



**Brighton & Hove
City Council**

Cabinet Meeting

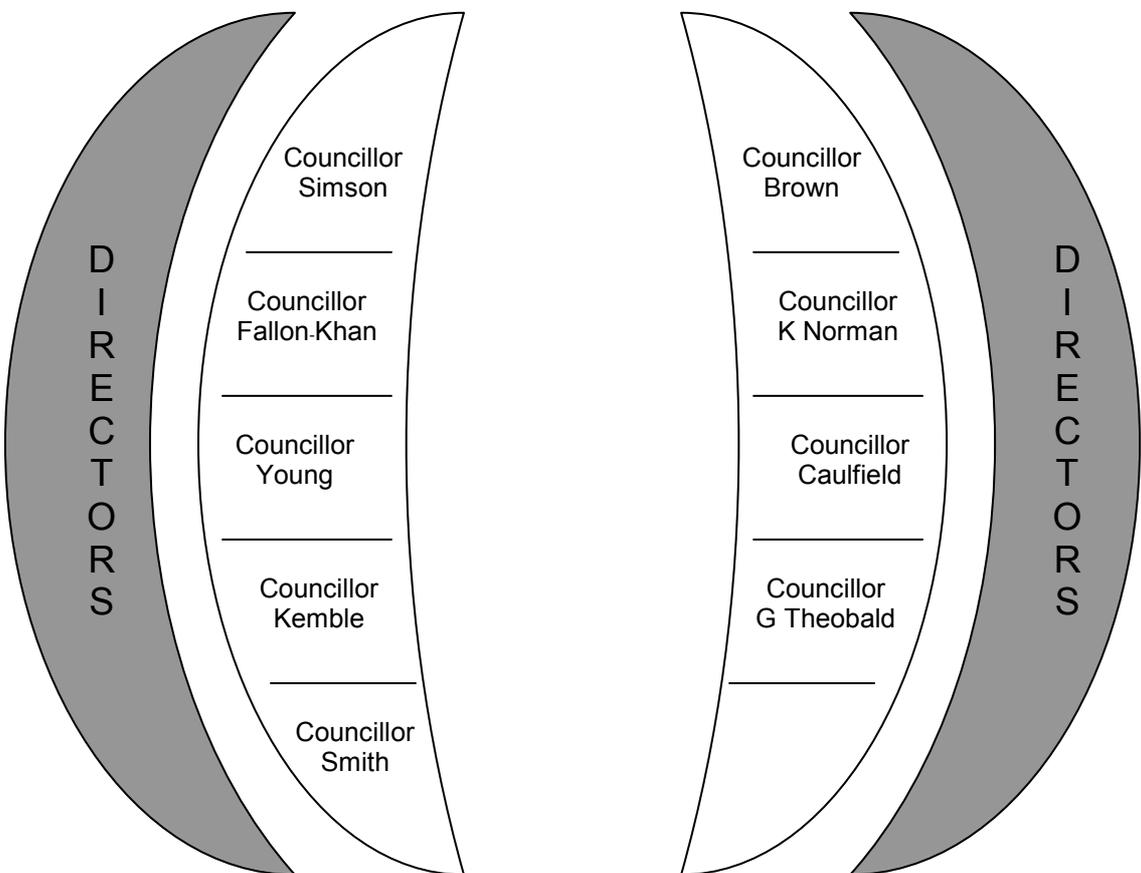
Title:	Cabinet
Date:	11 February 2010
Time:	4.00pm
Venue	Council Chamber, Hove Town Hall
Members:	Councillors: Mears (Chairman) Brown, Caulfield, Fallon-Khan, Kemble, K Norman, Simson, Smith, G Theobald and Young
Contact:	Tanya Massey Senior Democratic Services Officer 01273 291227 tanya.massey@brighton-hove.gov.uk

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Democratic Services: Meeting Layout

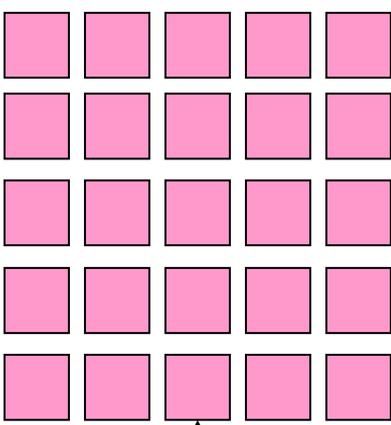
Director of Strategy & Governance Councillor Mears Chief Executive Democratic Services Officer

OFFICERS
OFFICERS



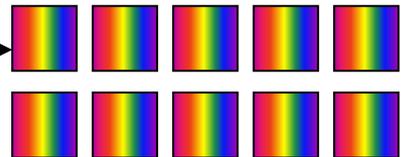
OFFICERS
OFFICERS

Speaker Leader of the Labour Group Convenor of the Green Group Leader of the Liberal Democrat Group



Public Seating

Members in Attendance



Press



AGENDA

164. PROCEDURAL BUSINESS

- (a) Declarations of Interest by all Members present of any personal interests in matters on the agenda, the nature of any interest and whether the Members regard the interest as prejudicial under the terms of the Code of Conduct.
- (b) Exclusion of Press and Public - To consider whether, in view of the nature of the business to be transacted, or the nature of the proceedings, the press and public should be excluded from the meeting when any of the following items are under consideration.

NOTE: Any item appearing in Part 2 of the Agenda states in its heading either that it is confidential or the category under which the information disclosed in the report is exempt from disclosure and therefore not available to the public.

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

165. MINUTES OF THE PREVIOUS MEETING

1 - 14

Minutes of the Meeting held on 14 January 2010 (copy attached).

166. CHAIRMAN'S COMMUNICATIONS

167. ITEMS RESERVED FOR DISCUSSION

- (a) Items reserved by the Cabinet Members
- (b) Items reserved by the Opposition Spokesperson
- (c) Items reserved by Members, with the agreement of the Chairman.

NOTE: Public Questions, Written Questions from Councillors, Petitions, Deputations, Letters from Councillors and Notices of Motion will be reserved automatically.

168. PETITIONS

No petitions received by date of publication.

169. PUBLIC QUESTIONS

(The closing date for receipt of public questions is 12 noon on 4 February 2010)

No public questions received by date of publication.

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170. DEPUTATIONS

(The closing date for receipt of deputations is 12 noon on 4 February 2010)

No deputations received by date of publication.

171. LETTERS FROM COUNCILLORS

(The closing date for receipt of letters from Councillors was 10.00am on 1 February 2010)

No letters have been received.

172. WRITTEN QUESTIONS FROM COUNCILLORS

15 - 16

(The closing date for receipt of written questions from Councillors was 10.00am on 1 February 2010)

(copy attached).

173. NOTICES OF MOTION

(a) Support Fairtrade in the City

17 - 18

Proposed by Councillor Mitchell (copy attached).

(b) Responsible Licensing

19 - 20

Proposed by Councillor Fryer (copy attached).

FINANCIAL MATTERS

174. Targeted Budget Management (TBM) 2009/10 Month 9

Report of the Director of Finance & Resources (copy circulated separately).

Contact Officer: Patrick Rice

Tel: 29-1268

Ward Affected: All Wards

175. General Fund Revenue Budget & Council Tax 2010/11

Report of the Director of Finance & Resources (copy circulated separately).

Contact Officer: Mark Ireland

Tel: 29-1240

James Hengeveld

Tel: 29-1242

Ward Affected: All Wards

176. Capital Resources & Capital Investment Programme 2010/11

Report of the Director of Finance & Resources (copy circulated separately).

Contact Officer: Mark Ireland

Tel: 29-1240

James Hengeveld

Tel: 29-1242

Ward Affected: All Wards

CABINET

177. Housing Revenue Account Budget 2010/11 **21 - 36**

Joint report of the Director of Adult Social Care & Housing and the Director of Finance & Resources (copy attached).

Contact Officer: Sue Chapman *Tel:* 29-3105

Ward Affected: All Wards

178. Housing Revenue Account Capital Programme 2010-2013 **37 - 46**

Joint report of the Director of Adult Social Care & Housing and the Director of Finance & Resources (copy attached).

Contact Officer: David Gray *Tel:* 29-3857

Ward Affected: All Wards

POLICY ISSUES

179. Single Equality Scheme **47 - 110**

Report of the Director of Strategy & Governance (copy attached).

Contact Officer: Mary Evans *Tel:* 29-1577

Ward Affected: All Wards

CONSTITUTIONAL MATTERS

180. Adult Social Care & Housing: Changes to the Scheme of Officer Delegations **111 - 114**

Report of the Director of Strategy & Governance (copy attached).

Contact Officer: Abraham Ghebre-Ghiorghis *Tel:* 29-1500

Ward Affected: All Wards

CABINET

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

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For further details and general enquiries about this meeting contact Tanya Massey, (01273 291227, email tanya.massey@brighton-hove.gov.uk) or email democratic.services@brighton-hove.gov.uk.

Date of Publication - Wednesday, 3 February 2010

BRIGHTON & HOVE CITY COUNCIL**CABINET****4.00PM 14 JANUARY 2010****COUNCIL CHAMBER, HOVE TOWN HALL****MINUTES**

Present: Councillors Mears (Chairman), Brown, Caulfield, Fallon-Khan, Kemble, K Norman, Simson, Smith and Young

Also in attendance: Councillors Hawkes (Opposition Spokesperson), Randall (Opposition Spokesperson) and Watkins (Opposition Spokesperson)

Other Members present: Councillors Bennett, Davis, Older and Oxley

PART ONE**142. PROCEDURAL BUSINESS****142a Declaration of Substitutes**

142a.1 Councillor Randall declared a personal, but non-prejudicial interest in Item 156, a joint report of the Director of the Adult Social Care & Housing and the Director of Finance & Resources concerning Brighton & Hove Seaside Community Homes Ltd (the LDV), as he was a member of the Management Board of the LDV.

142b Declarations of Interest

142b.1 There were none.

142c Exclusion of Press and Public

142c.1 In accordance with section 100A of the Local Government Act 1972 ('the Act'), it was considered whether the press and public should be excluded from the meeting during an item of business on the grounds that it was likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the press or public were present during that item, there would be disclosure to them of confidential information (as defined in section 100A(3) of the Act) or exempt information (as defined in section 100I(1) of the Act).

142c.2 **RESOLVED** – That the press and public be excluded from the meeting during consideration of items 162 onwards.

143. MINUTES OF THE PREVIOUS MEETING

- 143.1 **RESOLVED** - That the minutes of the meeting held on 9 December 2009 be approved as a correct record.

144. CHAIRMAN'S COMMUNICATIONS

- 144.1 The Chairman noted that the meeting would be webcast.

- 144.2 The Chairman wished those present a Happy New Year and commented that the new decade had already done its best to challenge the council with some of the worst winter weather conditions for 30 years. She thanked all those residents and members of staff who had been worked hard to keep the city safe and moving, including 36 volunteer 4x4 drivers who helped ferry hospital staff to and from work and made vital home visits to vulnerable residents. There had been a real sense of community spirit across the city as people helped neighbours, kept the pavements clear of ice and acted as baby-sitters for parents who had to get to work.

The Chairman advised that the council would learn from the experience and added that there was only so much that the council could do when faced with such severe weather conditions.

- 144.3 The Chairman explained that the bad weather had affected the distribution of the Cabinet agenda and apologised that Members had had less time to look at the papers.

- 144.4 The Chairman updated Members on two of the 10 priorities that had been announced at the previous Cabinet meeting.

She reported that in relation to creating opportunities for young people to meet their aspirations and potential, a new city-wide Apprenticeship Strategy would be launched and in 2010/11 the council's target for apprenticeships would be increased to 40. In addition, having been successful in gaining £2.3million from the Future Jobs Fund, the council would aim for 50% of the 350 jobs created to be match-funded to year long apprenticeships and had recently heard from the Department of Work and Pensions that Brighton & Hove City Council was the top performing authority in the country in relation to successful job placements.

In relation to the priority of working to strengthen communities across the City, the Chairman announced that Brighton & Hove had become the first city in the country to have all of its statutory agencies sign up to a single 'Equality and Human Rights Charter.' The charter committed agencies to ensuring that residents from all sections of the community had equal access to services that were appropriate to their needs.

- 144.5 The Chairman reported that the council had been ranked as the top local authority in Stonewall's annual Workplace Equality Index for the second year running. She thanked all the staff involved in the assessment process.

144.6 The Chairman announced that the council had received written confirmation from the Schools Adjudicator that proposed expansions to the pupil intake at Westdene and Goldstone Primary Schools from this September could go ahead.

144.7 The Chairman made an announcement in relation to the future of the Brighton History Centre and the Booth Museum. She explained that due to the level of affection for the services she had made the decision to redirect some discretionary spending towards keeping these centres open. The History Centre would remain where it was until The Keep opened. She explained that the council listened carefully and implemented policies designed to reflect public opinion. She added that an independent commission would be set up to look into how the city's museums would be funded and managed into the future.

145. ITEMS RESERVED FOR DISCUSSION

145.1 **RESOLVED** – That all the items be reserved for discussion.

146. PETITIONS

146(a) Petition – Falmer Academy site traffic

146.1 Councillor Marsh had submitted a petition signed by 400 people concerning the routing of site traffic for Falmer Academy through residential roads in Moulsecoomb, but was unable to attend the meeting.

Councillor Brown explained that early consideration had been given to the routing of construction traffic for the proposed Falmer Academy, but that it had become apparent following extensive investigation that it would not be possible to gain vehicular access through the university or stadium sites. The complexity of coordinating five major building projects at the same time; the Academy, The Stadium, The Keep, a University Sports Hall and major road junction changes, had meant that access routes from the stadium and University were blocked and would continue to be so for the period of the academy build.

There was no existing service road suitable for construction traffic that ran through the University of Brighton to the Falmer Academy site.

The project sponsor Rod Aldridge, a Kier representative and officers of the council had met with local councillors and residents on 21 December 2009 to discuss their concerns regarding the project and site traffic in particular. The Falmer Academy Project manager, Rod Derbyshire, has committed to attending all future local Local Action Team meetings and regular community sessions would be set up, once a month to start with, at a venue and time agreed by the community groups. The first meeting would be arranged following consultation with local groups in February. Regular information sheets regarding site traffic arrangements would also be produced and contact numbers for concerns over damage to cars/roads, dirt on roads and any other incidents would be provided.

147. PUBLIC QUESTIONS

147.1 There were none.

148. DEPUTATIONS

148.1 There were none.

149. LETTERS FROM COUNCILLORS

149.1 There were none.

150. WRITTEN QUESTIONS FROM COUNCILLORS

150.1 There were none.

151. NOTICES OF MOTION

151.1 There were none.

152. COUNCIL TAX BASE 2010/11

152.1 The Cabinet considered a report of the Director of Finance & Resources concerning the tax base calculation for 2010/11 (for copy see minute book).

152.2 Councillor Davis stated that the Administration had claimed that they would increase council tax by only 2.5%, but that the report showed that the council would receive a further 2.2% from taxpayers, equating to more than £1 million extra revenue. She commented that council tax should be used to protect public jobs and services and that she welcomed the retention of the existing Brighton History Centre and the review of museums. She asked for confirmation that the funding to keep Brighton History Centre open would come from existing resources and was not a one-off payment.

152.3 The Chairman confirmed that Brighton History Centre would remain open in its current location until The Keep opened.

152.4 Councillor Young explained that the Administration's approach to the council tax base was to calculate the expected revenue on the basis of existing homes only and not to include revenue from anticipated new homes. The approach proved prudent as no shortfall could be experienced and additional council tax from new homes would contribute to a surplus.

152.5 Councillor Fallon-Khan commented that realising the lowest ever council tax increase seen by the city during a recession was a significant achievement. He added that the Audit Commission had awarded the council four stars out of four for running over 700 services and that this was achieved whilst keeping council tax low.

152.6 **RESOLVED** – That, having considered the information and the reasons set out in the report, the Cabinet accepted the following recommendations:

- (1) That the report be agreed for the calculation of the council's tax base for the year 2010/11.
- (2) That the Collection Rate remain at 98.1%.
- (3) That it be noted that the proposed tax base would raise approximately £1.1m additional resources in 2010/11 that were not factored into the December Budget Update report.
- (4) That, in accordance with the Local Authorities (Calculation of Tax Base) Regulations 1992, the amounts calculated by Brighton & Hove City Council as its council tax base for the year 2010/11 be as follows:
 - For Brighton and Hove whole – 94,511.05 (as detailed in appendix 1)
 - For the Royal Crescent Enclosure Committee – 30.63 (as detailed in appendix 2)
 - For the Hanover Crescent Enclosure Committee – 39.98 (as detailed in appendix 3)
 - For the Marine Square Enclosure Committee – 79.26 (as detailed in appendix 4)
 - For the Parish of Rottingdean – 1,507.30 (as detailed in appendix 5)
- (5) That, for the purposes of Section 35(1) of the Local Government Finance Act 1992, the expenses of meeting the special levies issued to the council by the Enclosure Committees shall be its special expenses.

153. **COMPREHENSIVE AREA ASSESSMENT 2009**

153.1 The Cabinet considered a report of the Director of Strategy & Governance concerning the first year of Comprehensive Area Assessment (CAA) judgements (for copy see minute book).

153.2 Councillor Randall commented that overall Members should be pleased with the work the council was doing with its partners. He raised some concerns in relation to health inequalities and advised that the council's partners needed to set clearer targets in some areas, which should be followed up and monitored. He commented that forthcoming decisions on how funds would be raised would impact on how issues in relation to the council's housing stock would be addressed. He also stated that more could be done to improve efficiency, enhance the environment and tackle carbon emissions.

153.3 Councillor Watkins also highlighted concerns in relation to health inequalities, in addition to problems of drug misuse and hospital admissions due to alcohol related problems. He added that overall the assessment was good, but that the council must not become complacent.

- 153.4 Councillor Hawkes stated that the assessment showed that the council had much to be proud of. She raised concerns over education in relation to recent reports in the media and asked for confirmation of a targeted action plan to tackle the problems. She also highlighted uncertainty over plans to improve the housing stock and concerns in relation to child poverty and mortality rates. She added that the council must ensure that government funding was being properly targeted.
- 153.5 The Chairman shared the concerns about the housing stock, and added that since they had come into power, the Administration had been working to achieve the investment needed after many years of under investment.
- 153.6 Councillor Norman advised that the council would not become complacent in relation to Adult Social Care and was constantly working to ensure progress by partnering to tackle problem areas. He stated that, contrary to reports in the media, Adult Social Care performance had improved every year under the current Administration.
- 153.7 Councillor Brown stated that the assessment reported many positive outcomes for Children's Services and that Ofsted had rated the council as 'Performs Well'. She agreed that the GCSE results had been disappointing and assured Members that robust improvement plans had been put in place. Immediate action had been taken in two of the city's schools where surprisingly low results had been seen and both were receiving experienced help and support has been provided. Four of the city's secondary school schools were in receipt of funding from the National Challenge Programme and this had mainly been used for additional staffing support and included a 'Raising Attainment' plan. Councillor Brown added that the report from the annual review of services from National Strategies stated that the local authority supported schools through a wide range of targeted programmes.

Councillor Brown advised that in none of the city's secondary schools was behaviour rated as less than satisfactory. However, less than half were rated as good and a strategy was in place to achieve good behaviour in all schools. She added that general behaviour strategy had resulted in less exclusions and increased attendance.

In response to a query from Councillor Hawkes, Councillor Brown reported that the performance of the majority of ethnic minority children had been above the national average.

Councillor Brown advised that the assessment had shown positive outcomes for many areas of Children's Services, including children's homes, adoption services, childcare, primary school standards, involving young people in decision-making, anti-social behaviour and the proportions of young people staying in education and achieving full qualifications.

- 153.8 Councillor Caulfield explained that since becoming the Administration the percentage of council homes not meeting the Decent Homes standard had decreased from nearly 60% to 38.5%, which represented a dramatic improvement given that the impact of the Local Delivery Vehicle and maintenance contract had not yet been seen. Examples of improvements made without funding from the government

included a programme of new front doors, removal of shared facilities and improved energy efficiency through insulation.

153.9 Councillor Fallon-Khan commented that Brighton & Hove's popularity as a tourist destination contributed to carbon emissions, but that improvements would be realised through work proposed to meet the 10:10 commitment.

153.10 Councillor Randall added that 44% of carbon emissions came from housing, making improvement to the council's housing stock essential.

153.11 **RESOLVED** – That, having considered the information and the reasons set out in the report, the Cabinet accepted the following recommendations:

- (1) That the findings and judgements contained within the Comprehensive Area & Organisation Assessment reports be noted.
- (2) That officers be instructed to ensure that improvement recommendations from the CAA are reflected in departmental, business and improvement planning over the coming year.

154. CHILDREN'S SERVICES ANNUAL RATING

154.1 The Cabinet considered a report of the Director of Children's Services concerning Brighton & Hove Children's Services rating for 2009 (for copy see minute book).

154.2 Councillor Brown thanked staff and partners for their efforts in helping the council to achieve a 'Performs Well' rating from Ofsted.

154.3 Councillor Hawkes added her thanks and commented that partnerships were now working well. She advised that she would be watching closely to ensure that jobs and services were protected and would continue to monitor progress and question the rate of improvement.

154.4 Councillor Randall requested more information on the Team Around the Child (TAC) approach to children and young people, which involved delivering integrated services through joined up working.

154.5 The Chairman asked officers to provide a briefing to all Members on the TAC approach.

154.6 **RESOLVED** – That, having considered the information and the reasons set out in the report, the Cabinet accepted the following recommendation:

- (1) That it be noted that Brighton & Hove's Children's Services rating for 2009 was "Performs Well".

155. COMMUNITY SAFETY, CRIME REDUCTION AND DRUGS STRATEGY 2008 - 2011

- 155.1 The Cabinet considered a report of the Director of Environment presenting the Community Safety, Crime Reduction and Drugs Strategy 2008 – 2011 (for copy see minute book).
- 155.2 Councillor Hawkes thanked the Partnership Community Safety Team and the council's Head of Community Safety for putting the strategy together.
- 155.3 In response to a question from Councillor Hawkes, Councillor Brown advised that a review of youth services was taking place. Officers would be working closely with the Partnership Community Safety Team and that she did not expect there to be a change to the area based approach to youth services.
- 155.4 Councillor Randall commented that there was a need to concentrate efforts nationally and locally on educating people about the dangers of alcohol abuse and the link to violent behaviour. He also hoped that the council and its partners would find the resources to tackle the problem of hate incidents targeting disabled people as detailed in the strategy.
- 155.5 Councillor Simson explained that the Licensing Act meant that it was difficult for the council to limit the availability of cheap alcohol, but that Licensing Panels were committed to using the powers at their disposal. She added that new services within the city had joined forces with the council to help tackle over-consumption of alcohol and that measures were in place.
- 155.6 Councillor Watkins commented that it would be necessary to defend vital youth services from the prevailing economic circumstances in order to protect the futures of the city's residents.
- 155.7 The Chairman explained that Councillor Simson was committed to youth work and that the budget contained a separate proposal to ring fence funding for targeted youth work.
- 155.8 **RESOLVED** – That, having considered the information and the reasons set out in the report, the Cabinet accepted the following recommendation:
- (1) That the priorities within the Community Safety, Crime Reduction and Drugs Strategy 2008 -2011 and the action plans for the delivery of those priorities be recommended to council for approval.

156. BRIGHTON & HOVE SEASIDE COMMUNITY HOMES LTD – FUNDING OPTIONS AND CONSENT

- 156.1 The Cabinet considered a joint report of the Director of Adult Social Care & Housing and the Director of Finance & Resources advising Members of the latest position and progress with regard to funding options and consents for Brighton & Hove Seaside Community Homes Ltd (the LDV) (for copy see minute book).

- 156.2 Councillor Caulfield reported that, following an informal meeting of the Housing Management Consultative Committee, tenants had given their support to the proposals within the report and requested that a timetable be attached, with financial remodelling to be completed within two weeks and an offer to be put to the LDV within four weeks. Tenants wished to go with the Leader of the Council and Opposition Spokesperson for Housing to meet with the Secretary of State to ask why the required consent had not been forthcoming. Tenants had also requested that Members set politics aside in dealing with the issue of tenants' homes.
- 156.3 In response to queries from Councillor Hawkes about deferring the report until the financial modelling had been completed, the Chairman explained that the council had responded to all requests for information from the Secretary of State, including providing information during the party conference, however, as consents had not been forthcoming, the council was obliged to consider other options.
- 156.4 Councillor Randall agreed with the proposals in principle given that the council was not permitted to borrow against its assets. He raised concerns on behalf of the LDV Board about their disappointment at the length of negotiations with Communities and Local Government (CLG) and the increasing cost of consultants' fees. He advised that the tenants and the Board needed a clear understanding of how the additional £200,000 would be spent and highlighted concerns over the ongoing use of Savills. He added that the success of the LDV was important to the whole city and that he hoped the council was successful in obtaining specific consents.
- 156.5 In response to a statement from Councillor Watkins reminding Members that the Liberal Democrat Group had not been included in discussions on the LDV and had therefore not expressed a view on the proposals, the Chairman stated that she welcomed the views of all political groups.
- 156.6 Councillor Caulfield confirmed that the only decision sought by the report was to authorise the additional £200,000 for financial remodelling. Tenants had already given their approval for the proposal, subject to putting a timetable in place.
- 156.7 In response to questions from opposition councillors, the Chairman stated that it was important for tenants to know that Members took the matter seriously and that misleading reports in the media were unhelpful. She agreed that it was important to keep the cost of consultants low, however, CLG and the Government Office for the South East (GOSE) continued to ask for further information and that this had pushed costs up.
- 156.8 Councillor Caulfield made a commitment to keep all Members informed of any progress and offered to provide information sessions on the remodelling and the offer to the LDV.
- 156.9 The Chairman confirmed that a further report would be considered by the Cabinet and explained that an additional recommendation had been added to the report to deal with the request made by tenants to include a timetable for action.

156.10 **RESOLVED** – That, having considered the information and the reasons set out in the report, the Cabinet accepted the following recommendations:

- (1) That the outcome of the recent discussions with officials at CLG be noted and, for the reasons set out in paragraph 3.12, the adoption of the general consents route as the basis for securing the benefits from the LDV be approved.
- (2) That the method for determining best consideration for the property leases be noted.
- (3) That the latest capital receipt projections and the reasons for the reduction since the September 2008 report as set out in paragraphs 3.18 to 3.21 and appendix 3 be noted.
- (4) That the risk sharing matrix as set out in appendix 5 as the basis for a financial offer to the LDV be approved.
- (5) That additional resources of up to £0.2m temporarily funded from General Fund reserves as detailed in paragraph 3.25 be approved to further develop and finalise the general consents route and to allocate an appropriate budget to the LDV Board to undertake relevant work to deliver the project including negotiating with funders.
- (6) That it be noted that Cabinet and Full Council had already agreed that the Director of Adult Social Care & Housing be authorised, after consultation with the Cabinet Member for Housing, to take all steps necessary or incidental to the formation of the LDV and implementation of the proposals generally save as to decision on funding options.
- (7) That the Director of Adult Social Care & Housing be authorised to take all steps necessary or incidental to implement the proposals in this report.
- (8) **That an offer be taken to the LDV Board within four weeks of this decision and that a letter be written to Board members for their meeting on 18 January confirming the timetable.**

157. ACCOMMODATION STRATEGY - UPDATE AND PROPOSALS

157.1 The Cabinet considered a report of the Director of Finance & Resources updating Members on the corporate Accommodation Strategy (for copy see minute book).

157.2 Councillor Randall commented that the proposals were interesting and would be a positive step if it saved the council money in the long term. He highlighted common problems associated with hot-desking and home-working, but added that it could prove very successful after a bedding in period. He asked for information on how many members of staff worked from home during the recent snowfall.

157.3 Councillor Fallon-Khan stated that the move to more flexible working would be a significant change, but that in the longer term it would improve morale, help towards the 'Investors in People' standard and improve productivity, services and customer

access for residents. He reported that the whole of the ICT department worked from home during the adverse weather conditions, but that figures were not available for the whole organisation. He added that the proposals represented a large investment, and that the Council would make significant savings over time.

157.4 Councillor Caulfield requested that, as part of the process, consideration be given to the Bartholomew House housing staff's ICT infrastructure.

157.5 **RESOLVED** – That, having considered the information and the reasons set out in the report, the Cabinet accepted the following recommendations:

- (1) That the proposed next steps in the corporate Accommodation Strategy be noted.
- (2) That the outline business case for the proposed exit of Priory House and the re-location of services to Bartholomew House and other subsidiary buildings be approved.
- (3) That the creation of a unified public walk-in access point for council services in the centre of Brighton at Bartholomew House be approved.
- (4) That the further development of the detailed business case, detailed design and preparatory works be authorised.
- (5) That a further report on the implementation of the proposals following consultations and detailed business case preparation be requested.

158. **STRENGTHENING COMMUNITIES AND INVOLVING PEOPLE - IMPACT REPORTS**

158.1 The Cabinet considered a joint report of the Director of Strategy & Governance concerning the Strengthening Communities impact reports and proposals a review of commissioning activity (for copy see minute book).

158.2 Councillor Randall stated that the work detailed in the report was of great importance and linked back to comments made about community safety and equalities. He added that he looked forward to seeing the outcome of the review and stressed that there should be no cuts in funding to the services.

158.3 **RESOLVED** – That, having considered the information and the reasons set out in the report, the Cabinet accepted the following recommendations:

- (1) That a formal review of the Strengthening Communities commissioning activity be agreed.
- (2) That the Strengthening Communities impact reports be noted.
- (3) That recommendations arising from the review be brought back to the Cabinet.

159. TWELVE MONTH REVIEW OF THE CONSTITUTION

- 159.1 The Cabinet considered a report of the Director of Strategy & Governance concerning the outcome of the consultation on the twelve month review of the Constitution and proposals for amendments (for copy see minute book).
- 159.2 The Chairman welcomed Councillor Oxley, Chairman of the Governance Committee to the meeting.
- 159.3 Councillor Oxley explained that over 800 submissions had been received and that he had met with two groups to discuss their specific concerns. He stated that the transition to the new model of governance had been complex and challenging and that the council had aimed for openness and transparency and retained the best parts of the committee system where possible.
- 159.4 The Chairman reported that further clarity would be provided around the role of the Chief Finance Officer as a result of a request from a member of the public. She thanked Councillor Oxley for his commitment and advised of a minor amendment to the recommendation (see 159.6 (1)).
- 159.5 In response to a query from Councillor Watkins in relation to the Older People's Council (OPC), the Chairman explained that the Director of Adult Social Care & Housing would meet with the OPC to clarify their concerns and Members would be informed of the outcome.
- 159.6 **RESOLVED** – That, having considered the information and the reasons set out in the report, the Cabinet accepted the following recommendations:
- (1) That the proposals set out in recommendations 1, 2, 5, 9, 10 and 14 of the report be agreed **to come to into force immediately after annual Council**.

160. LANES CAR PARK - ACCESS ARRANGEMENTS

- 160.1 The Cabinet considered a report of the Director of Environment updating Members on improvements made to The Lanes car park and proposals for the next stage to work (for copy see minute book).
- 160.2 Councillor Kemble welcomed the report and explained that not investing in improvements to the car park could have had a serious effect on the tourism and visitor economy.
- 160.3 In response to a question from Councillor Kemble, the Assistant Director of Sustainable Transport advised that the works would take five to six months in total and work would begin on site by the end of the financial year. He advised that there would be no impediment to pedestrian or vehicular access throughout the duration of the works.
- 160.4 Councillor Hawkes gave her support to the work that had been done to improve London Road car park, but stated that she could not support the high level of investment being put into The Lanes car park. She added that she had received

complaints from car park users who had become stuck between the barriers and found no staff available to help them.

- 160.5 Councillor David Smith reported that users had been seen taking unnecessary risks by accessing the car park on foot using the vehicle entrance because the signs were not clear.
- 160.6 The Chairman welcomed reports of problems experienced by car park users because it meant that issues could be addressed; officers were already working on ensuring clear signage was in place.
- 160.7 The Director of Environment advised that the car park was staffed and monitored 24 hours a day; users should experience a better response from staff. She added that the improvements would help users to feel safer in the car park.
- 160.8 **RESOLVED** – That, having considered the information and the reasons set out in the report, the Cabinet accepted the following recommendations:
- (1) That the allocation of £0.588m be approved for the reconfiguration of pedestrian access and lift renovation to create a safer environment, meet modern standards, the councils regulatory obligations and policy commitments.
 - (2) That the additional expenditure incurred of £0.440m, including the provision of six additional parking spaces (valued at circa £24k per annum), be retrospectively approved.
 - (3) That authority be delegated to the Director of Environment to approve the appointment of a contractor to carry out works referred to in 2.1 above

161. WHITEHAWK CO-LOCATION PROJECT

- 161.1 The Cabinet considered a report of the Director of Children's Services informing Members of the outcome of the Co-Location bid and the processes to be undertaken to deliver the project (for copy see minute book).
- 161.2 Councillor Hawkes welcomed the project and stated that the government funding would enable the council to move forward on a project that would give support to the whole community. She asked for confirmation of whether the existing youth centre would be demolished and where staff would be relocated to.
- 161.3 Councillor Brown confirmed that the land housing the youth centre and library would have to be sold, but that the demolition would not take place until the new buildings were ready. She advised that staff affected would be relocated to space within Whitehawk Primary School.
- 161.4 The Chairman reported that she had received a petition from residents in relation to the project and that it would be referred to the next Children & Young People Cabinet Member Meeting.

161.5 **RESOLVED** – That, having considered the information and the reasons set out in the report, the Cabinet accepted the following recommendations:

- (1) That the report and the processes to be undertaken going forward be noted.
- (2) That the sale of the two properties outlined in paragraph 3.10 be agreed and the capital receipt be ring fenced toward the funding of the project.
- (3) That the Director of Finance and Resources be authorised to enter negotiations regarding the disposal of land required to generate the necessary capital receipt.
- (4) That the project be added to the Capital Programme.

PART TWO

162. PART TWO MINUTES OF THE PREVIOUS MEETING

162.1 **RESOLVED** - That the Part Two minutes of the meeting held on 9 December 2009 be approved as a correct record.

163. PART TWO ITEMS

163.1 **RESOLVED** – That item 162, contained in Part Two of the agenda, remains exempt from disclosure to the press and public.

The meeting concluded at 6.05pm

Signed

Chair

Dated this

day of

WRITTEN QUESTIONS FROM COUNCILLORS

The following questions have been received from Councillors and will be taken as read along with the written answer to be circulated the meeting. The Councillor asking the question may then ask one relevant supplementary question which shall be put and answered without discussion.

(a) Councillor Davey

"Could the Leader of the Council please tell us whether or not she intends to go ahead with the planned cycle lane on the Old Shoreham Road?"

Councillor Mears, Leader of the Council, will respond.

(b) Councillor Davey

"In his response to my question at Full Council the Cabinet Member for Environment responded that he had 'no control' over buses in the town.

Is he aware that the local Transport Act 2008 contains provisions such as Quality Contracts that allow Local Authorities more control over bus services and will he be taking advantage of these opportunities to provide an improved bus service to people of Brighton & Hove?"

Councillor Theobald, Cabinet Member for Environment, will respond.

NOTICE OF MOTION**SUPPORT FAIRTRADE IN THE CITY**

“In 2009 the Fairtrade Foundation celebrates its 15th Anniversary as Brighton celebrates being the UK’s first Fairtrade town over 13 years ago.

Seven in 10 households purchase Fairtrade goods, including an extra 1.3 million more households in 2008, helping Fairtrade sales reach an estimated £700m in 2008, a 43% increase on the previous year. There are over 460 producer organisations selling to the UK and 746 to the global Fairtrade system, representing more than 1.5 million farmers and workers.

Over 4,500 products have been licensed to carry the Fairtrade Mark including;

coffee, tea, herbal teas, chocolate, cocoa, sugar, bananas, grapes, pineapples, mangoes, avocados, apples, pears, plums, grapefruit, lemons, oranges, satsumas, clementines, mandarins, lychees, coconuts, dried fruit, juices, smoothies, biscuits, cakes & snacks, honey, jams & preserves, chutney & sauces, rice, quinoa, herbs & spices, seeds, nuts & nut oil, wines, beers, rum, confectionary, muesli, cereal bars, yoghurt, ice-cream, flowers, sports balls and cotton products including clothing, homeware, cloth toys, cotton wool, olive oil and beauty products.

In June this year, the Fairtrade Foundation announced the first cosmetic products to carry the Fairtrade Mark in the UK.

Businesses in Brighton and Hove will be stocking these products . 57 new Fairtrade products will contain one or more Fairtrade certified ingredient such as cocoa butter, shea nut butter, sugar or brazil nut oil, benefiting disadvantaged producers from countries in Africa, Asia and Latin America.

This Council recognises that introducing Fairtrade labelling to cosmetic products will increase the overall number of Fairtrade products in UK shops and the volumes of ingredients which producers are able to sell under Fairtrade terms, which in turn increases the benefits back to farmers.

- (1) This Council calls upon the Cabinet to consider the Council’s responsibility as a guiding force in local businesses to encourage the use of Fairtrade products in business and also to the City’s residents through the following;
- Reaffirming its commitment to Fairtrade and ensuring that the City will continue to be classified as a ‘Fairtrade City.’
 - Being a leading example to the City and where appropriate, ensuring that only Fairtrade products are served and sold on Council premises, such as fruit, fruit juices, soaps, jams, teas and coffees.

- Publicising its Fairtrade policy and practice via City News and the Council's website.
- (2) That the Chief Executive write to the Managers of Boots (North Road) and Neil's Yard as local businesses that have chosen to stock the new Fairtrade products, welcoming their decision to stock more Fairtrade products locally; and
 - (3) That the Chief Executive writes to the Secretary of State for International Development, renewing this City's commitment to Fairtrade and welcoming the almost £2 million dedicated to Fairtrade Foundation since 1997 out of £12 million to fair and ethical trade initiatives and the £400 million for Aid for Trade which helps developing countries build their trade capacity."

NOTICE OF MOTION
RESPONSIBLE LICENSING

“This council notes that:

Nationally there are over 200,000 hospital admissions related to alcohol each year, of which 20,000 are under the age of 18.

Brighton & Hove has a serious problem with excessive alcohol consumption in people of all ages, with over 2,000 hospital admissions per year related to alcohol.

According to Sussex Police, five children a week, on average, are hospitalised in Brighton and Hove owing to alcohol abuse - a staggering ten times higher than the national average.

Brighton & Hove PCT has recognised and is targeting the need to reduce hospital related admissions due to alcohol consumption.

In the published 2008 report of Brighton and Hove’s Director of public Health Dr Tom Scanlon reported that the negative health impacts of alcohol use by children and young people are worsening in the city.

Furthermore, organisations such as Alcohol Concern have found that the average amount of pocket money young people receive would enable them to buy 57 units of alcohol per week.

The recent scrutiny ‘Reducing Alcohol related harm to children and young people’ recognised the correlation between a lower price of alcohol and off-sales purchasing with higher rates of alcohol consumption.

70 per cent of all alcohol supplied in the UK is sold by supermarkets where most alcohol is the cheapest.

A great deal of anti-social behaviour is associated with people drinking on the street, i.e. drinking alcohol purchased from off-licenses rather than pubs and clubs where the alcohol is consumed on-site.

Deliberately selling alcohol at a loss, known as ‘loss leaders’ encourages people to purchase alcohol in off-licenses where it is virtually impossible for the licensee to have any control over its consumption.

Earlier this year a Sussex Police and Sussex Police Authority issued a joint statement calling for a ban on volume-related alcohol discounts in pubs and called for ‘2 for 1’ deals to be scrapped in favour of lowering drinks prices across the board. The statement, a response to the Government’s consultation of revisions to its Code of Conduct for Alcohol Retailers, also called for a ban on ‘loss leaders’ - the practise of alcohol being sold for less than it costs retailers - especially in supermarkets.

Therefore this Council requests the Chief Executive to write to Gerry Sutcliffe, the Minister for Alcohol Licensing, calling for:

- a) A ban on the practice of selling alcohol at a cost which is lower than the cost price for the licensee; and
- b) A ban on the practice of drinks promotions such as '2 for 1' and 'Happy Hour' which encourage people to consume more alcohol and at a faster rate than they would otherwise have done
- c) A thorough overhaul of the Licensing Act 2003 including giving councils the power to (i) make it easier to remove licences from any premises which are continually causing problems, in particular, those found selling alcohol to children; and (ii) charge more for late night licences to pay for additional policing.

Furthermore it calls on:

- a) the Licensing Committee to draw up a list of 'best practice' which takes into account the recommendations of the 'Reducing Alcohol related harm to children and young people' scrutiny and looks into ways of publicly recognising and rewarding responsible licensees who follow best practice, in a similar way to its successful 'Scores-on-the-Doors' scheme;
- b) The Cabinet to consider how planning policy and enforcement could be more effectively used to supplement the existing licensing powers to control the availability of alcohol through licensed premises in the City and to bring forward a report as a matter of priority."

Subject: Housing Revenue Account Budget 2010/11
Date of Meeting: 11 February 2010
Report of: Director of Adult Social Care Housing
Director of Finance & Resources
Contact Officer: Name: Sue Chapman Tel: 29-3105
E-mail: sue.chapman@brighton-hove.gov.uk
Key Decision: Yes Forward Plan No: CAB13930
Wards Affected: All

FOR GENERAL RELEASE**1. SUMMARY AND POLICY CONTEXT:**

- 1.1 This report presents the Housing Revenue Account Forecast Outturn for 2009/10 as at month 9 and the proposed Budget for 2010/11 as required by the Local Government and Housing Act 1989. Members are required to consider the budget proposals including changes to rents, fees and charges as well as savings and service pressures.
- 1.2 The council's Housing Revenue Account (HRA) contains the income and expenditure relating to the council's landlord duties in respect of approximately 12,300 properties and 2,230 leasehold properties. These properties are accounted for separately from the council's other services/activities which form part of the council's General Fund.

2. RECOMMENDATIONS:

- 2.1 That Cabinet recommends Council to:
- (a) Approve the budget for 2010/11 as shown in Appendix 1.
 - (b) Approve individual rent increases and decreases in line with rent restructuring principles as determined by the Government.
 - (c) Approve the changes to fees and charges as detailed in paragraph 3.14 to 3.23.

3. HRA BUDGET PROPOSALS 2010/11**Summary**

- 3.1 The HRA budget has been set within the context of the overall aim of 'achieving excellence'. It sets out to do this by focusing on five core strategic priorities as detailed in the Housing Management Service Improvement Plan 2009 - 2012. These are:

1. Improve services to an excellent standard, with residents at the heart of everything we do
 2. Improve the quality and sustainability of our homes and neighbourhoods
 3. Deliver value for money services and maintain a sustainable 30 year business plan
 4. Make best use of our housing stock to address housing need
 5. Ensure that social housing provides a platform for reducing inequality and creating opportunity
- 3.2 The HRA budget has also been developed to provide a balanced budget, taking into account the Draft HRA subsidy determination, other income and expenditure assumptions and the reserves position. The council's Medium Term Financial Strategy outlines an efficiency savings target for all services across the city of 4%. Officers have taken into account this required level of efficiency savings and in addition have sought to maximise the level of resources available to invest in meeting the Decent Homes Standard. They have therefore identified savings of 6.1%.
- 3.3 The HRA revenue budget is also set in the context of an annual Housing Subsidy settlement which will result in a net transfer of resources to the government. This presents a key challenge coupled with the following priorities:
- (a) *Aligning resources with the Housing Improvement Plan priorities:*
The budget includes investment in the Turning the Tide strategy to tackle anti-social behaviour and reduce social exclusion; the Resident Involvement Strategy, including engaging with residents on developing a local priorities framework and establishing a Tenant Management Organisation; and the new Strategic Repairs, Refurbishment and Improvement Partnership.
- (b) *Mobilisation of the 10 year Strategic Repairs, Refurbishment and Improvement Partnership*
The new partnership will result in the transfer of some council staff to our partner Mears. The council will be required to ensure that the employer's contributions to individual's pension schemes are fully funded up to the date of transfer. These are contributions that the HRA, without transfer of staff, would fund over a much longer time period. The council's exact liabilities will not be known until March 2010 but this budget assumes that there will be payment of £0.350 million from reserves during 2009/10 and a further payment of £0.350 million is also included in the 2010/11 budget.
- The budget includes the development of a new 'Super Centre' to achieve the strategic aims of the 10 year partnership as well as delivering value for money in terms of the corporate accommodation strategy. The costs of mobilising the new partnership and the Super Centre have been offset against savings in the responsive repairs and voids service from the new contract.
- (c) *Leasing of Properties to the Local Delivery Vehicle (LDV)*
Although the leasing of normal empty properties to the LDV over the next four years will realise a significant capital receipt it will also result in a short term impact (during 2011/12) on the revenue position due to the loss of revenue income from rents. This budget assumes that for 2010/11 the loss of revenue income will be matched by a one off reduction in empty property

works as these works will be funded by the LDV for those properties transferring. This budget also includes savings from leasing temporary accommodation properties to the LDV based on the current proposed leasing timetable. Any changes to the timetable will impact on the level of savings achieved.

- 3.4 The HRA budget for 2010/11 is shown in Appendix 1 with the main budget variations detailed below in table 1. In preparing the base budget, inflation of 1% on employee costs and 2% on other costs has been applied. Savings proposals, service pressures, and changes to rents, fees and charges and housing subsidy are detailed in paragraphs 3.5 to 3.23.

Table 1: Main Budget Variations	£'000
Original Base Budget 2009/10	0
<i>Increases in Resources:</i>	
Savings Proposals as detailed in paragraph 3.5	(684)
Capitalisation of cyclical decorations	(103)
Reduction in Capital Financing Costs	(527)
Reduction in Revenue Contribution to Capital Programme	(1099)
Increase in Rent for Dwellings (net of Empty Properties)	(258)
Other minor variances	(41)
<i>Reductions in Resources:</i>	
Other Service Pressures as detailed in paragraph 3.6	180
Employees pay award and other inflation	335
Increase in Subsidy Payable to the Government	1744
Reduction in interest on reserves	103
Employers pension contributions from TUPE transfer of staff	350
Base Budget 2010/11	0

Savings & Service Pressures

- 3.5 Savings of £0.684 million (equivalent to 6.1% savings target) have been identified in the following areas:

- A saving of £176,000 from leasing temporary accommodation properties to the LDV. This assumes that these properties will be leased in batches through 2010/11.
- A reduction in transport and supplies and services of £108,000.

- Efficient procurement will achieve savings of £25,000 from the new laundry service, £100,000 from the Sub 100kw electricity contract and £66,000 from the provision of the out of hour's repairs service through the new partnership.
- A reduction in the contribution to Bad Debt Provision of £51,000 as a result of improved collection of rental income.
- A net saving of £48,000 in support service costs through efficiencies achieved within the Strategy & Governance and Finance & Resources Directorates.
- Garages and car parking charges were reviewed and recommendations for new charges and zone areas were approved by Policy & Resources Committee in November 2006. This report recommended that caps should apply to some charges and they should remain static until April 2010. The removal of these caps for 2010/11 will increase income by approximately £80,000.
- A review of Leaseholder service charges has identified a further £30,000 in respect of service contracts that will be charged to leaseholders.

3.6 Service pressures included in the budget are:

- Increase in revenue Subsidy Payment to Government of £1.744 million
- Payment of employer's contributions in relation to staffs pensions transferring to Mears of £0.350 million.
- Development of Tenant Management Organisation at St James House estimated at £0.016 million.
- Reduction in investment income due to lower interest rates and reserves
- Additional resources to support Housing Improvement Programme of £0.038 million
- Additional resources of £0.126 million to support the Turning the Tide strategy increasing the HRA budget to £0.487 million.

Housing Subsidy Determination

- 3.7 The HRA is part of the national housing subsidy system through which Council Housing Rents are standardised across the country. The subsidy system uses a national formula to set guideline rents for each property together with allowances for management, maintenance and capital charges based on notional costs. The current subsidy system was introduced in 1990 and relies on the Secretary of State publishing annual 'Determinations' which set out the basis of subsidy.
- 3.8 The department for Communities and Local Government (CLG) have continued to issue an annual subsidy determination whilst they consider the consultation responses to the review of council housing finance. The government proposals included removing the subsidy system and introducing self financing for authorities following a redistribution of government housing debt. It is now understood that following the consultation, the government is preparing the ground for a voluntary offer to local authorities shortly. The precise format of the offer is being developed by a project team established by CLG, but it is expected to include a proposed debt reallocation or settlement, to take place from April 2011, along with details of how self-financing for the HRA would work.
- 3.9 The draft determination was issued late this year and it is unlikely that the final determination will be received before this Budget has been approved. Therefore this budget has been set using the draft determination with a contingent sum of £0.100 million included to cover possible changes in the final determination.

- 3.10 The 2010/11 draft Subsidy Determination proposes changes resulting in revenue subsidy payable of £12.827 million compared to £11.083 million payable last year. The overall subsidy position (taking also into account the capital item called the Major Repairs Allowance) is an increase in 'Negative Subsidy' (the transfer of resources to the government) of £1.590 million to £3.321 million. Further details of the draft subsidy position are attached in Appendix 2.

Rents 2010/11

- 3.11 Rents are calculated in accordance with the government's rent restructuring guidelines. Target rents for each property are calculated based on the relative property values, bedroom size and local earnings. The act of moving tenants' current rents to the target rent is called rent convergence. In order to limit increases in current rents to reach target rents, the guidance specifies a maximum rent increase equivalent to inflation + ½% + £2 per week.
- 3.12 The Housing Subsidy Determination 2010/11 requires Local Authorities to use the September 2009 negative Retail Price Index of -1.40% plus 0.5% for setting rent inflationary increases, resulting in a net inflationary reduction of 0.9%. Due to the limits mentioned in 3.11, the Government proposed last year that the determination should set a "provisional" rent convergence date annually, depending on the level of inflation set for that year.
- 3.13 Therefore, the rent convergence date has now been set at 2012/13 (compared to 2023/24 last year). As the majority of the rents are increasing towards target rents, this results in an average rent increase of 1.26% for Brighton & Hove. This is the equivalent to £0.83 per week, increasing the average rent to £66.55. However, in line with rent restructuring, all rents are moving towards their individual targets and some rents will be increasing by more than the average rent and some will be reducing. The maximum increase will be approximately £1.63, with the greatest reduction being £5.55 per week.

Fees and Service Charges 2010/11

- 3.14 The proposed changes to fees and charges for 2010/11 are as follows:

Heating

- 3.15 Heating charges will be amended to reflect the latest estimates of consumption which means that some tenants will see a reduction in their charges due to lower consumption, and others an increase from higher consumption. The gas contract expires on 30 September 2010 and any changes to unit prices will be passed on to tenants, who will be notified once the procurement has been completed.
- 3.16 A new contract for electricity will commence on 1 April 2010 which has achieved a reduction in current unit prices of 16.51%. Those blocks (Broadfields and Elywn Jones Court) with electric heating will receive a reduction in their service charges to reflect this.

Water Charges

- 3.17 The HRA administers water charges for three sheltered blocks. These charges will be amended to reflect the latest estimates of consumption, and also contract price increases by Southern Water which are estimated at 5%.

Grounds maintenance

- 3.18 Grounds maintenance charges will increase by 2% in line with contract charges. This service is currently under review. Tenants will be consulted and notified of any changes to the current service charges, resulting from future changes to service provision, at the appropriate time.

Communal Cleaning Services

- 3.19 The communal cleaning charges will increase by 0.6% to ensure the costs of the service are fully recovered through service charges. This increase includes the costs of the projected pay award of 1%, partly offset against savings due to the implementation of more efficient working practices as a result of the review carried out in 2008/09.

Garages & Car Parking

- 3.20 The caps which applied to some garages and car parking charges following the review approved at Housing Committee on 16 November 2006 will now be removed. St James House car parking charges will remain at current levels with the exception of parking up to 2 hours which will increase from £1.80 to £2.00. All other charges will remain frozen.

Supporting People

- 3.21 Supporting people charges will remain at £12.85 per week.

Sheltered Services

- 3.22 The sheltered service charge for common ways will be reduced by an average of 3.62% with a maximum reduction of 5.8% and one increase of 1.2%. The increase or decreases will vary depending on the individual block. These changes reflect the new electricity contract price reduction of 16.51%, which is partly offset by a 2% increase in the other costs within this service charge such as the cleaning contract. The service charges for 2010/11 are detailed at Appendix 3.

- 3.23 The launderette sheltered service charge will remain at £1.26 per week.

Projected HRA Revenue Reserves

- 3.24 The forecast outturn 2009/10 as at month 9 is an overspend of £0.336 million. The main variances are detailed in Appendix 1. This overspending will be funded from revenue reserves.
- 3.25 The projected revenue reserves, as shown in table 2, are £2.816 million by 31 March 2010. These reserves are projected to reduce by £1.086 million due to

financing the 2009/10 revenue overspend, contributing £0.400 million to the 2009/10 capital programme and funding an estimated £0.350 million pension contribution for staff transferring to Mears.

- 3.26 The 2010/11 budget has been set with a breakeven position, so the reserves are projected to remain at £2.816 million by 31 March 2011. The recommended minimum level of reserves is £2.400 million.

Table 2 : Projected general revenue reserves at 31 March 2011	£'000
Reserves at 1 April 2009	3,902
Less: Contribution to fund 2009/10 Revenue Outturn	(336)
Contribution to fund 2009/10 Capital Programme	(400)
Pension contributions for TUPE staff <i>estimated</i>	(350)
Projected reserves at 31 March 2010	2,816
Projected reserves at 31 March 2011	2,816

- 3.27 Estate Development Budget reserves, which are held separately from the HRA general reserves, are £0.443 million as at 1 April 2009. These reserves relate to committed revenue and capital expenditure for schemes agreed in previous financial years that are not yet completed. Therefore these reserves will reduce as schemes are finished.

4. CONSULTATION

- 4.1 Tenants are consulted during the year on the HRA Budget and the Estate Development Budget. After Cabinet approval, tenants will receive notification of their individual rents and charges for 2010/11.

5. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 5.1 Financial Implications are included in the main body of the report

Finance Officer Consulted: Sue Chapman

Date: 05/01/10

Legal Implications

- 5.2 The Council is required to keep a separate Housing Revenue Account (HRA) by virtue of the Local Government and Housing Act 1989. Preceding any financial year, the council must formulate for that year proposals relating to i) the income from rent and charges of all property within the HRA, ii) the expenditure on repair, maintenance, supervision and management of that property and iii) any other prescribed matters. In formulating the proposals, the council must use its best assumptions and estimates to secure that on their implementation the account will not show a debit balance. Within one month of formulating the

proposals it must prepare and place on deposit a statement setting out the proposals and estimates.

Lawyer Consulted:

Liz Woodley

Date: 20/01/10

Equalities Implications:

- 5.3 The HRA budget will fund services to people with special needs due to age, vulnerability or health needs.

Sustainability Implications:

- 5.4 The HRA budget will fund a range of measures that will benefit and sustain the local environment.

Crime & Disorder Implications:

- 5.5 The Budget includes financial provision for Crime and disorder implications.

Risk & Opportunity Management Implications:

- 5.6 Financial risks have been assessed throughout the development of the council's budget.

Corporate / Citywide Implications:

- 5.7 The Budget seeks to improve the quality of housing and services provided to tenants across the City.

6. EVALUATION OF ANY ALTERNATIVE OPTION(S):

- 6.1 There are no alternative options proposed. Rents are set in accordance with the Government's rent restructuring guidance and increases are in line with the Housing Subsidy Determination. The Housing Subsidy Determination controls rent setting by removing resources from local authorities through non compliance.

- 6.2 The budget proposals also includes maintaining the current service provision with improvements as identified in the Service Improvement Plan and investment in priorities such as Turning the Tide strategy. It is possible for alternative options to be considered such as increasing or reducing service provision which would result in a reduction or increase in the revenue contributions to the capital programme. However, officers recommend that the budget proposals provide the appropriate service provision whilst ensuring that the revenue contributions to capital are in line with the current HRA Business Plan.

7. REASONS FOR REPORT RECOMMENDATIONS

- 7.1 The Local Government and Housing Act 1989 requires each Local Authority to formulate proposals relating to income from rent and charges, expenditure on repairs, maintenance, supervision and management and any other prescribed matters in respect of the HRA. In formulating these proposals using best estimates and assumptions the Authority must set a balanced account. This

budget report provides a breakeven budget and recommends rent increases in line with current government guidance.

SUPPORTING DOCUMENTATION

Appendices:

1. HRA Forecast Outturn 2009/10 and Budget 2010/11
2. Draft HRA Subsidy Determination 2010/11
3. Sheltered Common Areas Service Charge for 2010/11

Documents in Members' Rooms

None

Background Documents

1. CLG Housing Revenue Account Draft Subsidy Determination 2010/11
2. 2010/11 Housing Revenue Account Working Papers

HRA Forecast Outturn 2009/10 and Budget 2010/11

	2009/10 Adjusted Budget £'000	2009/10 Forecast Outturn £'000	2010/11 Original Budget £'000
EXPENDITURE			
Employees	9,265	8,867	9,220
Premises - Repairs Response & Voids	7,341	7,738	8,048
Premises - Cyclical Maintenance & Servicing	3,271	3,061	3,207
Premises - Grounds Maintenance	505	505	512
Premises Other	3,014	3,069	2,560
Transport	187	187	179
Contribution to Bad Debt Provision	308	261	263
Supplies & Services	1,598	1,692	1,526
Third Party Payments – Launderette contract	0	0	54
Support Services - From Other Departments	2,251	2,182	2,202
Revenue Contributions to Capital Schemes	4,690	4,830	3,543
Capital Financing Costs	4,356	3,614	3,829
Housing Subsidy Payable	11,083	12,184	12,827
Total Expenditure	47,869	48,190	47,970
INCOME			
Rents Dwellings	(41,627)	(42,041)	(41,922)
Empty Properties	459	862	591
Rents Car Parking / Garages	(728)	(722)	(823)
Commercial Rents	(494)	(495)	(495)
Service Charges	(3,861)	(3,767)	(4,035)
Other Recharges and Interest	(1,618)	(1,691)	(1,286)
Total Income	(47,869)	(47,854)	(47,970)
DEFICIT / (SURPLUS)	0	336	0

Targeted Budget Management (TBM) 2009/10 as at Month 9

The forecast outturn as at month 9 is an overspend of £0.336 million which will be funded from the HRA revenue reserves.

Employee's costs are projected to underspend by £0.398 million due to vacancies. These are being managed against service requirements pending the implementation of the findings of the Housing Management improvement programme.

The Responsive Repairs budget is forecast to overspend by £0.397 million mainly due to high levels of expenditure during the early part of the year relating to additional works not in the base contract, such as damp proofing, being undertaken. Any repairs that are not considered a priority will now be programmed into the planned maintenance programme which is more cost effective.

The responsive repairs overspend has been partly mitigated by an underspend of £0.210 million in the Cyclical Maintenance and Servicing. Savings include the delay in implementing new service contracts (£0.101 million, now programmed to be implemented in the new financial year), and efficiencies realised in the decorations contract (£0.103 million).

The contribution to the Bad Debt Provision is forecast to underspend by £0.047 million as a result of a lower level of rent arrears.

Revenue Contributions to Capital is projected at £0.140 million overspend in respect of refurbishing 6 major voids, as approved at TMT cabinet on 29 June 2009.

The current economic situation has led to a change in the corporate strategy for Treasury management within the current policy. In order to substantially reduce its exposure to risk, the council has prematurely repaid some £57 million of debt. This early repayment has also benefited the council by reducing capital financing costs of which the HRA has seen a reduction of £0.764 million, (i.e. £0.742 million capital financing costs underspend net of £0.022 million interest reduction shown under Income). However, for the HRA, due to the complexities of the subsidy system, there is also an increase of £1.101 million Housing Subsidy payable to central government resulting in a net overspend of £0.337 million. The council is monitoring the financial markets and when there are signs that the markets are returning to a more stable and secure outlook, these interim measures will be withdrawn and new borrowing will be raised. If and when this happens, the negative impact on the HRA will be revised.

There is an under achievement of service charge income of £0.094 million, which is mainly due to an underachievement of leaseholder charges following lower than anticipated charges being levied.

HRA Draft Housing Subsidy Determination 2010/11

The Draft Subsidy Determination proposes changes resulting in revenue subsidy payable of £12.827 million compared to £11.083 million payable last year. The overall subsidy position (taking into account the capital element) is an increase in the transfer of resources to the Government of £1.590 million to £3.321 million. The following table summarises the determination and the notional elements included:

Housing Subsidy	2009/10 £'000	2010/11 £'000	Change £'000
<u><i>'Notional' Revenue Items</i></u>			
Management Allowance	(8,041)	(8,235)	(194)
Maintenance Allowance	(14,869)	(15,237)	(368)
Contingency for Draft Subsidy		100	100
Capital Charges	(6,240)	(5,169)	1071
	(29,150)	(28,541)	609
Less Guideline Rent	40,233	41,368	1,135
Net revenue subsidy payable to the Government (exc. MRA)	11,083	12,827	1,744
<u><i>Capital Items</i></u>			
Major Repairs Allowance	(9,352)	(9,506)	(154)
Overall subsidy position – net payment to the Government	1,731	3,321	1,590

Note: credits represent income

Management

The Management Allowance has been calculated on the same formulae basis as last year and will increase by 2.5% to £668.67 per dwelling, compared to a national average increase of 3.7% at £676.46 per dwelling.

Maintenance

The Maintenance Allowance has been calculated on the same basis as last year and will increase by 2.5% to £1,237.26 per dwelling, compared to a national average increase of 3.2% at £1,173.40, per dwelling.

Contingency for Draft Determination

The notional expenditure items within draft determination have been calculated using an estimated GDP deflator of 2.25%. CLG have advised that the final determination will use the GDP deflator set in the pre budget report. A contingency of £0.100 million has been included in the base budget in case the final GDP deflator is lower than 2.25%, which would result in an increase in subsidy payable.

Capital Charges

The HRA receives subsidy based on the cost of financing historical borrowing allocations. The amount of subsidy allowance for the cost of financing has reduced over the last year due to reduced interest rates and debt repayments. This reduced subsidy is partially offset by reduced capital financing costs of £0.527 million.

Guideline Rent

The subsidy system assumes a notional guideline rent per dwelling which increases annually in line with the government's Rent Restructuring Policy. The guideline rent for 2010/11 is £65.92 per property per week, an increase of 2.22%.

Major Repairs Allowance (MRA)

In addition to the revenue subsidy the HRA also receives a Major Repairs Allowance for each property, which is used to partly fund the Capital Programme. The MRA represents the estimated long term average amount of capital spending required to maintain the stock in its current condition.

The MRA will increase by 1.7% (compared to 3.7% last year), increasing average MRA to £771.93 per dwelling compared to a national increase of £702.61. The total MRA, including the loss of stock from Right to Buy sales, has increased by £0.154 million to £9.506 million.

Sheltered Common Areas Service Charge for 2010/11

Scheme	Number of units (incl warden)	Current Charge 2009/10 £ per week	Proposed Charge 2010/11 £ per week	(Reduction) / Increase	
				£	%
Ainsworth House	19	7.16	6.75	(0.41)	(5.7%)
Broadfields	15	8.21	7.73	(0.48)	(5.8%)
Churchill House	36	8.24	8.18	(0.06)	(0.7%)
Ditchling Gardens	26	2.93	2.97	0.04	1.2%
Elizabeth Court	32	8.50	8.25	(0.25)	(2.9%)
Elwyn Jones Court	72	10.15	9.90	(0.25)	(2.4%)
Evelyn Court	22	8.53	8.03	(0.50)	(5.8%)
Hazelholt	24	10.60	10.36	(0.24)	(2.3%)
Jasmine Court	32	6.86	6.48	(0.38)	(5.6%)
Jubilee Court	29	9.52	9.04	(0.48)	(5.0%)
Laburnum Grove	59	9.11	8.67	(0.44)	(4.9%)
Lavender House	25	8.58	8.08	(0.50)	(5.8%)
Leach Court	108	10.90	10.63	(0.27)	(2.4%)
Lindfield Court (incl Burwash Lodge)	31	9.87	9.60	(0.27)	(2.7%)
Manor Paddock	24	5.78	5.49	(0.29)	(5.0%)
Muriel House	35	11.06	10.79	(0.27)	(2.4%)
Rose Hill Court	27	9.54	9.33	(0.21)	(2.1%)
Sanders House	38	8.12	7.78	(0.34)	(4.2%)
Sloane Court	40	8.86	8.37	(0.49)	(5.5%)
Somerset Point	71	6.64	6.32	(0.32)	(4.8%)
Southeast	24	6.25	5.97	(0.28)	(4.5%)
Stonehurst Court	25	3.80	3.70	(0.10)	(2.5%)
Walter May House	32	7.46	7.14	(0.32)	(4.3%)
Woods House	26	7.90	7.69	(0.21)	(2.6%)

Subject:	Housing Revenue Account Capital Programme 2010-2013		
Date of Meeting:	11 February 2010		
Report of:	Director of Adult Social Care Housing Director of Finance & Resources		
Contact Officer:	Name: David Gray	Tel: 29-3857	
	E-mail: david.gray@brighton-hove.gov.uk		
Key Decision:	Yes	Forward Plan No: CAB13996	
Wards Affected:	All		

FOR GENERAL RELEASE**1. SUMMARY AND POLICY CONTEXT:**

- 1.1 This report seeks approval for the 2010/11 capital programme and provides a provisional capital programme for the following two years, 2011/12 & 2012/13, for the Housing Revenue Account (HRA). This report takes into consideration the latest resources available and investment priorities.
- 1.2 The council's Housing Revenue Account (HRA) relates to the council's landlord duties in respect of approximately 12,300 properties and 2,230 leasehold properties.

2. RECOMMENDATIONS:

- 2.1 That Cabinet approves the capital programme budget of £23.975 million and financing for 2010/11 as set out in paragraph 3.7.

3. HRA CAPITAL PROGRAMME 2010-2013**Strategic Context**

- 3.1 The 2010 - 2013 provisional HRA Capital Programme has been set within the context of the overall aim of 'achieving excellence'. It sets out to do this by focusing on five core strategic priorities as detailed in the Housing Management Service Improvement Plan 2009 - 2012. These are:
 1. Improve services to an excellent standard, with residents at the heart of everything we do
 2. Improve the quality and sustainability of our homes and neighbourhoods
 3. Deliver value for money services and maintain a sustainable 30 year business plan
 4. Make best use of our housing stock to address housing need

5. Ensure that social housing provides a platform for reducing inequality and creating opportunity
- 3.2 The award to Mears Limited of the long term partnering contract to deliver repairs, maintenance and improvements to the council's housing stock will enable the council to deliver the priorities in the Improvement Plan. The mobilisation of this new partnership, ready for April presents a key opportunity to improve the services delivered to tenants. This partnership represents the majority of the capital investment with the exception of specialised service contracts and a proportion of the city's gas contract.
- 3.3 In order to deliver the new partnership the council has approved funding for the refurbishment of an industrial unit on the Fairway Trading Estate, Eastergate Road in Brighton as a Super Centre. The proposal brings significant benefits to the council and residents, as well as 'added value' benefits to the wider community and city. The proposed centre will provide an integrated approach to the maintenance and improvement of the council's housing stock, including:
- Co-location with BHCC's retained staff
 - Integrated customer access
 - Co-location of supply chain partner with on-site stores
 - An onsite training academy for trade apprentices
 - An onsite kitchen manufacturing workshop
- 3.4 The costs of the refurbishment of the Super Centre are included in the capital programme and further information is available in the Housing Management Repairs, Refurbishment & Improvement Strategic Partnership Super Centre Proposal report approved at Cabinet on 9 December 2009.
- 3.5 Investment in ICT is also key in the delivery of the Service Improvement Plan and a project team is being set up to identify a replacement system for the current Housing Management system. The current system has limitations in respect of the effective preparation, monitoring and overall management of contracts, performance management and customer service monitoring. There are also improvements required for sound asset management, particularly in terms of identifying needed and effective short-medium and long term programmes of work that continuously improve the housing stock condition to a position the council can be proud of. A provisional sum of £0.7 million has been allocated over the next two years to fund the implementation and replacement of a new housing management system.
- 3.6 The council has also committed to achieve the Decent Homes Standard by the end of 2013. The current level of decency for the city is 59.7% (as at the end of October 2009) and the three year programme aims to achieve a target increase to over 75% decency by March 2011 and over 90% by March 2013.

Funding

- 3.7 The proposed programme for 2010/11 and the funding arrangements are outlined below.

	2010/11 £'000
CAPITAL SCHEMES:	
Planned Programme	23,475
ICT	500
Total budget requirement	23,975
FUNDED BY:	
Major Repairs Allowance	9,352
Housing Capital Allocation	1,230
Revenue Contribution to Capital	3,543
Unsupported Borrowing	9,000
Capital reserves	850
Funding available	23,975

- 3.8 The programme is funded from a variety of sources including the Major Repairs Allowance (through Housing subsidy), borrowing approval (through the Housing Capital Allocation), revenue contributions, unsupported borrowing and reserves.
- 3.9 The programme now includes unsupported borrowing of £9 million. The capital and interest repayments will be funded from the Major Repairs Allowance and the HRA capital financing revenue budget.
- 3.10 The 2010/11 budget assumes that there will be no capital receipts from 'right to buy' (RTB) as the level of sales of council homes has been severely affected by the current market conditions in house prices generally and the availability of mortgages in the current economic climate. The budget also assumes that capital receipts from the leasing of properties to the LDV are utilised from 2011/12.
- 3.11 There is the potential to leverage in additional external funds such as carbons reduction funding from projects that reduce energy usage. There is also the opportunity to benefit from the national scheme called Community Energy Saving Programme, a multi-tenure area based initiative due to run until the end of 2012, for which some parts of the councils' housing stock could be eligible. A project has been set up with our partners and private sector housing, to ensure that all opportunities for receiving funding from large utility companies are maximised. Once agreements have been reached and additional resources are known, any changes to the capital programme will be reported to Cabinet.

Investment Programme

- 3.12 The investment programme for 2010/11 is £23.475 million and is detailed in Appendix 1, along with the provisional programme for the following two years.

- 3.13 The 3 year Capital Investment Plans will provide the council with long-term works information which will enable the council to build, achieve and sustain consistently high levels of quality management and customer service to both general housing and sheltered schemes across the city. This plan will help to ensure proactive, efficient, effective pre-planning as well as continuously improving resident liaison and overall engagement and involvement. The plan continues to show the council's commitment to communicate plans and intentions and further develops one of key objectives of transparency.
- 3.14 The success of the 3 year plan is dependant upon the council's engagement of both Mears and residents throughout the whole process and ensuring that the council listens and learns from previous endeavours.
- 3.15 The planned programme responds to tenant priorities such as provision for the Estate Development Budget, energy efficiency, electrical works, sheltered accommodation improvements as well as urgent health and safety works and Decent Homes works such as kitchens, bathrooms and new doors. The outline information of the intentions and commitments over the next three years were presented to all Area Panels and HMCC in December 2009. The strategic outline plans are currently being developed into meaningful geographical area of work programmes with indicative timelines to foster improved resident communication and understanding of our major works plans across the city. Once these plans are finalised in the next few weeks, further details will be reported to Area Panels and individual associates to discuss the works programming further.
- 3.16 The budget includes provisional sums for surveys and identified works arising from new service contracts that will be procured over the next few months. Service contracts includes works to lifts, water tanks, ventilation shafts, dry risers, fire alarms and lighting, door entry systems and CCTV.
- 3.17 The investment programme does not include a budget for installation of new TV Ariel's as it is anticipated that these will be funded through service charges to leaseholders and tenants. Once the outcome of the procurement exercise is known, the costs and associated service charges will be reported to Housing Cabinet and Housing Management Consultative Committee.
- 3.18 Sheltered schemes will be subject to a considered refurbishment and modernisation programme. The 2010/11 budget includes provision for Laburnum and Jasmine Court to have individual bathrooms installed, allowing residents to enjoy fully self-contained dwellings for the first time.
- 3.19 Broadfields will receive external repairs and high quality flat entrance doors are to be installed in Leach Court and Somerset Point. Additionally, the Leach Court heating system is to be upgraded and a rolling programme to upgrade internal corridor doors will begin. This final programme falls within the overall fire risk management budget, and a detailed programme is to be agreed in consultation with the Sheltered Housing Action Group, taking into account the fire risk priorities and the need for mobility scooter storage.
- 3.20 Sheltered gas boiler and heating system upgrades fall within the citywide installation and replacement programmes. It is planned to produce proposals for the detailed decent homes projects to sheltered blocks from 2011/12 onwards, in

liaison with the Sheltered Housing Action Group and other relevant resident groups, during the first half of the 2010/11 financial year, when additional survey information will be available.

- 3.21 The minor capital works budget now includes a provision for programmed works identified by residents requesting repairs. This plan enables the council to apply a more strategic approach to responsive repair works that are of a larger scale nature such as damp-proofing, plastering, windows, doors, roof replacement works. The council will always attend to immediate health and safety requirements and initially carry out patch and repair works (where appropriate). The planned works will then be programmed in conjunction with other major planned works that are scheduled to be done within that or the following year.
- 3.22 The energy efficiency budget of £1.400 million includes a provision for continuing to survey communal areas to ensure that any energy provision in these areas is programmed into future year's plans to incrementally reduce the energy use and overall unit cost and at the same time improve general lighting and safety in these areas. Other energy efficiency also includes cladding and insulation works.
- 3.23 The disabled Aids and Adaptations works will now be integrated into Decent Homes works where it makes sense to do so. This will facilitate consideration being given to make all of the decent homes work as easily as possible to adapt at a later date should this become necessary. In addition this will provide consideration to future proof the property, within decent homes works, to some extent, against tenants needing additional aids to maintain living comfortably in their home in the future. The 2010/11 budget has also been increased to £0.850 million to meet the current level of demand.
- 3.24 The Estate Development Budget is included within the three year capital programme at £0.540 million per annum. One of the objectives for 2010/11 is to complete all external approved bid works during the first half of the financial year and to speed up the completion of other approved bids. Working collectively with our residents and Mears, officers wish to explore ways of returning even greater value for money and higher levels of customer satisfaction. Mears will be encouraged to come forward with proposals such as community project works where volunteer labour is provided by Mears free so as to make financial resources go even further. EDB bids will be integrated into larger planned programmes of works in order to achieve greater economies of scale and therefore get more for EDB money.

4. CONSULTATION

- 4.1 The asset management panel (AMP) have successfully and effectively worked with BHCC staff to procure through an open and competitive process Mears limited to help us deliver a ten year partnered repairs and improvement service contract. The AMP continues to work closely with BHCC staff to ensure that contract expectations and contract requirements are as a minimum met and over-achieved where possible.
- 4.2 The outline information of the intentions and commitments of the capital programme over the next three years was presented to all Area Panels and HMCC in December 2009. The detailed programmes are currently being

developed and once finalised further details will be reported to Area Panels and individual associates to discuss the works programming further.

- 4.3 All leaseholders have been or will be consulted about individual contracts carried out as part of the programme in full compliance with the Common hold and Leasehold Reform Act 2002.
- 4.4 Every project cannot be foreseen within our planning strategy and where ad-hoc projects are needed to be carried out this will be done through existing and new processes and procedures that incorporate effective communication and engagement with all residents in the properties concerned, regardless of their individual tenure. Residents and Tenant Associations will be fully included in this consultation this also includes the asset management panel and the repairs and maintenance monitoring group to ensure we have cross city communication and awareness.

5. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 5.1 Financial Implications are included in the main body of the report

Finance Officer Consulted: Sue Chapman *Date: 05/01/10*

Legal Implications

- 5.2 In its role as landlord, the Council has statutory and contractual obligations to maintain the structure of and installations in its housing stock. The maintenance proposals contained within this report will assist the Council in fulfilling those obligations. All contracts over £50,000 must be sealed by Legal and comply with the Council's Contract Standing Orders and Financial Regulations, and with EU legislation, where relevant. The Council must take the Human Rights Act into account when making decisions but it is not considered that any individual's Human Rights Act rights would be adversely affected by the recommendations in the report.

Lawyer Consulted: Liz Woodley *Date: 20/01/10*

Equalities Implications:

- 5.3 All projects carried out include full consideration of various equality issues and specifically the implications of the Disability Discrimination Act.

Sustainability Implications:

- 5.4 Project briefs are issued on all projects and require due consideration of sustainability issues, including energy conservation and procurement of materials from managed and sustainable sources.

Crime & Disorder Implications:

- 5.5 All contracts are entered into with a requirement for site security. Specific projects, directly address security and prevention of crime and anti-social behaviour.

Risk & Opportunity Management Implications:

- 5.6 The prime risks associated with this report are those associated with major construction projects. Full account of risk is taken through compliance, in all works, with the Construction Design & Management Regulations, which amongst other measures, require preparation of project specific Health & Safety Plans.

Corporate / Citywide Implications:

- 5.7 The Housing Capital Programme reaches to all parts of the city. It seeks to provide substantial improvement to the Council's housing stock. The implementation of the proposed programme will take account of all relevant best practice guidelines and be developed to provide ever improving performance targets.

6. EVALUATION OF ANY ALTERNATIVE OPTION(S):

- 6.1 No alternative options were considered.

7. REASONS FOR REPORT RECOMMENDATIONS

- 7.1 The Local Government and Housing Act 1989 requires each Local Authority to formulate proposals relating to capital expenditure in respect of the HRA. The council's constitution and financial regulations require that capital budgets are approved through the Cabinet committee system.

SUPPORTING DOCUMENTATION

Appendices:

1. HRA Capital Programme for 2010-13

Documents in Members' Rooms

None

Background Documents

None

HRA Capital Programme 2010 – 13

Scheme	Total		
	2010/11 Budget £'000	2011/12 Provisional Plan £'000	2012/13 Provisional Plan £'000
Health & Safety/Legislative			
Door Entry Systems & CCTV	223	223	224
Water Tanks, Ventilation & Fire Alarms	525	526	527
TV Aerial cabling works	571	851	0
Lifts	1,586	1,652	1,653
Fire Safety & Asbestos Management	950	1,199	877
Minor Capital Works	1,300	943	925
Minor Empty Properties	486	486	487
Car Parks & Garages	342	0	0
Conversion of Shared Facilities	156	0	0
Roofing	718	965	704
General Adaptations	0	0	0
Total Health & Safety/Legislative	6,857	6,845	5,397
Rewiring Programme	1,311	2,440	2,987
Energy Efficiency			
Communal & Domestic Heating	4,196	4,609	3,962
Other Energy Efficiency	1,400	1,812	844
Total Energy Efficiency	5,596	6,421	4,806
Cyclical Decorations	2,693	2,446	2,355
Kitchens & Bathrooms	3,128	4,825	5,708
Windows	1,007	1,880	1,027
Dwelling Doors	1,093	1,268	905
EDB	540	540	540
Disabled Aids & Adaptations	850	750	750
Housing Development	0	250	250
Super Centre Refurbishment	400	400	300
Total Planned Programme	23,475	28,065	25,025

Note: Proposals for 2011/12 and 2012/13 are provisional and subject to funding confirmation.

Subject:	Single Equality Scheme		
Date of Meeting:	11 February 2010		
Report of:	Director of Strategy & Governance		
Contact Officer:	Name:	Mary Evans	Tel: 29-1577
	E-mail:	mary.evans@brighton-hove.gov.uk	
Key Decision:	No		
Wards Affected:	All		

FOR GENERAL RELEASE**1. SUMMARY AND POLICY CONTEXT:**

- 1.1 The Equalities & Inclusion Policy sets out policy and priorities for the next three years 2008-2011 and actions arising were set out in the Equality Scheme Action Plan.
- 1.2 The Equality Scheme Action Plan was based on the existing Race Equality Scheme 2006-2009, Disability Equality Scheme 2007-2010 and Gender Equality Scheme 2007-2010.
- 1.3 The proposed Single Equality Scheme will replace the current schemes which are due for renewal thus addressing the statutory requirements, and incorporate actions to address the other equality strands and cross-cutting inequality and inclusion issues.

2. RECOMMENDATIONS:

- 2.1 That Cabinet approves the Single Equality Scheme 2010-2011.
- 2.2 That updates be reported every six months (as described in paragraph 3.5).

3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS:

- 3.1 The current legislative framework requires us to set out our responses to the general and specific duties on us as local authorities in relation to race, disability and gender – for example our arrangements for monitoring and assessing the equality impact of policies and services.
- 3.2 The Equalities Bill currently making its way through Parliament is intended to:
 - create a general single public sector equality duty with Ministers able to impose specific duties on public authorities to require processes or outcomes that fulfil the duty;
 - prohibit 'unjustifiable' age discrimination in the provision of goods, facilities and services and the exercise of public functions (including adult social care);

- create a new duty on local authorities to consider how their strategic decisions might help to reduce inequalities associated with socio-economic disadvantage; and
 - The Bill also enables Ministers to require public authorities to report on equality issues (including pay).
- 3.3 In practice this should mean a more streamlined approach with all equalities strands being considered and more support for work which tackles multiple deprivation and discrimination.
- 3.4 The benefits of a Single Equality Scheme are that:
- It will help the Council to articulate much stronger ambitions for equality, and address multiple issues more effectively
 - It makes sense to bring all our commitments and aspirations in respect of equality into a single document instead of three
 - Although the law does not require us to say how we are working to improve equality on the grounds of religion and belief, age or sexual orientation, we believe they are important considerations and a combined scheme is a way for us to tell you how we are including them in our overall approach to promoting equality
 - We anticipate combined equality schemes will be a legal requirement within the next two years

Decision-making & Monitoring

- 3.5 Following approval of the Single Equality Scheme it will be reviewed annually. Overview & Scrutiny Commission have requested 6-monthly updates which will also be prepared for Cabinet. The officer mechanism for review and monitoring is the Equalities Steering Group.

4. CONSULTATION

- 4.1 Our consultation pack was available on our website and publicised via the community and voluntary sector from 21 September until 13 November 2009. This was also sent to the unions and the minority staff forums who have since seen the draft version of the Scheme. Some comments were received which have been incorporated.
- 4.2 A series of public consultation events were held on 3, 5 and 29 October in partnership with the PCT and local hospitals' trust and a follow-up event of focus groups with BME, Disabled and Men's groups was held on 10 November to ensure that issues for these groups were included.
- 4.3 A public feedback session was held on Wednesday 2 December with people who had attended the consultation events to feedback on how we will take their comments on board. The Single Equality Scheme highlights the headlines from their comments and more detailed issues have been raised with the service areas concerned.
- 4.4 Overview & Scrutiny Commission received a draft version of the Single Equality Scheme at their meeting on 15 December 2009 and set up a separate sub-group to provide feedback which was held on Tuesday 12 January. Their feedback was

generally positive and their additional comments have been taken into account as far as possible.

5. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 5.1 The Single Equality Scheme action plan covers the period January 2010–December 2011 and the commitments made have been included in the Council's service planning and budget setting proposals for the financial year 2010/2011. Actions proposed for 2011/12 will need to be considered in the development of budget strategies for the Council and partners organisations.

Finance Officer Consulted: Anne Silley Date: 26/01/10

Legal Implications

- 5.2 The Council has a legal duty to produce an Equalities Scheme covering Disability, Gender and Race - this duty can currently be met by producing one scheme or separate schemes. It is anticipated that a combined scheme will be a requirement of the new Equalities Bill and therefore the approach set out in this report will ensure that the Council is in a good position to implement the new requirements when they come into force.

Lawyer Consulted: Elizabeth Culbert Date: 25/01/10

Equalities Implications:

- 5.3 The equalities implications are directly addressed by the work contained within the report.

Sustainability Implications:

- 5.4 None directly in relation to this report.

Crime & Disorder Implications:

- 5.5 The Crime and Disorder Reduction Partnership and the Partnership Community Safety Team are key contributors to equalities & inclusion work in the city and this is will be reflected in the single Equality Scheme.

Risk & Opportunity Management Implications:

- 5.6 The implications for risk are directly addressed by the actions contained within the report.

Corporate / Citywide Implications:

- 5.7 The actions contained within the report have been developed with input from all council Directorates.

6. EVALUATION OF ANY ALTERNATIVE OPTION(S):

- 6.1 The alternative option would be the development of 3 Equality Schemes to address issues of Race, Gender and Disability. The advantage of this is the clear focus on the issues for these groups. The advantages for a Single Equality Scheme are described in paragraph 3.4 and we have found in practice that many of the issues identified can be addressed by generic actions.

7. REASONS FOR REPORT RECOMMENDATIONS

- 7.1 To address the legal requirements as described above, provide an action plan to support the Equalities & Inclusion Policy and a mechanism for reporting on progress.

SUPPORTING DOCUMENTATION

Appendices:

1. Draft Single Equality Scheme 2010-11

Documents in Members' Rooms

None

Background Documents

None

Brighton and Hove City Council

Single Equality Scheme 2010-2011

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**Brighton & Hove
City Council**

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Section 1 - Introduction to our Equality Scheme

This two-year equality scheme (Jan 2010-Dec 2011) describes how the council will meet its moral, social and legal obligations to put equality at the heart of everything we do.

As a public body the council is required by law to promote equality in the areas of disability, gender and race. In this single Equality Scheme we set out how the council will meet those legal requirements while also addressing other areas of equality, human rights, and the need to promote community cohesion (that is, good relations between people from different backgrounds).

This Equality Scheme complements the council's equality and inclusion policy, 'Working Towards an Equal City 2008-11', and updates the action plans attached to that document. The policy can be viewed at:

http://www.brighton-hove.gov.uk/downloads/bhcc/equalities/Equalities_Inclusion_Policy_2008-2011_FINAL.pdf

The Equality Scheme is closely linked to our Corporate Plan 2008-11 in which we undertook to design services around needs, be these city-wide or tailored to the needs of particular communities, families or individuals; providing choice wherever possible.

You can view the Corporate Plan at:

http://www.brighton-hove.gov.uk/downloads/bhcc/performance_team/Corporate_Plan_2008_V310708.pdf

All our services and functions aim to be fair to all groups. However, there are some activities which are specifically designed to have more of an impact on particular groups such as disabled people, children, gypsies and travellers, older people or black and minority ethnic communities.

When deciding how we will use our resources, the concepts of proportionality and relevance apply. So, we focus on activities that are most relevant to fairness, access and equal treatment and prioritise them proportionately. In other words, we devote more resources to activity that makes the biggest difference, and/ or addresses the biggest problems.

In developing our scheme we followed our Community Engagement Framework to consult stakeholders, as well as partners and staff.

You can view the Framework at:

<http://www.brighton-hove.gov.uk/index.cfm?request=c1189414>

We have used people's views and ideas about service areas as well as data and evidence to decide the priorities of the Scheme. We asked people to tell us what they want us to achieve, and what they think we need to do to make that happen.

Our Equality Priorities

We have listened to stakeholders and reviewed a range of evidence sources (eg: Reducing Inequality Review, staff surveys, Count Me In Too, The Place Survey, Fairness & Freedom, as well as national statistics) and we have given due regard to relevance and proportionality, and we have identified the following key priorities for this Scheme.

(a) Promoting equality through information

We will address gaps in our knowledge to ensure that we are prioritising key equality areas in our work.

We will enhance our monitoring and analysis systems to increase and improve data collection, working with our partners.

(b) Promoting equality through our partnership working

We will use our buying power to ensure other organisations provide goods and services that meet users' different needs, and contribute to our equalities aims.

We will work to ensure that there is an improvement in relations across diverse communities, and that harassment and hate crimes are dealt with effectively.

We will continue to build on our partnerships to provide services which work together to better support vulnerable and marginalised people and households.

We will seek out opportunities to build confidence, skills and ability in the community and voluntary sector.

(c) Promoting equality through community engagement

We will consult and involve representative groups, networks and individuals, covering all equality areas and communities of interest, to help inform our future activities.

We will undertake Equality Impact Assessments with a stronger emphasis on working with stakeholders and public sector partners.

(d) Promoting equality in our service delivery

We will continue to improve the accessibility of our services and our facilities including buildings, information, communications, and events.

We will develop and provide services that are relevant and appropriate to individual users.

(e) Promoting equality in employment

We will continue to improve the diversity of our staff to reflect the communities we serve.

We will develop a workplace environment where all our staff feel they are treated with dignity and respect.

We will eliminate the pay gap between men and women.

We will continue to improve ease of access for disabled staff to our buildings and by adjusting employment policies.

We will support our staff to ensure they are confident and skilled in addressing fairness and access when planning and delivering services.

Community Cohesion

Community Cohesion is focused on relationships within communities and closing the divides between communities. It is about communities having shared values and a strong sense of belonging to Brighton and Hove.

Whilst the focus of this Scheme is equality, we recognise that our equality duties and our cohesion agenda complement each other. Both aim to remove disadvantages experienced by groups, and both promote participation in the community and positive engagement between groups.

We are working towards a city where people trust one another and trust public institutions; where there is a sense of belonging by all communities; where different backgrounds and circumstances are appreciated and valued; and where similar life opportunities (in education, work, leisure, travel, housing, sport) are available to all. We believe that it is our duty to address issues of 'how we live together and deal with difference', however controversial and difficult that might sometimes seem.

Draft

Section 2 - How we developed the Scheme

Our approach to meeting the Equality Duties

The council has a legal duty to promote equality in relation to disability, gender and race. (See Appendices 1 & 2 for the General Duties & the Specific Duties.)

The Equality Bill, announced in 2008, is intended to deliver a modern, single legal framework for equalities. It aims to provide a clearer, streamlined law that is more effective at tackling disadvantage and discrimination. It is likely that the new legislation will extend existing equality duties. Therefore, like many other public bodies, the council has elected to produce a single Equality Scheme. This will cover all the equality strands: the existing ones of disability, gender, race/ethnicity and adding age, religion or belief, and sexual orientation.

During 2007 the council undertook the Reducing Inequality Review to help us understand more about the people in the city, the inequality they experience and the underlying reasons for these inequalities. This research provided us with very detailed information on the city, its communities and the characteristics of different areas.

This research enabled us to identify groups of people who may need particular help if we are to deliver equality and achieve a truly inclusive city. We have termed these as Social Inclusion Key Groups.

These are:

- Homeless people
- Unemployed people
- People employed on a part-time, temporary or casual basis
- Lone parents
- People with caring responsibilities
- People with mental health needs
- People with substance misuse issues
- People with HIV
- Refugees and asylum seekers
- Ex-offenders and people with unrelated convictions*
- People experiencing domestic violence

* An unrelated conviction is a minor conviction which has no impact upon the individual's ability to do a particular job or receive a service where access criteria apply. For instance, somebody with a minor driving conviction would not be prevented from working with vulnerable adults.

Our evidence base

In developing our Scheme we have used evidence from a number of sources to assess how we are delivering equality and inclusion in our employment practices, our service delivery and our working practices.

We regularly commission research and have drawn on internal reports, such as housing needs data, and the expertise of our staff in developing this Scheme. We have reflected on national data, as well as specific research undertaken by our partners. An example of this is the "Count Me In Too" work by the University of Brighton and Spectrum. We have used this type of evidence to inform our Scheme and to develop appropriate targets for improvement.

Stakeholder Involvement

We have built on the feedback we received to our Race, Disability and Gender Equality Schemes, and have listened to many different individuals including staff, local and national organisations and representative groups, in order to develop our Scheme.

In October/November 2009, working with colleagues from Brighton and Hove City Primary Care Trust and Brighton and Sussex University Hospitals NHS Trust, we carried out a programme of consultation and engagement in order to shape this Scheme. We invited stakeholders to 8 public consultation events, and conducted a public online consultation.

Details of both the consultation and the feedback are contained in Appendix 6

We were particularly keen to reach seldom-heard-from groups in order to ensure our findings were relevant to diverse groups. To achieve this, we asked for views at the Older People's Day, the Get Involved Day, the Black and Minority Ethnic (BME) Elders' Day, and ran targeted events for men, the BME community and the Federation of Disabled People. Community and Voluntary Sector groups were also sent the Scheme to comment on, as were the council staff forums and unions.

From this evidence and stakeholder feedback we have identified 'key observations' highlighted under each of our priorities. These points show where problems affect a large number of people, or where big barriers exist, or where an issue is seen as a priority by a group or groups.

Involvement of Disabled People

The Disability Equality Duty requires us to do more than simply consult disabled stakeholders and staff. It gives us a duty to involve disabled people in an ongoing and meaningful way so that we benefit fully from disabled people's views, experiences and ideas. We are also required to set out in our Scheme how exactly we involve disabled people.

Disabled people are involved across the council in a variety of ways and at different levels. Some examples of this:

- The Children & Young People's Trust work closely with Amaze, a local group supporting parents and carers of disabled children and young people.
- Housing officers provide accommodation and support disabled tenants' groups and the publication of their newsletter.
- The Learning Disability Partnership Board provides a safe environment for people to talk about important issues such as health care and housing.

Although progress has been made, we recognise that disabled people are still disadvantaged both by the environment and also by social attitudes, which mainly reflect the needs and experiences of non-disabled people. It is social barriers and disabling attitudes that cause 'disability,' not physical limitations of an individual's condition. We are, therefore, anxious to hear from disabled people themselves about the barriers they encounter when using our services.

In 2008, with our Primary Care Trust (NHS Brighton and Hove) partners, we funded the Brighton & Hove Federation of Disabled People to recruit two Involvement Officers. They set up a network of disabled people willing to work together with the council and PCT in a variety of ways.

This network, known as the Get Involved Group, hold regular meetings where they set the agenda themselves, request the attendance of individual council officers, discuss issues of concern and make problem-solving recommendations.

The Group is still forming and developing, and we are working with them as they become more diverse and more influential in the decision-making process. Already, the Group have been involved in focus groups and site visits, contributed to Equality Impact Assessments and developed training materials.

As well as the public consultation events, approximately 30 members of the Get Involved Group attended a workshop in order to help us clarify the issues for disabled people across all impairment groups.

As recommended in our Community Engagement Framework, everybody that took part in the consultation exercises was invited to a feedback event in December 2009 to see how their input had shaped the Scheme. This event was also attended by service leads from key areas of interest (Community Safety, Planning, Children and Young People's Trust, Human Resources) to enable participants to ask specific questions.

Staff involvement

We asked staff to reflect on what they saw as the priorities for action in our Equality Scheme, and took into consideration comments received from our union staff representatives and results of our staff survey in 2009.

As part of our work as an inclusive employer, we support three staff forums:

- Black & Minority Ethnic Workers' Forum
- Disabled Workers' Forum
- Lesbian, Gay, Bisexual & Transgender Workers' Forum

These self-organising groups meet regularly for members to share experiences, provide mutual support, and raise awareness of the effects of discrimination.

Our relationship with these groups is one of a 'continuing conversation' and their representatives attend the Equalities Steering Group and the Human Resources Equalities Group. They regularly contribute to the development of best practice in policy, procedures and service delivery. For instance, members of the Disabled Workers' Forum have been involved in the development of a reasonable adjustments guidance document, and advised on the purchase of IT equipment which will help injured colleagues remain at work.

Members of the Equalities Steering Group which represent all the Directorates in the council have also been involved in the development of this Scheme.

The consultation questions and draft of the Scheme were also available on the council website and intranet and copies were sent to staff with responsibility for key equality areas.

How we have used feedback from our engagement with stakeholders and staff

We considered all of the responses we received and used these to inform the Equality Scheme and its action plan.

Key messages from stakeholders –

- You want the council to ensure that its work does not favour any particular equality strand/s at the expense of others, and to recognise the impact of multiple disadvantage
- You want us to work only with those organisations that can demonstrate a clear equality commitment to their workforce and service users
- You want a continued commitment to end domestic violence, hate crime and bullying – in schools, on transport, at work, in public places
- You want us to further enhance the accessibility of our website, communications and events, as well as access to our leisure facilities, streets and services
- You want us to use our influence with the private sector to improve access to premises (shops, restaurants), services (taxis) and employment opportunities, and raise awareness of equality and inclusion
- You want personalised services – for disabled children in schools, for speakers of other languages, independent living for disabled and older people
- You want us to be more imaginative and flexible around engagement with communities of interest, building skills, confidence and ability wherever possible, and supporting a range of activities to help bring communities together

Key messages from our staff –

- You want a continued commitment to improve how accessible our buildings are
- You want an integrated system to managing reasonable adjustments for disabled workers and those with long-term health conditions
- You want to see us address the culture and attitudes within the organisation through our Dignity at Work Policy
- You want us to strengthen our employment monitoring (in particular in relation to disability and development through the organisation)
- You want us to extend our gender pay gap monitoring to cover all the equality strands
- You want more compulsory training for staff, in particular managers, on a range of equality issues

Diversity Peer Challenge 2009

The Peer Challenge was not an inspection, but an external assessment of the council's judgement of itself against the Equality Standard, by colleagues from other councils. They considered written evidence and carried out a series of interviews and meetings with employees and other stakeholders.

The Peer Challenge confirmed that we met the criteria for level 3 of the Equality Standard, and highlighted numerous positive findings. However, there were clearly areas for improvement which include:

- Many examples of good practice in response to Lesbian, Gay, Bisexual and Transgender issues need to be repeated in other equality areas.
- Equality Impact Assessments need to be consistently applied across directorates.
- A strong and consistent approach to engaging interfaith groups and local faith communities is needed.

- The policy on 'A' boards and street clutter in public areas needs continued enforcement.
- The provision of translation and interpreting services to customers needs to be more consistent across directorates.
- Issues around sickness management procedure, disability leave and support for job applicants need to be clarified.
- A greater awareness is needed of when and how to provide reasonable adjustments for disabled employees.

The key messages from stakeholders and staff, along with the feedback from the Peer Challenge, have directly influenced the detail of the Scheme described in Section 3.

Section 3 – The Scheme

The race equality, disability equality and gender equality duties apply to all public authorities and are often referred to as the Public Sector Equality Duties. Each duty is in two parts. There are the General Duties (set out in Appendix 1) that tell us we must eliminate unlawful discrimination and promote equal opportunity; and there are the Specific Duties (set out in Appendix 2) to help some public authorities perform the General Duties better.

The Specific Duties require us to publish an Equality Scheme and set out the information that must be included in the Scheme. In this section we go further than the minimum requirement by including groups of people not covered by the law.

Promoting equality through information

Key observations: information

- As a consequence of fast changing demographics and other factors including the current state of the economy, we need to update our evidence base.

Areas for improvement: information

- Follow-on to Reducing Inequality Review to address the gaps that were identified as follows.
- We need a clearer picture of disabled people in terms of impairment groups and their particular barriers to inclusion.
- We need to work with the City Inclusion Partnership around monitoring and data sharing.
- We need to strengthen our quantitative and qualitative data across all the equality strands.
- Further development and use of the Brighton & Hove Local Information System (BHLIS) to cross-reference and map data across the city.

Promoting equality through our partnership working

Key observations: Access

- We need to acknowledge that stakeholders, especially older and disabled people, and speakers of other languages, find public sector service providers big and complicated and sometimes find it difficult to reach someone who can deal with their issue.
- People need up-to-date information and consistent messages to make informed choices.

Areas for improvement: Access

- We need to ensure that information is easier to access, accurate and available when it's needed.
- We need to reduce the number of times a resident has to contact agencies about a single issue.

Key observations: Community Safety

- People want a 'positive action' approach to domestic violence, hate crime and bullying, preventing this type of behaviour wherever possible.
- There is an increasing awareness among local disabled people around the national campaign to end disability hate crime.
- 41% of people living with a limiting long-term illness are less likely to feel safe out in their area after dark, compared with 23% of the general population.
- Perceptions of anti-social behaviour and safety have improved but issues remain for Lesbian, Gay, Bisexual and Transgender (LGBT) residents and those from non-Christian religions.
- Black and Minority Ethnic (BME) groups (75%) are more likely to think we are working to make the area safer whereas those with a limiting long-term illness (54%) are least likely to think this is the case.
- A majority of transgender people have experienced harassment or violence because they were identified as transgender.

Areas for improvement: Community Safety

- Promote the services of the new disability and religious hate crime case-worker.
- Explore additional methods/locations for reporting hate crime, especially for disabled people.

- Develop the PREVENT agenda (preventing violent extremism) through active engagement with local communities and in our schools.

Key observations: Procurement

- Where services are provided by either the private or third sector, users want the same consideration given to equality and diversity issues.

Areas for improvement: Procurement

- All officers engaged in procurement activity need to understand and apply the relevance of equality and diversity in relation to service provision and the employment practices of our contractors.
- The council's Pre-Qualification Questionnaire now requires significant information from contractors in relation to workforce profile and equality policies and procedures. This needs to be monitored throughout the life of the contract.
- It is now legally possible to 'reserve' contracts for social enterprise where over 50% employees are disabled people. We need to identify contracts where this could be implemented.

Key observations: Community & Voluntary Sector (CVS)

- The economic and social audit of the third sector in 2008 in Brighton & Hove showed: 1,600 organisations that contribute £96m to the local economy every year. The sector employs about 8000 people in the city.
- Only 43% of its income comes from grants, of which the majority (62%) comes from outside the city.
- The majority of organisations stated that their main activity results in empowering people to improve the quality of their life (34%) and bringing people together (20%).
- The work of our Communities Team around Strategic and Discretionary Grants is seen as vital to helping people become more involved in their communities and take part in regular volunteering, as well as building skills, confidence and ability.

Areas for improvement: Community & Voluntary Sector (CVS)

- Maintain a regular two-way flow of information with CVS partners ensuring that, where appropriate, information is passed to council colleagues.

- Provide more practical help with fundraising, Annual Grant aid, signposting to other funding streams and ongoing development support. Promote the Grantfinder service.

Promoting equality through community engagement

Key observations: Engagement

- There is a possibility that some groups will experience 'consultation fatigue' especially where they are involved in Equality Impact Assessments with public sector partners.
- We need to develop innovative and fun engagement activities, in particular with children and young people.
- All engagement events and meetings must be fully accessible. For example: 1 in 7 of the population have hearing impairments. The Deaf community are sometimes excluded because of poor acoustics, background noise, inadequate or improperly used equipment.

Areas for improvement: Engagement

- We need to improve our understanding of groups where data is limited (because the populations are small, rarely monitored or quickly changing) and we need to identify barriers to inclusion encountered by these groups.
- We need to promote community cohesion by helping local communities find local solutions in co-operation with local agencies.
- We need a strong and consistent approach to engaging local faith communities.
- When timetabling Equality Impact Assessments, we need to work closely with public sector partners in order to combine consultation exercises where possible.
- We need to ensure that men who do not identify with any other group are consulted.
- We need to provide guidance on open, flexible and accessible engagement events.
- Staff running events and meetings need guidance and training on disability awareness and use of assistive technology.

Promoting equality in our service delivery

Key observations: Access to information

- Stakeholders wanted us to ensure that all our publications are clear and easy to understand, and use inclusive and straight-forward language.
- Stakeholders, particularly older and disabled people, raised concerns about an over reliance on computer-based information, and how certain groups might be excluded from the benefits of our website and other technology.
- Stakeholders wanted our website and publications to reflect all communities in the city.

Areas for improvement: Access to information

- Identify clearly the audience we are trying to reach and recognise that different communication approaches are needed to reach different groups, in particular the visually impaired and deaf communities, people with learning disabilities and speakers of other languages.
- We will use existing communication methods better, making information easier to get and simpler to understand for everyone. We will also use new methods to help us reach new audiences.

Key observations: Services easier to access

- We have met our targets for making council buildings open to the public and more accessible. Stakeholders want the relevant information to be available on the website, via the switchboard etc.
- Many disabled adults and children are unable to access the beach, particularly wheelchair users.
- Disabled people report problems travelling around the city – complicated rules relating to Blue Badge parking, inability to pre-book accessible taxis, 'A' boards and street clutter. Accessibility of pavements is also an issue for older people.

Areas for improvement: Services easier to access

- Removal of street clutter and improved enforcement of 'A' board licensing.
- Improved training for taxi drivers around disability issues.
- Scope for the council to influence the private sector more effectively, in relation to the accessibility of taxis, shop fronts, restaurants etc.
- Improved enforcement around Blue Badge use.

Key observations: Services appropriate to needs – independent living

- Older and disabled people would like more independence and to be involved in decisions about their care.
- The city has a significant ageing population (8.6% of residents are age 75 or over, with 2.6% age 85 or over). One in 10 households has a person with special needs.
- 31% of households in the city have at least one person with a limiting long-term illness.
- Almost 24,000 people identified as carers in the 2001 census. Carers play a vital role in looking after frail or disabled family, partners or friends. This can have an adverse impact on their own health and limit their opportunities.
- Government promised Independent Living Centres by 2010 – (these could be housed in a building, or provided via a website or network but must be user-led.)

Areas for improvement: Services appropriate to needs – independent living

- Promote direct payments, self-directed support.
- Build on support already provided by Key Workers, Scheme Wardens or Managers
- Promote Community Alarm systems
- Enable service users to learn skills to help them live independently
- Promote the Deposit Guarantee Scheme available to people leaving funded accommodation (mental health, substance misuse, teenage parents, domestic violence, learning/physical disability and older service users).

Key observations: Services appropriate to needs – Gypsies & Travellers

- Life expectancy for Gypsy and Traveller men and women is 10 years lower than the national average.
- In 2003, less than a quarter of Gypsy and Traveller children gained five GCSEs at A*-C grades, compared to a national average of over half of all children.
- The UK spends approx £18M a year evicting Gypsies and Travellers from unauthorised sites. Since one council created two authorised sites, it has seen its costs for enforcement drop from £200,000 in the mid-90s to a current yearly average of £5,000.

Areas for improvement: Services appropriate to needs- Gypsies & Travellers

- Permanent Travellers' site.
- Increase awareness of Gypsies & Travellers' needs across the city.

Key observations: Services appropriate to needs – housing

- Many of the city's 36,000 non-decent private sector homes are occupied by vulnerable people, with the oldest and poorest more likely to live in the worst quality housing.
- Disabled people report lengthy waits for Occupational Therapy assessment and works being carried out in a way that does not reflect their particular needs. Eg little appreciation that they are visually impaired or hearing impaired.
- The Housing Needs Survey 2005 & the Strategic Housing Market Assessment 2008 included specific additional research with the LGBT community, BME residents, younger people, older people and Gypsies and Travellers.
- There is an under-supply of housing adaptable for the needs of disabled or ageing residents.
- More than a third of transgender people have experienced homelessness.

Areas for improvement: Services appropriate to needs – housing

- Repairs and adaptations need to be provided at a time and in a manner that suits the individual's particular needs.
- Provide more Extra-Care housing for older people.
- Full implementation of the Housing Strategy 2009-14 which addresses many of the identified needs.

Key observations: Long-term unemployed

- 13,000 people on Incapacity Benefit and up to 17,000 on Job Seekers Allowance in the city.
- Those with low skills are being squeezed out of the labour market locally.
- Disabled groups face significant barriers to employment in the city.
- Those with mental health issues face additional barriers with approximately 50% of people on Incapacity Benefit or Employment & Support Allowance, in comparison to 40% in other small cities.

Areas for improvement: Long-term unemployed

- Further develop the Local Employment Programme to provide employment opportunities for local unemployed people
- Use of the 'Future Jobs Fund' from the Department of Work & Pensions to fund work placements for young (18-24 year old) unemployed people.

Promoting equality in employment

Key observations: Pay

- The council has undertaken a review of all pay scales and grades across the organisation – our 'Single Status' project. Over 97% of colleagues who received an equal pay settlement offer have now accepted their offer.
- The current national average UK gender pay gap according to the Office for National Statistics is 17.1%. The council is still working to implement Single Status and address its pay gap.

Areas for improvement: Pay

- Whilst our work on Single Status should help to minimise the gender pay gap, we also need to ensure flexible working is available at all levels within the council.

Key observations: Training

- The take-up across directorates of equalities-related training is inconsistent.
- Lesbian, Gay and Bisexual (LGB) staff think that supporting equal opportunities for all (50%) is more important than non-LGB staff do (32%)
- We have trained over 200 managers to do Equality Impact Assessments.

Areas for improvement: Training

- We need to enable all staff and managers to be competent in relation to equalities, diversity and inclusion through a range of development opportunities.
- We will publish training data showing who applies for, and who attends all training in relation to race, disability and gender.
- We will continue to provide an updated and improved EIA workshop for managers.

Key observations: Disabled staff

- Disabled staff wanted us to provide an integrated approach to support them when implementing and managing reasonable adjustments.

Areas for improvement: Disabled staff

- We need to improve line managers' capabilities in supporting disabled staff.
- More efficient and timely management of reasonable adjustments.

Key observations: Dignity and respect

- Our staff want to be valued and treated with dignity and respect.
- The staff survey showed that there is a higher level of discrimination/ bullying reported by LGB staff (22%) compared with non-LGB staff (14%)

Areas for improvement: Dignity and respect

- Promotion and implementation of our new Dignity at Work policy.

Key observations: Workforce profile & staff forums

- A trend over several years of *attracting* more BME recruits has recently levelled-out and been raised as an issue.
- Current forum members have requested more time and resources.

Areas for improvement: Workforce profile & staff forums

- We need to learn lessons from exit interviews and the staff forums.
- Recent measures put in place in the Local Employment Partnership (designed to attract more BME applicants) need to be carefully monitored.
- Review the contribution made by the staff forums and clarify their role.

Equality Impact Assessment (EIA)

In response to stakeholder and staff feedback on our previous equality schemes, our EIA toolkit was completely revised in December 2008. We want managers to focus on improved outcomes for people rather than the process of EIA.

Our 10-step EIA toolkit and guidance is designed to help us identify possible negative impact on different groups in an organised way. It also offers an opportunity to consider how our activities may help to further develop equality and good relations between groups. In addition, our process reduces the risk of indirect and/or direct discrimination.

EIAs are a major part of a wider approach to decision-making based on evidence. Monitoring, EIA and engagement lead to policies and services that are user-focused and based on sound evidence. However, continuous monitoring of EIAs in 2008/9 has indicated the need for significant improvement around demonstrating outcomes and collecting information.

The existing public sector equality duties require us to check how all our existing and proposed activities and policies affect people from different groups and communities in respect of disability, gender and race equality. We have mapped our functions, policies and practices across the council, assessed them for their relevance to disability, gender and race equality, and published a 3-year (2008-2010) timetable for EIA.

We have gone further than the law requires by extending our EIAs to include all the equality strands (adding age, religion or belief, sexual orientation), and relevant social inclusion groups (listed on page 8).

We are in the process of amending our EIA toolkit to also include community cohesion. In future, EIAs will be used to develop policies that build strong and positive relationships between people from different backgrounds.

We continue to review all our activities and update the timetable on a regular basis, ensuring that we continue to assess each activity's relevance to the general equality duties. All EIAs must be reviewed every 3 years, but services which have a direct impact on a particular group may be assessed more frequently.

You can see more about how we carry out EIAs on our website:

<http://www.brighton-hove.gov.uk/index.cfm?request=c1200096>

You can follow the link to our timetable for the completion of EIAs and see summaries of completed EIAs.

Equality Impact Assessment Training

We provide specific training on EIAs to our staff.

Key members of staff involved in the EIA process are trained to understand:

- What is an EIA and why we do them
- The benefits of EIAs
- Basic legal requirements for an EIA
- The process and how to use our EIA toolkit
- The roles and responsibilities of staff with respect to EIA
- Evidence gathering and consultation prior to EIA
- How to identify priority actions from EIAs and how to make sure they are completed

Since the publication of the revised toolkit we have trained over 200 members of staff across all directorates. We will continue to review our training provision as well as our overall EIA process to ensure that it meets our needs. We will update it to reflect changes in legislation and feedback from staff and stakeholders.

Awareness training has been made available to elected Members of the Council setting out the EIA process and how that links to their legal duties.

Quality assuring our impact assessments

Directors are responsible for signing-off EIAs relevant to their area of responsibility.

Before an EIA is signed-off and a summary report published on our website, it is reviewed by directorates' equality groups chaired by their equality lead, who is also a member of the council's Equality Steering Group (ESG).

The Equalities Steering Group, chaired by the Director of Strategy & Governance, monitors and reviews the overall process, including the EIA timetable.

The flowchart on page 51 shows how this process operates and provides the model for equalities performance management within the council and other partnerships.

A quarterly EIA progress report is prepared for the council's senior management team – Directors and the Chief Executive.

In addition, all EIAs are reviewed by the Equalities & Inclusion Team in order to identify best practice and to check for any emerging patterns which suggest that we need to revise a policy or procedure.

Equalities Monitoring

To meet our statutory duties we need suitable systems in place to collect relevant information. This allows us to assess our activities to see how they affect different groups. We can then see any negative impact on a particular group or identify an opportunity to promote equality, and make improvements in response.

Our Equalities Monitoring Guidelines were updated in 2009 in line with good practice recommended by the Equality & Human Rights Commission and the Information Commissioner. However, we are keen to develop these further and took the opportunity of the engagement events for this scheme to consult on making our monitoring more effective.

We will continue to gather information to establish:

- Which groups are not/using our services
- The needs of service users
- How to reach under-represented groups
- How satisfied different groups are with our services
- How to use our resources better
- The make-up of our workforce
- How personnel practices affect different groups
- Understand the causes of any pay gap

Training on using the Equalities Monitoring Guidelines will be included in the Equalities Impact Assessment workshops.

Workforce Profile

In accordance with the public sector equality duties we publish our workforce profile in relation to race, disability and gender. This can be seen at:

http://www.brighton-hove.gov.uk/downloads/bhcc/Workforce_Equalities_Data_April_07_-_March_08.pdf

Our published data covers applicants, shortlisted candidates and appointees, existing staff, promotion, grievances, and disciplinary procedures. However, we have more work to do around monitoring applications for training and those in receipt of training. We anticipate that our new Human Resources' software will help us provide this information.

We will continue to keep previous years' data on the website in order to show progress made. As our data collection continues to improve, we intend to extend the information available.

Responsibility and Accountability

The council is ultimately responsible for delivering the General and Specific Duties set out in the Equality Scheme, and a comprehensive equalities report on progress is produced yearly for Cabinet.

Our Chief Executive has overall responsibility for making sure that we carry out the actions in this scheme. However, actions have been allocated to the relevant Directors across the council and they are responsible for carrying these out and reporting on progress. In addition, we have identified responsible officers for each point in the action plan.

Our Equalities & Inclusion Team, which is part of the Directorate of Strategy & Governance, will monitor progress of the Scheme and report regularly to the Equalities Steering Group.

Progress will also be reported through the council's achievements measured against the Equality Framework for Local Government (see Appendix 5).

Publication of our 2010-11 Single Equality Scheme and progress reports

This 2010-2011 scheme is available on our website and will be reviewed annually in December. The annual report will be made available on the council's website.

The Equalities Steering Group will ensure that progress reports are made at key milestones and that the scheme is continually updated. Progress reports will be made available to the City Inclusion Partnership for the Brighton & Hove Strategic Partnership.

A summary of this document and copies of the annual reports will be made available in alternative formats on request.

DRAFT

How to give us feedback about the Scheme

We welcome feedback on any aspect of our Equality Scheme and more generally on our approach to equality and inclusion. You can contact us at equalities@brighton-hove.gov.uk

Members of the public who feel that they have experienced unlawful discrimination in the way they have been treated by the council may make a complaint through the corporate complaints procedure. The council promises to take all complaints seriously, and will not accept discrimination of any kind. The council will also monitor complaints to see whether we are meeting our equality duties.

The Members' Code of Conduct deals with complaints about the conduct of elected Members. Members who experience unlawful discrimination can alert the council through the grievance procedure.

The council has a two-stage corporate complaints procedure which is free to use. You can make your complaint known to us by contacting our Standards & Complaints team in the following ways:

Visit www.brighton-hove.gov.uk/complaints

e-mail: complaints@brighton-hove.gov.uk

Freephone: 0500 291229

Minicom: 01273 291070

Use the Complaints, Comments & Compliments form or write to us at:

Brighton & Hove City Council
Standards and Complaints
FREEPOST SEA 2560
Brighton BN1 1ZW
(no stamp needed)

Office opening hours: Monday to Friday 9 am - 5 pm

Section 4 – The Action Plan

We have certain legal obligations under the three equality duties to promote equality in the areas of race, disability and gender. These are the General Duties. (See Appendix 1 for comparison of the duties.) Each of the actions in our plan relates to one or more specific parts of an equality duty, as well as responding to stakeholder and staff feedback.

The Race Equality Duty gives us the following responsibilities:

- Eliminate unlawful discrimination
- Promote equality of opportunity
- Promote good relations between people of different racial groups

The Disability Equality Duty gives us the following responsibilities:

- Eliminate unlawful discrimination
- Eliminate harassment targeted at disabled people
- Promote equality of opportunity between disabled people and others
- Take steps to take account of disabled people's disabilities, even where that involves treating them more favourably than others
- Promote positive attitudes towards disabled people
- Encourage participation by disabled people in public life

The Gender Equality Duty gives us the following responsibilities:

- Eliminate unlawful sex discrimination
- Eliminate harassment
- Promote equality of opportunity between men and women

The requirements to eliminate unlawful sex discrimination and harassment also include discrimination and harassment on the basis of gender reassignment.

Single Equality Scheme Action Plan 2010-2011

<i>Intended outcomes</i>	<i>Example Actions</i>	<i>Equality groups</i>	<i>Timing</i>	<i>Lead team</i>	<i>How will we know we have achieved this</i>	<i>Evidence</i>
Over-arching actions						
Implement, monitor & comprehensively review the Single Equality Scheme	Launch of Scheme Collection of evidence against actions and outcomes	All	Annual reviews in December Progress reports in June	Equality & Inclusion	Public reporting of the review findings	Annual review & progress reports
Achieve 'Excellent' level in Equalities Framework for Local Government	Range of activities meeting Index standards Collate evidence of good practice	All	Dec 2010	Equality & Inclusion	Successful assessment	Assessment report
A robust and transparent EIA process that leads to evidenced and appropriate actions	Review of EIA toolkit & inclusion of guidance on community cohesion	All	Mar 2010	Equality & Inclusion	Evidence of public consultation / involvement	Toolkit, timetable and summaries of all completed EIAs across directorates are published and available
	EIA workshops for managers	All	Dec 2010	Equality & Inclusion	EIAs completed on time, actions incorporated in service plans and leading to positive outcomes	Service Plans & monitoring No. of managers trained

Intended outcomes	Example Actions	Equality groups	Timing	Lead team	How will we know we have achieved this	Evidence
(a) Promoting equality through information						
An up-to-date evidence base that covers all equality areas, fills gaps in existing evidence and is used to inform our ongoing work	Reducing Inequality Review follow up work	All	Dec 2011	Analysis & Research	Data obtained to address identified gaps in RIR1	Reports and data on BHLIS
	Consider research proposal with Uni. of Brighton & Federation of Disabled People to identify barriers to inclusion	Disability	Mar 2010	Equality & Inclusion	Clear picture of barriers experienced by all – esp. people with mental illness or learning disabilities	Research Report or alternative data sourced
	Support increase in equalities data on Brighton & Hove Local Information Service	All	Ongoing	Analysis & Research	Analysis needs of BHLIS users met	Increased use of equalities data on BHLIS
Consistent monitoring systems across the council and improved analysis & use of captured data	Monitoring training inc. in EIA workshops for staff	All	Dec 2010	Equality & Inclusion	Staff understand & use monitoring guidelines effectively	Nos. trained Evidence of data being used in EIAs
	Develop understanding of the diversity of our communities and disability impairment	All, esp. Disability	Ongoing	Equality & Inclusion	Greater awareness of diversity within equality strands	Relevant data on communities Regular review at Equality Steering Group & with

Intended outcomes	Example Actions	Equality groups	Timing	Lead team	How will we know we have achieved this	Evidence
	groups Support the City Inclusion Partnership's work on making monitoring more consistent	All	Ongoing	Equality & Inclusion / Equality Steering Group	Statutory sector agencies have consistent approach to monitoring and explaining its value / use	communities Standard equalities monitoring form and explanation developed and used widely
(b) Promoting equality through our partnership working						
Statutory services in the city work jointly through the City Inclusion Partnership to address equality, community cohesion and human rights issues	Agree joint commitment through Equality and Human Rights Charter Work Plan includes joint approaches, joint activity and sharing good practice	All	Charter launch Jan 2010 Annual Work Plan review Jan	Equality & Inclusion Team	More confidence across communities in public services More consistency in approach to equalities Joint projects (inc. engagement & information provision)	Charter and progress reports Reviews of work plan Place Survey
Increased capacity within the community and voluntary sector (CVS)	Strategic Grants programme 2010/13 total £1.244M	All	Dec 2010	Communities Team	Grants used in support of Council priorities	Grants allocated
	Practical help with fund-raising, Annual Grant aid, signposting to other corporate funding streams	All	Ongoing	Communities Team	CVS groups are supported to access other funding and development opportunities	No. of organisations helped

Intended outcomes	Example Actions	Equality groups	Timing	Lead team	How will we know we have achieved this	Evidence
	and ongoing development support					
New post for Preventing Violent Extremism work	Undertake Community Needs Analysis of Muslim people in the city	All esp. Race / Ethnicity Religion & Belief	June 2010	Partnership Community Safety Team	Added impetus and capacity to build resilience to violent extremism	Report on needs Action plans
Increase school staff confidence in discussing controversial issues and in challenging extremist narratives	Audit and action planning tool for schools: 'Learning together to be safe'	Age Race / Ethnicity Religion & Belief	Feedback in Aug10 Full review Dec 2010	Children & Young People's Trust	Schools promoting community cohesion Young people and staff confident to discuss diversity and cohesion	Audit tool being used
Increased number of hate crime incidents reported, and cases of domestic violence supported	Raise awareness of how issues / incidents can be reported (esp. disability & trans) Ensure consistent response to women, children and young people experiencing domestic violence	Race / Ethnicity Sexual Orientation Disability Trans-gender Gender Age	Dec 2010	Partnership Community Safety Team	Year on year increase in promotional activities around hate crime issues & incidents, and reporting Victims have more confidence in system	No. of activities No. of reports No. of cases resolved Decrease in repeat incidents
Through procurement, (inc. social enterprise) achieve a diverse supply chain which	Monitoring arrangements to assess whether	All	Annual contract reviews	Procurement	Our equalities agenda is delivered to service users	Service users feedback Contract

Intended outcomes	Example Actions	Equality groups	Timing	Lead team	How will we know we have achieved this	Evidence
effectively & appropriately delivers our equality agenda	contractors comply with our Pre-Qualification Questionnaire which makes clear to current & future contractors our equality requirements				We influence employment practices in the private & 3 rd sectors Monitoring of contracts provides useful equalities information	monitoring
Procurement officers across the organisation confident & skilled around the equalities duties	Develop and deliver training programme for all procurement officers so they know & implement our equalities duties in awarding contracts for functions, goods and services	All	Dec 2010	Finance & Resources	Greater understanding of how procurement can be used to influence contractors etc More effective monitoring of impact	No. of procurement officers trained Contract monitoring reports
(c) Promoting equality through community engagement						
People from all equality strands more involved in policy development, challenge mechanisms and developing future priorities (including the Community Engagement Framework - CEF)	Promotion & development of online Consultation Portal	All	Jan 2010	Communities Team	Increased awareness of engagement & participation opportunities	Website hits
	Continued support of the Get Involved Group	Disability	Review in Aug 2010	Equality and Inclusion	Examples of positive outcomes from this project	Annual review of Service Level Agreement

Intended outcomes	Example Actions	Equality groups	Timing	Lead team	How will we know we have achieved this	Evidence
	(Federation of Disabled People) Encourage a range of innovative & exciting methods to engage & respond to stakeholders, working with other partners where possible	All	Ongoing	Communities Team	Greater satisfaction & people feel more able to influence	National Indicators in Local Area Agreement
	Develop accessible training programme in support of CEF, addressing barriers faced by equalities groups	All	Sep 2010	Communities Team / Equality & Inclusion	Engagement work anticipates and addresses barriers to inclusion	No. of people trained Evaluation of training
Improve engagement activity to enhance lives, provide opportunities & drive up quality (including Get Involved Campaign)	Support priority actions in Community Engagement Framework Continuing conversations with community groups to ensure 2-way flow of information	All All	Ongoing Ongoing	Equality Steering Group to monitor & disseminate information All Teams supporting 'Get Involved' campaign	Increased numbers and wider range of people involved Increased awareness of how engagement works and how to get involved. Better information	Place Survey National Indicators in Local Area Agreement Examples of engagement activity 'Get Involved' activities held

Intended outcomes	Example Actions	Equality groups	Timing	Lead team	How will we know we have achieved this	Evidence
	(CVSF Your Space, AGMs, universities etc)				to and from CVS groups on needs, priorities and issues	No. of people participating
Improve awareness of and data on groups where data is limited	Identify groups which are small, transient or new to the city, and which organisations or groups work with them	All	Dec 2010	All, through City Inclusion Partnership	Better awareness of these groups, barriers they face and how to address them	Information circulated on groups, barriers and sources of support
Develop cohesive, integrated and stronger communities	Community Cohesion Framework to be monitored via Interplan	All		Equalities & Inclusion	Better information on progress and gaps / areas to prioritise	Action Plan in place
	People's Day event to celebrate diverse cultures & faiths	All	October annually	Equalities & Inclusion	Develop shared values through interaction & increase positive understanding of faith	Event held & well attended Evaluations of the event
	Co-ordinated approach to promoting international and national celebrations (eg: LGBT History Month, Holocaust Memorial Day)	All	Various dates	Equalities and Inclusion and Communications	Better use of resources, skills, information and community links More awareness of events and better attendance and success	Variety of events promoted and held with good attendance Evaluations of events
(d) Promoting equality in our service delivery						

<i>Intended outcomes</i>	<i>Example Actions</i>	<i>Equality groups</i>	<i>Timing</i>	<i>Lead team</i>	<i>How will we know we have achieved this</i>	<i>Evidence</i>
Our buildings are accessible to disabled people as far as is reasonably possible	<p>Improve access to council buildings open to the public</p> <p>Continue rolling programme of access improvement works</p>	<p>Disability</p> <p>Age</p>	Dec 2010 and quarterly monitoring of DDA database	Finance & Resources	<p>Customer satisfaction</p> <p>Fewer requests for alternative arrangements to be made</p>	<p>75% of relevant audited public buildings more accessible to disabled people</p> <p>Disability Discrimination Act database</p>
Communications & information accessible to all, (inc. websites) and reflect positive images across all equality strands	<p>Improve communications media (eg: BSL, minicom, phones, type-talk, interpreting) & information (eg: EasyRead, translations)</p> <p>Plain English campaign across council</p> <p>Handbook guide to plain communication</p> <p>Ensure website is accessible esp. for people with sensory impairments or learning disabilities and speakers of other languages</p>	<p>Disability</p> <p>Race / Ethnicity</p>	<p>Ongoing</p> <p>Mar 2010</p> <p>Jun 2010</p> <p>Ongoing</p>	Communications	<p>Customer satisfaction increases</p> <p>Written information is available in different ways, as appropriate</p> <p>Information is explained clearly and plainly</p> <p>Staff are confident and skilled in clear written language</p> <p>Web accessibility standards are met</p>	<p>Fewer complaints</p> <p>Easy Read & translated documents available</p> <p>Examples of improvements in information content and presentation</p> <p>Reports against web accessibility standards</p>

<i>Intended outcomes</i>	<i>Example Actions</i>	<i>Equality groups</i>	<i>Timing</i>	<i>Lead team</i>	<i>How will we know we have achieved this</i>	<i>Evidence</i>
Provide best use of public space for streamlined customer service centre	New combined public service office for City Direct, Housing Benefit, Payments, Enquiries and Concessionary Travel	All, esp. Age Disability	Dec 2011	Customer Service	Customers able to access range of services in one location Better use of public resource	New centre opened Positive customer feedback
Better access to public spaces and services	Improve public spaces with high quality design, better signposting, removal of street clutter (eg: A boards) & more effective enforcement Taxis are more accessible to people with impairments	Age Disability	Assessment Mar 2010 Annual review through Local Transport Plan Mar 2011	Transport Planning, Transport Policy and Major Projects Equalities & Inclusion and Licensing	People with sensory or mobility impairments find it easier to travel around the city Increased no. of vehicles available that are wheelchair accessible Improved licensing arrangements including looking at other designs of wheelchair accessible taxis Better information available for accessible taxi	Fewer complaints Improvements against priority site plan Post scheme monitoring Monitoring of licensing Customer satisfaction monitoring No. of taxi bookings Feedback from users

Intended outcomes	Example Actions	Equality groups	Timing	Lead team	How will we know we have achieved this	Evidence
	Better enforcement around Blue Badge use & parking across dropped kerbs			Parking	services More observance of Blue Badge and disabled parking bays	Enforcement statistics Blue Badge holder feedback
Customers receive services appropriate to their needs including Independent Living	Deliver actions in the Housing Strategy, Supporting People Strategy, Homelessness Strategy and related sub strategies Provide appropriate care for disabled and older people in supported accommodation and their own homes, including adaptations Promote self-directed support Improve housing quality	All, esp. Sexual orientation Race / Ethnicity Disability Age	Annual updates Dec 2010 Reviewed annually Ongoing	Housing Strategy Housing Strategy and Adult Social Care Housing Strategy and Adult Social Care Housing Strategy &	Strategy updates Assessed needs are being met More eligible people use self-directed support Reduced fuel poverty	Improved customer satisfaction Local Area Agreement indicators New Extra Care accommodation opens Equality Impact Assessments Records of requests for adaptations and completions Care Quality Commission indicators Local Area Agreement

Intended outcomes	Example Actions	Equality groups	Timing	Lead team	How will we know we have achieved this	Evidence
	(including energy efficiency) Implement actions from Customer Access Strategy 2010		Ongoing	Housing Management Housing Management	Decrease in vulnerable people in non-decent housing Improved Value For Money and maintained satisfaction	indicators STATUS tenant satisfaction survey
Gypsies and Travellers receive services that meet their needs and legal requirements	Provide accommodation for gypsies and travellers, on a permanent travellers' site Increase awareness of gypsies' & travellers' needs across all service areas	Race / Ethnicity Race / Ethnicity	Jan 2012 Travellers' Strategy review Jun 2011	Environment All	Landworks and site preparation completed Planning permission agreed Decent and permanent accommodation Greater responsiveness to their needs & fewer complaints	13-pitch travellers' site opened Customer satisfaction feedback
Increased participation in culture and leisure activities	Libraries provide services appropriate to needs Increase and diversify participation in cultural and sporting	All All	Ongoing Ongoing	Libraries Sport & Leisure and Arts & Cultural Projects	Libraries more popular and better used People from all areas participating	Surveys of use Customer feedback Evaluations of events Participation records

Intended outcomes	Example Actions	Equality groups	Timing	Lead team	How will we know we have achieved this	Evidence
Improved services for children at risk and with special needs or disability	Targeted mental health in schools (TaMHS national pilot)	Age Disability	Mar 2011	Children & Young People's Trust	Children with emotional or mental health needs are identified earlier Schools deliver holistic & whole-school approach to children's mental wellbeing	Evaluations of pilot Models and processes developed and evaluated leading to a national roll-out of the project
Package of measures to support young people Not in Education, Employment or Training (NEET) falling into poverty	Use Future Jobs Fund to fund work placements for young people	Age	Ongoing		More young people in employment and training Reduction in teenage conceptions	Employment statistics Monitoring of conceptions
(e) Promoting equality in employment						
Reduce the pay gap between men and women	Monitor changes resulting from Single Status	Gender	Apr 2010 & annually	Human Resources	The pay gap between men and women decreases	Monitoring of pay scales
Workforce profile reflects the community as far as possible	Extend workforce monitoring to identify potential areas for action	All	Ongoing	Human Resources	Gaps in the workforce profile are identified for action	Annual figures published on website – to include (first) gender then all equality strands
Consistent, effective approach for all staff forums	Review of staff forums' role and activities	Race / Ethnicity Sexual Orientation Disability	Ongoing	Human Resources	Staff forums are well attended, effective in raising issues and valuable to the organisation	Feedback from forums
Staff understand their	Refresh	All esp.	Dec 2010	Learning &	Staff confident and	PDPs

Intended outcomes	Example Actions	Equality groups	Timing	Lead team	How will we know we have achieved this	Evidence
role and objectives around the equality duties & wider equality legislation inc. community cohesion	equalities training offer & explore feasibility of further mandatory training	Race / Ethnicity Disability Gender	Dec 2010	Development	skilled to address equalities issues	Evaluations of training Report on mandatory training
	Update equalities training for longer serving managers to refresh & increase knowledge & skills	All esp. Race / Ethnicity Disability Gender		Learning & Development	Managers skills are updated and they can support their teams effectively	No. of people trained on different courses
	Improve & update information available on the Wave	All	Ongoing	Equality and Inclusion	Staff across council are confident to use intranet as resource for their work	Range of resources available Feedback on use in ESG
Clear information about training applications and attendance across staff equality groups	Data on applications for training and attendance by staff collected and used to identify trends	All, esp. Race / Ethnicity Disability Gender	May annually	Human Resources	Gaps in applications and attendance are highlighted and actions taken to address them	Monitoring of training courses
Equality and diversity is successfully promoted across Directorates	Develop a database of promotional material to celebrate equality and diversity which	All	Ongoing	Communications and Equality and Inclusion	Range of appropriate information is available for staff to use	Feedback on use of resources via ESG

Intended outcomes	Example Actions	Equality groups	Timing	Lead team	How will we know we have achieved this	Evidence
	includes the use of positive images. Develop internal Equality Communication Plan	All	Mar 2010	Communications and Equality and Inclusion	Range of activities from evidence and consultation used to address issues across council	Communications plan and monitoring progress against its actions
Staff are treated with dignity and respect	Develop, launch & promote Dignity at Work policy	All	Mar 2010	Head of Human Resources	Increased staff satisfaction	Staff survey
Maintain rating in Stonewall Index	Collate evidence of good practice	Sexual Orientation	Jan annually	Equality and Inclusion	Range of activities meeting Index standards	Place on Index Action plan
Disabled staff are fully supported in all areas of their employment	Develop guidance on implementing and managing reasonable adjustments	Disability	Mar 2010	Human Resources	Adjustments for disabled staff are assessed and addressed quickly and accurately	Council-wide record of reasonable adjustments
	Review attendance management policy	Disability	Mar 2010	Human Resources	Positive feedback from the Disabled Workers Forum	Implementation of revised attendance management policy
	Ensure ICT services are accessible, esp. for those using assistive technology	All, esp. Disability	Ongoing	Information & Communications Technology	Staff are confident in using ICT and accessing training and support as needed	Satisfaction surveys and requests for ICT support
Sources of information about barriers to recruitment and	Information from exit interviews and	All	Ongoing	Human Resources	Trends are quickly identified and action taken	Exit interviews Monitoring of

<i>Intended outcomes</i>	<i>Example Actions</i>	<i>Equality groups</i>	<i>Timing</i>	<i>Lead team</i>	<i>How will we know we have achieved this</i>	<i>Evidence</i>
retention are fully used	staff forums and monitoring of recruitment initiatives informs action planning				Staff feedback is heard, responded to and addressed	recruitment

Appendix 1 - The general duties

These require public bodies to show 'due regard' as follows:

Gender Equality Duty	Disability Equality Duty	Race Equality Duty
<p>Due regard to the need to:</p> <ul style="list-style-type: none"> • Eliminate unlawful discrimination and harassment • Promote equality of opportunity between men & women 	<p>Due regard to the need to:</p> <ul style="list-style-type: none"> • Promote equality of opportunity between disabled people and other people • Eliminate discrimination that is unlawful under the Disability Discrimination Act 1995 • Eliminate harassment of disabled people that is related to their disabilities • Take steps to take account of disabled people's disabilities, even where that means treating disabled people more favourably than other people • Promote positive attitudes towards disabled people <p>Encourage participation by disabled people in public life</p>	<p>Due regard to the need to:</p> <ul style="list-style-type: none"> • Eliminate unlawful racial discrimination • Promote equality of opportunity • Promote good relations between people of different racial groups

Appendix 2 - The specific duties

As well as our General Duties we also have **Specific Duties** as shown:

Gender	Disability	Race
<p>Produce a Gender Equality Scheme (GES) setting out our objectives to enable us to meet the General Duty.</p> <p>Consider the need to have an objective to address the causes of any unequal pay for men/ women staff, related to their sex.</p> <p>The GES must set out the actions taken/to be taken to:</p> <ul style="list-style-type: none"> • Gather information on the effect of policies and practices on men/women, in particular the extent to which they promote equality between male/female staff, and the extent to which services/functions take account of the needs of men/ women. • Make use of that information to meet the Duty, and review the effectiveness of the GES and the 	<p>Involve disabled people in development of Disability Equality Scheme (DES) which demonstrates how we intend to fulfil General and Specific Duties.</p> <p>Include statement of:</p> <ul style="list-style-type: none"> • How disabled people have been involved. • The methods for impact assessment. • Steps towards fulfilling the General Duty (an action plan). • Arrangements for gathering info in relation to employment and functions. • Arrangements for putting the info gathered to use, in particular, reviewing the effectiveness of the action plan and in preparing subsequent DES. <p>Monitor data on</p>	<p>Publish Race Equality Scheme (RES) setting out functions and policies that are relevant to the General Duty on race and arrangements for:</p> <ul style="list-style-type: none"> • Assessing and consulting on the likely impact of proposed policies, on the promotion of race equality. • Monitoring policies for any adverse impact on the promotion of race equality. • Publishing the results of such assessments, consultation and monitoring. • Ensuring public access to information and services. • Training staff in connection with the duties imposed by the RES. <p>Monitor by reference to racial group, staff in</p>

<p>actions taken.</p> <ul style="list-style-type: none"> • Assess the impact of policies and practices on men/women, and use the results to inform actions. • Consult employees, service users, trade unions and other stakeholders. <p>Put the GES and the actions into effect within 3 years and report annually.</p> <p>The GES must be reviewed and a revised scheme published within 3 years.</p> <p>Publish an equal pay policy statement and report on this every 3 years.</p>	<p>recruitment, retention & development</p> <p>Within 3 years take the steps in the action plan, and put into effect the arrangements for gathering and making use of information.</p> <p>Annual report containing a summary of steps taken and results of information gathering and the use to which it has been put.</p>	<p>post and applicants for employment, training and promotion.</p> <p>Monitor numbers who receive training, benefit, or suffer detriment from performance assessment reviews, are involved in grievance procedures, are the subject of disciplinary procedures or cease employment.</p>
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Appendix 3 - Partnerships

The council is involved in a considerable number of partnerships which vary enormously in terms of size, remit and membership. Partnership working has become central to our work and is an important way for us to deliver much of our policy programme.

All *public authorities* within these partnerships are responsible for ensuring that the functions and policies of the partnership meet the equality duties.

We encourage our *non-public sector* partners to take account of the duty to promote equality and ensure that all members of the partnership are aware of our responsibilities.

Key Partnerships in the City:

- Brighton & Hove Strategic Partnership
- Stronger Communities Partnership
- City Inclusion Partnership
- Children and Young People's Trust Partnership
- Learning Disability Partnership Board
- Crime & Disorder Reduction Partnership
- Healthy City Partnership
- Public Service Board
- Learning Partnership
- Advice Services Strategy Group

In order that our equalities and inclusion message does not become diluted, we ensure that all the partnerships' strategic plans include diversity-related objectives.

The chart on page 51 shows how our equalities and inclusion work is linked with three important partnerships – the Brighton and Hove Strategic Partnership, the City Inclusion Partnership and the Stronger Communities Partnership.

The Brighton & Hove Strategic Partnership is a local partnership of agencies, organisations and communities who work together to improve the quality of life in the city.

You can view their website at: <http://www.2020community.org/>

City Inclusion Partnership (CIP)

The CIP sits under the Brighton & Hove Strategic Partnership and works to promote equality, prevent discrimination and enable people in the city to access services which meet their needs appropriately.

CIP supports its mainly public sector members, to share information, link practice, and through this improve services. The Partnership works to make services better, fairer and easier to access.

The partners work together to make their approach to equality more consistent and to reduce inequality in the city.

CIP Members

- Brighton & Hove City Council
- Brighton & Sussex University Hospitals NHS Trust
- East Sussex Fire & Rescue Service
- East Sussex Probation Service
- Job Centre Plus
- Learning and Skills Council Sussex (until April 2010)
- NHS Brighton & Hove
- South Downs Health NHS Trust
- South East Coast Ambulance Service
- Stronger Communities Partnership
- Sussex Partnership Trust
- Sussex Police
- University of Brighton
- University of Sussex

The CIP maintains close links with the Stronger Communities Partnership and the Equality Coalition. Two representatives from these groups are members of the City Inclusion Partnership.

The Stronger Communities Partnership also sits under the Brighton and Hove Strategic Partnership. Its aim is to bring together organisations and communities so that they can have a meaningful voice on the Strategic Partnership and its wider family of partnerships.

Its three key areas of work are representation, communicating and involving, and building capacity:

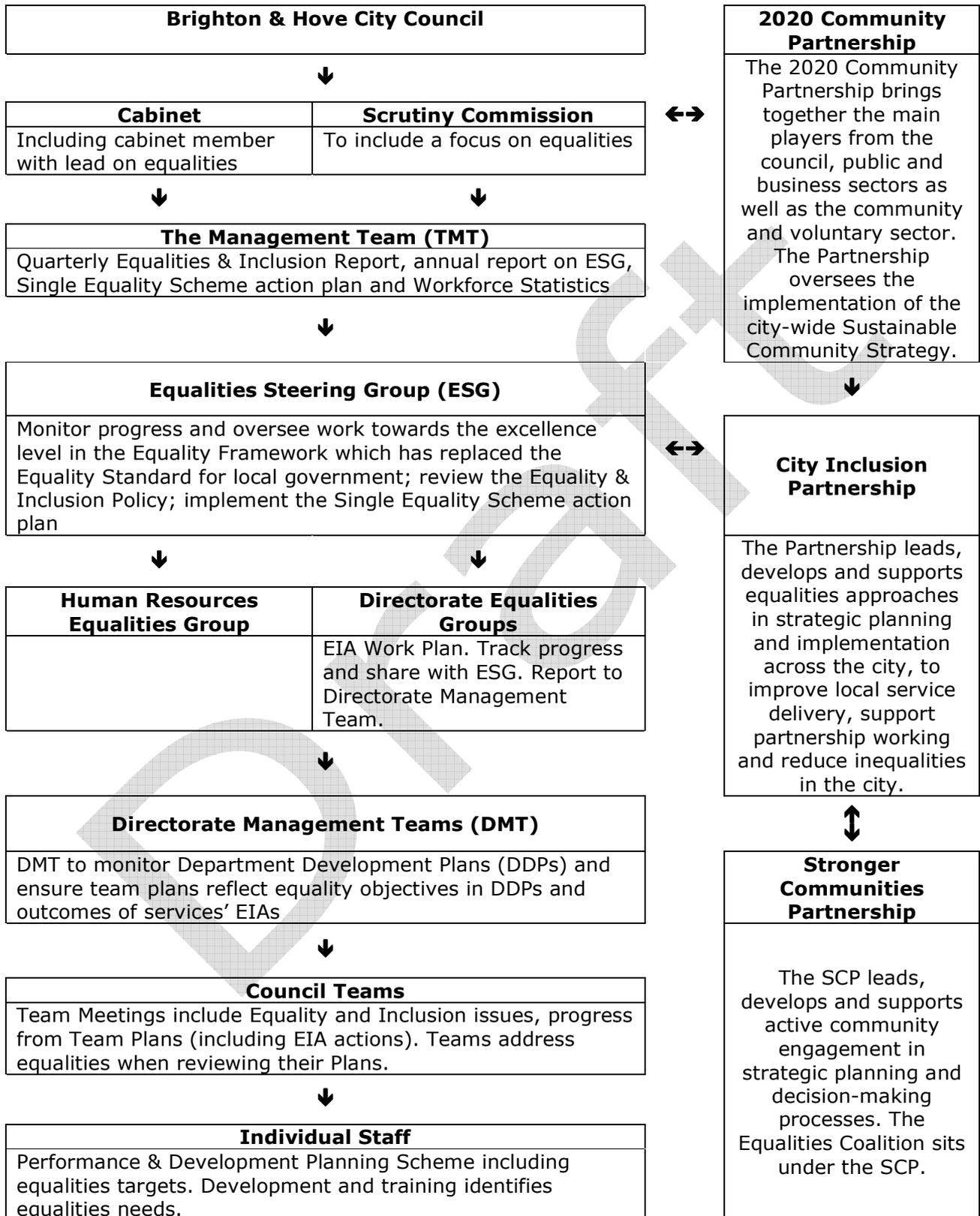
- 'Representation' by increasing awareness, skills and knowledge linked to public services and local democracy in targeted neighbourhoods and communities of interest.
- 'Communicating and involving' by promoting wider community engagement, focusing on communities which are furthest to reach, reducing isolation and prejudice, building self-confidence and understanding whilst recognising separateness and retaining identity.
- 'Building Capacity' by increasing the capacity for engagement at varying levels, strengthening the SCP and working with partners to develop a local strategy which underpins the role of the community and voluntary sector.

Another important and emerging element within this structure is the Equality Coalition. The Community & Voluntary Sector Forum is currently working in partnership with the Federation of Disabled People to support this network of community and voluntary sector groups and organisations that are taking forward the Stronger Communities Partnership's Equality Plan.

The Coalition aims to:

- Address issues raised about how equality-focused groups can work better together
- Provide a voice for, and strengthen the role of voluntary and community sector equality groups and organisations in the city

Equalities Performance Management Framework



Appendix 4 - Current equalities legislation

The Autism Act 2009

Awaits UK Autism Strategy and guidance from Secretary of State.

The Gender Recognition Act 2004

The purpose of this Act is to provide transgender people with legal recognition in their acquired gender. Legal recognition (eg new birth certificate in their acquired gender; able to marry someone of the opposite gender to their acquired gender etc.)

The Civil Partnership Act 2004

This Act creates a legal relationship of civil partnership, which people of the same-sex can form by signing a registration document. It also provides same-sex couples who form a civil partnership with parity of treatment in a wide range of legal matters with those opposite-sex couples who enter into a civil marriage.

Employment Equality (Religion or Belief) Regulations 2003

These regulations outlaw discrimination in employment and vocational training on the grounds of religion or belief. The regulations apply to discrimination on grounds of religion, religious belief, non-belief, or similar philosophical belief.

Employment Equality (Sexual Orientation) Regulations 2003

These regulations outlaw discrimination in employment and vocational training on the grounds of sexual orientation. The regulations protect everybody (gay, lesbian, bi-sexual, heterosexual) from discrimination.

Sex Discrimination (Gender Reassignment) Regulations 1999

These regulations are a measure to prevent discrimination against transgender people in pay and treatment in employment and vocational training. They effectively insert into the Sex Discrimination Act a provision to extend the Act, insofar as it refers to employment and vocational training, to include discrimination on gender reassignment grounds.

The Human Rights Act 1998

Introduced in 2000, this legislation gives further effect in the UK to rights contained in the European Convention of Human Rights. This Act:

- makes it unlawful for a public body to breach Convention rights, unless an Act of Parliament meant it could not have acted differently
- allows cases to be dealt with in a UK court or tribunal; and
- requires all UK legislation to be given a meaning that complies with the Convention rights, if that is possible.

The Disability Discrimination Act 1995

This Act prohibits discrimination against disabled people in the areas of employment, the provision of goods, facilities, services and premises, and education; and provides for regulations to improve access to public transport to be made.

The Disability Discrimination Act 2005

This Act makes substantial amendments to the Disability Discrimination Act 1995. The 2005 Act places a general duty on public authorities to promote disability equality.

The Race Relations Act 1976 (as amended by the Race Relations (Amendment) Act 2000)

The Race Relations Act (RRA) makes it unlawful to treat a person less favourably than another on racial grounds. These cover grounds of race, colour, nationality (including citizenship), and national or ethnic origin. The Race Relations (Amendment) Act outlawed discrimination in all public functions not previously covered by the RRA, with only limited exceptions. It also placed a general duty on specified public authorities to promote race equality and good race relations.

The Sex Discrimination Act (as amended) 1975

This Act (which applies to women and men of any age, including children) prohibits sex discrimination against individuals in the areas of employment, education, and in the provision of goods, facilities and services and in the disposal or management of premises.

The Employment Equality (Age) Regulations 2006

The Regulations:

- ban age discrimination in recruitment, promotion and training
- ban unjustified retirement ages of below 65
- remove the current age limit for unfair dismissal and redundancy rights

They also introduce rights for employees to request working beyond retirement age and a duty on employers to consider that request. There are further provisions designed to help individuals plan better for retirement, and be confident that 'retirement' is not being used as cover for unfair dismissal.

The Equal Pay Act (as amended) 1970

This Act gives an individual a right to the same contractual pay and benefits as a person of the opposite sex in the same employment, where the man and the woman are doing: like work; equivalent work; or work that is proved to be of equal value.

The Equality Act 2006

The Act's main provisions include:

- the creation of the Commission for Equality and Human Rights (CEHR) The purpose and functions of the CEHR are defined in the Act.
- making discrimination unlawful on the grounds of religion and belief in the provision of goods, facilities and services, education, the use and disposal of premises, and the exercise of public functions.
- placing a duty on public authorities to promote equality of opportunity between women and men ('the gender duty'), and prohibit sex discrimination in the exercise of public functions.

Appendix 5 - The Equality Framework for Local Government

In 2007 the Improvement and Development Agency (IDeA) reviewed and improved the Equality Standard for Local Government. They aimed to develop an equality performance and improvement framework that responds to new thinking on equality outcomes and the new challenges that local authorities face today.

The new Equality Framework for Local Government (EFLG) aims to be simpler, proportional and relevant.

It is based on three levels of achievement; 'developing', 'achieving' and 'excellent' rather than the five levels of the old standard. Because Brighton and Hove City Council achieved level 3 under the old standard, we will be treated as 'achieving'. Our next step is to attain 'excellent', the top level under the new Framework.

The framework highlights actions, by way of colour codes, that:

- will aid compliance with the equality public duties
- could provide self-assessment evidence for the comprehensive area assessment (CAA)
- will help meet high standards of customer care
- will provide evidence on equality and diversity for the organisational assessment.

Understanding equality

The new framework uses a wider definition of equality, which was originally set out in 'The Equalities Review', based on the idea of equal life chances:

"An equal society protects and promotes equal, real freedom and opportunity to live in the way people value and would choose, so that everyone can flourish. An equal society recognises people's different needs, situations and goals, and removes the barriers that limit what people can do and be."

The five areas of performance in the Framework are:

- Knowing your communities and equality mapping
- Place shaping, leadership, partnership and organisational commitment
- Community engagement and satisfaction
- Responsive services and customer care
- A modern and diverse workforce.

The individual level sections set out the characteristics of an authority at each stage and then set out key actions and examples of evidence of performance against each action.

Peer challenge

The IDeA aims to encourage self-assessment and sector-led learning on equality. Self-assessments at the 'achieving' and 'excellent' levels will be validated by the peer challenge. It will consist of two parts:

- a review by peers of the authority's own self-assessment, including appropriate supporting evidence
- an on-site visit by peers to conduct interviews and focus groups with employees, councillors and other stakeholders.

It is expected that all local authorities will be reassessed every three years, or in time with their business cycle if that is earlier.

Appendix 6 - Consultation and Feedback details for Single Equality Scheme

Dates of consultation:

- Saturday 3rd October – public consultation
- Monday 5th October – public consultation
- Tuesday 20th October – BME Elders Day
- Thursday 29th October – public consultation
- Tuesday 10th November – BMECP, Federation of Disabled People, men's groups
- Thursday 19th November – Older People's Day

Feedback session:

- Wednesday 2nd December

CVS groups sent packs for comment, by equalities strand

Age

Age Concern
Cultures Club
BME Elders Day
Older People's Day
Allsorts LGBT Youth Project

Disability

Federation of Disabled People –
specific session
MIND

Ethnicity

BMECP
MOSAIC
BMEYPP
BME Elders Day

Gender

Thinking Men
Men's Eating Disorder Group
RISE
Women's Centre
OASIS
Survivors Network

Sexual Orientation

LGBT Switchboard
Spectrum (newsletter)
MINDOUT
Allsorts LGBT Youth Project

Religion and Belief

Interfaith Contact Group
Healthcare Faith Forum

Generic & Other

Equalities Coalition
CVSF (to staff and mailout)
Refugee Forum
Carers Centre
Friends, Families and Travellers
Stronger Communities Partnership

Glossary

BHLIS

The Brighton and Hove Local Information Service (BHLIS) developed a web-based geographical analysis tool. Gives access to members of the partnership to a range of local data relevant to the city. Includes contextual data including Census, Index of Multiple of Deprivation and ONS population estimates.

Due regard

The requirement to give due weight to the need to promote equality of opportunity in proportion to its relevance to gender, race and ethnicity, and disability.

Equality Framework for Local Government (EFLG)

A nationally used performance and benchmarking tool that helps local authorities to deliver equality and cohesion. It is simpler to use and more relevant to the way we work compared with the previous system – the Equality Standard for Local Government (see Appendix 5 for more detail).

Equality steering group

Internal steering group, which co-ordinates and undertakes action required to ensure effective implementation of the Council's equalities strategy and maintenance of quality standards (see page 49).

Functions

The full range of a public authority's duties and powers.

Harassment

Unlawful harassment occurs where there is unwanted conduct on the ground of a person's gender, sexual orientation, religion or belief, disability, age, race or ethnicity, and that conduct has the purpose or effect of violating a person's dignity, or of creating an intimidating, hostile, degrading, humiliating or offensive environment for them.

Impact assessment

Impact assessment (also known as 'equality impact assessment') is the process which enables an authority to identify and act on the need to modify policies and practices to have due regard to the need to promote equality. The specific duty regulations set out the requirement for an authority to include, in their Equality Scheme, its methods for impact assessment.

Policies and practices

All proposed and current activities, which the authority carries out.

PREVENT

National strategy designed to stop people becoming or supporting terrorists and violent extremists.

Procurement

The contractual or other arrangements that a public authority makes to obtain goods, works or services from an outside organisation.

Public authority

All bodies certain of whose functions are functions of a public nature. (For example, local authorities, the Police, prison and probation services, NHS trusts and education establishments.)

Specific duties

Certain public authorities listed in regulations are required to comply with specific duties, which are set out in the Schedules to the relevant legislation. These duties are intended to assist authorities in complying with the general duty to promote equality.

Subject:	Adult Social Care & Housing: Changes to the Scheme of Delegations to Officers
Date of Meeting:	11 February 2010
Report of:	Director of Strategy & Governance
Contact Officer:	Name: Abraham Ghebre-Ghiorghis Tel: 29-1500
	E-mail: abraham.ghebre-ghiorghis@brighton-hove.gov.uk
Key Decision:	No
Wards Affected:	All

FOR GENERAL RELEASE**1. SUMMARY AND POLICY CONTEXT:**

- 1.1 Following the announcement that the Director of Adult Social Care & Housing will be leaving the Council, there is an opportunity to review existing arrangements for the discharge of the functions comprised in the Scheme of Delegations to the Director to maximise efficiencies and achieve greater co-ordination of services. This report proposes the transfer of housing functions From the Director of Adult Social Care & Housing to the Director of Culture & Enterprise. The arrangements at Member level are not affected by the changes.

2. RECOMMENDATIONS:

- 2.1 That the Cabinet approves:
- (i) That the housing functions currently comprised in the delegations to the Director of Adult Social Care & Housing be transferred to the Director of Culture & Enterprise;
 - (ii) That the new Directors be renamed Director of Adult Social Care and Health and Director of Housing, Culture & Enterprise respectively;
 - (iii) That the Head of Law be authorised to make the necessary amendments to the Council's constitution to reflect the above and the arrangements referred to in paragraph 3.9.
 - (iv) That the amendments come into effect on 12 February 2010.

3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS:

- 3.1 The Director of Adult Social Care & Housing will be leaving the Council on 12 February to take a position at the City of London. In line with normal good practice, the opportunity has been taken to review the existing arrangements to see whether the services currently managed within the Directorate, especially

those relating to housing, could be realigned to improve delivery, achieve efficiencies as well as taking into account challenges and opportunities likely to be faced over the coming years.

- 3.2 Given the close links between strategic housing, major infrastructure projects and economic regeneration, it is proposed that the housing functions currently discharged as part of the Adult Social Care & Housing Directorate be transferred to the Directorate of Culture & Enterprise. This will enable greater co-ordination and synergy between strategic housing (which includes private sector housing, homelessness, allocations and standards of housing) and economic regeneration. The shortage of housing nationally and, more importantly, the challenges faced by the City, mean that there is a need to co-ordinate more closely our approach to meeting housing needs with our approach towards major infrastructure/ building developments and better use of public sector land assets. The availability of affordable housing also plays a key role in the overall state of the local economy and, in particular, employment.
- 3.3 To reflect the changed roles, it is proposed that the names of the Directors/Directorates be changed to the Director/ate of Adult Social Care & Health and Director/ate of Housing, Culture & Enterprise.
- 3.4 As announced recently, with effect from 12 February, the post of Director of Adult Social Care & Health will be filled, on an Acting basis, by Denise De Souza, until a permanent appointment is made and Scott Marshall, the current Director of Culture and Enterprise, will assume the housing functions with a new title (Director of Housing, Culture & Enterprise.)
- 3.5 The Learning Disabilities function is currently delivered as part of the Housing Strategy Division and it is proposed that these arrangements continue at AD and Divisional level. However, in order to better comply with legislative and good practice requirements regarding the Statutory Director of Adult Social Services, the function will remain part of the delegations to the Director of Adult Social Care and Health. The AD Housing Strategy will report to the Director of Housing, Culture and Enterprise in regarding Housing Functions and to the Director of Adult Social Care & Health in relation to social services LD functions. This is subject to any instructions issued from the Chief Executive from time to time in accordance with the constitution in the way that Directors exercise their powers, including requiring them to lead on specific projects.

4. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 4.1 The proposals are expected to be met within existing budget provision. The interim arrangements are likely to result in a saving in 2010/11, the costs of permanent arrangements will be quantified when known and reflected in budget monitoring reports.

Finance Officer Consulted: Anne Silley

Date: 26/01/10

Legal Implications

- 4.2 Under the Local Government Act 2000 and Article 15 of the Council's constitution, any changes to the Scheme of Delegations to Officers, are required to be approved by the Cabinet or relevant CMM. As housing functions are executive functions, the approval of the Cabinet is needed.

Lawyer Consulted: Abraham Ghebre-Ghiorghis Date: 29/01/10

Equalities Implications:

- 4.3 The proposals deal with internal Council Officer structures and there are no adverse equalities implications arising from the report.

Sustainability Implications:

- 4.4 The proposals will assist in the greater co-ordination of our approach to meeting housing needs with our approach to land use and major development and will therefore contribute positively to achieving sustainable development.

Crime & Disorder Implications:

- 4.5 There are no adverse crime & disorder implications arising from this report.

Risk & Opportunity Management Implications:

- 4.6 There are no risks of significance identified. The proposals will open up opportunities for housing needs to factor more prominently in our approach to land development and major infrastructure projects.

Corporate / Citywide Implications:

- 4.7 The proposals will contribute to the achievement of the Council's priorities and help the in meeting housing needs in the City by adopting arrangements that facilitate greater co-ordination of our approach to housing needs with the wider economic regeneration.

5. EVALUATION OF ANY ALTERNATIVE OPTION(S):

- 5.1 The option of leaving existing arrangements in place was considered, but given the benefits of implementing the proposals as set out in the report, and more particularly the integration of our approach to housing needs with the other functions in the Culture and Enterprise Directorate, this option was not preferred.

6. REASONS FOR REPORT RECOMMENDATIONS

- 6.1 These are set out in paragraph 3.2 of the report.

SUPPORTING DOCUMENTATION

Appendices:

None

Documents in Members' Rooms

None

Background Documents

None