

# Council

Date: **22 May 2025**

Time: **4.30pm**

Venue: **Council Chamber, Hove Town Hall**

Members: **Councillors:** Asaduzzaman (Chair), Grimshaw (Deputy Chair), O'Quinn, Atkinson, Alexander, Allen, Bagaeen, Baghoth, Burden, Cattell, Czolak, Daniel, Davis, Earthey, Evans, Galvin, Fishleigh, Fowler, Gauge, Goddard, Goldsmith, Guilmant, Helliwell, Hewitt, Hill, Hogan, Loughran, Lyons, Mackey, McGregor, McLeay, McNair, Meadows, Miller, Muten, Nann, Oliveira, Parrott, Pickett, Robins, Robinson, Rowkins, Sankey, Shanks, Sheard, Simon, Sykes, Taylor, C Theobald, Thomson, West, Wilkinson, Winder and Williams.

Contact: **Anthony Soyinka**  
Head of Democratic Services  
01273 291006  
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Chief Executive  
Hove Town Hall  
Norton Road  
Hove BN3 3BQ

Date of Publication - Wednesday, 14 May 2025

# AGENDA

## Part One

## Page

### 1 COUNCIL BUSINESS

#### **Newly Elected Councillors**

The Mayor will invite Councillor Sankey to introduce their newly elected councillor who will come forward to be welcomed by the Mayor prior to taking their respective seats in the Council Chamber.

### 2 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.

### 3 MAYORAL REPORT 2024/25

7 - 12

*Contact Officer: Anthony Soyinka*  
*Ward Affected: All Wards*

*Tel: 01273 291006*

### 4 MAYOR'S THANKS AND PRESENTATIONS

The Mayor will give thanks for his year in office and make presentations.

### 5 MAYOR'S COMMUNICATIONS.

To receive communications from the Mayor.

### 6 ELECTION OF THE MAYOR OF BRIGHTON AND HOVE FOR THE MUNICIPAL YEAR 2025/26

The Mayor will seek nominations for the Mayor for the municipal year 2025/26.

It is proposed that the Council elects Councillor Grimshaw as Mayor for the municipal year 2025/26.

### ADJOURNMENT

The Mayor will call a short adjournment to allow for the robing of the new Mayor.

## **7 DECLARATION OF OFFICE, ACCEPTANCE SPEECH AND VOTE OF THANKS TO THE RETIRING MAYOR**

The Mayor will make his formal declaration of acceptance of office and acceptance speech and will call on Councillor Sankey to move a vote of thanks to the retiring Mayor, Councillor Asaduzzaman.

## **7a APPOINTMENT OF THE DEPUTY MAYOR FOR BRIGHTON AND HOVE FOR THE MUNICIPAL YEAR 2025/26**

The Mayor will seek nominations for the appointment of the Deputy Mayor for the municipal year 2024/25.

## **8 APPOINTMENT OF THE LEADER OF THE COUNCIL FOR 2025/26**

The Mayor will seek nominations for the appointment of the Leader of the Council for the municipal year 2025/26.

It is proposed that the Council elects Councillor Sankey as Leader of the Council for the municipal year 2025/26.

## **9 COUNCIL APPOINTMENTS 2025/26**

The Mayor will move the following appointments:

- a) To approve the appointment of the Deputy Leader(s) of the Council
- b) To approve the appointment of the Leader of the Official Opposition
- c) To note the appointments of the following positions as agreed by the respective Groups represented on the Council as set out in the addendum (to follow)
  - I. Leader of the Labour Group
  - II. Deputy Leader(s) of the Labour Group
  - III. Convenor of the Green Group
  - IV. Deputy Convenor(s) of the Green Group
  - V. Leader of the Conservative Group
  - VI. Deputy Leader(s) of the Conservative Group
  - VII. Leader of the Brighton & Hove Independent Group
  - VIII. Deputy Leader of the Brighton & Hove Independent Group

## **REPORTS FOR DECISION**

## **10 APPOINTMENT OF CABINET MEMBERS**

**13 - 18**

*Contact Officer:* Anthony Soyinka  
*Ward Affected:* All Wards

*Tel:* 01273 291006

## **11 REVIEW OF THE MEMBER ALLOWANCES SCHEME 2025**

**19 - 44**

*Contact Officer:* Anthony Soyinka  
*Ward Affected:* All Wards

*Tel:* 01273 291006

**12 REVIEW OF POLITICAL BALANCE AND APPOINTMENT OF COMMITTEES, OUTSIDE BODIES AND PARTNERSHIPS 2025/26**

**45 - 78**

Contact Officer: Anthony Soyinka

Tel: 01273 291006

**13 THE FUTURE OF ST JOSPEH'S CATHOLIC PRIMARY SCHOOL**

**79 - 144**

Contact Officer: Richard Barker

Tel: 01273 290732

Ward Affected: All Wards

**14 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.*

**FOR INFORMATION**

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The closing date for receipt of public questions and deputations for the next meeting is 10:00am on the eighth working day before the meeting.

Meeting papers can be provided, on request, in large print, in Braille, on audio tape or on disc, or translated into any other language as requested.

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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.

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- 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 Anthony Soyinka, (01273 291006, email [anthony.soyinka@brighton-hove.gov.uk](mailto:anthony.soyinka@brighton-hove.gov.uk)) or email [democratic.services@brighton-hove.gov.uk](mailto:democratic.services@brighton-hove.gov.uk)



# Brighton & Hove City Council

## Council

## Agenda Item 3

**Subject:** Mayoral Report 2024/25

**Date of meeting:** 22 May 2025

**Report of:** Chief Executive

**Contact Officer:** Name: Anthony Soyinka  
Tel: 01273 291006  
Email: Anthony.Soyinka@brighton-hove.gov.uk

**Ward(s) affected:** All

### FOR GENERAL RELEASE

#### 1. PURPOSE OF REPORT AND POLICY CONTEXT

- 1.1 This report informs the Council of the activities of the Mayor, Cllr Mohammed Asaduzzaman during the civic year 2024-25.

#### 2. RECOMMENDATIONS:

- 2.1 That the report be noted.

#### 3. CONTEXT/ BACKGROUND INFORMATION

- 3.1 The Mayor is the first citizen of Brighton and Hove and carries out a range of civic and ceremonial duties, representing the council across the city and around the region. The Mayor of Brighton and Hove is not directly elected, holds no direct power and is politically neutral during their term in office. The role is purely civic and ceremonial.
- 3.2 The Mayor selected Imam Uthman Jeewa from the Al-Medinah Mosque to be his Chaplain.
- 3.3 The Mayor supported the following charities during her Mayoral year: BHT Sussex, Brighton Students' Union, Chomp, My University Hospitals Sussex, Royal Pavilion & Museums Trust and Sussex Cricket Foundation.
- 3.4 The Mayor attended 232 engagements and events during his term in office (for a breakdown please see appendix 1) with support from the Deputy Mayor Cllr Amanda Grimshaw.
- 3.5 The Mayor undertakes many different duties including Chairing meetings of Full Council, representing the council at public, civic and ceremonial events both in and outside the city, acting as an ambassador for the city and working with a wide range of local organisations.
- 3.6 Highlights of the Mayoral year included:

- Chattri Memorial Service to honour the Indian soldiers that fought during the First World War
- The Raid on Dieppe
- Undivided India Gate Commemoration
- University Graduation Ceremonies for the University of Brighton and University of Sussex
- Citizenship Ceremonies
- Remembrance Services across the City
- Children's Parade, triggering the start of Brighton Festival
- VE day events on 8<sup>th</sup> May

- 3.7 The Mayor hosted receptions and meetings in the Mayor's Parlour and Council Chamber, for the Cub Scouts, Brighton & Hove City Council Apprentices, The Royal British Legion, Remembrance Committee and Unaccompanied Asylum-Seeking Children.
- 3.8 Acts of Remembrance across the City took place with crowds gathering again this year for both Brighton and for Hove. The last service of the day attended by the Mayor was hosted at the Brighton & Hove Progressive Synagogue and organised by the Association of Jewish ex Service Men and Women (AJEX).
- 3.9 The Mayor wishes to thank his Chaplain Uthman Jeewa from the Al-Medinah Mosque, and Imam Ahmed Elbeyouk from the Dyke Road Mosque for their support throughout an exceptional year.
- 3.10 The Mayor would like to thank his Consort Most Jasmin Ara for her support throughout the year.
- 3.11 The Mayor is grateful for the support of officers, the civic office team and those involved in helping to manage the council meetings.
- 3.12 The Mayor would like to thank the Deputy Mayor Cllr Amanda Grimshaw for her support in attending engagements.

#### **4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS**

- 4.1 This is an annual report from the Mayor for information and there are no alternative options for consideration.

#### **5. COMMUNITY ENGAGEMENT & CONSULTATION**

- 5.1 No further consultation has been required for this report.

#### **6. CONCLUSION**

- 6.1 That the information contained in the report be noted.

#### **7. FINANCIAL & OTHER IMPLICATIONS:**

- 7.1 Financial Implications:



7.1.1 There are no direct financial implications arising from this report.

*Finance Officer Consulted: Ishemupenyu Chagonda      Date:12/05/2025*

7.2 Legal Implications:

7.2.1 There are no legal implications arising directly from the report.

Lawyer Consulted: Elizabeth Culbert      Date:12/05/2025

7.3 Risk implications:

7.3.1 There are no risk implications arising directly from the report.

7.4 Equalities Implications:

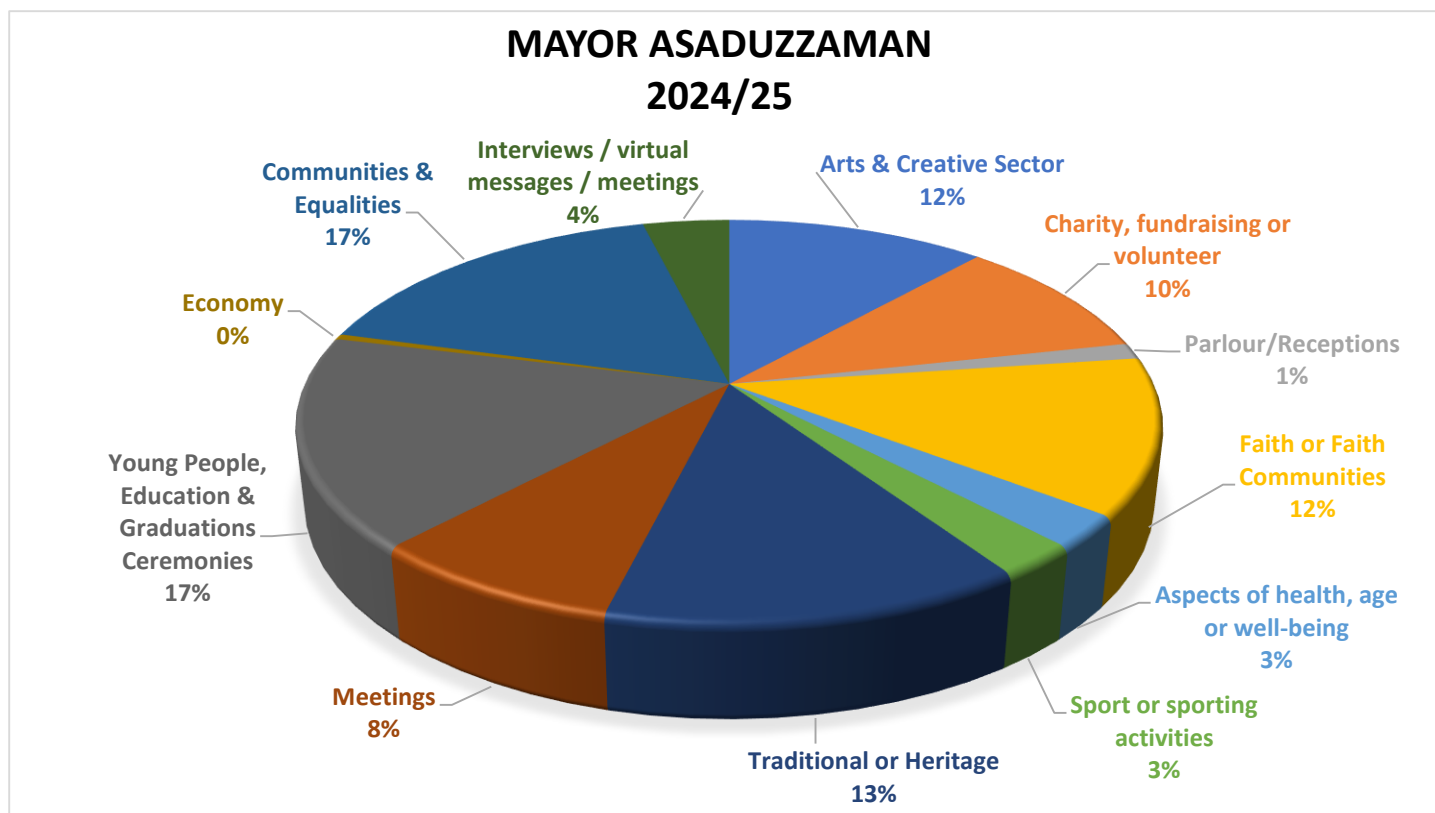
7.4.1 There are none arising directly from the report.

7.5 Sustainability Implications:

7.5.1 None.

## SUPPORTING DOCUMENTATION

### Appendix 1:



### Appendices:

#### 1. Type of Mayoral engagements

| Types of Engagements:                          | Number of: | Percent of: |
|--|------------|-------------|
| Arts & Creative                                | 27         | 12          |
| Charity, Fundraising or Volunteering           | 23         | 10          |
| Parlour Meetings & Receptions                  | 3          | 1           |
| Faith Communities                              | 29         | 12          |
| Aspects of Health, Age or Well-being           | 6          | 3           |
| Sporting Activities                            | 6          | 3           |
| Traditional, Civic or Heritage                 | 31         | 13          |
| Meetings                                       | 19         | 8           |
| Young People, Schools & Graduations Ceremonies | 39         | 17          |
| Economy & Business                             | 1          | 0           |
| Communities & Equalities                       | 39         | 17          |
| Interviews                                     | 9          | 4           |





# Brighton & Hove City Council

## Council

## Agenda Item 10

**Subject:** Appointment of Cabinet Members

**Date of meeting:** 22 May 2025

**Report of:** Director of Governance and Law

**Contact Officer:** Name: Anthony Soyinka  
Tel: 01273 29 1006  
Email: [Anthony.soyinka@brighton-hove.gov.uk](mailto:Anthony.soyinka@brighton-hove.gov.uk)

**Ward(s) affected:** All

### For general release

#### **1. Purpose of the report and policy context**

- 1.1 To note the Councillors appointed to Cabinet and as Cabinet Advisors by the Leader of the Council.

#### **2. Recommendations**

- 2.1 That Council notes the appointment of Cabinet Members and Cabinet Advisors by the Leader as set out in Appendix A.

#### **3. Context and background information**

- 3.1 The Cabinet comprises the Leader of the Council, the Deputy Leader and up to eight other Councillors. The Deputy Leader and Cabinet are appointed by the Leader of the Council who also has authority to revoke these appointments.
- 3.2 The Leader is responsible for all of the Council's executive functions which are not the responsibility of any other part of the Council, whether by law or under the Constitution. The Leader allocates, and may re-assign or vary, the portfolios of Cabinet members and determines which functions should be delegated to Cabinet and to individual Cabinet Members. The details of the appointments and the proposed allocation of responsibilities to Cabinet and to each Cabinet Member are set out Part 2 E of the Council's new Constitution.
- 3.3 Up to four Cabinet Advisors will support the Leader and Cabinet on specific policy areas. Cabinet Advisors are appointed by the Leader to lead on a specific policy area for a duration of 12 months. Cabinet Advisors will not be members of Cabinet and will not have decision making powers.
- 3.4 Proceedings of the Cabinet will take place in accordance with the Cabinet Procedures and the Access to Information Procedure Rules set out in Parts 3B and 3E of the Constitution.

#### **4. Analysis and consideration of alternative options**

- 4.1 This report is to note the appointments made by the Leader for information.

#### **5. Community engagement and consultation**

- 5.1 None specifically arising from the report.

#### **6. Financial implications**

- 6.1 There are no direct financial implications arising from the recommendation of this report. Details of the basic and special responsibility allowances payable to Cabinet Members is included in the Independent Remuneration Panel report on the Members Allowances Scheme elsewhere on this agenda. The indirect financial implications will be met by existing budget resources within the service.

Name of finance officer consulted: Ishemupenyu Chagonda Date consulted: 12/05/25

#### **7. Legal implications**

- 7.1 The Local Government Act 2000, Part II, makes provisions for the establishment of a leader and cabinet executive. Section 9E of the Local Government Act 2000 sets out the arrangements for discharge of executive functions in the case of a leader and cabinet executive, as described in this report.

Section 9E of the LGA 2000 provides as follows:

*9E Discharge of functions: general*

*(1) ... any functions which, under executive arrangements, are the responsibility of—*

*... (b) a leader and cabinet executive are to be discharged in accordance with this section.*

*(2) The senior executive member [who is defined as the leader in subs (8)]*

*(a) may discharge any of those functions, or*

*(b) may arrange for the discharge of any of those functions— (i) by the executive, (ii) by another member of the executive, (iii) by a committee of the executive, (iv) by an area committee, or (v) by an officer of the authority.*

Name of lawyer consulted: Elizabeth Culbert Date consulted: 12/05/25

#### **8. Risk implications**

- 8.1 None specifically arising from the report.

#### **9. Equalities implications**

- 9.1 None specifically arising from the report.

#### **10. Sustainability implications**

- 10.1 None specifically arising from the report.

#### **11. Conclusion**

- 11.1 The appointment of Cabinet Members is the prerogative of the Leader of the Council and the appointments are reported for information and transparency to full Council. Once confirmed by the Leader, they will be set out at Part 2E of the Council's Constitution and may be updated in accordance with any changes made by the Leader.

## **Supporting Documentation**

### **Appendices**

1. Appendix A – Appointment of Cabinet Members & Cabinet Advisors





## **Membership of the Cabinet 2025/26**

### **Cabinet and their portfolios**

Councillor Bella Sankey - Leader of the Council and Cabinet Chair

Councillor Jacob Taylor - Deputy Leader and Cabinet Member, Finance and City Regeneration

Councillor Tim Rowkins - Deputy Leader and Cabinet Member for Net Zero and Environmental Services

Councillor Mitchie Alexander - Cabinet Member for Communities, Equalities and Adult Social Care

Councillor Trevor Muten - Cabinet Member for Transport and City Infrastructure

Councillor Gill Williams - Cabinet Member for Housing

Councillor Emma Daniel - Cabinet Member for Children, Families and Youth Services

Councillor Jacob Allen - Cabinet Member for Customer Services and Public Realm

Councillor Alan Robins - Cabinet Member for Sports, Recreation and Libraries

Councillor Birgit Miller - Cabinet Member for Culture, Heritage and Tourism

### **Cabinet Advisors for 2025 to 26**

Councillor Andrei Czolak - Community Safety

Councillor John Hewitt - Devolution & Local Government Reorganisation

Councillor Paul Nann - Homeless Hub

Councillor Joy Robinson - Procurement and Contract Management



# Brighton & Hove City Council

## Council

## Agenda Item 11

**Subject:** Review of the Member Allowances Scheme 2025

**Date of meeting:** 22 May 2025

**Report of:** Director of Governance & Law

**Contact Officer:** Name: Anthony Soyinka  
Tel: 01273 29 1006  
Email: [Anthony.soyinka@brighton-hove.gov.uk](mailto:Anthony.soyinka@brighton-hove.gov.uk)

**Ward(s) affected:** All

### For general release

#### 1. Purpose of the report and policy context

- 1.1 In order to pay allowances to councillors all local authorities must have an agreed Members' Allowances Scheme outlining the levels of allowances available to all councillors and the roles that attract an allowance. The Scheme, once approved, forms part of the Council's Constitution (Part 4H).
- 1.2 The report details the recommendations of the Independent Remuneration Panel (IRP) following its early review of the Members Allowances Scheme 2024 – 2028 which was approved by full Council on 16 May 2024.

#### 2. Recommendations

- 2.1 That Council is recommended to adopt a new Members Allowances Scheme for the payment of allowances in 2025/26 with effect from the Annual Council Meeting on 22 May 2025 in accordance with the IRP recommendations as set out at Appendix 1;
- 2.2 That the Chief Executive is authorised to issue the updated Brighton & Hove Members' Allowances Scheme for 2024-28 in accordance with the IRP recommendations at Appendix 1 following Council approval;
- 2.3 That the Monitoring Officer is authorised to amend the Constitution to reflect the new Members Allowances Scheme accordingly;
- 2.4 That where there are any changes to any role listed as attracting a Special Responsibility Allowance under the Scheme, and the revised role is substantially the same as the previous role in terms of the nature or level of responsibility, the Special Responsibility Allowance shall continue to apply to the new role. This is subject to the Independent Remuneration Panel being consulted and agreeing that it is substantially the same role.

#### 3. Context and background information

- 3.1 In February 2024, the Independent Remuneration Panel (IRP) undertook a full review of the Members' Allowances Scheme. The review and recommendations were presented to Full Council at its annual meeting and took effect from 16 May 2024, aligning with the adoption of a Leader and Cabinet system.
- 3.2 Since the new governance model had not yet been implemented at the time of the review, it was not possible to interview all postholders. The Council requested an additional interim review to enable the IRP to sense check its recommendations from the 2024 review and determine if any amendments were necessary after the new system had been in operation for a period of time.
- 3.3 The IRP were keen to hear from Members and to look at the impact of the Cabinet system on their roles. The Panel also wanted to gain a greater understanding of the roles that attributed a Special Responsibility Allowance.
- 3.4 The Panel determined from the evidence they received that there was a justification for the following:

#### **Basic Allowance**

- 3.5 The Scheme currently provides that all councillors are each entitled to a total basic allowance of £14,218 per annum, with effect from May 2024. No changes are proposed to the Basic Allowance payable to all Members of Brighton and Hove City Council per annum subject to any indexation that may apply.

#### **Special Responsibility Allowances**

- 3.6 In accordance with the Local Authorities (Members' Allowances) (England) Regulations 2003 ("the 2003 Regulations"), Special Responsibility Allowances (SRAs) are identified for those roles where significant additional responsibilities are performed over and above the roles and expenses covered by the Basic Allowance.
- 3.7 Appendix 1 sets out at paragraph 4.2.3 those roles where SRAs have been identified as offices which bear significant additional responsibilities. SRAs are calculated based on a multiplier of the Basic Allowance and these are summarised at paragraph 4.2.8 of the report. The rationale for each proposed SRA is set out by the IRP in the report.
- 3.8 The Panel felt that from the evidence received that there was a justification for an increase in the Special Responsibility Allowance payable to Cabinet Members to reflect the increased level of time commitment and also the complexity and overall impact of the role.
- 3.9 The Panel noted that during the 2024 review, the Cabinet Member allowance was set at the same percentage of the Leader's allowance as that of the former Committee Chairs. However, the Panel concluded during their review that the role of a Cabinet Member carries more responsibility than

that of a previous Committee Chair, as it includes significant delegated decision-making responsibilities across their portfolio.

- 3.10 The Panel has recommended that the Special Responsibility Allowance for a Cabinet Member should be increased from 35% to 40% of the Leader's Allowance to better reflect the additional responsibilities, resulting in an allowance of £14,787. The Panel noted that the current 35% is relatively low compared to other comparable Councils, where the average percentage of the Leader's Allowance for a Cabinet Member ranges between 40% and 50%.
- 3.11 No changes are proposed to the other Special Responsibility Allowance which are recommended to continue to be paid as outlined in Appendix 1 of the IRP report.
- 3.12 The Panel also considered if a Special Responsibility Allowance should be paid for the Deputy Leader of the Opposition and Chief Whip of the Majority Group.
- 3.13 The Panel had the view that the Deputy Leader of the Opposition role did not meet the criteria and recommended the allowance should not be reintroduced into the scheme.
- 3.14 The Panel acknowledged that several Councils, especially Boroughs in London, provided an allowance for the Chief Whip of the largest Group. However, they did not recommend a new Special Responsibility Allowance should be created for this role.

#### **Other allowances**

- 3.15 No changes are proposed to the other allowances set out the Scheme.

#### **4. Analysis and consideration of alternative options**

- 4.1 The Panel has reviewed the Members' Allowances Scheme in line with the Local Authorities (Members' Allowances) (England) Regulations 2003).
- 4.2 In order to revise its Members' Allowances Scheme, the Council is required to have regard to the recommendations of the Independent Remuneration Panel.
- 4.3 The Panel took account of the latest regional and national earnings information in relation to any increase in allowances and made comparisons with comparable authorities.
- 4.4 The Panel also took on board the views of Group Leaders, Members and best practice across other authorities.
- 4.5 The Council is required to consider the IRP's recommendations, but is not bound to adopt them and can, provided it acts reasonably, take decisions on allowances which are not in accord with such recommendations.

## **5. Community engagement and consultation**

- 5.1 Before making its recommendations, the Panel surveyed all Members to assess the impact of the new arrangements on their roles, receiving 28 responses out of 54. The Panel also met with Group Leaders, individual pos holders and held a workshop session open to all members. The Panel were grateful for the input from all members who contributed to this process.

## **6. Financial implications**

- 6.1 The estimated cost of the revised Members Allowance Scheme is £1.062m; the current scheme cost is estimated at £1.048m and therefore this represents an increase of £0.014m, or 1.41%. Member allowances were frozen in 2022/23 and 2023/24. Over the same period average staff pay increased by 12.7%.
- 6.2 The increased cost of Members allowances will be reflected in Targeted Budget Management Reports during 2025/26 and included in budget setting for 2026/27.

Name of finance officer consulted: Ishemupenyu Chagonda Date consulted (14/05/25):

## **7. Legal implications**

- 7.1 The proposals in this report and Appendix 1 comply with the requirements of the Local Authorities (Members' Allowances) (England) Regulations 2005 and associated guidance.

Name of lawyer consulted: Elizabeth Culbert Date consulted 12/05/25

## **8. Risk implications**

- 8.1 There are no risk implications arising directly from the report.

## **9. Equalities implications**

- 9.1 The recommendations seek to encourage a wider cross-section of the community to become councillors and reduce the financial disincentives from serving as councillors by ensuring that the roles are remunerated sufficiently, whilst maintaining a recognition that these are public service roles. The Scheme continues to incorporate a public service discount set in the mid range of those applied by councils in the South East region.

## **10. Sustainability implications**

- 10.1 There are no sustainability implications arising directly from the report.

## **11. Conclusion**

- 11.1 The Panel recommend the revised SRA for Cabinet Members be effective from the 2025 municipal year.

### **Supporting Documentation**

#### **1. Appendices**

1. Report of the Independent Remuneration Panel 2025







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**The report of the Independent Remuneration Panel  
appointed to review the allowances paid to Councillors  
of Brighton and Hove City Council**

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March 2025

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| <b>Appendix 1</b> | Special Responsibility Allowances/Independent Persons' Allowance/Dependants' Carers' Allowance / Mayoral Allowances – Summary of Recommendations | 13 |
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## **1. INTRODUCTION AND BACKGROUND**

- 1.1.1 The Local Authorities (Members' Allowances) (England) Regulations 2003 ("the 2003 Regulations"), as amended, require all local authorities to appoint an independent remuneration panel (IRP) to advise on the terms and conditions of their scheme of councillors' allowances.
- 1.1.2 Brighton and Hove City Council formally appointed the following persons to undertake this interim review and make recommendations on its future scheme.

Jaine Jolly - Local Resident and Planning Inspector.  
Mark Palmer- Director of Development and Governance, South East Employers (Panel Chair)  
Rachel Potter- Local Resident, Journalist and Editor specialising in local government and the public sector.

Elizabeth Culbert- Director Governance & Law, Brighton and Hove City Council provided Panel support.  
Anthony Soyinka – Head of Democratic Services, Brighton and Hove City Council provided Panel support

- 1.1.3 Our terms of reference were in accordance with the requirements of the 2003 Regulations, together with "Guidance on Consolidated Regulations for Local Authority Allowances" issued jointly by the former Office of the Deputy Prime Minister and the Inland Revenue (July 2003). Those requirements are to make recommendations to the Council as to:

- (a) the level of allowances and whether allowances should be payable for:
- (i) special responsibility allowances.
  - (ii) travelling and subsistence allowance.
  - (iii) dependants' carers' allowance.
  - (iv) parental leave and.
  - (v) Independent Persons' allowance.
- and the amount of such allowances.
- (b) whether payment of allowances may be backdated if the scheme is amended at any time to affect an allowance payable for the year in which the amendment is made.
- (c) whether adjustments to the level of allowances may be determined according to an index and if so which index and how long that index should apply, subject to a maximum of four years before its application is reviewed.

## **2. CURRENT SCHEME**

- 2.1.1 The last review of councillors' allowances was undertaken by the IRP for the Council in February 2024. This interim review was requested by the Council because at the time of the full review the roles as part of the Leader Cabinet model of governance had yet to be implemented. The Panel had also not had the opportunity at the 2024 review to interview the postholders. This review provided the opportunity to sense check through a questionnaire and interviews whether the recommendations made following the 2024 review required amendment.

- 2.1.2 The Scheme currently provides that all councillors are each entitled to a total basic allowance of £14,218 per annum, with effect from April 2024. In addition, some councillors receive special responsibility allowances for undertaking additional duties.
- 2.1.3 Councillors may also claim the cost of travel and subsistence expenses and for expenditure on the care of children or dependants whilst on approved councillor duties.

### **3. PRINCIPLES UNDERPINNING OUR REVIEW**

#### **3.1 The Public Service Principle**

- 3.1.1 This is the principle that an important part of being a councillor is the desire to serve the public and, therefore, not all of what a councillor does should be remunerated. Part of a councillor's time should be given voluntarily.

#### **3.2 The Fair Remuneration Principle**

- 3.2.1 Alongside the belief that the role of the elected Councillor should, in part, be viewed as unpaid voluntary service, we advocate a principle of fair remuneration. The Panel in 2024 subscribes to the view promoted by the independent Councillors' Commission:

*Remuneration should not be an incentive for service as a councillor. Nor should lack of remuneration be a barrier.<sup>1</sup>*

- 3.2.2 We are keen to ensure that our recommended scheme of allowances provides reasonable financial compensation for councillors. Equally, the scheme should be fair, transparent, logical, simple, and seen as such.
- 3.2.3 Hence, we continue to acknowledge that:
- (i) allowances should apply to roles within the Council, not individual councillors.
  - (ii) allowances should represent reasonable *compensation* to councillors for expenses they incur and time they commit in relation to their role, not *payment* for their work; and
  - (iii) special responsibility allowances are used to recognise the *significant* additional responsibilities which attach to some roles, not merely the extra time required.
- 3.2.4 In making our recommendations, we have therefore sought to maintain a balance between:
- (i) the voluntary quality of a councillor's role.
  - (ii) the need for appropriate financial recognition for the expenses incurred and time spent by councillors in fulfilling their roles; and
  - (iii) the overall need to ensure that the scheme of allowances is neither an incentive nor a barrier to service as a councillor.

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<sup>1</sup> Rodney Brooke and Declan Hall, *Members' Remuneration: Models, Issues, Incentives and Barriers*. London: Communities and Local Government, 2007, p.3.

- 3.2.5 The Panel also sought to ensure that the scheme of allowances is understandable in the way it is calculated. This includes ensuring the bandings, tiers and differentials of the allowances are as transparent as possible.
- 3.2.6 In making our recommendations, we wish to emphasise that any possible negative impact they may have is not intended and should not be interpreted as a reflection on any individual councillor's performance in the role.

## **4. CONSIDERATIONS AND RECOMMENDATIONS**

### **4.1 Basic Allowance**

- 4.1.1 A Council's scheme of allowances must include provision for a basic allowance, payable at an equal flat rate to all councillors. The guidance on arriving at the basic allowance states, "*Having established what local councillors do, and the hours which are devoted to these tasks the local authorities will need to take a view on the rate at which, and the number of hours for which, councillors ought to be remunerated.*"<sup>2</sup>
- 4.1.2 The Panel was of the view that consideration of the Basic Allowance should *not* be part of this interim review as a thorough review of the Basic Allowance was undertaken in 2024. The Panel recommend that the Basic Allowance should therefore continue at £14,218 subject to any indexation that may apply. The Basic Allowance should be reviewed by an Independent Remuneration Panel as part of the next full review scheduled to take place in 2028.

**WE THEREFORE RECOMMEND that as part of this interim review no change should be made to the Basic Allowance payable to all Members of Brighton and Hove City Council of £14,218 per annum subject to any indexation that may apply. The Basic Allowance should be reviewed by a Panel again in 2028, when the next full review should be scheduled.**

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<sup>2</sup> The former Office of Deputy Prime Minister – now the Ministry of Housing, Communities and Local Government. The Inland Revenue (now HM Revenue and Customs), *New Council Constitutions: Guidance on Consolidated Regulations for Local Authority Allowances*, London: TSO, July 2003, paragraph 67.

## 4.2 Special Responsibility Allowances (SRAs)

- 4.2.1 Special Responsibility Allowances are awarded to councillors who perform significant additional responsibilities over and above the roles and expenses covered by the basic allowance. These special responsibilities must be related to the discharge of the council's functions. The SRA payable is in addition to the Basic Allowance payable to all Brighton and Hove City Councillors.
- 4.2.2 The 2003 Regulations do not limit the number of SRAs which may be paid, nor do they prohibit the payment of more than one SRA to any one councillor. They do require that an SRA be paid to at least one councillor who is not a member of the controlling group of the Council. As the guidance suggests, if the majority of councillors receive an SRA, the local electorate may rightly question the justification for this.<sup>3</sup>
- 4.2.3 We conclude from the evidence we have considered that the following offices bear *significant* additional responsibilities:
- Leader of the Council
  - Deputy Leader of the Council
  - Cabinet Members (8)
  - Cabinet Advisors (4)
  - Leader of the Opposition Group
  - Leader of the Minority Group
  - Chair of Overview and Scrutiny (2)
  - Chair of the Health Overview and Scrutiny Committee
  - Chair of Planning
  - Chair of Licensing
  - Chair of Audit Standards and General Purposes
  - Chair of Health and Wellbeing Board
  - Mayor
  - Deputy Mayor
  - Independent Persons

### One SRA Only Rule

- 4.2.4 To improve the transparency of the scheme of allowances, we continue to feel that no councillor should be entitled to receive at any time more than **one SRA**. If a councillor can receive more than one SRA, then the public are unable to ascertain the actual level of remuneration for an individual councillor from a reading of the Scheme of Allowances.
- 4.2.5 Moreover, the One SRA Only Rule avoids the possible anomaly of the Leader receiving a lower allowance than another councillor. If two or more allowances are applicable to a councillor, then the higher-valued allowance would be received. The One SRA Only Rule is common practice for many councils. Our calculations for the SRAs are based on this principle, which should be highlighted.

**WE THEREFORE CONTINUE TO RECOMMEND that that no councillor shall be entitled to receive at any time more than one Special Responsibility Allowance and that this One SRA Only Rule be adopted into the Scheme of Allowances.**

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<sup>3</sup> The former Office of Deputy Prime Minister – now the Ministry of Housing, Communities and Local Government. *New Council Constitutions: Guidance on Consolidated Regulations for Local Authority Allowances*, London: TSO, July 2003, paragraph 72.

#### The Maximum Number of SRA's Payable

- 4.2.6 In accordance with the 2003 Statutory Guidance (paragraph 72) the Panel is of the view that the Council should adhere to the principal that no more than **50%** of Council Members (27) should receive an SRA at any one time.

**WE THEREFORE CONTINUE TO RECOMMEND that the Council should adhere to a maximum number of SRA's payable at any one time that does not exceed 50% of Council Members (27 Members).**

#### Calculating SRAs

- 4.2.7 The Panel continued to support the criteria and formula for calculating the Leader of the Councils allowance based on a multiplier of the Basic Allowance; this role carries the most significant additional responsibilities and is the most time consuming.
- 4.2.8 We applied a multiplier of the basic allowance to establish the Leader's SRA. Other SRAs are then valued downwards as a percentage of the Leader's allowance. This approach has the advantage that, when future adjustments to the SRAs are required, changing the Leader's SRA will have a proportionate and easily calculable effect on the other SRAs within the scheme.

We grouped together in Tiers those roles that we judged to have a similar level of responsibility. The outline result of this approach is illustrated in a pyramid of responsibility:



The rationale for these ten tiers of responsibility are discussed below.

#### Leader (Tier One)

4.2.9 The Council in May 2024 adopted a Leader and Cabinet model of governance and therefore elects for a four-year term of office a Leader who is ultimately responsible for the discharge of all executive functions of the Council. The Leader is the principal policy maker and has personal authority to determine delegated powers to the rest of the Cabinet. The Leader is also responsible for the appointment (and dismissal) of members of the Cabinet and their respective areas of responsibility.

4.2.10 The multiplier we continue to apply to calculate the Leader's SRA is 260% (2.6 times) of the basic allowance. This results in a Leader's Allowance of £36,967.

**WE CONTINUE TO RECOMMEND that the Leader of the Council should receive a Special Responsibility Allowance of 260% of the Basic Allowance, £36,967.**

#### Deputy Leader (Tier Two)

4.2.11 The Deputy Leader acts on the Leader's behalf in their absence and provides additional support to the Leader of the Council. From the information we gathered, we continue to consider this additional responsibility should be reflected in the level of allowance. Therefore, we continue to recommend the Deputy Leader's SRA be set at



60% of the Leader's SRA. If our recommendations concerning the Leader's SRA are adopted, this continues to result in an allowance of £22,180.

**WE CONTINUE TO RECOMMEND that the Deputy Leader receive a Special Responsibility Allowance of 60% of the Leader's Allowance, £22,180.**

#### Cabinet Members (Tier Three)

- 4.2.12 Cabinet Members appointed by the Leader of the Council have significant delegated decision-making responsibilities across their portfolio. The Cabinet Member role has more responsibility than the previous Chair of a Committee.
- 4.2.13 The Panel is therefore of the view that the Special Responsibility Allowance for a Cabinet Member should be increased from 35% to 40% of the Leader's Allowance to better reflect the additional responsibility, resulting in an allowance of £14,787.
- 4.2.14 The Panel was conscious that at the 2024 review the allowance had been set at the same percentage of the Leader's Allowance as the former Chairs of Committee. However, discussions with individual cabinet members had demonstrated to the Panel that this was a bigger role than a Chair of a Committee both in terms of the time commitment and also the complexity and overall impact of the role.
- 4.2.15 The Panel was also conscious that in terms of a percentage of the Leader's Allowance the current 35% is low in comparison to the percentage in other comparable Councils. The average percentage of the Leader's Allowance in other comparable Councils is between 40% and 50%.

**WE RECOMMEND that a Cabinet Member should now receive an allowance of 40% of the Leaders' Allowance, £14,787.**

#### Chair of Planning (Tier Four)

- 4.2.16 The Chair of Planning continues to have a high impact across the Council area and has a high workload that includes regular site visits and a high number of meetings. The Panel therefore recommends that the Chair Planning should receive a Tier Three allowance, 35% of the Leader's Allowance, £12,938.

**WE CONTINUE TO RECOMMEND that the Chair of Planning continues to receive an allowance of 35% of the Leader's Allowance, £12,938**

#### Leader of the Opposition and Chair of Licensing (Tier Five)

- 4.2.17 From the evidence gathered as part of the structured interviews we continue to consider the Leader of the Opposition to be a significant role and the 2003 Regulations require that the Leader of the Opposition receive a Special Responsibility Allowance. The Leader of the Opposition has to both ensure democratic accountability and the holding to account of the administration but also manage and develop a Group.
- 4.2.18 The Leader of the Opposition should continue to receive a Special Responsibility Allowance calculated on the same basis as the other SRA's, a percentage of the Leader's Allowance. Based on the size and complexity of the role the Panel is of the view that the Main Opposition Group Leader should receive an allowance of 33% of the Leader's Allowance, £12,199.
- 4.2.19 The Panel was made aware in 2024 that the number and frequency of meetings of the Licensing Committee have reduced and this appears to have continued. However, Special Responsibility Allowances are not based only on the frequency of meetings

but also on the complexity of the role. The Panel therefore continues to recommend that the Special Responsibility Allowance for the Chair of the Licensing should continue to be a Tier Five allowance, 33% of the Leader's Allowance, £12,199.

**WE CONTINUE TO RECOMMEND that the Leader of the Opposition and the Chair of the Licensing Committee should all receive a Tier Five Allowance, 33% of the Leader's Allowance, £12,199.**

Chairs of Overview and Scrutiny, Mayor and Chair of Health and Wellbeing Board (Tier Six)

- 4.2.20 The Panel was of the view that Overview and Scrutiny is beginning to be a pivotal part of the Council's new governance arrangements in ensuring internal and external accountability and holding the Cabinet to account. The Panel continues to reflect the importance of overview and scrutiny in Brighton and Hove City Council. The Panel therefore recommends that the Chairs of Overview and Scrutiny should continue to receive a Tier Six allowance, 30% of the Leader's Allowance, £11,090.
- 4.2.21 The role of Mayor is highly visible across the Council area and continues to undertake a high number of civic engagements that raise the profile of the Council and this is reflected in the current allowance. The Panel was of the view that the Mayoral Allowance should continue to be at the same percentage of the Leader's Allowance, 30%. We therefore recommend that the role of Mayor be recognised at Tier Six and receive an allowance of £11,090, 30% of the Leader's Allowance.
- 4.2.22 The Chair of the Health and Wellbeing Board continues to be a pivotal role. The Panel continues to recommend that the Chair of the Health and Well Being Board should continue to receive a Tier Six allowance, 30% of Leader's Allowance, £11,090

**WE CONTINUE TO RECOMMEND that the Chairs of Overview and Scrutiny, Mayor and Chair of the Health and Wellbeing Board should continue to each receive an allowance of 30% of the Leaders' Allowance, £11,090.**

Leader of the Minority Group (Tier Seven)

- 4.2.21 The Leader of a Minority Group should continue to be recognised as a role of significant importance, however the Panel continues to be of the view that to qualify for the allowance the group should comprise of at least 10% of total councillors on Brighton and Hove City Council, six councillors.
- 4.2.22 The Panel continues to recommend that the Leader of a Minority Group should receive an allowance of 20% of the Leader's Allowance, £7,393. The Panel continues to further recommend that to qualify for this allowance the group should consist of at least 10% of total councillors, six councillors.

**WE CONTINUE TO RECOMMEND that the Leader of a Minority Group should receive An allowance of 20% of the Leader's Allowance, £7,393. The Panel continues to further recommend that to qualify for this allowance the group should consist of at least 10% of total councillors, six councillors.**

Chair of Audit Standards and General Purposes Committee (Tier Eight).

- 4.2.23 The Audit Standards and General Purposes Committee continues to be recognised as a high-profile committee that has a key role in terms of financial management and effective governance. The committee also has a lead responsibility for ensuring effective standards and overseeing the Code of Conduct. The Panel continues to be of the view that the Chair should continue to receive a Special Responsibility Allowance of 15% of the Leader's Allowance, £5,758.

**WE CONTINUE TO RECOMMEND that the Chair of the Audit Standards and General Purposes Committee should continue to receive a Tier Eight allowance, 15% of the Leader's Allowance, £5,758.**

Deputy Mayor (Tier Nine)

- 4.2.24 The role of Deputy Mayor, like that of the Mayor, continues to be a high-profile role that has a significant impact across the Council area and a high workload based on the number and frequency of civic engagements. The Panel is of the view that the role of Deputy Mayor should continue to receive an allowance based on 6% of the Leader's Allowance, £2,218.

**WE CONTINUE TO RECOMMEND that the Deputy Mayor receive a Tier Nine Allowance, 6% of the recommended Leader's Allowance, £2,218.**

Cabinet Advisors (Tier Ten)

- 4.2.25 The Leader has appointed four Cabinet Advisors. Initially, three of the Cabinet Advisors had a City Focus whilst the fourth focused on economic regeneration, including across neighbouring areas. The Cabinet Advisors each focus on a specific policy area in which they produce policy recommendations for the consideration of the Cabinet Member or Members. The Cabinet Advisors operate in an advisory capacity to Cabinet with research, engagement and support.
- 4.2.26 Following a review in February all four Cabinet Advisors currently receive an allowance of 4% of the Leader's Allowance, £1,479. The Panel recommends that the four Cabinet Advisors should continue to receive an allowance of 4% of the Leader's Allowance, £1,479.

**WE RECOMMEND that the four Cabinet Advisors should continue to receive a Tier Ten allowance, 4% of the Leader's Allowance, £1,479**

Deputy Leader of the Opposition and Chief Whip

- 4.2.27 The Panel was asked to consider if an allowance for the role of Deputy Leader of the Opposition could be reintroduced. The Panel is of the view that this role does not meet the criteria of a Special Responsibility Allowance and the allowance should not be reintroduced in to the Scheme of Allowances.
- 4.2.28 The Panel was further asked to consider the introduction of an allowance for the role of Chief Whip for the administration. A number of Councils, particularly Boroughs in London, do provide an allowance for this role. However, the Panel was of the view that

the role of Chief Whip did not meet the criteria for a Special Responsibility Role as it is primarily a political role managing party business.

**WE RECOMMEND that no Special Responsibility Allowances should be payable for the roles of Deputy Leader of the Opposition and Chief Whip.**

### **4.3 Independent Persons Allowance**

- 4.3.1 The IRP recommended the payment and level of an allowance for those who serve on the committees or sub-committees of a Council but are not members of the Council. We continue to recognise an element of the contribution made by the Independent Persons should be voluntary. We therefore continue to recommend that the Independent Persons of the Council are entitled to an allowance plus travel, subsistence and other expenses in accordance with the scheme applicable to councillors.

**WE CONTINUE TO RECOMMEND that the Independent Persons should continue to receive an allowance of £1,030 per annum. The role will continue to receive travel, subsistence and other expenses in accordance with the scheme applicable to councillors.**

**WE ALSO CONTINUE TO RECOMMEND that the allowance for an Independent Person chairing a Standards Panel hearing continue to be at a rate of £200 per meeting.**

### **4.4 Travelling and Subsistence Allowance**

- 4.4.1 A scheme of allowances may provide for any councillor to be paid for travelling and subsistence undertaken in connection with any of the duties specified in Regulation 8 of the 2003 Regulations (see paragraph 5.10). Similarly, such an allowance may also be paid to co-opted/Independent Persons of a committee or sub-committee of the Council in connection with any of those duties, provided that their expenses are not also being met by a third party.

**WE CONTINUE TO RECOMMEND that travelling and subsistence allowance should continue to be payable to councillors and independent persons in connection with any approved duties. The amount of travel and subsistence payable shall continue to be at the maximum levels payable to council staff in line with HM Revenue and Customs' rates. We propose no changes to the current travel and subsistence allowances.**

### **4.5 Child Care and Dependent Carers' Allowance**

- 4.5.1 The child and dependant carers' allowance ensures that potential candidates are not deterred from standing for election and should enable current councillors to continue despite any change in their personal circumstances. The current scheme awards reimbursement for Child Care at the rate of the Real Living Wage as recommended by the Living Wage Foundation, currently **£12.60 per hour**.
- 4.5.2 With regard to more specialist care of dependents the Panel continues to be of the view that this should continue to be reimbursed at the actual cost incurred by the councillor upon production of receipts.
- 4.5.7 The Panel is of the view that no changes should be made to the Child Care and Dependent Care Allowance.

**WE RECOMMEND that no changes should be made to the current Child Care and Dependant Carers' Allowance.**

## **4.6 Special Leave**

- 4.6.1 The Panel was aware of the current policy in respect of Special Leave that has been approved by the Council and propose no changes to the current scheme.

**WE RECOMMEND that no changes be made to the current policy regarding Special Leave for Councillors**

**The policy on Special Leave for Councillors should be actively promoted to prospective and current Councillors alongside the Child Care and Dependents' Carers Allowance.**

## **4.7 Indexing of Allowances**

- 4.7.1 A scheme of allowances makes provision for an annual adjustment of allowances in line with a specified index. The present scheme makes provision for the basic allowance, the special responsibility allowances and Independent Persons allowance to be adjusted annually in line with the percentage increase for staff salaries.

**WE CONTINUE TO RECOMMEND that the basic allowance, each of the SRAs and the Independent Persons Allowance be increased annually in line with the percentage increase in staff salaries from April 2025 for a period of up to four years. After this period, the Scheme shall be reviewed again by an independent remuneration panel.**

## **4.8 Revocation of current Scheme of Allowances / Implementation of new Scheme**

- 4.8.1 The 2003 Regulations provide that a scheme of allowances may only be revoked with effect from the beginning of a financial year, and that this may only take effect on the basis that the authority makes a further scheme of allowances for the period beginning with the date of revocation.

**WE THEREFORE RECOMMEND that the new scheme of allowances to be agreed by the Council be implemented with effect from May 2025, at which time the current scheme of allowances will be revoked.**

# **5. OUR INVESTIGATION**

## **5.1 Background**

- 5.1.1 We interviewed ten current councillors including each group leader using a structured questioning process. We further held a well-attended workshop for councillors. We are grateful to all our interviewees and workshop participants for their assistance.
- 5.1.2 A questionnaire in respect of Members Allowances was circulated to all Councillors and twenty-eight of the fifty-four Councillors (52% of Councillors) completed the questionnaire. A copy of the questionnaire analysis is included as Appendix 2.

## **6. APPROVED COUNCILLOR DUTIES**

- 6.1.1 The Panel recommends that no changes be made to the Approved Councillor Duties.

**WE THEREFORE RECOMMEND: That no changes are made to the Approved Duties as outlined in the Members' Allowance Scheme.**

**Mark Palmer (Chair of the Independent Remuneration Panel)  
Jaine Jolly (Member of the Independent Remuneration Panel)  
Rachel Potter (Member of the Independent Remuneration Panel)**

**March 2025**

## Appendix 1: Summary of Panel's Recommendations

| Allowance           | Current Amount for 2024-25 | Number    | Recommended Allowance (33% PSD) | Recommended Allowance Calculation |
|---------------------|----------------------------|-----------|---------------------------------|-----------------------------------|
| <b>Basic (BA)</b>   |                            |           |                                 |                                   |
| <b>Total Basic:</b> | <b>£14,218</b>             | <b>54</b> | <b>£14,218</b>                  |                                   |

|  |         |   |         |                           |
|--|---------|---|---------|---------------------------|
| <b>Special Responsibility:</b>                 |         |   |         |                           |
| Leader of the Council                          | £36,967 | 1 | £36,967 | 260% of BA                |
| Deputy Leader                                  | £22,180 | 1 | £22,180 | 60% of Leader's Allowance |
| Cabinet Members                                | £12,938 | 8 | £14,787 | 40% of Leader's Allowance |
| Chair of Planning                              | £12,938 | 1 | £12,938 | 35% of Leader's Allowance |
| Chair of Licensing                             | £12,199 | 1 | £12,199 | 33% of Leader's Allowance |
| Leader of Largest Opposition                   | £12,199 | 1 | £12,199 | 33% of Leader's Allowance |
| Chair of Overview & Scrutiny                   | £11,090 | 3 | £11,090 | 30% of Leader's Allowance |
| Mayor  | £11,090 | 1 | £11,090 | 30% of Leader's Allowance |
| Chair of Health and Wellbeing Board            | £11,090 | 1 | £11,090 | 30% of Leader's Allowance |
| Leader of Minority Group 1                     | £7,393  | 1 | £7,393  | 20% of Leader's Allowance |
| Chair of Audit, Standards and General Purposes | £5,758  | 1 | £5,758  | 15% of Leader's Allowance |
| Deputy Mayor                                   | £2,218  | 1 | £2,218  | 6% of Leader's Allowance  |
| Cabinet Advisors                               | £1,479  | 4 | £1,479  | 4% of Leader's Allowance  |
| Independent Persons/ Co-opted Members          | £1,030  |   | £1,030  |                           |
| Chair of Standards Panel Hearing               | £200    |   | £200    |                           |

1. Leader of Minority Group to lead a group of at least 10% of total Members (6 Councillors).









# Brighton & Hove City Council

## Council

## Agenda Item 11

**Subject:** Review of the Member Allowances Scheme 2025

**Date of meeting:** 22 May 2025

**Proposer:** Councillor Bella Sankey

**Seconder:** Councillor Alan Robins

**Ward(s) affected:** All

### Labour Group Amendment

That deletions are made as shown with ~~strikethrough~~ below and additional recommendations are added as shown in ***bold italics*** below:

#### 2. RECOMMENDATIONS:

- 2.1 That Council is recommended to adopt a new Members Allowances Scheme for the payment of allowances in 2025/26 with effect from the Annual Council Meeting on 22 May 2025 in accordance with the IRP recommendations as set out at Appendix 1; ***and subject to the amendment set out at Recommendation 2.2 below***
- 2.2 ***That an additional Special Responsibility Allowance be included in the updated Members Allowances Scheme from 25/26 for the Chief Whip of the largest party, set at 15% of the Leader's Allowance and that the Special Responsibility Allowance for the Mayor be reduced from 30% of the Leader's Allowance to 15% of the Leader's Allowance;***
- ~~2.2~~ 2.3 That the Chief Executive is authorised to issue the updated Brighton & Hove Members' Allowances Scheme for 2024-28 in accordance with the IRP recommendations at Appendix 1 following Council approval;
- ~~2.3~~ 2.4 That the Monitoring Officer is authorised to amend the Constitution to reflect the new Members Allowances Scheme accordingly;
- ~~2.4~~ 2.5 That where there are any changes to any role listed as attracting a Special Responsibility Allowance under the Scheme, and the revised role is substantially the same as the previous role in terms of the nature or level of responsibility, the Special Responsibility Allowance shall continue to apply to the new role. This is subject to the Independent Remuneration Panel being consulted and agreeing that it is substantially the same role.

**Recommendations to read if carried:**

**2. RECOMMENDATIONS:**

- 2.1 That Council is recommended to adopt a new Members Allowances Scheme for the payment of allowances in 2025/26 with effect from the Annual Council Meeting on 22 May 2025 in accordance with the IRP recommendations as set out at Appendix 1; and subject to the amendment set out at Recommendation 2.2 below
- 2.2 That an additional Special Responsibility Allowance be included in the updated Members Allowances Scheme from 25/26 for the Chief Whip of the largest party, set at 15% of the Leader's Allowance and that the Special Responsibility Allowance for the Mayor be reduced from 30% of the Leader's Allowance to 15% of the Leader's Allowance;
- 2.3 That the Chief Executive is authorised to issue the updated Brighton & Hove Members' Allowances Scheme for 2024-28 in accordance with the IRP recommendations at Appendix 1 following Council approval;
- 2.4 That the Monitoring Officer is authorised to amend the Constitution to reflect the new Members Allowances Scheme accordingly;
- 2.5 That where there are any changes to any role listed as attracting a Special Responsibility Allowance under the Scheme, and the revised role is substantially the same as the previous role in terms of the nature or level of responsibility, the Special Responsibility Allowance shall continue to apply to the new role. This is subject to the Independent Remuneration Panel being consulted and agreeing that it is substantially the same role.

# Brighton & Hove City Council

## Council

## Agenda Item 12

**Subject:** Review of Political Balance 2025/26

**Date of meeting:** 22 May 2025

**Report of:** Chief Executive

**Contact Officer:** Name: Anthony Soyinka  
Tel: 01273 29 1006  
Email: [Anthony.soyinka@brighton-hove.gov.uk](mailto:Anthony.soyinka@brighton-hove.gov.uk)

**Ward(s) affected:** All

### For general release

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.

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 ongoing discussions with the Groups were not concluded in time for the report to be included in the agenda.

### 1. Purpose of the report and policy context

- 1.1 The Council is required at, or as soon as practicable after, each Annual Meeting of the Council to review the allocation of seats to political groups.
- 1.2 The purpose of this report is to appoint and/or re-appoint the Committees, Sub-Committees, Joint Committees, Boards, Forums and Panels of the Council and membership thereof and to appoint council representatives to various outside bodies for the 2025/26 municipal year.

### 2. Recommendations

- 2.1 That Council appoints its committees with the sizes and allocation of seats between political groups as set out in Appendix 1 to the report.
- 2.2 That having received nominations to the committees from the 4 political groups, as detailed in Appendix 2 to the report, such nominations be agreed, and the committee places filled accordingly.

- 2.3 That those Members listed as Chair, Deputy Chair and Opposition Spokesperson of the respective committees and sub-committees in Appendix 2 be appointed to those positions.
- 2.4 That an Urgency Sub-Committee for each Committee be appointed, by that Committee, in accordance with Committee Procedure Rule 5, such Urgency Sub-Committees being politically balanced but not to be included in the total number of seats for the purpose of allocating seats.
- 2.5 That it is agreed that for the purpose of enabling Licensing Panels to be convened without disproportionate difficulty, the make-up of such Panels need not be politically proportionate.
- 2.6 The Council agrees that although the Licensing Panel has the Members referred to in Appendix 2 as the standing Members, where any of the 3 Members are not available any Member of the Licensing Committee who has received the appropriate training shall be eligible to sit on the Licensing Panel.
- 2.7 That the Head of Democratic Services be authorized to set up the Panel(s), as and when needed with the permanent Members or, where any of them is not available, by including any other eligible Member of the Council or Committee as appropriate, having regard to the need, where possible, to secure cross party representation.
- 2.8 That Council notes the arrangements set out at recommendations 2.5-2.7 relating to Licensing Panels are intended to operate as “alternative arrangements” pursuant to section 17 of the Local Government & Housing Act 1989 and Regulation 20 of the Local Government (Committees and Political Groups) Regulations 1990.
- 2.9 That Council appoints/reappoints Members/representatives to various bodies as listed in Appendix 3 of the report.
- 2.10 That the Chief Executive and Monitoring Officer be authorised to take all steps necessary or incidental to the implementation of the recommendations in this report and that the Monitoring Officer be authorised to amend and republish the Council’s constitutional documents to incorporate the changes.

### **3. Context and background information**

- 3.1 The political composition of the Council is Labour (36 Members), Green (8 Members), Conservative (5 Members), Brighton & Hove Independents (2 Members) and 3 Independent Members. 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,

- Where notice is received of a change in the composition of political groups.
- 3.2 The Chief Executive is under a duty, whenever such a review takes place, to submit a report to the Council showing what allocation of seats would in their opinion best meet the requirements of Section 15 of the 1989 Act.
- 3.3 The Council's duty to determine the allocation of seats is prescribed by Section 15 of the Local Government & Housing Act 1989 (specifically sub section (3) to (5)). The legislation does not impose any specific requirement on the Council to consult the political groups as to which committee seats should be allocated to which group – this only applies to the actual appointment of Members to particular seats once they are allocated to political groups.
- 3.4 It is clearly preferable if all Groups have an agreed position as to which committee allocations are to be adjusted, provided that the agreed position does not conflict with the Council's duty, which is "to make only such determinations as give effect, so far as reasonably practicable, to the principles specified in sub-section (5)."
- 3.4.1 In summary, these principles of determination ("principles"), are that:
- a) All seats are not allocated to the same Group,
  - b) 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),
  - c) 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
  - d) 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.

### **Overall Political Group split on the Council**

- 3.5 The political groups have the following seats on the Council and there are 63 seats across all committees to be allocated:

| <b>Party</b>                 | <b>Seats on the Council</b> | <b>Initial Allocation (rounded)</b> | <b>Initial Allocation</b> |
|------------------------------|-----------------------------|-------------------------------------|---------------------------|
| Labour                       | 36                          | 42.00 (42)                          | <b>42</b>                 |
| Green                        | 8                           | 9.33 (9)                            | <b>9</b>                  |
| Conservative                 | 5                           | 5.83 (6)                            | <b>6</b>                  |
| Brighton & Hove Independents | 2                           | 2.33 (2)                            | <b>2</b>                  |
| Independent                  | 1                           | 1.16 (1)                            | <b>1</b>                  |
| Independent                  | 1                           | 1.16 (1)                            | <b>1</b>                  |
| Independent                  | 1                           | 1.16 (1)                            | <b>1</b>                  |
| <b>Total</b>                 | <b>54</b>                   |                                     | <b>62</b>                 |

### **Committee Sizes and Review of Committees**

- 3.6 The total number of Committee places (excluding sub-committees) used for the determination of the allocation of seats to the political groups is 63 as detailed in Appendix 1. (Note that the Political Balance Regulations do not apply to the Cabinet, Licensing Committee (2003 Act) or the Health and Wellbeing Board).
- 3.7 The proposed allocation of places on each of the committees as detailed in Appendix 2 of the report takes into account the principles referred to in paragraph 3.4.1 in that:
- a) The Labour Group's overall allocation equals 43 seats,
  - b) The Green Group's overall allocation equals 9 seats,
  - c) The Conservative Group's overall allocation equals 6 seats,
  - d) The Brighton & Hove Independents equals 2 seats and
  - e) That in having regard to the convention that the Council has abided to whenever there has been an Independent Member, one seat is offered to each of the 3 Independent Members.
- 3.8 The allocations in 3.7 above will leave the Labour Group with 1 seat above their initial allocation and the Green Group, Conservative Groups and Brighton & Hove Independent Group with allocations in accordance with their initial calculations. The spare seat is allocated to the Party with the largest number of members, in accordance with common practice and the overriding principles of the legislation to achieve proportionality 'as far as reasonably practicable.' The outcome incorporates the Council's decision to offer 1 seat to each of the 3 Independent Members and ensures that all committees have a full membership.

### **4. Analysis and consideration of alternative options**

- 4.1 The proposed committee allocations have been raised with the respective Group Leaders and are in keeping with the Regulations governing the political balance of committees.

### **5. Community engagement and consultation**

- 5.1 The Leaders of the four political groups have been consulted on the proposed allocations and notification of nominations for committee membership will be provided after the respective Annual Group Meetings. Details of these nominations will be listed in appendices 2 and 3

### **6. Financial implications**

- 6.1 There are no financial implications arising from the recommendations of this report.

Name of finance officer consulted: Ishemupenyu Chagonda Date consulted 12/05/2025



## **7. Legal implications**

- 7.1 The proposals in this report comply with Section 15(1) of the Local Government & Housing Act 1989, which sets out the duty and principles regarding the allocation of seats to political groups.

Name of lawyer consulted: Elizabeth Culbert    Date consulted 12/05/25

## **8. Risk implications**

- 8.1 The risk implications of not supporting the requested decisions would be a breach of statutory duty to comply with the requirements of the Local Government & Housing Act 1989 as set out in paragraph 3.3 of the report and could expose the council to legal challenges or intervention the Secretary of State.
- 8.2 Decisions made by committees/sub committees could be challenged if those meetings are deemed to be unlawfully constituted.
- 8.3 Lack of political balance may lead to accusations of bias, undermining trust in the decision-making processes of the Council.
- 8.4 To address risks of non-compliance with the requirements of the Act consultations on the proposed allocations of seats were held in advance with all four political group leaders represented on the council.

## **9. Equalities implications**

- 9.1 The Regulations provide for the distribution of seats amongst the political groups on an equitable basis.

## **10. Sustainability implications**

- 10.1 There are no sustainability issues arising from the report.

## **11. Conclusion**

- 11.1 Having taken into consideration the number of committees and seats available for the distribution of places between the four Groups represented on the Council, the allocations proposed are considered to be the most compatible with the requirement of the Regulations.

## **Supporting Documentation**

### **1. Appendices**

Appendix 1 - Committee seat allocations

Appendix 2 - Chairs, Deputy Chairs, Opposition Spokespersons and Committee membership nominations;

Appendix 3 - Appointments to Council, Outside Bodies and Partnerships



# ALLOCATIONS OF COMMITTEES

Appendix 1

| <b>Committees, Sub-Committees, Boards and Joint Committees</b> | <b>No. Seats</b> | <b>Labour</b> | <b>Green</b> | <b>Conservative</b> | <b>Brighton &amp; Hove Independents</b> | <b>Independent</b> |
|--|------------------|---------------|--------------|---------------------|---|--------------------|
| <b>Audit, Standards &amp; General Purposes</b>                 | <b>8</b>         | <b>5</b>      | <b>1</b>     | <b>1</b>            |   | <b>1</b>           |
| <b>Licensing*</b>  | <b>15</b>        | <b>10</b>     | <b>3</b>     | <b>1</b>            |   | <b>1</b>           |
| <b>Planning</b>  | <b>10</b>        | <b>7</b>      | <b>1</b>     | <b>1</b>            | <b>1</b>                                |                    |
| <b>Health Overview &amp; Scrutiny</b>                          | <b>10</b>        | <b>7</b>      | <b>1</b>     | <b>1</b>            |   | <b>1</b>           |
| <b>People – Scrutiny</b>                                       | <b>10</b>        | <b>7</b>      | <b>2</b>     | <b>1</b>            |   |                    |
| <b>Place – Scrutiny</b>  | <b>10</b>        | <b>7</b>      | <b>1</b>     | <b>1</b>            | <b>1</b>                                |                    |
| <b>Total</b>   | <b>63</b>        | <b>43</b>     | <b>9</b>     | <b>6</b>            | <b>2</b>                                | <b>3</b>           |

| <b>Other Bodies</b><br>Not included in the equation for the allocation of seats: | <b>No. Seats</b> | <b>Labour</b> | <b>Green</b> | <b>Conservative</b> | <b>B&amp;H Independent</b> | <b>Independent</b> |
|--|------------------|---------------|--------------|---------------------|----------------------------|--------------------|
| <b>Health &amp; Wellbeing Board</b>  | <b>3</b>         | <b>3</b>      |              |                     |                            |                    |
| <b>Corporate Parenting Board</b>   | <b>5</b>         | <b>4</b>      | <b>1</b>     |                     |                            |                    |
| <b>Licensing Panels</b>  | <b>3</b>         | <b>2</b>      | <b>1</b>     |                     |                            |                    |

|  |          |          |  |  |  |  |
|--|----------|----------|--|--|--|--|
| <b>Joint Committees</b>                |          |          |  |  |  |  |
| <b>Greater Brighton Economic Board</b> | <b>2</b> | <b>2</b> |  |  |  |  |
| <b>Sussex Health Care Assembly</b>     | <b>1</b> | <b>1</b> |  |  |  |  |

MEMBERSHIP OF COMMITTEES & SUB-COMMITTEES 2025/2026

REGULATORY COMMITTEES:

AUDIT, STANDARDS & GENERAL PURPOSES COMMITTEE (8) (plus 3 Independent Co-optees)

| Labour Group<br>(5 Members)  | Green Group                       | Conservative<br>Group | Brighton & Hove<br>Independents | Independent<br>Member | Independent<br>Persons                          |
|--|-----------------------------------|-----------------------|---------------------------------|-----------------------|---|
| Cllr Liz Loughran<br>Deputy Chair<br>(Spokes)<br>Cllr Lucy Helliwell<br>Cllr Josh Guilmant<br>Cllr Faiza Baghoth<br>Cllr John Hewitt | <b>Cllr Pete West<br/>(Chair)</b> | Cllr Anne Meadows     |                                 | Cllr Peter Atkinson   | David Bradly<br>David Gill<br>Barbara Beardwell |

**SUB-COMMITTEES:****LICENSING & LICENSING (2003) COMMITTEES (15)**

*Licensing Panels – (These are a Sub-Committee and membership is taken from the Committee Members)*

| <b>Labour Group<br/>(10 Members)</b>   | <b>Green Group<br/>(3 Members)</b>                         | <b>Conservative Group<br/>(1 Member)</b> | <b>Brighton &amp; Hove<br/>Independents</b> | <b>Independent Member<br/>(1)</b> |
|--|--|--|---|-----------------------------------|
| <b>Cllr David McGregor<br/>(Chair)</b><br>Cllr Julie Cattell (Deputy<br>Chair)<br>Cllr Paul Nann<br>Cllr Alison Thomson<br>Cllr John Hewitt<br>Cllr Lucy Helliwell<br>Cllr Ty Galvin<br>Cllr Andrei Czolak<br>Cllr Tobias Sheard<br>Cllr Sam Parrott | Cllr Steve Davis<br>Cllr Kerry Pickett<br>Cllr Ollie Sykes | Cllr Ivan Lyons                          |   | Cllr Samer Bagaeen                |

**PLANNING COMMITTEE (10)**

*Substitutes taken from a pool of trained Members*

| <b>Labour Group<br/>(7 Members)</b>  | <b>Green Group<br/>(1 Member)</b> | <b>Conservative Group<br/>(1 Member)</b> | <b>Brighton &amp; Hove<br/>Independents<br/>(1 Member)</b> | <b>Independent Member</b> |
|--|-----------------------------------|--|--|---------------------------|
| <b>Cllr Alison Thomson<br/>(Chair)</b><br>Cllr Tobias Sheard<br>Cllr Maureen Winder<br>Cllr Julie Cattell<br>Cllr Paul Nann<br>Cllr Joy Robinson<br>Cllr Sam Parrott | Cllr Sue Shanks                   | Cllr Carol Theobald                      | Cllr Mark Earthey  |                           |

## OVERVIEW & SCRUTINY COMMITTEES

### HEALTH OVERVIEW & SCRUTINY COMMITTEE (10)

| Labour Group<br>(7 Members)  | Green Group<br>(1 Member) | Conservative<br>Group<br>(1 Member) | Brighton & Hove<br>Independents | Independent<br>Member<br>(1 Member) | Other<br>Members/Co-<br>Optees   |
|--|---------------------------|-------------------------------------|---------------------------------|-------------------------------------|--|
| <b>Cllr Gary Wilkinson (Chair)</b><br>Cllr Amanda Evans<br>(Deputy Chair)<br>Cllr Jackie O'Quinn<br>Cllr Jacqui Simon<br>Cllr Sam Parrott<br>Cllr Julie Cattell<br>Cllr Theresa Mackey | Cllr Raphael Hill         | Cllr Emma Hogan                     |                                 | Cllr Bruno De Oliveira              | Geoffrey Bowden -<br>Healthwatch<br>Nora Mzaoui, -<br>Community &<br>Voluntary Sector<br>Mo Marsh - Older<br>People's Council<br>VACANT - Youth<br>Council |



## PEOPLE OVERVIEW & SCRUTINY COMMITTEE (10)

| Labour Group<br>(7 Members)   | Green Group<br>(2 Members)           | Conservative Group<br>(1 Member) | Brighton & Hove<br>Independents | Independent<br>Member | Other<br>Members/Co-<br>Optees   |
|---|--------------------------------------|----------------------------------|---------------------------------|-----------------------|--|
| <b>Cllr Jackie O'Quinn (Chair)</b><br>Cllr Milla Gauge<br>(Deputy Chair)<br>Cllr Julie Cattell<br>Cllr Theresa Mackey<br>Cllr Faiza Baghoth<br>Cllr Sam Parrott<br>Cllr Tobias Sheard | Cllr Sue Shanks<br>Cllr Ellen Mcleay | Cllr Ivan Lyons                  |                                 |                       | Sara Fulford - Older People's Council<br><br>Joanna Martindale - Community & Voluntary Sector<br><br>Adam Muirhead - Community & Voluntary Sector<br><br>Lesly Hurst - Church statutory co-optee<br><br>Maria Cowler - Church statutory co-optee<br><br>Becky Reynolds - Parent Carers Council<br><br>Anusree Biswas<br>Sasidharan - Black & Racially Minoritised community representative<br><br>Jasmine Oquosa-Withers - Youth Council<br><br>Parent Governors – 2x statutory co-optees (vacant) |

## PLACE OVERVIEW & SCRUTINY COMMITTEE (10)

| Labour Group<br>(7 Members)   | Green Group<br>(1 Member) | Conservative Group<br>(1 Member) | Brighton & Hove<br>Independents | Independent<br>Member | Other<br>Members/Co-<br>Optees  |
|---|---------------------------|----------------------------------|---------------------------------|-----------------------|---|
| <b>Cllr Amanda Evans<br/>(Chair)</b><br>Cllr Julie Cattell<br>Cllr Liz Loughran<br>Cllr Maureen Winder<br>Cllr Theresa Mackey<br>Cllr Ty Goddard<br>Cllr Theresa Fowler | Cllr Kerry Pickett        | Cllr Anne Meadows                | Cllr Bridget Fishleigh          |                       | Mary Davies - Older People's Council<br>Mark Strong - Community & Voluntary Sector<br>Maya McDevitt - Youth Council |

**Boards, Joint Committees and Area Panels - not included in the political balance calculations:**

**HEALTH & WELLBEING BOARD (3)**

| Labour Group<br>(3 Members)  | Green Group | Conservative Group | Brighton & Hove Independents | Other Members/Co-Optees  |
|--|-------------|--------------------|------------------------------|--|
| <b>Cllr Faiza Baghoth (Chair)</b><br>Cllr Milla Gauge<br>Cllr Theresa Mackey |             |                    |                              | Stephen Lightfoot (Integrated Care Board)<br>Tanya Brown-Griffiths (Integrated Care Board)<br>Siobhan Melia (Sussex Community Trust)<br>Dr Jane Padmore (Sussex Partnership Trust)<br>Alan Boyd (Healthwatch Brighton & Hove)<br>Tom Lambert (CVS)<br>Joanna Martindale (CVS)<br>Spt Petra Lazar (Sussex Police)<br>Professor Robin Banerjee (University of Sussex)<br>Mark Matthews (East Sussex Fire & Rescue)<br>Adam Fazarkerley (Primary Care Rep)<br>Debra Humphris (University of Brighton)<br><br><b>Non-voting members:</b><br>Caroline Vass (Director of Public Health)<br>Steve Hook (Director Adult Social Services)<br>Deb Austin (Director of Children's Services)<br>Jess Gibbons (Chief Executive) |

### **CORPORATE PARENTING BOARD (5)**

| <b>Labour Group<br/>(4 Members)</b>  | <b>Green Group (1)<br/>(1 Member)</b> | <b>Conservative Group</b> | <b>Brighton &amp; Hove<br/>Independents</b> | <b>Independent Member</b> |
|--|---------------------------------------|---------------------------|---|---------------------------|
| <b>Cllr Julie Cattell (Chair)</b><br>Cllr Bella Sankey<br>Cllr Emma Daniel<br>Cllr Andrei Czolak | Cllr Kerry Pickett                    |                           |   |                           |

### **JOINT BOARDS:**

#### **GREATER BRIGHTON ECONOMIC BOARD (2)**

| <b>Labour Group (2<br/>Members)</b> | <b>Green Group</b> | <b>Conservative Group</b> | <b>Brighton &amp; Hove<br/>Independents</b> | <b>Independent Member</b> |
|-------------------------------------|--------------------|---------------------------|---|---------------------------|
| Cllr Sankey<br>Cllr Goddard         |                    |                           |   |                           |

### **JOINT COMMITTEES:**

#### **SUSSEX HEALTH & CARE ASSEMBLY (SHCA) (1)**

A Joint Committee of Brighton & Hove City Council, West Sussex County Council, East Sussex County Council and the NHS Sussex Integrated Care Board with the provisional terms of reference attached at Appendix 4

| <b>Labour Group<br/>(1 Member)</b> | <b>Green Group</b> | <b>Conservative Group</b> | <b>Brighton &amp; Hove<br/>Independents</b> | <b>Independent Member</b> |
|------------------------------------|--------------------|---------------------------|---|---------------------------|
| Cllr Faiza Baghoth                 |                    |                           |   |                           |

|   | Area Housing Panels 2025//26      | No. of Cllrs | Ward Councillors  |
|---|-----------------------------------|--------------|---|
| 1 | <b>Central Area Housing Panel</b> |              |   |
|   | Hanover & Elm Grove               | 3            | Cllr Ty Galvin<br>Cllr Tim Rowkins<br>Cllr Maureen Winder |
|   | Kempton                           | 2            | Cllr Thérèse Mackey<br>Cllr Gary Wilkinson                |
|   | Queen's Park                      | 2            | Cllr Tristram Burden<br>Cllr Milla Gauge                  |
|   | Regency                           | 2            | Cllr Chloe Goldsmith<br>Cllr Alison Thomson               |
|   | West Hill & North Laine           | 2            | Cllr Ellen McLeay<br>Cllr Sue Shanks                      |
| 2 | <b>East Area Housing Panel</b>    |              |   |
|   | Rottingdean & West Saltdean       | 2            | Cllr Mark Earthey<br>Cllr Bridget Fishleigh               |
|   | Whitehawk & Marina                | 2            | Cllr David McGregor<br>Cllr Gill Williams                 |
|   | Woodingdean                       | 2            | Cllr Jacob Allen<br>Cllr Jacqui Simon                     |

|   |                                 |   |  |
|---|---------------------------------|---|--|
| 3 | <b>North Area Housing Panel</b> |   |  |
|   | Coldean & Stanmer               | 2 | Cllr Mitchie Alexander<br>Cllr Tobias Sheard                               |
|   | Hollingdean & Fiveways          | 3 | Cllr Mohammed Asaduzzaman<br>Cllr Bruno De Oliveira<br>Cllr Theresa Fowler |
|   | Moulsecoomb & Bevendean         | 3 | Cllr Amanda Evans<br>Cllr Ty Goddard<br>Cllr Jacob Taylor                  |
|   | Patcham & Hollingbury           | 3 | Cllr Alistair McNair<br>Cllr Anne Meadows<br>Cllr Carol Theobold           |
|   | Preston Park*****               | 3 | Cllr Steve Davis<br>Cllr Liz Loughran<br>Cllr Kerry Pickett                |
|   | Round Hill                      | 2 | Cllr Raphael Hill<br>Cllr Pete West  |

|   |                                |   |  |
|---|--------------------------------|---|--|
| 4 | <b>West Area Housing Panel</b> |   |  |
|   | Brunswick & Adelaide           | 2 | Cllr Andrei Czolak<br>Cllr Ollie Sykes                         |
|   | Central Hove                   | 2 | Cllr Emma Daniel<br>Cllr Joy Robinson                          |
|   | Goldsmid                       | 3 | Cllr Birgit Miller<br>Cllr Trevor Muten<br>Cllr Jackie O'Quinn |
|   | Hangleton & Knoll              | 3 | Cllr Faiza Baghoth<br>Cllr Amanda Grimshaw<br>Cllr John Hewitt |
|   | North Portslade                | 2 | Cllr Peter Atkinson<br>Cllr Lucy Helliwell                     |
|   | South Portslade                | 2 | Cllr Josh Guilmant<br>Cllr Alan Robins                         |
|   | Westbourne & Poets Corner      | 2 | Cllr Julie Cattell<br>Cllr Sam Parrott                         |
|   | Westdene & Hove Park           | 3 | Cllr Samer Bagaeen<br>Cllr Emma Hogan<br>Cllr Ivan Lyons       |
|   | Wish                           | 2 | Cllr Paul Nann<br>Cllr Bella Sankey                            |





|   | Name of Organisation                              | Description and Legal Position  | Term of Office | Allocations                | Nominations May 2025/26  | Status / End of term |
|---|---|---|----------------|----------------------------|--|----------------------|
|   | <b>Appointments to Council Bodies:</b>            |   |                |                            |  |                      |
| 1 | <b>Brighton &amp; Hove Legacy Fund (3)</b>        | To oversee the Brighton Community Fund, with grants made under the following two objectives:<br>(i) Awards to community and voluntary organisations supporting children and young people across Brighton and Hove; and<br>(ii) Awards to support aims and objectives of libraries.  | Annual         | 2L; 1G                     | <b>Amanda Grimshaw</b><br><b>Theresa Mackey</b><br><b>Raphael Hill</b>   | <b>May 2026</b>      |
| 2 | <b>The Brighton Fund (Mayor plus 4)</b>           | The primary objective of the Brighton Fund (approx. £1m) is the relief of Brighton residents who are over the age of 60 and who are in need, hardship or distress. The Charity's articles list the Mayor and 4 Councillors as making up the Board of Trustees.  | Annual         | The Mayor<br><br>2L; 1G;1C | <b>Amanda Grimshaw</b><br><b>Ty Galvin</b><br><b>Mitchie Alexander</b><br><b>Ellen Mcleay</b><br><b>Emma Hogan</b> | <b>May 2026</b>      |
| 3 | <b>Open Market Community Interest Company (1)</b> | Community Interest Company (CIC) incorporated to take ownership through a community asset transfer of the Brighton Open Market following redevelopment of the market site on London Road. The CIC is a private company limited by guarantee where director's individual liability is restricted to £1.00. the Articles of Association provides for the Council to have 19% of the member voting rights and director representation on the CIC board, which avoids issues of influenced companies. | 4 years        | 1L                         | <b>Ty Goddard</b>  | <b>May 2027</b>      |

|   | Name of Organisation                            | Description and Legal Position  | Term of Office | Allocations | Nominations May 2025/26   | Status / End of term |
|---|---|---|----------------|-------------|---|----------------------|
|   |   | One director is currently required to be appointed to the CIC board to represent the council's company membership. If the number of directors reaches 10 then the council has the right to appoint a second director.   |                |             |   |                      |
| 4 | <b>Patrol Adjudication Joint Committee (1)</b>  | A joint committee which requires Brighton & Hove City Cllr representation. The PATROL Adjudication Joint Committee enables Councils to exercise their traffic management functions jointly with the other councils. This includes appointing independent adjudicators to the Traffic Penalty<br>Also sits on the Bus Lane Adjudication Service Joint Committee  | 4 years        | 1L          | <b>Trevor Muten</b>   | <b>May 2027</b>      |
| 5 | <b>SACRE (4)</b>                                | The Standing Advisory Council on Religious Education (SACRE) is a body that every Local Authority is required to set up as a requirement of the 1988 Education Act. Its current terms of reference are to advise the authority upon such matters connected with religious worship in community schools and the religious education to be given in accordance with an agreed syllabus.   | 4 years        | 2L; 1G; 1C  | <b>Birgit Miller</b><br><b>Trevor Muten</b><br><b>Raphael Hill</b><br><b>Ivan Lyons</b> | <b>May 2027</b>      |
| 6 | <b>Adult Education Strategic Advisory Board</b> | The Board's main function is to ensure there is continued improvement in the quality of adult learning provision at the councils Adult Education Hub which creates clear progression opportunities into work or further education. It is not a decision making board purely advisory with external skills experts or employers. Membership is made up of individuals with relevant skills and experience to govern the intent, implementation, and impact of the council service ahead of Ofsted monitoring or inspections. | Annual         | 1L          | <b>Emma Daniel</b>  | <b>May 2026</b>      |

|   | <b>Appointments to Partnerships:</b>                |  | <b>Term of Office</b> | <b>Allocations</b>                            | <b>Nominations May 2025/26</b> | <b>Status / End of term</b> |
|---|---|--|-----------------------|---|--------------------------------|-----------------------------|
| 1 | <b>East Sussex Civil Military Partnership Board</b> | The East Sussex Civil Military Partnership Board (CMPB) was formed to address countywide issues facing the Armed Forces Community in East Sussex, and to ensure those who are part of the Armed Forces Community are treated fairly. Representation on the board includes members from The British Army, Local Reservist units, Cadet Forces, partners from larger Military Organisations (Reserves Forces and Cadets Association – RFCA, SSAFA: The Armed Forces Charity, The Royal British Legion), the Ministry of Defence, District, Borough and Parish Councils, the Lord Lieutenant's Office and the NHS.                        | 4 years               | 1L  | <b>Amanda Grimshaw</b>         | <b>May 2027</b>             |
| 2 | <b>Brighton &amp; Hove Economic Growth Board</b>    | The Brighton & Hove Economic Growth Partnership Board is a key alliance that unites stakeholders to support and enhance the city's economy. It ensures the business community's voice is integrated into strategic economic planning, fostering growth and opportunities for Brighton & Hove, its businesses, and residents. The Board plays a central role in implementing the Economic Plan for 2024-27 and developing long-term strategies. It also advises local and sub-regional partnerships, including the Greater Brighton City Region, on prioritizing projects that promote a fairer, greener, and more competitive economy. |                       | 1L (lead member for Finance and Regeneration) | <b>Jacob Taylor</b>            | <b>May 2026</b>             |
| 3 | <b>Brighton &amp; Hove Food Partnership (1)</b>     | Aims to drive forward delivery of the Cities Food Strategy 'Spade to Spoon'. A Cllr is appointed to the Board of Directors.  | 4 years               | 1L  | <b>Mitchie Alexander</b>       | <b>May 2027</b>             |

|    |  |   |        |                            |   |                 |
|----|--|---|--------|----------------------------|---|-----------------|
| 3A | <b>Brighton &amp; Hove Safeguarding Children's Partnership (1)</b> | Independently chaired, consists of three key agencies who collectively hold statutory responsibilities for keeping children and young people safe; the Local Authority, Health and Sussex Police. The BHSCP's objectives are to co-ordinate work undertaken by all agencies and individuals to safeguard and promote the welfare of children and young people and to ensure the effectiveness of that work.   | Annual | 1L (lead member childrens) | <b>Emma Daniel</b>  | <b>May 2026</b> |
| 3B | <b>Brighton &amp; Hove Safeguarding Adult Board (2)</b>            | Statutory (Care Act) group of statutory, private, voluntary, and independent organisations across Brighton & Hove who work together to promote the welfare of vulnerable adults. Publish a strategic plan, an annual report and commission Safeguarding Adults Reviews (SARs).  | Annual | 2L (lead member adults)    | <b>Mitchie Alexander</b><br><b>Ty Galvin</b>  | <b>May 2026</b> |
| 3C | <b>Community Safety Partnership Board (3)</b>                      | The Community Safety Partnership Board is responsible for ensuring the statutory and other duties of the Community Safety Partnership Board are delivered effectively and efficiently by its Responsible Authorities and partners. The overarching duty is to reduce crime and disorder, improve community safety and reduce re-offending in Brighton & Hove. This duty is set out in the Crime and Disorder Act 1998 and in subsequent guidance and legislation. | Annual | 2L; 1C                     | <b>Emma Daniel</b><br><b>Andrei Czolak</b><br><b>Ivan Lyons</b>                             | <b>May 2026</b> |
| 3D | <b>Downland Advisory Panel (5)</b>                                 | Allows Brighton & Hove City Council to draw on and access local skills, experience and expertise, to advise on the management of the City Downland Estate and assist with the strategic direction and implementation of the City Downland Estate Plan – its policy development, plans and delivery.   | Annual | 3L;1G;1C                   | <b>Tim Rowkins</b><br><b>Theresa Fowler</b><br><b>Mitchie Alexander</b><br><b>Pete West</b> | <b>May 2026</b> |

|    |   |   |         |                    |  |                 |
|----|---|---|---------|--------------------|--|-----------------|
|    |   |   |         |                    | <b>Carol Theobald</b>  |                 |
| 4  | <b>Equalities and Inclusion Partnership (1)</b>         | The partnership is commissioned by Brighton & Hove Connected to drive improvements in community engagement, specifically collaborative working between public services and communities, to reduce inequality and foster community resilience and activity.  | 4 years | 1L                 | <b>Mitchie Alexander</b>   | <b>May 2027</b> |
| 4A | <b>East Sussex Strategic Planning Group (1)</b>         | The purpose of the Strategic Planning Members Group is to raise awareness of cross boundary issues and explore key matters of concern. Quarterly meeting – Planning Lead Councillor attends.  | 4 years | 1L (planning lead) | <b>Alison Thompson</b>   | <b>May 2027</b> |
| 4B | <b>Coastal West Sussex Strategic Planning Board (1)</b> | Comprises lead councillors from each of the local planning authorities across Coastal West Sussex and Greater Brighton. The Board is an advisory body whose remit is to:<br>-identify and manage spatial planning issues that impact on more than one local planning area across the Coastal West Sussex and Greater Brighton area; and<br>-support better integration and alignment of strategic spatial and investment priorities in the Coastal West Sussex and Greater Brighton area. | 4 years | 1L (planning lead) | <b>Alison Thompson</b>   | <b>May 2027</b> |
| 5A | <b>Joint Staff Consultation Forum (4)</b>               | The role of the Joint Staff Consultation Forum is to provide a mechanism for regular communication and consultation (a) in support of the Council's approach to working in partnership with its recognised trade unions and professional associations and (b) to maintain a healthy employee relations climate.   | 4 years | 4L                 | <b>Bella Sankey<br/>Tim Rowkins<br/>Jacob Taylor<br/>Julie Cattell</b> | <b>May 2027</b> |

|    |  |  |         |       |   |                 |
|----|--|--|---------|-------|---|-----------------|
| 5B | <b>Orbis Partnership Oversight Board (2)</b> | To oversee and monitor the delivery of the Orbis Partnership for the benefit of each participating council. Annual meeting.  | Annual  | 2L    | <b>Joy Robinson<br/>Jacob Allen</b>                         | <b>May 2026</b> |
| 5C | <b>One Voice Partnership (3)</b>             | The One Voice partnership is based on empowering communities by ensuring positive media messages on local BME and minority communities, developing community resilience against extremism and terrorism, ensuring joint working to support cohesion and integration and facilitating these communities to come together to celebrate shared values around promoting inclusion, pluralism and partnership working.  | Annual  | 2L;1C | <b>Bella Sankey<br/>Mohammed Asaduzzaman<br/>Emma Hogan</b> | <b>May 2026</b> |
| 5D | <b>Prevent Board (1)</b>                     | The Prevent Board coordinates activities with partners to tackle and reduce risks of people joining or supporting all forms of terrorism. The Board works with communities to develop resilience to extremist influences which support terrorism.  | Annual  | 1L    | <b>Emma Daniel</b>  | <b>May 2026</b> |
| 6  | <b>Transport for the South East (1)</b>      | A Member Partnership Board at Leader or Executive / Lead Councillor level comprising representation from 16 Local Transport Authorities within the South East Region.. Its role is to set a Transport Strategy and further represent and deliver Transport Infrastructure and support Growth for the Region and work in partnership with Government and Strategic Agencies including Network Rail, Highways England, National Parks, 5 LEPs and 44 Boroughs & Districts. | 4 years | 1L    | <b>Trevor Muten</b>   | <b>May 2027</b> |
| 7  | <b>Transport Partnership (3)</b>             | Formed in 2009, bringing together various partners with an overlapping interest in transport within the city, the Transport Partnership's aim is to assist in developing an integrated and accessible transport system that minimises damage to the environment and promotes sustainable and healthy travel  | 4 years | 2L;1G | <b>Trevor Muten<br/>Gary Wilkinson<br/>Steve Davis</b>      | <b>May 2027</b> |

|   |                                    |   |         |        |  |                 |
|---|------------------------------------|---|---------|--------|--|-----------------|
|   |                                    | choices that will contribute to a safer, cleaner, quieter city, and contributes towards the delivery of the Community Strategy's other key priority areas.  |         |        |  |                 |
| 8 | <b>Quality Bus Partnership (2)</b> | The Quality Bus Partnership is a voluntary partnership of all the bus operators in the city and the City Council and Brighton Buswatch.   | 4 years | 2L     | <b>Trevor Muten</b><br><b>David McGregor</b>                           | <b>May 2027</b> |
| 9 | <b>Youthwise (3)</b>               | Views and recommendations from this group will be taken into account and will be represented at the Children, Young People and Skills Committee by the Councillors and Youth Council representative. Membership includes young people from different areas, groups and youth services in the city including representatives from the Youth Council, Children in Care Council, commissioned youth projects and other youth organisations | Annual  | 2L; 1G | <b>TJ Sheard</b><br><b>Mitchie Alexander</b><br><b>Chloe Goldsmith</b> | <b>May 2026</b> |

|    | Appointments to Outside Bodies:                                     |   | Term of Office | Allocations                         | Nominations May 2025/26                                    | Status / End of term |
|----|---|---|----------------|-------------------------------------|--|----------------------|
| 1  | <b>Brighton &amp; Hove Barnardo's Link Plus Fostering Panel (1)</b> | Jointly constituted Fostering Panel that hears Barnardo's cases   | 4 years        | 1L                                  | <b>Julie Cattell</b>                                       | <b>May 2027</b>      |
| 1A | <b>Brighton &amp; Hove Estates Conservation Trust (2)</b>           | Registered charity with objectives to improve the conservation and enhancement of the natural and built environment of the south downs, in particular Stanmer Park.   | 4 years        | 2L                                  | <b>Jackie O'Quinn<br/>Theresa Fowler</b>                   | <b>May 2027</b>      |
| 2  | <b>Brighton &amp; Hove Seaside Community Homes Ltd (3)</b>          | A not-for profit charitable company set up by the Council to raise investment to improve empty properties – 499 empty properties leased to Seaside Homes by the Council. 3 Members who are <u>not</u> Cabinet members or Cabinet Advisors                   | 4 years        | 2L; 1G (nb not a member of Cabinet) | <b>Liz Loughran<br/>Faiza Baghoth<br/>Kerry Pickett</b>    | <b>May 2027</b>      |
| 3  | <b>Brighton Dome &amp; Festival Limited (2)</b>                     | Charitable Trust with 2 Cllrs appointed to the Board of Trustees.   | 3-years        | 2L                                  | <b>Jackie O'Quinn<br/>Lucy Helliwell</b>                   | <b>May 2027</b>      |
| 3A | <b>Combating Drugs Partnership</b>                                  | Local areas are required to have or be a member of a dedicated multi agency Combating Drugs Partnership that brings together action and oversight across the three priorities of the 10-year national drugs strategy with accountability for local delivery | Annual         | 3L                                  | <b>Emma Daniel<br/>Mitchie Alexander<br/>Andrei Czolak</b> | <b>May 2026</b>      |



|   |  |  |         |              |  |                 |
|---|--|--|---------|--------------|--|-----------------|
| 4 | <b>East Sussex Fire Authority (6)</b>        | Under the East Sussex Fire Services (Combination Scheme) Order 1996 each constituent authority appoints members to the Fire Authority  | 4 years | 4L;1G;1C     | <b>Ty Goddard<br/>Amanda Evans<br/>Mohammed Asaduzzaman<br/>Jackie O'Quinn<br/>Raphael Hill<br/>Carol Theobald</b> | <b>May 2027</b> |
| 5 | <b>East Sussex Pension Board (1)</b>         | A new Board required to be established by The Local Government Pension Scheme (Amendment) (Governance) Regulations 2015.   | Annual  | S151 Officer | <b>S151 Officer</b>  | <b>May 2026</b> |
| 6 | <b>Gorham's Gift ((3)</b>                    | Trust managing parts of Telscombe Village left to the Council.   | 4 years | 2L;1G        | <b>Liz Loughran<br/>Theresa Fowler<br/>Bridget Fishleigh</b>   | <b>May 2027</b> |
| 7 | <b>Homes for Brighton &amp; Hove LLP (3)</b> | Partnership between Brighton & Hove City Council and the Hyde Group to provide new affordable homes for local people, specifically for lower income households in Brighton & Hove. | 4 years | 2L;1G        | <b>Gill Williams<br/>Andrei Czolak<br/>Ellen Mcleay</b>  | <b>May 2027</b> |
| 8 | <b>Local Government Association (4)</b>      | Representatives attend the LGA Annual Conference and membership provides access to seminars/information.   | Annual  | 2L;1G;1C     | <b>Bella Sankey<br/>Jacob Taylor<br/>Sue Shanks<br/>Carol Theobald</b>   | <b>May 2026</b> |

|    |  |  |         |                              |  |                 |
|----|--|--|---------|------------------------------|--|-----------------|
| 9  | <b>Sussex Police &amp; Crime Panel (2)</b>                 | A joint Committee required by Regulations to monitor and support the role of the Police and Crime Commissioner. First member from majority group. Second member to be confirmed to reflect overall political composition of SPCP.                          | 4 years | 1L; 1TBC by SPCP             | <b>Andrei Czolak</b><br>1TBC by SPCP   | <b>May 2027</b> |
| 10 | <b>Race Ground Lessees (2)</b>                             | Two Directors are required to be appointed to the Raceground Company to reflect the Council's shareholding in the Company.   | 4 years | 2L                           | <b>John Hewitt</b><br><b>Ty Galvin</b> | <b>May 2027</b> |
| 11 | <b>Shoreham Port Authority LA Liaison Committee (1)</b>    | This Local Authority Liaison Committee and a Port Users group have also been established to provide a mechanism by which key stakeholders can formally communicate with Port representatives.  | 4 years | 1L                           | <b>Joy Robinson</b>                    | <b>May 2027</b> |
| 12 | <b>Shoreham Harbour Leaders Board (1)</b>                  | To deliver the regeneration of Shoreham Harbour. Membership includes Shoreham Port Authority, Adur, BHCC and WSCC. Planning lead member or Leader attends.   | 4 years | 1L (planning lead or leader) | <b>Jacob Taylor</b>                    | <b>May 2027</b> |
| 13 | <b>South Downs National Park Authority (1)</b>             | Responsible for Planning, Governance and Policy for South Downs National Park. Required by Regulations.  | 4 years | 1L                           | <b>Theresa Fowler</b>                  | <b>May 2027</b> |
| 14 | <b>Southern Regional Flood &amp; Coastal Committee (1)</b> | The Regional Flood and Coastal Committee (RFCC) is a committee established by the Environment Agency under the Flood and Water Management Act 2010 that brings together members appointed by Lead Local Flood Authorities (LLFAs) and independent members. | 4 years | 1L                           | <b>Theresa Fowler</b>                  | <b>May 2027</b> |
| 15 | <b>Sussex IFCA (1)</b>                                     | Inshore Fishing and Conservation Authority. Cllr Committee member.   | 4 years | 1L                           | <b>Theresa Fowler</b>                  | <b>May 2027</b> |

|    |   |   |         |        |   |                 |
|----|---|---|---------|--------|---|-----------------|
|    |   | Managing a sustainable marine environment.  |         |        |   |                 |
| 16 | <b>The Royal Pavilion Trust Board (3)</b> | 3 members appointed to the board.   | 3 Years | 2L, 1G | <b>Alan Robins<br/>Amanda Grimshaw<br/>Sue Shanks</b> | <b>May 2027</b> |
| 17 | <b>The West Pier Trust Board (1)</b>      | <p>The West Pier Trust is a charity and a limited company which owns the pier and the rights that attach to it. It is non-profit making. The objects for which the Trust is established are:</p> <ol style="list-style-type: none"> <li>1. to preserve and enhance for the public benefit the area comprising the Pier, the foreshore around and below it and their immediate surroundings which are hereinafter referred to as 'the area of benefit';</li> <li>2. to promote high standards of planning and architecture in the area of benefit;</li> <li>3. to secure the preservation protection development and improvement of features of historic interest in the area of benefit.</li> </ol> | 4 years | 1L     | <b>Birgit Miller</b>                                  | <b>May 2027</b> |
| 18 | <b>University of Sussex Court (1)</b>     | Meets Annually as the Sussex Annual Forum to promote the Research, Teaching and interests of the University to the local area, enhance relationships with businesses to strengthen placement opportunities and provide an opportunity for networking  | 4 years | 1L     | <b>Jacob Taylor</b>                                   | <b>May 2027</b> |

|    |   |  |         |  |                          |                 |
|----|---|--|---------|--|--------------------------|-----------------|
| 19 | <b>Local Visitor Economy Partnership (LVEP)</b> | <p>East Sussex, Brighton &amp; Hove and West Sussex Local Visitor Economy Partnership (LVEP) is a strategic partnership between East Sussex County Council, Brighton &amp; Hove City Council and West Sussex County Council and is accredited to VisitEngland. Brighton &amp; Hove City Council is the accountable body.</p> <p>The LVEP Advisory Board consists of public and private sector representatives who act in a voluntary and unremunerated capacity. The group is responsible for providing guidance and recommendations regarding activities and actions that will raise the profile of Sussex as a visitor destination and in the development of new priorities; it does not have voting rights or decision-making authority on financial matters.</p> | Annual  | 1L (lead member for Culture, Heritage & Tourism) | <b>Birgit Miller</b>     | <b>May 2026</b> |
| 20 | <b>University Hospital NHS Foundation Trust</b> | <p>University Hospitals Sussex NHS Foundation Trust (UHSx) is an NHS trust which provides acute and specialist healthcare to residents of Brighton &amp; Hove and Sussex at the Royal Sussex County Hospital, Brighton, as well as at several other acute sites across Brighton &amp; Hove and West Sussex. As an NHS Foundation Trust, UHSx is governed by an executive Board supported by a Council of Governors. Governors hold the Trust's Board to account as well as providing a link between the Board and Foundation Trust members, staff, and local residents. UHSx</p>   | 3 years | 1L   | <b>Mitchie Alexander</b> | <b>May 2027</b> |

|  |  |   |  |  |  |  |
|--|--|---|--|--|--|--|
|  |  | Governors are appointed to represent a variety of stakeholders, including the relevant upper tier local authorities. An appointed Governor position is reserved for a member of Brighton & Hove City Council. |  |  |  |  |
|--|--|---|--|--|--|--|



# Brighton & Hove City Council

## Council

## Agenda Item 13

**Subject:** The Future of St Joseph's Catholic Primary School

**Date of meeting:** 22 May 2025

**Report of:** Cabinet Member for Finance & City Regeneration

**Lead Officer:** Name: Deb Austin  
Corporate Director Families, Children & Wellbeing

**Contact Officer:** Name: Richard Barker, Head of Education  
Tel: 07584217328  
Email: [Richard.Barker@brighton-hove.gov.uk](mailto:Richard.Barker@brighton-hove.gov.uk)

**Ward(s) affected:** All Wards

**For general release**

### **1. Purpose of the report and policy context**

- 1.1 In response to the fall in primary numbers both in Brighton and Hove and nationally and the consequent reduction in demand for Catholic education, the Governing Body of St Joseph's Catholic Primary School ("the Governing Body") supported by the Catholic Diocese of Arundel and Brighton ("the Diocese") have proposed closing St Joseph's Catholic Primary School.
- 1.2 This report references the consultation and publication of a Statutory Notice on the proposal to close St Joseph's Catholic Primary School which was completed by the Governing Body with the support of the Diocese and seeks agreement to approve their recommendation for the school's closure from 31 August 2025.
- 1.3 Education legislation provides that even if the proposal to close a Voluntary Aided school has been made by the Governing Board it is for the Local Authority to determine the final decision whether or not to close the school.

### **2. Recommendations**

- 2.1 That Full Council approves the Governing Body's recommendation that St Joseph's Catholic Primary School should close with effect from 31 August 2025.

### **3. Context and background information**

- 3.1 St Joseph's Catholic Primary School is a one form entry voluntary aided ('faith') primary school. The school has a published admission number of 30 pupils and capacity for 210 pupils. At the end of October 2024, the school had 149 pupils on roll against a capacity of 210 places with 61 surplus places (29%). The school's address is St Joseph's Catholic Primary School, Davey Drive, Hollingdean, Brighton, BN1 7BF.

- 3.2 Despite the school's Ofsted rating of "Good" (December 2022), preferences for the school have fallen in the last few years. The school has been under-subscribed in each of the last seven years with pupil numbers falling short of the school's published admission numbers each year. St Joseph's currently has the highest number of surplus places, the lowest numbers of first preference and the lowest numbers of Catholic pupils of the seven Catholic primary schools in the city.
- 3.3 There is acknowledgment that declining pupil numbers are difficult to manage and can lead to irregular class sizes and inefficient staff to pupil ratios. The higher proportion of fixed costs and less flexibility to respond to cost pressures, unexpected events, and deficit recovery contribute to making a school with declining pupil numbers less viable.

### City Central Planning Area

- 3.4 The table below shows the Council's forecast of demand for school places in the planning area up to September 2027. This is an extract from the complete table contained in Appendix G.

| Date of Birth / school year               | School year in Sept 2025 | BN1 2 | BN1 3                                 | BN1 5  | BN1 1                    | BN1 4             | BN1 6   | BN1 7  | TOTALS | pupils likely to want a school place based on 80% of GP reg data | Surplus places or shortfall of places |
|---|--------------------------|-------|---------------------------------------|--|--------------------------|-------------------|---|--|--------|--|---------------------------------------|
| 4 Central City                            |                          |       | St Mary Mags Prim<br>St Pauls Primary | Stanford Infant<br>Stanford Junior<br>Westdene Primary | Middle Street<br>Primary | St Bartholomews * | Downs Infant<br>Downs Junior<br>Balfour Primary<br>St Bernadettes Pri | Hertford Infant<br>Hertford Junior<br>St Josephs Primary |        |  |                                       |
| places in each school year from Sept 2025 |                          |       | 60                                    | 120  | 30                       |                   | 210   | 60   | 480    |  |                                       |
| 01 September 14 to 31 August 15           | 6                        | 21    | 63                                    | 119  | 55                       | 54                | 214   | 102  | 573    | 516  |                                       |
| 01 September 15 to 31 August 16           | 5                        | 28    | 74                                    | 117  | 12                       | 60                | 184   | 108  | 581    | 523  |                                       |
| 01 September 16 to 31 August 17           | 4                        | 33    | 47                                    | 112  | 12                       | 59                | 169   | 90   | 522    | 470  |                                       |
| 01 September 17 to 31 August 18           | 3                        | 20    | 73                                    | 106  | 8                        | 39                | 174   | 90   | 510    | 459  |                                       |
| 01 September 18 to 31 August 19           | 2                        | 22    | 55                                    | 96   | 6                        | 57                | 172   | 73   | 481    | 433  |                                       |
| 01 September 19 to 31 August 20           | 1                        | 32    | 58                                    | 94   | 6                        | 42                | 147   | 96   | 475    | 428  |                                       |
| 01 September 20 to 31 August 21           | R                        | 14    | 56                                    | 108  | 9                        | 53                | 142   | 87   | 469    | 422  | 58                                    |
| 01 September 21 to 31 August 22           | 2026                     | 31    | 58                                    | 75   | 6                        | 30                | 146   | 69   | 415    | 374  | 107                                   |
| 01 September 22 to 31 August 23           | 2027                     | 19    | 62                                    | 86   | 7                        | 58                | 115   | 77   | 423    | 381  | 99                                    |
| 01 September 23 to 31 August 24           | 2028                     | 38    | 65                                    | 71   | 12                       | 47                | 140   | 67   | 438    | 394  | 86                                    |

- 3.5 The Central City planning area is estimated to have in the region of 100 unfilled places in the coming years. As a Catholic school it is accepted that St Joseph's will not simply draw pupils from the BN1 7 postcode but the localised picture, of there being surplus places in the planning area, is replicated in other adjoining planning areas. In October 2024, the seven Catholic primary schools had 1586 pupils on roll for a combined PAN of 1680, a surplus of 94 places (5.6%). St Joseph's Catholic Primary School had 149 pupils on roll against a capacity of 210 places, which leaves 61 surplus places (29%).

### Process to close the school

- 3.6 The Governing Body, supported by the Diocese, resolved to consult on a proposal to close the school with effect from August 2025. The public consultation was conducted from 13 November 2024 – 17 January 2025. It was published online on the school's website, circulated to the parents/carers and governors of St Joseph's Catholic Primary School and to Headteachers of all schools via the School's Bulletin published on BEEM (15 November 2024).



3.7 A public meeting was held at the school on 5 December 2024. Meetings were also held with staff and their union representatives, with Headteachers of the Catholic schools in the city, a further meeting with a small group of parents (at their request) and pupils at the school were also consulted. There were 98 responses received (47 received online/via email and 51 received on paper).

3.8 Responses to the consultation were as follows:

**Questions:**

- Do you understand why the proposals to close St Joseph's Catholic Primary School have been made?  
**Response:** Yes = 89% No = 11%
- Do you agree with the proposal to close St Joseph's Catholic Primary School?  
**Response:** Yes = 1% No = 99%

The breakdown of responders is as follows:

|   |    |     |
|---|----|-----|
| Parent/Guardian of a child(ren) directly affected by the proposal | 22 | 23% |
| Family/Friend of child(ren) directly affected by the proposal     | 41 | 42% |
| Present/Past members of the school staff/leadership               | 6  | 6%  |
| Member of the local community                                     | 8  | 8%  |
| Not answered  | 21 | 21% |

Religion

|                   |    |     |
|-------------------|----|-----|
| Christian         | 46 | 47% |
| No Religion       | 9  | 9%  |
| Other             | 3  | 3%  |
| Buddhist          | 2  | 2%  |
| Pagan             | 2  | 2%  |
| Prefer not to say | 36 | 37% |

Ethnic Origin

|                                 |    |     |
|---------------------------------|----|-----|
| Arab                            | 1  | 1%  |
| Asian or Asian British: Chinese | 1  | 1%  |
| Black or Black British: African | 7  | 7%  |
| Mixed: Black African            | 1  | 1%  |
| Not answered                    | 35 | 36% |
| Other                           | 2  | 2%  |
| Prefer not to say               | 1  | 1%  |
| Scottish                        | 1  | 1%  |
| White: English                  | 13 | 13% |

|  |    |     |
|--|----|-----|
| White: English, Welsh, Scottish, Northern Irish, British | 19 | 20% |
| White: Irish   | 3  | 3%  |
| White: Other   | 14 | 14% |

Further details relating to the consultation can be found in Appendices A-D.

- 3.9 The Governing Body and Diocese considered the consultation feedback and the Governing Body made the decision to proceed to publish a Statutory Notice.
- 3.10 The statutory notice was published in The Argus on 24 February 2025.
- 3.11 Copies of the proposal were sent to:
- The Governing Body of the School
  - The Diocese of Chichester
  - The Leader of Brighton & Hove City Council
  - Local Ward Councillors
  - The Member of Parliament for Brighton Pavillion
  - The Secretary of State for Education
  - The Department for Education
  - The School's Adjudicator
  - Admissions Teams in Brighton, East Sussex and West Sussex
- 3.12 Following the publication of the statutory notice a 4-week representation period ran from 24 February - 24 March 2025 during which time interested parties were invited to make further comments on the proposal.
- 3.13 No representations were received during this period. Further details of the documents provided during the representation period can be found in Appendices E and F.
- 3.14 It is proposed that the school be closed on 31 August 2025 and there is no intention to implement this proposal in stages.

### Capacity to accommodate displaced pupils

- 3.15 DfE Statutory Guidance- "Opening and Closing maintained schools (October 2024) states that "*The decision maker should take into account the overall quality of alternative places in the local area, balanced with the need to reduce excessive surplus capacity in the system.*" The Council is confident that there is sufficient capacity to accommodate displaced pupils if the school is to close. While school places fluctuate daily, the availability of school places is as follows in the table below (it is anticipated that all pupils currently in year 6 will remain at the school for the remainder of the academic year so that data is not provided but is available).

|             | R | Yr 1 | Yr 2 | Yr 3 | Yr 4 | Yr 5 | Yr 6 | Total |
|-------------|---|------|------|------|------|------|------|-------|
| No in class | 6 | 8    | 4    | 9    | 3    | 15   | 24   | 69    |

|                |   |   |   |   |   |   |    |    |
|----------------|---|---|---|---|---|---|----|----|
| Pupil Premium  | 2 | 5 | 2 | 6 | 2 | 9 | 15 | 41 |
| Catholic Faith | 2 | 0 | 0 | 0 | 0 | 3 | 4  | 9  |

Of these:

- 45 pupils from Reception to Year 5 require placement, with 40 pupils in the process of securing a new school place for September 2025.
- 7 pupils have Education, Health and Care Plans (EHCP), and 4 pupils are in the process of obtaining an EHCP. There are no specialist places specifically reserved for pupils with special educational needs at the school. It is expected that all pupils with an EHCP will have their needs met in another mainstream school.

**Available School Places (January 2025): There are 7 schools within 1.0 mile of St Joseph's with varying available places:**

- Downs Junior School (0.51 miles): 8 places across Y3-Y5
- Hertford Primary School (0.54 miles): 4 places across Y1-Y3
- Downs Infant School (0.56 miles): 3 places across YR-Y2
- St Martin's CE Primary School (0.8 miles): 38 places across all years
- Fairlight Primary School (0.81 miles): 30 places across YR-Y4
- Coombe Road Primary School (0.93 miles): 31 places across all years
- Balfour Primary School (0.97 miles): 33 places across Y1 and Y3-Y5
- St Mary Magdalen's RC School (1.92 miles): 34 places across all years
- St John the Baptist R C Primary School (2.27 miles): 5 places in Y1 and 1 in Y3
- St Mary's Catholic School (4.45 miles): 6 places in R and 1 in Y3
- Our Lady of Lourdes Catholic School (5.08 miles): 3 places in Y5

**Total Places available = 197**

### Transition

- 3.16 Since the decision was taken by Governing Body to publish a Statutory Notice, consideration has been given to ensuring that where families have taken the decision to move pupils, they have been supported so that any disruption to pupils has been minimised.

- 3.17 For families preferring Catholic education, there are six other Catholic primary schools in Brighton. The Diocese has committed to look at financial transport support for Catholic families wishing to move their child/children to another Catholic school in the city.
- 3.18 The Council is working with the school and has implemented a team-around-the-school approach to facilitate coordination with professionals already working within the school environment. The transition process for pupils with EHCPs and those in the application process has commenced since Easter. To support families during this transition, bi-weekly meetings have been established.

### **Impact on the Community**

- 3.19 The potential impact of this proposed change on the pupils at the school is not underestimated. There is recognition that the school serves some disadvantaged families and therefore professional support, from the Brighton and Hove Inclusion Support Service (BHISS), Schools Mental Health Service and Ethnic Minority Achievement Service will be put in place to facilitate the movement of those students to local schools and minimise the impact of change upon them. The Council has undertaken the closure of two other primary schools in recent years and has therefore gained experience and insight into the process and how pupils can be supported when moving school.

### **Staffing**

- 3.20 Should the school close, the staff will be at risk of redundancy. Staff Consultations have taken place and if a decision is taken not to proceed with the closure of the school the consultation process will cease immediately. It has been made clear that the decision to start the consultation does not in any pre-empt the decision of Full Council.
- 3.21 It was considered appropriate to start the consultation period before a final decision had been taken to ensure all staff had the benefit from being added to the Council's redeployment pool at the earliest opportunity. It is hoped that compulsory redundancies can be avoided wherever possible, however it is recognised that as pupil numbers continue to fall across the city schools are having to reduce the number of staff employed.
- 3.22 Staff who are made redundant due to the closure of the school will receive their relevant entitlements depending on the role in which they hold at the school and continuous service.

### **Balance of denominational provision**

- 3.23 The proposal is about closing a Catholic Voluntary Aided school. St

Joseph's has the highest number of surplus places, the lowest numbers of first preference and the lowest numbers of Catholic pupils of the seven Catholic primary schools in the city. The Diocese supports the proposed closure and considers that the impact on the balance of denominational provision in the city and the impact on parental choice for Catholic parents will not be unduly significant over time. It is expected that some families, whilst currently at a Catholic school, will not specifically be seeking a Catholic school alternative.

- 3.24 The Combined number of place at the Catholic primary schools in the city would reduce from 1680 to 1470, should St Joseph's Catholic Primary School close. A reduction of 12.5% of places.

### **Maintained Nursery Schools**

- 3.25 The nursery provision on the school site is not a maintained nursery school. Instead, it is privately run pre-school on site, catering for up to 20 children aged 2-4. This provision is relocating to Coldean Primary School, where there is a nursery class, for under 3s (subject to contracts).

### **Travel**

- 3.26 The information provided above demonstrates that alternative school places can be provided within a reasonable distance of St Joseph's. It is recognised that longer journeys to school may occur for some families if they take a place at a school further from their home address, and this will apply to children where their family may wish for them to attend a Catholic school which is further away.
- 3.27 Assessment for home to school transport assistance needs to consider if the child is eligible under distance or individual child criteria, in line with the Council's Home to School Transport policy. This will include consideration as to the reasonableness of the expectation that a child walks to school, accompanied by a parent.
- 3.28 The Diocese has committed to look at financial transport support for Catholic families wishing to move their child/children to another Catholic school in the city.

### **Ownership of the site**

- 3.29 The site is owned by The Arundel and Brighton Diocesan Trust, Charity Number: 252878 and the security and disposal of the site will be their responsibility.

## **4. Analysis and consideration of alternative options**

- 4.1 During the public consultation period, several alternative options were

suggested. These included mixing year groups, increasing nursery numbers, greater collaboration with other Catholic Schools, developing SEN Support provision and increasing marketing and promotion of the school.

- 4.2 The Governing Body and the Diocese assessment concluded that these alternative proposals did not address the core issue of filling the school's capacity, and that their view was that a medium to long-term strategy to maintain a school with reduced pupil numbers was not viable, particularly as pupil numbers were projected to fall further. The data from all planning areas in the city (Appendix G) show that there is no increase in pupil numbers expected at least before 2028.

## **5. Financial implications**

- 5.1 In general terms, school budgets are determined in accordance with criteria set by the government and school funding regulations dictate that the vast majority of the delegated schools block of funding is allocated through pupil-led factors. This means schools with falling pupil numbers are likely to see reductions in annual budgets. This situation can be particularly challenging where pupil numbers in year groups fall well below the expected number, based on the PAN of a school.
- 5.2 By reducing the number of surplus places in the city in the longer term there is an expectation that school occupancy rates will increase meaning that school budgets generally are more sustainable. Schools are more likely to be able to balance their budgets if operating with full, or close to full, forms of entry.
- 5.3 Where a local authority-maintained school has a deficit at the point at which the school closes this will be a charge to the Council's General Fund. The draft budget plan for 2025/26 submitted by St Joseph's indicates that the school should not be in a deficit position at the proposed point of closure. On this basis, there would be no one-off cost to the general fund linked to the financing of an end deficit. However, there will be costs relating to redundancies and potential early pension agreements for staff where employment ceases because of the closure, and these costs would need to be met corporately. Human Resources are finalising estimates of the redundancy costs linked to the closure proposal.

Name of finance officer consulted: Steve Williams

Date consulted: 15/04/2025

## **6. Legal implications**

- 6.1 Section 14 of the Education Act 1996 imposes a duty on the Council to ensure the provision of sufficient schools for the provision of primary and secondary education in its area.
- 6.2 In order to achieve any reorganisation of school provision the school's Governing Body and the council must comply with School Organisation legislation- the Education and Inspections Act 2006 (EIA), associated

regulations, and statutory guidance published by the Department for Education- “Opening and closing maintained schools, Statutory guidance for proposers and decision makers, October 2024”. Both the legislation and guidance set out the steps which must be taken before making any decisions on proposals to reorganise school provision. A link to the Guidance is below:

[Opening and closing maintained schools](#)

- 6.3 Under section 15 of the Education and Inspections Act 2006 (“the Act”) the Governing Body has the power to propose the closure of a voluntary aided school. In accordance with the Act and the School Organisation (Establishment and Discontinuance of Schools) Regulations 2013 (“the Regulations”), the Governing Body has completed a formal consultation, statutory notices have been published and a four-week representation period has taken place. Under the Act the council is the decision maker on the governing board’s proposal.
- 6.4 Under the Council’s Constitution, Full Council has reserved decisions on strategic issues relating to school admission arrangements to itself. (Part 3.1.02(a)(ii) of the Constitution). The proposed closure of a school will fall within this remit.
- 6.5 The decision maker must have regard to the statutory decision makers guidance contained in the DfE Guidance referred to in paragraph 6.2 above. This sets out the considerations that the council should take into account when deciding proposals to establish or discontinue (close) a school. In all cases, the decision maker should be satisfied that the proposer has carried out the requirements of the statutory process satisfactorily and should have due regard to all responses received during the representation period.
- 6.6 As the decision maker on the proposal the council must make the decision within two months of the end of the representation period. When issuing a decision, the decision maker can:
- reject the proposal;
  - approve the proposal without modification;
  - approve the proposal with such modifications as they think desirable; or
  - approve the proposal, with or without modification, subject to certain conditions being met
- 6.7 In taking decisions the council must ensure that all required consultations have been properly undertaken in accordance with relevant law and guidance. It is important to recognise that a public consultation is not a vote or referendum, but an opportunity to gather a range of insights, views and feedback on proposals before any decisions are made. The council must make rational, evidence based decisions, take into account all relevant considerations, act for a proper purpose, and be properly reasoned.
- 6.8 The council is required to have ‘due regard’ to the duties set out in Section

149 of the Equality Act 2010 (the Public Sector Equality Duty) in determining the proposal. In order to comply with the public sector equality duty the council should have due regard to the analysis of the impact upon those affected by the proposal who have protected characteristics under the Act. This is summarised within the EIA template and the body of the report. Recent government guidance indicates that the general duty requires decision-makers to have due regard to advance equality of opportunity and foster good relations in relation to activities such as providing a public service. As indicated in recent government guidance the duty does not dictate a particular outcome. The level of “due regard” considered sufficient in any particular context depends on the facts. The duty should always be applied in a proportionate way depending on the circumstances of the case and the seriousness of the potential equality impacts on those with protected characteristics

Name of lawyer consulted: Serena Kynaston

Date consulted: 22/04/2025

## **7. Risk implications**

- 7.1 The primary risk is potential disruption to pupils' education, particularly for vulnerable children including the 25 pupils on the SEND register and the seven pupils with EHCPs. There are also operational risks around the timing of closure, staff redundancies, and the secure transfer of pupil records and school assets.
- 7.2 To mitigate these risks:
- The council has implemented a transition plan working with the school and a team of professionals to ensure dedicated coordination meetings and prioritised placement support are in place.
  - The School Admissions team is working proactively to identify appropriate alternative placements, with special attention to maintaining appropriate support for vulnerable pupils.
  - The council has comprehensive checklists which have been used in the previous school closures, and this will be shared with the Diocese to ensure that the school is able to prepare for closure.
- 7.3 The school has not yet moved into a deficit budget position, but there is a significant risk of this occurring in the near future. Data from all planning areas in the city show that there is no increase in pupil numbers expected at least before 2028, indicating that the current financial pressures will likely continue or worsen.
- 7.4 Financial records demonstrate a consistent pattern of the school drawing on reserves over the past three years, with carry-forward amounts decreasing year-on-year. If this trend continues without intervention, the school will exhaust its financial reserves and enter deficit. Should the school move into deficit, this would have significant implications for the council, as it would be required to make financial provision for this deficit. This would place additional pressure on already constrained council resources.



## **8. Equalities implications**

- 8.1 When making a decision about a school closure, the Council must have “due regard to the duties set out in section 149 of the Equalities Act 2010 (the Public Sector Equality Duty). This requires the Council to consider how any decision to close might affect people who are protected under the Equality Act. Decision makers should be satisfied that the proposer has shown a commitment to providing access to a range of opportunities which reflect the ethnic and cultural mix of the area in which a school is located, whilst ensuring that such opportunities are open to all.
- 8.2 In addition, the Government refreshed guidance on the Public Sector Equality Duty which requires public authorities to have due regard to certain equality considerations when exercising their functions, like making decision. The guidance reiterates that “It is for the decision-maker to decide how much weight should be given to the various factors informing the decisions. The duty does not mean that decisions cannot be taken which disadvantage some people (provided this does not constitute unlawful discrimination), but the decision-maker should be aware of the equality impacts of these decisions and consider how they could positively contribute to the advancement of equality and good relations. The decision-maker should consider ways of preventing, or balancing the effects that their decision may have on certain groups. They should decide which mitigations, if any, they might want to put into place in reconsidering the decision. The mitigation should be proportionate to the problem at hand”. Therefore, compliance with the general duty involves consciously thinking about the equality aims while making decisions. There is no prescribed process for doing or recording this.
- 8.3 This report is accompanied by an Equalities Impact Assessment (Appendix H) which has been undertaken to identify any equality implications of the proposal and to address any concerns through appropriate mitigations if a decision is made to close the school. This EIA has been particularly informed by the responses to the consultation and representation periods.
- 8.4 The closure of St Joseph's Catholic Primary School would have significant impacts on vulnerable groups within the school community. With 69 pupils currently on roll, 45 children from Reception to Year 5 will need to find alternative school places. Among these children, there are notable concentrations of pupils with protected characteristics and additional vulnerabilities. 41 pupils (59% of the total roll) qualify for pupil premium funding, indicating economic disadvantage. The school also has a disproportionately high percentage of pupils with special educational needs and disabilities (SEND), with 25 children (36%) on the SEND register, including seven with EHCPs and four in the process of obtaining EHCPs. These children have formed strong relationships with staff who understand their specific needs, and any transition carries risks of regression and increased anxiety.
- 8.5 The consultation responses highlighted significant concerns about the

impact on vulnerable families. For children with autism, sensory issues, and anxiety, the disruption could be particularly traumatic, affecting their education and emotional wellbeing. Several responses noted that the small school environment has been instrumental in meeting their children's needs, with parents expressing concern that larger schools may not provide the same level of individual attention and understanding.

**8.6 To mitigate these equality impacts:**

- a comprehensive transition support package is being developed, similar to that used for previous school closures in the city.
- Senior officers have already met with the Headteacher and Assistant SENDCo at St Joseph's to begin planning for appropriate transitions.
- The School Admissions team are working towards securing suitable school places for September, prioritising these applications ahead of other school change requests.
- Bi-weekly coordination meetings have commenced since Easter, focusing initially on children with EHCPs or those in the process of obtaining one. These meetings will bring together school representatives and relevant council officers to provide holistic support to children and families throughout the transition process. For Catholic families (nine pupils are identified as being of Catholic faith), particular consideration will be given to placement in alternative Catholic provision where possible.
- Throughout this process, the council will work closely with receiving schools to ensure they understand the needs of incoming pupils and can provide appropriate support from the outset.

**9. Sustainability implications**

- 9.1 The proposed closure of St Joseph's Catholic Primary School aligns with the council's sustainability objectives by addressing the inefficient use of resources. Consolidating provision into schools with higher occupancy rates will enable more efficient use of resources and reduce the overall environmental footprint of educational provision in the city.
- 9.2 The transition process will consider minimising travel distances for pupils relocating to alternative schools. When determining school place allocations, the council will consider proximity factors to reduce increased travel needs where possible, promoting sustainable travel options.

**10. Health and Wellbeing Implications:**

- 10.1 For pupils and families, changing schools can create anxiety, disrupt established social connections and affect their sense of stability and belonging. This is particularly significant for vulnerable children, including the 25 pupils on the SEND register and those with child protection plans or receiving early help services.
- 10.2 Staff members will also face employment uncertainty, which may negatively impact their mental health and wellbeing.

10.3 To mitigate these impacts:

- The bi-weekly coordination meetings will address emotional support needs, with appropriate referrals to wellbeing services where necessary.
- School staff will receive guidance on supporting children through the transition process, with particular attention to maintaining consistency for those with additional vulnerabilities.
- The council will work with receiving schools to ensure they understand the wellbeing needs of incoming pupils and can provide appropriate support from the outset.
- Staff will be provided with information about employment opportunities within other schools and access to wellbeing support services throughout the closure process.
- All transition activities will prioritise minimising disruption and maintaining wellbeing for the entire school community.

## **11. Conclusion**

- 11.1 The Governing Board of St Joseph's Catholic Primary School and the Diocese of Arundel and Brighton have formally consulted on the closure of the school and undertaking the publication of Statutory Notices.
- 11.2 Under the Department for Education's statutory guidance the decision to close the Voluntary Aided school rests with the Council.
- 11.3 The school has been impacted by a reduction in pupil numbers and with the majority of school funding linked to pupil numbers the school would remain under significant financial pressure if it was to remain open.
- 11.4 The Council is accountable for any school deficits that exceed the combined amount of school balances and currently this is forecast to be -£2,623,051 in 2024-25.
- 11.5 At March 2025 there were 69 pupils on roll and of these, 34 are in the process of applying for a new school place. There are sufficient places in the city to accommodate the children who will be required to move school, should St Joseph's Catholic Primary School close.

## **Supporting Documentation**

### **1. Appendices**

- Appendix A: Consultation on the potential closure of St Joseph's Catholic Primary School
- Appendix B: Public Responses to Consultation Process
- Appendix C: St Joseph's pupil responses to the Consultation Process
- Appendix D: B&H City Council response to St Joseph's Consultation
- Appendix E: Final Statutory Notice St Joseph's
- Appendix F: Final Full Proposal Information St Joseph's
- Appendix G: Equalities Impact Assessment





## Consultation on the proposal to close St Joseph's Catholic Primary School, Brighton



**The consultation runs from  
13 November 2024- 17 January 2025**

# PART ONE

## Introduction

The Diocese of Arundel & Brighton and the Governing Body of St Joseph's Catholic Primary School are seeking the views of parents/carers, staff and other stakeholders on a proposal to close St Joseph's Catholic Primary School.

Schools can face challenges in meeting pupils' needs, particularly where pupil numbers are falling. Surplus places have been prevalent for some time in Brighton & Hove, and this has particularly affected St Joseph's Catholic Primary School.

Brighton & Hove City Council has a statutory duty to ensure there are sufficient primary and secondary school places and works in partnership with schools, dioceses, and key partners to ensure that the supply of school places across the Local Authority is in the right location, is of sufficient size, is viable and of good quality.

Alongside Brighton & Hove City Council, the Diocese of Arundel & Brighton has been dedicated in ensuring strong school provision across its area, maintaining and improving sites, including those at St Joseph's. However, despite this investment and a focus on providing support for families, there has been a significant decline in the birth rate in many places, including Brighton & Hove, and the Diocese has seen a consequent reduction in demand for Catholic education.

This document is part of a seven-week public consultation and provides information on the reasons for this proposal as well as asking for your views about it. This consultation document is for pupils, parents and carers, staff, governors, the local community and other interested parties. Your views on the proposal are welcomed.

Please read the document and respond to the short questionnaire at the end, before the closing date of 17<sup>th</sup> January 2025.

As part of the process, there will be a consultation evening for parents and carers on Thursday December 5<sup>th</sup> at 6pm in the school hall.

At the end of the consultation period, views will be considered by the Diocesan Education Service, Diocesan Trustees and the Governing Board, and a decision taken whether to proceed and make a formal application to close the school through a Statutory Notice.

## Background

St Joseph's Catholic Primary School is a one form entry primary school. The Department for Education (DfE) recommends, for viability purposes, that new primary schools are at least of two-form entry size i.e. admitting 60 children each year with capacity for 420. Against this context, St Joseph's has a published admission number of 30 and capacity for 210 pupils.

The school has been consistently under-subscribed in recent years with pupil numbers falling short of the school's published admission number each year. This means it will become increasingly difficult for the school to remain financially viable and to provide good outcomes for pupils. The consultation document outlines the data for the school and the reasons for proposing closure.

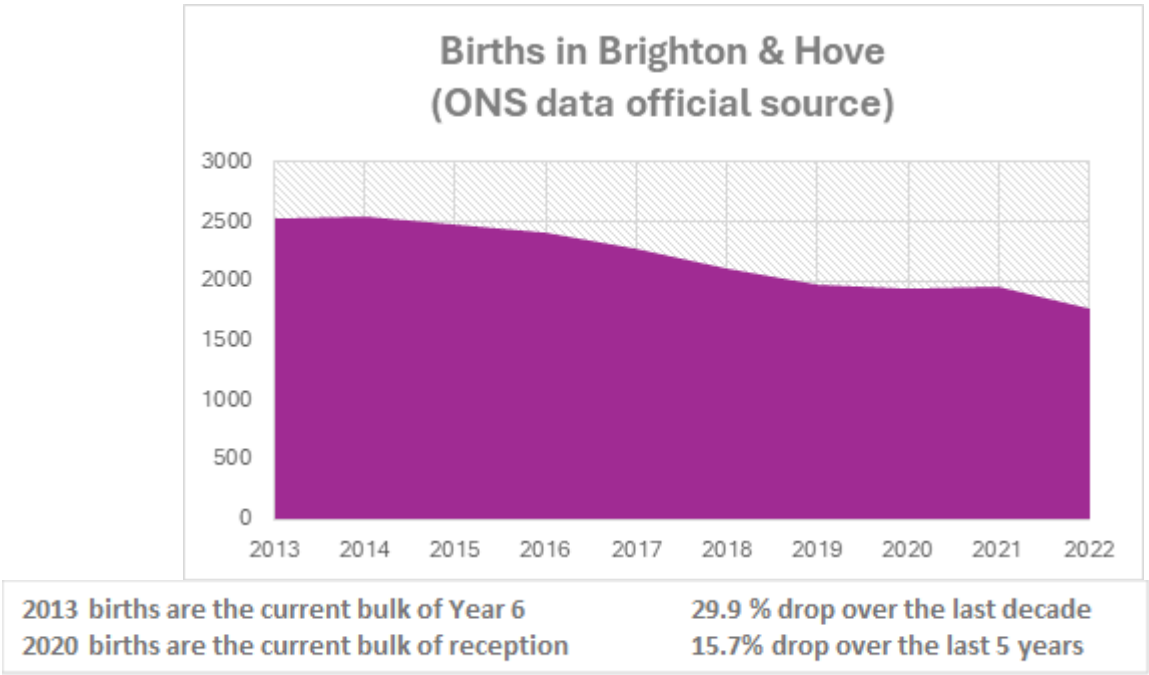
This situation is not unique to Brighton & Hove. Neighbouring areas have also seen some significant reductions in the number of pupils entering the primary schools.

## PART TWO

### Births

Births in Brighton & Hove have been falling as indicated in the chart below. Some 2,099 live births were reported in Brighton and Hove in 2022 - a fall from 2,304 the year before and the fewest of any year since at least 2013.

Chart 1: Brighton & Hove Births (up to 2022)

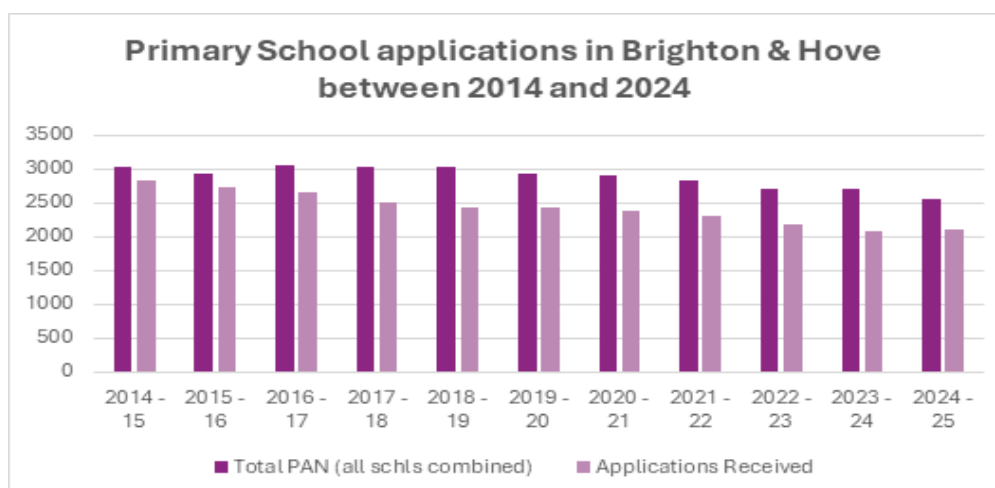


Source: Office for National Statistics

### Pupil numbers and surplus places

Brighton & Hove has seen a significant and sustained fall in the number of primary age pupils. Reception (Year R) intakes have fallen as indicated in the chart below, showing data from 2014-2024

**Chart 2: Brighton & Hove Year R numbers**



**Chart 3: Brighton & Hove Year R numbers**

| Year of admission |   | Number of admission places available | Number of applications received |
|-------------------|---|--------------------------------------|---------------------------------|
| 2014/15           | R | 3,030                                | 2,838                           |
| 2015/16           | R | 2,940                                | 2,731                           |
| 2016/17           | R | 3,060                                | 2,666                           |
| 2017/18           | R | 3,030                                | 2,502                           |
| 2018/19           | R | 3,030                                | 2,434                           |
| 2019/20           | R | 2,940                                | 2,417                           |
| 2020/21           | R | 2,910                                | 2,377                           |
| 2021/22           | R | 2,820                                | 2,300                           |
| 2022/23           | R | 2,700                                | 2,172                           |
| 2023/24           | R | 2,700                                | 2,073                           |
| 2024/25           | R | 2,550                                | 2,114                           |

As a result of the falling Year R numbers in the city, Brighton & Hove City Council approved the closure of two Primary schools and the reduction in PAN of six schools in January 2024, although 3 schools successfully overturned the decision to reduce their PAN on appeal to the Schools Adjudicator. However, even with these reductions, Year R intakes are projected to remain low.

In its most recent forecast, Brighton & Hove City Council forecast that in September 2025, 1970, pupils will need a Reception school place. In 2026 that number falls to 1953 and in 2027 just 1787 are forecast to need a school place.

With 2460 places available in September 2025 that leaves 20% unfilled and in 2026 the figure is 21% and in 2027 the figure is 27%.



## St Joseph's

As of the end of October 2024, St Joseph's Catholic Primary School had 149 pupils on roll against a capacity of 210 places. There were 61 (29%) surplus places. This is shown in Chart 4.

**Chart 4: Pupil numbers 2024-2025**

| 2024-25<br>pupil<br>numbers<br>and<br>surplus<br>places | PAN | Capacity | 2022/23 NOR |           |           |           |           |           |           |       | Surplus<br>places | % surplus<br>places |
|---|-----|----------|-------------|-----------|-----------|-----------|-----------|-----------|-----------|-------|-------------------|---------------------|
|   |     |          | Year<br>R   | Year<br>1 | Year<br>2 | Year<br>3 | Year<br>4 | Year<br>5 | Year<br>6 | Total |                   |                     |
| St<br>Joseph's<br>School                                | 30  | 210      | 15          | 22        | 17        | 24        | 22        | 27        | 22        | 149   | 61                | 29%                 |

Source: October 2024 School data

Preferences for the school have fallen in the last few years. The school has been under-subscribed in each of the last seven years with pupil numbers falling short of the school's published admission number each year.

St Joseph's currently has the highest number of surplus places, the lowest numbers of first preference and the lowest numbers of Catholic pupils of the 7 Catholic primary schools in the city.

Forecasts suggest Year R intakes in 2025-26 will be at a similar or lower level to this year, meaning surplus places in the school could be as high as 35% within the next three years.

Declining pupil numbers are difficult to manage and can lead to irregular class sizes and inefficient staff to pupil ratios. Smaller schools tend to have a higher proportion of fixed costs than larger schools and, as such, have less flexibility to respond to cost pressures, unexpected events, and deficit recovery. A small and declining school roll has an increasing effect on finance, making the school less viable.

The Diocesan Education Service acknowledges that statutory consultation around school closure will cause uncertainty within the school community, which can contribute to a reduction in pupil numbers.

It is proposed that the school would formally close from 31 August 2025. The school would be kept open until that point. Brighton & Hove City Council and the Diocese would work with all families to look at the available options for school places, including local Catholic provision.

## Quality of Education

St Joseph's Catholic Primary School was rated as 'good' by Ofsted in December 2022 and 'good' by the Catholic School Inspection in February 2022.

The reports can be found at:

[St Joseph's Catholic Primary, Brighton - Reports](#)

## How will the proposed changes be managed?

The Diocesan Education Service will manage the consultation alongside the Governing Board.

The final decision on closure would be taken by Brighton & Hove City Council as the local authority responsible for school organisation.

If the proposal is agreed, the leadership and governing body of St Joseph's Catholic Primary School have committed to working with Brighton & Hove Council and the Diocese to help ensure a smooth transition for all pupils to their new schools.

Parents and carers would be able to express a preference for a place at an alternative school. Parents and carers would be asked to complete an admissions application form and to name up to three schools they would prefer their child/ren to attend. Parents and carers would be offered a school place either at one of their preferred schools named on the application form or, if this is not possible, at the nearest school to the child's home where a place is available. Brighton & Hove City Council would try to meet parents and carers preferences wherever possible but cannot guarantee to do so. The allocation of places would be made in line with the admissions policy as set out in the school admissions booklet which is available on the Brighton & Hove City Council website at:

[Apply for a school place](#)

Brighton & Hove City Council would work to identify the additional needs of all the children that may result if closure is approved. The initial focus would be on those pupils with an Education Health and Care Plan (EHCP) and ensuring that the right levels of support continue to be in place for those pupils who require it. More detailed information around the transition will be communicated if the closure proposal is agreed.

Families applying for a school place in September 2025 have until 15 January 2025 to apply. School places are offered on National Offer Day 16 April 2025. The School Admission Team at Brighton & Hove City Council will work directly with families who state a preference for St Joseph's Catholic Primary School to consider their options, should a decision be taken to close the school.

## PART THREE

### Closure of schools and the School Organisation (Establishment and Discontinuance of Schools) Regulations 2013

There is a defined statutory process in the School Organisation (Establishment and Discontinuance of Schools) Regulations 2013 which must be followed before making a decision on the closure of a maintained school. This is supplemented by further guidance on the process published by the Department for Education.

#### Closing maintained schools

There are five stages to the statutory process which must be followed:

#### Consultation

The publication of this consultation document marks the start of a period of consultation during which the views of interested parties are sought and which will be considered by the Diocese / Governing Body.

#### Publication

Dependent upon the outcome of the consultation, the Diocese / Governing Body will decide whether or not to publish a statutory notice regarding the proposed closure.

#### Representation

The Diocese / Governing Body will consult organisations, groups and individuals in accordance with Regulations. The representation period starts on the date of publication of the statutory notice and must last for a period of four weeks. During this period, any person or organisation can submit comments on the proposal to Brighton & Hove City Council, to be taken into account before a final decision is taken.

#### Decision

Within two months of the end of the representation period Brighton & Hove City Council must make a decision on the proposal.

#### Implementation

If the proposal is approved, St Joseph's Catholic Primary School would close on 31 August 2025.

## PART FOUR

### The consultation and decision-making process

#### Timescale

13 November 2024 to 17 January 2025

**Stage one** – consultation

*To include a meeting with parents / carers on 5 December 2024*

20-31 January 2025

The Diocese and school's Governing Body will consider the results of the consultation and decide whether to publish a statutory notice on a proposal to close St Joseph's Catholic Primary School

If required:

3 February 2025

**Stage two** – publication of statutory notice

10 February – 14 March 2025

**Stage three** – representation period (four weeks)

April/May 2025 (date to be confirmed)

**Stage four** – final decision by Brighton & Hove City Council

31 August 2025

**Stage five** – implementation (closure), if approved

#### Summary of the proposals

- The current number of primary school children in Brighton & Hove is below what is needed to fill the schools.
- St Joseph's Catholic Primary School has a high number of unused places.
- The proposal is to close St Joseph's Catholic Primary School from 31 August 2025.
- Existing St Joseph's pupils would be offered a place at an alternative school.
- Brighton & Hove City Council, the Diocese, governors and staff at the school would support parents throughout the transition.

#### Who we will consult

The Diocese / Governing Body is consulting with parents and carers, pupils and staff and a wide range of other stakeholders. These will include St Joseph's Nursery, local schools and nurseries.

#### How to share your views **(Please submit only one response per person to this consultation)**

The consultation runs from 13 November 2024 to 17 January 2025. You can share your views by:

- Reading the consultation document which is on the school website <https://www.st-josephs.brighton-hove.sch.uk/home/consultation-documents>
- If you are a current parent/carer of a child at St Josephs, attending a consultation event at: St Joseph's Catholic Primary School, Davey Drive, Hollingdean, Brighton, BN1 7BF on December 5th, 2024, from 6.00pm to 7.30pm.

- Returning your response in one of three ways:
  1. Completing the online questionnaire. <https://forms.office.com/e/ke3pubZnLW>
  2. Emailing your response to the questions to [stjosephsbrightonconsultation@abdiocese.org.uk](mailto:stjosephsbrightonconsultation@abdiocese.org.uk)
  3. Completing a paper copy (available from the school office) and returning it by hand to the school office

Should you have any difficulty accessing or completing any of the consultation documents please email [stjosephsbrightonconsultation@abdiocese.org.uk](mailto:stjosephsbrightonconsultation@abdiocese.org.uk)

This consultation forms stage one of the process required when a school closure is proposed. The information provided in this document, and at the consultation event, is intended to be sufficient for people to form a view on the proposal. The Diocese / Governing Body will consider views raised during the consultation period before making a decision on whether to proceed with the proposal and publish a statutory notice.

The Diocese / Governing Body will not be able to acknowledge written responses or enter into correspondence with interested parties during or after the consultation period. A list of frequently asked questions will be made available to view online after the consultation event on December 5<sup>th</sup> and will be updated during and at the end of the consultation period.

### Have your say

We want to hear your views on this proposal. The views of parents, pupils and the wider community will be considered by the Diocese / Governing Body when determining whether to issue a Statutory Notice stating their intent to close the school.

The consultation questions are:

#### **Question 1.**

Do you understand why the proposal to close St Joseph's Catholic Primary School has been made?

#### **Question 2.**

Do you agree with the proposal to close St Joseph's Catholic Primary School?

#### **Question 3.**

Please explain your reasons for the answer to Q2

#### **Question 3.**

What additional support do you need in this process? (e.g. My child has an EHCP)

#### **Question 4.**

Are there any further points or questions you would wish to raise?

*There will also be a series of voluntary equalities monitoring questions*

**The school's address is St Joseph's Catholic Primary School, Davey Drive, Hollingdean, Brighton, BN1 7BF**



## St Joseph's pupil responses

1. What do you like most about being a pupil at St Joseph's?

- Safe
- Respectful
- Kind and caring
- Peaceful
- Loved
- Understanding teachers
- Easy friendships
- Polite
- Honest
- Like a big family

2. Why do you think our school is important to our local community?

Because it is a loving faithful community for children who need a school and somewhere to go because lots of people live in Hollingdean and we know each other.

We go and visit the nursing home in Grove Park the residents like to hear us sing.

We have a Karate Club and other children from Hollingdean come along.

3. What could we do to make your time at St Joseph's even better?

More support in Maths

Have more time at lunch at play

Have more options for food at lunch

In the morning we do drawing once finished our spelling our mental maths

4. What makes you feel safe and happy at school?

Camera / metal gate and that we are all respectful and kind and loyal teachers supporting us

School trips and fun events

Singing

Clubs





**Corporate Director, Families, Children &  
Wellbeing.  
Hove Town Hall,  
Norton Road,  
Hove**

St. Joseph's Catholic Primary School

Date: 17<sup>th</sup> January 2025

e-mail: Deb.austin@brighton-hove.gov.uk

Dear Sir/Madam,

**Response to the Consultation on the proposed closure of St Joseph's Catholic Primary School**

On behalf of Brighton and Hove City Council I am writing in response to the current consultation on the proposed closure of the school. Last year the Council had to take the difficult decision to close two primary schools in the city as a direct response to the reduction in pupil numbers. We understand the difficult decision of the Governing Board and Diocese in putting forward these proposals and understand the impact that putting forward the proposal will have on the pupils, families, staff and local community the school serves. As the decision maker on the proposal the Council will conscientiously consider all responses received during the consultation process when making the final decision on closure.

At the time the Council took the decision to close St Peter's and St Bartholomew's schools, the Council also proposed a reduction in Published Admission Number of 6 schools. Following the Council's decision to make those changes 3 of those proposed reductions were overturned by the Schools Adjudicator. As a result, the Council remains concerned about the level of unfilled places in the city.

When determining how to address the issue across the city the Council did engage with both the Diocese of Arundel and Brighton and the Diocese of Chichester, and we appreciated the thought and consideration given at that time to the role we all need to take to address this issue.

**Corporate Director, Families, Children & Wellbeing.**  
**Hove Town Hall,**  
**Norton Road,**  
**Hove**

Notwithstanding the comments and reflections of the Schools Adjudicator in their decision regarding the timing of the closure of St Bartholomew's CE Primary School, the Council considers a potential closure on 31 August 2025 to be the most appropriate timescale, should the proposal be implemented.

The Council supports the description of the city context in the consultation document and in addition, our most recent forecast of future Reception places now includes the first indication of pupil numbers in September 2028. I attach a summary of that data below:

| Date of Birth / school year               | School yr in Sept 25 | Grand Total all planning areas from 2023 data | pupils likely to want a school place based on 90% of GP reg data | Permanent places in Year R in 2024 | Surplus places or shortfall of places |
|---|----------------------|---|--|------------------------------------|---------------------------------------|
| <b>All planning Areas</b>                 |                      |   |  |                                    |                                       |
| places in each school year from Sept 2025 |                      |   |  |                                    |                                       |
| 01 September 14 to 31 August 15           | 6                    | 2,856   | 2,570  |                                    |                                       |
| 01 September 15 to 31 August 16           | 5                    | 2,865   | 2,579  |                                    |                                       |
| 01 September 16 to 31 August 17           | 4                    | 2,753   | 2,478  |                                    |                                       |
| 01 September 17 to 31 August 18           | 3                    | 2,620   | 2,358  |                                    |                                       |
| 01 September 18 to 31 August 19           | 2                    | 2,437   | 2,193  |                                    |                                       |
| 01 September 19 to 31 August 20           | 1                    | 2,409   | 2,168  | 2,550                              |                                       |
| 01 September 20 to 31 August 21           | <b>R</b>             | 2,246   | 2,021  | 2,460                              | 439                                   |
| 01 September 21 to 31 August 22           | <b>2026</b>          | 2,198   | 1,978  | 2,460                              | 482                                   |
| 01 September 22 to 31 August 23           | <b>2027</b>          | 2,025   | 1,823  | 2,460                              | 638                                   |
| 01 September 23 to 31 August 24           | <b>2028</b>          | 2,097   | 1,887  | 2,460                              | 573                                   |

Continued.....

**Corporate Director, Families, Children & Wellbeing.**  
**Hove Town Hall,**  
**Norton Road,**  
**Hove**

| Date of Birth / school year               | School year in Sept 2025 | BN1 2 | BN1 3                                     | BN1 5   | BN1 1                 | BN1 4                      | BN1 6  | BN1 7  |            |  |                                       |
|---|--------------------------|-------|---|---|-----------------------|----------------------------|--|--|------------|--|---------------------------------------|
| <b>4 Central City</b>                     |                          |       | St Mary Mags Prim<br><br>St Pauls Primary | Stanford Infant<br><br>Stanford Junior Westdene Primary | Middle Street Primary | <del>St Bartholomews</del> | Downs Infant<br><br>Downs Junior Balfour Primary<br><br>St Bernadettes Pri | Hertford Infant<br><br>Hertford Junior<br><br>St Josephs Primary | TOTALS     | pupils likely to want a school place based on 90% of GP reg data | Surplus places or shortfall of places |
| places in each school year from Sept 2025 |                          |       | <b>60</b>                                 | <b>120</b>  | <b>30</b>             |                            | <b>210</b>   | <b>60</b>  | <b>480</b> |  |                                       |
| 01 September 14 to 31 August 15           | 6                        | 21    | 63  | 119   | ≤5                    | 54                         | 214  | 102  | 573        | 516  |                                       |
| 01 September 15 to 31 August 16           | 5                        | 26    | 74  | 117   | 12                    | 60                         | 184  | 108  | 581        | 523  |                                       |
| 01 September 16 to 31 August 17           | 4                        | 33    | 47  | 112   | 12                    | 59                         | 169  | 90   | 522        | 470  |                                       |
| 01 September 17 to 31 August 18           | 3                        | 20    | 73  | 106   | 8                     | 39                         | 174  | 90   | 510        | 459  |                                       |
| 01 September 18 to 31 August 19           | 2                        | 22    | 55  | 96  | 6                     | 57                         | 172  | 73   | 481        | 433  |                                       |
| 01 September 19 to 31 August 20           | 1                        | 32    | 58  | 94  | 6                     | 42                         | 147  | 96   | 475        | 428  |                                       |
| 01 September 20 to 31 August 21           | <b>R</b>                 | 14    | 56  | 108   | 9                     | 53                         | 142  | 87   | 469        | 422  | 58                                    |
| 01 September 21 to 31 August 22           | <b>2026</b>              | 31    | 58  | 75  | 6107                  | 30                         | 146  | 69   | 415        | 374  | 107                                   |

**Corporate Director, Families, Children &  
Wellbeing.  
Hove Town Hall,  
Norton Road,  
Hove**

These tables continue to evidence that there are still a considerable number of surplus primary places in the city and there is no indication of an immediate upturn in pupil numbers. This places on-going risk to the successful maintenance of the school's ability to provide a high standard of educational experience for its pupils.

It is inevitable that when a proposal is made, some families will choose to move their child and effectively exacerbate the situation for the school. We are aware that the school has seen a reduction in pupil numbers since the consultation launched. and this will add to the justification outlined for the proposal put forward. Our most recent understanding is that 41 pupils have left the school leaving 106 on roll currently.

The Council is committed to working alongside the Diocese and Governing Board in supporting the pupils, parents and staff should the decision be taken to close the school.

Yours faithfully,



Deb Austin,  
Corporate Director, Families, Children & Wellbeing.



THE CATHOLIC DIOCESE OF  
**ARUNDEL & BRIGHTON**  
EDUCATION SERVICE

**Statutory Notice for the closure of St Joseph's Catholic Primary School, Brighton**

Notice is given in accordance with section 15(1) of the Education and Inspections Act 2006, as amended, and the School Organisation (Establishment and Discontinuance of Schools) Regulations 2013 that the Diocese of Arundel and Brighton, St Philip Howard Centre, 4 Southgate Drive, Crawley, West Sussex RH10 6RP is proposing to discontinue St Joseph's Catholic Primary School, Davey Drive, Hollingdean, Brighton, BN1 7BF with effect from 31 August 2025.

St Joseph's Catholic Primary School is a voluntary aided school.

Should the decision to discontinue the school be agreed, all children attending St Joseph's Catholic Primary will be offered a place in local schools for September 2025. As of 11 February 2025, 96 children were on roll who are aged 4 to 11.

This Notice is an extract from the complete proposal. Copies of the full proposal can be obtained from the Director of Education, St Philip Howard Centre, 4 Southgate Drive, Crawley, West Sussex, RH10 6RP or by contacting the Education Service on 01293 651144 or via email on [stjosephsstatutorynotice@abdiocese.org.uk](mailto:stjosephsstatutorynotice@abdiocese.org.uk)

The full proposal is also on the Diocesan website [Education Service](#) and on St Joseph's website [St Joseph's Catholic Primary, Brighton - Home](#)

Within four weeks from the date of publication of this proposal (i.e. by 5pm on the 24 March 2025), any person may object to or make comments on the proposal by email to [stjosephsstatutorynotice@abdiocese.org.uk](mailto:stjosephsstatutorynotice@abdiocese.org.uk) or by writing to the Director of Education, St Philip Howard Centre, 4 Southgate Drive, Crawley, West Sussex, RH10 6RP.

If you need us to write down your response to this proposal because you cannot complete it yourself, please call the Education Service on phone 01293 651144 between 9:30am and 1:00pm, and we will take down your response.

If you require us to provide any translated copies of this or the full proposal information, please contact by email [stjosephsstatutorynotice@abdiocese.org.uk](mailto:stjosephsstatutorynotice@abdiocese.org.uk) or phone 01293 651144

All statutory consultation requirements relating to these proposals have been complied with.

Signed: Julie Oldroyd, Director of Education, Diocese of Arundel and Brighton  
Publication Date: 24 February 2025

[www.abdiocese.org.uk](http://www.abdiocese.org.uk)

The Arundel & Brighton Diocese is a Registered Charity No. 252878



## **Statutory proposal for school closure – St Joseph’s Catholic Primary School**

**In accordance with section 15(1) of the Education and Inspections Act 2006, the Diocese of Arundel & Brighton proposes to close St Joseph’s Primary School with effect from 31 August 2025.**

### **Contact details**

#### **The name and contact address of the diocese publishing the proposals:**

Education Service  
Diocese of Arundel and Brighton  
St Philip Howard Centre,  
4, Southgate Drive,  
Crawley,  
West Sussex  
RH10 6RP

[stjosephsstatutorynotice@abdiocese.org.uk](mailto:stjosephsstatutorynotice@abdiocese.org.uk)

#### **The name, address and category of the school it is proposed that should be discontinued:**

St Joseph’s Catholic Primary School  
Davey Drive  
Hollingdean  
Brighton  
BN1 7BF

### **Implementation**

It is proposed that the school will be closed on 31 August 2025. It is not intended to implement this proposal in stages.

### **Reason for closure**

The city is seeing a significant decline in the number of children seeking a school place.

School funding is primarily determined by the number of children on roll, and falling rolls equate to reduced funding to deliver education. While primary schools’ rolls are falling but the number of schools remains unchanged, there is effectively less financial resource across all schools. This is because many costs are driven by the number of classes in a school, whereas funding levels are driven by the number of pupils.

In the Census 2021 it was revealed that Brighton & Hove’s population profile had fewer children & young people aged 0 to 19 (20.5%) compared to the South East (23.1%) and England (23.1%). There was a 22% drop in children aged 0-4 living in the city in the 2021 census compared to the 2011 census.

The Council’s own projection of pupil numbers starting Reception in the coming years forecasts that there will be 482 surplus places in 2026 and 638 surplus places in 2027. The earliest indication for 2028 suggests that number will rise to 573 unfilled places.

Therefore, with 2460 starting school places the city will have over 20% surplus capacity from September 2026

| School Year    | Pupil Forecast | Unfilled places | Surplus Capacity |
|----------------|----------------|-----------------|------------------|
| September 2025 | 2021           | 439             | 18%              |
| September 2026 | 1978           | 482             | 20%              |
| September 2027 | 1823           | 638             | 26%              |
| September 2028 | 1887           | 573             | 23%              |

The proposals put forward in the consultation responses, to assist the school to remain open were about mitigating the low pupil numbers, through collapsing classes, increasing numbers in the nursery, greater collaboration with parishes and other Catholic schools in the city and funded SEN support provision being made available. Proposals did not specifically address how the school could seek to improve levels of parental preference sufficient to fill to the school's capacity of 210 pupils. The diocese's view is that a medium to long term strategy to maintain the school with a reduced number of pupils onsite is not a viable approach particularly as pupil numbers are still expected to fall in future years and parental preference being a mainstay of government policy.

### **Pupil numbers and admissions**

St Joseph's Catholic Primary School is a one form entry co-educational primary school catering for children aged 4-11. Pupils are able to start school before they reach compulsory school age if their parents choose to send them to school at the start of the academic year rather than at the start of the term they would become 5. All pupils are day pupils.

The Department for Education (DfE) recommends, for viability purposes, that new primary schools are at least of two-form entry size i.e. admitting 60 children each year with capacity for 420. Against this context, St Joseph's has a published admission number of 30 and capacity for 210 pupils.

The school has been consistently under-subscribed in recent years. Preferences for the school have fallen in the last few years. The school has been under subscribed in each of the last seven years with pupil numbers falling short of the school's published admission number each year. This means it will become increasingly difficult for the school to remain financially viable and to provide good outcomes for pupils.

As of the end of October 2024, St Joseph's Catholic Primary School had 149 pupils on roll against a capacity of 210 places. There were 61 (29%) surplus places.

On 11 February 2025, there were 96 pupils on roll, equating to 51.4% surplus places.

45 of these (in YR- Y5) are pupil premium pupils.



| 2024-25<br>pupil<br>numbers<br>and<br>surplus<br>places | PAN | Capacity |           |           |           |           |           |           |           |       | Surplus<br>places | % surplus<br>places |
|---|-----|----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-------|-------------------|---------------------|
|   |     |          | Year<br>R | Year<br>1 | Year<br>2 | Year<br>3 | Year<br>4 | Year<br>5 | Year<br>6 | Total |                   |                     |
| St<br>Joseph's<br>School<br>Oct 2024                    | 30  | 210      | 15        | 22        | 17        | 24        | 22        | 27        | 22        | 149   | 61                | 29%                 |
| St<br>Joseph's<br>School<br>Feb 2025                    | 30  | 210      | 13        | 12        | 5         | 15        | 6         | 22        | 23        | 96    | 114               | 54.2%               |

The school is in the Central City planning area. Nominally the postcode BN1 7 is assigned to the school, but it is recognised that the school will admit pupils from outside that area. The planning area is expected to have 107 surplus places in 2026, 99 surplus places 2027 and 86 in 2028.

As of the end of January 2025, there were 7 pupils with EHCPs at St Joseph's. According to the October 2024 School census, there were 38 pupils recorded as being on SEN Support, and in January 2025 there were 30 pupils.

In the October 2024 census, 23% of the school population had English as an additional language and 53% of pupils where the parent/carer/self-identified ethnic group is other than White British, Refused or Not Known.

### Displaced pupils

It is expected that pupils in Year 6 will continue to attend the school until its proposed closure at the end of the academic year 2024-2025.

The table below shows the number of pupils likely to be displaced. However, a further 20 pupils have offers of places for after February half term / Easter.

| School                              | Yr R | Yr 1 | Yr 2 | Yr 3 | Yr 4 | Yr 5 |
|-------------------------------------|------|------|------|------|------|------|
| St Joseph's Catholic Primary School | 13   | 12   | 5    | 15   | 6    | 22   |

There are 7 schools within 1.0 mile of the school. Spaces in other schools (accurate as of the end of January 2025) are shown in the table below.

| <b>School</b>                 | <b>Distance from St Joseph's (Miles)</b> | <b>R</b> | <b>1</b> | <b>2</b> | <b>3</b> | <b>4</b> | <b>5</b> |
|-------------------------------|--|----------|----------|----------|----------|----------|----------|
| Downs Junior School           | 0.51                                     | ~        | ~        | ~        | 7        | 0        | 1        |
| Hertford Primary School       | 0.54                                     | 0        | 2        | 1        | 1        | 0        | 0        |
| Downs Infant School           | 0.56                                     | 0        | 2        | 1        | ~        | ~        | ~        |
| St Martin's CE Primary School | 0.8                                      | 4        | 14       | 6        | 0        | 7        | 7        |
| Fairlight Primary School      | 0.81                                     | 4        | 3        | 10       | 7        | 6        | 0        |
| Coombe Road Primary School    | 0.93                                     | 4        | 11       | 1        | 6        | 7        | 2        |
| Balfour Primary School        | 0.97                                     | 0        | 7        | 0        | 13       | 5        | 8        |

The Council maintains that there is sufficient capacity to accommodate displaced pupils at a reasonable distance if the school is to close, even when taking into account sibling links of children in primary school classes.

It is recognised that parent/carers may choose to send their child to another Catholic school in the city. There are places at Catholic schools (accurate as of the end of January 2025). There are not sufficient places if all pupils wanted to move to these schools.

| <b>School</b>                         | <b>Distance from St Joseph's (Miles)</b> | <b>R</b> | <b>1</b> | <b>2</b> | <b>3</b> | <b>4</b> | <b>5</b> |
|---------------------------------------|--|----------|----------|----------|----------|----------|----------|
| St Mary Magdalen's RC School          | 1.92                                     | 6        | 9        | 0        | 7        | 5        | 7        |
| St John the Baptist RC Primary School | 2.27                                     | 0        | 5        | 0        | 1        | 0        | 0        |
| St Mary's Catholic School Portslade   | 4.45                                     | 6        | 0        | 0        | 1        | 0        | 0        |
| Our Lady of Lourdes Catholic School   | 5.08                                     | 0        | 0        | 0        | 0        | 0        | 3        |

Where possible the Council will place a child at the school preferred by the parents/carers and support will be provided to find and apply for new schools.

No interim arrangements are required for pupils.

### **Impact on the community**

The Diocese does not underestimate the potential impact of this proposed change on the pupils at the school, whose circumstances may already make them vulnerable. We recognise the school serves some disadvantaged families and therefore professional support, from the support services such as Inclusion Support Service, Schools Mental Health Service and Ethnic Minority Achievement Service, will be put in place to facilitate the movement of those students to local schools and minimise the impact of change upon them.

The Diocese recognises that the school's community stretches beyond the area the school sits within, and consideration has been made to how pupils and families can be supported in that transition so that the sense of community can be given the chance to be maintained. The diocese would be seeking a variation to the admission arrangements to Cardinal Newman Catholic School so that pupils who have attended St Joseph's up to the point of closure, in any year group, will be listed in the admissions criteria and be able to transition there for their secondary education.

Through the consultation process, concerns have been expressed about the potential harm a school closure would have on families and children who have special educational needs, have life experiences that have caused trauma and created disadvantage. It is reported that these are families who have experienced multiple intersectional vulnerabilities but who have found a welcome and supportive environment in the school that has led to a build-up of community support and resilience that would be lost if the school were to close. Whilst it is clear that any change of school will have an impact on a family and child, all parties are committed to minimising the harmful impact of that, in conjunction with both St Joseph's Catholic Primary School and the receiving school.

The closure of St Joseph's Catholic Primary School would reduce the number of surplus primary school places in the city.

Allowing surplus places to remain at current levels through inaction would directly and negatively impact the financial viability of many local schools, including other Catholic schools, which in turn will have an impact on the quality and breadth of the education offered at those schools.

### **Balance of denominational provision**

The proposal is about closing a Catholic Voluntarily Aided school.

St Joseph's has the highest number of surplus places, the lowest numbers of first preference and the lowest numbers of Catholic pupils of the 7 Catholic primary schools in the city.

In October 2024, the 7 Catholic Primary schools had 1586 pupils on roll for a combined PAN of 1680, a surplus of 94 places = 5.6%

The 7 Catholic Primary Schools had 650 Catholic pupils on roll totalling 37.5%, indicating a sufficiency of places across the city for Catholic families seeking an education in a Catholic school.

As of the end of October 2024, St Joseph's Catholic Primary School had 149 pupils on roll against a capacity of 210 places. There were 61 (29%) surplus places.

The Central City planning area is estimated to have approximately 100 unfilled places in the coming years. As a church school it is accepted that the school will not simply draw pupils from the BN1 7 postcode but the localised picture in the planning area, of there being surplus places, is replicated in other adjoining planning areas.

The Council will request that church schools who are their own admission authority give due consideration to any applications they receive, in line with their own admission arrangements, including where there is provision to prioritise children with additional needs and vulnerabilities. The submission outlines the commitment of the Diocese to work as partners in exploring places in alternative schools for children with identified, documented, additional needs within an EHCP and children with high level needs but without an EHCP are determined.

The Diocese considers that should the proposed closure be implemented, the impact on the balance of denominational provision in the city and the impact on parental choice for Catholic parents not be unduly significant over time.

It is expected that some families, whilst currently at a Catholic school, will not specifically be seeking a Catholic school alternative.

### **Maintained nursery schools**

Not applicable.

St Joseph's Catholic Primary School is not a maintained nursery school. It has a privately run pre-school on site, catering for up to 20 children aged 2-4. This provision is relocating to Coldean Primary, where there is a nursery class, for under 3's (subject to contracts) and as numbers are not yet confirmed, the staffing arrangements cannot be clarified.

### **Special educational needs provision**

At St Joseph's Catholic School, no specialist places are specifically reserved for pupils with special educational needs.

The numbers of children with EHCPs and on SEN Support are provided above.

During the consultation we heard concerns raised about the intersectionality of needs at the school e.g. vulnerable pupils, those having SEN or being from a Black or Racially Minoritised community.

The Diocese understands that a change of setting for pupils with SEN (or for those with a range of additional needs or vulnerabilities) can often be challenging and require additional support to ensure a successful transition. Officers from the Council are making arrangements for all children including those with EHCPs and on SEN support, to ensure that they are appropriately placed. If the decision is taken to proceed as proposed, parents will be supported from the second half of the Spring term to help them understand their options and find out their preferences for alternative schools for their children. Families with children who have an EHCP impacted by this proposal will be directly supported by the SEN team to explain the process of how their children will transfer to other schools.

The Council will use funding allocations to support children and families in their transition to new schools. This process will be overseen by the Director of Education and Learning

The Diocese acknowledges the support provided by the school to children with a range and intersectionality of additional needs and vulnerabilities. Unfortunately, the level of support currently provided will become increasingly difficult to sustain for schools like St Joseph's which have falling rolls. The financial impact of low pupil numbers is cumulative and therefore this support cannot continue to be provided and will lead to school deficits.

As a result of these proposals, outcomes for pupils with SEND may improve as they would move to a more financially viable and therefore long-term sustainable school. This means that the new school would be able to provide the additional necessary support and resources required to support children with EHCPs and those on the SEN register.

The Council's Social Communication Resource supports children with social communication difficulties to attend school.

## **Travel**

Information is provided above to demonstrate that alternative school places can be provided within a reasonable distance. The Council therefore considers it will be possible to re-allocate pupils to alternative school places within a reasonable distance of St Joseph's should the school close.

It is recognised that longer journeys to school may occur for some families if they take a place at a school further from their home address. This applies to children where their family may wish for them to attend a Catholic School which is further away from their home address than St Joseph's.

Assessment for home to school transport assistance needs to consider if the child is eligible under distance or the above SEN criteria including, are the child's learning difficulties or disabilities such that it could not be reasonably expected that the child could walk to school.

The Council will work with schools who receive pupils from St Joseph's to develop their school travel plans to seek to mitigate against increased car use.

The Diocese has committed to look at financial transport support for Catholic families wishing to move their child / children to another Catholic school in the city.

## **Sixth form provision**

Not applicable to this proposal

## **Rural primary schools**

Not applicable this school is not a designated rural primary school.

## **Ownership of the site**

The site is owned by The Arundel and Brighton Diocesan Trust, Charity Number 252878

## **Consultation**

All applicable consultation was carried out prior to publishing this full proposal.

Initially meetings were held between the Diocese, the Headteacher and the governing board.

A consultation document was prepared and issued on 13 November 2024. It was published online on the school's website and was circulated to the parents, staff and governors of St Joseph's Primary School and to Headteachers of all schools in the city via the Council's weekly Schools Bulletin. It was also circulated to local Councillors, local Members of Parliament, neighbouring Local Authorities and the other diocese responsible for schools in the city.

The document contained details of how comments on the proposal could be made and the closing date of the consultation, 17 January 2025. The duration of this period of consultation was 7 weeks and 4 days.

During this consultation stage, meetings were held – 1 in person public meeting at the school, (a second would have been offered if there had been additional demand) an in-person meeting with staff and their union representatives, with Heads of the Catholic schools in the city, and a further meeting with a small group of parents, at their request. A copy of the questions and answers from the public meeting is available on the school website [St Joseph's Catholic Primary, Brighton - Consultation Documents](#). A presentation was given at this meeting by the Diocesan Director of Education. A copy of the presentation is available upon request by emailing [stjosephsbrightonconsultation@abdiocese.org.uk](mailto:stjosephsbrightonconsultation@abdiocese.org.uk)

The results of this consultation and the decision of the diocesan Trustees were reported to the Chair and Vice Chair of Governors on 24 January 2025. At that meeting the decision was communicated to proceed to the publication of the statutory notice and full proposal.

### **Where and when the Statutory Notice and Full Proposal Information will be available**

The Diocese of Arundel and Brighton will publish the statutory notice for this proposal on Monday 24 February 2025. The notice will remain in force for a period of 4 weeks i.e. until Monday 24 March 2025. A copy of the statutory notice is provided alongside this document.

On 24 February 2025 the full proposal information will be sent to the following recipients:

The Governing Board of the school  
The Diocese of Chichester  
Leader of the Council  
Local Ward Councillors  
The Member of Parliament for Brighton Pavilion  
The Secretary of State ([schoolorganisation.notifications@education.gov.uk](mailto:schoolorganisation.notifications@education.gov.uk))

It will also be published on the Diocesan website [Education Service](#) and the school website [St Joseph's Catholic Primary, Brighton - Home](#)

Any person may request a copy of the full proposal information either by writing to Director of Education, St Philip Howard Centre, 4 Southgate Drive, Crawley, West Sussex, RH10 6RP or by contacting the Education Service on 01293 651144 or via email on [stjosephsstatutorynotice@abdiocese.org.uk](mailto:stjosephsstatutorynotice@abdiocese.org.uk)

### **How to make representation or comment on the proposal**

Any person may object or make a representation or comment on the proposal either by responding by writing to Director of Education, St Philip Howard Centre, 4 Southgate Drive, Crawley, West Sussex, RH10 6RP before the closing date of 24 March 2025 or via email to [stjosephsstatutorynotice@abdiocese.org.uk](mailto:stjosephsstatutorynotice@abdiocese.org.uk)

Following the closing date for representations, comments and objections, a report will be prepared for the Full Council to consider and determine the proposal the proposal within 2 months i.e. no later than 24 May 2025. At the present time it is anticipated that the Full Council will make a decision on the proposal on 22 May 2025.

### **Support and translations**

If you need us to write down your response to this proposal because you cannot complete it yourself, please call the Education Service on phone 01293 651144 between 9:30am and 1:00pm, and we will take down your response.

If you require us to provide any translated copies of this or the statutory notice, please contact by email [stjosephsstatutorynotice@abdiocese.org.uk](mailto:stjosephsstatutorynotice@abdiocese.org.uk) or phone 01293 651144

| Date of Birth / school year               | School yr in Sept 25 | Grand Total all planning areas from 2023 data | pupils likely to want a school place based on 90% of GP reg data | Permanent places in Year R in 2024 | Surplus places or shortfall of places |
|---|----------------------|---|--|------------------------------------|---------------------------------------|
| <b>All planning Areas</b>                 |                      |   |  |                                    |                                       |
| places in each school year from Sept 2025 |                      |   |  |                                    |                                       |
| 01 September 14 to 31 August 15           | 6                    | 2,856   | 2,570  |                                    |                                       |
| 01 September 15 to 31 August 16           | 5                    | 2,865   | 2,579  |                                    |                                       |
| 01 September 16 to 31 August 17           | 4                    | 2,753   | 2,478  |                                    |                                       |
| 01 September 17 to 31 August 18           | 3                    | 2,620   | 2,368  |                                    |                                       |
| 01 September 18 to 31 August 19           | 2                    | 2,437   | 2,193  |                                    |                                       |
| 01 September 19 to 31 August 20           | 1                    | 2,409   | 2,168  | 2,550                              |                                       |
| 01 September 20 to 31 August 21           | R                    | 2,246   | 2,021  | 2,460                              | 439                                   |
| 01 September 21 to 31 August 22           | 2026                 | 2,198   | 1,978  | 2,460                              | 482                                   |
| 01 September 22 to 31 August 23           | 2027                 | 2,025   | 1,823  | 2,460                              | 638                                   |
| 01 September 23 to 31 August 24           | 2028                 | 2,097   | 1,887  | 2,460                              | 573                                   |

| Date of Birth / school year               | School year in Sept 2025 | Portslade | Central Hove | West Blatchington and North Handleton | Central City | Patcham | City East | The Deans | City North | TOTALS |
|---|--------------------------|-----------|--------------|---------------------------------------|--------------|---------|-----------|-----------|------------|--------|
| <b>All planning Areas</b>                 |                          |           |              |                                       |              |         |           |           |            |        |
| places in each school year from Sept 2025 |                          | 1         | 2            | 3                                     | 4            | 5       | 6         | 7         | 8          |        |
| 01 September 14 to 31 August 15           | 6                        | 263       | 678          | 119                                   | 516          | 167     | 400       | 231       | 198        | 2570   |
| 01 September 15 to 31 August 16           | 5                        | 217       | 695          | 105                                   | 523          | 177     | 422       | 225       | 214        | 2579   |
| 01 September 16 to 31 August 17           | 4                        | 227       | 641          | 91                                    | 470          | 158     | 457       | 221       | 214        | 2478   |
| 01 September 17 to 31 August 18           | 3                        | 225       | 653          | 86                                    | 459          | 153     | 407       | 194       | 182        | 2358   |
| 01 September 18 to 31 August 19           | 2                        | 217       | 573          | 91                                    | 433          | 126     | 395       | 191       | 167        | 2193   |
| 01 September 19 to 31 August 20           | 1                        | 185       | 565          | 81                                    | 428          | 138     | 433       | 160       | 179        | 2168   |
| 01 September 20 to 31 August 21           | R                        | 185       | 537          | 62                                    | 422          | 113     | 390       | 140       | 171        | 2021   |
| 01 September 21 to 31 August 22           | 2026                     | 176       | 536          | 72                                    | 374          | 128     | 376       | 165       | 153        | 1978   |
| 01 September 22 to 31 August 23           | 2027                     | 167       | 484          | 59                                    | 381          | 92      | 362       | 130       | 149        | 1823   |
| 01 September 23 to 31 August 24           | 2028                     | 165       | 506          | 59                                    | 394          | 119     | 383       | 117       | 145        | 1887   |

| Percentage of Surplus places    |                          |           |              |                                       |              |         |           |           |            |        |
|---------------------------------|--------------------------|-----------|--------------|---------------------------------------|--------------|---------|-----------|-----------|------------|--------|
| Date of Birth / school year     | School year in Sept 2025 | Portslade | Central Hove | West Blatchington and North Handleton | Central City | Patcham | City East | The Deans | City North | TOTALS |
| <b>All planning Areas</b>       |                          |           |              |                                       |              |         |           |           |            |        |
| 01 September 14 to 31 August 15 | 6                        |           |              |                                       |              |         |           |           |            |        |
| 01 September 15 to 31 August 16 | 5                        |           |              |                                       |              |         |           |           |            |        |
| 01 September 16 to 31 August 17 | 4                        |           |              |                                       |              |         |           |           |            |        |
| 01 September 17 to 31 August 18 | 3                        |           |              |                                       |              |         |           |           |            |        |
| 01 September 18 to 31 August 19 | 2                        |           |              |                                       |              |         |           |           |            |        |
| 01 September 19 to 31 August 20 | 1                        |           |              |                                       |              |         |           |           |            |        |
| 01 September 20 to 31 August 21 | R                        | 23%       | 19%          | 31%                                   | 12%          | 24%     | 13%       | 33%       | 5%         | 18%    |
| 01 September 21 to 31 August 22 | 2026                     | 27%       | 19%          | 20%                                   | 22%          | 15%     | 16%       | 22%       | 15%        | 20%    |
| 01 September 22 to 31 August 23 | 2027                     | 31%       | 27%          | 34%                                   | 21%          | 39%     | 20%       | 38%       | 18%        | 26%    |
| 01 September 23 to 31 August 24 | 2028                     | 31%       | 23%          | 34%                                   | 18%          | 21%     | 15%       | 44%       | 20%        | 23%    |

| Date of Birth / school year               | School year in Sept 2025 | BN41 1   | BN41 2  | TOTALS | pupils likely to want a school place based on 90% of GP reg data | Surplus places or shortfall of places | * 2024 St Peters closed |
|---|--------------------------|--|---|--------|--|---------------------------------------|-------------------------|
| <b>1 Portslade</b>                        |                          | St Peters Primary*<br>Benfield Primary<br>St Marys Primary | Brackenhurst Primary<br>St Nicolas Primary<br>Mile Oak Primary<br>Peter Gladwin Pri |        |  |                                       |                         |
| places in each school year from Sept 2024 |                          | 60   | 180   | 240    |  |                                       |                         |
| places in each school year from Sept 2025 |                          | 60   | 180   | 240    |  |                                       |                         |
| 01 September 14 to 31 August 15           | 6                        | 87   | 205   | 292    | 263  |                                       |                         |
| 01 September 15 to 31 August 16           | 5                        | 62   | 179   | 241    | 217  |                                       |                         |
| 01 September 16 to 31 August 17           | 4                        | 77   | 175   | 252    | 227  |                                       |                         |
| 01 September 17 to 31 August 18           | 3                        | 80   | 170   | 250    | 225  |                                       |                         |
| 01 September 18 to 31 August 19           | 2                        | 67   | 174   | 241    | 217  |                                       |                         |
| 01 September 19 to 31 August 20           | 1                        | 63   | 142   | 205    | 185  |                                       |                         |
| 01 September 20 to 31 August 21           | R                        | 66   | 140   | 206    | 185  | 55                                    |                         |
| 01 September 21 to 31 August 22           | 2026                     | 55   | 140   | 195    | 176  | 65                                    |                         |
| 01 September 22 to 31 August 23           | 2027                     | 52   | 133   | 185    | 167  | 74                                    |                         |
| 01 September 23 to 31 August 24           | 2028                     | 51   | 132   | 183    | 165  | 75                                    |                         |

| Date of Birth / school year               | School year in Sept 2025 | BN3 1   | BN3 2 | BN3 3              | BN3 4 | BN3 5                           | BN3 6   | BN3 7                                 | TOTALS | pupils likely to want a school place based on 90% of GP reg data | Surplus places or shortfall of places |
|---|--------------------------|---|-------|--------------------|-------|---------------------------------|---|---------------------------------------|--------|--|---------------------------------------|
| <b>2 Central Hove</b>                     |                          | West Hove Infant<br>Holland Road<br>Hove Juniors<br>Holland Road<br>Brunswick Primary |       | St Andrews Primary |       | West Hove Infant<br>Hove Junior | Cottesmore Primary<br>Bilingual Primary<br>School | Aldington Primay<br>Goldstone Primary |        |  |                                       |
| places in each school year from Sept 2024 |                          | 150   |       | 90                 |       | 120                             | 150   | 150                                   | 660    |  |                                       |
| places in each school year from Sept 2025 |                          | 150   |       | 90                 |       | 120                             | 150   | 150                                   | 660    |  |                                       |
| 01 September 14 to 31 August 15           | 6                        | 92  | 36    | 112                | 75    | 136                             | 144   | 158                                   | 753    | 678  |                                       |
| 01 September 15 to 31 August 16           | 5                        | 101   | 34    | 106                | 72    | 167                             | 146   | 160                                   | 772    | 695  |                                       |
| 01 September 16 to 31 August 17           | 4                        | 69  | 41    | 134                | 67    | 116                             | 116   | 145                                   | 712    | 641  |                                       |
| 01 September 17 to 31 August 18           | 3                        | 98  | 41    | 105                | 59    | 149                             | 136   | 138                                   | 726    | 653  |                                       |
| 01 September 18 to 31 August 19           | 2                        | 79  | 35    | 103                | 69    | 122                             | 131   | 98                                    | 637    | 573  |                                       |
| 01 September 19 to 31 August 20           | 1                        | 86  | 32    | 93                 | 74    | 129                             | 87  | 127                                   | 628    | 565  |                                       |
| 01 September 20 to 31 August 21           | R                        | 80  | 30    | 96                 | 54    | 123                             | 109   | 105                                   | 597    | 537  | 123                                   |
| 01 September 21 to 31 August 22           | 2026                     | 66  | 36    | 122                | 67    | 122                             | 86  | 89                                    | 595    | 536  | 125                                   |
| 01 September 22 to 31 August 23           | 2027                     | 64  | 31    | 107                | 58    | 113                             | 69  | 96                                    | 538    | 484  | 176                                   |
| 01 September 23 to 31 August 24           | 2028                     | 65  | 57    | 105                | 61    | 123                             | 71  | 80                                    | 562    | 506  | 154                                   |

| Date of Birth / school year                    | School year in Sept 2025 | BN3 8                                 | TOTALS | pupils likely to want a school place based on 90% of GP reg data | Surplus places or shortfall of places |
|--|--------------------------|---------------------------------------|--------|--|---------------------------------------|
| <b>3 West Blatchington and North Handleton</b> |                          | Handleton Primary<br>West Blatch Prim |        |  |                                       |
| places in each school year from Sept 2024      |                          | 90                                    | 90     |  |                                       |
| places in each school year from Sept 2025      |                          | 90                                    | 90     |  |                                       |
| 01 September 14 to 31 August 15                | 6                        | 132                                   | 132    | 119  |                                       |
| 01 September 15 to 31 August 16                | 5                        | 117                                   | 117    | 105  |                                       |
| 01 September 16 to 31 August 17                | 4                        | 101                                   | 101    | 91   |                                       |
| 01 September 17 to 31 August 18                | 3                        | 95                                    | 95     | 86   |                                       |
| 01 September 18 to 31 August 19                | 2                        | 101                                   | 101    | 91   |                                       |
| 01 September 19 to 31 August 20                | 1                        | 90                                    | 90     | 81   |                                       |
| 01 September 20 to 31 August 21                | R                        | 69                                    | 69     | 62   | 28                                    |
| 01 September 21 to 31 August 22                | 2026                     | 80                                    | 80     | 72   | 18                                    |
| 01 September 22 to 31 August 23                | 2027                     | 66                                    | 66     | 59   | 31                                    |
| 01 September 23 to 31 August 24                | 2028                     | 66                                    | 66     | 59   | 31                                    |

| Date of Birth / school year               | School year in Sept 2025 | BN1 2 | BN1 3                                 | BN1 5  | BN1 1                    | BN1 4             | BN1 6  | BN1 7  | TOTALS | pupils likely to want a school place based on 90% of GP reg data | Surplus places or shortfall of places | * 2024 St Bartholomews closed<br>2025 Stanford reduced PAN 60 |
|---|--------------------------|-------|---------------------------------------|--|--------------------------|-------------------|--|--|--------|--|---------------------------------------|---|
| <b>4 Central City</b>                     |                          |       | St Mary Mags Prim<br>St Pauls Primary | Stanford Infant<br>Stanford Junior<br>Westdene Primary | Middle Street<br>Primary | St Bartholomews * | Downs Infant<br>Downs Junior<br>Baltour Primary<br>St Barnabas Pri | Hertford Infant<br>Hertford Junior<br>St Josephs Primary |        |  |                                       |   |
| places in each school year from Sept 2025 |                          |       | 60                                    | 120  | 30                       |                   | 210  | 60   | 480    |  |                                       |   |
| 01 September 14 to 31 August 15           | 6                        | 21    | 63                                    | 119  | 45                       | 54                | 214  | 102  | 573    | 516  |                                       |   |
| 01 September 15 to 31 August 16           | 5                        | 26    | 74                                    | 117  | 12                       | 60                | 184  | 108  | 581    | 523  |                                       |   |
| 01 September 16 to 31 August 17           | 4                        | 33    | 47                                    | 112  | 12                       | 59                | 169  | 90   | 522    | 470  |                                       |   |
| 01 September 17 to 31 August 18           | 3                        | 20    | 73                                    | 106  | 8                        | 39                | 174  | 90   | 510    | 459  |                                       |   |
| 01 September 18 to 31 August 19           | 2                        | 22    | 55                                    | 96   | 6                        | 57                | 172  | 73   | 481    | 433  |                                       |   |
| 01 September 19 to 31 August 20           | 1                        | 32    | 58                                    | 84   | 6                        | 42                | 147  | 94   | 475    | 428  |                                       |   |
| 01 September 20 to 31 August 21           | R                        | 14    | 56                                    | 108  | 9                        | 53                | 142  | 87   | 469    | 422  | 58                                    |   |
| 01 September 21 to 31 August 22           | 2026                     | 31    | 58                                    | 75   | 6                        | 30                | 146  | 69   | 415    | 374  | 107                                   |   |
| 01 September 22 to 31 August 23           | 2027                     | 18    | 62                                    | 86   | 7                        | 58                | 115  | 77   | 423    | 381  | 99                                    |   |
| 01 September 23 to 31 August 24           | 2028                     | 36    | 65                                    | 71   | 12                       | 47                | 140  | 67   | 438    | 394  | 86                                    |   |

| Date of Birth / school year               | School year in Sept 2025 | BN1 8  |        |   |  |
|---|--------------------------|--|--------|---|--|
| 5 Patcham                                 |                          | Patcham Infant<br>Patcham Junior<br>Garden Primary | TOTALS | pupils likely to want<br>a school place<br>based on 90% of<br>GP reg data | Surplus places or<br>shortfall of places |
| places in each school year from Sept 2024 |                          | 150  | 150    |   |  |
| places in each school year from Sept 2025 |                          | 150  | 150    |   |  |
| 01 September 14 to 31 August 15           | 6                        | 185  | 185    | 167   | -17                                      |
| 01 September 15 to 31 August 16           | 5                        | 197  | 197    | 177   | -27                                      |
| 01 September 16 to 31 August 17           | 4                        | 175  | 175    | 158   | -8                                       |
| 01 September 17 to 31 August 18           | 3                        | 170  | 170    | 153   | -3                                       |
| 01 September 18 to 31 August 19           | 2                        | 140  | 140    | 126   | 24                                       |
| 01 September 19 to 31 August 20           | 1                        | 153  | 153    | 138   | 12                                       |
| 01 September 20 to 31 August 21           | R                        | 126  | 126    | 113   | 37                                       |
| 01 September 21 to 31 August 22           | 2026                     | 142  | 142    | 128   | 22                                       |
| 01 September 22 to 31 August 23           | 2027                     | 102  | 102    | 92  | 58                                       |
| 01 September 23 to 31 August 24           | 2028                     | 132  | 132    | 119   | 31                                       |

| Date of Birth / school year               | School year in Sept 2025 | BN2 0   | BN2 1 | BN2 2 | BN2 3  | BN2 5   | BN2 9                                    |        |   |  |
|---|--------------------------|---|-------|-------|--|---|--|--------|---|--|
| 6 City East                               |                          | Queens Park Pri<br>St John the Baptist<br>Primary |       |       | Elm Grove Primary<br>Fairlight Primary<br>St Martins Primary | St Marks Primary<br>City Academy<br>Whitehawk | Carlton Hill Primary<br>St Lukes Primary | TOTALS | pupils likely to want<br>a school place<br>based on 90% of<br>GP reg data | Surplus places or<br>shortfall of places |
| places in each school year from Sept 2025 |                          | 90  |       |       | 150  | 90  | 120                                      | 450    |   |  |
| 01 September 14 to 31 August 15           | 6                        | 48  | 43    | <5    | 86   | 142   | 125                                      | 444    | 400   |  |
| 01 September 15 to 31 August 16           | 5                        | 59  | 51    | <5    | 97   | 131   | 131                                      | 469    | 422   |  |
| 01 September 16 to 31 August 17           | 4                        | 58  | 62    | <5    | 102  | 152   | 134                                      | 508    | 457   |  |
| 01 September 17 to 31 August 18           | 3                        | 51  | 43    | <5    | 83   | 151   | 124                                      | 452    | 407   |  |
| 01 September 18 to 31 August 19           | 2                        | 41  | 52    | <5    | 93   | 123   | 130                                      | 439    | 395   |  |
| 01 September 19 to 31 August 20           | 1                        | 52  | 59    | <5    | 90   | 155   | 125                                      | 481    | 433   |  |
| 01 September 20 to 31 August 21           | R                        | 43  | 42    | <5    | 95   | 117   | 136                                      | 433    | 390   | 60                                       |
| 01 September 21 to 31 August 22           | 2026                     | 40  | 53    | <5    | 91   | 118   | 116                                      | 418    | 375   | 74                                       |
| 01 September 22 to 31 August 23           | 2027                     | 38  | 58    | <5    | 76   | 126   | 104                                      | 402    | 362   | 88                                       |
| 01 September 23 to 31 August 24           | 2028                     | 55  | 57    | <5    | 99   | 108   | 106                                      | 425    | 383   | 68                                       |

| Date of Birth / school year               | School year in Sept 2025 | BN2 6                                   | BN2 7  | BN2 8           |        |   |  |                                |   |  |
|---|--------------------------|---|--|-----------------|--------|---|--|--------------------------------|---|--|
| 7 The Deans                               |                          | Rudyard Kipling Pri<br>Woodingdean Prim | Our Lady of<br>Lourdes Pri<br>St Margarets Pri | Saldean Primary | TOTALS | pupils likely to want<br>a school place<br>based on 90% of<br>GP reg data | Surplus places or<br>shortfall of places | 2025 Saldean<br>reduced PAN 60 | 2025 Variation<br>agreed for Rudyard<br>to reduce to PAN of<br>30 |  |
| places in each school year from Sept 2025 |                          | 90                                      | 60   | 60              | 210    |   |  |                                |   |  |
| 01 September 14 to 31 August 15           | 6                        | 125                                     | 33   | 99              | 257    | 231   |  |                                |   |  |
| 01 September 15 to 31 August 16           | 5                        | 115                                     | 37   | 98              | 250    | 225   |  |                                |   |  |
| 01 September 16 to 31 August 17           | 4                        | 126                                     | 33   | 86              | 245    | 221   |  |                                |   |  |
| 01 September 17 to 31 August 18           | 3                        | 110                                     | 29   | 76              | 215    | 194   |  |                                |   |  |
| 01 September 18 to 31 August 19           | 2                        | 103                                     | 30   | 79              | 212    | 191   |  |                                |   |  |
| 01 September 19 to 31 August 20           | 1                        | 88                                      | 21   | 69              | 178    | 160   |  |                                |   |  |
| 01 September 20 to 31 August 21           | R                        | 83                                      | 22   | 51              | 156    | 140   | 70                                       |                                |   |  |
| 01 September 21 to 31 August 22           | 2026                     | 90                                      | 31   | 62              | 183    | 165   | 45                                       |                                |   |  |
| 01 September 22 to 31 August 23           | 2027                     | 73                                      | 21   | 50              | 144    | 130   | 80                                       |                                |   |  |
| 01 September 23 to 31 August 24           | 2028                     | 60                                      | 20   | 50              | 130    | 117   | 93                                       |                                |   |  |

| Date of Birth / school year               | School year in Sept 2025 | BN1 9           | BN2 4  |        |   |  |
|---|--------------------------|-----------------|--|--------|---|--|
| 8 City North                              |                          | Coldean Primary | Bevendean Primary<br>Coombe Rd Primary<br>Mousecomb Prim | TOTALS | pupils likely to want<br>a school place<br>based on 90% of<br>GP reg data | Surplus places or<br>shortfall of places |
| places in each school year from Sept 2025 |                          | 60              | 120  | 180    |   |  |
| 01 September 14 to 31 August 15           | 6                        | 58              | 162  | 220    | 198   |  |
| 01 September 15 to 31 August 16           | 5                        | 57              | 181  | 238    | 214   |  |
| 01 September 16 to 31 August 17           | 4                        | 63              | 175  | 238    | 214   |  |
| 01 September 17 to 31 August 18           | 3                        | 67              | 135  | 202    | 182   |  |
| 01 September 18 to 31 August 19           | 2                        | 62              | 134  | 186    | 167   |  |
| 01 September 19 to 31 August 20           | 1                        | 53              | 146  | 199    | 179   |  |
| 01 September 20 to 31 August 21           | R                        | 49              | 141  | 190    | 171   | 9  |
| 01 September 21 to 31 August 22           | 2026                     | 42              | 128  | 170    | 153   | 27                                       |
| 01 September 22 to 31 August 23           | 2027                     | 34              | 131  | 165    | 149   | 32                                       |
| 01 September 23 to 31 August 24           | 2028                     | 44              | 117  | 161    | 145   | 35                                       |



## General Equality Impact Assessment (EIA) Form

### Support:

An [EIA toolkit](#), [workshop content](#), and guidance for completing an [Equality Impact Assessment \(EIA\) form](#) are available on the [EIA page](#) of the [EDI Internal Hub](#). Please read these before completing this form.

For enquiries and further support if the toolkit and guidance do not answer your questions, contact the Equality, Diversity, and Inclusion (EDI) team by emailing [Equalities@Brighton-Hove.gov.uk](mailto:Equalities@Brighton-Hove.gov.uk). If your request is urgent, please mention this in the subject line of your email so we can support as required.

### Processing Time:

- EIAs can take up to 10 business days to approve after a completed EIA of a good standard is submitted to the EDI Business Partner. This is not considering unknown and unplanned impacts of capacity, resource constraints, and work pressures on the EDI team at the time your EIA is submitted.
- If your request is urgent, we can explore support exceptionally on request.
- We encourage improved planning and thinking around EIAs to avoid urgent turnarounds as these make EIAs riskier, limiting, and blind spots may remain unaddressed for the 'activity' you are assessing.

### Process:

- Once fully completed, submit your EIA to the Equalities team by emailing the Equalities inbox and copying in your Head of Service, Business Improvement Manager (if one exists in your directorate), any other relevant service colleagues to enable EIA communication, tracking and saving.
- Your EIA will be reviewed, discussed, and then approved by the assigned EDI Business Partner and after seeking additional approval as appropriate for your EIA.
- Only approved EIAs are to be attached to Committee reports. Unapproved EIAs are invalid.

### 1. Assessment details

Throughout this form, 'activity' is used to refer to many different types of proposals being assessed.

Read the [EIA toolkit](#) for more information.

|  |   |
|--|---|
| <b>Name of activity or proposal being assessed:</b>  | <b>Proposed School Closure – St Joseph's Catholic Primary School</b>  |
| <b>Directorate:</b>  | Families, Children & Wellbeing  |
| <b>Service:</b>  | Education & Learning  |
| <b>Team:</b>   | Education & Learning  |
| <b>Is this a new or existing activity?</b>   | New   |
| <b>Are there related EIAs that could help inform this EIA? Yes or No (If Yes, please use this to inform this assessment)</b> | Yes<br>Closure of St Peter's Community Primary School, Homewood College and St Bartholomew's Church of England Primary School |

## 2. Contributors to the assessment (Name and Job title)

|  |   |
|--|---|
| <b>Responsible Lead Officer:</b>   | Richard Barker, Head of Education                         |
| <b>Accountable Manager:</b>  | Georgina Clarke-Green, Director of Education and Learning |
| <b>Additional stakeholders collaborating or contributing to this assessment:</b> | The Catholic Diocese of Arundel & Brighton                |

## 3. About the activity

Briefly describe the purpose of the activity being assessed:

In response to the fall in pupil numbers in the city, the Governing Body of St Joseph's Catholic Primary School is proposing the closure of St Joseph's Catholic Primary School.

The proposal to close St Joseph's Catholic Primary School is necessitated by:

1. Declining pupil numbers across the city creating significant financial pressures that make maintaining the current number of schools unsustainable
2. The Diocese of Arundel & Brighton's assessment that maintaining multiple Catholic schools in the city with current enrolment trends is not viable
3. The risk that maintaining an under-enrolled school would lead to deteriorating educational provision for remaining pupils due to reduced resources and curriculum options
4. The availability of sufficient alternative school places within reasonable distance, including other Catholic schools in the city.

Whilst it is acknowledged that the school closure will be of significant importance to many communities, including children in vulnerable circumstances, Catholic families, and those with specialised needs, there is a difficult balance of addressing these important individual needs while also meeting the responsibility to support all students throughout our educational system. We recognise the feeling of loss that a long established and well-loved school closure brings to a community.

The extensive mitigation measures identified in this assessment represent the maximum proportionate response, while still achieving the necessary reorganisation of school provision to ensure long-term sustainability of education in Brighton & Hove.

It is proposed that the Council proceed and are responsive to ensure these mitigations are effectively implemented and that any unforeseen impacts are swiftly addressed.

This EIA is looking at the impacts of the proposed closure to ensure that groups affected have been considered fairly and to help inform decision making. This document takes account of the Government's updated guidance on the Public Sector Equality Duty that outlines the purpose of an EIA and states:

It is for the decision-maker to decide how much weight should be given to the various factors informing the decision. The duty does not mean that decisions cannot be taken which disadvantage some people (provided this does not constitute unlawful discrimination), but the decision-maker should be aware of the equality impacts of these decisions and consider how they could positively contribute to the advancement of equality and good relations. The decision-maker should consider ways of preventing or balancing the effects that their decision may have on certain groups. They should decide which mitigations, if any, they might want to put into place in reconsidering the decision. The mitigation should be proportionate to the problem at hand.

Therefore, compliance with the general duty involves consciously thinking about the equality aims while making decisions. There is no prescribed process for doing or recording this.

It is proposed that the school closes on 31 August 2025 resulting in all pupils needing to move to new schools and staff's employment being ended on that date. At the time of writing there were 69 pupils on roll.

What are the desired outcomes of the activity?

That Full Council agrees to the closure of St Joseph's Catholic Primary School following the public consultation and issuing of statutory notices by the Governing Body of the school.

Which key groups of people do you think are likely to be affected by the activity?

The proposal will primarily impact on primary school age children, aged 4-11 who currently attend the school or may have wished to attend the school and their families (parents/carers).

Staff employed at the school.

#### 4. Consultation and engagement

What consultations or engagement activities have already happened that you can use to inform this assessment?

- For example, relevant stakeholders, groups, people from within the council and externally consulted and engaged on this assessment. **If no consultation** has been done or it is not enough or in process – state this and describe your plans to address any gaps.

The Governing Body of the school, supported by the Catholic Diocese of Arundel and Brighton has undertaken a public statutory consultation from 13 January 2024 to 17 January 2025 and subsequently published a statutory notice on 24 February 2025 proposing closure of the school. This was followed by a further four weeks period during which time representations could be submitted regarding the proposal. Consultations have also taken place with staff and unions.

There was a well-attended public meeting in December 2024. There were 98 responses received to the consultation and no representations made during the statutory notice period.

The summary of the responses to the consultation can be found in Appendix B of the Report.

Staff had been consulted on the impact of the closure of the school, including individual consultations and direct access to dedicated HR support.

#### 5. Current data and impact monitoring

Do you currently collect and analyse the following data to enable monitoring of the impact of this activity? Consider all possible intersections.

(State Yes, No, Not Applicable as appropriate)

|   |     |
|---|-----|
| Age   | YES |
| Disability and inclusive adjustments, coverage under equality act and not | YES |
| Ethnicity, 'Race', ethnic heritage (including Gypsy, Roma, Travellers)    | YES |
| Religion, Belief, Spirituality, Faith, or Atheism                         | YES |

|   |     |
|---|-----|
| <b>Gender Identity and Sex (including non-binary and Intersex people)</b>   | YES |
| <b>Gender Reassignment</b>  | YES |
| <b>Sexual Orientation</b>   | NO  |
| <b>Marriage and Civil Partnership</b>   | NO  |
| <b>Pregnant people, Maternity, Paternity, Adoption, Menopause, (In)fertility (across the gender spectrum)</b>                   | YES |
| <b>Armed Forces Personnel, their families, and Veterans</b>   | NO  |
| <b>Expatriates, Migrants, Asylum Seekers, and Refugees</b>  | YES |
| <b>Carers</b>   | YES |
| <b>Looked after children, Care Leavers, Care and fostering experienced people</b>   | NO  |
| <b>Domestic and/or Sexual Abuse and Violence Survivors, and people in vulnerable situations (All aspects and intersections)</b> | YES |
| <b>Socio-economic Disadvantage</b>  | YES |
| <b>Homelessness and associated risk and vulnerability</b>   | YES |
| <b>Human Rights</b>   | YES |
| <b>Another relevant group (please specify here and add additional rows as needed)</b>   | NO  |

**Additional relevant groups that may be widely disadvantaged and have intersecting experiences that create exclusion and systemic barriers may include:**

- Ex-offenders and people with unrelated convictions
- Lone parents
- People experiencing homelessness
- People facing literacy, numeracy and /or digital barriers
- People on a low income and people living in the most deprived areas
- People who have experienced female genital mutilation (FGM)
- People who have experienced human trafficking or modern slavery
- People with experience of or living with addiction and/ or a substance use disorder (SUD)
- Sex workers

If you answered “NO” to any of the above, how will you gather this data to enable improved monitoring of impact for this activity?

Formal data responses to the Department for Education about pupils and staff are compiled by the school and submitted by the Council. The Council only has available the data made publicly available. More information may have been supplied by responders to the consultation on the proposals to close the school that took place in the autumn.

What are the arrangements you and your service have for monitoring, and reviewing the impact of this activity?

The Council commits to continuous monitoring of the impact of this decision and will report back regularly to relevant oversight bodies on the effectiveness of mitigation measures and any additional actions required to support affected pupils and families.

The Council will monitor the impact of the closure on homeless families through ongoing engagement with housing services and relevant support organisations.

The Council will ensure that children's views are sought and considered throughout the process, honouring their right to have their opinions taken into account in matters affecting them.

The Council will be monitoring outcomes for those with intersecting characteristics to ensure support remains effective and responsive throughout the transition process.

## 6. Impacts

### Advisory Note:

- **Impact:**
  - Assessing disproportionate impact means understanding potential negative impact (that may cause direct or indirect discrimination), and then assessing the relevance (that is: the potential effect of your activity on people with protected characteristics) and proportionality (that is: how strong the effect is).
  - These impacts should be identified in the EIA and then re-visited regularly as you review the EIA every 12 to 18 months as applicable to the duration of your activity.
- **SMART Actions mean:** Actions that are (SMART = Specific, Measurable, Achievable, Realistic, T = Time-bound)
- **Cumulative Assessment:** If there is impact on all groups equally, complete **only** the cumulative assessment section.
- **Data analysis and Insights:**
  - In each protected characteristic or group, in answer to the question 'If "YES", what are the positive and negative disproportionate impacts?', describe what you have learnt from your data analysis about disproportionate impacts, stating relevant insights and data sources.
  - Find and use contextual and wide ranges of data analysis (including community feedback) to describe what the disproportionate positive and negative impacts are on different, and intersecting populations impacted by your activity, especially considering for [Health inequalities](#), review guidance and inter-related impacts, and the impact of various identities.
  - For example: If you are doing road works or closures in a particular street or ward – look at a variety of data and do so from various protected characteristic lenses. Understand and analyse what that means for your project and its impact on different types of people, residents, family types and so on. State your understanding of impact in both effect of impact and strength of that effect on those impacted.
- **Data Sources:**
  - **Consider a wide range (including but not limited to):**
    - [Population and population groups](#)
      - [Census 2021 population groups Infogram: Brighton & Hove by Brighton and Hove City Council](#)
    - [Census](#) and [local intelligence data](#)
    - Service specific data
    - Community consultations
    - Insights from customer feedback including complaints and survey results
    - Lived experiences and qualitative data

- [Joint Strategic Needs Assessment \(JSNA\) data](#)
  - [Health Inequalities data](#)
  - Good practice research
  - National data and reports relevant to the service
  - Workforce, leaver, and recruitment data, surveys, insights
  - Feedback from internal 'staff as residents' consultations
  - Insights, gaps, and data analyses on intersectionality, accessibility, sustainability requirements, and impacts.
  - Insights, gaps, and data analyses on 'who' the most intersectionally marginalised and excluded under-represented people and communities are in the context of this EIA.
- Learn more about the [Equality Act 2010](#) and about our [Public Sector Equality Duty](#).

## 6.1 Age

|   |     |
|---|-----|
| <b>Does your analysis indicate a disproportionate impact relating to any particular Age group? For example: people who may be housebound, those under 16, young adults, with other intersections.</b> | YES |
|---|-----|

### If "YES", what are the positive and negative disproportionate impacts?

Please share relevant insights from data and engagement to show how conclusions about impact have been shaped. Include relevant data sources or references.

|  |
|--|
| <p>The negative disproportionate impacts are on:</p> <ul style="list-style-type: none"> <li>• School-age children (4-11 years) currently attending St Joseph's Catholic Primary School, born between approximately 1/9/2018 and 31/08/2015. It will also affect parents of children born between 1/09/2019 and 31/08/2020.</li> <li>• Excluding the 24 pupils in Year 6 who will move to secondary education in September, the school currently has 30 pupils still on roll. Of these, 12 pupils are yet to be allocated an alternative school place for September.</li> <li>• There are 197 available school places within reasonable distance from St Joseph's, including: <ul style="list-style-type: none"> <li>○ 147 places across 7 schools within one mile of St Joseph's</li> <li>○ 50 places in Catholic schools in the wider city area</li> </ul> </li> </ul> <p>The Diocese has committed to consider financial transport support for Catholic families wishing to move their children to another Catholic school in the city.</p> <ul style="list-style-type: none"> <li>• The consecutive transitions faced by the Year 5 cohort, moving to a new school for Year 6 and then to secondary school for Year 7, present significant psychological challenges. These students will navigate three different educational environments in three years, potentially experiencing amplified anxiety, academic disruption, and social instability during a critical developmental period. This doubled transition burden coincides with early adolescence, when peer relationships become increasingly central to identity formation, making the repeated social integration particularly demanding and potentially affecting students' emotional well-being and academic engagement.</li> <li>• A comprehensive support plan spanning both transitions will be implemented. Key elements include multiple familiarisation visits to the new school, implementation of buddy systems, enhanced parent communication, and secondary transition planning. Throughout both moves, detailed handover procedures should extend beyond academic records to include social and emotional considerations,</li> <li>• Younger children generally may find settling into a new school more difficult than older children.</li> <li>• Families with siblings in different year groups may find that their children cannot attend the same new school, as the school might not have available places across all the relevant year groups.</li> </ul> |
|--|



- Staff working at the school, especially those who have been working there for a long time and/or older age groups who may find obtaining a new job and transition to a new place more difficult.
- From the consultation, there was a wide split of ages from respondents ranging from 16-85+ (66%) with 34% choosing not to say. Views of pupils were sought by the school.

To mitigate this the Council will work with the school and the Diocese to ensure:

- Vulnerable children who would be particularly affected by moving schools are identified and supported with the change of schools.
- Appropriate support is provided by Brighton & Hove Inclusion Support Services (BHISS) and Schools Mental Health Service, to assist the transition for identified pupils.
- A “team around the school” approach will bring together a professional network around the needs and strengths of each child and will identify any individual action plans, if appropriate, for certain children.
- Receiving schools are made aware of the impact of transition so that appropriate support can be provided.
- Families who have expressed a preference for St Joseph’s Catholic Primary School for Reception in September are informed about the closure proposal and Schools Admissions will support those to find alternative schools.
- A school place is available for each child in each year group. Details regarding alternative schools can be found in the report.
- Council’s school admission team to be aware of the issue with siblings and to work with families to facilitate them attending the same school where possible.

## 6.2 Disability:

Does your analysis indicate a disproportionate impact relating to [Disability](#), considering our [anticipatory duty](#)?

YES

### If “YES”, what are the positive and negative disproportionate impacts?

Please share relevant insights from data and engagement to show how conclusions about impact have been shaped. Include relevant data sources or references.

The negative disproportionate impacts are on:

- Children with Special Educational Needs and Disabilities (SEND) who have an Education, Health & Care Plan (EHCP) – there were 8 pupils with EHCP at the time of writing.
- SEND and/or neurodivergent pupils moving schools can encounter additional challenges, such as anxiety, disruption to established support networks and routines, which are critical for neurodivergent pupils and potential challenges and concerns adapting to new physical environments. They will often require more support during transitions than neurotypical peers.
- Disabled parents/carers.
- Neurodivergent parents/careers will require more support during transition period.
- Those members of staff who are disabled or neurodivergent.
- Disabled families for whom travelling to a new school may be more difficult. Increased travel distances may disproportionately impact those with mobility issues

From the consultation, 54% said that they are not disabled, with 10% saying that they are disabled and 36% choosing not to say. From this 4% were physically disabled, 3% stated that they had a learning disability, autism or mental health condition and 3% had a long-standing illness.

To mitigate this the Council will work with the school and the Diocese to ensure:

- Children with SEND who have an EHCP would be placed in a new school by the Council's SEN team. B&H mainstream schools are expected to meet the needs of pupils with EHCPs with additional support or resources as necessary.

Excluding the 24 pupils in Year 6 who will move to secondary education in September, the school currently has 30 pupils still on roll. Of these 12 pupils are yet to be allocated an alternative school place for September.

There are 197 available school places within reasonable distance from St Joseph's, including:

- 147 places across 7 schools within one mile of St Joseph's
- 50 places in Catholic schools in the wider city area

The Diocese has committed to consider financial transport support for Catholic families wishing to move their children to another Catholic school in the city.

The council has implemented a comprehensive transition support package in collaboration with the school and Diocese:

- A team-around-the-school approach has been established with fortnightly co-ordination meetings which started after Easter
- Professional support is being provided through the Inclusion Support Service, Schools Mental Health Service, and English as an Additional Language and Traveller Service (EALTS) (formerly EMAS)
- The Schools Admissions team is prioritising applications for St Joseph's pupils
- Special consideration is being given to pupils with EHCPs or those in the EHCP application process.
- The school uses the support systems in place including Education Mental Health Practitioners and access to Schools Mental Health Service.
- Families whose members are disabled who may need assistance with travel will be able to apply for transport assistance, subject to the Council's criteria.
- Ensuring that receiving schools are fully accessible to pupils and staff.
- Staff consultations are offered personal 1:1 discussions where individual circumstances can be discussed. Staff will also be offered additional support to apply for new roles.

What [inclusive adjustments](#) are you making for diverse disabled people impacted? For example: those who are housebound due to disability or disabling circumstances, D/deaf, deafened, hard of hearing, blind, neurodivergent people, those with non-visible disabilities, and with access requirements that may not identify as disabled or meet the legal definition of disability, and have various intersections (Black and disabled, LGBTQIA+ and disabled).

- Schools will be encouraged to identify families who require additional support to secure a new school place.
- Sufficient school places are identified within a reasonable distance of families, including those families with one or more disabled members.
- Brighton & Hove Inclusion Support Service (BHISS) & SEN Team will provide support for children with EHCPs to ensure that they move to an appropriate school that can meet their identified requirements arising from disability.
- The council will support parents to identify schools which they feel are able to meet their children's needs.
- Access requirements for pupils will ensure funding for supporting SEND pupils left at the end of the school year will follow the children to their new school.
- All children with EHCPs that need an annual review will have one.
- All children currently in the process of an EHCP assessment will have their assessment completed as usual.
- The Council will continue to set out its expectations to other schools in the city on this matter and ensure new children are received with welcome.



### 6.3 Ethnicity, 'Race', ethnic heritage (including Gypsy, Roma, Travellers):

|  |     |
|--|-----|
| Does your analysis indicate a disproportionate impact relating to ethnicity? | YES |
|--|-----|

#### If "YES", what are the positive and negative disproportionate impacts?

Please share relevant insights from data and engagement to show how conclusions about impact have been shaped. Include relevant data sources or references.

The data available for pre-school pupils indicates an increasing percentage of Black and Racially Minoritised children for the city in general. The school population comprises: 33% White British/White English, 37% chose not to say and 30% other ethnicities (highest minority group: 7% Black African).

For Reception (September 2025), there were 8 first preferences, 9 second preferences and 13 third preferences, although no allocations were made to the school on National Offer Day (16 April). There is no comprehensive race/ethnicity data available for this cohort, so we are not able to see if there are any disproportionate impacts.

Proactive support will be given to ensure:

- All families can understand the decisions made and be supported to apply for alternative school places to ensure that they are allocated a new school.
- That there are sufficient surplus places in local schools for any late applicants.
- Black or Racially Minoritised families, including those families where English is their second language, or families with experience of trauma which has required them to seek asylum, are offered a welcoming and understanding approach.
- EMAS service will continue to reach out to communities to communicate the potential impact on their community and signpost to resources which will support families.
- An interpreter can be sourced upon receiving confirmation and consent from those who would need it.
- Any new school that pupils will move to provides culturally sensitive support and the appropriate cultural provisions for that family in place (for instance multi-faith rooms, dietary requirements etc).
- In case of reported discrimination, harassment or bullying due to a protected characteristic, in addition to school taking appropriate action as specified in policies and procedures, any pupils, or staff impacted will be provided with appropriate support and will be signposted to other support resources and relevant community organizations that can offer specialised assistance and advocacy.
- Schools are aware of the Anti-Racist Education Strategy and the comprehensive package of training and support that is available for schools.

### 6.4 Religion, Belief, Spirituality, Faith, or Atheism:

|  |     |
|--|-----|
| Does your analysis indicate a disproportionate impact relating to Religion, Belief, Spirituality, Faith, or Atheism? | YES |
|--|-----|

#### If "YES", what are the positive and negative disproportionate impacts?

Please share relevant insights from data and engagement to show how conclusions about impact have been shaped. Include relevant data sources or references.

The proposal to close St Joseph's Catholic Primary School will have disproportionate impacts on families seeking Catholic education for their children in Brighton & Hove:

- St Joseph's is a Catholic school, and its closure will reduce the number of Catholic school places available in the city.
- Some families specifically choose faith-based education in line with their religious beliefs, while others specifically prefer secular education. The closure of a Catholic school impacts the balance and availability of these options.
- The school's closure would reduce parental choice for Catholic education in particular geographic areas of the city, potentially requiring families to travel further to access faith-based education.

From the consultation, 38% chose not to disclose their religion/belief with 47% identified as Christian and 9% stating that they did not associate with any religion/belief and 6% identifying as other religions.

The Diocese has a sufficiency of places in Catholic schools for Catholic pupils within Brighton and Hove. There will therefore be sufficient Catholic school places within the city for pupils who require one. The closure timetable will ensure that there is consideration given to observance of religious days of significance to ensure that there is enough time outside of these to ensure parents/carers are able to engage in any necessary processes.

## 6.5 Gender Identity and Sex:

**Does your analysis indicate a disproportionate impact relating to [Gender Identity](#) and [Sex](#) (including non-binary and intersex people)?**

YES

### If "YES", what are the positive and negative disproportionate impacts?

Please share relevant insights from data and engagement to show how conclusions about impact have been shaped. Include relevant data sources or references.

Pupils: There are no single sex-maintained schools in the city and admission arrangements do not take into consideration the gender of the child. In January 2024, the gender split at St Joseph's Catholic Primary School was 33% female pupils and 67% male pupils. There may be children who are trans or who identify as non-binary who may require additional guidance and support during the transition period and while settling at a new school.

Parents/Carers: There may be parents/carers who are on maternity/paternity leave, or single parent families, and/or from same sex or non-binary families. This doesn't directly impact on school admission arrangements. Women are more likely to take on childcare responsibilities so may be disproportionately impacted by further school journeys, reducing their employment options. There may be additional burdens due to the cost of living and the disproportionate impacts that this may have on women due to the nature of their employment types and barriers to employment for those with sole childcare responsibilities. Families could find it harder to access community resources in the new school area and could experience discrimination.

**Staff:** Most roles at risk at the school are filled by women, meaning that staff redundancies would likely disproportionately affect women.

From the consultation, 53% of people said that they were female, 14% said that they were male, and 33% chose not to complete the equalities questions and did not identify what gender they were.

To mitigate this the Council will work with the school and the Diocese to ensure:

- Where there is awareness of any circumstances where individuals need support, that they are supported and that the school is also supported in using the Trans Inclusion Schools Toolkit.
- In case of reported discrimination, harassment or bullying due to a protected characteristic, in addition to school taking appropriate action as specified in policies and procedures, any pupils, parents/carers or staff impacted will be provided with appropriate support and will be signposted to other support resources and relevant community organizations that can offer specialised assistance and advocacy.
- Assistance with transport will be provided in line with policies and procedures.
- Additional or bespoke support will be offered to those whose circumstances require it.

## 6.6 Gender Reassignment:

|   |     |
|---|-----|
| <b>Does your analysis indicate a disproportionate impact relating to <a href="#">Gender Reassignment</a>?</b> | YES |
|---|-----|

### If “YES”, what are the positive and negative disproportionate impacts?

Please share relevant insights from data and engagement to show how conclusions about impact have been shaped. Include relevant data sources or references.

The data available about parent/carers and pupil's gender reassignment is inconclusive.

From the consultation, 33% chose not to answer this equalities question. 1% responded that their gender wasn't the same as the sex that they were assigned at birth.

The potential negative impacts of school closure may include:

- Fear of transphobia and lack of support in a new setting.
- Anxiety around being misgendered in a new school.

To mitigate this the Council will work with the school and the Diocese to ensure:

- Where there is awareness of any circumstances where individuals need support, that they are supported and that the school is also supported in using the necessary toolkits, including Trans Inclusion Schools Toolkit.
- In case of reported discrimination, harassment or bullying due to a protected characteristic, in addition to school taking appropriate action as specified in policies and procedures, any pupils, parents/carers or staff impacted will be provided with appropriate support and will be signposted to other support resources and relevant community organizations that can offer specialised assistance and advocacy.
- Ensure that all the new schools are safe, non-judgmental, trans-inclusive spaces.
- Ensure full confidentiality and respect for people's chosen names and pronouns.

- If any barriers to access are identified by a person whose gender isn't the same as the sex assigned to them at birth when considering a transfer to a new school, the council will work to mitigate any negative impacts on a case-by-case basis, utilising resources such as the Trans Inclusion Schools Toolkit and will assist to ensure that every situation is dealt with compassionately and fairly and that bespoke assistance and support is available if individuals request it.
- Additional or bespoke support will be offered to those whose circumstances require it.

## 6.7 Sexual Orientation:

|  |    |
|--|----|
| <b>Does your analysis indicate a disproportionate impact relating to <a href="#">Sexual Orientation</a>?</b> | NO |
|--|----|

### If "YES", what are the positive and negative disproportionate impacts?

Please share relevant insights from data and engagement to show how conclusions about impact have been shaped. Include relevant data sources or references.

There are no identified disproportionate impacts because the data is not available. However, we are aware that homophobia and discrimination based on sexual orientation remains a prevalent issue.

From the consultation, 61% who provided details on their sexual orientation were submitted by heterosexual respondents, 2% by bisexual/other respondents, 37% preferred not to say.

If any LGBTQIA+ individuals indicate that they need support, then the council will work with the Diocese and the school to ensure that they are supported and that the school is also supported in guiding people through to resources and signposting support. Voluntary sector LGBTQIA+ organisations are available to support children and families in the city.

## 6.8 Marriage and Civil Partnership:

|  |    |
|--|----|
| <b>Does your analysis indicate a disproportionate impact relating to Marriage and Civil Partnership?</b> | NO |
|--|----|

### If "YES", what are the positive and negative disproportionate impacts?

Please share relevant insights from data and engagement to show how conclusions about impact have been shaped. Include relevant data sources or references.

There are no identified disproportionate impacts on this group and the data available about parent/carer marital or civil partnership status is inconclusive.

There may be a risk of discrimination around civil partnerships and same sex marriages and families may find it harder to access community resources in the new school area.

If there are any circumstances where individuals need support, then support, as well as guiding people through resources and signposting to additional sources of support will be provided.

### 6.9 Pregnant people, Maternity, Paternity, Adoption, Menopause, (In)fertility (across the gender spectrum):

|   |     |
|---|-----|
| Does your analysis indicate a disproportionate impact relating to Pregnant people, Maternity, Paternity, Adoption, Menopause, (In)fertility (across the gender spectrum)? | YES |
|---|-----|

#### If “YES”, what are the positive and negative disproportionate impacts?

Please share relevant insights from data and engagement to show how conclusions about impact have been shaped. Include relevant data sources or references.

|  |
|--|
| <p>There is no data about pregnancies of the parents/carers in the cohorts of pupils that are affected by the closure. However, there may be parents/carers in situations where they are on maternity/paternity/parental leave or caring for younger children, who may find it difficult to get older children to a new school. Pregnant people could find it harder to access different school communities which are at further distances from their home.</p> <p>Staff on maternity/paternity/parental leave would need to be involved in the redundancy consultation, which will be considered to ensure that every situation is dealt with compassionately and fairly.</p> <p>To mitigate this the Council will work with the school and the Diocese to ensure:</p> <ul style="list-style-type: none"> <li>• Where there is awareness of any circumstances where individuals need support, that they are supported and that the school is also supported in using the necessary toolkits and resources.</li> <li>• Additional or bespoke support will be offered to those whose circumstances require it.</li> <li>• HR advice will be provided for pregnant school staff, and their individual circumstances can be discussed as part of the staff consultation process.</li> </ul> |
|--|

### 6.10 Armed Forces Personnel, their families, and Veterans:

|  |    |
|--|----|
| Does your analysis indicate a disproportionate impact relating to Armed Forces Members and Veterans? | NO |
|--|----|

#### If “YES”, what are the positive and negative disproportionate impacts?

Please share relevant insights from data and engagement to show how conclusions about impact have been shaped. Include relevant data sources or references.

|  |
|--|
| There is no data about any disproportionate impacts in the cohorts of pupils and families that are affected by the closure |
|--|

### 6.11 Expatriates, Migrants, Asylum Seekers, and Refugees:

|  |     |
|--|-----|
| Does your analysis indicate a disproportionate impact relating to Expatriates, Migrants, Asylum seekers, Refugees, those New to the UK, and UK visa or assigned legal status? (Especially considering for age, ethnicity, language, and various intersections) | YES |
|--|-----|

#### If “YES”, what are the positive and negative disproportionate impacts?

Please share relevant insights from data and engagement to show how conclusions about impact have been shaped. Include relevant data sources or references.

There are refugee families identified as being on roll at St Joseph's, and this group is likely to already have experienced trauma and significant change and upheaval in their lives. Children's academic outcomes may be impacted as a result of previous experiences of racism, upheaval of school situation and other cumulative factors.

To mitigate this the Council will work with the school and the Diocese to ensure:

- Translation and interpretation services are provided for families that need to apply for a new school place.
- Interpreters can be sourced upon receiving confirmation and consent from those who would need it.
- EMAS is available to reach out to families and signpost resources which will support families.
- Any new school that pupils will move to provide culturally sensitive support and the appropriate cultural provisions for that family in place (for instance multi-faith rooms, dietary requirements etc).
- In case of reported discrimination, harassment or bullying due to a protected characteristic, in addition to school taking appropriate action as specified in policies and procedures, any pupils, parents/carers or staff impacted will be provided with appropriate support and will be signposted to other support resources and relevant community organizations that can offer specialised assistance and advocacy.
- Incoming schools will be reminded that pupils have already experienced upheaval and trauma in their lives as a result of their families having to seek asylum from their parents' country of origin and that pupils and their families may need additional support and reassurance to transition to a new school.

## 6.12 [Carers](#):

**Does your analysis indicate a disproportionate impact relating to [Carers](#) (Especially considering for age, ethnicity, language, and various intersections).**

YES

### If "YES", what are the positive and negative disproportionate impacts?

Please share relevant insights from data and engagement to show how conclusions about impact have been shaped. Include relevant data sources or references.

The negative disproportionate impacts can be experienced by parents/carers who are also carers for other family members, such as elderly relatives or disabled family members. They may face additional challenges in managing new school travel arrangements alongside their existing caring responsibilities. Young carers who are pupils at the school may face disruption to their established routines, which could increase their stress and caring burden.

The consultation indicated that 10% of respondents identified as carers, suggesting a significant carer population connected to the school community. Carers often have less flexibility in their schedules due to care commitments, making adaptation to new school routines, locations, and timings particularly challenging. Carers may also face additional financial pressures related to potential increased travel costs to new schools, particularly if they need to accompany the person, they care for to medical appointments that conflict with new school schedules.

To mitigate this the Council will work with the school and the Diocese to ensure:

- Pupils who are young carers are identified and receiving schools are aware of their status, so appropriate support can be provided.



- Support for parent/carers with caring responsibilities to find school places that minimise additional travel time or that align with their caring responsibilities.
- Signposting to the Carers Centre and other relevant support services for carers who may need additional assistance during this transition period.
- Consideration of transport assistance for families where a parent/carer's caring responsibilities would make it difficult to transport children to a new school.
- Schools are made aware of the challenges facing carers, including the potential need for flexibility regarding attendance, punctuality and participation in school activities.
- Sibling placements in the same school are prioritised to reduce logistical challenges for carers with multiple children.

### 6.13 Looked after children, Care Leavers, Care and fostering experienced people:

**Does your analysis indicate a disproportionate impact relating to Looked after children, Care Leavers, Care and fostering experienced children and adults (Especially considering for age, ethnicity, language, and various intersections).**

NO

**Also consider our [Corporate Parenting Responsibility](#) in connection to your activity.**

#### If “YES”, what are the positive and negative disproportionate impacts?

Please share relevant insights from data and engagement to show how conclusions about impact have been shaped. Include relevant data sources or references.

There are no identified disproportionate impacts on this group because there are no identified groups in the cohorts at the school.

Foster carers may face additional challenges in managing new school routines alongside other fostered or birth children who may attend different schools.

Brighton & Hove City Council have adopted Children in Care and Care Experienced as a protected characteristic, and both have the top admission priority when applying for school places.

Data shows that looked after children and previously looked after children already experience poorer educational outcomes than their peers, and additional school disruption could exacerbate this gap. The Virtual School has a responsibility to support Children in Care and those known to a social worker.

### 6.14 Homelessness:

**Does your analysis indicate a disproportionate impact relating to people experiencing homelessness, and associated risk and vulnerability? (Especially considering for age, veteran, ethnicity, language, and various intersections)**

YES

#### If “YES”, what are the positive and negative disproportionate impacts?

Please share relevant insights from data and engagement to show how conclusions about impact have been shaped. Include relevant data sources or references.

The closure of St Joseph's Catholic Primary School may disproportionately impact families experiencing homelessness or housing insecurity in the local area. These families often face greater challenges in accessing and maintaining consistent education for their children due to unstable living arrangements.

Families in temporary accommodation near the school may have specifically chosen St Joseph's due to its proximity, and relocation to another school could increase travel time and costs, creating additional financial burden.

School often provides essential stability, routine, and support services for children experiencing homelessness, and disrupting these connections may exacerbate existing vulnerabilities. Homeless families tend to experience higher mobility, making them more likely to join schools mid-year; the closure reduces options for these families when they move into the area.

Additionally, families at risk of homelessness who are currently part of the school community may lose important support networks that help prevent housing crises.

To mitigate this the Council will work with the school and the Diocese to ensure:

- Housing services are informed about the school closure to enable coordinated support for affected families in temporary accommodation.
- Families experiencing homelessness or housing insecurity will receive priority support in finding appropriate alternative school placements that minimise disruption.
- The Council will ensure information about the school closure and alternative options is accessible to families in temporary accommodation, including through housing support workers and homeless services.
- Transport assistance will be considered for families in temporary accommodation who may need to travel further to a new school.
- Schools receiving pupils from families experiencing homelessness will be provided with information about available support services and resources.
- The transition process will include identification of any additional needs these children may have, ensuring appropriate support is in place at receiving schools.
- The Council will monitor the impact of the closure on homeless families through ongoing engagement with housing services and relevant support organisations.

#### 6.15 Domestic and/or Sexual Abuse and Violence Survivors, people in vulnerable situations:

**Does your analysis indicate a disproportionate impact relating to Domestic Abuse and Violence Survivors, and people in vulnerable situations (All aspects and intersections)?**

YES

#### **If “YES”, what are the positive and negative disproportionate impacts?**

Please share relevant insights from data and engagement to show how conclusions about impact have been shaped. Include relevant data sources or references.

The proposed closure of St Joseph's Catholic Primary School may have significant impacts on families affected by domestic abuse or sexual violence. For some families, the school may represent a safe space and provide crucial support networks that help them manage or escape abusive situations.

Children affected by domestic abuse often rely on the stability and security that school environments provide, and disruption to these established relationships with trusted staff could be particularly harmful.

The need to move schools may expose vulnerable families to additional risk if perpetrators become aware of new routines or locations. Some families may have relocated specifically to be near St Joseph's to escape abuse, and being forced to find alternative schools could cause additional stress during an already traumatic period.



There may also be safeguarding implications where information about vulnerable children needs to be transferred between schools, with potential risks if this process is not handled with appropriate sensitivity and security.

To mitigate this the Council will work with the school and the Diocese to ensure:

- Safeguarding leads at St Joseph's will identify families known to be affected by domestic abuse and ensure this information is securely transferred to receiving schools with appropriate protocols.
- The Council will work with specialist domestic abuse services to provide guidance on supporting affected families through the transition.
- Consideration will be given to keeping information about new school placements confidential where there are known safety concerns.
- Families affected by domestic abuse will receive priority support in finding appropriate alternative school placements that maintain safety and minimise disruption.
- Receiving schools will be provided with appropriate information and resources to support children who have experienced domestic abuse, while maintaining strict confidentiality.
- The transition process will be managed with heightened sensitivity to ensure that vulnerable families are not placed at additional risk.
- Affected families will be signposted to support services, including local domestic abuse organisations that can provide specialised assistance during the transition period.

#### 6.16 Socio-economic Disadvantage:

**Does your analysis indicate a disproportionate impact relating to Socio-economic Disadvantage? (Especially considering for age, disability, D/deaf/ blind, ethnicity, expatriate background, and various intersections)**

YES

#### If "YES", what are the positive and negative disproportionate impacts?

Please share relevant insights from data and engagement to show how conclusions about impact have been shaped. Include relevant data sources or references.

The closure of St Joseph's Catholic Primary School will likely have disproportionate impacts on families experiencing socio-economic disadvantage. Children from lower-income households may be more reliant on local schools within walking distance due to financial constraints affecting transport options.

The potential requirement to travel further to alternative schools may impose additional costs for transport, uniforms, and equipment that create significant financial pressure on already stretched households. Families experiencing poverty often benefit from the wraparound services, breakfast clubs, and after-school provision that they have established relationships with at St Joseph's; disruption to these support systems could exacerbate food insecurity and childcare challenges.

Parents in low-paid employment with limited flexibility may face difficulties accommodating new school routines, potentially affecting work arrangements and income. The school may also provide important community connections and support networks for economically disadvantaged families that will be disrupted by the closure.

Data shows that children from disadvantaged backgrounds are often more negatively affected by school transitions, with potential impacts on educational attainment and wellbeing.

To mitigate this the Council will work with the school and the Diocese to ensure:

- Financial support is considered for uniform costs when children transfer to new schools, with information about uniform exchange schemes made available.
- Transport assistance will be considered within for economically disadvantaged families who face increased travel distances to new schools and who fit the policy and procedure criteria.

- The Council will work with receiving schools to ensure continuity of free school meal provision and access to breakfast clubs and after-school provision, where possible.
- Information about the closure and support available will be communicated through multiple channels to ensure it reaches all families, including those with limited digital access.
- Support will be provided to help families navigate the school application process, with particular attention to those who may need additional support.
- Receiving schools will be encouraged to consider the needs of economically disadvantaged pupils in their transition planning.
- The Council will monitor the impact of the closure on pupils eligible for Pupil Premium funding to ensure appropriate support is maintained.
- Families will be signposted to relevant financial support services and community resources that can help during the transition period.

### 6.17 Human Rights:

**Will your activity have a disproportionate impact relating to Human Rights?**

YES

### If “YES”, what are the positive and negative disproportionate impacts?

Please share relevant insights from data and engagement to show how conclusions about impact have been shaped. Include relevant data sources or references.

While the closure itself does not remove access to education, it may affect the quality, accessibility, and suitability of education for some children, particularly those with special educational needs or from minority faith backgrounds.

The proposal potentially impacts the right of parents to ensure education in conformity with their religious beliefs, as St Joseph's provides Catholic education which may be important to families who specifically chose the school for this reason. Children's right to maintain stability in their educational environment will be affected, which could temporarily impact their right to develop to their full potential.

For some children, particularly those who are disabled or have additional needs, the disruption and transition could affect their right to receive education appropriate to their needs if suitable alternative provision is not secured.

To mitigate this the Council will work with the school and the Diocese to ensure:

- All children affected by the closure are guaranteed access to suitable alternative education without interruption, fulfilling the right to education.
- Parents' rights to choose education in accordance with their religious beliefs will be respected through support in finding alternative Catholic school places where desired and available.
- The Council will ensure that children's views are sought and considered throughout the process, honouring their right to have their opinions taken into account in matters affecting them.
- Particular attention will be paid to protecting the rights of vulnerable children, including those with special educational needs, to ensure appropriate educational provision continues.
- The transfer of pupils will be managed in a way that minimises any potential negative impact on their educational progress and wellbeing.
- The Council will ensure its actions are proportionate and necessary, balancing the broader public interest against individual rights.
- Clear information about the closure process and available support will be provided to all families to ensure transparency and fairness.

- The Council will continue to monitor the impact of the closure on affected children's rights throughout the implementation process.

## 6.18 Cumulative, multiple [intersectional](#), and complex impacts (including on additional relevant groups):

### What cumulative or complex impacts might the activity have on people who are members of multiple Minoritised groups?

- For example: people belonging to the Gypsy, Roma, and/or Traveller community who are also disabled, LGBTQIA+, older disabled trans and non-binary people, older Black and Racially Minoritised disabled people of faith, young autistic people.
- Also consider wider disadvantaged and intersecting experiences that create exclusion and systemic barriers:
  - People being housebound due to disabilities or disabling circumstances
  - Environmental barriers or mobility barriers impacting those with sight loss, D/deafness, sensory requirements, neurodivergence, various complex disabilities
  - People experiencing homelessness
  - People on a low income and people living in the most deprived areas
  - People facing literacy, numeracy and/or digital barriers
  - Lone parents
  - People with experience of or living with addiction and/ or a substance use disorder (SUD)
  - Sex workers
  - Ex-offenders and people with unrelated convictions
  - People who have experienced female genital mutilation (FGM)
  - People who have experienced human trafficking or modern slavery

The closure of St Joseph's Catholic Primary School creates particularly complex and cumulative impacts for individuals with multiple protected characteristics or who belong to several vulnerable groups.

Children from Black and Racially Minoritised backgrounds who also have special educational needs may face compounded challenges during transition, with both racial and disability-related barriers potentially amplifying each other.

Disabled parents who are also experiencing socio-economic disadvantage may struggle significantly with new school logistics while managing financial constraints and accessibility needs.

Families with multiple children, including those with different needs (such as one child with SEND and one without), may face particularly complex challenges if suitable places for all siblings are not available at the same alternative school.

For children experiencing both housing insecurity and disability, the disruption could be especially destabilising, affecting both their sense of security and access to consistent support.

Lone parents who are also carers for elderly or disabled family members may face insurmountable logistical challenges if new school locations conflict with care commitments. Some staff members may face intersectional disadvantage, particularly those who are older, female, and with caring responsibilities, who may find securing alternative employment more challenging.

Staff will be at risk of being made redundant and may need to seek alternative employment. Where staff are impacted due to protected characteristics, the employer will need to ensure additional steps and

support are taken where necessary. Some staff have had long associations with the school and may therefore be disproportionately affected by the decision to close the school.

The Council recognises these complex intersectional impacts and will work with the school and the Diocese to provide individually tailored support packages for those with multiple vulnerabilities. This will include:

- A designated liaison officer for families with complex needs and children with multiple vulnerabilities, to coordinate services across education, social care, and health where appropriate.
- The Council ensuring receiving schools understand the full complexity of needs for children with multiple protected characteristics.
- Support plans addressing family's circumstances rather than addressing individual characteristics in isolation.
- The Council monitoring outcomes for those with intersecting characteristics to ensure support remains effective and responsive throughout the transition process.

## 7. Action planning

**What SMART actions will be taken to address the disproportionate and cumulative impacts you have identified?**

- Summarise relevant SMART actions from your data insights and disproportionate impacts below for this assessment, listing appropriate activities per action as bullets. (This will help your Business Manager or Fair and Inclusive Action Plan (FIAP) Service representative to add these to the Directorate FIAP, discuss success measures and timelines with you, and monitor this EIA's progress as part of quarterly and regular internal and external auditing and monitoring)

1. Establish a dedicated "team around the school" approach to co-ordinate the transition for all St Joseph's pupils and families through the school closure process
  - Team members already working within the school have been identified to assist in the transition team.
  - Pupil's needs, preferences and transition plans will be in place for each pupil.
  - Bi-weekly meetings were in place after Easter.
  - Ensure tailored transition plans are in place for all pupils identified vulnerabilities and familiarisation visits to new schools are in place for vulnerable pupils prior to transition.
  - St Joseph's pupils will be given a special admissions priority and the Council will ensure siblings remain together.
  - A peer support network will be established for pupils at their new schools to help their transition.
2. Establish information-sharing protocols with all receiving schools to ensure effective transfer of safeguarding information.
  - Confirm arrangements for secure information transfer procedures.
  - Schedule hand-over meetings between safeguarding leads at St Joseph's and receiving schools.
3. Provide employment transition support for St Joseph's staff.
  - Complete individual consultation meetings with all staff members.
  - Offer HR, Pension and Redundancy assistance for all staff to be able to assess their options.
  - Support staff to apply for other roles.

**Which action plans will the identified actions be transferred to?**

- For example: Team or Service Plan, Local Implementation Plan, a project plan related to this EIA, FIAP (Fair and Inclusive Action Plan) – mandatory noting of the EIA on the Directorate EIA Tracker to enable monitoring of all equalities related actions identified in this EIA. This is done as part of FIAP performance reporting and auditing. Speak to your Directorate's Business Improvement Manager (if one exists for your Directorate) or to the Head of Service/ lead who enters actions and performance updates on FIAP and seek support from your Directorate's EDI Business Partner.

These actions will be transferred to a Local Implementation Plan and will be monitored as part of the School Closure process.

## 8. Outcome of your assessment

What decision have you reached upon completing this Equality Impact Assessment? (Mark 'X' for any ONE option below)

|  |          |
|--|----------|
| <b>Stop or pause</b> the activity due to unmitigable disproportionate impacts because the evidence shows bias towards one or more groups.  |          |
| <b>Adapt or change</b> the activity to eliminate or mitigate disproportionate impacts and/or bias.   |          |
| <b>Proceed</b> with the activity as currently planned – no disproportionate impacts have been identified, or impacts will be mitigated by specified SMART actions.   |          |
| <b>Proceed with caution</b> – disproportionate impacts have been identified but having considered all available options there are no other or proportionate ways to achieve the aim of the activity (for example, in extreme cases or where positive action is taken). Therefore, you are going to proceed with caution with this policy or practice knowing that it may favour some people less than others, providing justification for this decision. | <b>X</b> |

If your decision is to "Proceed with caution", please provide a reasoning for this:

The proposal to close St Joseph's Catholic Primary School is necessitated by:

- Declining pupil numbers across the city creating significant financial pressures that make maintaining the current number of schools unsustainable
- The Diocese of Arundel & Brighton's assessment that maintaining multiple Catholic schools in the city with current enrolment trends is not viable
- The risk that maintaining an under-enrolled school would lead to deteriorating educational provision for remaining pupils due to reduced resources and curriculum options
- The availability of sufficient alternative school places within reasonable distance, including other Catholic schools in the city

Whilst it is acknowledged that the school closure will be of significant importance to many communities, including children in vulnerable circumstances, Catholic families, and those with specialised needs, there is a difficult balance of addressing these important individual needs while also meeting the responsibility to support all students throughout our educational system.

The extensive mitigation measures identified in this assessment represent the maximum proportionate response while still achieving the necessary reorganisation of school provision to ensure long-term sustainability of education in Brighton & Hove.

It is proposed that the Council proceed and are responsive to ensure these mitigations are effectively implemented and that any unforeseen impacts are swiftly addressed.

The Council commits to continuous monitoring of the impact of this decision and will report back regularly to relevant oversight bodies on the effectiveness of mitigation measures and any additional actions required to support affected pupils and families.

**Summarise your overall equality impact assessment recommendations to include in any committee papers to help guide and support councillor decision-making:**

The proposed closure of St Joseph's Catholic Primary School will impact most on those children and families who would remain on the school's roll in September 2025. However new school places will be identified for those children and where appropriate support will be provided to assist in the application process and their attendance at a new school. The reduction in Catholic school places is considered to have a minimal impact for those who wish to have a place at a Catholic school on account of their religious beliefs. The Council has experienced 3 previous school closures in recent years and is able to work with other schools to support the families and children undergoing this process.

## 9. Publication

All Equality Impact Assessments will be published. If you are recommending, and choosing not to publish your EIA, please provide a reason:

## 10. Directorate and Service Approval

| Signatory:                | Name and Job Title:                                       | Date: DD-MMM-YY |
|---------------------------|---|-----------------|
| Responsible Lead Officer: | Richard Barker, Head of Education                         | 14-Apr-25       |
| Accountable Manager:      | Georgina Clarke-Green, Director of Education and Learning | 15-Apr-25       |

**Notes, relevant information, and requests (if any) from Responsible Lead Officer and Accountable Manager submitting this assessment:**

## EDI Review, Actions, and Approval:

### Equality Impact Assessment sign-off

EDI Business Partner to cross-check against aims of the equality duty, public sector duty and our civic responsibilities the activity considers and refer to relevant internal checklists and guidance prior to recommending sign-off.

Once the EDI Business Partner has considered the equalities impact to provide approval for by those submitting the EIA, they will get the EIA signed off and sent to the requester copying the Head of Service, Business Improvement Manager, [Equalities inbox](#), any other service colleagues as appropriate to enable EIA tracking, accountability, and saving for publishing. Budget and Staffing EIAs secure EDI Manager and HHead of Service level approval via different templates.

| Signatory: | Name: | Date: DD-MMM-YY |
|------------|-------|-----------------|
|------------|-------|-----------------|

|                              |                |             |
|------------------------------|----------------|-------------|
| <b>EDI Business Partner:</b> | Zofia Danin    | 08-May-25   |
| <b>EDI Manager:</b>          | Deborah Totney | 08 May 2025 |

**Notes and recommendations from EDI Business Partner reviewing this assessment:**

**Notes and recommendations (if any) from EDI Manager reviewing this assessment:**

**Notes and recommendations (if any) from Head of CETS Service reviewing this assessment:**

