libraries 7 days a week. The extensive consultation carried out by the library service has revealed the high value that people in the city place on their local libraries and provided important feedback to enable Brighton & Hove Libraries to develop and improve their services going forward.

This strategy consolidates and builds on all the changes that have gone before. It sets out our ambitions for the next three years with the aim of ensuring that our library service continues to be at the heart of our communities, to support the delivery of corporate priorities, and to remain fit for the future.



Councillor Steph Powell,
Co-chair of the Tourism, Equalities,
Communities & Culture committee

1 Introduction

Brighton & Hove Library Services have been highly successful over recent decades, including the continuing popularity of the award-winning Jubilee Library which is the fourth most visited public library in the country. This strategy provides a framework for the future of the service, so that libraries can continue to meet the needs of local people and support the aims and priorities of the council and the city.

The strategy has been informed by extensive consultation with the public, partner organisations, council members and library staff from March to July 2021. It sets the vision and priorities for Brighton & Hove Library Services for 2022-2025, aligning with the corporate plan, and provide the framework for more detailed service planning in this period.

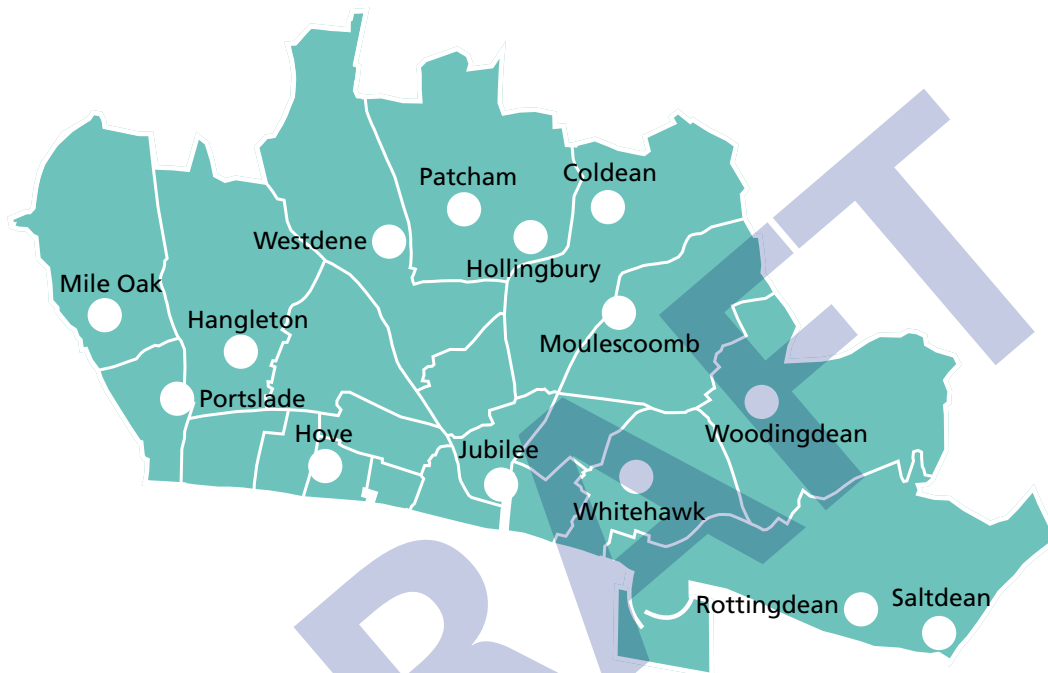
The strategy will guide the city's libraries to achieve key outcomes for local people, helping them achieve their full potential through reading, learning, culture, digital access, and support to health and wellbeing, and local business development.





2 About Brighton & Hove Libraries - celebrating success!

14 public libraries in the city. Jubilee Library, Hove Library, and 12 community library locations



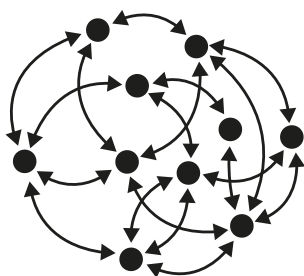
Jubilee Library

award winning hub of the library network and fourth most popular library in the country, with 936,633 visits p.a. (average* 374,211). Delivers around 50% of the total library services for the city.



Community Hubs

bringing community services together through 9 libraries co-located with GP surgery, housing office, social services, children's centres, community centres, museum and art gallery, and a lido, with plans for a new community hub bringing leisure, health, youth services and a community centre together in Moulsecoomb



224 partner organisations

working locally with libraries, covering equalities, LGBTQ+, older people, carers, disabilities or mental health issues, English as an additional language, homeless community, Black and minority ethnic groups, asylum seekers, poverty, health, community and voluntary sector, arts and culture, education, and learning.



Digital Support

1,628 hours of one-to-one support provided by Libraries Connect volunteers, in 599 sessions with 717 attendees. Libraries are founding member of Digital Brighton & Hove who provide digital support, equipment, and internet access



420,000 items of stock

318,980 books; 34,535 audio/visual; 19,873 e-resources; and 46,000 rare books



715 library opening hours per week

52% staffed, 48% Libraries Extra unstaffed



1,461,199

visits in person to libraries p.a.
incl. 38,356 during Libraries Extra



1,508,114

web visits



978,221

total loans, incl. 103,665 e-loans



105,098

hours of public use of computers



55,213

people engaged in events and activities



22 residential units

receiving Equal Access Services (EAS) delivery of library items



110 clients

receiving Home Delivery Service (HDS)

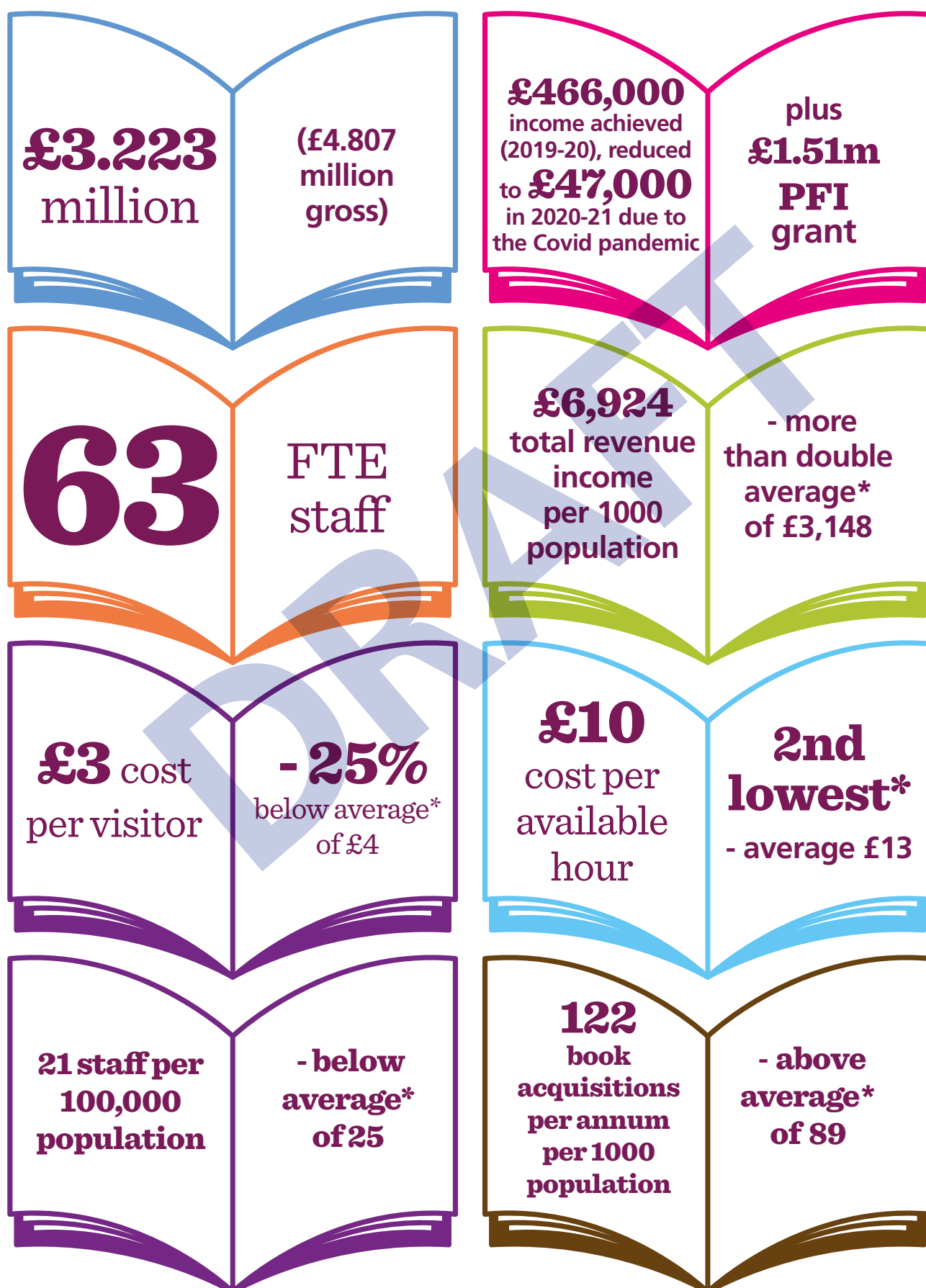


9,503 hours

gifted by 204 volunteers

All figures above from 2019-20 as last year of pre-Covid data

Resources and performance data



*Of comparator authorities in CIPFA returns 2019-20

The Jubilee Library was built using a Private Funding Initiative (PFI) contract which attracts £1.505 million government grant. This grant effectively subsidises library services across the city. The PFI contract covers the running and maintenance of Jubilee Library plus the bibliographic services and procurement of all library stock across the city's network of libraries. The council pays back a proportion of the capital used to build Jubilee Library each year out of the library service revenue budget and the contract ends in 2029.

Opportunities and challenges

Jubilee Library PFI (Private Finance Initiative)

Like many other services, libraries face some difficult challenges and some opportunities:

- **Covid-19 pandemic.** Library buildings closed during the lock downs, but libraries increased the digital offer; in-library services were restricted for safety reasons, but home delivery services were increased to reach more people isolated at home. Recovery from the pandemic remains challenging, with footfall in September 2021 at only 45% of the September 2019 figure, and income still 40% below normal. This strategy sets out not only how libraries will recover, but also how libraries can support the city's recovery.
- **Budget challenges.** Libraries have made £903k savings in the past six years which represents nearly 41% of the current net budget excluding the PFI expenditure and government grant (28% of the net budget with PFI expenditure and grant included). At the same time, Libraries have significantly improved efficiencies, doubling library opening hours, introducing Libraries Extra and greater collaboration with partner organisations and volunteers.
- **Having made significant efficiencies,** including reductions to the PFI budget and reductions in staff at all levels, any further savings will result in reduced services and reduced accessibility of libraries across the city. Delivering the Library Strategy depends on a steady state budget, so any proposals for savings will have to include identification of which libraries services will cease.
- **Increasing income** is a potential for the future, but this can only happen after pre-Covid levels of income have been achieved. It will take time to attract back room hire clients and retail sales to pre-Covid levels before additional income can be achieved.
- **Information technology** continues to change at a pace, requiring upgrades to remain safe and operational. It also creates opportunities to introduce new digital services that bring benefits to library users and deliver efficiencies.
- **Staff and volunteers** need to develop new skills in response to technology changes and increasing numbers of library users experiencing disadvantages of various kinds, who need our support.
- Libraries are developing as local community hubs, which requires collaborating with other service providers, integrating technologies, changing ways of working, making services more accessible, and increasing the reach into local communities.
- There are some **significant health and social care needs** facing the city, and libraries can help support people through the development of more targeted services.
- **Volunteering** in Libraries provides varied and supported opportunities to help others in their community.
- **Accessibility.** Some library locations in the city are no longer as accessible as they were, so need to be changed to ensure libraries remain fully accessible to all.

3 Feedback, consultation and engagement

Brighton & Hove Library Services has consulted with the public and key stakeholders to find out their views on Library Services and library stock in general, as well as their experience of using libraries in Brighton & Hove, both before and during the Covid pandemic. The methods used were:

- Public surveys – three versions targeted at people 0-12 years, 13-19 years, and adults 20 years and above
- Focus groups to gather more qualitative feedback from specific groups, and to reach those less likely to complete an online survey
- Survey of partner organisations
- Staff survey and workshops
- Councillors' survey and workshops

The results of all the consultation and engagement were overwhelmingly positive, giving good indications of what is working well, and with detailed suggestions on how to improve and develop library services.

Customer service standards and ease of use

All the surveys gave great results for the two corporate performance measures, and good results from similar questions to partner organisations and staff.

	Services were very or fairly easy to use	Standards of customer service were very or fairly good
Adult survey	92%	93%
13-19 years survey	100%	96%
0-12 years survey	98%	98%
Partner organisations described their experience of working with library services as very or fairly good		86%
Staff were asked how proud they are of the customer experience in libraries, on a scale of 1-5 with 1 being extremely proud and 5 being not proud		1 (extremely proud) 35% 2 43% 3 22%

General summary of feedback

Most people (66%) use more than one library and 50% visit at least once every three weeks, and most people (77%) walk to the library.

The traditional services of borrowing, reading in the library, and finding information, remain the most important services for many users. The most important stock remains printed fiction and non-fiction, followed by online information.

The library is an important provider of space to study, read, and meet people, in a safe and welcoming environment, with helpful staff, is evidenced by the survey results. The top three most important things to respondents are opening hours, the library as a safe place to visit and seating areas. When asked what they would most like to see changed, longer opening hours was the most suggested change, with many mentioning that they want to see more staffed hours.

Eleven focus groups were commissioned to provide some qualitative information on library services. 131 people took part in groups that were targeted at people who experienced barriers to participation in the general consultation and libraries themselves. There was an overwhelmingly positive view of libraries in general with people viewing them as places of sanctuary, where trusted information could be accessed. The welcoming nature of staff was considered a key component of this trust. All groups were impressed by the array of library services, and many felt poorly informed about these. There was a range of detailed suggestions that could be implemented to make libraries more accessible and become more valuable community resources for those more likely to experience barriers in using them.

Areas for improvement and development

There were common areas for improvement that emerged from the public surveys (all age groups), focus groups, partner survey, and staff survey. They asked for:

- Better, more effective promotion of library services, to targeted groups and partners who often do not know what libraries have to offer, with less reliance on social media.
- Better, more accessible signage, and guides on how to use the library, especially how to use the various technology like self-service kiosks, printers, and computers. The website was criticized for being too wordy and difficult to find what you need.
- Improvements in seating/study space, and to keep up to date with IT and digital resources.
- More events and activities, for all age groups, and many people indicated their willingness to pay a small fee to attend in appropriate circumstances.
- More and better stock for all age groups, and improvements in some specific areas, such as books in languages other than English, and bilingual books.

4 Local context

Libraries support corporate and city-wide priorities

A city working for all

Business and Intellectual Property Centre (BIPC) in Jubilee Library is part of a national network of 16 libraries across the country offering a range of support services to business. Working in collaboration with local business support organisations and intellectual property specialists the centre has become a hub for events, workshops, peer to peer activities and networking opportunities aimed at helping business to grow and build resilience.

A growing and learning city

Libraries support learning and development at all ages. Libraries provide Bookstart services to early years settings, together with neighbourhood-based access to books, digital resources, and activities to support child development, parents, and carers. Class visits, Summer Reading Challenge, events, and activities support school age children. Libraries support adult learning through resources, space to study, and helping establish a new learning hub.

A healthy and caring city

Libraries provide Reading Well Books on Prescription services, which focus on providing information and self-management support through books chosen and prescribed by health professionals, covering 5 areas of: mental health; dementia; long-term conditions; young people; and children. Libraries work with social prescribing providers to extend range of resources on offer and promote healthy lifestyles. Libraries Home Delivery Services provide books and social contact to people restricted to their own homes, and Libraries regularly deliver books to people living in residential units.

A stronger city:

Libraries are important to local people as safe and welcoming community spaces in their local neighbourhoods. During a lot of the pandemic, libraries were some of the few community spaces open to local people for access to books, social (distanced) contact, and free internet access. Library services were awarded 'Libraries of Sanctuary' status in 2020 and continue to provide support to refugees and asylum seekers in the city.

Joint Strategic Needs Analysis

There are some significant health and social care needs in the city that have been identified in the [Joint Strategic Needs Analysis March 2021](#). Library services contribute to addressing some of these issues:

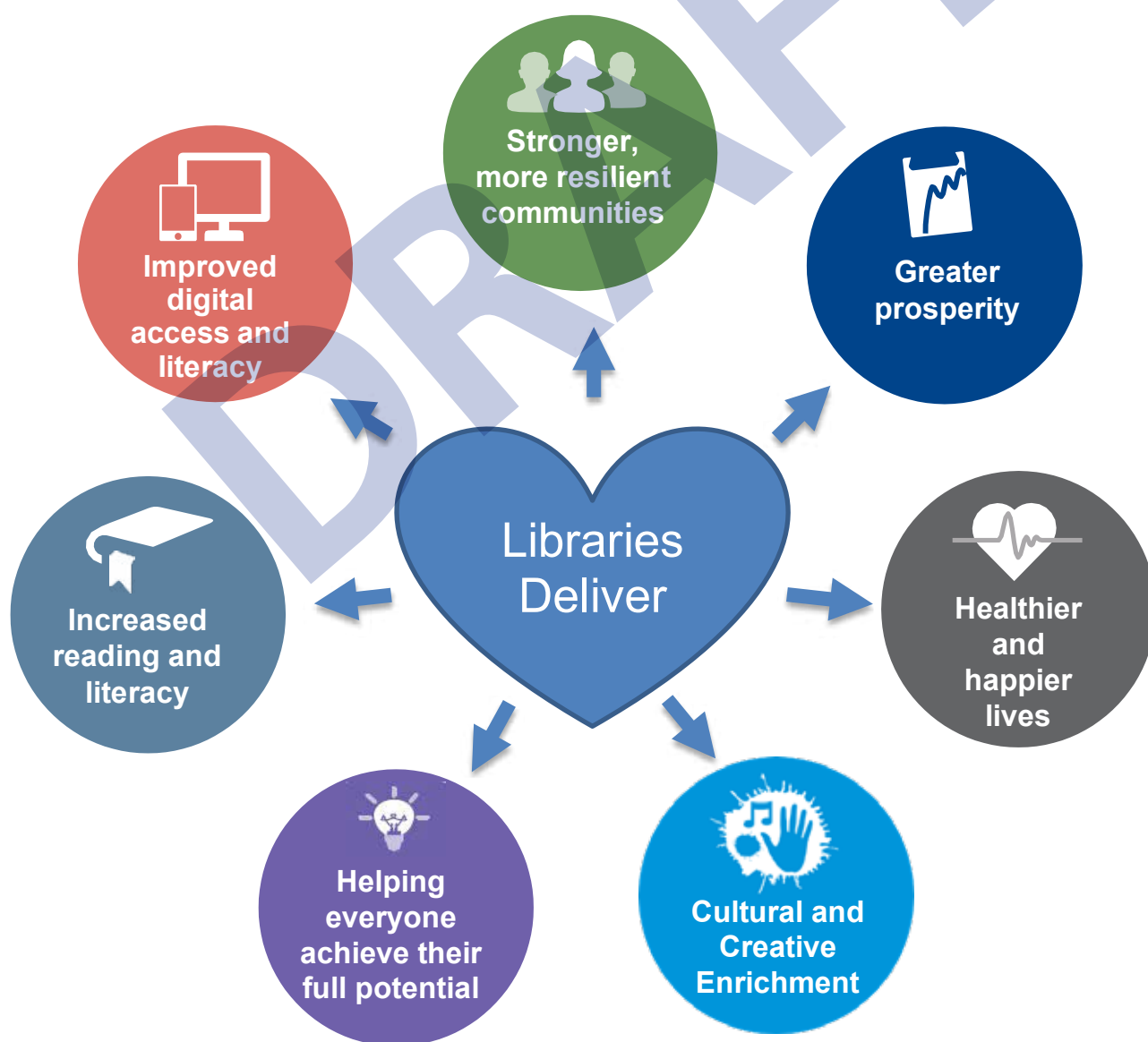
Issue	Libraries offer
Homelessness and rough sleeping	Information on support; free access to library resources, computers and the internet, and a safe place to be during the day
Unemployment, healthy workplaces, and sustainable business	Resources to help with job applications, CV writing, and internet access (computers and free wifi) to enable job and benefit applications. The BIPC (Business and IP Centre) in Jubilee Library supports entrepreneurs, inventors, and small businesses across Sussex, through expert advice and access to a wealth of free information - business databases, market research reports, company data and information on intellectual property.
Social isolation and loneliness	Sited in neighbourhood locations, libraries provide a safe and welcome place to interact with other people, providing events, activities, and support groups. Volunteers with the Home Delivery Service take books to and have a chat with people mainly restricted to their homes. Libraries free wifi and computers enable people to connect to friends and family, and Libraries Connect volunteers help people learn how to use these resources.
Healthy lifestyles / prevention	Libraries help promote healthy lifestyles through trusted information and events on key issues such as smoking, drinking, drug misuse, cancer screening, immunisations, sexual health, domestic and sexual violence. Jubilee Library has installed a vending machine dispensing free STI/HIV testing kits, has hosted quit smoking support sessions, Living Library events on domestic abuse, and is handing out LFT covid testing packs.
Emotional wellbeing and mental health	Reading Well Books on Prescription services target key areas of concern for the city, with the focus on mental health, especially for children and young people, dementia, and other long-term conditions. Reading for pleasure has been proven to have a beneficial effect on people suffering from stress.

5 National context

Public libraries are a statutory service under the **Public Libraries and Museums Act 1964**. The Act requires library authorities to provide a 'comprehensive and efficient service' for people who live, work or study within the authority area. In addition, councils are required to 'encourage both adults and children to make full use of the library service and provide advice as to its use'.

In 2016, the national Libraries Taskforce published '**Libraries Deliver: Ambition for Public Libraries in England 2016-2021**'

in which it sets out the strategic vision and commitment to public libraries in England. The Libraries Taskforce recognises that local libraries provide a unique 'cradle-to-grave service', offering significant reach into local communities and a cost-effective way of ensuring that people are connected to local services. The Libraries Taskforce identifies seven outcomes that library services should contribute to at a local level:



Universal Library Offers

Public libraries across the country have worked together through **Libraries Connected** to develop a set of six Universal Library Offers to cover the areas of service which public libraries stakeholders see as essential to a 21st century library service. Libraries Connected is a member organisation made up of every library service in England, Wales, and Northern Ireland, and is partly funded by Arts Council England as the Sector Support Organisation for libraries.



Children's Promise

That every child and young person in libraries is inspired to read for pleasure, has access to a diverse range of materials, can engage in a variety of digital activities and can take part in activities that improve their well-being.



Culture and Creativity

To enable local communities to access and participate in a variety of quality and diverse arts and cultural experiences through local libraries.



Health and wellbeing

To promote healthy living, provide self-management support and effective signposting and information to reduce health, social and economic inequalities. To offer a range of creative and social activities which engage and connect individuals and communities, combat loneliness and improve wellbeing.



Information and digital

To provide quality information and digital support. To help children and adults to engage and feel safe online. To ensure resources and opportunities are accessible, and to embrace creative and innovative technology.



Reading

To build a literate and confident society by developing, delivering, and promoting creative reading activities in libraries. To encourage individuals of all ages to read for pleasure and purpose to increase their understanding of the world, stretch their imaginations and think differently.



Six steps promise

That the almost 2 million blind and partially sighted people in the UK can visit a fully accessible library service, that has a local collection of accessible reading materials and information in physical or digital forms.

6 Purpose and vision for Brighton & Hove Libraries

The vision and purpose for library services in Brighton & Hove have been developed by the senior team in the service. They reflect the breadth of what libraries do, and the role libraries play in helping people improve their lives.

Our purpose: 'Public libraries connect our communities to culture, reading, learning, and each other.'

What we do: 'We provide impartial and inclusive access to library resources and services to inspire learning, development, discovery, creativity, and enjoyment, in welcoming, safe, supportive, and accessible places.'

Our vision for the future: 'We aspire to strengthen communities, promote inclusion, and inspire people to improve their lives, making libraries a cornerstone for our community's economic, social, and cultural wellbeing.'





7 Strategic aims for library and information services

The aims and outcomes have been informed by the national Library Taskforce proposals, the main messages coming out of the

consultation process, and the discussion about key issues and priorities that took place in the councillor's workshops.

Aim 1: Reading, learning and creativity through libraries

To support and develop literacy skills, reading, creativity and innovation to help children and adults in the city realise their potential.

At the centre of our library services is the commitment to reading, literacy, creativity and learning for people of all ages and abilities:

Objectives/How

- Implement the new Stock Policy, building the collection of books, e-Books, and other materials to meet community needs
- Offer opportunities for all ages and needs that spark curiosity, nurture learning and develop creative and critical thinking
- Develop constructive activities for children and young people
- Provide space for study, work, and creativity
- Promote enjoyment of reading for all

Outcome: Increasing reading and literacy

Libraries give everyone free access to books and literature regardless of age, disability, wealth, or education, and hold activities and events in partnership with others to encourage improved and wider reading and literacy skills. Research suggests that both children and adults who read for pleasure are healthier, happier, and more confident than those who don't. Adult education in literacy has been shown to **reduce depression levels**.

Local case study

Brighton & Hove Libraries worked with professional animators Press Play Films to deliver the workshops aimed at local families. In the session, children created their own Claymation characters and then planned and filmed a short animation using animation cameras. There were 18 workshops and 145 children attended together with 70 adults. The workshops took place at Jubilee, Hangleton, and Whitehawk libraries. Children from over 20 schools took part.

'This is my dream come true' - 7 years old

'My son absolutely loved the animation workshop last Sunday! Thank you for organising'

Outcome: Helping everyone achieve their full potential

Libraries raise people's aspirations and promote lifelong learning, supplementing formal education. Libraries offer free resources for learning, including online resources and quiet spaces for study that people may not have at home.

Local case study

Summer Reading Challenge runs every year in all Brighton & Hove Libraries, and national research, in which some local schools have participated, have found that children who participate are more likely to maintain or improve their reading performance over the holidays. 992 children took part in the Summer or Winter Reading challenge in 2020, despite Covid-19 restrictions. The previous year saw 2,544 children participate.



Olive at animation workshop



Storytime with Debs

Aim 2: Libraries as community hubs

Putting libraries at the heart of local communities:

Objectives / How

- Delivering council and community services
- Providing digital services and inclusion
- Enabling cultural and creative opportunities
- Encouraging inclusive community interaction and understanding

Outcome: Stronger more resilient communities

Libraries are open to everyone and are trusted by local people to provide reliable information and support on a wide range of issues;

and can help other services reach out into communities. Libraries bring people together in welcoming community hubs which host local events and provide a shared sense of place.

Outcome: Improved digital access and literacy

Public libraries provide a trusted network of accessible locations with free Wi-Fi, computers, and other technology. A 2014 BT report estimated the value of digital inclusion to a new user at around £1,064 a year. Digital literacy gives people access to services more easily, to learn and interact with others, and improve employability.

Local case study

Libraries Connect sessions delivered by library volunteers provide free access to a series of one-to-one support sessions for people who need help with digital. In 2019-20 1,628 hours of Libraries Connect volunteer support was provided to 717 people in 599 sessions.

A staff quote: "I was helping an older gentleman on a PC, and he wanted to make sure he was printing his boarding passes for a flight abroad correctly, so I checked it was all fine, and printed them out for him. He was very grateful, and said I'd been very friendly and patient, and he got a bit emotional and told me that the reason he's travelling is to see a friend who is terminally ill, who he wants to see one more time, and he was so nervous about making sure he had the boarding pass information all in order and was so grateful for my help. I was so pleased I had managed to put his mind at ease and wished him a safe journey."

Outcome: Cultural and creative enrichment

Libraries are well-placed to extend cultural engagement and are becoming established as focal points for community cultural life, hosting and running activities and events in partnership with amateur and professional groups. Libraries also point people to wider cultural activities and encourage individuals to explore different cultural experiences and to create things themselves.



Local case study

The Network of International Women for Brighton & Hove meet weekly at Jubilee Library in Brighton, providing a platform for women from diverse cultures and backgrounds to meet, share experience and knowledge and support one another. At the library they sew, make crafts, get information, support, and make friends. They also practice their English through conversation and translate for each other if there is a communications barrier.

Isra has been in Brighton & Hove for 2 ½ years. She arrived in the city with her husband and two children but didn't know anyone else. For the first year she stayed at home, she was very isolated.

"I was lonely, bored with no friends, no one to talk to. My husband heard about the international women's group meeting at the library and his wife met me and took me to the library. The other women ask me - where are you from? I was so happy. I thought no one is interested in me or my country and we talked. I enjoy the group. Then I heard about volunteering at the library. It's so wonderful it helps me to continue with my life."

Isra has become an important advocate for libraries, visiting other groups to promote what we do and encouraging people from the refugee and asylum seekers community to come in.

"I talk to other women about the library and say they must come, it is our sanctuary, it is a beautiful place with space for children. Now I bring my daughter and son to do their homework and for the books."



Network of International Women

Aim 3: Community wealth-building through libraries:

Develop library services to support business enterprise, improve skill levels and help more people into work:

Objectives / How

- Deliver support to local small or new businesses and through the Business and IP Centre
- Provide trainee and apprenticeship opportunities
- Work with schools and colleges to support children learning

Outcome: Greater prosperity

Libraries can contribute to the improved prosperity of an area by supporting businesses to start up and grow by providing information and working with economic development organisations to signpost businesses to sources of support and advice. Libraries also help individuals into work, supporting back to work programmes, and job clubs, and enabling free digital access and skills development.

Outcome: Improved digital access and literacy

Public libraries provide a trusted network of accessible locations with free Wi-Fi, computers, and other technology. A 2014 BT report estimated the value of digital inclusion to a new user at around £1,064 a year. Digital literacy gives people access to services more easily, to learn and interact with others, and improve employability.

Local case study

Jubilee Library has become one of the latest local Business and Intellectual Property Centres (BIPC) supported by the British Library. The Reset. Restart programme provided support, advice and the confidence and push to grow their business. This was the case for Keira Simpson, owner and founder of **Daisy Days Virtual Assistant**. She provides PA and administration support to small businesses, helping them to save time so they can focus on their core business operations. It was through one of the small businesses that she was assisting at the time, that she discovered the BIPC. "My client wanted me to research the BIPC and to find out what support and services they could offer to help with the set-up of her Community Interest Company (CIC). This is why I love what I do, I get an insight to so many networks, and I get to experience the fabulous support and services that they offer."

Keira began by attending **BIPC Sussex's** free Reset. Restart webinar – Tools for the Job. This gave her an insight into what digital platforms and software was available to grow her business. Like Oliver, it also provided an opportunity for her to connect with other start-ups and share her knowledge and tips, building her confidence in her business. "I gained an insight to other platforms and gained confidence in how I can support my business. The people that I have had the pleasure in talking to from the BIPC, whether that be from the webinars they offer or via email with a question that has arisen, have been so helpful and supportive. They also offer ideas and information - like speaking to a representative from the centre for advice on your business, to other topics which will steer you in the right direction."

Keira Simpson, owner and founder
of Daisy Days Virtual Assistant



IP Centre
Brighton
& Hove

BRIGHT IDEAS

City Council

**BRIT
ART**

Business & IP Centre in Jubilee Library

INSPIRING PEOPLE



Aim 4: Libraries supporting health and wellbeing

Use libraries' trusted brand to deliver services that ensure residents are healthier, have a better quality of life and remain independent for as long as possible

- Develop targeted services to reach those most in need
- Provide home delivery services to those restricted at home or in residential units
- Link services to council priority issues, working collaboratively with other service providers priorities and needs as identified above

Outcomes: Healthier and happier lives

Libraries contribute to the health and wellbeing and social care of local communities by:

i) Supporting people with dementia and mental health issues:

Libraries deliver the national Reading Well Books on Prescription scheme which is part of the national health offer for libraries. The scheme consists of a list of books that is curated and endorsed by health professionals

and provides support for those suffering from common mental health conditions (anxiety, depression, phobias, and some eating disorders) and dementia. Using the lists, GPs and health professionals can recommend reading materials to patients, which encourages self-management, and can help reduce the need for costly interventions. In the case of dementia, the scheme also provides practical support for carers.

ii) Contributing to the preventative health agenda:

Libraries provide access to health and social care information and signpost customers to online information and specialist agencies. Libraries play an important role in boosting health literacy, a person's knowledge and understanding about how to find and use information so they can act to support and improve their own health and wellbeing. Libraries offer stimulating community events and activities to help combat loneliness and social isolation, and host public health services such as stop-smoking sessions, health walks and access to health checks.



Local case study

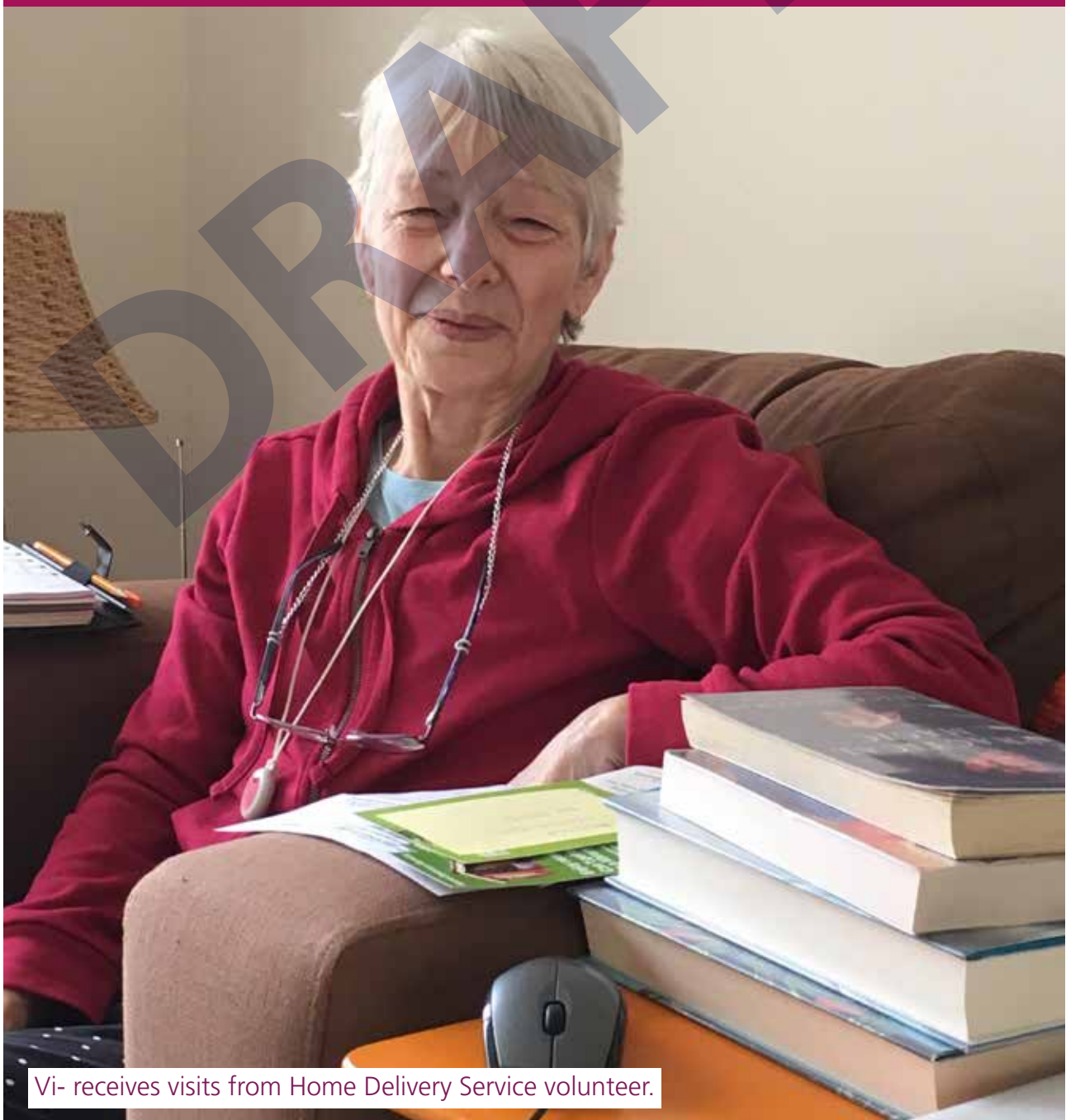
Brighton & Hove Libraries is working with the Robin Hood Health Foundation, Hera and the Hangleton & Knoll Project on **Prescribe to Thrive** an initiative to promote Social Prescribing in West Hove and Portslade. Art and writing taster sessions which have been prescribed, or to which residents have referred themselves, are taking place in Hangleton and Portslade Libraries. **Reading Well** book collections have been lent to Brighton Health and Wellbeing Centre and Preston Park Recovery Centre to support people in managing a range of mental health conditions.

Local case study

During the pandemic, library staff kept in regular telephone contact with 72 Home Delivery Service (HDS) clients who were shielding and/or isolated to check that on their wellbeing and to reduce isolation. As well as providing a friendly voice and an empathetic conversation, staff were able to signpost clients to other sources of support and/or contact other providers on their behalf to ensure that they had everything they needed to enable them to get through the pandemic.

"When the libraries closed in March it was a big blow to me so when I was offered the chance of having books delivered, I jumped at it! I have been introduced to many authors I would not normally have looked at. I want to say a big 'THANK YOU' to all the people who have delivered the books plus the library staff themselves. They have been amazing. '(J. in Hangleton)

Receiving books during this Covid period has kept me sane. I am in constant pain and don't sleep well. The books take my mind off it." (CN)



Vi- receives visits from Home Delivery Service volunteer.

Aim 5: Sustainable and innovative libraries

Build on the range of delivery models already used within the service to secure a sustainable future for public libraries in the city.

Objectives / How

- Develop and promote Libraries Extra
- Make best use of volunteers
- Collaborate with other partners in service development and delivery
- Increase income generation
- Extend fundraising to support projects and activities
- Regularly upgrade library technology
- Expand digital services
- Develop the library workforce

Outcome: Efficient and effective use of resources delivering value for money

Increased income through commercial activities (retail and room hire); attracting charitable giving (donations); applying for grants and seeking opportunities to be commissioned to support the delivery of other services (increased income to provide services that meet local needs).

Effective use of new technology to enable service users to self-serve as far as possible, whilst providing digital and phone support and remote monitoring during Libraries Extra services in community libraries (reducing revenue costs).

Introducing online and card-based transaction options with the introduction of new self-service kiosks, for easier collection of libraries charges (savings through efficiencies in collecting income).

Outcome: Happier and productive people engaged (staff and volunteers)

Whole service approach to staff deployment, for maximum efficiency and greater consistency of service standards

Effective use of volunteers to enhance library activity, supporting library staff, not replacing them. (Providing added value)

Outcome: Increased effectiveness through collaborative working

Increased community use of libraries as community hubs, encouraging local groups and organisations to use the library building and resources as a community facility (increasing value of library services through greater community use, potentially reducing costs of other building and resource provision)

Increasing collaboration with other service providers to provide more strategic activity in priority service areas such as health and well-being, children and young people, equality and diversity, community cohesion and wealth-building (resource efficiencies through collaboration).

Local case study

in addition to the Home Delivery volunteers, Library Services have stock volunteers who work in libraries across the city to help with shelving stock, tidying shelves and putting together displays of books.



Local case study

Libraries are working in partnership with Hollingdean Community Association to provide a collection of books in their centre to increase access to library materials in their area.

Library services have also provided a computer and Wi-Fi access for people using the centre. A local resident volunteers to supports the collection and liaise with library staff.



Aim 6: High visibility of library services delivered to a high standard

Raise awareness of library services and their benefits to ensure wider community engagement.

We have received strong and clear feedback during public consultation and engagement that we need to do more to raise awareness of these services across the city, so that more residents understand our full library offer and choose to use and benefit from our services now and in the future.

Objectives / How

- Effective publicity for library service offers
- Marketing of targeted services to specific communities
- Clear customer service standards for libraries to provide a high-quality user experience
- Deliver consistent Universal Library Offers across the city
- Effective evidence gathering to measure impact and performance of Libraries Services

Outcome: More residents able to benefit from libraries services and resources

More people aware of the services, facilities and support that libraries can offer, and that they are mostly freely available in local libraries. This can be achieved by a more imaginative and professional approach to service promotion, and high standards of service which will encourage word-of-mouth recommendations.

Libraries can help more people with key challenges that have been identified by the council, such as homelessness, unemployment, social isolation and loneliness, and many aspects of health and wellbeing, as well as supporting learning and personal development.

Local case study:

Libraries staff worked with a marketing specialist to develop a more segmented approach to reaching different types of customers, and persona cards were created, each with details of how best to reach a customer group. These were used to pilot to use a new approach to raise awareness of Whitehawk Library during Libraries Week 2021. Instead of relying on social media, traditional marketing assets were used, such as pavement stencils, banners, and flyers, all differentiated to reach certain personas. As a direct result of these efforts, there has been an increase of after school borrowing, the return of local customers and a flurry of new members. This work will be a marketing blueprint to apply to other communities within the city.



8 Priorities for action

A clear priority is supporting the city recovering from Covid.

Covid-19 pandemic – how library services can support the city's recovery

Library services can contribute to the city's recovery from the Covid-19 pandemic in five ways:

- Supporting children catching up with learning and development. In particular, babies and children up to 4 years old. The National Literacy Trust has reported that the lack of language and social interaction for this age group will need two decades of sustained support to each individual through childhood to redress this, with the disadvantaged being hit harder than others. Libraries are core to this recovery being sustained, locally delivered, and driven to provide support.
- Supporting new or recovering small businesses through the Business and IP Centre, with targeted support for women and black and minority ethnic developing new enterprises.
- Supporting unemployed people through information to help with job applications, access to digital resources to apply for jobs and access benefits.
- Supporting local communities to recover by providing a safe and welcoming place for social interaction and community development.
- Supporting people affected by Covid-19 through access to trusted information, self-help resources, and recreational reading to help with social isolation.

Other Priorities:

Other priorities for action have emerged during the development of the strategy and the analysis of the results of the consultation and engagement process:

- Effective marketing and promotion to get people back into libraries and enable those who would benefit most from libraries are reached
- Accessibility of libraries services – ensuring all buildings and services are appropriately located and fully accessible
- Targeted services for those most in need
- Community use of libraries – enabling access to other services through libraries, and encouraging community groups to use their local library especially during Libraries Extra
- Effective engagement of more volunteers in appropriate activities
- Deliver core Libraries Universal Offers across the city
- Increase commercial income – retail, room hire and tenancies
- Increase project funding from fundraising – donations and grants
- Review and amend senior staffing to align with new strategy
- Amend staff recruitment to bring libraries' staffing more in line with city profile
- Staff development programme that meets the strategic needs of the service
- Effective evidence gathering to measure impact and performance of Libraries Services

The priorities identified have been placed into a framework of six aims and related objectives for the Library Services and linked these to corporate plan priorities. These have been brought together in a strategy implementation plan.

10 Implementation Plan

More detailed actions will appear in the annual Libraries Services business plans produced each year in line with council business planning process.

Aim 1: Reading, learning and creativity through libraries

Objectives	Actions linked to Libraries strategic priorities	Timescales	Outcomes
1.1 Build the collection of books, e-Books, and other materials to meet community needs.	Create a stock action plan to ensure library stock is in line with new policy, including prioritising resources for those in most need	Stock plan in place by March 2022	Increased reading and literacy Helping everyone achieve their full potential
1.2 Offer opportunities for all ages and needs that spark curiosity, nurture learning and develop creative and critical thinking Develop constructive activities for children and young people. Promote enjoyment of reading for all	Identify priority target groups – linking to other council initiatives e.g., disadvantaged children, people with disabilities, Develop engagement plans for children, young people, and adults, with specific plans for targeted groups Deliver the Universal offers: Reading, Culture and Creativity, and Children's Promise	Identified priority groups by March 2022 Engagement plans delivered on a rolling year basis Universal Offers delivered 2022-25	
1.3 Provide resources and space for study, work, and creativity.	Provide stock and facilities to support lifelong and self-directed learning Support the new Adult Learning hub Work with schools, colleges, and universities to support reading and learning, especially supporting disadvantaged people	Establish service level agreement with Adult Learning March 2022 Regular engagement with 80% of education providers by 2025	

Aim 2: Libraries as community hubs - putting libraries at the heart of local communities

Objectives	Actions linked to Libraries strategic priorities	Timescales	Outcomes	Council Priorities
2.1 Delivering council and community services	Work with other service providers to enable access to council services in Libraries in appropriate ways e.g., digital access; support activities; signposting and referral	2022-23	Stronger more resilient communities	A stronger city
2.2 Providing digital services and inclusion	Provide digital inclusion support in local neighbourhoods through Libraries Connect and work with partners in Digital Brighton & Hove Build on existing digital facilities in libraries to meet changing local needs, including plug-in / charging spaces for own devices, and devices to access new digital resources	Libraries Connected support in all libraries by December 2022 New digital facilities in place by 2024	Improved digital access and literacy Cultural and creative enrichment	
2.3 Enabling cultural and creative opportunities	Encourage and work with partners to make use of libraries as venues for cultural and creative activities, targeting priority groups	2022-25		
2.4 Encouraging inclusive community interaction and understanding	Encourage community groups to use libraries for inclusive activities to bring local people together Use libraries to promote inclusivity and understanding through displays, stock, and activities	2022-25		
2.5 Providing accessible, fit for purpose modern community libraries to meet local needs	Consolidate Hollingbury Library into the Old Boat Corner Community Centre and vacate the room in Carden Hill school for school use. Improve access to Mile Oak Library for local people, to reduce the impact of increased safeguarding security at PACA school Complete refurbishment of Saltdean Library as part of the Lido development Complete development of new library as part of Moulsecoomb hub	Consolidate Hollingbury library by December 2022 End of 2022 Open Saltdean Library 2023 2024/25		

Aim 3: Libraries supporting community wealth building: developing library services to support business enterprise, improve skill levels and help more people into work

Objectives	Actions linked to Libraries strategic priorities	Timescales	Outcomes	Council Priorities
3.1 Deliver support to local businesses through the Business and IP Centre	<p>Provide information and signposting businesses to sources of support and advice.</p> <p>Support back to work programmes, job clubs, and enabling free digital access and skills development</p> <p>Expanding the BIPC network to the Sussex region</p>	<p>Deliver BIPC services in the city 2022-24</p> <p>Expand to East and West Sussex by 2022</p>	Greater prosperity	A city working for all
3.2 Help people into work	<p>Support the Youth Employment Hub</p> <p>Provide resources including digital access for those applying for job and developing skills</p>	2022-25		
3.3 Provide trainee and apprenticeship opportunities	<p>Offer training opportunities e.g., Kickstart, work placements</p> <p>Develop a library apprenticeship programme</p>	<p>2022-25</p> <p>Library apprenticeships by 2023</p>		

Aim 4: Libraries supporting health and well-being: use libraries' trusted brand to deliver services that ensure residents are healthier, have a better quality of life and remain independent for as long as possible

Objectives	Actions linked to Libraries strategic priorities	Timescales	Outcomes	Council Priorities
4.1 Develop targeted services to reach those most in need	Identify priority target groups – linking to other council initiatives e.g., disadvantaged children, people with disabilities, Develop a specific offer to each group	Identified priority groups by March 2022	Healthier and happier lives	A healthy and caring city
4.2 Provide home delivery services to those restricted at home or in residential units	Develop home delivery data system to manage growing number of volunteers Recruit more volunteers	Implement volunteer system by December 2022		
4.3 Link services to council priority issues, working collaboratively with other service providers	Develop a targeted offer for each identified priority group (e.g., disadvantaged children, people with autism, people with dementia, etc), working with relevant service providers	Identified priority groups by March 2022 Develop specific offers 2022-25		

Aim 5: Sustainable and innovative libraries services: build on the range of existing delivery models to secure a sustainable future for public libraries in the city

Objectives	Actions linked to Libraries strategic priorities	Timescales	Outcomes	Council Priorities
5.1 Develop and promote Libraries Extra	Expand Libraries Extra to Hollingbury Library Promote Libraries Extra to all library users including those at Jubilee and Hove libraries	2022 2022-23	Efficient and effective use of resources delivering value for money	A modernising council
5.2 Increase income generation	Develop online retail sales Maximise income from room hire and tenancies	Online retail / room hire 2022		
5.3 Develop for new projects	Identify suitable projects for fundraising activity	Fundraising 2022-25		
Regularly upgrade library technology	Complete the self-service kiosk upgrade	2022		
	Introduce hand-held devices for floor-walking staff Expand plug-in spaces and introduce charging points for library users	2022-23 2022-23		
5.4 Expand digital services	Develop digital newspapers and magazines offer Investigate other new digital services	2022-25		
5.5 Collaborate with other partners in service development and delivery	Build on existing extensive links to partner organisations and establish more strategic partnership arrangements	2023-24	Increased effectiveness through collaborative working	Working in partnership

5.6 Develop the library workforce	<p>Hold regular all staff development days to improve staff engagement and consistency of service</p> <p>Review of key skills and capabilities needed, revising person specifications, and develop training programmes for each grade of staff</p> <p>Review and restructure the workforce to deliver the priorities in the Libraries Strategy 2022-25 more effectively</p>	2022-25	Happier and productive workforce (staff and volunteers)	Our People Promise
5.6 Make best use of volunteers	<p>Introduce more effective management and support of volunteers</p> <p>Recruit volunteers to support Libraries Extra</p>	2022 2023		

Aim 6: High visibility of library services delivered to a high standard

Objectives	Actions linked to Libraries strategic priorities	Timescales	Outcomes	Council Priorities
6.1 Raise awareness of library services and their benefits to ensure wider community engagement	Develop more effective marketing and promotion activities to reach the people who would most benefit from library services	2022-25	More residents able to benefit from high quality libraries services and resources	Our customer promise
6.2 Deliver core Universal Library offers consistently and to a high standard	Establish the details of what customers can expect in Brighton & Hove under the Universal Library Offers and promote these.	2022-25		
6.3 Establish and deliver library customer service standards	Establish detailed customer service standards as they apply in libraries and train staff to deliver at this level	2022-25		
6.4 Effective evidence gathering to measure impact and performance of Libraries Services	Research and implement a new evidence gathering regime to capture qualitative impacts as well as quantitative data	2022-23		

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Brighton & Hove Libraries Stock Policy 2021

1. INTRODUCTION

1.1 Stock is at the heart of the public library service, and should provide an unbiased, wide ranging resource freely accessible to all those who live, work or study in Brighton & Hove. The selection and maintenance of stock are essential to meet the requirements of the 1964 Public Libraries and Museums Act under which Brighton & Hove City Council has a statutory duty to provide a comprehensive and efficient library service. It is also necessary to meet the requirements of standards laid down by the Department for Culture, Media, and Sport.

1.2 This policy defines stock as being all the materials, both printed and electronic, acquired or borrowed by the Library Service to meet the needs of the community it serves. Materials are provided in a variety of formats, but increasingly current information is provided electronically rather than in print. Online and other electronic resources are being made available via libraries and the library website.

1.3 By law the core lending service is provided free of charge to all who live, work or study in Brighton & Hove. However, there is statutory provision for libraries to charge for reservations and the loan of certain non-book materials.

1.4 This Stock Policy aims to:

- support the Libraries Strategy and corporate policies and priorities of Brighton & Hove City Council
- provide for continually changing educational, information, cultural, lifelong learning, and recreational needs by listening to customers and communities.
- enable the greatest number of people to have access to the widest range of resources, in the most appropriate formats balancing customer needs and service requirements with environmental impact by:
 - providing books in a wide range of formats, including electronic, to meet the needs and interests of local communities and of people of all ages and backgrounds
 - providing and enhancing access to information in print and electronic format and promoting an awareness of its value in sustaining the highest possible quality of life
 - working with groups and individuals who are unable to have full access to library services and to be active in working for social inclusion
- support, where appropriate, national initiatives stemming from Central Government and other organisations (for example, the Universal Library Offers).
- To achieve Best Value for the Library Service by:
 - Obtaining library materials in the most cost-effective way
 - Ensuring the efficient and effective use of library materials, and consistency in stock management through a service wide approach to selection, development, and maintenance.

1.5 This Stock Policy informs the Stock Plan which will be regularly reviewed and updated to keep up with changing demand.

2. FREEDOM OF CHOICE

2.1 An important strength of the public library service is its neutrality and impartiality at the centre of the community it serves. It is not the role of the Library Service to act as censor or to promote particular campaigns or sectional views to the disadvantage of others.

2.2 The Library Service adheres to the following statement made by the Chartered Institute of Library and Information Professionals (CILIP): -

The function of a library service is to provide, so far as resources allow, all books, periodicals, etc. other than the trivial, in which its readers claim legitimate interest. In determining what is a legitimate interest the librarian can safely rely upon one guide only. the law of the land. If the publication of such matter has not incurred penalties under the law it should not be excluded from libraries on any moral, political, religious, or racial ground alone, to satisfy any sectional interest.

The public is entitled to rely upon libraries for access to information and enlightenment upon every field of human experience and activity. Those who provide library services should not restrict this access except by standards which are endorsed by law.

2.3 A key element of this Stock Policy is to ensure that library service stock reflects all shades of legitimate opinion. Publications that are legally available will not be excluded. Each will be evaluated and judged by the standards and selection criteria as set out elsewhere in this policy.

3. STOCK PROVISION

3.1 Brighton & Hove Libraries will provide a cost effective and high-quality service through continual review and staff development; responding to the ever-changing needs of the diverse communities it serves. Community and stock profiles help to identify the specific requirements of individual libraries. Local knowledge of groups and organisations, together with feedback from users are used in the stock development process. Information to inform stock decisions are gathered through:

- talking to customers
- feedback from surveys, focus groups, comments, complaints
- analysing stock performance
- reviewing reader reservations and suggestions
- community profiling to identify specific needs for individual branches

3.2 Brighton & Hove Libraries will aim to meet the needs of communities, subject to budgetary constraints, through the provision of

- a varied, balanced up-to-date stock reflecting diversity among ages, abilities, disability, gender, identity, backgrounds, nationalities, culture, and lifestyles, sufficient to cater for most everyday demands.
- a comprehensive subject coverage, relevant to the reading tastes and information needs and interests of communities served

- a reservation system to access stock from any Brighton & Hove library as the amount of stock held locally in each library varies according to its size and catchment population, but all are part of the library service network, and none are expected to be individually self-sufficient
- a reservation system to enable items not available in Brighton & Hove Libraries to be requested from alternative UK sources, particularly through the council's membership of the SELMS consortium which is Europe's largest consortium of public libraries.

3.3 Stock Selection

Brighton & Hove Libraries will continue to provide a comprehensive range of fiction and non-fiction titles in printed format to meet the needs and interests of communities. Selection based upon known demand is a primary consideration which is to be balanced with acquiring the maximum range.

3.3.1. Stock selection involves staff and library suppliers using community and stock profiles supplemented by management information. The profiles are prepared using information obtained from the latest census results and the Brighton & Hove Community Insight Library Catchment Area Dashboard. Statistical information is extracted from the Library Management system to help identify popular genre and subject areas for each library. The information is presented in reports giving detailed information for each library.

Selection methods include collections of newly published titles, electronic data (i.e. suppliers' selection tools and reviews posted on the internet), reviews, visits to contracted suppliers and local booksellers, publishers' lists, recommendations from staff with specialist subject interests, and readers' requests, readers' comments, consultation with front-line staff, and stock gap information collected from readers are also taken into account.

3.3.2. Evaluation is made at five levels with the following being taken into account:

- *Content* Educational and/or recreational value, currency, reliability, authority of the author, standing of the publisher, availability of the information elsewhere, and the legality of the item.
- *Format* The quality of production and its durability in terms of library use. The most suitable format available is chosen to benefit the library service in general. Unsuitable formats include spiral or loose-leaf bindings, and workbooks with fill in sections for personal use are generally not purchased
- *Coverage* Consideration is given to the existing coverage of a subject, and whether an item adds something new.
- *Price* If an item is satisfactory in terms of content and format then the price is taken into consideration. It will only be purchased if it represents good value for money.
- Anticipated demand through analysis of current demand for similar material, feedback from customers and partners and any identified local interest or need.

3.3.3 In keeping with library practice across the country, library suppliers choose approximately 80% of all newly published stock using a set of guidelines supplied by the library authority, including community and stock profiles which will be regularly reviewed and updated to reflect changing local needs. The guidelines instruct how many of each new book in each category of new publications to purchase for which libraries in the city.

- For example, one of our suppliers uses a rating system for each new publication, ranging from super seller, to one star. This rating is linked to previous author sales and is designed to ensure that we get enough copies of new books from authors that we are very confident will be popular with library borrowers.
- For instance, the instructions might require that two copies of each super-seller be bought for Jubilee and Hove Libraries, and one copy for each community library. Numbers will also vary dependent on whether the publication is hard back or paperback, as there needs to be a balance between longevity and price.
- Brighton & Hove libraries are divided into four categories to help allocate which Library gets which book. Jubilee is category 1, Hove category 2, six community libraries are in category 3 and six in category 4. Libraries in categories 3 and 4 have a geographical spread to try and ensure that if a new item is not in a resident's local library there will be one not too far away.
- The suppliers might be told, for example, to send one copy of each four-star adult fiction paperback to Jubilee and Hove libraries, and one copy to three branches in in category 3 and category 4. This will result in a spread of books of popular titles across branches.
- Library staff also monitor reservations to help identify popular titles that may not have initially been recognised as such and purchase more copies when the number of reservations warrant.
- The supplier selectors are experienced in buying stock for libraries and will use their knowledge to allocated books to multiple branches when there may have been no previous sales. For example, they will purchase multiple copies of books by new, high profile, authors or if works are likely to receive a lot of publicity.
- The lists of books selected by supplier selection are sent to library staff for approval before final purchases are made. Library staff will use their knowledge and experience to adjust allocations where they deem necessary.
- 20% of library stock is chosen directly by library staff, to ensure local needs are met, and to fill gaps in subject areas, following customer and staff suggestions and to replace popular lost and tatty items.

3.3.4 Fiction

The provision of fiction is also a core function of the public library service. Brighton & Hove Libraries cater for a broad spectrum of reading tastes by providing an extensive range of titles including: -

- First novels by new authors
- New novels by established authors
- Novels by established authors still available in print, including the classics.
- Novels published only in paperback.
- English translations of novels from other languages.
- Fiction in languages appropriate to the local ethnic communities
- Graphic novels
- Novels in formats designed to appeal to adults with literacy issues.

- Multiple copies of popular authors are bought in Large Print, but only one copy of less popular titles is added to stock. These are circulated as part of the regular stock rotation plan.

3.3.5 Range of stock provided and stock guidelines for children

Libraries provide a range of resources for children and young people aged from 0 to 19 years of age within designated areas of each library. A balance between fiction and non-fiction is maintained.

The stock is selected with the aims of: -

- Encouraging reading for pleasure.
- Cultivating the use and understanding of language.
- Supporting and promoting literacy
- Supporting emotional and intellectual development.
- Supporting the National Curriculum
- Helping children and young people pursue their interests.
- Meeting the needs of specific client groups e.g. ethnic minorities, children with special needs, LGBT families.
- Reflecting the positive values of a multi-cultural and diverse society.

3.3.6 Reference Collections

- Reference works are purchased to provide factual information in hard copy and electronic resources. Brighton & Hove Libraries will continue to develop the range of electronic resources as well as providing hard copy resources to cover areas not adequately covered by electronic resources.
- Brighton & Hove Libraries will provide reference materials specifically to support the work of the Business & IP Centre in supporting local entrepreneurs and small to medium sized business to develop and grow their business.

3.3.7 eBook & eAudio

eBooks and eAudio enable library services to meet the needs of customers unable to visit in person and is a greener alternative to the production of hard copy books. Brighton & Hove Libraries will continue to develop the range of items available within the constraints of the agreements between publishers and online providers. Online service providers will be continually monitored and reviewed to ensure the most efficient and effective service is delivered and maintained.

3.3.8 Spoken Word – Audio CDs

A selection of popular books in CD Spoken word format will be made available in all adult and children's sections in all branches in addition to the eAudio titles available electronically.

3.3.9 Film

DVDs were traditionally a source of income generation for libraires, however there has been a 71% drop in issue figures during the decade up until April 2020. Brighton & Hove

Libraries recognise the importance of film within culture and society and will continue to develop an offer based on alternative, greener, film delivery methods.

A smaller collection of adult and children's DVDs will be available in Jubilee, Hove, Hangleton and Patcham and the Home Delivery Service to reach target audiences. Usage will be continually monitored and reviewed in line with budgetary constraints and falling issue figures.

3.3.10 Music

CDs were traditionally a source of income generation for libraries but with issues decreasing by 70% during the decade up until April 2020 and with only 3.1% of CD stock on loan on a typical day it is no longer viable to offer a comprehensive CD lending service.

However, Brighton & Hove Libraries recognise the importance of music within culture and society and alternative, greener music delivery methods are being implemented to replace most of the physical CD stock.

The exception will be to provide CDs produced by local bands and labels, to promote local culture and local businesses. Usage will be continually monitored and reviewed in line with budgetary constraints and falling issue figures.

4 Special Collections

- Brighton & Hove Libraries have a wide-ranging collection of rare books and archive material comprising of books, manuscripts, pictorial ephemera, and individual collections donated by local benefactors.
- Brighton & Hove Libraries will continue to provide access to these collections by appointment.

5. STOCK RETENTION AND DISPOSAL GUIDELINES

5.1 All items of stock are purchased for the benefit of the Library Service at large, and maximum use is achieved by regular rotation throughout its life, as appropriate.

5.2 All areas of stock are reviewed regularly to ensure: -

- That stock is maintained in good condition.
- That stock is still relevant to community needs.
- That content and information is still current and accurate.
- That usage justifies retention.

5.3 Adult Lending and Children's Stock

5.3.1 Careful consideration is given to the last copy of a title according to the following criteria:

- If it is a definitive work
- The content is likely to be of historic or local interest
- The plates/drawings/illustrations are especially good
- Coverage of the subject area is very limited and cannot be obtained elsewhere
- The title is a classic/standard work currently not available in print

5.3.2 Stock falling outside the retention policy is withdrawn and disposed of as appropriate, generating income or being recycled wherever possible.

5.4. Local Studies and Special Collections

5.4.1 Because of the nature of the collections concerned it is not policy to discard material, much of which is irreplaceable. The Library Service has a responsibility to preserve as much as possible for future generations.

6 WITHDRAWAL GUIDELINES

6.1 Maintaining stock to a high quality and ensuring maximum relevance and use is an ongoing process, which requires constant editing, revision, and circulation of stock.

6.2 Stock should normally be withdrawn under the following circumstances:

- when in poor physical condition
- when unsuitable for binding or repair
- the content is out-of-date
- a later edition or better alternative is available

6.3 Careful consideration on the withdrawal of stock should be given in every case. Age of stock is a significant factor in continued use and therefore all titles acquired should be re-evaluated against withdrawal criteria. The age when stock is due for review varies for different genre.

6.4 Physical Condition

- All books should be clean inside; where pages are torn, stained, defaced, or very discoloured, books will be removed from the shelves.
- Binding should be in good condition; books with loose pages or damaged spines may be repaired or rebound as appropriate.
- Dirty or damaged jackets and wallets will be cleaned or replaced if the condition of the book warrants it.
- Audio-visual materials should be properly packaged; damaged or scratched cases will be replaced subject to resources
- Damaged or faulty AV materials will be removed for checking and replacement if appropriate
- Faded or worn labelling on covers and cases will be replaced if the condition of the item warrants it.

6.5 Content

6.5.1 Adult fiction and non-fiction

- Titles that have not been issued in the last six or for more than three times in three years should be considered for withdrawal or relocation, depending on the physical condition and the specialisation of the content.
- Superseded editions with outdated or inaccurate information should be withdrawn and replaced where necessary.
- Tourist guides over three years old should be removed if not already replaced.

6.5.2 Children's and young people's stock

- Content will be reviewed for relevancy, accuracy, bias and need, especially in information books that are five or more years old or on subjects that date quickly e.g. information technology, communications and TV tie-ins
- Non-fiction items eight years old should be removed.
- Items in a dull or outmoded style will be removed.
- Withdrawn items should be disposed of to avoid outdated material from libraries finding its way into schools and homes.

6.5.3 Reference

- Reference stock needs to be edited to ensure currency and accuracy; stock containing out of-date or misleading information will be removed.
- Standing orders will be used to ensure relevant annuals and directories are updated as soon as a new edition becomes available.
- Annuals and directories over three years old will not generally be retained.
- Stock will be considered for withdrawal when its content is more practically available in another format.
- Duplication of specialised items with other accessible local information providers will be avoided.
- Tourist books for reference containing listings and prices will be removed if over three years old.

7 DISPOSAL

7.1 Stock identified as surplus to requirements through the withdrawal criteria should be offered for reuse or recycling whenever possible.

7.2 Some stock will be offered for sale either directly to the public through library organised sales

7.3 Any stock remaining or that is such a physical condition that it is not suitable for offer or sale will be offered to recycling agencies. This generates a small income for the service.

7.4 Every effort will be made to recycle stock so that there is no need for landfill disposal.

Council

16 December 2021

Agenda Item 74

Brighton & Hove City Council

Subject: **White Ribbon UK Accreditation** - Extract from the Proceedings of the Tourism, Equalities, Communities & Culture Committee meeting held on the 25th November 2021

Date of Meeting: **16 December 2021**

Contact Officer: Name: **Thomas Bald** Tel: **01273 291354**
E-mail: thomas.bald@brighton-hove.gov.uk

Wards Affected: **All Wards**

FOR GENERAL RELEASE**Action Required of Council:**

To receive the recommendations of the Tourism, Equalities, Communities & Culture Committee for consideration.

Recommendations:

That an application by officers for White Ribbon Accreditation be agreed.

BRIGHTON & HOVE CITY COUNCIL
TOURISM, EQUALITIES, COMMUNITIES & CULTURE COMMITTEE

4.00pm 25 November 2021

MINUTES

Present: Councillors Powell (Chair), Osborne (Co-Chair), Grimshaw (Joint Opposition Spokesperson), Evans (Joint Opposition Spokesperson), Simson (Opposition Spokesperson), Rainey, Littman, Ebel, Childs, and Brown

Co-Optees: Joanna Martindale (Community Voluntary Sector), Nick Dias (Sussex Police), Stephanie Prior, and Harpreet Kaur (BHCC CCG).

PART ONE

43 WHITE RIBBON UK ACCREDITATION

43.1 Anne Clark introduced the item starting on page 49 on the Agenda.

43.2 Councillor Brown was informed that:

- Purple Flag status for a city means that crime rates are lower, and it is deemed safer for people.
- There are 4 factors to work on to achieve this status including strategic leadership, including men and boys in the conversation, changing the culture, and raising awareness of violence.

43.3 Councillor Osborne raised that the culture around violence against women and girls is important to mention in the plan, given that 99% of the perpetrators are men, and that he would be more than happy to be one of the 4 ambassadors for the White Ribbon campaign.

43.4 RESOLVED:

- (1) That full Council be recommended to agree that officers should apply for White Ribbon Accreditation;
- (2) That the action plan as set out in appendix 1 to the report be agreed.

Subject:	White Ribbon UK Accreditation		
Date of Meeting:	16 December 2021 25 November 2021 – Tourism, Equalities, Communities & Culture Committee		
Report of:	Executive Director of Housing Neighbourhoods & Communities		
Contact Officer:	Name:	Anne Clark	Tel:
	Email:	Anne.Clark@brighton-hove.gov.uk	
Ward(s) affected:	All		

FOR GENERAL RELEASE**1. PURPOSE OF REPORT AND POLICY CONTEXT**

- 1.1 This report updates the Committee on White Ribbon UK (WRUK) and the actions required for Brighton and Hove City Council (BHCC) to achieve White Ribbon UK Accreditation.

2. RECOMMENDATIONS:

That the Tourism, Equalities and Culture Committee:

- 2.1 Recommends to Full Council that it agrees officers should apply for White Ribbon Accreditation.
- 2.2 Agrees the action plan set out in Appendix 1.

That Full Council:

- 2.3 Agrees officers should apply for White Ribbon Accreditation.

3. CONTEXT/ BACKGROUND INFORMATION

- 3.1 White Ribbon UK is part of an international movement to engage men in tackling violence against women and girls (VAWG). The White Ribbon Campaign began in Canada in 1991. White Ribbon's mission is for all men to fulfil the White Ribbon pledge to never commit, excuse or remain silent about male violence against women and act as a catalyst, encouraging people, and especially men and boys, individually and collectively to take action against violence against women.
- 3.2 VAWG is an umbrella term which encompasses a range of serious violence crime types which are predominantly but not exclusively experienced by females including:

- Crimes in the name of “Honour”
 - Domestic abuse
 - Harmful Practices including Female Genital Mutilation and Forced Marriage
 - Sexual Violence, abuse and exploitation including rape and forced prostitution
 - Sexual harassment and bullying
 - Stalking
 - Trafficking and Modern Slavery
- 3.3 White Ribbon UK work together with their supporters, ambassadors, champions, organisations, and policy makers, to raise awareness, educate and campaign to bring about change. These partners are working across England and Wales engaging with many thousands of people to change the attitudes that underpin domestic abuse and other forms of violence against women and girls.
- 3.4 Undertaking White Ribbon UK Accreditation demonstrates an organisation’s commitment to ending VAWG and ensures all policies and programmes are aligned with the Home Office Violence Against Women and Girls National Statement of Expectations¹. Public sector bodies achieving White Ribbon status demonstrates their organisation’s commitment to:
- Drive social change to strengthen gender equality and stop violence against women
 - Improve organisational culture, safety, and morale
 - Increase staff knowledge and skills to address violence against women
- 3.5 White Ribbon Accreditation is achieved through the development of a three-year organisation wide action plan covering, strategic leadership, engaging men and boys, raising awareness, and changing culture. Key features include that a strong commitment to White Ribbon UK Accreditation is made by the senior leaders in an organisation, that there is a whole organisation approach, and that the action plan is led and monitored by a designated team.
- 3.6 A key aspect of supporting White Ribbon is to take the pledge ‘to never commit, excuse or remain silent about violence against women’ and wearing a white ribbon amongst staff (encouraging all staff to wear one) and more widely (customers, community partners, businesses). BHCC will need to endorse and promote signing the White Ribbon UK promise.
- 3.7 Historically, Brighton and Hove have demonstrated a firm commitment to White Ribbon UK having achieved accreditation status in 2013, 2015 and 2017. More recently, the Joint Unit for Domestic Abuse, Sexual Violence and Violence Against Women and Girls (DVA/SVA/VAWG) have promoted ‘White Ribbon’ during the 16 days of action against gender-based violence (running from 25th November to 10th December annually).

1

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/574665/VAWG_National_Statement_of_Expectations_-_FINAL.PDF

- 3.8 Appendix 1 depicts the local authority action plan template with details of all actions that will need to be completed. If the Tourism, Communities, Equalities and Culture Committee is supportive of the proposal, the Commissioner for Domestic Abuse, Sexual Violence and Violence Against Women and Girls (DVA/SVA/VAWG), will populate the action plan and look to start implementation in December 2021.
- 3.9 The multi-agency and partnership strategic work that has already been conducted by the Joint Unit helps to meet several of the objectives. This includes the Pan Sussex DVA/SVA/VAWG Strategy and delivery action plan, together with the wide range of DVA/SVA/Stalking and Harassment services delivering support in Brighton and Hove.

4 ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

- 4.1 This report is intended to provide an update on White Ribbon UK Accreditation. Currently, there is not an alternative or equivalent to White Ribbon UK Accreditation

5 COMMUNITY ENGAGEMENT & CONSULTATION

- 5.1 The Joint Unit for Domestic Abuse, Sexual Violence and Violence Against Women and Girls (DVA/SVA/VAWG) continue to support and promote White Ribbon during the 16 days of action against gender-based violence. This includes community engagement activities, however, there has not been any specific community engagement and/or consultation on White Ribbon UK Accreditation.

6 CONCLUSION

- 6.1 This report is to provide information regarding White Ribbon UK Accreditation and is seeking a decision on the appointment of Members to become White Ribbon Champions and for Brighton and Hove City Council to undertake White Ribbon UK Accreditation.

7 FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 7.1 For an organisation the size of BHCC accreditation costs £600 annually which will be met from within current budget resources.

Finance Officer consulted: Mike Bentley

Date: 10/11/21

Legal Implications:

- 7.2 The decision to apply for accreditation must be taken by Full Council as the Council's Constitution requires this where the decision is to endorse, approve or commit the the Council to any charter, alliance or pledge.

Lawyer Consulted:

Alice Rowland

Date: 10/11/21

7.3 Equalities Implications:

White Ribbon UK accreditation provides a framework for organisations to promote gender equality.

7.4 Sustainability Implications:

None identified.

SUPPORTING INFORMATION

Appendix 1

Appendix 1

1. Strategic Leadership
Identify member/s of senior leadership/executive to be the strategic lead for White Ribbon Status and White Ribbon Champion or Ambassador.
Governance body/Executive agree WRUK commitment.
Nominate a lead officer to oversee development and implementation of WRUK strategy, monitoring progress and reporting back to WRUK. This person should be a White Ribbon Ambassador or Champion.
Establish a WRUK Steering Group to oversee the agreed action plan. Lead members of the steering group should be White Ribbon Ambassadors or Champions.
Ensure policies are in place that cover male violence against women & domestic abuse, including within HR policies for staff.
Develop a staff training strategy that includes male violence against women (including sexual violence, coercive control, consent, and domestic abuse).
Ensure all policies and programmes are aligned with the Home Office VAWG <i>National Statement of Expectations</i> .
Build White Ribbon Accreditation as a social value indicator into the commissioning process.
Work with key local partners including education, emergency services and health to develop a joint strategic approach to ending male violence against women.
Ensure adequate support and housing services for women and children experiencing/fleeing domestic abuse.
2. Engaging Men & Boys
Appoint at least 4 male ambassadors within your organisation. All White Ribbon Ambassadors are required to complete WRUK online training.
Promote signing the WRUK promise and wearing a white ribbon amongst staff and more widely (customers, community partners, businesses)
Provide opportunities for ambassadors and champions to become well informed about their role and confident about what men and boys can do to challenge violence against women and girls. Such as providing training.
Ensure that education programmes about domestic abuse and healthy relationships, specifically directed towards boys, within the PSHE curriculum.
Identify opportunities to engage with men and boys, such as through community programmes.
3. Changing Culture
Ensure that all staff do not behave in sexist, harassing or abusive behaviours, through staff induction, training, and ongoing communication.
Develop a zero-tolerance approach to sexist, harassing or abusive behaviours from service users.
Develop a clear system for reporting, assessing, dealing with, and reporting incidents of sexism, harassment, abuse, sexual assault, or violence.
Ensure that no organisational promotional materials use abusive or sexist imagery.
Work towards a zero-tolerance policy on Sexual Entertainment Venues.
Work towards the development of a RESPECT-accredited perpetrator programme.
Consider working towards achieving Purple Flag Status.
Staff at venues to be trained to handle incidents and reports of abuse. If this includes venues where alcohol is served to include training on drink spiking.
4. Raising Awareness
Develop a comprehensive communications plan for staff and customers that identifies engaging with men and boys against violence against women and girls as a key goal.
Ensure that information about where people can get help, support and advice is communicated, accessible & displayed.
Display the WRUK commitment & logo in a wide range of settings such as website, signage, & promotional materials.
Encourage all staff to wear the white ribbon.
Display & utilise White Ribbon awareness raising materials such as posters & videos on customer information screens.
Mark the following dates: November 25 th : White Ribbon Day- The International Day to End Male Violence Against Women. November 25 th – 10 th December: The following 16 days of action.
Maximise opportunities to raise awareness in local communities, such as street stalls, meetings, and open days.
Work with local sports clubs to encourage accreditation.
Work with local music venues to encourage accreditation.

Subject: **Review of the Council's Constitution.** Extract from the proceedings of the Policy & Resources Committee meeting held on the 2 December 2021

Date of Meeting: **16 December 2021**

Report of: **Executive Lead Officer for Strategy, Governance & Law**

Contact Officer: Name: **Mark Wall** Tel: **01273 291006**
E-mail: mark.wall@brighton-hove.gov.uk

Wards Affected: All

FOR GENERAL RELEASE**Action Required of Council:**

To receive the report from the Policy & Resources Committee for consideration and the recommendations for approval.

Recommendations:

- (1) That the proposal to make changes to the Council's Procedure Rules in Part 3.2 of the Council's Constitution indicated in paragraphs 4.1, 4.2, 4.4, 4.5 and Appendix 1 to the report, but not the changes indicated in paragraph 4.3 which Policy & Resources Committee recommends are not adopted be approved;
- (2) That the proposal outlined in para 4.8 to transfer responsibility to manage authorised and unauthorised encampments (including all activities incidental to the Council's functions of Gypsies, Roma and Travellers and Van dwellers) to the Housing Committee from the Environment, Transport & Sustainability Committee be agreed;
- (3) That it be noted that the disability representative agreed by the Policy & Resources Committee at its meeting on 2 May 2021, would attend Environment, Transport & Sustainability Committee and has the status of a standing invitee, the appointment of which is a matter for Policy & Resources Committee;
- (4) That the Chief Executive be granted delegated authority to appoint an individual as disability representative in accordance with resolution (5) above (and any other appointment of individuals as co-optees or standing invitees where the principle of the appointment has been agreed by the relevant committee or Council) following consultation with Group spokespersons for the relevant committee;
- (5) That the re-appointment for a period of 12 months of the Council's two Black and Minority Ethnic standing invitees (to Policy & Resources Committee and Tourism,

Equalities, Communities & Culture Committees respectively) as specified in paragraph 4.15 of the report be agreed;

- (6) That the proposed changes referred to in paras 2.1 (Appendix 1) of the report and (2) to (5) above be approved;
- (7) That the Chief Executive and Monitoring Officer be authorised to take all steps necessary or incidental for the implementation of the changes agreed by the Policy & Resources Committee and by Full Council and authorises the Monitoring Officer to amend and re-publish the Council's constitutional documents to incorporate the changes.
- (8) That the proposed changes come into force immediately following their approval by Policy & Resources Committee or adoption by Full Council, as appropriate.

BRIGHTON & HOVE CITY COUNCIL
POLICY & RESOURCES COMMITTEE

4.00pm 2 DECEMBER 2021

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, Miller and Yates.

Also present: Dr Anusree Biswas-Sasidharan, Standing Invitee

PART ONE

75 REVIEW OF THE COUNCIL'S CONSTITUTION

- 74.1 The Executive Lead Officer for Strategy, Governance & Law introduced the report which outlined the recommendations of the Constitution Working Group for changes to the Council's Constitution. He drew the Committee's attention to various changes that were being put forward and thanked the Working Group for their work. He also drew the Committee's attention to an error in the report and the need for the reference at 36.39 to refer to the Executive Director for Housing, Neighbourhoods & Communities rather than the Executive Director for Economy, Environment & Culture.
- 74.2 Councillor Evans moved an amendment on behalf of the Labour Group which was formally seconded by Councillor Allcock. She welcomed the report and thanked the Working Group and the officers for their work and noted that the amendment was being brought to maintain the essential part of the democratic process of full Council but also noted the aim for the number of written questions to be kept at a reasonable level.
- 74.3 Councillor Clare thanked her colleagues for their work on the Working Group and noted that the aim had been for any proposed changes to be raised with the respected Groups prior to each meeting of the Working Group, in order to enable an informed debate at the Working Group. She was therefore disappointed to see the amendment and hoped that in the future there would be a greater clarity of views brought to the Working Group. She also suggested that rather than one written question per Member the proposal could be changed to two written questions per Member.
- 74.4 Councillor Appich noted the comments and stated that the Labour Group had been unable to consider the proposals ahead of the Working Group and whilst the intention to reduce the number of written questions at full Council was supported, it was felt that

there was a need to wait until the Member casework system was rolled out and became an effective resource for councillors.

- 74.5 Councillor Allcock stated that there was a need for Members to be able to represent the concerns of residents at full Council and therefore until other avenues for raising matters improved, it was important to retain the ability to submit questions to the Council.
- 74.6 The Chair noted the comments and put the Labour amendment to the vote which was carried by 4 votes to 0, with 5 abstentions.
- 74.7 The Chair then put the recommendations as amended to the vote which were carried by 8 votes to 0, with 1 abstention.
- 74.8 **RESOLVED:**
- (1) That the resources described at paras 4.6 & 4.7 and attached at Appendices 2 & 3 be approved and that the Monitoring Officer be given delegated authority to review and update those as necessary in future;
 - (2) That the proposals to make changes to the Council's Member Working Groups and Advisory Bodies in Part 4 of the Council's Constitution as set out in paragraph 4.9, with the following underlined changes made to clause (ii) to bring it in line with clause (iii) be agreed:

That approval is given in principle to changing the Terms of Reference of the Stanmer Park Working Group to remove the requirement that its members be appointed from its parent Committee: a provision which is not included in the Terms of Reference of such other Groups as the Strategic Delivery Board and the Housing Supply Board. It is proposed that instead express provision be made to allow this aspect of the Terms of Reference to be for the parent Committee to decide.
 - (3) That the proposals to make changes to the Council's Member Working Groups and Advisory Bodies in Part 4 of the Council's Constitution as set out in paragraphs 4.9 (as amended in (2) above) to 4.14 inclusive and Appendix 4, including (but not only) by disbanding the Orbis Joint Committee and substituting a new Orbis Partnership Oversight Board be agreed;
 - (4) That the proposal outlined in para 4.8 to transfer responsibility to manage authorised and unauthorised encampments (including all activities incidental to the Council's functions of Gypsies, Roma and Travellers and Van dwellers) to the Housing Committee from the Environment, Transport & Sustainability Committee be agreed;
 - (5) That it be noted that the disability representative agreed by the Policy & Resources Committee at its meeting on 2 May 2021, would attend Environment, Transport & Sustainability Committee and has the status of a standing invitee, the appointment of which is a matter for Policy & Resources Committee;

- (6) That the Chief Executive be granted delegated authority to appoint an individual as disability representative in accordance with resolution (5) above (and any other appointment of individuals as co-optees or standing invitees where the principle of the appointment has been agreed by the relevant committee or Council) following consultation with Group spokespersons for the relevant committee;
- (7) That the re-appointment for a period of 12 months of the Council's two Black and Minority Ethnic standing invitees (to Policy & Resources Committee and Tourism, Equalities, Communities & Culture Committees respectively) as specified in paragraph 4.15 of the report be agreed;
- (8) That the proposals to make the changes to the Scheme of Delegations to Officers in Part 6 of the Council's Constitution (paragraphs 4.17 to 4.20 inclusive and 4.23 and Appendices 5 and 6) be agreed;
- (9) That both the proposal to make changes to Part 8.5 and the amendments to the rules on future changes to that Part outlined in para 4.21 of the report be agreed;
- (10) That the Parents and Carers Leave Policy for Members (as outlined in para 4.22 and Appendix 7) of the report and the revised Indemnity for Members (para 4.24 and Appendix 8) of the report be agreed;

74.9 RESOLVED TO RECOMMEND:

- (1) That the proposal to make changes to the Council's Procedure Rules in Part 3.2 of the Council's Constitution indicated in paragraphs 4.1, 4.2, 4.4, 4.5 and Appendix 1 to the report, but not the changes indicated in paragraph 4.3 which Policy & Resources Committee recommends are not adopted be approved;
- (2) That the proposed changes referred to in paras 2.1 (Appendix 1) of the report and (4) to (7) above be approved;
- (3) That the Chief Executive and Monitoring Officer be authorised to take all steps necessary or incidental for the implementation of the changes agreed by the Policy & Resources Committee and by Full Council and authorises the Monitoring Officer to amend and re-publish the Council's constitutional documents to incorporate the changes.
- (4) That the proposed changes come into force immediately following their approval by Policy & Resources Committee or adoption by Full Council, as appropriate.

Subject:	Review of the Council's Constitution
Date of Meeting:	2nd December 2021 16th December 2021 - Full Council
Report of:	Executive Lead Officer for Strategy, Governance & Law (Monitoring Officer)
Contact Officer:	Name: Abraham Ghebre-Ghiorgis Email: abraham.ghebre-ghiorgis@brighton-hove.gov.uk
Ward(s) affected:	All

FOR GENERAL RELEASE**1. PURPOSE OF REPORT AND POLICY CONTEXT:**

- 1.1 This report proposes changes to the Council's Constitution for approval by Policy & Resources Committee and (where relevant) Full Council. The proposals set out in the Report have been considered by the cross-party Constitutional Working Group (CWG), which has approved them either unanimously or on a majority basis.

2. RECOMMENDATIONS:**Policy & Resources Committee:**

- 2.1 Recommends to Full Council the proposal to make changes to the Council's Procedure Rules in Part 3.2 of the Council's Constitution indicated in paragraphs 4.1 - 4.5 inclusive and Appendix 1.
- 2.2 Approves the resources described at paras 4.6 & 4.7 and attached at Appendices 2 & 3 and gives the Monitoring Officer delegated authority to review and update those as necessary in future.
- 2.3 Agrees the proposals to make changes to the Council's Member Working Groups and Advisory Bodies in Part 4 of the Council's Constitution as set out in paragraphs 4.9 to 4.14 inclusive and Appendix 4, including (but not only) by disbanding the Orbis Joint Committee and substituting a new Orbis Partnership Oversight Board.
- 2.4 Recommends to Full Council the proposal outlined in para 4.8 to transfer responsibility to manage authorised and unauthorised encampments (including all activities incidental to the Council's functions of Gypsies, Roma and Travellers and Van dwellers) to the Housing Committee from the Environment, Transport & Sustainability Committee.
- 2.5 Recommends that Full Council note that the disability representative it agreed would attend Environment, Transport & Sustainability Committee at its meeting in

May 2021 has the status of a standing invitee, the appointment of which is a matter for Policy & Resources Committee.

- 2.6 Agrees to delegate to the Chief Executive the power to appoint an individual as disability representative in accordance with para 2.5 above (and any other appointment of individuals as co-optees or standing invitees where the principle of the appointment has been agreed by the relevant committee or Council) following consultation with Group spokespersons for the relevant committee.
- 2.7 Approves the re-appointment for a period of 12 months of the Council's two Black and Minority Ethnic standing invitees (to Policy & Resources Committee and Tourism, Equalities, Communities & Culture Committees respectively) as specified in paragraph 4.15 of the report.
- 2.8 Agrees the proposals to make the changes to the Scheme of Delegations to Officers in Part 6 of the Council's Constitution (paragraphs 4.17 to 4.20 inclusive and 4.23 and Appendices 5 and 6).
- 2.9 Recommends to Full Council both the proposal to make changes to Part 8.5 and the amendments to the rules on future changes to that Part outlined in para 4.21.
- 2.10 Approves the Parents and Carers Leave Policy for Members (as outlined in para 4.22 and Appendix 7) and the revised Indemnity for Members (para 4.24 and Appendix 8).

Full Council:

- 2.11 Approves the proposed changes referred to in paras 2.1 (Appendix 1), and 2.4 to 2.7 above.

Policy & Resources Committee and Full Council:

- 2.12 Authorises the Chief Executive and Monitoring Officer to take all steps necessary or incidental for the implementation of the changes agreed by the Policy & Resources Committee and by Full Council, and authorises the Monitoring Officer to amend and re-publish the Council's constitutional documents to incorporate the changes.
- 2.13 That the proposed changes come into force immediately following their approval by Policy & Resources Committee or adoption by Full Council, as appropriate.

3. CONTEXT/ BACKGROUND INFORMATION

- 3.1 The Council is required to keep its Constitution under review with a view to achieving efficiency, economy and effectiveness. The cross-party Constitutional Working Group (CWG) was set up to assist with this by considering proposals and advising the Council on proposed changes to the Constitution. The current members of the CWG are Councillors Clare (Chair), O'Quinn and Nemeth. The proposals set out in the report were discussed by the CWG, the members of which approved them in principle either unanimously or on a majority basis.

4. PROPOSALS

Changes to the Council's Procedure Rules – Part 3.2

- 4.1 Changes to the rules governing the conduct of the council's meetings are proposed as described below. Tracked changes version of the proposals described at para 4.4 are attached as Appendix 1.

4.2 Notices of motion

Currently each Group may submit a maximum of two Notices of Motion to each meeting of Full Council, plus also a maximum of two Joint Notices of Motion with another Group. To enable Full Council to manage its agenda and maintain its focus on scheduled items of business, it is proposed to reduce the total number of Notices of Motion submitted. It is proposed that the Rules continue to permit each individual Group to submit two Notices of Motion but that the number of joint Notices of Motion each Group may submit be reduced down to one. If the proposal is agreed then the total number of Notices of Motion that each Group would be able to submit to each full Council meeting would be two Notices of Motion submitted solely by each individual Group, plus one Notice of Motion submitted jointly with another Group.

4.3 Written Questions to Full Council

It has been noted that the lack of any limit on the number of Questions which each Member may submit to Full Council has resulted in some Members posing multiple Questions. This diverts officer resource and directs a disproportionate amount of focus away from other key items considered at the meeting. It is therefore proposed that each individual Member of the Council be permitted to ask one Question only at each Full Council meeting: a provision which - if agreed - would bring the provisions on Oral Questions in line with those which govern Written Questions.

4.4 Criteria for convening an Urgency Sub Committee

The current criteria for convening an Urgency Sub Committee – which refer to “practicability” rather than “reasonable practicability” – are considered to be overly restrictive. Alternative wording is suggested in order to clarify and to flesh out the rationale to be applied by the Committee Chair when considering whether to convene an Urgency Sub Committee. It is proposed that - for completeness - express reference to the Committee's discretion to decide to convene an Urgency Sub Committee if it so wishes be made in the Rules. The suggested proposals are provided at Appendix 1.

4.5 Committee Report writing, including accessibility of information

In a context where the requirements which apply to how public authorities present information have recently been updated, the work of ensuring that all of the council's information is presented in as accessible a way as possible is ongoing and is a key part of the council's direction of travel. So too is the project of continually reviewing the information the council uses to make decisions in order to ensure that decision-making is as rigorous and robust as possible.

- 4.6 A series of key resources have been drafted to ensure that appropriate standards are met, and consistency achieved in Committee report writing. Those include an updated Committee report template & guidance for officers, which includes more detail on reviewing equalities and sustainability considerations. It also explicitly prompts consideration of social value implications in Committee reports on procurement or property-related matters. The revised report template is provided at Appendix 2, while a new checklist is attached at Appendix 3 which it is proposed will sit behind the template to assist report writers in ensuring that sustainable development considerations have been fully reviewed. This checklist has been developed by the Carbon Neutral Officer Group.
- 4.7 Approval is sought for the corporate roll out of the above to report writers as a means of ensuring consistency and robustness in future decision-making. In addition to approving the resources, Committee is asked to delegate to the Council's Monitoring Officer the power to make updating changes to the documents in the future, as considered necessary.

Changes to the Terms of Reference of the Council's existing Committees and Member Working Groups - Part 4

- 4.8 Responsibility for authorised and unauthorised encampments currently sits in the delegations to the Council's Environment, Transport & Sustainability Committee. As well as the management of authorised and unauthorised encampments, this includes all activities necessary or incidental to the Council's performance of its responsibilities in relation to Gypsies, Roma and Travellers and Van dwellers. It is proposed that the function instead be moved to the Council's Housing Committee, on the basis that this area has a logical relationship to that Committee's other key functions. This would align the delegations to Committees with the delegations given to the Council's Chief Officers under the Scheme of Delegations to Officers.
- 4.9 The following changes are proposed in relation to existing Member Working Groups:
- (i) That the name of the Member Development Working Group be changed to the Supporting Members Working Group, so as to more accurately reflect the remit of the Group.
 - (ii) The Terms of Reference of the Stanmer Park Working Group be changed to remove the requirement that its members be appointed from its parent Committee: a provision which is not included in the Terms of Reference of such other Groups as the Strategic Delivery Board and the Housing Supply Board.
 - (iii) That approval is given in principle to changing to the template Terms of Reference for new Member Working Groups to remove the expectation that members must be on the parent Committee. It is proposed that instead express provision be made to allow this aspect of the Terms of Reference to be for the parent Committee to decide.

Disband the Orbis Joint Committee, substituting a new Orbis Partnership Oversight Board – Part 4

- 4.10 This proposal is made following recent changes to the number of services provided by Orbis and, more importantly, to the change in emphasis of the shared service arrangement from being partnership-led to service-led.
- 4.11 Following the withdrawal of a number of services from the Orbis partnership, including HR, Finance and Business Operations, the services now remaining are IT&D, Procurement, Internal Audit and some elements of Finance (Insurance, Treasury & Taxation). Services have been withdrawn because there was clear divergence in the sovereign service demands and requirements for these services which meant that integrated structures and common standards, processes and systems could not be achieved or implemented for these services.
- 4.12 Those services remaining in Orbis are those where there is a strong alignment of service needs and a common direction of travel. However, with a smaller scale to the partnership, the aim is to reduce administrative and management costs and the amount of time required to support the partnership.
- 4.13 Orbis Joint Committee members have been consulted and the Joint Committee has recommended the approval of proposals to realign member involvement in the partnership to reflect its smaller scale, as a service led approach supported by the service management teams and the Joint Management Board. In terms of member oversight, it is proposed that the formal Joint Committee be dissolved and replaced with an Orbis Partnership Oversight Board, with two members appointed to it from each participating authority. The Orbis Partnership Oversight Board would receive annual reports on the performance of the ongoing Orbis partnership and its services.
- 4.14 It is understood that the other authorities in the Orbis partnership have approved the above proposals, namely to approve the dissolution of the Orbis Joint Committee and the introduction of a new Orbis Partnership Oversight Board with the attached Terms of Reference (Appendix 4).

Co-optees appointed to Council Committees

- 4.15 The Council's two Black and Minority Ethnic standing invitees to the Council's Policy & Resources Committee and its Tourism, Equalities, Economy & Culture Committees were each appointed for a 12-month term which has recently expired. This Committee's formal approval is now sought to extend the terms of those individuals for an additional twelve-month period, after which the appointment will be subject to further review.
- 4.16 The Committee is further asked to note that the recruitment of a disability standing invitee (not a co optee) to the Council's Environment, Transport & Sustainability Committee is being progressed using the process and principles previously followed during the recruitment of the above individuals. That process will involve an open callout as a means of maximising the potential for eligible individuals to consider applying. For the avoidance of doubt: where standing invitees are invited to attend the Council's Committees on an ongoing as

opposed to ad hoc basis, that is properly a matter for the Policy & Resources Committee. The Committee is also asked to delegate to the Chief Executive the task of appointing an individual to this role, following cross party input from lead Members from each of the three Groups.

Changes to the Scheme of Delegations to Officers – Part 6

Qualified Person designation

- 4.17 It is proposed that express reference be made in the Council's constitutional arrangements to the role of the Council's statutory Monitoring Officer as the designated person who normally acts as 'Qualified Person' for the purposes of section 36 of the Freedom of Information Act. That section of the Act provides that public bodies may – provided doing so is in the public interest – withhold certain types of information otherwise disclosable under the Freedom of Information Act, subject to the reasonable opinion of the authority's Qualified Person. While this exemption is applied relatively infrequently, it is considered that enhanced transparency will be achieved by referencing the designation of the Monitoring Officer as Qualified Person: a matter which is not for the authority to decide but is instead the subject of a ministerial authorisation, which provides that the Monitoring Officer and Chief Executive are both designated. It is proposed at the same time to make reference in the Scheme to the Monitoring Officer's nominated Deputy as the person formally designated by the Monitoring Officer to act as Qualified Person in the Monitoring Officer's stead, as the need arises.

Trading Standards delegations

- 4.18 It is proposed to update the delegations provided to the Executive Director – Housing, Neighbourhoods & Communities insofar as the Council's trading standards functions are concerned. It is proposed that money laundering (a function understood as falling under the heading of trading standards) be explicitly referenced as a matter of best practice. Additional proposed changes explicitly reference the enforcement activities which form a key part of the trading standards function. Finally, it is considered that the description provided of the trading standards function is sufficient on its own, and that the list of legislation (currently provided in Schedule 3) may be deleted in its entirety. The proposed changes are as indicated in Appendix 5.
- 4.19 It is further proposed that the Monitoring Officer be given delegated powers to enter into limited timebound agreements under section 101 of the Local Government Act 1972 in relation to the enforcement of specified trading standards investigations only. It is proposed that this power be exercised only where considered to be appropriate as part of a specific investigation carried out by an enforcing authority which has identified potential criminal conduct in the area of Brighton & Hove. The aim is to allow other enforcement authorities to follow to conclusion specific investigations originating in another area in situations where utilising this Council's delegated powers is the only means available of safely following through with enforcement action within the law.

Planning delegations, including changes to Part 8.5

- 4.20 The Planning Committee Working Group has proposed amendments to the delegations of the Executive Director – Economy, Environment & Culture to remove any current lack of clarity around the rules. The objective is to be as clear as possible that either the Chair of Planning Committee and/or any of the Opposition Spokespersons may require any major application to be determined by Committee, whether or not any objections have been received in relation to an application. For the avoidance of doubt: this process is in addition to that whereby ward members may call-in a planning application.
- 4.21 Further changes not limited to the Scheme of Delegations were also proposed by the Planning Committee Working Group and are also indicated in Appendix 6 attached. There is firstly a suggestion that amendments be made to the criteria whereby site visits may be made to a property which is the subject of an application. Secondly it is proposed that the rules on amending the Constitution be changed to provide that any future changes to the criteria for site visits (Part 8.5 of the Constitution) be made by Planning Committee (as the Committee best placed to consider them) without any need for consideration by any other body.

Parental & Carers Leave Policy for Members

- 4.22 The obstacles to ensuring representation from across all of the city's communities were noted in recent Reports compiled in response to the Women in Local Government Report produced by the Fawcett Society. The Council does not currently have a dedicated policy applicable to those members whose personal circumstances may require them to step back from their Council responsibilities for a period of time of less than six months duration. (Note: this is a threshold implicitly endorsed by legislation which provides that members failing to attend meetings for six or more consecutive months will be deemed to have vacated their office by reason of absence - see following paragraph). Adopting a Policy on Member Leave is considered to be a way of promoting a more visibly inclusive, family-friendly approach and thereby encouraging greater participation by under-represented groups. A draft Policy is attached at Appendix 7.

Delegation to determine applications to permit absence of six months or more

- 4.23 A separate proposal arises from the provisions in section 85 of the Local Government Act 1972, which provide that elected members will be deemed to have vacated their office by reason of absence if they do not attend any Council meetings for six or more consecutive months. It is noted that provision is made in the legislation for the Council to authorise member absence of a duration of six months or more, provided that the member applies in advance of the expiry of the six-month period. With this in mind, it is suggested that the Council's Monitoring Officer be given delegated authority to determine any such application received by a member, so that if such application is ever made, there is the option of considering it without calling a meeting of Full Council. It is proposed to develop an advisory protocol or guidance, following consultation with Group Leaders, on the criteria to be used in dealing with such applications.

Revised Indemnity Policy for Members

- 4.24 The Council currently has in place an indemnity policy which aims to protect members appointed to outside bodies by the Council. It is proposed that the current policy be updated and extended so that it applies whenever members are acting in good faith in their capacity as elected members; in other words so that it is not limited to situations where members are appointed to external bodies. The proposed Policy has been further extended to cover the Council's Independent Persons as well as its formally co-opted voting members and is provided at Appendix 8.

4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

- 5.1 The Committee or Council could - if it wished - decide not to implement the changes set out in this Report.

5. COMMUNITY ENGAGEMENT & CONSULTATION

- 6.1 The proposals in this Report have been reviewed in detail by elected Members in the Constitution Working Group and Leaders Group. The proposals do not represent changes to the decision-making structure or framework and due to the procedural nature of the changes that are proposed it is not considered that community engagement would be appropriate.

6. CONCLUSION

- 7.1 The proposals reflect the Council's ongoing efforts to review its Constitution to ensure that it is reflective of current practice and priorities and to achieve clarity and increased efficiency. As a result, it is recommended that the proposals in this Report be approved.

8. FINANCIAL & OTHER IMPLICATIONS:

8.1 Financial Implications:

There are no material financial implications arising from this report. Where costs do occur it is expected that these would be contained within existing resources.

Finance Officer Consulted: Peter Francis Date:11/11/2021

8.2 Legal Implications:

Policy & Resources Committee and, where specified in this report, full Council have the authority to make the changes to the Council's Constitution which are set out in the report. The intention is for the proposals to be implemented with immediate effect following the decision of the decision-making body, unless expressly stated to the contrary.

Lawyer Consulted: Victoria Simpson Date: 10/11/21

8.4 Equalities Implications:

The Council has a public sector equality duty under s149 of the Equality Act 2010. In the exercise of its functions the Council must have due regard to the

need to eliminate unlawful discrimination, harassment and victimisation; advance equality of opportunity and foster good relations between persons who share a relevant protected characteristic and those that do not.

The Council's public sector equality duty has been considered by officers and the proposals of this report have been assessed for their equalities impact. The Council's arrangements in relation to standing invitees invited to key decision-making bodies reflects its desire to ensure specialist input in areas relevant to BAME and disability individuals. In addition, the introduction of a dedicated Parents and Carers Leave policy for Members aims to enhance the Council's offer further, including to those individuals who have caring responsibilities.

Sustainability Implications:

None

Brexit Implications:

None

Any Other Significant Implications:

None

SUPPORTING DOCUMENTATION

Appendices:

Appendix 1 – Part 3.2 – Urgency Sub Committee
Appendix 2 – Officer reports template & guidance
Appendix 3 – Sustainable development checklist
Appendix 4 – Part 4 – Orbis Partnership Oversight Board
Appendix 5 – Part 6 – Trading Standards delegations
Appendix 6 – Part 6 – Planning delegations
Appendix 7 – Parental and Carers Leave Policy
Appendix 8 – Indemnity Policy

Background Documents

None

Urgency Sub Committees (Part 3.2)**Rule 22: Urgency Sub Committees**

22.1 Each Committee of the Council shall appoint an Urgency Sub-Committee to exercise its powers. The membership of such Urgency Sub-Committee shall normally consist of the Chair of the Committee, as well as two other Members nominated by the Group Leader or Leaders as appropriate to meet the requirements for the allocation of seats between Political Groups.

22.2 A meeting of the Urgency Sub Committee may be called if the Committee Chair takes the view that it is not reasonably practicable to convene a full Committee meeting, having had regard to the importance of the business to be considered, the urgency of the decision and the need to avoid disproportionate inconvenience. A meeting of the Urgency Sub Committee may also be called where a majority of members decide to do so at an Ordinary or Special Committee meeting.

22.222.3 ~~Such~~ Urgency Sub-Committees so called may exercise the powers of the Committee. ~~ir powers in relation to matters of urgency on which it is necessary to make a decision before the next ordinary meeting of the Committee.~~ Every decision of each Urgency Sub-Committee shall be reported for information to the next Ordinary Meeting of the Committee ~~as appropriate.~~

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Appendix 2

[Insert] Committee

Agenda item

Brighton & Hove City Council

Updated Committee Report Template & Officer Guidance

Before you complete this report template, read the Writing Committee Reports Guide [\[insert as link\]](#).

Subject: [Report title]

Date of meeting: [Include all meetings where the report will be considered]

Report of: [Relevant Executive Director]

Contact Officer: Name: [Report author]
Tel: 01273 29
Email: [Report author email]

Ward(s) affected: All [If not All, insert affected wards]

Notes to assist in completing this template are in blue. Delete these notes once you are ready to submit your report. **Do not** amend the black template headings.

For general release or Not for publication delete one

Include the following paragraph if the report is not for publication (i.e. if it is confidential). Legal or Democratic Services can assist with this.

Note: Exempt information

The public are likely to be excluded from the meeting during consideration of this report as it contains exempt information as defined in paragraph (X) of schedule 12A, Part 1, to the Local Government Act 1972 (as amended). **Delete if not applicable.**

All reports and appendices must be released as final versions on the [report management system](#) [\[insert as link to guide\]](#) by 10am seven working days before the meeting. Reports submitted after this time will require agreement from the Chair to be included as a late item. A late report must have both of the following two paragraphs completed.

Note: Urgency

By reason of the special circumstances below, and in accordance with section 100B(4)(b) of the 1972 Act, the Chair of the meeting has been consulted and is of the opinion that this item should be considered at the meeting as a matter of urgency. **Delete if not applicable.**

Note: Reasons for urgency

The special circumstances for non-compliance with Council Procedure Rule 3, Access to Information Procedure Rule 5 and Section 100B(4) of the Local Government Act 1972 (as amended), **(items not considered unless the agenda is**

open to inspection at least five days in advance of the meeting) were that [insert here the reason why it is urgent to take the item at this meeting]. Delete if not applicable.

1. Purpose of the report and policy context

Add a very brief one or two paragraph summary of what you are asking the decision maker to do and why.

1.1

2. Recommendations

Recommendations should state exactly what you're asking the decision makers to do and should make sense as a stand-alone sentence. The wording should result in a clear decision that is self-contained. If reference is made to the report, specify the relevant paragraph or Appendix. Each recommendation must have a separate paragraph number.

2.1 That Committee [agrees/notes/delegates authority to ...]

2.2 That Committee [agrees/notes/delegates authority to ...]

3. Context and background information

This is the main body of the report:

- include relevant background information;
- include the context of relevant council policies, priorities and previous Committee decisions;
- the length of report should not be more than 4 sides of A4;
- avoid jargon and acronyms;
- use a new paragraph for each point and sub-headings if necessary.

3.1

4. Analysis and consideration of alternative options

Include arguments for and against the recommendations and details of any alternative options considered and why they are not recommended.

4.1

5. Community engagement and consultation

It is essential to build in sufficient time to consult relevant councillors, officers and other interested parties (e.g. lead members, ward councillors, partners, businesses, local residents, communities of interest, community and voluntary sector groups and organisations, staff/union representatives) as appropriate.

The relevant Committee Chair should be consulted at an early stage. Their views on what consultation is necessary will be relevant. If the report affects a particular ward, it will be necessary to consult the ward councillors.

State whether you've used the Community Engagement Framework and Standards [insert link], what forms of engagement have been done or planned, and how

you've incorporated any feedback and results into the content of the report. If you have not done any community engagement or consultation, please say why not.

If you have any questions on community engagement, please email communitiesteam@brighton-hove.gov.uk.

5.1

6. Conclusion

Summarise the key reasons for the decision you seek, justifying why the recommendations should be approved and the recommended course of action.

6.1

7. Financial implications

Use the report management system to send the report to your finance officer to ensure that this section is completed by them before you release the report as final on the system.

Include all capital and revenue financial and property implications arising out of the report proposals

7.1

Name of finance officer consulted:

Date consulted (dd/mm/yy):

8. Legal implications

Use the report management system to send the report to your legal officer to ensure that this section is completed by them before you release the report as final on the system.

8.1

Name of lawyer consulted:

Date consulted (dd/mm/yy):

9. Equalities implications

As a public authority we must have due regard to the need to:-

- eliminate unlawful discrimination, harassment and victimisation
- advance equality of opportunity
- foster good relations between people who share a protected characteristic and those who do not.

Our assessments of impact on equality must:

- contain enough information to show the Council's due regard to the aims of the equality duty in our decision-making
- consider ways of mitigating or avoiding any adverse impacts.

To assist you in completing this section, please refer to the [Equalities Impact Assessment template and guidance notes](#). The checklist at page 3 will assist you to consider how your proposals may impact on different groups. You can attach the completed EIA or summarise the information in it.

Please contact equalities@brighton-hove.gov.uk for further advice, including support on completing Equality Impact Assessments.

9.1

10. Sustainability implications

Complete the Sustainability Checklist for report writers [insert as link] to identify the positive and negative impacts on sustainability and any mitigation measures. Consult the Sustainable Procurement Policy [insert as link] where relevant. Summarise here the impacts and mitigations you have identified from the checklist.

Please contact sustainability@brighton-hove.gov.uk for further advice.

10.1

10.2

11. Other Implications [delete any or all that are not applicable]

Social Value and procurement implications

For all property and procurement matters, Social Value considerations should be addressed. [Social Value](#) guidance is available on The Wave.

Please contact the Social Value and Sustainability Procurement Manager for further advice [link to email]

For all procurement matters also include the outcome from the Procurement Advisory Board (PAB) if the matter has been before PAB. This can be a summary or an extract from the PAB minutes added as an Appendix. If a procurement matter has not first been considered at PAB, explain why. [Contact your Strategic Procurement Manager](#) for further advice.

11.1

Crime & disorder implications:

All councils are subject to a statutory duty (s17 Crime and Disorder Act 1998) to do all they can to reasonably prevent crime and disorder in their area across the range of services delivered within their communities. Please consider whether the decisions contemplated, or activities reported have potential to impact on community safety and, if relevant, include here a summary of the impact. Focus on measures that will help to prevent crime and disorder, including the misuse of substances and re-offending.

11.2

Public Health implications:

The Council is committed to improving public health and wellbeing and to reducing inequalities across the city. The health, equalities & wellbeing tool kit is available to help report writers complete this section. Consider the effect of the proposals on the council's duty to promote the public health and wellbeing of people in its area

Supporting Documentation

1. Appendices [delete if not applicable]

Reference your appendices in the main body of the report. Upload them as separate documents to the report in the report management system.

- 1.
- 2.

2. Background documents [delete if not applicable]

Background documents are documents relating to the subject matter of the report which:-

- a) disclose any facts or matters on which the report, or an important part of the report, is based and
- (b) have been relied on to a material extent in preparing the report.

Listed background documents must be made available to inspection by the public. Exempt or confidential documents are not required to be listed as background documents. Documents which are already published are not required to be listed.

- 1.
- 2.

Writing Committee reports

This guidance helps you write concise and easy to understand Committee reports.

1. Submitting your report

The Submitting Committee Reports Guide [insert as link] tells you how to submit reports using the electronic report management system. When you enter a report title, it creates a template report with guidance on what to include in each section of the report.

2. Digital publication of reports

We publish all reports electronically. Democratic Services convert all documents to PDF to distribute to Councillors and officers. As this may change the format of the document, upload your document having first converted it to PDF if you wish it to retain its exact format (for example, if you would like suggested changes to a draft document to show as tracked changes in an appendix).

When the reports are published to the Council website or the Wave intranet, they are converted to HTML in line with digital accessibility regulations.

3. Length of reports

Write your report succinctly so it's no longer than 4 sides of A4. Include detailed information as an appendix, where necessary.

4. Clarity and consistency

We must comply with legislation and government guidance on accessible content design to ensure everyone can understand the content of the report. At the foundation of accessible content design is writing in plain English. The [Plain English Campaign](#) have free guides on how to write in plain English including a useful A-Z of alternative words to use. All report authors should attend the Council's digital accessibility training [insert as link]. A summary of key points is set out below.

- **Write for the reader**

Think about your audience and their needs, balanced against what you want to achieve. Design your content to answer their questions. Elected members and co-optees to Committees, as well as members of the public and press, need to be able to understand Committee reports.

- **Use everyday language and avoid jargon**

Say exactly what you mean, using the simplest words that fit. This means writing words the reader can understand. Avoid specialist jargon. Explain all abbreviations and acronyms, unless they are well known and commonly used e.g. UK, EU, VAT.

- **Write short sentences and paragraphs**

Aim for between 15-20 words in each sentence. It doesn't mean making all sentences the same length. Mix it up, so it's punchy. Stick to one idea in a sentence. Long paragraphs are off putting to the reader – keep them short.

- **Use headings and lists**

We know that users scan digital content, and headings and lists help break up a page and make it easier to read and scan. Make sure your headings are meaningful.

Write in sentence case, which means the first letter is capitalised, and the rest are lower case.

Lists are great for presenting multiple pieces of information.

- **Use tables for data**

Use tables for data, not words. Often you can replace a table with a bulleted list, which is easier for people to read on their phones.

- **Write meaningful links**

Use unique and descriptive link text. Links that are not meaningful do not work for people using screen readers. Eg

Inaccessible link example

[Click here](#) for our report writing guide

Accessible link example

Download our [report writing guide](#)

- **Don't use different fonts and colours, italics, underlines or colours to convey meaning**

Use one black font (Arial). Readers with cognitive disabilities struggle to read bold, different colours, italics and capitalised words.

Underlining denotes links in the digital world, and we use them only in link text.

5. Responsibility for the report

Reports must be in the name of one or more members of the Executive Leadership Team (ELT). The author of the report is the identified contact officer. The responsible ELT member must be included in the reviewer list so that they can give final approval before a report is released and it is submitted for decision.

6. Confidentiality

If your report, or part of it is confidential and not for public release, you must say why it's confidential. Describe what is exempt and why it applies – see [Access to Information](#).

If it is only part of a report that is exempt, you can put the exempt part as an Appendix in Part 2 of the agenda.

7. Implications paragraphs

The report template [insert as link] provides guidance on how to fill in the implications paragraphs in reports. You must give legal and finance officers at least 5 working days before the report deadline to review reports. Follow the specific detailed guidance if your report has equalities and sustainability implications.

8. Reports – timing and urgency

The Head of Democratic Services circulates details of deadlines for each meeting. The report will need to be considered at pre-meetings including ELT, Chairs and Cross-Party pre-meetings before Committee. It is important that you circulate your reports in time for each stage, so there is enough time for any necessary subsequent revisions to the report.

Make sure final reports are with Democratic Services at least 7 working days before the Committee meeting. If there are less than 5 clear working days between publication and the meeting, the Chair will first need to agree to take the report as a late item. In this situation, you must also include a statement of the special

circumstances and specific reasons for lateness that apply in the report, and why it is not possible to defer the matter to the next meeting.

Appendix 3

Brighton & Hove Sustainability Implications checklist for report writers

This guidance is to support project managers when assessing their projects for sustainability and climate impact and to ensure projects are supporting the wider goals of the city's Carbon Neutral 2030 commitment.

Proposal/advice title:	Directorate:	Date:
-------------------------------	---------------------	--------------

Sustainability theme	Consideration	Relevant Yes/No?	If 'Yes', is impact positive or negative?	Briefly describe	If negative, briefly describe mitigation measures
Energy	<ul style="list-style-type: none">✓ Use renewable sources of energy (renewables that are alternatives to combustion), including clean energy providers✓ Consider potential for generating renewable energy✓ Minimise energy consumption				
Sustainable travel and transport	<ul style="list-style-type: none">✓ Travel is kept to a minimum but where necessary active and sustainable travel is prioritised for people and deliveries/freight, meaning walking and cycling, public transport, car sharing,				

Appendix 3

Brighton & Hove Sustainability Implications checklist for report writers

	<p>electric or low emission vehicles including e-cargo bikes and sustainable logistics solutions</p> <ul style="list-style-type: none"> ✓ Consider use of shared mobility scheme options, like BTN BikeShare, car clubs, vehicle leasing ✓ Consider practices that eliminate or minimise the need to travel, like homeworking and local co-working hubs, remote access to services, like education, health ✓ Any new Controlled Parking Zone should consider the provision for electric vehicle charging infrastructure 				
Sustainable procurement	<p>The council requires its suppliers to conduct their operations in a sustainable manner, in line with our own priorities and commitments. These can be found in our Sustainable Procurement Policy. To ensure that our suppliers share our commitment to reducing the impact of the products and services they provide you can:</p>				

Appendix 3

Brighton & Hove Sustainability Implications checklist for report writers

	<ul style="list-style-type: none">✓ read the council's Sustainable Procurement Policy✓ have a look at the council's Social Value Framework on p13 to 15 which lists Environmental Sustainability examples in the last column✓ detail any sustainability requirements you want the winning bidder to follow and/ or deliver as part of the contract in your specification✓ include a sustainability quality question in your tender✓ consider adding a Key Performance Indicator (KPI) that is linked to reducing environmental impact✓ if you're buying food for the council or procuring a catering contract, read the council's Buying Standards for Catering Contracts; and include these requirements in your specification				
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Appendix 3

Brighton & Hove Sustainability Implications checklist for report writers

	For further help and advice, please contact the BHCC Procurement Team				
Circular waste management practices and procurement	<ul style="list-style-type: none"> ✓ Consumption and use of virgin materials is eliminated or kept to an absolute minimum ✓ Consider leasing of equipment, materials, resources and property rather than purchasing or building new ✓ Use of 100% reused / repurposed materials ✓ Packaging and wasted materials are eliminated, kept to a minimum and made from renewable materials ✓ Ensure food waste is minimised or re-distributed to benefit local communities 				
Sustainable economy	<ul style="list-style-type: none"> ✓ Support local economy and local employment ✓ Consider impact to local businesses and high streets ✓ Consider opportunities for quality green skills development and training 				

Appendix 3

Brighton & Hove Sustainability Implications checklist for report writers

	<ul style="list-style-type: none"> ✓ Consider circular principles that are outlined in the BHCC Circular Economy Route Map 				
Health, safety, wellbeing and local communities	<ul style="list-style-type: none"> ✓ Promote healthy, safe and secure environments in which to live and work ✓ Consider impact of noise, stress and air quality to local residents, building occupants and communities 				
Sustainable water	<ul style="list-style-type: none"> ✓ Minimise water consumption and ensure water efficiency measures are in place ✓ Consider water harvesting and reuse ✓ Consider impact to water pollution from chemicals use, particularly in relation to vehicle use, cleaning and maintenance ✓ Consider use of sustainable urban drainage for minimising impact of water pollution and surface water flooding, in particular, permeable surfaces ✓ Use drought tolerant, native planting schemes to 				

Appendix 3

Brighton & Hove Sustainability Implications checklist for report writers

	minimise irrigation requirements				
Biodiversity and nature conservation	<ul style="list-style-type: none">✓ Seek to protect, enhance and create natural habitats to support local species and wildlife✓ Ensure pesticides and herbicides are not used unless in exceptional circumstances✓ Consider ecosystem service impacts and appropriate mitigation✓ Consider use of nature-based solutions✓ Support the ambitions and aspirations of The Living Coast Biosphere✓ Consider how local communities can be engaged and benefit from improvements to their natural environment				

TERMS OF REFERENCE

Orbis Partnership Oversight Board

1. Purpose

To oversee and monitor the delivery of the Orbis Partnership for the benefit of each participating council, and in particular to:

- i. Monitor the performance of the partnership and seek assurance that Orbis is acting according to its mission and business plan and has the resources to do so, including oversight of the external contract performance of Orbis Services.
- ii. Provide constructive challenge to ensure Orbis remains fit for the future.

The board will provide an opportunity for members of the partner authorities to have oversight of the performance of the partnership which would otherwise need to be considered separately through sovereign policy committees or cabinet member meetings. This would be both administratively burdensome but would also mean there would be no opportunity for members to come together and jointly discuss and consider the effectiveness of the partnership. Formal decisions will still be required to go through sovereign processes.

2. Areas of focus

- i) Monitoring performance compared to the business plan
- ii) Providing oversight of services provided by Orbis under external contract.
- iii) Reviewing the effectiveness of the Orbis Partnership.

3. Reporting

The Orbis Partnership Oversight Board will report to the suitable Committee at each sovereign partner organisation as appropriate and with recommendations as necessary.

4. Membership

Each Partner Council shall appoint two Members to the Board in accordance with the governance arrangements of each Council.

The chair of the meeting shall be the member of the Council which is hosting the meeting virtually or physically.

5. Quorum

The quorum for any meeting of the Board will be three members, provided that one member is in attendance from each Council.

6. Meetings and ways of working

The board will meet at least once per year. The board may hold additional meetings as it determines necessary.

Meetings may be held virtually or face-to-face. The virtual (or physical) location will be chaired/hosted on an alternate basis.

7. Review

These terms of reference may be reviewed and amended by sovereign organisations from time to time, subject to the agreement of all partners.

Appendix 5

Trading Standards-related delegations

Proposed changes to the delegations of the Executive Director Housing, Neighbourhoods & Communities (Part 6.3)

[..]

9. Trading Standards

To exercise the Council's functions with regard to trading standards in the following areas, including but not only by taking such enforcement action as is considered necessary to enforce those functions, using the Council's powers pursuant to all or any legislation in force at the relevant time:

• Animal health and welfare; • Consumer protection; • Fair trading and consumer protection; • Food and feed; • Food safety; • Health and safety at work; • Product safety; • Weights and measures. • Money laundering

PLUS the deletion of the list of legislation in Schedule 3 in its entirety.

.....

Proposed changes to the delegations of the Executive Lead for Strategy, Governance & Law (and Monitoring Officer) (Part 6.3)

[..]

(3) Proceedings

(a) To institute, defend and carry on or settle legal proceedings to protect the Council's interest or to implement a decision made by the Council, its Committees, Sub-Committees or Officers or for the recovery of any debt or sum due to the Council;

b) To authorize the exercise of the Council's powers to enter into limited and time-bound agreements pursuant to S101 of the Local Government Act 1972 to permit officers of other named authorities to investigate and/or institute proceedings against persons within the Council's area for trading standards matters on a case by case basis, having first consulted with the relevant Executive Director and the Chair of the relevant service Committee.

c) To exercise the Council's functions under Section 222 of the Local Government Act 1972 to institute or defend proceedings in the interests of the inhabitants of the Council's area etc.

[..]

Appendix 6

Changes to the delegations of the Executive Director Economy, Environment and Culture (Part 6.3)

15. Town and Country Planning

- (1) To determine applications in relation to matters listed under Part I of **Schedule 4** to this Scheme of Delegation having regard to the Council's relevant planning policies and published guidelines.

PROVIDED THAT the powers delegated under the above shall NOT apply where:-

- (a) The specified number of individual written objections relating to material planning considerations pertinent to the application in question have been received within the public consultation period from separate persons or bodies in relation to applications that officers are minded to approve, or where the specified number of individual written expressions of support from separate bodies or persons have been received within the public consultation period in relation to applications that officers are minded to refuse. Only written objections or expressions of support received from persons who live in the immediate vicinity of the application site or who otherwise may reasonably be considered to be potentially directly affected by the proposed development will be taken into account in determining the relevant number of representations required by this paragraph. For the purposes of this sub-paragraph "the specified number" shall be ten or more for applications falling within sub-paragraphs (1) (a) to (d) (inclusive) of Part I ("major applications") and shall be five or more for applications falling within sub-paragraph (1) (e) and paragraphs (2) to (5) (inclusive) of Part I.

PROVIDED THAT in relation to major applications where the application would not otherwise be determined by the Planning Committee as a consequence of the above specified number is ten or more and nine or fewer objections or expressions of support have been received, the application in question shall be referred to Planning Committee for determination should the Chair of Planning and/or any of the Opposition Spokespersons deem it appropriate. The Head of Planning will consult with the Chair of Planning and the Opposition Spokespersons for this purpose;

Changes to Criteria for Planning Committee Site Visits (Part 8.5)

APPENDIX 1

Criteria for Planning Committee Site Visits

1 The Purpose of Site Visits

1.1 The purpose of a Site Visit is:-

- to enable Members of the Committee to obtain a fuller appreciation of the likely impact of proposed development, which may not be apparent from the officers' report and presentation or form a public vantage point outside the site, so as to inform better decision making in respect of that application;
- to enable Members of the Committee to assess the impact of schemes that they have previously approved so as to inform decision making in the future (site visits to implemented schemes).

1.2 The purpose of a Site Visit is not:-

- to allow ward Councillors, applicants, objectors or other members of the public to lobby Members of the Committee, nor
- to duplicate or check up on the site assessment made by the planning case officer.

2. Protocol for calling for Site Visits

2.1 Any Member of the Committee or Councillor is entitled to make a request for a site visit explaining how they consider their request meets the criteria set out above. It will be entirely at the discretion of the Committee to decide whether it wishes to carry out a site visit in that particular instance.

2.2 A request for a site visit may be made by a Member either at Planning Committee, ~~or~~ at an Officer-Member Briefing, or by written request in advance of an Officer-Member Briefing. Officers may suggest or formally recommend that a site visit be made. A site visit will be held if unless the majority of Members, present at the time when the request is considered, ~~disagree~~ agree. Should a site visit be agreed the planning application will be heard at, or deferred until, the next Planning Committee following the site visit.

2.3 Members will be encouraged to identify potential cases for Committee site visits at the earliest possible occasion so as to avoid unnecessary deferments.

Appendix 7

Parental, Carers and Special Leave Policy for Members

Aim of the Policy

- 1.1. The aim of this Policy is to place on record the Council's ongoing intention to provide a positive and accommodating environment for all Members, including those who have family and/or caring responsibilities. Ensuring that a range of people from across our society feel supported to stand for election is a key ambition for the Council. Only by supporting existing elected and co-opted members while also encouraging representation from under-represented groups will the Council attract and retain all those who wish to represent their community or communities, whatever their individual life circumstances.
- 1.2. This policy offers some key guiding principles, which are to be given their widest possible application in line with the aims and ambitions outlined above.

Context & application of this Policy

- 1.3 This Policy applies to all types of Leave that a member may wish to take as a result of their family-related responsibilities. This includes but is not limited to the following: parental leave (including maternal and paternal leave, adoptive leave and any leave taken by a person acting as the main carer for a child under the age of 18), carers' leave (including any leave taken to care for another individual of any age), bereavement leave (including that taken following the death of a partner, dependent or other key individual) and special leave (including compassionate leave and leave triggered by a complex family situation).
- 1.4 The term 'Leave' is used throughout this policy to describe a period of absence of less than 6 months which a member may take at their

discretion from their duties. The legislative framework in relation to member attendance at Council meetings is not affected by this policy and the requirement for authorisation of any absence of 6 months or more remains as set out at s85 of the Local Government Act 1972, as described at paragraph 3.4-3.6 below.

Member allowances, including Special Responsibility Allowances

1.5 The taking of Leave pursuant to this Policy will not trigger any change to a Member's ordinary Allowance or Special Responsibility Allowance, which will continue to be payable to members until such time as they cease to be a member or cease to hold their position of Special Responsibility.

Parental Leave, including adoption and antenatal leave

2.1. An elected Member who has given birth to or is (one of the) primary carer(s) of a child, including an adopted child, may take up to six months' Leave from their Member duties following or starting at around the time of the birth/ adoption/ otherwise assuming caring responsibilities for their child.

2.2. All Members will be supported in attending antenatal appointments and/or pre-adoption appointments where they aim to be (one of the) primary carer(s) of a child.

2.3. The parental Leave provisions in para 2.1 above will be applied equally to any Member whose child is not carried to term or is stillborn. The same principles will also be applied to parents who suffer the bereavement of a child.

Carers, Special and other Leave

2.4 Other Leave including (but not limited to) the types of Leave listed in para 1.3 may also be taken for a period of less than six months at the elected Member's discretion, having first notified their Group and the Monitoring Officer in advance of their intention to take Leave in accordance with para 3.2 below.

Notification of taking of Leave, and of return

3.1 Members are expected to alert both their Group (if they have one) and fellow ward members as well as the Monitoring Officer where they plan to take Leave of any duration exceeding one calendar month. They are expected to indicate an anticipated date of return at that time, and to keep both their Group and the Monitoring Officer informed of their intentions, including by notifying them should their period of absence be extended to cover a longer period of time than first anticipated.

Communication by members who are on Leave

3.2 It is for the individual member to decide whether/ to what extent to continue to respond to emails and correspondence whilst on Leave. While Members will normally be expected to put on an 'out of office' automated message redirecting queries to a designated /alternative member, the main expectation is that they are clear re how long they intend to be absent and the extent to which they will continue to engage, as well as who should be contacted in their absence.

Local Constituent Duties

3.3 Members who take Leave may nominate one or more other Member(s) to deal with local issues in their constituency. Where a Member is in a Group, they may ask another Group member; alternatively or where they are not in a Group then they may ask another Member, who may have been elected to the same ward. It will normally be the

responsibility of the Member taking Leave to arrange this and to notify the Monitoring Officer of the arrangement which has been made.

Leave of 6 months or more

3.4 Periods of absence of six months or more fall outside the limits of this Policy. Section 85 of the Local Government Act 1972 provides that any member failing to attend any meetings of the authority for six consecutive months shall automatically cease to be a member unless their reason for not attending was due to a reason approved by the authority before the expiry of that period.

3.5 Written application must be made to the Monitoring Officer of the Council by a member for Leave for a period of six months or more. Written application must be made at least two weeks before the six consecutive months expire.

3.6 Further details are available on application to the Monitoring Officer.

Appendix 8

Revised indemnity policy

Indemnity provided to members and Officers under Section 101 Local Government Act 2000 and the Local Authorities (Indemnities for Members and Officers) Order 2004.

Summary

An indemnity is provided in respect of financial liabilities incurred by a Member or Officer of Brighton & Hove City Council ("the Authority") who is acting in good faith as a Member or Officer of the Council or as an authorised representative working outside the Council, provided that the act or default falls within paragraphs a) or b) and subject to the requirements and exclusions in paragraphs 1) to 4).

Indemnity

For the purposes of this indemnity, "Member" shall include all elected Members of the Authority as well as any persons who are co-opted onto any committee or subcommittee of the Authority and are entitled to vote on any question that falls to be determined by that body. It shall also include the Council's Independent Persons, who are appointed to the Council pursuant to section 28 of the Localism Act 2011. "Officer" shall include all employees of the Authority.

The Authority shall indemnify each Member and Officer of the Authority against any claim, liability, loss and/or damage in relation to any action of, or failure to act which:-

- a) is authorised by the Authority; or
- b) forms part of, or arises from, any powers conferred, or duties placed upon that Member or Officer, as a consequence of any function being exercised by that Member or Officer (whether or not when exercising that function this is done in their capacity as a Member or Officer of the authority)–
 - i) at the request of, or with the approval of the Authority, or
 - ii) for the purposes of the Authority.

Such indemnity is subject to the following requirements and exclusions:-

1. Obligation to believe action to be within powers or that statements made were true

A Member or Officer relying upon an indemnity must:

- a) have believed that the action or failure to act in question was within the powers of the Authority; or

- b) where that action or failure comprises the issuing or authorisation of any document containing any statement as to the powers of the Authority, or any statement that certain steps have been taken or requirements fulfilled, believed that the contents of that statement were true;

and prove that it was reasonable for that Member or Officer to hold that belief at the time when they acted or failed to act.

2. Criminal Offences, Fraud, etc and Defamation

- 2.1 This indemnity shall not apply in relation to any action by, or failure to act by, any Member or Officer which constitutes a criminal offence, but an indemnity may be provided in relation to:-

- a) the defence of criminal proceedings brought against the Officer or Member, subject to part 3, below, of this indemnity; and

- b) any civil liability arising as a consequence of any action or failure to act which also constitutes a criminal offence.

- 2.2 This indemnity shall not apply in relation to any action by, or failure to act by, any Member or Officer which is the result of fraud, or other deliberate wrongdoing or recklessness on the part of that Member or Officer.

- 2.3 This indemnity may apply to the defence by a Member or Officer of any allegation of defamation made against them, but does not extend to the making by a Member or Officer of any claim in relation to an alleged defamation of that Member or Officer.

3. Repayment of Costs upon Criminal Conviction and/or Finding of Breach of the Code of Conduct

- 3.1 Where a Member or Officer relies upon this indemnity in relation to the defence of either any criminal proceedings; or any investigation, report reference, adjudication or any other proceeding pursuant to Part 3 of the Local Government Act 2000 ("Part 3 proceedings"); this indemnity shall be subject to the terms that:-

- a) in the case of criminal proceedings, if the Member or Officer in question is convicted of a criminal offence and that conviction is not overturned following any appeal; and

- b) in the case of Part 3 proceedings

- i) if a finding is made in those proceedings that the Member in question has failed to comply with the Code of Conduct and that finding is not overturned following any appeal, or

- ii) if the Member admits that they have failed to comply with the Code of Conduct,

that Member or Officer shall reimburse the Authority for any sums expended by the Authority in relation to those proceedings pursuant to this indemnity.

- 3.2 Where a Member or Officer is obliged to reimburse the Authority pursuant to the terms of this indemnity, those sums may be recoverable by the Authority as a civil debt.

4. Application of the indemnity

The indemnity shall continue to apply after the Member or Officer has ceased to be a Member or Officer as well as during their membership of or employment by the Council.

The indemnity shall only extend to actual loss and expense incurred. It does not cover any loss or expense for which the Member or Officer can obtain re-imbursement from any other source, including insurance whether taken out by the Council, Member or Officer, or by any other person or organisation

An application for an indemnity received from a Member or Officer should be processed in accordance with paragraph 5. below

5 Notification of a claim, approval of expenditure etc

Any Member or Officer wishing to take advantage of this indemnity shall

- notify the Monitoring Officer at the Authority of this fact as soon as reasonably practicable after the circumstances giving rise to an entitlement claim have come to their attention
- take reasonable steps to mitigate the amount that might otherwise be claimed under the indemnity
- not incur expenditure without the approval of the Authority, which approval shall not be unreasonably delayed, and the Authority shall be entitled to limit the amount it is liable to reimburse such Member or Officer if the proposed expenditure reasonably appears to the Authority to be greater than is necessary in the circumstances
- permit the Authority reasonable access to any information or advice, such as legal advice, relevant to the matter and comply with all other reasonable requests of the Authority in the conduct of the matter
- not be entitled to any indemnity from the Authority for any sum(s) which are discharged by the external body or by insurance cover (whether arranged by or for the external body, the Authority or otherwise), or which would have been so discharged but for the unreasonable actions or omissions of the Member or Officer.

6. Insurance

To assist in discharging this indemnity, the Authority may, at its absolute discretion, arrange insurance. There may also be other insurance which could be used to cover the liability of the Member or Officer, for example arranged by the external body. In any case where insurance cover is available, any Member or Officer claiming to be indemnified by the Authority shall use all reasonable endeavours to abide by any requirements of the insurance / insurer and to assist in claiming and securing payment(s) under the insurance policy.

Updated XX 2021

Brighton & Hove City Council

Council

Agenda Item 76

Subject: Arrangements for Council Meetings

Date of meeting: 16 December 2021

Report of: Executive Lead Officer for Strategy, Governance Law

Contact Officer: Abraham Ghebre-Ghiorghis

Tel: 01273 291515

Email: abraham.ghebre-ghiorghis@brighton-hove.gov.uk

Ward(s) affected: All

For general release

1. Purpose of the report and policy context

- 1.1 To seek Members' agreement to special arrangements for dealing with public engagement items currently dealt with at meetings of full Council and to seek agreement to draft guidance or protocol to apply to Council meetings.

2. Recommendations

- 2.1 That Members agree the proposed revision to the Council Procedure Rules and the Petition Scheme to enable the special arrangements set out in the Appendix to this report to apply from the next full Council meeting until Annual Council, providing that Council may review the position earlier having regard to the experience of operating the new arrangements.
- 2.2 That Council agrees the draft protocol as set out in Appendix 1 as a general guide to arrangements for Council and Committee meetings.

3. Context and background information

- 3.1 Given the continued risk posed by the Covid 19 pandemic and, in particular, the new Omicron variant, Officers have been reviewing arrangements for Member meetings. Most Committee and sub-committee meetings seem to be working reasonably well, but due to the numbers involved, there is concern about the safety and suitability of arrangements for meetings of full Council. It is therefore proposed to introduce the arrangements set out in the draft protocol in Appendix 1 to this report.

4. Analysis and consideration of alternative options

- 4.1 The Council can continue without the arrangements in the draft protocol but this involves taking a significant risk, especially for full Council meetings, and is therefore not recommended.

5. Community engagement and consultation

- 5.1 There has not been the opportunity to consult with the public on the proposed arrangements, but officers will be collating feedback on how the system, especially the public engagement part, works and report to Members any need for changes or modifications.

6. Conclusion

- 6.1 The proposals in the report will help the Council to maximize the health and safety of Members, Officers and members of the public who attend Council and Committee meetings.

7. Financial implications

- 7.1 There are potential cost implications for improving facilities at Brighton Town Hall and/or using alternative venues if the proposed arrangements are not found to be workable. These will be reported to Members for consideration as the need arises.

Finance officer consulted: Nigel Manvell Date consulted: 8/12/21

8. Legal implications

- 8.1 The proposals in the report comply with Legal requirement relating to local authority meetings and would help the Council in discharging its obligations under the Health & Safety at Work Act 1974.

Lawyer consulted: Abraham Ghebre-Ghiorghis Date consulted (07/12/2021)

9. Equalities implications

- 9.1 These have been taken into account, including, in particular, the need to protect people in vulnerable groups. An assessment of the arrangements will be done on an ongoing basis and reasonable adjustments implemented.

10. Sustainability implications

- 10.1 There are no adverse sustainability implications arising from this report.

11. Public health implications

- 11.1 The proposals in this report will contribute toward better protection of public health. They were developed with input from public health and health and safety officers.

Supporting Documentation

Appendix 1: Protocol for Council Meetings

PROTOCOL FOR COUNCIL MEETINGS

1. INTRODUCTION

1.1 Following briefings to Members regarding arrangements for Council meetings, the matter was discussed at Group Leaders and this proposed draft protocol proposes measures to assist in ensuring safer arrangements for Council meeting. The arrangements for Committees have worked reasonably well and the focus is therefore mainly on full Council meetings given the numbers involved and the higher risk posed by the new variant of the Covid 19 virus.

2. Venue for Meetings

2.1 Given the cost of hiring external venues and the limitations of Brighton Town Hall in terms of IT, power supply, acoustics inclusion and other issues, it is proposed that meetings take place at Hove Town Hall for the time being, but Officers continue to work to address issues about Brighton Town Hall so that we could move to alternating meeting venues.

Recommendation: use Hove Town Hall for the time being and continue to explore options for Brighton Town Hall

3. Attendance Numbers

3.1 There is still a significant risk associated with gatherings, especially given the spread of the Omicron strand of the virus. Given the absence of an eternal venue large enough to host full Council meetings at a reasonable cost, it is recommended that members adopt a voluntary reduction in numbers. Currently we are aware that a number of members will not be attending although we have not had confirmation from all groups. Officers' recommendation would be to reduce the overall attendance numbers to 40. The proportionate reduction in numbers would mean: Greens 15, Labour 11, Conservatives 10 and Independents 4.

3.2 Another option would be to use the public gallery to ether seat some Members there or to move the desk used for the press into the public gallery and use the space freed up for seating additional Members. If attendance is reduced to 46, 40 members could be seated in the main chamber and 6 in the public gallery. However, we have had advice from security that, if Members are to be seated in the public gallery alongside members of the public, they would have concern. If, using a combination of options, the overall number of members attending is reduced to 46, this would mean a total reduction of 8. The Group split would be: Greens 17, Labour 13, Conservatives 11and Independents 5.

3.3 There is no mechanism for enforcing reduced attendance at full Council meetings. Any measures are therefore dependent on a voluntary co-operation of Members.

Recommendation:

- That all Groups and Independent Members notify Democratic Services of the names of Members not attending, so that we can reflect that in the arrangements
- That members agree in principle to use best endeavours to achieve voluntary reduction to 40 Members on the floor of the chamber.
- That special arrangements be made for the budget Council in February

4. Limit the number of Notices of Motion coming to Council

4.1. There are at least 9 notices of motion coming to the December Council. This is more than we would usually have as many were carried forward from the October Full Council. There is also the ongoing issue of Notices of Motion being debated at Full Council when any decision would end up being referred to the relevant committee. the following principles for future.

Recommendation:

(1) For the December Council meeting only, there be an agreement in principle to reduce the overall number of notices of Motion coming to that meeting 2 per Group plus one additional joint Notice of Motion.

(2) That there be agreement in principle, for future meetings, to reduce the number of Notices of Motion that are debated, and the time taken for the debate, by using one or more of the following options:

(a) withdrawal of the notice of motion

(b) Agree for the NOM to be “passported” to the relevant Committee so that it is left to be dealt with by the Committee

(c) Agree to limit the number of speakers to 1 per Group

(3) that the above agreement in principle be implemented by agreement through Group Whips and Independent Member briefings

5. Separate Hybrid Public Engagement Sessions

5.1 As the law stands at the moment, it is not possible to hold Council or Committee meetings (with the exception of licensing panels) other than in person. A large part of the public engagement (questions, petitions and deputations) involves exchanges between a member of the public and the Lead Member and other members do not have any active role to play. It is therefore proposed to introduce a separate public engagement session outside full Council meetings where the Chairs of Committees attend at the Council Chamber in person to respond to questions and deputations and to receive petition which are just presented (not debated.) Members of the public who present public engagement items will be able to attend in person or via Teams> All Members will be provided with a Teams link and would be able to follow the proceedings if they so wish. Petitions for debate will be taken at full Council as normal as it is for all members not just lead councillors. This will be an engagement session and will not be part of the formal Council meeting. It will operate for an initial

Recommendation:

- That full Council on 14 December agrees to suspend standing orders to enable public engagement to take place remotely or by way of a hybrid meeting
- The Chief Executive be authorised to decide on the timing of the public engagement session
- That the Mayor, Leader and Chairs of Committees attend in person to take questions, respond to deputations and receive petitions for noting and forwarding to relevant committee
- That Petitions for debate are dealt with as normal
- That Members consider at a later stage extending the hybrid meetings to Member oral questions

pilot period from January until annual Council, but may be reviewed earlier.

6. Lateral Flow Test

6.1 Under existing arrangements, Members are required to undertake a lateral flow test (LFT) before coming to meetings of Council and Committees. Given the heightened level of risk, it is proposed that Members notify the Head of Democratic Services that they have done an LFT test. This can be done by e-mailing the Head of Democratic Services. For data protection reasons members will not be asked to disclose the result, but any Member with a positive LFT result would be expected not to attend a Council meeting until they have a negative PCR test result or the period

Recommendation: Members are recommended to take an LFT before coming to a Council or committee meeting and notify the Head of Democratic Services that they have done the test.

of isolation lapses

7. Vaccination

7.1 It is recommended that Members take vaccinations as soon as possible and those not double vaccinated with no exemption or good reason consider seriously whether they should attend Council meetings.

Recommendation:

That Members take vaccinations (1st, 2nd and buster vaccinations) as soon as possible.

8. Wearing of Masks

8.1 To reduce the risk of infection and give the guidance relating to some public spaces, it is proposed that the Council continues with the mandatory requirement to continue to wear masks.

Recommendation: It is recommended that the requirement to wear masks at all Council meetings continues. Appropriate masks and shielding masks will be provided by the Council to those who need it along with sanitation fluid.

9. Committees and Working Groups

9.1 There is no legal requirement for Working Groups to meet in person. It is therefore proposed that Working Groups, Committee pre-meets and other meetings without a committee or sub-committee status will continue to meet virtually

Recommendation

That Working Groups, Committee pre-meets and other meetings without a committee or sub-committee status continue to meet virtually.

10. Next Steps

10.1 Subject to the decision of Council and any comments received, the implementation of the above proposals will be progressed in consultation with the Whips and/or Group Leaders as necessary.

6 December 2021

Council

16 December 2021

Agenda Item 77

Brighton & Hove City Council

Subject:	Review of Committee Allocations – December 2021		
Date of Meeting:	16 December 2021		
Report of:	Chief Executive		
Contact Officer:	Name:	Abraham Ghebre-Ghiorghis	Tel: 01273 291500
		Mark Wall	01273 291006
	Email:	abraham.ghebre-ghiorghis@brighton-hove.gov.uk mark.wall@brighton-hove.gov.uk	
Ward(s) affected:	All		

FOR GENERAL RELEASE**1. PURPOSE OF REPORT AND POLICY CONTEXT:**

- 1.1 The Council is required at, or as soon as the allocation of seats to political groups following notification of changes in the overall make-up of the council.
- 1.2 The purpose of this report is to update Members on various changes in the party-political composition of the Council since the Special Council meeting in August 2020 and to appoint to roles and to committees as necessary.

2. RECOMMENDATIONS:

- 2.1 That the Council notes the changed political make-up of the Council since the last review as set out in paragraph 3.1.
- 2.2 That the Council notes that, had the review of allocations taken place in accordance with the proportionality rules and having regard to the custom and practice of allocating seats to Independent Members and exempting the Personnel Appeals Sub-committee, this would have resulted in the allocations as set out in Appendix 1 to this report.
- 2.3. Given that the current changes in the political composition of the Council do not trigger a mandatory review, and given the review would require unanimous agreement, the Council agrees to retain the current allocation of seats to its committees and sub committees with the sizes and allocation of seats between political groups as set out in Appendix 2 to this report until full review is undertaken at the Annual Council meeting in May 2022.

3. CONTEXT / BACKGROUND INFORMATION:

- 3.1 Following recent changes, the current political composition of the Council is as follows:

Green:	20 Members
Labour :	15 Members
Conservative:	13 Members
Independents/Non-Group:	6

- 3.2 Section 15(1) of the Local Government & Housing Act 1989 requires the Council to review the representation of the different political groups on committees and sub-committees, at or as soon as practicable after, the Annual Meeting of the Council or when certain events listed in the Local Government (Committees and Political Groups) Regulations 1990 take place. These include the formation of a new political Group or a Member joining another Group, and this is followed by a notice from that Group requiring a review. The current situation where Members have simply ceased to be Members of a political Group without joining another Group does not trigger a mandatory review under the regulations. Although the Council has the power or discretion to undertake a review, and should review the allocations, there is no mandatory obligation to do so and given that there will not be unanimous agreement at this point, there will be a review for Annual Council next year.
- 3.3 If a review is undertaken, the allocation would have to be done in accordance with the principles set out in section 15 of the Local Government & Housing Act 1989. These are that:
- All seats are not allocated to the same Group,
 - The majority of the seats go to the Group (if any) which has an overall majority on the Council (i.e. more than 27 seats),
 - Subject to the above two principles, that the number of seats on the total of all the committees/sub-committees allocated to each Group bears the same proportion to the proportion on the Full Council, and
 - Subject to (a) and (c), that the number of seats on each committee/sub-committee allocated to each Group bears the same proportion to the proportion on the Full Council.
- 3.4 The Council can depart from the above principles if no Member objects. The practice in the Council has been not to apply the proportionality rules to the Personnel Appeals Panel and also to allocate seats to Independent Members, which is a departure from the above principles. This requires unanimous agreement.
- 3.5 Given that there does not appear to be unanimous agreement to review the allocations and given, as set out in paragraph 3.2, there is no mandatory obligation to review the allocations at this stage, it is proposed that the review does not take place until annual Council when there will be a statutory obligation to review the allocations. This report is being submitted to Members so that they are all aware of the position and the reason for the delay in reviewing the allocations to reflect the changed political composition of the Council.

4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

- 4.1 It would be possible to review the allocation of seats at this stage, but given the lack of unanimous agreement, it is not recommended at this stage.

5. COMMUNITY ENGAGEMENT & CONSULTATION

- 5.1 The Leaders of the three political groups have been consulted and their views taken into account.

6. CONCLUSION

- 6.1 Given the lack of mandatory obligation to review the allocation of seats and officers' current understanding of the position of different political groups it is officers' view that there should be no review of allocations at this stage.

7. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 7.1 There are no financial implications arising from this report.

Finance Officer Consulted: James Hengeveld

Date: 10/10/2021

Legal Implications:

- 7.2 The proposals in this report comply with the law and, in particular, with the legal requirements as to the timing of review of allocations as set out in The Local Authorities (Committees and Political Groups) Regulations 1990.

Lawyer Consulted: Abraham Ghebre-Ghiorghis

Date: 6/12/2021

Equalities Implications:

- 7.3 There are no equalities implications arising from this report. .

Sustainability Implications:

- 7.4 There are no sustainability issues arising from the report.

Risk and Opportunity Management Implications:

- 7.5 The allocation of seats across the various parties is required by statute and the failure to comply with the requirements could place the council at risk and subject to review from the Secretary of State.

Corporate / Citywide Implications:

- 7.6 The appointments process needs to be completed to enable the various decision-making bodies to have their memberships confirmed so that meetings can then be called in accordance with regulations. The failure to appoint to the bodies would prevent decisions from being taken and therefore could result in the authority failing to undertake its duties and responsibilities.

SUPPORTING DOCUMENTATION

Appendices:

Appendix 1 Committee seat allocations;

Background Documents

None

Proposed allocation of Seats: December 2021

The initial allocations for the 3 Groups are detailed below:

Green = 35.56 rounded to **36** Labour = 26.67 rounded to **27** Conservative = 23.11 rounded to **23**

Independent Member = 1.78 rounded to **2** (No automatic right to be included in the allocations; convention being to give **1** seat to each Independent Member).

The consequence of Cllrs Atkinson & Pissaridou becoming Independents is that the initial allocation of seats allowing for the 6 Independents who would like to sit on a committee to have a seat is that 92 of the 96 seats can be taken up. This then leaves 4 seats to be distributed amongst the 3 Groups and therefore 1 seat can be allocated to each Group, leaving 1 more to be taken.

The question is how to allocate the one remaining seat and taking into consideration the make-up of the Council, it would seem appropriate for the largest Group to take the remaining unallocated seat.

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		GREEN			LABOUR			CONS			IND		IND		IND		IND		IND		IND			
No. Cllrs - 54		20			15			13			1		1		1		1		1		1			54
No. seats to allocate	96	36			27			23			1		1		1		1		1		1			92
											BF		TJ		NB		KK		AP		PA			
Cttee	Size	A	B		A	B		A	C		A	B	A	B	A	B	A	B	A	B	A	B		
P&R	10	4	4		4	4		2	2															10
CYP&S	10	4	4		3	3		3	3															10
ET&S	10	4	5		4	3		2	2															10
HOUSING	10	4	4		3	3		3	3															10
TECC	10	5	5		3	3		2	2															10
Licensing	15	6	6		4	3		4	4							1	1				-	1		15
Planning	10	3	3		3	3		2	2		1	1	1	1										10
A&S	8	3	3		3	2		2	2										-	1				8
HOSC	10	3	3		3	3		3	3					1	1									10
Personnel Sub	3	1	1		1	1		1	1															3
Total	96	37	38		31	28		24	24		1	1	1	1	1	1	1	1	-	1	-	1		96

Column A = Current Allocations with allocations highlighted in pink to show over allocations and yellow to show under allocations prior to Cllrs Atkinson and Pissaridou becoming Independents:

Column B = Proposed allocations based on the allocation of 96 seats across the 3 Groups with one seat each for the Independent Cllrs.

Gold shaded squares in column B with Red font show the potential changes to the current committee allocations.

ALLOCATIONS OF COMMITTEES 2021/2022

Agenda Item 77 Appendix 2

Committees, Sub-Committees, Boards and Joint Committees	No. Seats	Green	Labour	Conservative	Labour Party Member / Independents
Policy & Resources	10	4	4	2	Standing Invitee
Children, Young People & Skills	10	4	3	3	Co-optees
Environment, Transport & Sustainability	10	4	4	2	
Housing	10	4	3	3	
Tourism, Equalities, Communities & Culture	10	5	3	2	Standing Invitee
Audit & Standards	8	3	2	2	1
Licensing*	15	6	4	4	1
Planning	10	3	3	2	2
Personnel Appeals Sub-Committee (Panel)	3	1	1	1	
Health Overview & Scrutiny	10	3	3	3	1
Total	96	38	28	24	6

ALLOCATIONS OF COMMITTEES

Agenda Item 77 Appendix 2

Other Bodies Not included in the equation for the allocation of seats:	No. Seats	Labour	Green	Conservative	
Health & Wellbeing Board	5	2	2	1	5 x CCG Representatives
Policy & Resources (Recovery) Sub-Committee	5	2	2	1	
Adult Social Care & Public Health Sub-Committee	5	2	2	1	
Urgency Sub-Committees	3	1	1	1	
<i>Licensing 2003Act* - has the same membership as Licensing Committee</i>	15	6	4	4	1
Licensing Panels	3	1	1	1	
Joint Committees					
Greater Brighton Economic Board	2	1	1		
Orbis Joint Committee	2	1	1		

Council	Agenda Item 78
16 December 2021	Brighton & Hove City Council

Subject:	Progress Update Against Corporate Key Performance Indicators Q2 2021/22. Extract from the proceedings of the Policy & Resources Committee meeting held on the 2 December 2021		
Date of Meeting:	16 December 2021		
Report of:	Executive Lead Officer for Strategy, Governance & Law		
Contact Officer:	Name:	Mark Wall	Tel: 01273 291006
	E-mail:	mark.wall@brighton-hove.gov.uk	
Wards Affected:	All		

FOR GENERAL RELEASE

Action Required of Council:
To receive the report from the Policy & Resources Committee for information.
Recommendation:
To note the report.

BRIGHTON & HOVE CITY COUNCIL
POLICY & RESOURCES COMMITTEE

4.00pm 2 DECEMBER 2021

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, Miller and Yates.

Also present: Dr Anusree Biswas-Sasidharan, Standing Invitee

PART ONE

64 PROGRESS UPDATE AGAINST CORPORATE KEY PERFORMANCE INDICATORS Q2 2021/22

- 64.1 The Head of Performance, Improvement & Programmes introduced the report which detailed the key performance indicators (KPIs) for the period 1 April 2021 to 30 September 2021.
- 64.2 The Committee welcomed the report and thanked officers for their work on bringing the information to the committee. The Committee noted that council had faced key challenges with the pandemic and budget restrictions and that areas of performance had therefore been affected. However, it was felt that there were areas where improvement was required, and it was hoped that these would be addressed in the end of year report to the committee so that progress could be noted. It was suggested that a KPI on the level of PDP's and 1:1 meetings for staff should also be included in the list of Corporate KPIs.
- 64.3 The Head of Performance, Improvement & Programmes noted that the inclusion of additional KPIs could be raised with the KPI Members Working Group and if agreed then included for future reports.
- 64.4 The Chief Executive noted that the quality of the report was very good and reminded the committee of the journey the organisation had been on to bring the information to Members. He stated that the Executive Leadership Team used the information to review performance on a regular basis and whilst the challenges for some services had been significant, work was underway to address areas that were under performing could be supported and begin to improve.
- 64.5 Dr Biswas-Sasidharan welcomed the report and asked if it would be possible to measure Trans information separately in the future.

- 64.6 The Head of Performance, Improvement & Programmes stated that she was not sure if sufficient information was available to separate it out but would look at that for future reports.
- 64.7 Councillor Appich welcomed the report and queried whether the information from residents was as up to date as it could be?
- 64.8 The Chair noted that the City Tracker had been delayed due to the pandemic and the last one had been in 2018 but he hoped that it could be put back on a bi-annual tie frame. He then put the recommendations to the vote which were carried unanimously.
- 64.9 **RESOLVED:** That the progress made in relation to Corporate KPIs in the context of the Covid-19 pandemic, particularly the corrective measures outlined for 'red' and 'amber' indicators, and that they provide support and challenge to lead officers to bring performance back on track be noted.

80 ITEMS REFERED FOR COUNCIL

- 80.1 The Chair asked if the Committee wished to refer any items to the next full Council meeting for information.
- 80.2 Councillor Yates requested that Item 64, Progress Update Against Corporate Key Performance Indicators Q2 2021/22 be referred to the full Council.
- 80.3 **RESOLVED:** That Item 64 be referred to the full Council for information.

Subject:	Progress update against Corporate Key Performance Indicators Q2 2021/22		
Date of Meeting:	2 December 2021		
Report of:	Executive Lead Officer, Strategy, Governance & Law		
Contact Officer:	Name:	Rima Desai	Tel: 29-1268
	Email:	Rima.desai@brighton-hove.gov.uk	
Ward(s) affected:	All		

FOR GENERAL RELEASE

1. PURPOSE OF REPORT AND POLICY CONTEXT

- 1.1 To report to Policy & Resources Committee for the period 1 April 2021 to 30 September 2021 in relation to Corporate Key Performance Indicators (KPIs).

2. RECOMMENDATIONS:

- 2.1 That Policy & Resources Committee note the progress made in relation to Corporate KPIs in the context of the Covid-19 pandemic, particularly the corrective measures outlined for 'red' and 'amber' indicators, and provide support and challenge to lead officers to bring performance back on track.

3. CONTEXT/ BACKGROUND INFORMATION

- 3.1 The overarching document which sets out the outcomes which the council aims to deliver is Brighton & Hove City Council's Corporate Plan, "Our Plan 2020 to 2023". Progress towards delivery of the Corporate Plan outcomes is evidenced by delivery of the Corporate KPI set and is supported through the successful delivery of the council's Directorate Plans.
- 3.2 This report is a key part of Business Planning and Management, one of the components of the council's Performance Management Framework (PMF). Full details of the PMF are set out in Appendix 3. This report is concerned with component 1 – Business planning and management.
- 3.3 Key Performance Indicators are developed to evidence delivery of the Corporate Plan. The PDP process is intended to clarify individual staff contribution towards the achievement of the relevant outcomes and actions within the Corporate Plan.

Performance Indicator Set

- 4.1 The list of Corporate KPIs and their targets for 2021/22 were set in October 2021 by Policy & Resources Committee (P&R). A consistent approach has been adopted across the organisation in relation to target setting taking account of comparative information. P&R Committee considered the impact of Covid-19 when agreeing the amber thresholds for the targets.

- 4.2 The overall performance achieved during the year against target is assigned a rating of Red, Amber or Green depending how far from target the performance is.
- 4.3 Targets were set using the following criteria:
- To set the target, use the latest available benchmarking data (e.g. statistical neighbour data, national data or any other comparable data) or any statutory/contractual target, whichever is more challenging. If performance is better than benchmarking data, current performance may be used as a target.
 - Where no benchmarking or statutory/contractual data is available, a sound rationale needs to be explained for a target figure e.g. improvement or maintenance from the current performance.
 - Where resources are reducing or being reallocated, or there are significant external factors which will impact on performance, a reduction target can be set. This will need to be clearly evidenced and agreed by Policy & Resources Committee.
 - Consider the financial impact of delivering the outcome of the KPI when setting the target.
- 4.4 A rigorous target setting approach was used to give a clear appraisal of how the council is performing compared to previous years and other local authorities. Because of this approach it was predicted that achieving all the targets by the year end would be challenging.
- 4.5 The Corporate KPI set for 2021/22 is made up of 69 indicators in total, including KPIs that are measured annually. This report focuses on the 33 KPIs which are reported quarterly.
- 4.6 Overall the results show 75% of the targeted indicators meeting or being within the agreed tolerance level at the end of September 2021. At Q2 2020/21 67% of that year's Corporate KPI set met this level; please note it is not possible to make an exact comparison between years as the previous indicator set included some different measures. Of those KPIs that were reported and targeted in both 2020/21 and 2021/22, 55% have improved and 45% have declined. 1 is new in 2021/22 and 1 is a trend indicator which does not have a RAG rating applied.
- 4.7 Below are some highlights from directorates where there has been significant improvement and/or good performance against target for 2021/22. These are achieved through the combined effort of all staff throughout the organisation and from relevant partner organisations. Appendix 2 provides more information and context; the relevant page number in the Appendix is shown after each indicator.
- ✓ The number of private sector vacant dwellings returned into occupation or demolished (page 4)
 - ✓ The speed of determining applications for major and non-major development (page 11 & 12)
 - ✓ Nitrogen dioxide levels in Brighton & Hove – Lewes Road and North Street (page 24 & 26)
 - ✓ Permanent admissions of older adults (65+) to residential and nursing care homes per 100,000 population (page 28)
 - ✓ Under 18 conception rate per 1,000 women aged 15-17 (page 29)
- 4.8 Below are some highlights from directorates where performance improvement is required and where performance is particularly affected by Covid-19. The pandemic

affected the ways of working e.g. home visits, face-to-face meetings could not be conducted, and impact on staffing levels. Appendix 2 provides more information on these including a summary of performance so far, the context for that service and a short summary of proposed actions to improve performance. Effective performance management ensures the right actions are taken at the right time so that the council can achieve its purpose through delivering the principles and priorities

- Housing Repairs and Maintenance - % routine repairs completed on time (within 28 calendar days) (page 2)
- % of the council's homes that meet the government's Decent Homes Standard (page 8)
- Total number of households in Temporary Accommodation on last day of the period (page 10)
- Missed refuse and recycling collections (page 21 & 22)
- % of carers assessments completed (page 30)
- % of invoices for commercial goods and services that were paid within 30 days (page 36)

- 4.9 Direction of travel for each KPI is included in Appendix 2. Each KPI is marked with 'improving', 'declining', or 'no change'. The method for determining each Direction of travel is as follows:
- Where the indicator was reported last year the assessment is based on whether performance has improved or worsened from 2020/21 to 2021/22.
 - Where the indicator is new in 2021/22 comparison is made with 2020/21 if possible
 - If not possible it is noted as 'new in 2021/22' or 'not comparable with 2020/21'
 - Trend indicators are shown as increasing or decreasing trend
- 4.10 The following KPIs show that we are targeting to be performing better than our comparators. Appendix 2 provide more information and context; the relevant page number in the Appendix is shown after each indicator.
- Number of children in care (page 15)
 - Strengthening Family Assessments - % completed in 45 days (page 17)
 - % of social care clients receiving Direct Payments (page 27)
 - Number of alcohol-related hospital admissions per 100,000 population (page 31)
 - % of invoices for commercial goods and services that were paid for within 30 days (page 36)

5. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

- 5.1 Through consultation with ELT the Performance Management Framework currently in operation was deemed to be the most suitable model.

6. COMMUNITY ENGAGEMENT & CONSULTATION

- 6.1 This is an internal performance reporting mechanism and as such no engagement or consultation has been undertaken in this regard.

7. CONCLUSION

- 7.1 The council must ensure that it uses a robust Performance Management Framework to meet the challenges of delivering services in the financial context that local authorities are now working in.

8. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 8.1 As reported, the pandemic has directly affected performance in a number of areas. Addressing performance issues, where possible, may have a financial consequence for the relevant service area which will be considered by the relevant directorate in managing its overall budget position. This is reflected in regular Targeted Budget Management forecasts and reports. Where performance is sub-optimal despite planned actions having been implemented, the financial implications for services to further improve performance may need to be considered as part of the budget setting process going forward.

Finance Officer Consulted: Peter Francis

Date: 1 November 2021

Legal Implications:

- 8.2 The framework described here and the actions which have been taken as part of it demonstrate how the Council meets its general duty (pursuant to section 3 of the Local Government Act 1999) to ensure continuous improvement in the exercise of its functions. Where legal implications specific to a particular key performance indicator or the actions taken in relation to it have been identified, those are normally noted in the Appendices to the Report.

Lawyer Consulted:

Victoria Simpson

Date: 26 October 2021

Equalities Implications:

- 8.3 Working with the Equalities Team, relevant corporate KPIs have been identified for the initial phase where officers will be expected to articulate equalities implications within the performance report, and will be required to evidence how they are using this data to inform service improvements in relation to reducing inequalities.

Sustainability Implications

- 8.4 Sustainability will be improved through working to meet the relevant quarterly KPI measures detailed within this report. These include:
- % of household waste sent for reuse, recycling and composting
 - % of municipal waste landfilled
 - Nitrogen Dioxide levels in Brighton and Hove ($\mu\text{g}/\text{m}^3$ - micrograms per cubic meter): Lewes Road
 - Nitrogen Dioxide levels in Brighton and Hove ($\mu\text{g}/\text{m}^3$ - micrograms per cubic meter): North Street
 - The number of private sector vacant dwellings returned into occupation or demolished

Any Other Significant Implications:

- 8.5 No further significant implications arising from this report.

SUPPORTING DOCUMENTATION

Appendices:

1. Summary KPI report for Q2 2021/22 – all Corporate KPIs linked to Corporate Plan outcomes
2. Detailed KPI report for Q2 2021/22 – quarterly Corporate KPIs linked to Corporate Plan outcomes
3. Context: Performance Management Framework and Golden Thread

Corporate Plan KPI outcomes progress Q2 April – September 2021/22 DRAFT

- Corporate Plan outcomes measured by Corporate Key Performance Indicators

Corporate Plan outcomes with linked Corporate KPI results

- The Corporate Plan delivery is monitored through our Directorate Plans. These are being reported on for Q2 2021/22.
- Additionally, linking the Corporate KPI set to the Corporate Plan outcomes and taking the latest available data (either Q2 2021/22, Q4 2020/21 or a previous year for City Tracker results) shows that:
 - 56% Corporate KPIs meet or exceed target
 - 20% are close to target
 - 24% are off track
 - 2 are trend KPIs
 - 1 had no target when collected in the City Tracker
 - of the targeted KPIs 57% are improving, 40% are declining and 3% have no change
- The City Tracker survey did not take place in 2019/20 or 2020/21, but has been conducted again during 2021/22. Results to follow.

A city to call home

Direction of travel : ↑ improving ↓ declining ↔ no change

KPI name	Target	Result (period in brackets)	Direction of travel	Latest RAG rating
Housing Repairs and Maintenance - % routine repairs completed on time	92%	69.7% (Q2 21-22)	↓	Red
The number of affordable homes delivered per year - new build and conversions	396	204 (Q2 21-22)	↓	Amber
The number of private sector vacant dwellings returned into occupation or demolished	126	145 (Q2 21-22)	↑	Green
% of HMOs where all special conditions have been met (for licences issued over 12 months ago)	47%	53.05% (Q2 21-22)	↑	Green
Number of rough sleepers (estimate)	Trend	27 (Nov 20-21)	Decreasing trend	
The number of households where homelessness was prevented due to casework by the council	746	109 (Q1 21-22)	↓	Red
Housing Tenants: Rent collected as % of rent due	95.7%	96.4% (Q1 21-22)	↓	Green
% of the council's homes that meet the government's Decent Homes Standard	100%	92.9% (Q2 21-22)	↓	Red
The number of verified rough sleepers now in sustainable accommodation as a percentage of number of verified rough sleepers	Trend	20.0% (Q2 21-22)	Decreasing trend	
Total number of households in Temporary Accommodation on last day of the period	1,911	2,012 (Q2 21-22)	↑	Red
The energy efficiency rating of local authority owned homes (based on Standard Assessment Procedure 2009)	67.4%	68.0% (Q4 20-21)	↑	Green
% of new homes delivered against the number of homes required (rolling 3-year result)	100%	108% (Q4 20-21)	↑	Green

A city working for all

KPI name	Target	Result (period in brackets)	Direction of travel	Latest RAG rating
The speed of determining applications for major development	88.2%	94.0% (Q2 21-22)	↑	Green
The speed of determining applications for non-major development	88.5%	90.0% (Q2 21-22)	↑	Green
% major planning application decisions that are overturned at appeal	1.7%	0.0% (Q2 21-22)	↑	Green
% non-major planning application decisions that are overturned at appeal	1.2%	1.8% (Q2 21-22)	↑	Amber
% of people in the city (aged 18-64) who are employed (2020 data)	74.2%	75.1% (Q4 20-21)	↓	Green
% change in the number of jobs (2019 data)	1.0%	3.8% (Q4 20-21)	↑	Green
Number of businesses signed up to the Brighton & Hove Living Wage Campaign	759	701 (Q4 20-21)	↑	Red
% of residents that have attended any creative, artistic, theatrical or musical events in the past 12 months (City Tracker)	61.4%	67.6% (Q4 18-19)	↑	Green
Number of visitors to Brighton & Hove (2019 data)	10,891,000	12,370,000 (2019)	↑	Green

A stronger city

KPI name	Target	Result (period in brackets)	Direction of travel	Latest RAG rating
% of people who agree that they will have enough money, after housing costs, to meet basic living costs? (City tracker)	Not set	65.9% (Q4 18-19)	↑	
% of residents that very strongly or fairly strongly feel they belong to their immediate neighbourhood (City Tracker)	67%	67.6% (Q4 18-19)	↓	Green
% of residents that definitely or tend to agree that your local area is a place where people from different backgrounds get on well together (City Tracker)	96%	93.8% (Q4 18-19)	↑	Green
% of residents feeling safe after dark in local areas (City Tracker)	75%	79.2% (Q4 18-19)	↔	Green

A growing and learning city

KPI name	Target	Result (period in brackets)	Direction of travel	Latest RAG rating
% of schools that are judged good or outstanding by Ofsted	86.3%	89.7% (Q4 20/21)	↓	Green
The average Progress 8 score of all pupils attending state funded schools at the end of Key Stage 4	-0.03	-0.08 (Q4 19/20)	Not comparable with 2018/19	Amber
% of all pupils attending state funded schools achieving the 'expected standard' in reading, writing and maths at the end of key stage 2	65.0%	67.0% (Q4 19/20)	↔	Green
Number of children in care	395	398 (Q2 21-22)	↓	Amber
Strengthening Family Assessments - % completed within 45 days	85%	89.9% (Q2 21-22)	↓	Green
% of Educational, Health and Care Plans (EHCP) issued within 20 weeks including exceptions	66%	74.1% (Q2 21-22)	↑	Green

A sustainable city

KPI name	Target	Result (period in brackets)	Direction of travel	Latest RAG rating
% of household waste sent for reuse, recycling and composting (3 month lag)	34.9%	30.5% (Q2 21-22)	↑	Amber
% of municipal waste landfilled (3 month lag)	2.0%	1.3% (Q2 21-22)	↑	Green
Missed refuse collections per 100,000 collections	171	781 (Q2 21-22)	↓	Red
Missed recycling collections per 100,000 collections	337	1367 (Q2 21-22)	↓	Red
% of streets inspected which are found to have widespread or heavy levels of litter	3.2%	3.3% (Q2 21-22)	↓	Amber
Reduction in Greenhouse Gas emissions (kT CO2e) (2018 data)	1,262	1,256 (Q4 20-21)	↑	Green
Nitrogen Dioxide levels in Brighton and Hove (µg/m3 - micrograms per cubic meter): Lewes Road (quarterly lagged by one quarter)	36.0	18.5 (Q2 21-22)	↑	Green
Nitrogen Dioxide levels in Brighton and Hove (µg/m3 - micrograms per cubic meter): North Street (quarterly lagged by one quarter)	36.0	31.5 (Q2 21-22)	↑	Green
Annual average daily traffic counts on key routes into the city - Inner Routes (2020 data)	134,776	104,052 (Q4 20-21)	↑	Green
% of bus services running on time (2019 data)	95%	80.4% (Q4 19-20)	↓	Red
% of households that experience fuel poverty based on the 'low income, high cost' methodology	14.3%	10.5% (Q4 20-21)	↑	Green
% of people in the city who cycle for travel at least once per week	14.4%	11.5% (Q4 20-21)	↓	Amber
% of people in the city who walk for travel at least once per week	57.9%	62.4% (Q4 20-21)	↑	Green

A healthy and caring city

KPI name	Target	Result (period in brackets)	Direction of travel	Latest RAG rating
% of social care clients receiving Direct Payments	24.5%	23.9% (Q2 21-22)	↑	Amber
Permanent admissions of older adults (65+) to residential and nursing care homes per 100,000 population	694	548.4 (Q2 21-22)	↑	Green
% of older people (65 and over) still at home 91 days after discharge from hospital into reablement/rehabilitation services	79.9%	72.3% (Q4 20-21)	↑	Red
% of people with a learning disability in employment	5.9%	7.9% (Q4 20-21)	↓	Green
Under 18 conception rate per 1,000 women aged 15-17 (2020 data)	16.7%	10.5% (Q2 21-22)	↑	Green
Rate of deaths from drug use per 100,000 population (2017-2019 data)	7.0	10.2 (Q4 20-21)	↓	Amber
% of people aged 18+ who smoke (2019 data)	15.5%	17.5% (Q4 20-21)	↓	Amber
Percentage of physically active adults (2020 data)	78.0%	71.9% (Q4 20-21)	↓	Amber
% of carers assessments completed	63%	50.7% (Q2 21-22)	↓	Red
Number of alcohol-related hospital admissions per 100,000 population	516	418.0 (Q1 21-22)	↑	Green

A well run council 1

KPI name	Target	Result (period in brackets)	Direction of travel	Latest RAG rating
Average number of working days / shifts lost per Full Time Equivalent (FTE) due to sickness absence (not including schools)	2.68 days	5.0 days (Q2 21-22)	↓	Green
% of Freedom of Information and Environmental Information Regulations (FOI) requests responded to within 20 working Days	90%	75.9% (Q2 21-22)	New in 2021/22	Amber
% of high priority audit actions recommended by Internal Audit that have reached their due date for completion and have been implemented by services.	95%	97% (Q1 21-22)	↓	Green
% of invoices for commercial goods and services that were paid for within 30 days	95%	92.0% (Q2 21-22)	↓	Red
Staff who declare that they have a disability as a % of the total workforce who declare whether they have a disability (not including schools)	7.5%	7.67% (Q4 20-21)	↑	Green
Staff at management level who declare that they have a disability as a % of the total staff at management level who declare whether they have a disability (not including schools)	7.5%	7.55% (Q4 20-21)	↑	Green

A well run council 2

KPI name	Target	Result (period in brackets)	Direction of travel	Latest RAG rating
Staff who declare themselves as BME (excludes White Irish and White Other) as a % of the total workforce who declare their ethnicity (not including schools)	9.1%	8.43% (Q4 20-21)	↑	Amber
Staff at management level who declare themselves as BME (excludes White Irish and White Other) as a % of the total staff at management level who declare their ethnicity (not including schools) (Management level is grade SO1 and above)	9.1%	7.5% (Q4 20-21)	↑	Red
Staff who declare themselves as White Other as a % of the total workforce who declare their ethnicity (not including schools)	8.8%	7.64% (Q4 20-21)	↑	Red
Staff who declare themselves as White Irish as a % of the total workforce who declare their ethnicity (not including schools)	1.6%	2.16% (Q4 20-21)	↑	Green
Staff who declare themselves to be LGBT as a % of the total workforce who declare their sexuality (not including schools)	13.0%	13.47% (Q4 20-21)	↑	Green

A well run council 3

KPI name	Target	Result (period in brackets)	Direction of travel	Latest RAG rating
Complaints escalated to Stage 2 and investigated	9.9%	8% (Q2 21-22)	↑	Green
% of Local Government and Social Care Ombudsman (LGSCO) complaints upheld or partially upheld	63%	75% (Q4 20-21)	↓	Red
% of residents that think, overall, that Brighton & Hove City Council keeps residents well informed about the services and benefits it provides (City Tracker)	59%	51% (Q4 18-19)	↓	Red
% of residents very or fairly satisfied with Brighton & Hove City Council (City Tracker)	60%	54% (Q4 18-19)	↓	Red



Brighton & Hove City Council

2021-22 Corporate Plan - all outcomes by KPI (quarterly monitoring)

Period: Apr-21 - Sep-21

Scorecard Name2021-22 Corporate Plan - all outcomes by KPI
(quarterly monitoring)**Date From**


01-Apr-2021

Date To

30-Sep-2021

INDICATOR	UNIT	TARGET	ACTUAL	STATUS
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2021-22 Corporate Plan - A city to call home (quarterly monitoring)

Housing Repairs and Maintenance - % routine repairs completed on time (within 28 calendar days) [Corporate - council]	%	92.00	69.70	 Declining
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Position:

Going forward data will be lagged by quarter to help with accuracy and enable time for data validation. This will also help this quarter with the change of IT systems/transfer of data – introduction of the Northgate Housing Management system.

Between April 2021 and June 2021, 69.7% of 4,081 routine repairs were completed on time (within 28 calendar days).

Trend

Apr to Jun 2021 - 69.70% of 4,081 repairs

Jan to Mar 2021 - 65.90% of 3,902 repairs

Oct to Dec 2020 – 77.00% of 2,874 repairs

Jul to Sep 2020 – 71.40% of 2,636 repairs

Previous years results:

2019/20: 85.71%

2018/19: 90.88%

2017/18: 91.01%

The target of 92% is a continuation of Mears contractual targets.

Commentary:

Although performance has improved on the previous quarter the overall performance remains below the KPI target. The main reason for missing this target is the lack of adequate resource in the repairs team and reduced availability of contractors.

At the time of transfer the Council's Repair and Maintenance Team had 51 vacant positions compared with the staffing levels used by Mears on the Brighton Contract. Then the pandemic and harmonisation caused delays in recruiting to these posts. The initial recruitment of agency staff has also been impacted by the buoyant local construction industry, making it difficult to attract staff. Which has resulted in a continuing shortfall of 20 posts across all trades.

Recruitment to full time posts is underway and is scheduled to be complete around the end of the year but this will only return the Service to pretransfer staffing levels.

It should be recognised that additional resource will be required to tackle the backlog however this will impact our performance figures and jobs with long wait times are counted in the statistics. However, all essential repairs are being successfully delivered. Non-essential works have been logged ready for appointing when there is adequate resource.


The service has managed to operate well despite these challenges, particularly in response to emergency repairs. The repairs helpdesk has remained operational throughout the pandemic, operating remotely with staff working from home with continued good work with customers.

Financial implications linked to performance include potential disrepair claims from residents awaiting repairs and potential impact on budgets of additional resource to address the backlog.

Next steps:

2. Recruit to full capacity, and determine any future recruitment needed (Head of Service – Repairs and Maintenance, Dec 21)

1. Establishing a plan to clear the back log (Head of Service – Repairs and Maintenance, Mar 22)

The number of affordable homes delivered per year - new build and conversions [Corporate - city]	No.	396.00	204.00	 Declining
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INDICATOR	UNIT	TARGET	ACTUAL	STATUS
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Position:

At the end of September 2021, 204 affordable homes are projected to delivered during the 2021/22 financial year. Of these, 129 (63%) are council homes and 75 (37%) are registered provider (RP) / other provider homes, with 147 homes (72%) for rent and 57 homes (28%) for shared ownership.

The annual trend is as follows:

Sep 2021/22 – 204 (annual projection)

Jun 2021/22 – 397 (annual projection)

March 2020/21 – 192 (delivery)

Dec 2020/21 – 224 (annual projection)

Sep 2020/21 – 392 (annual projection)

Jun 2020/21 – 397 (annual projection)

2019/20 – 164 (delivery)

2018/19 – 142 (delivery)

2017/18 – 100 (delivery)

2016/17 – 65 (delivery)

2015/16 – 71

The projection of 204 would be an improvement upon the 2020/21 result of 192. However, projection has decreased from 397 (133 council and 264 RP) at the end of June because of schemes which have been pushed into the next financial year. Currently 960 affordable homes are projected to be delivered during 2022/23.

The target for 2021/22 has been set at 396 in line with an initial projection at the start of the year.

Current performance is below target.

The overall aim is to increase the number of affordable homes delivered towards the Corporate Plan objectives to deliver 800 additional council homes and 700 other additional affordable homes over four years between 2020 and 2023 (375 total new affordable homes per year).

Commentary:

Current annual performance is below target due to some delays in projects starting on site. However the pipeline of new homes is still robust and funded, and is likely to reach the overall Housing Committee workplan target to deliver 1,500 additional affordable homes (800 additional council homes and 700 other affordable homes in the city by 2023).

The number of new affordable homes delivered during 2020/21 has increased compared to the year before, and there is projected growth in housing supply in 2021/22 and for further years based on current information.

The council has a housing supply programme which covers a range of initiatives to deliver new affordable homes and meet the commitments in the work plan. A recruitment strategy is in progress to ensure sufficient resources to support this programme with recruitment to a number of posts due in 2021/22. The supply programmes include:

- New Homes for Neighbourhoods - 42 homes completed in 2020/21 with four homes due to start on site in 2021/22
- Hidden Homes – No homes were completed in 2020/21 due to delays caused by the pandemic but 14 homes are due for completion in 2021/22
- Council owed temporary accommodation – 38 homes completed in 2020/21 with 10 further homes due for completion in 2021/22.
- Home Purchase Policy – buy back of former council homes and acquisition opportunities e.g. S106 sites – 40 homes brought in 2020/21 with c79 homes to be brought in 2021/22.
- Purchased 24 homes through the MHCLG Next Steps Accommodation Programme for former rough sleepers in 2020/21 with 6 further properties purchased in 2021/22.
- 20 properties to be purchased in 2021/22 through the MHCLG Rough Sleepers Accommodation Programme
- Delivering new homes in the city through 'Homes for Brighton & Hove' the partnership with Hyde to deliver 1,000 new lower cost homes for rental and sale. Two schemes are now on site which will deliver 242 new homes in Coldean Lane and 104 homes at the former Belgrave Centre, Portslade. Homes will be completed in phases with the final phase due in May 2024.


INDICATOR	UNIT	TARGET	ACTUAL	STATUS
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In addition, the council continues to promote the delivery of new affordable homes through :

- Monitoring and reviewing the Affordable Housing Development Programme through Affordable Housing Delivery Partnership and Homes England liaison meetings. Meetings are held quarterly to review progress with the number of affordable homes delivered by our partner registered providers due to increase in the next three years.
- Working with Planning through the planning process to maximise delivery of affordable housing homes within developments in the city.
- Working with the Greater Brighton Housing and Growth Working Group to seek to overcome barriers to delivering existing housing targets, accelerating delivery of additional housing numbers, making best use of available land and identification of new sites
- Working with the Brighton & Hove Community Land Trust to identify sites and develop schemes for community led housing in the city. Housing Committee approval was received in September 2019 for a community led housing scheme to be considered at Dunster Close, Brighton with planning permission granted in March 2021 to build 2 homes. Housing Committee approved community led housing schemes at Natal Road and Hinton Close, Brighton in November 2020, which would provide up to 6 new homes. Discussions on further sites are in progress.
- Reviewing the council's Affordable Housing Brief which sets out the development requirements for new housing sites. This work will now take place in Q1 2021/22 to take account of national planning changes including the introduction of First Homes and City Plan Part 2.

Actions:

1. Review and update Affordable Housing Brief. (Housing Strategy & Enabling Team, December 2021)

The number of private sector vacant dwellings returned into occupation or demolished [Corporate - city]	No.	126.00	145.00	 GREEN
				Improving

Position:

145 private sector vacant dwellings were returned into occupation or demolished after direct involvement/intervention of the Empty Property Team, between July 2020 and June 2021. This is the latest full year information available for reporting. The result is reported with a 3 month lag to allow time to verify that the dwellings are occupied, for example through Council Tax records. The result covers a rolling 12-month period to provide a clear understanding of progress towards the target for this work.

Stand-alone quarter trend:

Apr-Jun 2021 – 32 dwellings

Jan-Mar 2021 – 35 dwellings

Oct-Dec 2020 – 32 dwellings

Jul-Sept 2020 – 46 dwellings

Annual trend (without 3-month lag):

2020/21 – 145 dwellings

2019/20 – 143 dwellings

2018/19 – 162 dwellings

2017/18 – 158 dwellings

2016/17 – 162 dwellings

2015/16 – 159 dwellings

2014/15 – 163 dwellings

The annual target has been set at 126 to maintain known 2020/21 performance at the time the target was set. Comparator information is not available.

Commentary:

Performance is on track. The lifting of Covid restrictions relating to housing sales and letting market has meant that more empty homes have been brought back into use during 2021. Threatened and actual enforcement measures still act as a disincentive for owners to leave dwellings empty and assist


INDICATOR	UNIT	TARGET	ACTUAL	STATUS
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in improving performance. Enforcement tools such as issuing Community Protection Notice warning letters and the 100% council tax premium for properties empty for two years (200% for properties empty over five years or more) has encouraged properties to come back into use. Other enforcement tools are now being used, including Enforced Sale for properties that are particularly problematic or have been empty for a significant period. This is balanced with support for owners to bring properties back into use including assisting with sales through auction houses.

A lack of funding for incentive offers to owners is an ongoing challenge and this continues to be explored. Funding options from external partners such as the YMCA and options with community housing partners are incorporated into the Empty Property Team offer to owners. Processing of casework continues to be prioritised to bring some long-term empty properties back into use. The council has responded to the government consultation on the review of New Homes Bonus, with the outcomes due to be announced.

Actions:

1. Review and implement any changes to New Homes Bonus once consultation outcomes are published (Assistant Director of Housing, December 2021)

% of HMOs where all special conditions have been met (for licences issued over 12 months ago) [Corporate - council]	%	47.00	53.05	 GREEN Improving
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Position:

As of end September 2021, 53.05% of houses in multiple occupation (HMOs) have met all special conditions after 12 months of their licence being issued (1,019 of 1,921 applicable HMOs). There are 3,297 fully licenced HMOs citywide, including those which were issued licenses without special conditions and/or less than 12 months ago. A further 829 are at the application and processing stages. Performance is up on the previous quarter, when it was 52.38%. The target for 2021/22 has been set at 47% to maintain 2020/21 performance.

Trend:


Mar 2020 – 49.79%
 Jun 2020 – 50.05%
 Sep 2020 – 48.44%
 Dec 2020 – 41.26%
 Mar 2021 – 46.86%
 Jun 2021 – 52.38%
 Sep 2021 – 53.05%

Commentary:

Now visits are possible again following the pandemic, the number of properties we have confirmed as meeting all their special conditions is increasing again. We are confident this will continue to rise, although Officers are having to balance this work with the large backlog of inspections required to process and issue licences, as well as to investigate requests for assistance from tenants with disrepair not being attended to by their landlords. New staff members have been recruited to fill vacancies and new posts, hopefully to start late autumn. After this we should be able to made better progress with clearing backlogs and ensuring compliance.

Actions:

1. Continue to ensure compliance with conditions through a combination of visits, and other evidence provided by the landlord. (Private Sector Housing Manager, ongoing)
2. Continue working to clear back log of visits to process HMO licence applications as well as requests for assistance from tenants (Private Sector Housing Manager, ongoing)
3. Continue the implementation of the Enforcement Policy, including checks on unlicensed HMOs (PSH Manager, ongoing)

INDICATOR	UNIT	TARGET	ACTUAL	STATUS
The number of households where homelessness was prevented due to casework by the council [Corporate - Council]	No.	187.00	109.00	 RED Declining

Position:

Between April and June 2021, 109 households have had their homelessness prevented through casework by the council. This is the latest full quarter available.

Annual trend (full year):

2017/18 – 791

2018/19 – 810

2019/20 – 824

2020/21 – 598

Stand-alone quarter trend:

Apr-Jun 2020 – 163

Jul-Sep 2020 – 163

Oct-Dec 2020 – 158

Jan-Mar 2021 – 114

Apr-Jun 2021 – 109

The target for 2021/22 has been set at 746 (187 per quarter, rounded up), which is the number of preventions equivalent to national performance during 2019/20 (latest available comparator) for a local authority with the population size of Brighton & Hove. There were 143,430 households in England whose prevention duty (81,500) or relief duty (61,930) ended with accommodation secured during 2019/20. The comparator data is available online through the 'Live tables on homelessness' from the Ministry of Housing, Communities & Local Government.

Commentary:

Due to the period of Covid-19 pandemic statutory prevention outcomes in Q1 have not yet recovered to pre pandemic rates.

Government guidance of "Everyone In" to provide accommodation for all verified rough sleepers and those at risk of rough sleeping swelled numbers and shifted the focus of the Housing Needs service. However, in quarter 1 the service has helped prevented 109 households from being homeless.

In excess of an additional 800 people have been accommodated over the period due to Covid-19 who the council do not have statutory accommodation duties towards, this on top of the numbers the council do have statutory accommodation duty towards. As of the beginning of October 2021 682 of those additional people have moved on in some capacity.

Over this period there was a sharp reduction in statutory presentations of homelessness due to the moratorium on evictions. The biggest cause of homelessness in previous years has been eviction from private rented sector accommodation. This excessive activity meant that there were less staff resources to focus on prevention and this was challenge was exacerbated by partner services being closed or difficult to deliver ie mediation and nightstop. This was compounded as those additional people accommodated under Covid have been prioritised for available accommodation to move them on from emergency short term accommodation resulting in fewer options for other households to be prevented from becoming homeless by example accessing private rented property or supported accommodation. Going forwards the council is working with private landlords to be notified ahead of evictions so as to focus on prevention and also to expand the number of households that can be moved into this sector and avoid homelessness.


Work continues closely with partner agencies to agree a response to the start-up of possession action claims being processed, and it is expected to see an increase in unemployment and rising numbers of people at risk of homelessness when furlough ends in October 2021.

The service is undergoing a transformation to reset following the pandemic and refresh ways of working and engaging with households to achieve an increase in prevention of homelessness. One example of this is the expansion of face to face appointments in the customer service centre, in addition to doing face to face interviews at designated hotels.

INDICATOR	UNIT	TARGET	ACTUAL	STATUS
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Actions:

1. Continue to transform and develop the service building on the opportunities and positives provided by the pandemic response. (Head of Housing Needs, January 2022)
2. Work with partners to reset services following the pandemic to focus on prevention and early intervention. (Head of Housing Needs, December 2022)
3. Meet with landlords and letting agents in the city to develop closer working. (Assistant Director, Housing and Head of Housing Needs November 2021)

Housing Tenants: Rent collected as % of rent due [Corporate - council]	%	95.68	96.38	 GREEN
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Declining

Position:

At the end of June 2021, the rent collection rate for council housing tenants is forecast at 96.38% for the 2021/22 financial year. This would amount to £51,327,762 collected during the financial year. Results from July 2021 onwards are not yet available because a new suite of business intelligence reports are currently being set up to aggregate overall performance data from NPS Housing, the new housing management IT system.

Jun 2021 = 96.38% (annual forecast)

Mar 2021 = 96.40% (actual)

Dec 2020 = 96.41% (annual forecast)

Sep 2020 = 96.68 (annual forecast)

Jun 2020 = 96.28% (annual forecast)

Mar 2020 = 96.80% (actual)

Mar 2019 = 97.81% (actual)

Mar 2018 = 98.66% (actual)

Performance has decreased by 0.02 percentage points between March and June 2021, and is still 0.42 percentage points lower than at the end of the 2019/20 financial year.

The extent of UC among council tenants is higher locally than nationally. At the end of June, 27% of tenants are thought to be claiming UC (3,056 of 11,292 households) based on a mixture of self-reporting and data on Alternative Payment Arrangements (APAs) from the Department for Work and Pensions (DWP). The arrears of these tenants account for 67% of total arrears, although UC would have been just one factor behind this. Another example would be the financial impact of the Covid-19 pandemic, especially on self-employed tenants who were unable to access Government support.

Commentary:

Based on the latest data available from June 2021, the Income Management Team continues to maintain a strong grip on rent collection through a well organised and consistent approach and their focus on sustaining contact with and supporting tenants who are struggling with their rent. Performance is especially positive considering the significant factors which were expected to impact performance. Namely, the impact of Universal Credit (UC) on council tenants' income and the impacts of the Coronavirus pandemic.

The service is still hearing from tenants who have had to make new welfare benefit claims or are already on welfare benefits but are not prioritising their rent because they know the council will not take any immediate action against them. Instead, their money is being spent on other household essentials such as the cost of increased food shopping or supporting other family members who are struggling. The ending of the Universal Credit £20 uplift scheme on 6 October will be significantly worse for the poorest households and comes at a time when many families are already dealing with the stress of debts and face the prospect of soaring energy and food prices.

The impact of the Coronavirus pandemic is likely to have an enduring impact on HRA income for the foreseeable future as increasing numbers become accustomed to budgeting differently. This, coupled with the already known impacts of UC and the slow rate at which arrears are cleared once they accrue means that this area of work, while performing well now, still presents a future threat to Housing income.


The independent business process review of income collection across Housing to help improve

INDICATOR	UNIT	TARGET	ACTUAL	STATUS
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performance, carried out by the corporate Programme Management Office, had to be put on hold while PMO resources were diverted to the Covid-19 crisis. Actions arising from this will be determined upon completion.

Actions:

1. Assess and carry out actions arising from the income business review – i.e. are they likely to have an impact on the target to reduce rent arrears across the differing tenancy types in Housing by 1%? (Head of Housing Income, Supply & Customer Service, Jun 22). This has been delayed as the outcomes of the review are not yet know – work suspended due to Covid-19.
2. Research ongoing organisational approaches to managing debt arising from UC in light of the continued trickle of new cases arising from the government's rollout delay (Head of Housing Income, Supply & Customer Service, Jun 22)

% of the council's homes that meet the government's Decent Homes Standard [Corporate - council]	%	100.00	92.90	 RED
				Declining

Position:

As of end September 2021, 92.9 % of council housing stock passes the decent homes standard.

Trend

June 2021 – 91.88%
 March 2021 - 91.88%
 December 2020 - 93.68%
 September 2020 - 93.59%

Previously to this the result had been 100% since September 2015.

The target is to ensure that all Council homes meet the Decent Homes Standard (100% decency or 0% non-decent) throughout the year.

The 2019/20 median for local authorities with at least 10,000 units was 98%.

Commentary:

Performance is lower than recent years. Delivery of planned works was delayed, whilst contracts have been put in place and due to the impact of COVID-19 and restrictions that has put on undertaking work in residents' homes. Decent Homes has been specifically impacted as works such as kitchens/bathrooms replacements are disruptive, involve multiple visits over a number of days, which has not been possible to undertake. Throughout the Covid-19 pandemic the service has also been operating critical services only at times and therefore only limited planned works.

All procurement and award contracts for Housing planned works are now in place and initial works are underway, as reflected in the improvement to the figures. Any urgent planned works were delivered through existing contractors.

The council holds asset information for each property on its Asset Management System (Apex) including the age and condition of the individual elements such as kitchens, bathrooms and windows. This information is used to determine if a property meets the Decent Homes Standard and to help delivery teams prioritise planned improvement works. Properties can potentially become non-decent on the 1st of January each year when the age of each asset element is updated. The budget for decent homes work is set in accordance with the Council's Housing Asset Management Strategy priority of "investing in homes and neighbourhoods". The council undertook a stock condition survey of 20% of homes in 2019/20. This data, along with additional sources such as other surveys and works completed, has then been utilised in the Asset Management software to test dwellings against the standard.

Actions:

1. Implement a delivery programme including quarterly property completion targets to address properties outside of decency (Head of Housing Repairs & Improvement, Oct 21)
2. Produce an updated property decency failure list (Head of Housing Repairs & Improvement, Jan 22)

INDICATOR	UNIT	TARGET	ACTUAL	STATUS
The number of verified rough sleepers now in sustainable accommodation as a percentage of number of verified rough sleepers [Corporate - City]	%		20.00	Trend Decreasing trend

Position:

Between April and September 2021, 20% (24 of 120) rough sleepers identified with a move on outcome have been supported to a sustainable accommodation outcome. Performance has improved this quarter, although there have been significantly less rough sleepers identified with a move on outcome to the previous quarter.

Trend

Jul to Sep 21 – 31% (14/45)

Apr to Jun 21 – 13.3% (10/75)

Jan to March 21 – 46.9% (105/224)

Oct to Dec 20 – 46.3% (63/136)

This is a baseline year for this KPI. Therefore no target is set. It is also an exceptional year because of the impact and measures put in place as a result of the pandemic and therefore would be difficult to set a target for.

No comparator data is available.

YTD outcomes for 120 rough sleepers identified with a move on outcome:

24 (20%): Positive – Sustainable accommodation

42 (35%): Positive - Temporary accommodation (mainly COVID hotels, emergency placement, and NSNO)

48 (40%): Negative – including 13 disengaged, 1 arrested, 4 unknown, 1 returned to rough sleeping, 1 died.

6 (5%): Neutral – 3 went to hospital

Commentary:

The figures for 21/22 have been greatly impacted by Covid-19. The number of rough sleepers on the street has been greatly reduced over the last year and the numbers accommodated on a short-term basis has increased. This quarter there were fewer rough sleepers identified, however sustainable accommodation move ons have increased despite the prioritising of Supported Accommodation and PRS for those exiting Covid accommodation.

The council were successful in getting most of the proposals funded in its RS14 bid, the most significant being funding for an Off-Street Offer that will provide 30 units of accommodation to more entrenched rough sleepers with the goal of quickly assessing and identifying appropriate accommodation. Additional funding was also received for 40 units of medium supported accommodation and support to enhance our floating support offer for rough sleepers, those exiting emergency accommodation and supported accommodation into PRS. These services are mobilising but experiencing delays due to challenges with recruitment and the pressures to decant covid accommodation.

A bid has been submitted for the Rough Sleeper Accommodation Programme (RSAP) and the success of this is pending. There is a final round of funding for this programme in September that will also be bid for. Previous proposals for RSAP have been successful, and this will add 30 units to the Housing First service and provide an additional 30 units for the Transition & Resettlement service.

The Transition & Resettlement service has fully mobilised and is now able to support between 150 and 200 people at any given time. This service will help support our efforts to move people through our supported pathway and into more sustainable accommodation.

INDICATOR	UNIT	TARGET	ACTUAL	STATUS
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The No Second Night Out service will be moving into its new location on October 1, 2021, this will bring added capacity to be able to quickly move people off the street.

The Ending Rough Sleeping Plan has been submitted to MHCLG, BHCC staff are working to develop the action plan to manage and oversee the progress. This will be reviewed by the Homeless Reduction Board.

There is an informal count of the number of people found rough sleeping bi-monthly. The latest informal count carried out in September found that there were 37 found rough sleeping. This is an increase of 7 on the last count made in July.

Actions:

1. Prepare for Rough Sleeping Initiative 5 proposals, this will be co-produced with MHCLG (Head of Housing Needs, November 21)
2. Continue to mobilise the Off-Street Offer (Head of Housing Needs, November 21)
3. Prepare for Annual Street Count (Head of Housing Needs, October - December 21)
4. Recruit Single Homeless Rough Sleeping Commissioning Manager (Head of Housing Needs, December 21)

Total number of households in Temporary Accommodation on last day of the period [Corporate - council]	No.	1,911.00	2,012.00	 RED
				Improving

Position:

There were 2,012 households in temporary accommodation (TA) at the end of September 2021. This is a reduction of 101 households since the end of June 2021.

Please note the data reported after March 2020 has been revised to include the additional people accommodated as a result of the Everyone In government directive, which is aimed to house all rough sleepers and those in congregate accommodation to reduce the spread and risk of spread of COVID-19.

Trend:

Sep 2021 – 2,012
June 2021 – 2,113
Mar 2021 – 2,111
Dec 2020 – 2,099
Sep 2020 – 2,094
Mar 2020 – 1,505
Mar 2019 – 1,495
Mar 2018 – 1,703

The target is set a 1,911 which is a reduction of 200 compared to March 2021 performance. This target is realistic whilst challenging when taking into account the result at the time and housing market, potential demand and move on options available.

Commentary:

The number of households in temporary accommodation has increased during the Covid pandemic. This is due to several reasons:

- The government guidance of "Everyone In" to provide accommodation for all verified rough sleepers; those in congregate accommodation and those at risk of rough sleeping has swelled numbers we have had to accommodate in excess of people we have accommodation duties towards;
- Move on from temporary accommodation has been very limited as social housing lets were paused during lockdown restrictions and supported housing options have been diverted to verified rough sleepers; private rented let slowed due to lockdown restrictions and people shielding so not being able to move. In addition those private lets that were available were prioritised to those accommodated under Everyone In.

INDICATOR	UNIT	TARGET	ACTUAL	STATUS
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Going forwards we are working with private landlords to expand the number of households we can move into this sector. Lettings to social housing have recommenced and we are temporarily increasing the percentage of lets to accepted homeless households in temporary accommodation. Focusing on prevention to try and sustain current accommodation and enable people to move in a planned way rather than becoming homeless.

Consideration is being given to discharging duty by an offer of PRS or using PRS as TA, which the homeless legislation makes provision for. Currently we are offering the option as a choice. If we were to pursue this in line with other councils, and use it to discharge our duty, it would impact more rapidly the numbers in temporary accommodation. This would likely need member support.

Next steps:

1. Transformation of the service to be completed to focus on prevention; clearing backlog of assessments and moving people on from temporary accommodation. (Head of Housing Needs and Transformation Manager March 2022)
2. Review staffing to align with service transformation to focus on prevention. (Head of Housing Needs, January 22)
3. Monitor and review to progress cultural change of service delivery (Head of Housing Needs, Jan 2022)
4. Integrate commissioning of rough sleepers services with Housing Needs to align the pathways for single people. (Head of Housing Needs, December 2021)
5. Continue to expand access to private rented accommodation for those homeless or at risk of homelessness and those ready to move on from supported accommodation so as to free up pathways for those in emergency accommodation (Head of Housing Needs March 2022)

2021-22 Corporate Plan - A city working for all (quarterly monitoring)

The speed of determining applications for major development	%	88.20	93.98	
[Corporate - council]				Improving

Position:

This indicator measures the 24-month rolling result for the percentage of Major application types being processed within 13 weeks, or agreed time limit via a planning performance agreement (PPA) or extension of time (EOT).

The trend of the 24-month rolling result is a positive one as shown below:


Sep 2019 = 91.03% (71 applications determined in time; 78 applications determined)
Dec 2019 = 90.14% (64 applications determined in time; 71 applications determined)
Mar 2020 = 88.89% (64 applications determined in time; 72 applications determined)
Jun 2020 = 88.00% (66 applications determined in time; 75 applications determined)
Sep 2020 = 91.57% (76 applications determined in time; 83 applications determined)
Dec 2020 = 90.70% (78 applications determined in time; 86 applications determined)
Mar 2021 = 90.80% (79 applications determined in time; 87 applications determined)
Jun 2021 = 92.22% (83 applications determined in time; 90 applications determined)
Sep 2021 = 93.98% (78 applications determined in time; 83 applications determined)

The target was set at 88.5% which is CIPFA comparator average.

The government minimum standard for the speed of determining applications for major development is 60%. Authorities performing below this are at risk of intervention from central government with applicants having the option of having decisions made by the Secretary of State.

Commentary:

The local target for determining major applications within 13 weeks (88.5%) is set significantly higher than the national target (60%), to reflect CIPFA comparators. This has been met consistently since at least September 2019, despite application numbers increasing, with the latest figure being the best performance yet, at 93.98% of 83 applications being determined on time. Case officers have improved communication with applicants, and used a project management approach to identify key dates, and what is required to meet them. This has helped ensure that fewer large projects 'slip' and miss target

INDICATOR	UNIT	TARGET	ACTUAL	STATUS
deadlines.				
Actions:				
1) Continue current working practices, and agree extensions of time or Planning Performance Agreements (PPAs) with applicants (Planning Manager, ongoing)				
2) Work on streamlining PPAs and the pre-app process to encourage developers to use the process. This will mean applications are more likely to be right first time before the formal process of the application commences and to avoid delays in the application through negotiation and amendments as much as possible. (Planning Managers, Service Development Manager & Major Apps Team Leaders, Ongoing)				
3) Continue to monitor performance (Planning Managers & Major Apps Team Leaders, ongoing)				
4) With assistance from the Service Development Manager, implement project management approach to dealing with major applications to assist with processing of applications and reflection on how to improve to ensure performance is maintained. (Planning Manager, ongoing from June 2020).				
The speed of determining applications for non-major development [Corporate - council]	%	88.50	90.04	 Improving

Position:

This indicator measures the 24-month rolling result for the percentage of Minor and Other application types being processed within 8 weeks or agreed time limit via a planning performance agreement (PPA) or extension of time (EOT). Only applications for householder developments and change of use are included under Other applications.

The trend for the rolling 24 months is a positive one and is shown below:

Sep 2019 = 76.65% (2810 applications in time; 3666 applications determined)

Dec 2019 = 78.81% (2934 applications in time; 3723 applications determined)

Mar 2020 = 81.70% (3077 applications in time; 3766 applications determined)

Jun 2020 = 84.61% (3162 applications in time; 3737 applications determined)

Sep 2020 = 86.91% (3252 applications in time; 3742 applications determined)

Dec 2020 = 88.91% (3271 applications in time; 3679 applications determined)

Mar 2021 = 89.56% (3304 applications in time; 3689 applications determined)

Jun 2021 = 90.17% (3431 applications in time; 3805 applications determined)

Sep 2021 = 90.04% (3480 applications in time; 3865 applications determined)

The target of 88.5% has been set using the average of our CIPFA nearest neighbours.

The government minimum standard for the speed of determining applications for non-major development is 70%.

Authorities performing below this are at risk of intervention from central government with applicants having the option of having decisions made by the Secretary of State.

Commentary:

The performance at the end of September continues to exceed the average of our CIPFA comparators of 86.1%, achieving 90.04%.

Work continues to implement the actions of the Business Process Improvement plan and enhancements and reviews of how to use Uniform in the most efficient way. All of these initiatives are intended to make the process of determining applications more efficient and assist case officers to achieve a decision in 8 weeks.

In November 2018, the service introduced a Performance Action Plan, which was aimed at improving performance. This was revised and updated in April 2019 and was reviewed again at the end of 2019. In January 2019, the team introduced a monthly target which set achievable targets per month to achieve 75% by the end of September 2019. This was achieved and a new target was set in October 2019 to continue to achieve improved performance for the end of September 2020. We exceeded our target of 85%, achieving 86.91%. A new monthly target was agreed at the end of September 2020 to ensure the performance is maintained. Team Leaders are working with case officers on an individual basis and producing action plans to improve performance and to ensure the monthly target is met.


To assist with reducing the on hand figure of applications, which was intended to improve performance, the service engaged a third party to process 160 applications on behalf of the Local Planning Authority.

INDICATOR	UNIT	TARGET	ACTUAL	STATUS
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This commenced in November 2019 and is now completed. This initiative removed 160 of the oldest applications from the service to enable officers to focus on working on the applications as they are submitted to avoid further delays and an increase in the number of applications that are out of time. In February 2020, the service introduced key tasks within the process that case officers need to carry out, such as initial checks on receipt of an application and a 5 or 8 week proactive update. Both of these tasks are intended to assist with issuing more timely decisions and enable officers to manage their work more effectively as well as improving customer care. Monitoring reports were developed and introduced in September 2020, which helps to identify those case officers that may need additional support in meeting these tasks.

Actions:

1. Continue to work with case officers to implement key tasks to the process to ensure timely decisions (Team Leaders, January 2022)
2. Continue work to implement electronic working and improve the electronic work flow system - Enterprise (Information Manager, Planning Managers & Team Leaders, January 2022)
3. Refusal project part 2 – review refusals of officers with high refusal rates and implement action plan (Planning Managers, December 2021)
4. Ensure staff are working towards quantitative and qualitative measures identified in Performance Development Plans (PDPs) 2020, continual review in 121s, which will support staff to increase throughput of applications (Planning Managers/Team Leaders, on-going)
5. Monitor the indicators which have been introduced to capture success of initial checks and 5 week updates to applicants/agents (Planning Managers, on-going)

% major planning application decisions that are overturned at appeal [Corporate - council]	%	1.90	0.00	 GREEN
				Improving

Position:

This indicator measures the 24 month rolling result for the percentage of the total number of decisions made by the authority on applications for major development that are then subsequently overturned at appeal, once nine months have elapsed following the end of the assessment period.

The nine months specified in the measure enables appeals to pass through the system and be decided for the majority of decisions on planning applications made during the assessment period.

The trend of the 24-month result is:

Sep 2019 = 1.28% (Overturned at appeal = 1, Total decisions = 78)

Dec 2019 = 1.41% (Overturned at appeal = 1, Total decisions = 71)

Mar 2020 = 1.39% (Overturned at appeal = 1, Total decisions = 72)

Jun 2020 = 1.33% (Overturned at appeal = 1, Total decisions = 75)

Sep 2020 = 1.22% (Overturned at appeal = 1, Total decisions = 82)

Dec 2020 = 2.35% (Overturned at appeal = 2, Total decisions = 85)

Mar 2021 = 1.15% (Overturned at appeal = 1, Total decisions = 87)

Jun 2021 = 1.11% (Overturned at appeal = 1, Total decisions = 89)

Sep 2021 = 0.00% (Overturned at appeal = 0, Total decisions = 82)


The Target is set at the average for England of 1.9% to reflect growth in major applications and therefore likely increase in appeal rate.)

The government minimum standard (Designation threshold) for this KPI is 10%, we are well within this minimum. Authorities performing below this standard are at risk of designation which means intervention from central government with applicants having the option of having decisions made by the Secretary of State.

Commentary:

The latest figure shows that in the past 24 months, no major applications, of the 82 decided, have been overturned on appeal. This is a significant achievement for the service. It has not been achieved since the government began to use this indicator in 2018, at which point the figure was 5.24%. The overturn rate has declined steadily since 2018, despite the increase in application numbers.

A number of measures have fed into this, including an improved pre-application service, increased negotiation and officer communication, and the wider work on providing a positive, engaged planning

INDICATOR	UNIT	TARGET	ACTUAL	STATUS
<p>service.</p> <p>In addition, increased efficiencies introduced through improved use of Uniform (planning database) packages and continuing to implement measures identified in the BPI review will improve the service</p> <p>Ongoing actions include:</p> <ol style="list-style-type: none"> 1) Continuing to invest officer time in pre-application discussions and Planning Performance Agreements (PPAs) to ensure schemes are submitted which are likely to result in a favourable recommendation, to reduce the number of refusals and appeals (Planning Managers, ongoing); 2) Review the pre-application process and implement findings, including providing training to officers (Planning Managers & Team Leaders, by 31 January 2022); 3) Monitor appeal decisions for trends to allow adaptation and flexibility in policy and decision making (Planning Managers, ongoing); 4) Review appeal decisions collectively at joint team meetings to enable reflection and learning of appeal decisions (Principal Planning Officers, ongoing); 5) Bespoke appeal training (Team Leaders, delayed due to Covid – April 2022); 6) Review of decisions project (Planning Managers – done, measures now being identified). 				
% non-major planning application decisions that are overturned at appeal [Corporate - council]	%	1.20	1.78	 Improving

Position:

This indicator measures the 24 month rolling result for the percentage of the total number of decisions made by the authority on applications for non-major development that are then subsequently overturned at appeal, once nine months have elapsed following the end of the assessment period. The nine months specified in the measure enables appeals to pass through the system and be decided for most decisions on planning applications made during the assessment period.

The trend of the 24-month result is:

Sep 2019 = 2.56% (Overturned at appeal = 95, Total decisions = 3705)

Dec 2019 = 3.01% (Overturned at appeal = 113, Total decisions = 3759)

Mar 2020 = 2.81% (Overturned at appeal = 107, Total decisions = 3804)

Jun 2020 = 2.60% (Overturned at appeal = 98, Total decisions = 3771)

Sep 2020 = 2.62% (Overturned at appeal = 99, Total decisions = 3778)

Dec 2020 = 2.56% (Overturned at appeal = 95, Total decisions = 3707)

Mar 2021 = 2.18% (Overturned at appeal = 81, Total decisions = 3697)

Jun 2021 = 2.12% (Overturned at appeal = 81, Total decisions = 3815)

Sep 2021 = 1.78% (Overturned at appeal = 69, Total decisions = 3865)

The target is set at the average for our CIPFA comparator group at 1.20%

The government minimum standard (Designation threshold) for this KPI is 10%, we are well within this minimum. Authorities performing below this standard are at risk of designation which means intervention from central government with applicants having the option of having decisions made by the Secretary of State.

Commentary:

The service introduced customer service standards in October 2017, which included feedback and offering increased opportunities to amend applications. This coupled with continuing to improve and promote pre-application discussions and moving towards a positive planning service will reduce the number of appeals in the long term. Following the intervention in the autumn of 2019, the service was able to reduce the on-hand number of planning applications to a more sustainable level. This has meant case officers have much more sustainable caseloads where they can work proactively to secure amendments rather than refuse applications. This also enables case officers to spend more time on providing quality pre-app responses. A much-improved pre-application service will resolve matters at pre-application stage prior to applications being submitted, which is scheduled to be introduced in January 2022.

Increased efficiencies introduced through improved uniform packages and continuing to implement measures identified in the BPI review will also improve the service offer and allow greater opportunities to maximise negotiation during the course of the application and enhance the pre-application advice service with timely and quality responses. In February 2020, the service introduced key tasks to the

INDICATOR	UNIT	TARGET	ACTUAL	STATUS
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application process that is intended to assist case officers manage their caseloads in a project management approach, early checks are intended to assist with identifying issues early in the process to avoid delays or problems arising later. These tasks are also intended to maximise time within the application process to enable amendments to a scheme.

A review of decisions, to reduce the refusal rate and improve appeal performance commenced in the spring of 2021. This included a review of all refusals of planning applications that were determined between 1 April 2021 and mid June 2021. The findings of the Phase 1 review identified a number of actions, which included a phase 2 and a close look at individual officers that had a higher refusal rate than the average refusal rate for 2020 - 2021. In addition, bespoke appeal training was scheduled to take place in late Spring 2020 to improve appeal statement preparation to improve appeal performance. Unfortunately, due to the current COVID pandemic, this initiative has been delayed. During the last quarter of 2020 – 2021, individual performance targets of case officers have been updated to include the completion of pre-app. This has meant that pre-apps are prioritised in the same way as applications, therefore improving the timeliness of the pre-app responses. An improved pre-app service, will encourage increased participation and increased use of the service will improve the quality of schemes submitted, ensure schemes are right first time, which will reduce the number of refusals and appeals.

Actions:

- 1) Finalise and introduce new pre-app service officer that is intended to be more customer orientated to meet needs but also improve timeliness and quality of responses (Planning Managers, January 2022);
- 2) Review refusals of a number of officers between 1 April 2020 – 31 March 2021 and to implement key findings (Planning Managers, December 2021);
- 3) Monitor appeal decisions for trends to allow adaptation and flexibility in policy and decision making (Planning Managers & Team Leaders, ongoing);
- 4) Bespoke appeal training (Team Leaders, January 2022).

2021-22 Corporate Plan - A growing and learning city (quarterly monitoring)

Number of children in care	No.	395.00	398.00	 AMBER Declining
[Corporate - council]				

Position:

There are 398 children in care (CIC) as at 30th September 2021.

The quarter-by-quarter trend is:

Sep 2021 - 398
Jun 2021 - 385
Mar 2021 - 374
Dec 2020 - 382
Sep 2020 – 389
Jun 2020 - 371
Mar 2020 - 379
Dec 2019 - 377
Sep 2019 - 385
Jun 2019 - 382
Mar 2019 - 393
Dec 2018 – 380
Sep 2018 - 394
Jun 2018 - 400
Mar 2018 - 418
Dec 2017 – 414

Since 2010, the highest number of CiC was 515 in November 2011 and the lowest number was 371 at June 2020. The annual figure reported in March 2021, was 374.

The aim and target shown (395) is the budgeted financial figure for 2021/22.

INDICATOR	UNIT	TARGET	ACTUAL	STATUS
<p>The CIC rate per 10,000 is 79.2 at September 2021, up from 76.2 per 10,000 at September 2020. This is below the March 2020 contextual neighbour average (96.5), and above the national average (67), South East average (53) and statistical neighbour average (69.4).</p> <p>There are 40 Unaccompanied Asylum-Seeking Children (UASC) in care (10.1% of the total), up from 37 (9.7%) at September 2020. The number of CIC excluding UASC is up from 346 at September 2020 to 358 at September 2021 – an increase of 12 children.</p> <p>242 (60.8%) of CiC are male, up from 58.2% at September 2020 and above the national average of 56%. 155 (38.9%) of CiC are female.</p> <p>143 (35.9%) of CiC are not White British. If UASC are excluded, the percentage of CiC that are not White British is 28.8%. In January 2021, 28.1% of pupils in Brighton and Hove schools identified as other than 'White British' or where data was refused/not known.</p> <p>160 children became looked after during the year ending 30th September 2021, down from 174 during the previous 12 months. Of the children becoming looked after during the year ending 30th September 2021, 19% were aged under 1, 12% were aged 1 to 4, 18% were aged 5 to 9, 33% were aged 10 to 15 and 19% were aged 16 and over.</p> <p>145 children ceased to be in care during the year ending 30th September 2021, down from 166 during the previous 12 months. Of these children, 21% returned to live with parents or relatives (down from 25% in the previous 12 months), 9% were adopted (up from 6% in the previous 12 months), 21% were subject to a Special Guardianship Order (up from 15%), 12% ceased care for any other reason – the majority of which is the young person reaching 18 and becoming a care leaver (up from 7% for the previous 12 months).</p>				

Commentary

With 398 CiC, this is 3 children over the budgeted figure of 395, and an increase of 13 children since the end of September 2021. This increase is in the context that our UASC numbers continue to rise (due to taking children through the National Transfer Scheme as well as our own spontaneous arrivals) and are now at 40 UASC in our care - 10.1% of our total CIC cohort. It is also noted that the number of CIC excluding UASC is up from 346 at September 2020 to 358 at September 2021 – an increase of 12 children.

The overall increase in CIC numbers is perhaps expected as it was anticipated that numbers of CiC may increase during Covid, due to increased pressures in terms of family functioning and for e.g. impact on children's mental health.


In addition, due to Covid there are some delays in care proceedings concluding so children's care plans are not progressing (ie 21 fewer children ceased to be in care during the previous 12 months, therefore children are not leaving the care system at the same rate). It is however noted that a number of care proceedings are now concluding, but there is also an increase in care proceedings starting. Data will continue to be monitored as it may be that as pressures continue to impact on families and as the court system continue to function more fully in the months ahead, CIC numbers may continue to increase.

The performance continues to be a reflection to a degree, of the ongoing success of the model of social work practice, as it is embedded in day-to-day social work practice with children and families to keep children safe within their families, however it is noted that the impact of Covid on relationship based SW may be a factor in the increase in numbers of CiC.

Children's Services Entry to Care Panel continues to consider all admissions for children coming into care. It is chaired by the Assistant Director and oversees any admissions of children/young people into the care system. It continues to provide senior management oversight to ensure that all other alternatives have been explored including placement with family members with support packages before agreeing to a child/young person becoming looked after. This includes the use of support via the Extended Adolescence Service.

Actions:

- 1.Children's Services Entry to Care Panel to continue to review admissions for children into care to ensure that alternatives to care are vigorously explored where it is safe to do so. (Assistant Director Children's Health Safeguarding & Care, Review – December 2021)
2. Continued monitoring with HOS / legal team to monitor data relating to care proceedings and increased numbers of children coming into care. (Assistant Director, Safeguarding and Care, Dec 2021).

INDICATOR	UNIT	TARGET	ACTUAL	STATUS
Strengthening Family Assessments - % completed within 45 days [Corporate - council]	%	85.00	89.90	 GREEN Declining

Position:

Of the 2,235 Strengthening Family Assessments (previously Single Assessments) completed in the year ending 30th September 2021, 2,010 or 89.9% were completed within the maximum duration of 45 working days.

The percentage of Strengthening Families Assessment (SFA) completed within 45 working days has fallen from 92.3% in Q1 21/22 (April to June 21) to 85.5% in Q2 21/22 (July to September 21). This is above the target figure of 85% and both 2019/20 statistical neighbour average of 79.5% and the 2019-20 national average of 83.8%.

The majority of SFAs (54.1%) are being completed within 35 days, indicating assessments are occurring in a timely manner and children needs are being assessed promptly.

Trend

July to Sep 2021 – 85.5%

Apr to Jun 2021 – 92.3%

Jan to Mar 2021 – 89.7%

Oct to Dec 2020 – 92.4%

Jul to Sep 2020 – 92.4%

Apr to Jun 2020 – 90.2%

Jan to Mar 2020 – 87.4%

Oct to Dec 2019 – 89.6%

Jul to Sep 2019 – 92.5%

Apr to Jun 2019 – 90.4%

Commentary:


Heads of Service are aware that overall SFA timeliness has dropped. Whilst the figure is still above the target figure and the national and statistical neighbour average, it is still of concern and as such has been addressed with Pod Managers in our Extended Management Meeting. This period does cover the school holidays when many staff take leave or when SFAs need to be extended to include school input. SLT expect this percentage of SFAs in time to rise for Q3.

35 days but with a clear focus on the need to conclude the assessment within 45 days.

Actions:

1. Pod managers to continue to ensure that SFAs are completed within timescales (Head of Service FDFF & SW Pods 2-5, on-going)

2. Continued monitoring of Pod performance and feedback to be maintained (Head of Service FDFF & SW Pods 2-5, on-going)

% of Education, Health & Care Plans (EHCPs) issued within 20 weeks including exceptions [Corporate - council]	%	66.00	74.12	 GREEN Improving
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Position:

126 of 170 (74.12%) EHC Plans issued between April 2021 and September 2021 met the 20-week timescale when including exceptions. Exceptions are when EHC plan production timescales overlap with school holiday periods, causing delays outside of control within the service.

Trend

Jul to Sep 2021 – 55 of 84 (65.48%)

Apr to Jun 2021 - 71 of 86 (82.6%)

Jan to Mar 2021 – 36 of 54 (66.7%)

Oct to Dec 2020 - 13 of 31 (41.9%)

INDICATOR	UNIT	TARGET	ACTUAL	STATUS
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July to Sept 2020 - 35 of 62 (56.5%)

2020/21 performance was 159 on time out of 255 (62.4%).

2019/20 performance was 170 on time out of 257 (66.2%).

The target of 66% is the 2020 calendar year statistical neighbour average. The equivalent national rate result was 55.6%.

55 of 78 (70.51%) EHC Plans issued between July and September 2021 met the 20-week timescale when excluding exceptions. This shows slightly better performance than including exceptions and this gives a truer indication of performance as exceptions are outside of the council's control.

Commentary:

Performance has slightly dipped on last quarter. However, overall performance is higher than the same period the previous year. There continue to be a high number of cases and more complex cases being managed by the team. The team has continued to face staffing incapacity due to short-term sickness absence. The team have added an additional 0.6 capacity. The Education Psychology team continue to face issues of capacity, which will impact on the speed with which EHCPs are processed.

There are two significant reasons for delays in the process that are beyond the services control: Delays in receipts reports from internal and external professionals, and; where a parent expresses a preference for a particular school/s and there is challenge from the schools and/or the parents. Where there is an issue with placement, the team now finalise EHC plans naming a type of setting, as opposed to a particular school which has helped meet which helps to meet the 20-week deadline.

The team has established a process of monitoring the timeliness of professional advice. This includes a new weekly homepage that highlights cases that need attention. The casework managers are also carrying out weekly casework management sessions with casework officers to support them to meet timescales and moving cases forward. This has helped gauge the impact of delays on the target and supports the teams to influence professionals to improve their timeliness. SEN Casework Officers continue to have the 20-week timescale as a target within their Personal Development Plans (PDPs) and 1:1 meetings. The 20-week timescale performance is also discussed bi-weekly at team meetings. The SEN Team has experienced challenges due to the COVID Pandemic for example many NHS therapists who contribute statutory advice were re-deployed during the pandemic, and professionals were not able to undertake face to face assessments of children. In addition, the Government issued the Coronavirus Act 2020 and implemented modified Section 42 of the Children and Families Act relating to statutory timescales and reasonable endeavours duties.

The service has implemented more flexibility for timely decision making by having less frequent more focused SEN Panel (bi-weekly meetings) and more regular less formal SEN Managers meetings to agree clear cases.


A monitoring process will be established to ensure that external professionals advice receipts are timely. There has been a slight delay in running this report as resources have been diverted to managing the capacity issues within the service. However, this report will be run and analysed in December.

A service re-design will take place so that additional capacity can be created within the team for the next financial year.

Actions:

1. Monitoring of external professional's advice receipts in a report form (SEN Business Manager, December 21)
2. A redesign of the service will take place this year to ensure that there is sufficient capacity to meet the demands of the service (Head of SEN Statutory Service April 22)

2021-22 Corporate Plan - A sustainable city (quarterly monitoring)

% of household waste sent for reuse, recycling and composting (3 month lag) [Corporate - council]	%	34.90	30.50	 AMBER
				Improving

Position:

Between April - June 2021 – 30.5% of the household waste in the city was sent by the Authority for

INDICATOR	UNIT	TARGET	ACTUAL	STATUS
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reuse, recycling, composting or anaerobic digestion. (source Waste Data Flow reports).

The trend of this result on a quarterly basis were:

2017/18: Q1 - 29.1%, Q2 - 28.7%, Q3 - 28.5% and Q4 - 28%
 2018/19: Q1 - 30.4%, Q2 - 28.9%, Q3 - 28.1% and Q4 - 29.24%
 2019/20: Q1 - 30.7%, Q2 - 29.2%, Q3 - 28.7% and Q4 - 29.0%
 2020/21: Q1 - 29.5%, Q2 - 29.8%, Q3 - 29.3% and Q4 - 29.2%
 2021/22: Q1 – 30.5%

The target for 2021/22 was set at 34.9% which was the comparator average in Dec 20.

The annual trend for the performance indicator is:

2010/11 = 27.7%
 2011/12 = 28.1%
 2012/13 = 26.8%
 2013/14 = 25.8%
 2014/15 = 25.2% (26,358 tonnes recycled out of 104,433 tonnes HH waste)
 2015/16 = 24.6% (25,835 tonnes recycled out of 105,223 tonnes HH waste)
 2016/17 = 27.0% (28,557 tonnes recycled out of 105,921 tonnes HH waste)
 2017/18 = 28.6% (29,745 tonnes recycled out of 104,135 tonnes HH waste)
 2018/19 = 29.2% (30,030 tonnes recycled out of 102,885 tonnes HH waste)
 2019/20 = 29.4% (29,970 tonnes recycled out of 101,886 tonnes HH waste)
 2020/21 = 29.2% (30,740 tonnes recycled out of 105,169 tonnes HH waste)

Commentary:

Please note, there is a three-month lag time in reporting this data. Therefore, the 30.5% represents April to June 2021.

Recycling rates are dependent on a number of factors, including that there are currently no large-scale 'end markets' to collect low grade plastics.

Comparison with other local authorities can sometimes be misleading. While some do collect more materials and state a higher rate of recycling than this council does, these materials can be exported abroad and some of it has been shown to go to landfill in these countries.

Our waste and recycling processes are as follows:

- All recycling (including recyclable plastics like bottles) is generally around 30%
- Ordinary waste that cannot be recycled, including Polytrimethylene terephthalate (PTT) plastics amounts to around 68%. These items are taken to our Energy Recovery Facility and incinerated to create energy which powers 25,000 Sussex homes
- Landfill – (strictly only things that cannot be recycled or turned into energy) around 2%, which is one of the lowest in the UK. Our most recent rate detailed separately in this report is 1.3%.

We are also working hard to improve the number of items collected for recycling overall and are working with partners across our city to create positive change and reduce waste, particularly single use plastic.

Many projects within the Modernisation Programme will have an impact on the percentage of waste sent for reuse, recycling and composting:

- The Managing Waste Responsibly Project is improving how the council communicates with and educates the city on recycling. Through collaboration with stakeholders, activities and resources will be designed to improve the city's recycling rates.
- The rollout of more recycling wheelie bins will enable residents to recycle more
- Improvements to the communal bin system will enable residents to recycle more

Recent actions delivered include:

- Completed rollout of recycling wheelie bins.
- Won the Circular Economy Project of the Year award for Tech Takeback, a collection and reuse service for small electricals in the city.
- Updated the Managing Waste Responsibly Project Plan ahead of the newly reconvened Project

INDICATOR	UNIT	TARGET	ACTUAL	STATUS
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Board taking place in October 2021

- Joined a research project with Keep Britain Tidy focusing on Student Waste in the city
- Engaged with various community and resident groups to understand issues faced and share projects currently underway
- The Youth Council to start work on engaging with businesses on the seafront, to develop a green accreditation scheme.
- Agreed the European Blueprint initiatives to accelerate to a circular economy. This includes: a focus on changing public behaviour to increase levels of reuse and recycling. The behaviour change will be delivered through a number of shift pilots through schools, households and a digital programme. An ambassador's pilot is being developed alongside the three shift pilots to recruit 200 champions from the community, who will further reach out to 20 people each to encourage reduce, reuse and recycling.

Actions:

1. Improve the collections of domestic recycling through the Keeping the City Clean Review (Head of Operations and Head of Strategy & Service Improvement, December 2021)
2. Deliver Managing Waste Responsibly Project (Head of Strategy & Service Improvement, March 2022)
3. Deliver Digital Cityclean Project (Head of Operations and Head of Strategy & Service Improvement, September 2023)

% of municipal waste landfilled (3 month lag) [Corporate - council]

%

2.03

1.30



Improving

Position:

Between April and June 2021 - 1.3% of municipal waste went to landfill. This equates to 139 tonnes (source Waste Data Flow reports). Average for 2020/21 is 1.7%.

The trend of this result on a quarterly basis to allow comparison of like periods year on year is presented below:

2017/18 Q1 - 4.0%, Q2 - 9.4% Q3 - 4.2% and Q4 3.5%
 2018/19 Q1 2.8%, Q2 - 6.2%, Q3 3.7%, Q4 3.2%
 2019/20 Q1 2.2%, Q2 - 2.6% Q3 - 2.6% Q4 - 2.7%
 2020/21 Q1 2.5%, Q2 - 3%, Q3 - 0.5% Q4 - 0.8%
 2021/22 Q1 1.3%

The target for 2021/22 was set at 2.03% This is to maintain 2020/01 outturn as we are better than our comparator average.

The annual trend for this KPI is:

2010/11 = 46%
 2011/12 = 26.7%
 2012/13 = 5.7%
 2013/14 = 8.2%
 2014/15 = 3.9%
 2015/16 = 4.1%
 2016/17 = 4.9%
 2017/18 = 5.3%
 2018/19 = 4.0%
 2019/20 = 2.5%

Commentary

Please note, there is a three-month lag time in reporting this data. Therefore, the 1.3% represents April to June 2021.

The City Environment Modernisation Programme is developing a sustainable future for the service in

INDICATOR	UNIT	TARGET	ACTUAL	STATUS
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the context of reducing council budgets, increases in customer demand and an expanding service offer.

Activities within the Programme will have an impact on the percentage of waste landfilled. For example, the Managing Waste Responsibly Project will encourage residents to reduce, reuse or recycle before disposing of waste. This will reduce the waste sent to landfill.

Since April 2020, the disposal of bulky waste has changed, with more of the waste shredded and sent to energy recovery. Since January 2021, the bulky waste service has been directly delivered by BHCC, having previously been contracted out. This has further contributed to the reduction in waste sent to landfill.

Actions:

1. Ongoing delivery of the City Environment Modernisation Programme (Assistant Director, City Environment, ongoing)

Missed refuse collections per 100,000 collections [Corporate - council]	No.	171.00	781.00	 RED
				Declining

Position:

This is calculated as: Total Missed Collections/(Total Number of Expected Collections/100000).

This data relates to the period April-September 2021.

The year to date performance trend is:

Apr to Jun 2018 = 215 per 100.000
 Apr to Sep 2018 = 195 per 100.000
 Apr to Dec 2018 = 171 per 100,000
 Apr to Mar 2019 = 171 per 100,000
 Apr to Jun 2019 = 159 per 100,000
 Apr to Sep 2019 = 402 per 100,000
 Apr to Dec 2019 = 354 per 100,000
 Apr to Mar 2020 = 395 per 100,000
 Apr to Jun 2020 = 532 per 100,000
 Apr to Sep 2020 = 401 per 100,000
 Apr to Dec 2020 = 367 per 100,000
 Apr to Mar 2021 = 362 per 100,000
 Apr to Jun 2021 = 259 per 100,000

The target was set at 171 to achieve 2018/19 performance levels to reflect the impact of the changes being implemented.

Commentary:

Covid related issues affected our Cityclean streets, rubbish and recycling collections during April to September this year. Rising rates of Covid-19 across the country and the impact on Brighton & Hove resulted in many staff being 'pinged' and having to self-isolate, while some others had Covid and also had to self-isolate. It was hard to recruit new people or bring in agency staff as all were faced with the same problems, plus there is currently a national shortage of HGV drivers. In addition, supply issues have made it difficult to get vehicle parts when bin lorries break down, meaning the truck and crew cannot start their round which results in missed collections.

Through the Modernisation Programme, Cityclean is investigating the root cause for addresses that are frequently missed and identifying solutions to resolve them. Resolutions include applying for a Traffic Regulation Order for double yellow lines to improve access to a road, a dropped kerb to enable a communal bin to be moved or changes to parking bays. Some roads will be moved onto the smaller waste collection vehicle where access proves a problem and some roads will be moved to a different

INDICATOR	UNIT	TARGET	ACTUAL	STATUS
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collection round. As these changes are implemented, residents experiencing persistent problems will see improvements.

Through the Modernisation Programme, Cityclean continues to identify improvements to the collection service. The Programme is reviewing and improving how missed collection data is recorded and how it is shared with relevant stakeholders.

The missed collection statistics do not take account of "lockouts". Lockouts relate to bins that have not been put out or cannot be collected because they are contaminated. Resources are prioritised to deal with service issues, rather than data input (the impact of lockouts on this performance level is not expected to be that large).

Next Steps:

1. Improve the collections of domestic recycling through the Keeping the City Clean Review (Head of Operations, December 2021)
2. Review and find solutions for persistent missed collections (Head of Operations, ongoing)
4. Deliver Digital Cityclean Project (Head of Operations and Head of Business Support & Projects, March 2022)

Missed recycling collections per 100,000 collections [Corporate - council]	No.	337.00	1,367.00	 RED
				Declining

Position:

This is calculated as: Total Missed Collections/(Total Number of Expected Collections/100000)

This data relates to the period April-September 2021.

The target was set at 337 to achieve the 2018/19 performance levels to reflect the impact of the changes being implemented.

Year to date performance trend:

Apr to Jun 2018 = 319 per 100,000
 Apr to Sep 2018 = 452 per 100,000
 Apr to Dec 2018 = 370 per 100,000
 Apr to Mar 2019 = 337 per 100,000
 Apr to Jun 2019 = 444 per 100,000
 Apr to Sep 2019 = 992 per 100,000
 Apr to Dec 2019 = 852 per 100,000
 Apr to Mar 2020 = 1089 per 100,000
 Apr to Jun 2020 = 1155 per 100,000
 Apr to Sep 2020 = 962 per 100,000
 Apr to Dec 2020 = 742 per 100,000
 Apr to Mar 2021 = 754 per 100,000
 Apr to Jun 2021 = 659 per 100,000
 Apr to Sep 2021 = 1367 per 100,000

Commentary:

Covid related issues affected our Cityclean streets, rubbish and recycling collections during April to September this year. Rising rates of Covid-19 across the country and the impact on Brighton & Hove resulted in many staff being 'pinged' and having to self-isolate, while some others had Covid and also had to self-isolate. It was hard to recruit new people or bring in agency staff as all were faced with the same problems, plus there is currently a national shortage of HGV drivers. In addition, supply issues have made it difficult to get vehicle parts when bin lorries break down, meaning the truck and crew cannot start their round which results in missed collections.

INDICATOR	UNIT	TARGET	ACTUAL	STATUS
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Through the Modernisation Programme, Cityclean is investigating the root cause for addresses that are frequently missed and identifying solutions to resolve them. Resolutions include applying for a Traffic Regulation Order for double yellow lines to improve access to a road, a dropped kerb to enable a communal bin to be moved or changes to parking bays. Some roads will be moved onto the smaller waste collection vehicle where access proves a problem and some roads will be moved to a different collection round. As these changes are implemented, residents experiencing persistent problems will see improvements.

Through the Modernisation Programme, Cityclean continues to identify improvements to the collection service. The Programme is reviewing and improving how missed collection data is recorded and how it is shared with relevant stakeholders.

The missed collection statistics do not take account of "lockouts". Lockouts relate to bins that have not been put out or cannot be collected because they are contaminated. Resources are prioritised to deal with service issues, rather than data input (the impact of lockouts on this performance level is not expected to be that large).

Next Steps:

1. Improve the collections of domestic recycling through the Keeping the City Clean Review (Head of Operations, December 2021)
2. Review and find solutions for persistent missed collections (Head of Operations, ongoing)
4. Deliver Digital Cityclean Project (Head of Operations and Head of Business Support & Projects, March 2022)

% of streets inspected which are found to have widespread or heavy levels of litter [Corporate - council]

%

3.20

3.33



Declining

Position:

Between July and September 2021, 3.3% of the streets checked had litter levels which were below grade B using the national measure 'Street and environmental cleanliness: Litter'.

This process grades streets and other areas of land on the following scale for litter:

- Grade A – no litter or refuse (75%);
- Grade B – predominantly free of litter and refuse except for some small items (20%);
- Grade C – widespread distribution of litter and refuse, with minor accumulations (3%);
- Grade D – heavily littered, with significant accumulations (1%).

The target has been set at 3.2% to maintain 2018/19 outturn performance levels as there is no comparative information available.

The quarterly trend for this result is:

Apr to Jun 2017 = 4.1%

Jul to Sep 2017 = 4.2%

Oct to Dec 2017 = 4.1%

Jan to Mar 2018 = 4.3%

Apr to Jun 2018 = 6.5%

Jul to Sep 2018 = 3.8%

Oct to Dec 2018 = 3.2%

Jan to Mar 2019 – N/A

Apr to Jun 2019 – N/A

Jul to Sep 2019 = 3.3%

Oct to Dec 2019 = 7.8%

Jan to Mar 2020 = 4.4%

Apr to Jun 2020 = 6.7%

Jul to Sep 2020 = 2.2%

INDICATOR	UNIT	TARGET	ACTUAL	STATUS
Oct to Dec 2020 = 3.3%				
Jan to Mar 2021 = 6.3%				
Apr to Jun 2021 = 4.5%				
Jul to Sep 2021 = 3.3%				

Commentary:

The results for this indicator are gathered via visiting a selection of 90 streets each quarter. Each street is graded ranging from Grade A (clean) to Grade D (heavily affected), with the Grades then aggregated to produce an overall percentage.

Seasonal variations have an impact e.g. windy weather may lead to litter on the street from litter bins and wheelie bins.

The KPI methodology has been reviewed and a new approach will be adopted during 2021/22 to target a particular street / area, rather than select different roads each time. This will provide more meaningful data in terms of delivery of the Bin Infrastructure Strategy and the approach to enforcement.


Littering is an offence as per the Environmental Enforcement Framework. Fines will be issued to anyone caught littering.

Recent actions delivered include:

- 315 littering Fixed Penalty Notices issued during quarter 1.
- Two CCTV cameras installed; one on Hove Lawns and one on the central beach near Shelter Hall in a bid to deter people from leaving their rubbish in these busy areas. The CCTV will allow the Environmental Enforcement Team to hand out fines to those who don't bin their rubbish properly or take it home.
- Approval of the Bin Infrastructure Strategy and Action Plan received from Environment, Transport & Sustainability Committee.
- Recommended rollout of recycling wheelie bins, removing the need for recycling boxes in some areas, and reducing the likelihood of recycling materials being blown about the streets.

Actions:

1. Continued communications and social media coverage to remind the public not to litter and of potential fines for littering (Communications Officer, ongoing)
2. Deliver Bin Infrastructure Strategy and Action Plan (Head of Business Support & Projects, ongoing)

Nitrogen Dioxide levels in Brighton and Hove (µg/m³ - micrograms per cubic meter): Lewes Road (quarterly lagged by one quarter) [Corporate - city]	No.	36.00	18.50	 GREEN Improving
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Position:

The average concentration of Nitrogen Dioxide (NO₂) measured at monitor BH6 Lewes Road (130 metres south of the Vogue Gyratory on the East side) as a 12-month rolling mean up to the end of June 2021 was 18.5 µg/m³ (micrograms per cubic metre). This compares to 19 µg/m³ last reported that was twelve months up to the end of 2020.

The first quarter of 2021 was more influenced by Covid travel caution compared to the first quarter of 2020. We are currently investigating and trialling compact real time monitoring methods. That said the quality assurance of the data requires automatic analyser techniques to calibrate results.

The long-term sequence of nitrogen dioxide results from the automatic monitoring station (BH6) suggests compliance at this location since May 2018. That said higher concentrations of NO₂ prevail along other parts of the same transport corridor; 0-100 metres south of the Vogue Gyratory, 0-100 metres north of the Elm Grove junction, along Coombe Terrace and Hollingdean Road. Exceedance or

INDICATOR	UNIT	TARGET	ACTUAL	STATUS
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near exceedance have been recorded in these areas as recently as 2020/21.

The target: 36 µg/m³ NO₂ is 90% of 40µg/m³, that is the UK legal standard and the World Health Organisation (WHO) Guideline for protection of human health. Consistent attainment of 35.5 µg/m³ NO₂ would mean beyond all reasonable doubt UK and WHO standards are met. To be able to revoke all or part of an Air Quality Management Area (AQMA) NO₂ levels need to be less than 35 µg/m³ at relevant receptors for three years or less than 32 µg/m³ for two years (travel restrictions or abnormal periods excepted). A transport corridor with similar traffic streaming for some km needs to be considered holistically rather than at one sampling location. Different communities of people including vulnerable groups live along traffic corridors. Further information can be found in Brighton & Hove's Annual Status Report on Air Quality published annually. The process to review BHCC's AQMAs and designate six areas is completed and approved by legal. The designated zones are available as a layer on corporate maps.

Commentary:

Between 1996 and 2021 monitoring results along some parts of the Lewes Road indicate that nitrogen dioxide levels exceed the EU and UK standard (annual average). The council therefore has a statutory duty to declare an Air Quality Management Area for NO₂. This was first declared in 2004 and last amended in November 2020. Airborne NO₂ and particulate are the second highest risk to overall health after smoking. As direct and passive smoking decreases and the Covid-19 pandemic influences respiratory health at a population level, airborne pollution becomes a more important determinant on overall health, wellbeing, and life expectancy. In 2020 the age standardised death rate increased to its highest tally since 2008 Deaths in the UK from 1990 to 2020 - Office for National Statistics (ons.gov.uk). After Covid, respiratory and circulatory failure (oxygen to body tissues) where the main causes of death. Deaths from respiratory disease from 2015 to 2020 and influenza and pneumonia in 2020 - Office for National Statistics (ons.gov.uk).

For the NO₂ Automatic Analysers on Lewes Road and North Street NO₂ at a concentration of 36µg/m³ is equivalent to 90% of the UK standard (WHO guideline) and in Defra's Technical Guidance with a margin of tolerance is regarded as potentially exceeding the air quality target.

The targeting thresholds for this performance indicator are set out below:

GREEN performance under 35.5 µg/m³ is compliant with the legally binding Air Quality Assessment Level (AQAL) at that location

AMBER performance between 36µg/m³ and < 40µg/m³ this is considered a near miss

RED performance exceeding 40µg/m³ this is in excess of the legal limit for NO₂

Proactive measures are being taken to improve emissions of buses and taxis and delivery vehicles. That said there is much more that needs to be done. Modal shift and encouragement of active travel has provided alternatives to the private car. A lane along the Lewes Road has been closed to allow space for University construction projects this may have been a factor in the reduced flow of traffic past the Lewes Road monitor reported here.

Brighton and Hove buses are working with partners to progress with low and no emission options that work for a fleet operating 24 hours (limited downtime for electric charging). This investment is likely to show step changes in the reduction of emissions as batches of the bus fleet are replaced or exhausts retrofitted. We are exploring funding streams and opportunities to work with partners to deliver a local bus fleet that meets or surpasses the euro-VI emission standard as soon as possible. Big Lemon Bus Company aims to have a fully electric bus fleet. A 25 bus exhaust conversions have been delivered since the last performance report.

The Schools Access Project is supported by the Sussex wide School Travel and Air Quality Awareness initiative (funding from Defra's air quality grant). This involves engagement with schools across Sussex including in the vicinity of BHCC's AQMAs. The project promotes active no emission travel. Across Brighton there are a number of "cut engine cut pollution" signs. Infographics have been produced


INDICATOR	UNIT	TARGET	ACTUAL	STATUS
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promoting emission free travel and better air quality. A full review of the Air Quality Action Plan will follow, with report to ETS committee targeted for March 2022.

For the twelve months to June-2013 NO₂ levels of 47 µg/m³ were recorded at the automatic analyser BH6 on Lewes Road. This was the first twelve month period at this site. Between 2013 and 2021 the BH6 monitor next to Lewes Road has recorded a 61% improvement in outdoor NO₂ concentrations. A substantial improvement has been recorded since the most recent 2017 peak at this location. Results to date suggest compliance with the KPI since May 2018 with 2019 the first full calendar year meeting the objective at BH6. That said monitors along parts of the Lewes Road transport corridor continue to record an exceedance of the NO₂ legal limit. Pollution exposure across the population rather than one location is important. The pollution map is updated in the 2020 Detailed air Quality Assessment that was shared with September 2020 ETS committee. A renewed air quality action plan will need to work towards compliance for those areas that continue to exceed the limit whilst delivering air quality benefits right across Brighton & Hove.

Actions:

1. Finalise the 2021 Air Quality Annual Status Report following DEFRA's appraisal (Air Quality Officer)
2. Harmonise the new Air Quality Action Plan (AQAP) with Zero or Low Emission Zone, Freight Strategy, Local Transport Plan 5 and the Climate Assembly. (Head of Transport Policy & Strategy, mid-2021)
3. ETS committee approval on the new AQAP (Air Quality Officer, early 22)
4. Bring forward a pipeline of projects to deliver the AQAP and sustainable improvements in reported NO₂ and other pollutant levels (Head of Transport Policy & Strategy, dependent on funding)

Nitrogen Dioxide levels in Brighton and Hove (µg/m³ - micrograms per cubic meter): North Street (quarterly lagged by one quarter) [Corporate - city]	No.	36.00	31.50	 GREEN Improving
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Position:

The average level of Nitrogen Dioxide (NO₂) monitored adjacent with North Street (near Ship Street) for the twelve months ending June 2021 was 31.5 µg/m³ (micrograms per cubic metre of air). The first half of 2021 is the latest verified half yearly period. This compares to: 33 µg/m³ over twelve months reported for the previous report.

We are currently investigating and trialling indicative real time monitoring methods co-located with the BH10 automatic monitoring station next to North Street. For NO₂ the BH10 automatic analyser near Ship Street is the third most polluted of six monitoring positions on or close to the bus-ULEZ. Friends of the Earth quote the kerbside diffusion tube monitor east of the Clock Tower which consistently gives the highest results. Western Road shows recent evidence of meeting the standards whilst the kilometre from Castle Square towards Temple Street require further improvement in order to meet or sustain compliance.

The target: 36 µg/m³ NO₂ is 90% of 40µg/m³ that is the UK standard and also the World Health Organisation Guideline for protection of human health. The significance of Environmental Impact Assessment is determined relative to this threshold. Consistent attainment of 35.5 µg/m³ NO₂ (over a number of years) would mean beyond all reasonable doubt UK standards and WHO guidelines are met. To be able to revoke part of an Air Quality Management Area NO₂ levels need to be less than 35 µg/ m³ at relevant receptors for three years or less than 32 µg/ m³ for two years. Monitoring along North Street is relevant for health protection because many people spend time in the area throughout the year day and night.

180 buses an hour constantly deliver thousands of people to the Ultralow Emission Zone. Similar to Oxford Street in Westminster footfall (prior to Covid-19) is exceptionally high.

INDICATOR	UNIT	TARGET	ACTUAL	STATUS
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Commentary

The BH10 automatic analyser (reported here) is consistently the third or fourth most polluted monitoring position out of six in the Ultralow Emission Zone (ULEZ). The ULEZ is over 1800 metres long from Castle Square in the east to Holland Road in the west. Automatic Analyser monitoring in the ULEZ at site BH10 started in 2012. Monthly diffusion tube monitors started to monitor the corridor for NO₂ in 2007.

2019 monitoring results are published in the 2020 Air Quality Status Report.

For the NO₂ Automatic Analysers on Lewes Road and North Street NO₂ at concentration of 35 µg/m³ is equivalent to 90% of the standard and in Defra's Technical Guidance is regarded as potentially exceeding the target.

The targeting thresholds for this performance indicator are set out below:

GREEN performance under 35µg/m³ is compliant with the legally binding Air Quality Assessment Level (AQAL)

AMBER performance between 36µg/m³ and < 40µg/m³ this is considered a near miss

RED performance exceeding 40µg/m³ this is in excess of the legal limit for NO₂.

For the first twelve months at monitor BH10 North Street, up to March 2013 the baseline recorded was almost: 64 µg/m³. Since that time (8 years) the BH10 monitoring station has recorded a 51 % improvement in outdoor NO₂ concentrations. Further improvements in road traffic emissions including; buses, taxis and deliveries are required to surpass the standards set out in the national air quality strategy and achieve the City Council's performance indicators a limitation on cars and vans in the area could also help work towards the target. On 19th January ETS committee agreed in principal to an expansion of the ultralow emission zone and a liveable city centre.


Actions for the ULEZ:

Following actions to have an extra emphasis on improving bus and taxi emissions:

1. Finalise the 2021 Air Quality Annual Status Report following DEFRA's appraisal (Air Quality Officer)
2. Harmonise the new Air Quality Action Plan (AQAP) with Zero or Low Emission Zone, Freight Strategy, Local Transport Plan 5 and the Climate Assembly. (Head of Transport Policy & Strategy, mid-2021)
3. ETS committee approval on the new AQAP (Air Quality Officer, early 22)

Bring forward a pipeline of projects to deliver the AQAP and sustainable improvements in reported NO₂ and other pollutant levels (Head of Transport Policy & Strategy, dependent on funding)

2021-22 Corporate Plan - A healthy and caring city (quarterly monitoring)

% of social care clients receiving Direct Payments [Corporate - council]	%	24.50	23.86	 AMBER
				Improving

Position:

In the rolling year ending 30th September 2021, the percentage of people using social care in receipt of Direct Payments was 23.86%. A total of 557 people from 2,334 in receipt of long-term community-based services.

Previous Performance

2020/21 YTD Q1: 23.60%

2020/21 YTD Q4: 24.54%

2020/21 YTD Q3: 24.01%

2020/21 YTD Q2: 23.26%

2020/21 YTD Q1: 23.41%

2019/20 YTD Q4: 24.89%

2019/20 YTD Q3: 24.81%

2019/20 YTD Q2: 24.86%

INDICATOR	UNIT	TARGET	ACTUAL	STATUS
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2019/20 YTD Q1: 23.13%

PI target of 24.5% has been agreed as a maintenance target to maintain 2020/21 performance (this was taken from live data and so may differ slightly in official publication).

Latest comparative figures are 22.4 for the CIPFA comparator average and 27.9 for the national average.

The result contains the following age, gender and ethnic groups

323 Females (58%), 229 Males (41%)

464 White (83%); 26 Unknown Ethnicity (5%); 9 Black (2%); 16 Asian (3%), 18 Mixed (3%), 26 Other ethnic group (5%).

442 aged 18-64 (79%), 59 aged 65-74 (11%); 30 aged 75-84 (6%); 26 aged 85 and over (5%).

Comment:

HASC resource panel is in place and authorisation of care and support plans includes scrutiny of consideration of direct payments as a suitable option to meet assessed needs.

A workstream regarding development of the direct payments offer is included under the HASC modernisation programme with work on this currently planned for early 2022.

Our suite of assessment and support planning tools in the new social care case management system (Eclipse) have been developed to support greater emphasis on exploring direct payment as an option for meeting client needs and wishes, however the implementation of Eclipse has been delayed from April 2021 with a planned go live date for November 2021.

Actions:

1. Implement and develop Eclipse case management to support operational practice in relation to assessment and care and support planning functions (General Manager, HASC assessment service December 2021)

2. Develop project plan and scope for direct payments workstream of modernisation programme, including a review of Eclipse processes and documentation (Assistant Director, HASC, Feb 2022)

Permanent admissions of older adults (65+) to residential and nursing care homes per 100,000 population [Corporate - council]

No.

694.00

548.40



Improving

Position

The rolling year rate for permanent (long-term) admissions of older adults (65+) to residential care homes is 548.4 per 100,000 population as of August 2021. There have been 213 total admissions in this period. This is the latest data available. The 2019 65+ population estimate for older adults is 38,839. Quarterly reporting is lagged by one month except at year-end when the full year is reported.

Trend (rolling year rates/totals) (quarterly month lagged totals)

Aug 2021 – 548.4 (213 admissions) (Jun to Aug 2021 total - 53)

May 2021 – 605.1 (235 admissions) (Mar to May 2021 total – 51)

Mar 2021 – 620.51 (241 admissions) (Dec 2020 to Feb 2021 total – 71)

Nov 2020 – 617.9 (240 admissions) (Sep to Nov 2020 - 38)

Aug 2020 – 666.9 (259 admissions) (Jun to Aug 2021 total - 75)

May 2020 – 704.4 (270 admissions) (Mar to May 2021 total – 76)

Mar 2020 – 647.0 (248 admissions) (Dec 2020 to Feb 2021 total – 46)

Figures are subject to fluctuation during the year due to retrospective adding of service agreements (causing figures to increase) and retrospective awarding of continuing health funding (causing figures to decrease).

A PI target of 694.0 admissions per 100,000 population has been agreed based on the latest CIPFA group performance. This would currently equate to 270 admissions in Brighton and Hove (to maintain the accuracy of this target it will be adjusted when updated population numbers are available).

Latest comparative figures show the national rate at 584.0 per 100,000 population (227 admissions) and the statistical neighbour rate at 694.0 (270 admissions).

Results include the following demographic groups

INDICATOR	UNIT	TARGET	ACTUAL	STATUS
72 Females (69%), 32 Males (31%)				
89 White (86%); 14 Unknown Ethnicity (13%); 1 Black (1%)				
19 aged 65-74 (18%), 30 aged 75-84: (29%), 55 aged 85+: (53%)				
Primary Support Reasons: 57 Physical Support (55%); 35 Memory and Cognition Support (34%); 2 LD Support (2%), 7 Mental Health (7%), 1 Sensory support (1%) , 2 Null (2%).				

Commentary:

The current performance indicator target of 694.0 admissions per 100,000 population is currently being met with latest comparative figures show the national rate at 584.0 per 100,000 population.

The HASC Resource Panel remains in place and has oversight of all long-term request of residential and nursing placements.


Within Mental Health Service there is a dedicated Social Worker to review those within a functional residential and nursing placement and where possible support them to move on to more independent accommodation.

The targeted review team is now in place to review all those who haven't had a service review greater than 12 months.

Mental Health D2A remains in place to safely support early discharge from an acute psychiatric hospital to ensure we clearly identify ongoing accommodation and care and support needs outside of a hospital setting.

Actions

1. A review of the Resource Panel is due to take place in October 2021 (Assistant Director, Oct 21).
2. The Mental Health D2A Service is ready to go out to tender in October 2021 with a start date of the 1st of April 22. (Assistant Director, Oct 21).
3. Place based review of Mental Health Accommodation to be carried out between BHCC, SPFT and the CCG. (Assistant Director, Dec 21)
4. Choice Policy is in the process of being developed which will include associated practice guidance (Assistant Director, Dec 21)

Under 18 conception rate per 1,000 women aged 15-17 [Corporate - city]	No.	15.20	10.50	 Improving
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Position:

The latest rate available for under 18 conceptions per 1,000 women aged 15-17 expressed as an average rate over the latest 12 months is 10.5 (calculated as a 12 month rolling average for June 2020). This is a 19.2% reduction compared with the previous year. These are the first quarterly under 18 conception rates that relate to the first pandemic lockdown period and are therefore likely to reflect much reduced sexual activity. It should be noted that data for the last four quarters are also marked as having 'low reliability' due to the small number of conceptions.

The quarter by quarter trend is:

Apr - June 2020 10.5
Jan - Mar 2020 12.0
Oct - Dec 2019 13.1

The target for 2021/22 of 15.2 conceptions per 1,000 women aged 15-17 was set using the 3 year Brighton and Hove average as the 2020/21 result was already significantly lower than the CIPFA average and England average.

The June 2021 12 month rolling average rate per 1,000 women aged 15 – 17 for England is 13.9 and for the South East is 11.1.

The local reduction of 19.2% compared to the previous 12 months is greater than the 14.6% reduction seen in the South East, and the 15.2% reduction in England in the same time period. There has been a 78% reduction locally in the under 18 conception rate since 1998, compared with a 71% reduction in

INDICATOR	UNIT	TARGET	ACTUAL	STATUS
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the South East, and a 70% reduction in England.

There were 42 conceptions to under 18s in Brighton and Hove in the past 12 months (Q3 2019 – Q2 2020), compared with 52 in the previous 12 months.

Commentary:

Under 18 conception continues to show a rate of reduction greater than that of the south east and England and rates remain below the Brighton and Hove 3 year average target.

Public Health provides ongoing funding and support to the Council's PSHE advisor team for schools with face to face support returning after the period of disruption due to COVID19.

The ru-ok? service Drug Alcohol & Sexual Health (DASH) team was unable to provide on school site drop in's for most of the last school year which has impacted on the opportunity to provide sexual health information and advice. Drop-ins have now resumed in the majority of schools and where not possible as yet for reasons of staff capacity virtual drop-ins continue.

A wider review of the ru-ok? offer which will include the DASH work was further delayed due to the continued impact of COVID on schools and the required capacity from the Public Health team to support the response.

Actions:

1. To work with the Partnership Advisors for Health and Wellbeing within Families, Children & Learning to ensure all schools are supported to deliver in line with the statutory Relationships and Sex Education Guidance. (Starting Well Programme Manager March 2022)

2. Public Health and the Adolescent Health Service to jointly plan and deliver a review of the service to ensure the right young people are accessing the service. This has been scheduled 2022 due to ongoing capacity issues in relation to COVID facing response work. (Starting Well Programme Manager March 2022)

3. To review the access to contraception data and health promotion activities, to ensure we are reaching the right young people. This has been scheduled 2022 due to ongoing capacity issues in relation to COVID facing response work. (Starting Well Programme Manager March 2022)

% of carers assessments completed
[Corporate - council]

%

63.00

50.75



Declining

Position:

In the rolling year ending 30th September 2021, 50.75% people in receipt of carer support provided during the year have received a completed assessment. A total of 976 people from 1,923 in receipt of carer support.

Previous performance

2021/22 Q1 – 53.95%

2020/21 Q4 – 57.84%

2020/21 Q3 – 60.4%

2020/21 Q2 – 62.3%

2020/21 Q1 – 58.26%

The PI target of 63% for 2021/22 has been agreed based on the 2019/20 result.

This is a local indicator therefore comparator information is not available.

This result contains the following demographic groups

Under 18: 9 (1%), 18-25: 39 (4%), 26-64: 622 (64%), 65-84: 205 (21%), 85+: 101 (10%)

Male: 324 (33%), Female: 649 (67%)

White: 619 (63%), Black: 14 (1%), Asian: 24(2%), Mixed: 14 (1%), Other Ethnic Group: 24 (2%);

Unknown Ethnicity: 413 (42%).

Commentary:

There has been an anticipated reduction in performance this quarter which relates to a reduction of

INDICATOR	UNIT	TARGET	ACTUAL	STATUS
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dedicated Carers Assessment Workers (CAW) within the HASC Assessment Services. The team has reduced from 8 to 2 dedicated CAWs, due to a mix of staff attrition and staff sickness. This has had an impact on the number of assessments being completed and an increasing waiting list – this deficit is currently being addressed through recruitment and undertaking carers assessments by relevant staff throughout the service.

However, there has been an increase in the number of unpaid carers registering with the Carers Hub (due to the work we have been undertaking regarding access to the COVID-19 vaccine), which means there have been assessments being completed by the Carers Hub, although the figures are currently not picked up within this measure. It is worth noting that strategically the council are continuing to invest and develop the Carers Hub (the Carers Centre is the lead Provider for this service, jointly commissioned by BHCC/CCG).

The Carers Hub has been significantly increasing the number of carers assessments completed (2020/21 Quarter 1, 93; Q2, 121; Q3, 116; Q4, 169, and during 2021/22 Q1, 161; and Q2, 125). These carers assessments are not all represented within this KPI as they are not technically known to the council. To be known to the council the carer and the cared for person must give consent and be set up in the case management system – for many carers this is a barrier, as some carers, cared for people do not wish to be registered with the Council, or do not live within B&H.

In terms of the previous Actions, the Respite Group has become an ongoing Group, as opposed to a 'Task and Finish' as the remit increases; the Carers Contingency Plan for last Winter was agreed and ensured access for carers to PPE, Flu vaccination, Emergency Back Up Plans, and Welfare Calls as necessary; We launched the digital resources through a range of events, and are continuing to promote these excellent resources, again at Carers Rights Day this year (25.11.21); and the Carers Hub was one of only two Providers within the South East to successfully access NHS England funding for Mind the Gap projects, and have used this funding to provide a dedicated resource to LGBTQ+ carers. We have also just successfully applied for additional funding from NHS England to improve Contingency Planning for Carers (as part of the Carers Priorities within the Long Term Plan, which will ensure greater integrated systems across Health and Social Care.

Additionally the Carers Hub Survey 2020/21 report (Oct'21) has shown us how all key areas outcomes improved from the 2018/19 survey - carers were asked to rate (out of 10) how useful the Carers Hub has been - 8.9 out of 10 (8.3 out of 10 2018/19), out of 70 respondents 74% stated it was 'very useful'; with the initial contacting being rated at 8.4 out of 10 (8.3 out of ten 2018/19), and 67% stating the highest scale; and if carers were provided with enough information to meet their needs - 79 responses 90% said Yes (up from 84% in 2018/19).

Actions

1. Continue to work with the Council's Respite Group, to develop a range of respite options for carers – developing a local 'Respite Offer' to be promoted through a range of resources, to inform carers of the support available and to monitor the uptake of these options. (Clinical Lead, Infection Prevention and Control, Public Health, March 2022)
2. Development of a Carers Dashboard – to enable us to provide better data regarding the number of 'known carers' within the City (from a range of Providers), to how many have had an assessment, and accessing services – this will enable us to target our resources to increase awareness of the need to THINK CARER; and potentially develop within the Carers Hub a Carers Register - (Carers Commissioning Manager, Jan 2022)
3. Continue to promote the Carers Digital Resource and Employers for Carers resources on Carers Rights Day, 25.11.21 (Carers Commissioning Manager, Nov 2021)
4. To review and improve the Carers Card resource for carers, working with all key partners (Carers Commissioning Manager, Jan 2022)

Number of alcohol-related hospital admissions per 100,000 population
[Corporate - city]

No.

516.00

418.03



Improving

Position:

For July 2020 – June 2021, the rolling year average for hospital admission episodes for alcohol-related conditions (narrow definition) is 418 per 100,000 persons. The Public Health England definition is used

INDICATOR	UNIT	TARGET	ACTUAL	STATUS
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for the estimates using both HES data and ONS 2019 mid-year population estimates.

Rolling year quarterly Trend (estimates) for hospital admission episodes per 100,000 people
(September is not available)

Dec 2020 - 520

March 2021 – 521

June 2021 - 418

Annual Trend (calendar year) for hospital admission episodes per 100,000 people

2019/20 – 539 (estimate)

2018/19 – 488 (published data)

2017/18 – 551 (published data)

2016/17 – 609 (published data)

The target of 516 is based on the upper confidence interval for the rate for BH in 2018/19.

The Brighton & Hove rate of 418 per 100,000 persons, is lower than that of England at 555 per 100,000). Brighton & Hove is again expected to perform better than England for this year.

Brighton & Hove alcohol admission rates have traditionally been higher than other local authorities in the South East region. However, in 2018/19 the admission rate was fourth lowest out of eighteen local authorities. Brighton & Hove has traditionally been low compared to its CIPFA comparators and moved from the fourth to the second lowest admission rate at 551 in 2017/18, and stayed fourth lowest at 488 in 2018/19, compared to its CIPFA comparators who had rates in 2018/19 ranging from 483 to 1,067.

Commentary:

During the pandemic the majority of the street drinking population have been safely housed and supported to safely reduce their alcohol consumption. The night time economy of bars and clubs has been largely closed for significant periods which may also have contributed to the significant reduction in alcohol related admissions during the reporting period. There may also have been a reduction in admissions resulting from A&E attendances with patients receiving a different treatment modality during the pandemic. Therefore, it is not clear whether the current reduction in admissions truly reflects effective service provision, or is a result of covid-related restriction. This will be explored further through ongoing discussions with the hospital teams and other services.


A number of different factors and organisations contribute to the reduction in alcohol related hospital admission rates over time. Providers of substance misuse treatment services have a role in this, as do Police (with regard to managing the night-time economy), Higher Education organisations, local entertainment establishments, retail operators and other health and social care support organisations. The work of the Alcohol Programme Board, and the associated domain groups, take forward the work streams that address alcohol related harm, including hospital admissions. The reduction in hospital related admissions should reflect the work that has been taken forward in recent years. This has included a focus on supporting 'frequent returners' to hospital with an alcohol related issues, to address the underlying causes of their alcohol consumption. There has been work with off licences to reduce the amount of high strength beers and ciders available, which has meant that fewer of the 'street drinking' population are consuming high amounts of alcohol, which could result in a hospital admission.

Actions:

1. To look at broader issues around alcohol, the Local Authority and partners are implementing a new alcohol action plan based on the results of the Alcohol 'CLear', a self-assessment tool supported by Public Health England. This will help the partnership to identify areas to focus on for future development. (Alcohol Programme Board members led by Commissioner, ongoing)
2. Collaborative development work is underway between the mental health services, substance misuse services and the local hospital trust. The aim is to improve communication between the various teams, and ensure that the needs of individuals presenting at the hospital are appropriately met by support agencies. (CCG commissioners and PH commissioners, ongoing)
3. Consider whether the current reduction in admissions truly reflects effective service provision or is a result of covid-related restrictions

INDICATOR	UNIT	TARGET	ACTUAL	STATUS
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2021-22 Corporate Plan - A well run council (quarterly monitoring)

Average number of working days / shifts lost per Full Time Equivalent (FTE) due to sickness absence (not including schools) [Corporate - council]	No.	5.36	5.00	 Declining
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Position:

The target has been updated and continues to benchmark with the CIPFA benchmarking club .

This data is based on absences due to sickness from 1st July 2021 to 30th Sept 2021. This high-level data became available on 15th October 2021

The average days lost due to sickness absence in Q2 was 2.85

2.85 is above the quarterly target of 2.68 days.

The quarter-by-quarter trend is:

- Jul to Sep 19 = 2.55
- Oct to Dec 19 = 2.77
- Jan 20 to Mar 20 = 2.74
- Apr 19 to Mar 20 = 10.7
- Apr 20 to Jun 20 = 1.37
- Jul 20 to Sept 20 = 1.7
- Oct 20 to Dec 20 = 2.32
- Jan 21 to Mar 21 = 2.28
- April 21 to June 21 = 2.15
- July 21 to Sept 21 = 2.85

Commentary

• On 23rd March 2020 the country went into the first national lockdown in response to the Coronavirus (COVID-19). The pandemic has continued and the decrease in average days lost since this date is likely to be due to the national lockdowns, employees staying at home more and following government hygiene advice, self-isolating and more employees now being able to work from home. Many employees are now beginning to return to the office and work in a hybrid way . The increase from Q1 to Q2 may be due to an increase in people mixing more with other people and people returning to work now that the lockdowns are lifted, as well as the end of the summer.

• Three directorates are now red with the following average days lost data.

HASC 3.81

NCH 3.4

EEC 3.44

• This quarter the OPD data shows the highest specified reason for absence continues to be stress and mental health conditions. This would correlate with the national picture which indicates the detrimental impact people are reporting that COVID-19 is having on their mental health and wellbeing.

• The attendance management system and sickness reporting process, FirstCare was launched across the Council (except in schools) on the 1st December 2017. All absence recording is done by FirstCare rather than line managers.

• One of the benefits of FirstCare has been the access to immediate medical advice from a nurse and a number of staff have reported back to HR on the advice they have received and how useful they found this aspect of the service Staff can also call the service for medical information and advice from a nurse at any point if even if they are not off sick.

• The Return to work data from FirstCare for August 2021 shows that return to work interviews being carried out within the 5 days compliance range is as low as 51%. Last August the figure was 62%. FirstCare provide data monthly rather than quarterly.

• The new Attendance Management policy was introduced on April 1st 2021. The new policy has been successfully implemented and all BHCC managers were offered training on the new policy and how to apply it.

The Attendance & Wellbeing team continue to work with managers to raise the impact and profile of

INDICATOR	UNIT	TARGET	ACTUAL	STATUS
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managing attendance in several ways. The team:

- have strong internal links with the Our People Promise Wellbeing agenda. The manager of the attendance and wellbeing team sits on the Wellbeing Steering group. This ensures all interventions are joined up, meaningful, relevant, and directly feed into the BHCC agenda and priorities.
- are using FirstCare data to manage and monitor casework and apply a consistent approach to managing sickness and attendance during the COVID-19 pandemic.
- are using FirstCare data to send key target emails to managers. The team send emails to managers when consent withheld is given as a reason (to establish if the reason is COVID-19) The team have developed a set of template signposting emails to support managers with key issues including: COVID 19, long COVID, stress and mental health and alcohol use.
- hold regular team case review meetings to review and manage all sickness with a focus on the top long-term attendance cases.
- have supported with the new membership of the Business Disability Forum and are working closely with the DWCN to ensure membership is rolled out across the organisation.

Actions for Improvement:

- 1) The performance of the FirstCare contract for the council (which came in on 1st December 2017), will continue to be monitored and regular review meetings are set up with FirstCare. FirstCare are changing their name to GoodShape from October 30th, 2021. The only change is this company re-brand of name. (Lead HR Consultant, Ongoing)
 - 2) Improving the return to work rate. The Attendance and Wellbeing team will continue to promote the short guidance video on the Wave with managers and promote return to works in all areas. Data on return to work interviews will continue to be provided as part of data insight on performance. The team encourage managers to take full responsibility for conducting their return to works even though many managers cannot currently do them face to face but can hold them over the telephone or as a virtual meeting. (Lead HR Consultant, Ongoing).
 - 3) Ensure the A&W team support with ongoing planning and delivery of actions to the future ways of working to capture the benefits of new ways of working. (Assistant Director HROD, Ongoing).
 - 4) Develop planning for future attendance and wellbeing improvement activities including:
 - Using the results from the 2021 Staff survey to inform wellbeing initiatives across the council, with a focus on support for disabled staff.
 - Promoting the use of the Nurse led service under Firstcare.
 - Increasing the Return to Work compliance rate.
 - Continuing to develop relevant template emails for managers.
 - Promoting Wellbeing across the organisation during Covid-19, including promoting the Wellbeing Zone on the Council website.
 - Promoting Wellness Action Plans for all staff
 - Building relationships with the DWCN.
- (Lead HR Consultant, ongoing).

% of Freedom of Information and Environmental Information Regulations (FOI) requests responded to within 20 working days [Corporate Council]

%

90.00

75.90



New in 2021/22

Position:

Between June and August 2021, 75.9% of FOI requests were completed within 20 days. 337 requests were responded to within 20 days out of 444 requests received. This is a significant improvement from 51.7% during the previous quarter.

The data shows case performance at the first stage only and not performance at the internal review or ICO stages. Data refers to requests which were due for completion during the specified period and not cases already in the case backlog at the point the quarter commenced.

Quarter by quarter trend:

Jan 21 to March 21 – 66%

April 21 to June 21 – 51.7%

INDICATOR	UNIT	TARGET	ACTUAL	STATUS
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June 21 to Aug 21 - 75.9%

The target of 90% reflects the benchmark for compliance established by the Information Commissioner's Office (ICO) for time compliance with FOI requests. A comparison of 2020/21 BHCC responses within statutory deadline against those of London Boroughs in the year 2018/19 shows that BHCC would rank 12th out of the 16 authorities. Only 4 of the authorities meet the ICO target of 90% compliance.


This is a new Corporate KPI for 2021/22.

Commentary:

Over the last quarter, capacity within the Information Rights Team have been increased with experienced FOI staff. This has allowed the Team to improve the response rate including proactively regularly contacting relevant officers across the organisation to get the right information .

Action:

1. Continue with the proposed restructure of the Information Rights Team (Head of Performance, Improvement & Programmes, January 22).
2. Provide learning opportunities to the case workers in order to support the managers dealing with Complaints (Information Rights Lead, March 22).
3. Complete review of team processes and practices to drive performance improvements (Information Rights Lead, March 22).

% of high priority audit actions recommended by Internal Audit that have reached their due date for completion and have been implemented by services.	%	95.00	97.00	 GREEN
[Corporate - council]				Declining

Position:

The percentage of high priority audit actions that have reached their due date and have been implemented is as follows:

Qtr. 2 20/21 = 100%

Qtr. 3 20/21 = 84%

Qtr. 4 20/21 = 93%

Qtr. 1 21/22 =93%

Qtr. 2 21/22 =97%


As at the end of quarter 2 2021/22, 97% of high priority audit actions (that have passed their agreed implementation deadline) have been implemented. This is above target (currently 95%).

Commentary:

At the end of quarter 2 there was one high priority actions that were overdue. It should be noted that the implementation date on a number of other actions have also been extended.

Actions:

- 1) For 2021/22 internal audit only monitors high priority actions. Internal Audit send out automatic reminders to action owners at the end of each quarter. Regular liaison continues to take place. (Audit Manager/ Quarterly)
- 2) Any overdue high priority actions are reported to the Audit and Standards Committee . Directorate officers may be required to attend the Audit and Standards Committee to provide additional information where actions have not been implemented in agreed timescales. In addition review meetings are being held with the Chief Executive where timely progress is not being made on the implementation of agreed audit actions. (Audit Manager, Quarterly).

INDICATOR	UNIT	TARGET	ACTUAL	STATUS
% of invoices for commercial goods and services that were paid within 30 days [Corporate - council]	%	95.00	92.05	 RED
				Declining

Position:

Between April 21 – Sept 21, 92.05% of invoices for commercial goods and services were paid within 30 days. This compares with 95.23% for the same period last year and 91.41% in the last quarter.

Quarter by Quarter Trend:

April 19 – March 20	94.42 %
April 20 - June 20	96.41 %
April 20 – Sept 20	95.23 %
April 20 – Dec 20	94.66 %
April 20 - Mar 21	94.11 %
April 21 - June 21	91.41%
April 21 - Sept 21	92.05%

Commentary:


Due to the COVID pandemic it was agreed that all supplier payment terms have been set to prompt payment and this is still continuing. However, with the continuing of non-compliance with the purchase to pay policy by some services and the team continuing to work remotely all have an impact on processes and efficiency.

The challenges facing the Accounts Payable service are:

- 1) A high volume of invoices are already overdue at the point they are received by the service
- 2) Invoices are initially received and processed by individual services therefore the invoice processing performance is not wholly in the service's control
- 3) Changes and additional steps in respect of supplier details and payment requests have been put in place to protect the authority and this in turn has added further processes for the AP team to complete within the payment process.
- 4) System issues continue to impact on the performance this qtr.

Actions:

1. To continue adhering to the changes in processes put in place by audit whilst remotely working (Accounts Payable Team, ongoing)..
2. To continue to review processes across the whole team to develop automation in processing as much as possible to reduce processing time, freeing staff time to enforce non-compliance of purchasing processes. We have been looking at demos of systems/forms to assist with the processing and authorisation of payments and have prioritised the Request for Payments forms as a top priority as part of this work (Corporate Accounts Payable Lead, ongoing).
3. As a result of a recent Audit we have sent out a reminder and guidance to services advising of the importance of sending invoices to the supplier payments team in a timely manner (Corporate Accounts Payable Lead, ongoing).
4. Reporting is being carried out to enable targeted communication and guidance to service areas struggling most to comply with the Purchase to Pay process. Meetings have taken place with some service areas and will continue, targeting areas that are struggling the most. This should also have a positive impact on the number of late invoices being sent to Corporate Payments from service areas. Guidance has recently been sent out to all purchasing users to remind them of the correct Purchase to pay procedures (Accounts Payable Team, ongoing).
5. Continue to work with suppliers to ensure they do not invoice the council without a valid Purchase Order number (Accounts Payable Team, ongoing).
6. We are continuing to explore alternative payment solutions with Lloyds Bank, our finance system supplier and our Orbis partners (e.g. e-invoicing, e-pay virtual, lodged cards) with the aim of providing services with the most effective purchasing and payment options and this is being prioritised by Business Operations. We are currently holding a series of meetings with Lloyds and Paytech regarding alternative payment methods.(P2P, Banking & Income Operations Lead, ongoing)

INDICATOR	UNIT	TARGET	ACTUAL	STATUS
7. We are exploring the option of supplier invoices coming in centrally to Accounts Payable , rather than being sent to services. As part of e-invoicing Brighton & Hove Buses are emailing their invoices directly to Corporate Accounts Payable, with a view of contacting other large suppliers once this process is working well. (Accounts Payable Team, ongoing).				
% of all complaints received by the council that are not resolved at Stage 1 and are escalated to Stage 2 and investigated. [Corporate - council]	%	9.90	8.00	 GREEN
				Improving

Position:

Between March 2021 and August 2021, 8% of complaints (67 complaints out of a total of 836) were escalated to Stage 2 and investigated against the target of 9.9% which makes the RAG rating Green. Comparator information for this measure is not available. Same period last year (March to August 2020) = 8.4%.

Q4 19/20 – 7.1%

Q1 20/21 – 8%

Q2 20/21 – 8.4%

Q3 20/21 – 8.2%

Q4 20/21 – 7.4%

Q1 21/22 – 8%

Q2 21/22 – 8%

The council has a three-stage process for formal complaints, Stage 1 is the initial stage of the formal process when a complaint is received - these complaints are investigated and responded to by the service concerned. If a customer remains unsatisfied with the response from the service, their complaint is escalated to Stage 2 and investigated by the corporate Customer Feedback team independent of the service concerned. Please note that according to the statutory process in place for managing Adult Social Care complaints these complaints are escalated to the Local Government and Social Care Ombudsman (LGSCO) directly and are not included in the Stage 2 process.

Services where this escalation target was not achieved are:

- Housing Property & Investment – 43% (3/7 complaints) – Main theme of Stage 2 complaints – Delays to repairs
- City Regeneration & Development – 33% (4/12 complaints) – No trend in Stage 2s, objections to various planning applications, none of the complaints were upheld.
- Housing Tenancy services – 29% (5/17 complaints)- Main theme of Stage 2 complaints – Anti-social behaviour
- City Parks – 17% (4/23 complaints) – Main theme of Stage 2 complaints – Arboriculture service, delays and inaction.
- Housing Repairs & Maintenance – 16% (7/45 complaints) - Main theme of Stage 2 complaints – Delays to repairs

During the period March – August 2021, the council received 836 Stage 1 complaints. This compares to 542 for the same period in 2020/21.

72.7% of Stage 1 complaints have been responded to within 10 working days, this does not meet the target of 80%. This compares to 59.3% of Stage 1 complaints responded to within 10 working days for the same period in 2020/21.

Commentary:

The financial costs and reputational damage caused by a failure to resolve complaints at the initial stage (Stage 1) can be significant. In terms of cost alone, managing an initial complaint (Stage 1) including processing and investigating it and responding to it can cost up to £100 in officer time. For an escalated complaint (Stage 2) the cost can be up to £450. The costs are absorbed between the customer feedback team and the council services responding to the complaint.

Customer Feedback Managers consistently analyse and provide feedback on Stage 1 responses that are upheld at Stage 2 to understand the reason the case was escalated and provide advice on how to improve the Stage 1 response so that escalation is avoided in future.

INDICATOR	UNIT	TARGET	ACTUAL	STATUS
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Customer Feedback Managers deliver training courses in 'Complaint Investigation Skills and Service Improvement' along with individually tailored training and coaching as needed.

Actions:

- 1) 10% of complaint responses will be quality assured against the agreed standard developed by the Customer Experience Steering Group. Feedback will be given to individual managers on how responses could be improved. A sentence library will continue to be updated for improving responses. (Customer Experience Lead – quarterly from January 2022 onwards)
- 2) Improvement in response times across all services will reduce the number of complaints which escalate to Stage 2, as delayed responses to Stage 1 complaints can exacerbate customer frustration, resulting in escalation that may not have happened if the Stage 1 had been completed in a timely and efficient manner. All Customer Feedback Managers to work with their services to improve response times (Customer Experience Lead – ongoing)

Appendix 3: Context: Performance Management Framework and Golden Thread

- 1.1 There are eight component parts of the council's Performance Management Framework, as shown in this diagram:



- 1.2 A summary of the 8 areas of the PMF is provided in the table below:

Component	Summary and Performance Management Approach
1 – Business planning and management	<ul style="list-style-type: none"> Plans are set at various levels <ul style="list-style-type: none"> the partnership plan “Brighton and Hove connected” the council’s corporate plan directorate plans service plans. Executive Leadership Team (ELT) in consultation with relevant Committee Chairs develop a key indicator set mapped to these plans to track performance outcomes and receives quarterly performance update reports. Accountable Directors discuss corrective actions and ELT prioritises options. Corporate KPIs are approved by Policy & Resources Committee (P&R) annually. Performance reports are reviewed at P&R twice a year

Component	Summary and Performance Management Approach
2 – Risk management	<ul style="list-style-type: none"> • Through understanding risks, decision-makers are better able to take actions to manage those risks and implement mitigating actions • Strategic Risks are reviewed quarterly at ELT and reported to the Audit and Standards Committee throughout the year • Directorate Management Teams review Directorate risks and relevant strategic risks linked to their directorate quarterly.
3 – Financial management	<ul style="list-style-type: none"> • The efficient and effective management of council funds to accomplish the objectives of the council • Monthly reviews of actual income and expenditure and comparing this with the allocated budget for each budget holder throughout the year (months 2 to 11) enables variances to be identified and corrective action taken where required. • Corporate Critical budgets are identified and more detailed analysis and action planning is undertaken. Progress is reported to ELT monthly and to P&R regularly.
4 – Customer insight	<ul style="list-style-type: none"> • Understanding how our customers see and use our services gives us useful information on ways we can improve our performance to deliver value. • Analysis of our customer satisfaction survey results and complaints, compliments and comments along with internal contact volumes contribute towards the annual Customer Insight report that is reviewed by ELT and published on the council website.
5 – Modernisation, programmes and projects	<ul style="list-style-type: none"> • Modernisation is Council's Portfolio of change management programmes/projects which support delivery of Corporate Plan. • Corporate Modernisation Delivery Board - Sponsoring Group initiates and leads corporate programmes and projects that are intended to achieve outcomes including cross-cutting programmes and projects. Chaired by the Chief Executive and consists of directors and other key officers of the council. • Programme and Project Boards are responsible for planning, set-up and management of programmes and projects.
6 – People management	<ul style="list-style-type: none"> • People are our most important asset and resource, and good managers make best use of our people to deliver value to our customers • Elements of people management include <ul style="list-style-type: none"> ○ Staff survey ○ Our people data (workforce statistics) • Management across the council receive regular reports to enable them to effectively plan service delivery and identify and resolve skill and staffing gaps to enable delivery of the corporate plan

Component	Summary and Performance Management Approach
7 – Health & safety management	<ul style="list-style-type: none"> Health and Safety Committee chaired by the Chief Executive are responsible for the development of health and safety policy for the council, monitoring performance on health and safety issues and ensuring that changes to legislation or regulations are implemented effectively.
8 – Safeguarding Quality assurance	<ul style="list-style-type: none"> Quality assurance includes reviewing our practices in relation to safeguarding vulnerable people. This helps prevent mistakes and gives confidence. Monitoring is through safeguarding audits and quality assurance reports are reviewed quarterly by the relevant service at Service Management Team meetings. Local Safeguarding Children's Broad and Adult's Safeguarding Boards oversee quality assurance in relation to safeguarding.

- 1.3 The diagram below demonstrates the 'Golden Thread' that links the council's purpose, principles and priorities through to services delivered at the frontline of the council, and how external factors influence these.



NOTICE OF MOTION**LABOUR GROUP****COUNCIL SERVICE DELIVERY**

This Council:

1. Notes the high volume of complaints that Councillors receive from residents rightly angry about basic council services failing to deliver – from missed refuse, recycling and garden waste collections; to overgrown weeds; to graffiti and litter on our streets, beaches and in our parks; to mismanagement of parking permits; and the general maintenance, upkeep and cleanliness of our city;
2. Notes that the Council's own 2020-21 year-end Corporate KPI results reflect the complaints from residents, and show the Council is performing below-target on the delivery of some essential services, and that some of these failures are systemic and long-running;
3. Recognises the challenges the pandemic has presented, and thanks and acknowledges the hard work council staff have undertaken over the past year, particularly as less than 10% were furloughed;
4. Recognises also, however, that lockdown is over and despite ongoing pandemic-related challenges, residents are right to expect improvements to the delivery of council services from the leadership of the Council;

This Council resolves to ask the Policy & Resources Committee to:

1. Urgently establish a cross-party Member Working Group consisting of six Members, two from each political party, and chaired by a Member of the official opposition on the Council. It would have the remit to investigate, review and discuss solutions to the systemic management failures behind the delivery of basic council services, namely waste and refuse collection, parking permits and street cleanliness, and provide recommendations to the Policy & Resources Committee and the Environment, Transport & Sustainability Committee on ways to improve these services.

Proposed by: Cllr Wilkinson

Seconded by: Cllr Appich

Supporting Information:

<https://present.brighton-hove.gov.uk/documents/s170349/Corporate%20Key%20Performance%20Indicator%20target%20setting%20202122%20APX.%20n%206.pdf>

NOTICE OF MOTION**CONSERVATIVE GROUP****POOR CONDITION OF PAVEMENTS IN BRIGHTON & HOVE**

This Council:

1. Reaffirms concerns that have been raised in the past about excessive use of glyphosate herbicides;
2. Notes widespread condemnation from residents and visitors alike of the current state of the pavements in Brighton & Hove;
3. Further notes that allowing weeds to take hold discourages active travel; raises the chance of injury to members of various vulnerable groups; increases costs for maintenance and compensation claims; and fosters a sense of neglect in the public realm; and
4. Calls for an urgent Officer Report to be presented to Environment, Transport & Sustainability Committee that sets out how pavements in the city can be rapidly brought to a high standard without excessive use of glyphosates.

Proposed by: Cllr Nemeth

Seconded by: Cllr Peltzer Dunn

Supporting Information:

NOTICE OF MOTION**GREEN GROUP****PROTECT RESIDENTS THIS WINTER****Council notes:**

- the crisis of rising energy bills; supply chain disruptions & the £20 Universal Credit cut
- that the poor quality of this country's housing stock makes it expensive to heat
- the need for a scheme to replace the failed Green Homes Grant and for tighter Building Regulations for new homes

Council requests the Chief Executive write to the Minister for 'Levelling Up' to request government

- make provision in the anticipated 'Levelling Up fund' White Paper to redress the universal credit cut and support council crisis funds
- provide additional funding towards the Warm Home Discount Scheme and increase eligibility for Winter Fuel payments
- and communicate council's support for the New Economics Foundation 'Great Homes Upgrade' campaign, that calls for government measures to end obstacles to retrofitting;

Further, that

- Councillors are requested to support the Great Homes Upgrade campaign and End Fuel Poverty Coalition Councillors pledge;
- The Chair of the Health & Wellbeing Board be requested to call for an update on the Fuel Poverty Affordable Warmth strategy for its next meeting, giving information to councillors on services mobilised for residents e.g.
 - Warmth for Wellbeing Programme
 - Local Energy Advice Partnership free home energy insulation
 - Access to food and essential provisions
 - Crisis payments, debt advice & mental health support.

Proposed by: Cllr John

Seconded by: Cllr Shanks

Supporting Information

[1] Energy regulator Ofgem estimates soaring energy bill costs will create a 12% rise in energy bills for 15m households, combined with a cut to universal credit, will plunge many into poverty and hit the vulnerable hardest.

[2] New Economics Foundation: <https://greathomesupgrade.org/tell-the-pm>

[3] End Fuel Poverty Councillors' Pledge <http://www.endfuelpoverty.org.uk/end-fuel-poverty-councillor-pledge/>

Council	Agenda Item 81
16 December 2021	Brighton & Hove City Council

NOTICE OF MOTION**CONSERVATIVE GROUP****COUNCIL PLACEMENT OF HOMELESS PEOPLE AND ROUGH-SLEEPERS**

This Council:

- a) Notes that Housing Committee has reported receiving Government funding totalling £21,272,376 million to address homelessness and rough sleeping (see link 1);
- b) Has placed homeless people and rough sleepers in accommodation without adequate support, including:
 - i. At Kendal Court, significant failings of the Council have been identified in an Independent Report titled 'Returning to Kendal Court', September 2021 (see link 2)
 - ii. At Eastbourne, there have sadly been a number of fatalities in out-of-area placements;
- c) Further notes, that a resident fleeing from unsafe accommodation provided by Brighton & Hove City Council in Eastbourne, pitched a tent at Old Steine Gardens for several weeks to escape the situation;
- d) Calls on Audit & Standards Committee to commission a report to audit all Government funding received to tackle homelessness and rough sleeping through the pandemic; and
- e) Calls on the Administration to send an urgent report to Housing Committee to take emergency action to ensure homeless people and rough-sleepers placed in accommodation by Brighton & Hove City Council have proper 24-hour support to ensure their safety and wellbeing.

Proposed by: Cllr Mears

Seconded by: Cllr Meadows

Supporting Information:

Link 1: Questions and answers – Housing Committee 22 September 2021

<https://www.brightonhoveconservativecouncillors.com/news/questions-and-answers-housing-committee-22-september-2021>

Link 2: Report – Returning to Kendal Court – September 2021

<https://www.brightonhoveconservativecouncillors.com/news/returning-kendal-court-independent-review>

NOTICE OF MOTION**INDEPENDENT MEMBERS****HANGLETON LINK ROAD**

This council requests:

1. A report be submitted to the ETS Committee, detailing the funds required to fund a pedestrian bridge, and any necessary support infrastructure, across the Hangleton Link Road (A293) as near to the Hangleton Lane/Hangleton Link/Fox Way roundabout as practically possible; and
2. A report be submitted to the ETS Committee, detailing possible developments in the vicinity of the Hangleton Lane/Hangleton Link/Fox Way roundabout, that might be channelled into the crossing in 1. Above.

Proposed by: Cllr Janio

Seconded by: Cllr Atkinson

Supporting Information:

The construction of the Brighton Bypass has been a great success, but necessity for a 'Hangleton Link Road' effectively severed informal links between North Portslade and Hangleton, as the level of traffic throughput through the Hangleton Lane/Hangleton Link/Fox Way roundabout means it is treacherous to cross

A permanent improvement to the crossing has been request by local councillors over many years, as the demand to cross this busy junction has not abated

Some improvements, such as the improvement of sightlines, a reduction of the speed limit, and other ways of slowing the traffic, are possible solutions, but the only sensible way to re-establish the link between the communities of North Portslade and Hangleton would be to provide a pedestrian bridge.

The introduction of the CIL provides an opportunity to access the required funds to fund the long-awaited pedestrian bridge.

NOTICE OF MOTION**INDEPENDENT MEMBERS****RE-EVALUATING THE CURRENT SCHEME FOR VALLEY GARDENS STAGE 3**

This Council notes that there are a multitude of problems with the current plans that need to be resolved prior to work starting on VG3 including this small sample:

- The economic and health consequences of creating a five-lane road on the east side of the Old Steine directly in front of two city centre medical surgeries, homes and businesses
- The disbenefit of narrowing pavements by more than three metres
- How the bus loop works with a confusing, dangerous and slow filter system against oncoming traffic
- How buses and other vehicles will share lanes without causing vehicles to have to switch lanes or wait for passengers to get on and off
- Pedestrians have been placed in direct conflict with the new two-way cycle lane across the whole scheme including at Palace Pier and the planned new entrance to Pavilion Gardens.

This Council agrees that:

1. VG3 will happen but it is our responsibility to ensure that the scheme is implemented in the way that works for all users - and that there are no oversights or unintended consequences.

This Council agrees to:

1. Request the ET&S Committee to appoint a third-party and genuinely independent traffic consultant to evaluate the scheme as it stands at the moment. This consultant should then meet with all the stakeholders to hear their concerns about the current scheme and prepare a report that will be evaluated at a future full council.

Proposed by: Cllr Fishleigh

Seconded by: Cllr Janio

Supporting Information:

- Valley Gardens is a once-in-a-generation opportunity to change the way people and vehicles move around this key transport corridor
- The plans have evolved over time - everything previously assumed has been changed by COVID and Brexit and should be sensibly re-evaluated
- Phase 3 has always been the controversial part of the Valley Gardens scheme
- Calls for an Environmental Impact Assessment have repeatedly been denied
- Responsibility for VG3 has now been delegated to officers
- The city has experienced many unintentional problems brought about by unmonitored assumptions and miscalculations - notably the remodelling of North Street has directly contributed to making it one of the ten most polluted roads in the UK, damaging the health of residents and visitors alike
- Displaced traffic and punitive fines are causing distress and hardship to residents, visitors, workers and business owners. These have resulted from the poor planning and implementation of Phases 1 and 2
- Despite repeated officer claims that the LEP funding for VG3 would be withdrawn if the money wasn't drawn down and work completed by March 2021 this did not prove to be the case. The LEP retains absolute discretion on the drawdown of funds.

NOTICE OF MOTION**CONSERVATIVE GROUP****RESIDENTS/VISITORS 'BUS GATE' FINES**

This Council:

1. Notes that Labour and Green Groups voted to make permanent two Experimental Traffic Regulation Orders relating to 'Bus Gates' in Valley Gardens after figures were released showing that the gates are not working as intended and that around 10,000 residents/visitors are being fined each month;
2. Requests an urgent Officer Report to Environment, Transport & Sustainability Committee to consider options to redesign the defective junctions; and
3. Requests an urgent Officer Report to Policy & Resources Committee to consider options to return collected fines to residents/visitors.

Proposed by: Cllr Nemeth

Seconded by: Cllr Bagaeen

NOTICE OF MOTION**CONSERVATIVE GROUP****RESTORE COUNCIL SERVICES**

This Council:

1. Notes concerns that have been raised by residents at the ongoing drop in service quality throughout the pandemic across various services areas, such as Housing and Parking;
2. Further notes that the Council has failed to communicate a plan to residents detailing when and how services will be restored to their previous standard; and
3. Calls for such a plan to be drawn up, presented as a report to Full Council in February, and communicated to residents thereafter.

Proposed by: Cllr Miller

Seconded by: Cllr Simson

NOTICE OF MOTION**GREEN GROUP****SOUTHERN WATER INVESTMENT**

Council notes the critical health and environmental concerns around the dumping of raw sewage in our rivers and seas by water companies. Despite being fined £90m for illegally discharging sewage into our waters, Southern Water has used the Portobello Storm Outfall near Saltdean to dump raw sewage more than 50 times this year.

Council notes local residents pay to ensure water is effectively managed and considers Southern Water is not fulfilling its duty to update drainage systems to cope with rainfall occurring more often, due to global warming.

Council therefore requests that the Chief Executive writes to Southern Water

- asking for clarification on plans to stop sewage overflows by 2030.
- Inviting their CEO to a meeting of Health Overview Scrutiny Committee to explain recent actions and to discuss workable ways forward to improve water quality.
- Asking them to engage with local government, the public and community groups to identify investment to improve our city's drainage and reduce flooding.

The council resolves to ask the Environment, Transport & Sustainability Committee to:

- Work with Southern Water and partners to design and implement a citywide SuDsⁱ strategy to reduce surface water flooding by 2030.
- Investigate whether funds from Southern Water's recent fines can be redistributed to pay for works.

Proposed by: Cllr Hills

Seconded by: Cllr Lloyd

Supporting information

[1] [Sewage dumped in sea at Saltdean Beach in Brighton & Hove | The Argus](#) [2] [Southern Water Beachbuoy Stormwater Information](#)

[3] [Surfers Against Sewage Safer Seas and River Service app and online map](#)

[4] [Surfers Against Sewage responds to Southern Water OFWAT fine • Surfers Against Sewage \(sas.org.uk\)](#)

[5] [Surfers Against Sewage 2021 Water Quality Report](#)

[6] [Southern Water response to Surfers Against Sewage 2021 Water Quality Report](#)

[7] Southern Water recently paid Lewes Council to plant trees for this purpose, following calls by council leadership following discharges into the River Ouse.

ⁱ Sustainable drainage systems

