



Brighton & Hove
City Council

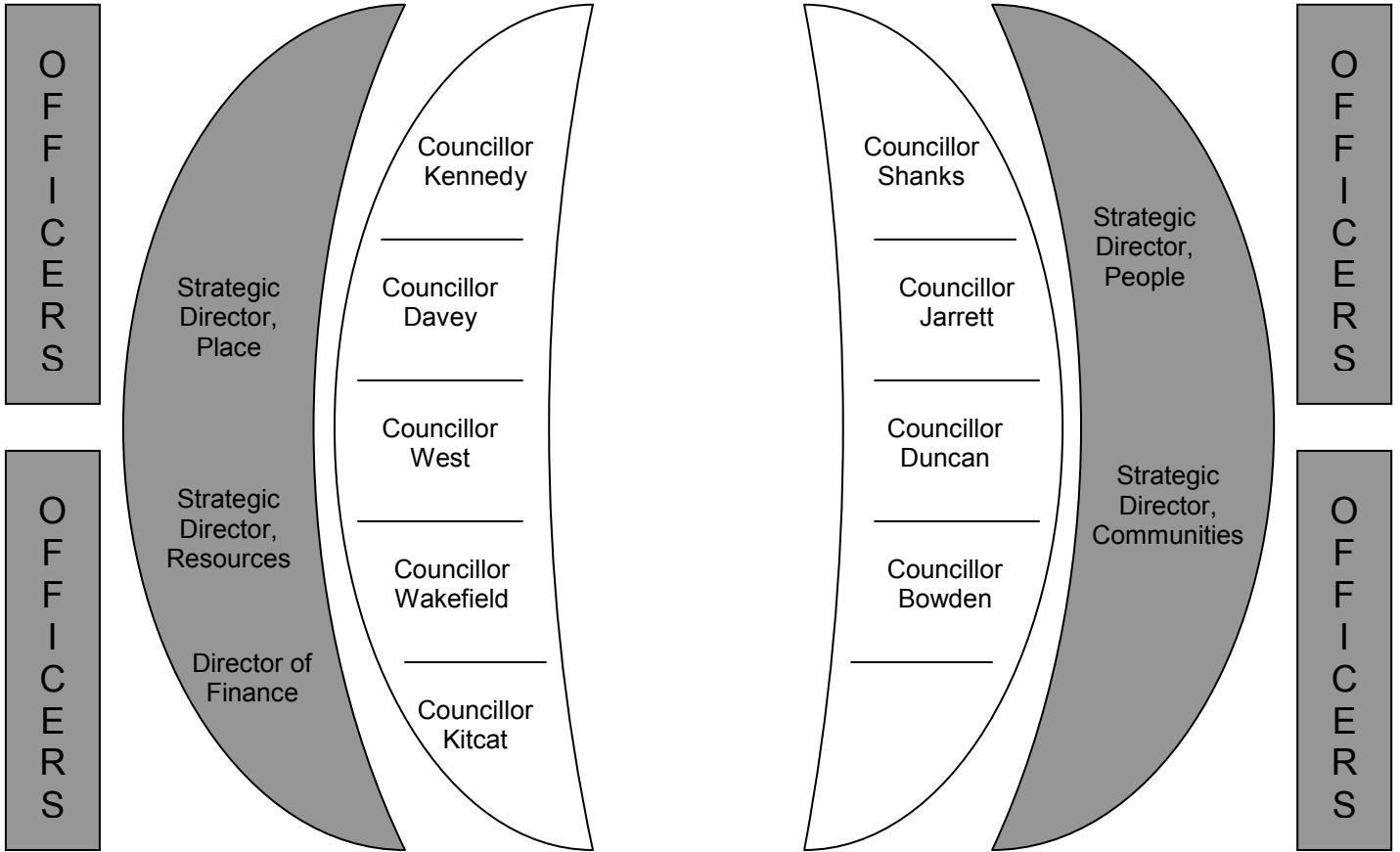
Cabinet Meeting

Title:	Cabinet
Date:	9 June 2011
Time:	4.00pm
Venue	Council Chamber, Hove Town Hall
Members:	Councillors: Randall (Chair) Bowden, Davey, Duncan, Jarrett, Kennedy, Kitcat, Shanks, Wakefield and West
Contact:	Tanya Davies Acting Democratic Services Manager 01273 291227 tanya.davies@brighton-hove.gov.uk

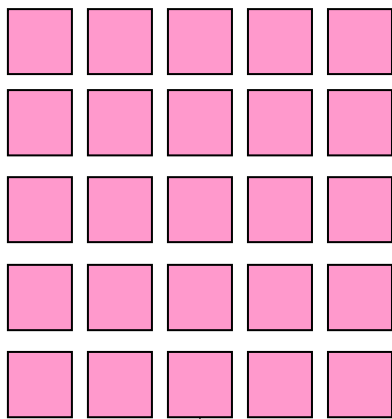
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Democratic Services: Meeting Layout

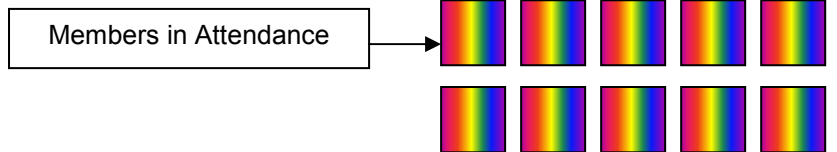
Monitoring Officer Councillor Randall Chief Executive Democratic Services Officer



Speaker Leader of the Conservative Group Leader of the Labour & Co-operative Group



Public Seating



AGENDA

1. 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.

2. MINUTES OF THE PREVIOUS MEETING

1 - 18

Minutes of the Meeting held on 7 April 2011 (copy attached).

3. CHAIRMAN'S COMMUNICATIONS

4. ITEMS RESERVED FOR DISCUSSION

(a) Items reserved by the Cabinet Members.

(b) Items reserved by the Opposition Spokespeople.

(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.

5. PETITIONS

19 - 20

Report of the Strategic Director, Resources (copy attached).

Contact Officer: Tanya Davies

Tel: 29-1227

Ward Affected: North Portslade

CABINET

6. PUBLIC QUESTIONS 21 - 22

(The closing date for receipt of public questions is 12 noon on 2 June 2011)

(copy attached).

7. DEPUTATIONS

(The closing date for receipt of deputations is 12 noon on 2 June 2011)

No deputations received by date of publication.

8. LETTERS FROM COUNCILLORS 23 - 26

(The closing date for receipt of letters from Councillors is 10.00am on 27 May 2011)

(a) Request for urgent review of sale of Council land, Whitehawk.
Letter from Councillors Mitchell, Morgan and Turton (copy attached).

(b) Whitehawk Primary School Play Area. Letter from Councillor Morgan (copy attached).

9. WRITTEN QUESTIONS FROM COUNCILLORS

(The closing date for receipt of written questions from Councillors is 10.00am on 27 May 2011)

No written questions have been received.

10. NOTICES OF MOTION

No Notices of Motion have been referred.

STRATEGIC & POLICY MATTERS

11. State Of The City report and summary 27 - 62

Report of the Strategic Director, Resources (copy attached).

Contact Officer: Paula Black Tel: 29-1740

Ward Affected: All Wards

12. Olympics Torch Relay 63 - 68

Report of the Strategic Director, Communities (copy attached).

Contact Officer: Pauline Freestone Tel: 29-3312

Ward Affected: All Wards

13. Single Equality Scheme Update 69 - 124

Report of the Strategic Director, Communities (copy attached).

Contact Officer: Mary Evans Tel: 29-1577

Ward Affected: All Wards

CABINET

- 14. Surveillance Policy** **125 - 130**
- Report of the Director of Finance (copy attached).
- Contact Officer:* John Peerless *Tel:* 29-2486
Ward Affected: All Wards
- FINANCIAL MATTERS**
- 15. Targeted Budget Management (TBM) Provisional Outturn 2010/11** **131 - 174**
- Report of the Director of Finance (copy attached).
- Contact Officer:* Jeff Coates *Tel:* 29-2364
Ward Affected: All Wards
- PROPERTY & REGENERATION MATTERS**
- 16. Photovoltaic Solar Panel Implementation Plan for non-housing properties** **175 - 184**
- Report of the Strategic Director, Resources (copy attached).
- Contact Officer:* Angela Dymott *Tel:* 29-1450
Glynnan Barham *Tel:* 29-4591
Ward Affected: All Wards
- 17. Community Stadium - Park Wall Farm** **185 - 190**
- Report of the Strategic Director, Resources (copy attached).
- Contact Officer:* Angela Dymott *Tel:* 29-1450
Jessica Hamilton *Tel:* 29-1461
Ward Affected: Moulsecoomb & Bevendean
- 18. Patcham Place** **191 - 198**
- Report of the Strategic Director, Resources (copy attached).
- Contact Officer:* Angela Dymott *Tel:* 29-1450
Jessica Hamilton *Tel:* 29-1461
Ward Affected: Patcham
- CONTRACTUAL MATTERS**
- 19. Procurement of Vehicles** **199 - 210**
- Report of the Strategic Director, Place (copy attached).
- Contact Officer:* Gillian Marston *Tel:* 29-4701
Ward Affected: All Wards

CABINET

CONSTITUTIONAL MATTERS

20. Cabinet Portfolios and Ways of Working

211 - 244

Report of the Strategic Director, Resources (copy attached).

Contact Officer: Abraham Ghebre-
Ghiorghis

Tel: 29-1500

Ward Affected: All Wards

21. PART TWO MINUTES OF THE PREVIOUS MEETING

245 - 246

Part Two Minutes of the Meeting held on 7 April 2011 (copy circulated to Members only).

FINANCIAL MATTERS

22. Concessionary Bus Travel - Reimbursement Arrangements

247 - 256

Report of the Director of Finance (copy circulated to Members only).

[Exempt Category 3]

Contact Officer: Mark Ireland Tel: 29-1240
Ward Affected: All Wards

PROPERTY & REGENERATION MATTERS

23. Community Stadium - Park Wall Farm

257 - 260

Report of the Strategic Director, Resources (copy circulated to Members only).

[Exempt Category 3]

Contact Officer: Angela Dymott Tel: 29-1450
Jessica Hamilton Tel: 29-1461
Ward Affected: Moulsecoomb & Bevendean

24. Patcham Place

261 - 264

Report of the Strategic Director, Resources (copy circulated to Members only).

[Exempt Category 3]

Contact Officer: Angela Dymott Tel: 29-1450
Jessica Hamilton Tel: 29-1461
Ward Affected: All Wards

25. PART TWO ITEMS

To consider whether or not any of the above items and the decisions thereon should remain exempt from disclosure to the press and public.

CABINET

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

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

Agendas and minutes are published on the council's website www.brighton-hove.gov.uk. Agendas are available to view five working days prior to the meeting date.

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

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

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

Date of Publication - Wednesday, 1 June 2011

BRIGHTON & HOVE CITY COUNCIL**CABINET****4.00PM 7 APRIL 2011****COUNCIL CHAMBER, HOVE TOWN HALL****MINUTES**

Present: Councillors Mears (Chairman), Alford, Brown, Fallon-Khan, K Norman, Simson, Smith, G Theobald and Young

Also in attendance: Councillors Mitchell (Opposition Spokesperson) and Randall (Opposition Spokesperson)

Other Members present: Councillors Harmer-Strange, Hawkes and McCaffery

PART ONE**208. PROCEDURAL BUSINESS****208a Declarations of Interest**

208a.1 Councillors Fallon-Khan, Simson, Mitchell and Randall declared personal, but non-prejudicial, interests in Item 218b, a Notice of Motion entitled 'A Financial Inclusion Programme for the City', as they were each members of the Credit Union.

208a.2 Councillor Randall declared a personal, but non-prejudicial interest, in any Items where Brighton & Hove Seaside Community Homes may be mentioned as he was a Member of its Board.

208b Exclusion of Press and Public

208b.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).

208b.2 **RESOLVED** – That the press and public be excluded from the meeting during consideration of Item 226 onwards.

209. MINUTES OF THE PREVIOUS MEETING

209.1 **RESOLVED** - That the minutes of the meeting held on 17 March 2011 be approved as a correct record.

210. CHAIRMAN'S COMMUNICATIONS

210.1 The Chairman noted that the meeting would be webcast.

210.2 The Chairman noted that it was the final meeting of the current Cabinet and the end of the first four-year term under the 'Leader and Cabinet' style of decision-making. She advised that efforts had been made to ensure transparency and accessibility, but that she understood why some Members felt isolated from the decision-making process.

210.3 The Chairman revisited each on her ten pledges to the city, each of which had helped to move the city forward. She noted the following work and achievements:

- The council's developing partnership work with colleagues in the Third Sector and Community and Equalities Team was producing stronger communities, as had initiatives in housing such as 'Turning the Tide'.
- Community Safety had improved through work with the police and the community safety team in areas such as hate crime, anti-social behaviour and youth offending.
- Commitment to establishing a world class city and civic renewal had been delivered through a focus on heritage and promotion of the city as an international destination and a place to host major events.
- The pledge for encouraging a sustainable city had been evidenced by commitment to reducing CO² emissions, support for alternative energies and the provision of electric charging points.
- The council and the city continued to thrive despite squeezes on resources, demonstrating a sustainable economy.
- Positive futures for young people and compassionate care for older people had been sought the protection of Sure Start centres and support for personal budgets. Significant steps towards providing first class education had been made by securing the Connaught project and the progress of the two Academies.

210.4 The Chairman announced that funding for Brighton & Hove Seaside Community Homes had been agreed. A £30 million funding facility had been secured to invest in council housing and work would soon begin; the money would be used to bring 499 council homes up to standard and all of the homes would be let at affordable rents to families and others in housing need in the city. The Chairman thanked the officers, tenant representatives and Members involved in securing the deal.

210.5 The Chairman noted that the South Downs National Park had been launched. The council was the body charged with determining the first planning application within the boundaries of the park and it was hoped that this would reassure those who were concerned about the democratic accountability of the Park Authority.

210.6 The Chairman also noted that on 10 April the city would host its second marathon; she praised both those taking part and those supporting family and friends.

211. ITEMS RESERVED FOR DISCUSSION

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

212. PETITIONS**212. (i) Sure Start Children's Centres**

212.1 Councillor Hawkes presented a petition signed by 50 people calling for the council to protect access to and services at all of the city's Sure Start Children's Centres to ensure a positive future for the city's young people.

212.2 Councillor Brown stated that, unlike other local authorities and as a result of the Value for Money Programme, the council had not cut any Sure Start services or closed any centres; the Early Intervention Grant had been prioritised in order to protect Sure Start Centres. She noted that there were six full centres and nine smaller gateway centres in the city and that the Tarnerland Centre had been rated as 'outstanding' in recent Ofsted Inspection.

212.3 **RESOLVED** – That the petition be noted.

212. (ii) Hove and Portslade must have a Police Station

212.4 Councillor Davis had submitted a petition signed by 818 people calling for the council to work with Sussex Police to continue to provide a Police Station for Hove and Portslade.

212.5 Councillor Davis was unable to attend the meeting.

212.6 Councillor Mitchell stated that the petition sought to retain a Police Station for the communities of Hove and Portslade that could be accessed by the public 24 hours a day.

212.7 The Chairman advised that the petition would be responded to following the presentation of the next petition from Councillor Elgood, as it concerned the same issue.

212.8 **RESOLVED** – That the petition be noted.

212. (iii) Keep Policing Local

212.9 Councillor Elgood had submitted a petition signed by 445 people calling for the retention of Holland Road Police Station, including full public access.

212.10 Councillor Elgood was unable to attend the meeting.

212.11 Councillor Simson reported that the council had discussed the potential closure of the Holland Road Police Station with Sussex Police Authority and had been assured that full consideration was being given to providing good facilities and arrangements for the public to access services. She advised that the Police were committed to protecting

good localised policing for communities and that it may require some change to the delivery of services, but that the aim was to provide services in ways and locations that were most convenient to residents. Proposals were still under discussion and the new arrangements would be communicated effectively to residents once they were finalised. Councillor Simson stated that if the Holland Road Police Station was closed, she was confident that measures would be put in place to ensure that residents did not experience a reduced level of service.

212.12 **RESOLVED** – That the petition be noted.

212. (iv) The proposed sale of Town Hall Council Land, Portslade

212.13 Councillor Hamilton had submitted a petition signed by 29 people opposing the sale of land at the Portslade Town Hall site.

212.14 Councillor Hamilton was unable to attend the meeting.

212.15 Councillor Alford noted that residents had been misinformed about some of the proposals and that he had attended a recent Portslade Community Forum meeting to discuss the matter further with interested parties. He stated that major refurbishment works were required to safeguard the future of the Town Hall building and sale of part of the site was necessary to fund those works. He advised that he believed the community groups and bowling club to be happy with the proposals.

212.16 **RESOLVED** – That the petition be noted and a written response be provided.

213. PETITIONS DEBATED AT COUNCIL

213.1 The Cabinet considered a petition referred following a Full Council debate on 24 March 2011 concerning the impact of large supermarkets on the city's high streets.

213.2 The Chairman reported that at the 'Streets Ahead' conference held on 11 March she had asked the Strategic Director, Place to set up a special commission to consider the issues raised by traders and that it was appropriate to refer the petition to the commission for consideration; the remit of the commission was currently being scoped and participants would be invited once it had been formally determined.

213.3 **RESOLVED** –

(1) That the petition and recommendations from Council be noted.

(2) That the petition be referred to the special commission once established.

214. PUBLIC QUESTIONS

214.1 There were none.

215. DEPUTATIONS

215.1 There were none.

216. LETTERS FROM COUNCILLORS

- 216.1 A letter had been received from Councillors Allen, Kennedy and McCaffery concerning parking problems in Springfield Road, Southdown Road, Rugby Road and Florence Road in Preston Park ward. Councillor McCaffery explained that parking schemes in surrounding areas had made it difficult for residents in these roads to park near their homes due to displacement. She welcomed the planned citywide parking review and advised that she requested a scrutiny review of the matter; she hoped that both would assist in finding a solution for residents.
- 216.2 Councillor Theobald noted the request for officers to undertake a detailed analysis scheme by scheme and examine how to reduce the overall number of vehicles on the city streets and how to facilitate resident parking without causing displacement. He confirmed that a citywide parking review was planned for later in the year and that it would look at various aspects of controlled parking and consider requests from residents and ward councillors to review existing parking schemes. Residents and businesses, ward councillors and other stakeholders would be consulted as part of the review.
- 216.3 **RESOLVED** – That the letter be noted.

217. WRITTEN QUESTIONS FROM COUNCILLORS

- 217.1 The Chairman reported that one written question had been received from a Councillor.
- 217.2 Councillor Kennedy had submitted the following question:
- “Why is there no Management Plan in place for Blaker’s Park despite two years of requests from the Friends of Blaker’s Park, and when will the Council start the community consultation process for such a plan?”
- 217.3 Councillor Theobald had circulated the following response:
- “The majority of our green spaces do not have management plans as they are time consuming to produce and we prefer to have staff working in our parks.
- However, we do have them in place for the city’s major parks including Hove Park and Preston Park.
- As you may be aware officers have agreed to produce a simplified management plan for Blakers Park. Our Parks staff will continue to work with the Friends Group and local residents.”
- 217.4 Councillor Kennedy was unable to attend the meeting to ask a supplementary question.

218. NOTICES OF MOTION**218A ENHANCING BRIGHTON & HOVE TREES AND WOODLAND**

218a.1 The Cabinet considered the following Notice of Motion proposed by Councillor Janio:

“This Council recognises the hugely important role that is played by Brighton & Hove’s 9,000 street trees, and 500 hectares of woodland. In particular:

- Woodlands and parks provide invaluable space for recreation and exercise for residents.
- Trees and woodland play a crucial role in global climate regulation and, therefore, help to enable people and wildlife to adapt to climate change.
- Trees and woods also help in the reduction of urban temperatures, alleviate flooding, absorb pollution, and provide sustainable building materials.

Furthermore, Brighton & Hove plays a national role in tree conservation and biodiversity, hosting the official National Elm Collection and the former National Lilac Collection at Withdean Park. The Council also runs a successful Tree Trust, which enables residents to have a dedicated tree planted on their behalf to mark a significant event or simply to enhance the character of their chosen area.

This Council notes the woodland access standard developed by the Woodland Trust, which has a goal that no person should live more than 500m from at least one area of accessible woodland of no less than 2ha in size, and that there should be at least one area of accessible woodland of no less than 20ha within 4km of people’s homes. Currently access to woodland within 500m is 3.6% for Brighton and Hove, which compares to an average of 13.2% for East Sussex and 15.6% for the UK.

This Council is also pleased to note that the coalition government has been forced to abandon its plans to sell off England’s treasured 1,400 national forests, including nearby forests visited and enjoyed by the people of this city, thanks to the Save Our Forests Campaign, organised by 38 Degrees and backed by organisations including the Woodland Trust, Greenpeace, the WWF, the National Trust, and the Ramblers, heralding a victory for people power with over 530,000 people signing a petition opposing the Government’s plan to privatise public forests.

This Council is, however, disappointed that this government still plans to sell 15 per cent of the Public Forest Estate, the maximum sales allowed under the law as it stands, where they have simply delayed the sale until the autumn. This will concern local people who enjoy visiting adjacent natural forests and woodland, such as the nearby Friston Forest,

Therefore, this Council resolves to:

1. Congratulate all Brighton & Hove residents involved in the Save Our Forests Campaign for their success in achieving a u-turn from the coalition government on these unpopular proposals to sell off our national forests;

2. Request that the Cabinet Member for Environment:
 - a) Works with the Woodland Trust to examine options for further woodland creation and tree planting in Brighton and Hove, with particular reference to the Mayor of London's Street Trees campaign which aims to plant 10,000 new street trees in the capital;
 - b) Investigates the possibility of a developing a stand alone trees and woodlands policy, in consultation with the relevant scrutiny committee.
 - c) Explores the option of a free tree scheme, such as the one in Kent, which enables residents to apply for up to 25 free trees, of which nearly 7 tonnes of CO2 would be absorbed in their lifetime, and can be planted as single trees or used to create a woodland or hedgerow."

218a.2 The Chairman advised that Councillor Janio was unable to attend the meeting.

218a.3 Councillor Theobald stated that Brighton and Hove was a special place for trees, with the national elm collection which had international significance. The city also had 12,000 street trees and the council was committed to increasing that number. The council worked with Trees for Cities on planting schemes, such as Warren Plantation in Woodingdean and East Brighton Park and significant planting in had also taken place in Stanmer Park, with more planned for the future. Councillor Theobald advised that trees were important for many environmental reasons, as well as preventing cars from parking on grass verges.

218a.4 The Chairman added that the council operated a tree fund that people could donate to and that many trees were planted in memory of friends and relatives who had passed away.

218a.5 **RESOLVED** –

- (1) That the Notice of Motion be noted.
- (2) That a report be brought to the Environment Cabinet Member Meeting to further examine the issues raised in the Notice of Motion.

218B A FINANCIAL INCLUSION PROGRAMME FOR THE CITY

218b.1 The Cabinet considered the following Notice of Motion proposed by Councillor Mitchell:

"This Council acknowledges the need to build a sustainable economy in Brighton & Hove and recognises that an essential part of this should be a comprehensive information and advice strategy to ensure that people are supported in coping with increasingly complex financial pressures.

Regrets that today, in Brighton & Hove:

- 10,700 people in Brighton & Hove are without jobs and want to work.

- 17% of households have incomes below £10,000 per year
- 20% of children live in households with no working adults.
- Average earnings in the city are also below national levels, while property prices are above average.

There is a lack of awareness about affordable credit and problem debt is increasing. Exclusion from financial services creates barriers and can lead to additional costs, particularly for those on the lowest incomes.

This Council acknowledges that social and financial exclusion is economically inefficient, representing a waste of people's potential and generating unnecessary welfare costs.

Around 70% of financially excluded people live in social housing and this Council believes that any financial inclusion programme must include social housing tenants. This Council recognises that effectively helping people achieve financial inclusion involves tackling the various factors that result in exclusion. For example, a person may be in debt through not claiming their full benefit entitlement, be paying punitive rates of interest to a doorstep lender, lack insurance cover to meet unexpected costs and be unable to budget effectively.

Therefore this Council:

1. Welcomes the work already undertaken to improve financial inclusion in the City; for example, through grant funding to agencies including Brighton Housing Trust, Credit Union (East Sussex) and St Luke's Advice & Money Advice Community Support and through the City's Advice and Information Services Partnership.
2. Requests the Leader and Cabinet to consider launching a campaign to increase East Sussex Credit Union membership among Brighton and Hove council staff and members led by the Council Leader, the Chief Executive and senior council staff;
3. Welcomes the decision of Full Council to provide funding to develop a Citywide Financial Inclusion Strategy, including support for existing money and debt advice services and credit unions;
4. Requests the Cabinet Member for Finance to immediately begin exploring options for commissioning a strategy which would aim to:-
 - target disadvantaged areas to assist local residents in managing their money,
 - increase the number of residents having a basic bank account,
 - provide access to affordable credit – such as joining a credit union,
 - offer debt advice and tackle illegal loan sharks including support for existing money and debt services and credit unions;
5. Requests the Cabinet Member for Finance to continue to ensure that all potential partners are fully liaised with and consulted, including existing money advice

organisations, Citizens Advice Bureau, the local credit union and the Advice and Information Services Partnership of the LSP;

And

Requests the Chief Executive to write to the city's three MPs urging them to lobby the Chancellor of the Exchequer for the introduction of a cap on interest rates, bringing the UK in line with Germany, France, Austria, Italy, Switzerland, Ireland, Poland and most European countries."

- 218b.2 The Chairman invited Councillor Mitchell to speak to the motion.
- 218b.3 Councillor Mitchell explained that the Notice of Motion sought to pool the financial advice available to residents from the council and the voluntary sector to create a co-ordinated strategy to combat the high levels of debt in the city and increase access to good advice.
- 218b.4 Councillor Simson advised that there was a significant amount of good debt advice available in the city and that a recent event promoting them had been held in Bevendean and had been well-attended by families in need of such support. She welcomed the proposal to increase the number of people saving money through the Credit Union and hoped that more councillors and staff would become members. She recognised the good advice services available through the voluntary sector and the importance of continuing to increase the information available, and reported that the council had put additional money in supporting such services over the last two years.
- 218b.5 Councillor Randall noted that high-interest credit was readily available on the high street and that such facilities were subject to little control; he supported the request to write to the Government with regard to the dangers posed by the attractiveness of such credit to those on low incomes. He stated that he also supported the promotion of the Credit Union and that he hoped Members and senior officers would play a significant role in driving it.
- 218b.6 Councillor Young stated that supported any measures aimed at improving the financial stability of the city and in particular the lives of those who struggled to manage financially. She also welcomed the proposal to write to the Government about tighter controls for high street credit facilities.
- 218b.7 Councillor Fallon-Khan welcomed the Notice of Motion and highlighted the importance of apprenticeships in changing behaviour amongst young people within the city. He advised that representations had been made to the previous Government in relation to the levels of benefits available to the recently unemployed and that the current Government would also be lobbied in this respect.
- 218b.8 **RESOLVED** – That the Notice of Motion be noted.

218C INVESTING IN THE CITY'S HOUSING

218c.1 The Cabinet considered the following Notice of Motion proposed by the Chairman:

“This Council welcomes the close involvement of Brighton & Hove’s tenants and leaseholders in deciding how housing services are planned and delivered in the City and in setting the Council’s housing budget strategy for 2011-12. Their identified priorities include:

- Continued investment in the Turning the Tide strategy to tackle anti-social behaviour and reduce social exclusion;
- Identifying measures to tackle overcrowding through an enhanced housing options approach;
- Leasing properties to Brighton & Hove Seaside Community Homes, the housing company set up by the council to raise investment for improvements to council tenants’ homes;
- Working in partnership to develop an estates “masterplan” to inform best use of our assets and identify opportunities to build new Council homes;
- Maximising the level of revenue resources available to support the Decent Homes Programme and working with residents to ensure that we are able to respond to opportunities to generate renewable energy.

However, this council is disappointed by the government’s record on housing so far, which includes:

- Controversially reducing housing benefit which risks driving thousands of vulnerable people from their homes in areas where housing costs are high.
- Not adjusting the formula to limit the rise in social housing rents, at a time of high inflation, to help Brighton & Hove tenants during the financial downturn;
- Housing associations being allowed to charge rents of up to 80% of market rate to fund new provision, which is likely to price vulnerable tenants out of their homes in these tough economic times.
- Ending the universal right to secure tenancies for existing as well as new tenants, despite promising in the 2010 Conservative Party Manifesto to “respect the tenures and rents of social housing tenants.”
- Extending the amount of time a home is allowed to stand empty, before a council can intervene, from 6 months to 2 years, meaning more empty homes for longer periods in Brighton & Hove.
- Reducing the affordable housing budget by 60% which will lead to a decline in affordable house-building nationally and locally.
- Taking-back 75% of right-to-buy income, rather than allow 100% of income from sales to be given to local authorities, such as Brighton & Hove.
- Abandoning previous planning targets, which could lead to fewer new homes locally and nationally.
- Failing to end the sale of council homes, leading to a reduction in the availability of affordable housing in Brighton & Hove.
- Doing nothing to regulate rents in the private rented sector or regulate the work of letting agents, thus failing to ease the many problems faced by private sector tenants who account for almost a quarter of the tenancies in Brighton and Hove –

more than twice the national average – and whose average tenancy length is between only 12 and 18 months.

The Council believes that the above measures, taken together, will have significant adverse impact on the availability of, and investment in, housing in the City.

Therefore, this Council resolves:

- (i) to place on record its sincere gratitude to the city's tenants and leaseholders for all their excellent partnership working with the Council in helping to deliver improvements to their housing;
- (ii) to continue to involve them closely in budget and policy setting, which affect their lives and homes;
- (iii) to request that the Chief Executive writes to the Housing Minister – Grant Shapps MP – with a copy of this motion highlighting this council's concerns with his government's housing policies, but also the excellent partnership working taking place in Brighton & Hove.
- (iv) notes that the Cabinet member for Housing has publicly stated that the potential sites for the building of new council homes in the city are "clearly mapped out" and requests that these maps and details are distributed to all members of the council forthwith."

218c.2 The Chairman stated that the Notice of Motion contained some significant national issues, but that it was important to be mindful of the council's own housing tenants. She made the following comments:

- The council had ring-fenced funding for 'Supporting People' to ensure that vulnerable people continued to be protected.
- The Administration would not seek to introduce flexible tenancies as made possible by the Government.
- The council consistently exceeded targets for bringing empty private properties back into use and was recognised for this in the South East.
- Registered Social Landlords possessed significant assets that should be used to provide more affordable housing as the council was seeking to do through the Local Delivery Vehicle.
- Tenants were leading on a programme of building the first new council homes in the city for a number of years and they would be identifying locations rather than having targets imposed on the city by the Government.

The Chairman praised the tenants who attended the Housing Management Consultative Committee and Area Panels and the officers involved in the work currently taking place in the city; the council was committed to listening to and supporting tenants.

218c.3 Councillor Mitchell noted that a previous Notice of Motion had called for a report on the impact of changes to the housing benefit system to be considered and asked when the report would come forward. She also asked when maps showing the proposed

locations of new council housing would be shared with all councillors so that residents could be informed.

- 218c.4 The Chairman advised that proposals to build new council homes was being led by the tenants and that the locations would be shared when it was appropriate to do so. She agreed to confirm in writing when the report on changes to the housing benefit system would be considered.
- 218c.5 Councillor Randall noted that the Notice of Motion did not mention homelessness in the city, which was rising. He advised that people were having for long periods before their case was assessed due to the high number of applications.
- 218c.6 Councillor Fallon-Khan advised that he welcomed the introduction of a universal system for housing benefit that would prevent incorrect payments and provide greater accountability. He also welcomed the Government abolition of housing targets, which would allow the council and local people to make decisions on when and where new housing should be built .
- 218c.7 Councillor Simson noted that tenants had made it clear that they wished the locations of new council homes to be released slowly, as the proposals were finalised, and that to release the full information immediately would not demonstrate that the council listened to its tenants.
- 218c.8 The Chairman noted that private sector leased accommodation would not be affected by the changes to the Local Housing Allowance.
- 218c.9 **RESOLVED** – That the Notice of Motion be noted.

219. INTELLIGENT COMMISSIONING PILOT - DOMESTIC VIOLENCE

- 219.1 The Cabinet considered a report of the Chief Executive concerning the Intelligent Commissioning Pilot on Domestic Violence intended to inform the Intelligent Commissioning Framework for the city, which aims to enable the council with its partners to better meet the needs of residents within reducing resources in the most effective way.
- 219.2 The Chairman explained that Intelligent Commissioning represented a new way of working that would seek to tackle some of the city's underlying and long-established problems by understanding the need and identifying what would best meet them within available resources.
- 219.3 Councillor Simson praised the report and process undertaken in determining the outcomes and actions, which would begin to tackle the issues associated with domestic violence, and in particular welcomed the contributions of all stakeholders, including survivors of domestic violence, which had been instrumental in shaping the report.
- 219.4 The Chairman invited representatives of a number of the council's partner organisations speak about their experience of the process.

- 219.5 Chief Inspector Neville Kemp of Sussex Police advised that tackling domestic violence was an importance issue that took up a lot of time and resources for the Police. He welcomed the pilot, which he felt represented an improved way of engaging partners in collaborative work, and was supportive of the strategic outcomes.
- 219.6 Gail Grey, Chief Executive of RISE, stated that the pilot was an opportunity to deliver services that survivors deserved by offering a better way of providing integrated services through combining budgets to enable sustainable and increased provision. She praised the decision to include survivors in the process and hoped that the model would be followed; survivors felt they had been listened to and services would be more appropriate as a result.
- 219.7 Steve Barton, Lead Commissioner, Children, Youth and Families, stated that the pilot had proved that Intelligent Commissioning worked and reported that Ofsted agreed that a good platform had been established for further work in the future. It had been challenging to articulate the shared outcomes, but they would serve to support the Children's Plan and begin changing attitudes.
- 219.8 Emma Daniels from the Community & Voluntary Sector Forum (CVSF) reported that it had been a positive process that engaged the sector as equal partners and offered an opportunity to further embed the Community Engagement Framework. She noted that previous engagement work and strong relationships had allowed the process to work.
- 219.9 Linda Beanlands, Commissioner for Community Safety welcomed the pilot as an exciting opportunity to begin effective work on tackling domestic violence in the city.
- 219.10 Councillor Randall praised the work undertaken. He noted the role played by alcohol in domestic violence and the number of incidences of violence before they were reported by women; there was a real need to change attitudes. He advised that a stronger emphasis on the LGBT community was needed as well as a total place approach to move forward successfully.
- 219.11 Councillor Mitchell commended the use of scrutiny workshops in the process and welcomed the presence of survivors comments throughout the report. She commented that the focussed process had highlighted how complex the issue of domestic violence was and she looked forward to the next stage.
- 219.12 Councillor Norman stated that the cost to sufferers of domestic violence could not be quantified and that early intervention work was key to making progress.
- 219.13 Councillor Fallon-Khan commented that the pilot had shown that Intelligent Commissioning worked by bringing key stakeholders together to align services and resources. He congratulated all those involved and hoped that opposition parties would now embrace Intelligent Commissioning.
- 219.14 The Chairman praised those who had worked on the pilot, which had demonstrated the need to work in new ways with all relevant stakeholders and use resources differently.

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

- (1) That the effective impact of using the Intelligent Commissioning Framework on the future commissioning of domestic violence services be noted.
- (2) That the city wide strategic outcomes for commissioning of domestic violence services, which are set out in appendix 1, be approved.
- (3) That it be noted that, following its approval, the outcomes are to be returned to the partnership groups and organisations which also have responsibility for overseeing commissioning and delivery of domestic violence services. A further report will be presented to Cabinet on the full commissioning plan including service level outcomes. That report will also provide more detail on learning from the use of the Intelligent Commissioning Pilots.

220. 2011/12 LOCAL TRANSPORT PLAN CAPITAL PROGRAMME

220.1 The Cabinet considered a report of the Strategic Director, Place concerning the proposed 2011/12 investment programme for Year 1 of the Local Transport Plan 3 (LTP3) Delivery Plan.

220.2 Councillor Mitchell stated that she welcomed the additional money for repairing potholes. She asked whether any new 20mph zones were planned as part of the funding allocation for 'Road Safety Engineering – new schemes'.

220.3 In response to questions from Councillor Mitchell, Councillor Theobald confirmed that the council would be submitting a bid to the Government's Local Sustainable Transport Fund by the deadline of 18 April and that if any new 20mph zones were to be implemented, they would be funded from the allocation for 'Road Safety Engineering'.

220.4 Councillor Randall queried what effect the projects within the CIVITAS programme had had on changing behaviour in the city.

220.5 The Lead Commissioner for City Regulation & Infrastructure explained that the council was currently in year three of a four year programme, which had been front-loaded with transport schemes; research and analysis would take place in year four and the results would be reported to the Cabinet.

220.6 **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 £3.35 million worth of funding for the 2011/12 Local Transport Plan capital programme to the Maintenance and Integrated Transport work programmes set out in Appendix 1 of this report be approved.

221. DEVELOPMENT OF TRANSPORT MODEL

221.1 The Cabinet considered a report of the Strategic Director, Place concerning development of a new computer-based transport model for the city to provide a

consistent and accurate basis on which to assess the potential effects of changes to road layouts, changes in policy approaches and the wider implications of major transport projects or development proposals.

221.2 The Cabinet received a presentation of the new transport model from the Lead Commissioner for City Regulation & Infrastructure (see Appendix 1) who explained the following:

- The transport model was a computer-based tool that made it possible to see proposed changes and evaluate their impact in order to make better informed decisions.
- Detailed data was fed into the model to give an accurate representation of the city's road network and movement of traffic at different times.
- The council had purchased one of the newest models available in the UK, which met the latest Department for Transport specification.
- The model divided the city into zones and data had been captured throughout the city and from Worthing, to London and to Newhaven.
- Significant time had been spent on inputting robust data; the strategic model had been built and would drive the detailed visual model that would focus on specific areas.
- To keep costs down a significant amount of existing data had been used. New data had been collected through an unprecedented amount of interviews, surveys and traffic counts and the data would have to be updated as changes occurred in the city.
- The model provided tabular statistical outputs, diagrams and maps.
- The base year model would be completed by May 2011 after which it could begin being used to assist with both short and long-term planning by assessing citywide and localised effects of proposals and developments.

221.3 Opposition Members welcomed the model and the opportunities it presented, including the possibility of charging developers to use it.

221.4 In response to questions from Councillor Randall, the Lead Commissioner advised that a protocol would be developed to include use of the tool in the planning process and it was hoped that it would encourage developers to come to the city. He confirmed that cost of the model and associated work was £500,000, but that the council would be able to make money back by charging external organisations to use it, which would also assist in the maintenance of the data.

221.5 The Chairman thanked the officers involved in developing the model and noted the exciting potential in held for the city.

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

- (1) That the progress made in developing the new transport model for the city be noted.

222. ASSET MANAGEMENT FUND 2011/12

222.1 The Cabinet considered a report of the Strategic Director, Resources concerning allocations under the Asset Management Fund (AMF) 2011/12, which supports property improvements, property related Health & Safety requirements and access improvements under the Disability Discrimination Act 1995.

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

- (1) That the recommended remaining allocation of AMF bids totalling £0.5 million, as detailed in paragraph 3.3 of the report, be approved.

223. NEW HISTORIC RECORDS OFFICE AND RESOURCE CENTRE (THE KEEP)

223.1 The Cabinet considered a report of the Strategic Director, Communities concerning progress in developing the New Historic Records Office & Resource Centre project ('The Keep'); a partnership project between East Sussex County Council ("ESCC"), the University of Sussex and the city council, with ESCC acting as project manager.

223.2 The Chairman advised that the recommendations and plan had been amended and that revised versions had been issued to Members.

223.3 The Strategic Director, Communities explained that the new facility was necessary due to pressure from The National Archives for the council to find a long-term solution for the care and storage of archives and records because the existing arrangements did not meet the required standards. He advised that the partnership approach had a number of benefits, including being the most cost-effective solution.

223.4 Councillor Mitchell welcomed the progress and in particular the requirement for a legally binding agreement between the council, East Sussex County Council and the University of Sussex. She asked whether any options had been considered for use of the land at Wollards Field and whether there was any expectation for a further increase in costs for the project.

223.5 Councillor Smith advised that the Partnership Collaboration Agreement would make the involvement of each party clear. He stated that he would answer Councillor Mitchell's other questions during the Part Two session, but that the project was being closely monitored to prevent it from going over budget.

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

- (1) That the progress since July 2010, particularly that relating to scheme design and the positive outcome of the planning application, be noted.
- (2) That the contents of the detailed report presented to the Joint Project Board on 15 February 2011 (attached as Appendix 1 to the Part 2 report), particularly the Board's recommendations, which have been referred to partners for agreement, be noted.

- (3) That the council's commitment to 'The Keep' and support for the continued partnership working with ESCC and the University of Sussex in moving forward to the construction phase be confirmed.
- (4)(i) That the request for a higher level of funding from the city council, and the basis of this request as set out in Section 3.30 of this report, be noted, and
- (4)(ii) That the council's agreed contribution of £5.345m towards the project's capital costs to practical completion, with 'in principle' agreement to up to an additional £0.270m to be met from the capital financing costs budget, subject to effective management of the project contingency budget, which is expected to reduce the level of additional funding required be confirmed.
- (5) That the main principles set out in the draft Partnership Collaboration Agreement covering the period through to practical completion (attached as an Appendix to the Part 2 report) be supported, and it be agreed that that the partners should seek to conclude this as a matter of urgency.
- (6) That delegated authority to enter into the Partnership Collaboration Agreement be given to the Strategic Director Communities and the Head of Law in consultation with the Cabinet Member for Culture, Recreation & Tourism, and it be agreed that the agreement should be signed by all three partners prior to ESCC entering into the construction contract.
- (7) That the letter of intent submitted by the University of Sussex attached as Appendix 2 to the Part 2 report be noted.
- (8) That the anticipated annual running costs of the Keep, together with the currently anticipated apportionment between the three partners be noted, and it be agreed that the partners should to continue to refine this as part of the Partnership Collaboration Agreement; where delegation to enter into that agreement is covered in 2.6 above.
- (9) That the next stages of development and the timetable associated with this as set out in Section 3.61 of this report be noted.
- (10) That the Heads of Terms for the long-term governance agreement, the final form of which will return to a future Cabinet meeting for approval in good time to enable all partners to enter into it prior to practical completion of the building, be noted.
- (11) That it be recommended to the Project Board, that it review current project management, Board membership, and reporting arrangements to reflect full partner engagement and that appropriate changes are agreed between the partners.
- (12) That for the reasons set out in the Part 2 report if it is agreed with ESCC that the site **shown on the substituted plan annexed** should be ~~transferred~~

leased by ESCC to the Council, to agree that the Head of Legal Services is authorised to complete that transaction.

- (13) That if it is agreed with ESCC that the land should be appropriated for planning purposes, to authorise officers to advertise the intention to appropriate the land shown on the **revised** appended plan (**Appendix 4**) for planning purposes and to delegate to the Strategic Director Communities in consultation with the Cabinet Member for Culture, Recreation & Tourism the consideration of any objections and the final decision whether or not to appropriate the land for planning purposes.

PART TWO SUMMARY

224. NEW HISTORIC RECORDS OFFICE AND RESOURCE CENTRE (THE KEEP)

224.1 The Cabinet considered a report of the Strategic Director, Place concerning progress in developing the New Historic Records Office & Resource Centre project ('The Keep'); a partnership project between East Sussex County Council ("ESCC"), the University of Sussex and the city council, with ESCC acting as project manager.

224.2 **RESOLVED** - That, having considered the information and the reasons set out in the report, the Cabinet accepted the recommendations as detailed in the Part Two confidential report.

225. PART TWO ITEMS

225.1 The Cabinet considered whether or not any of the above items should remain exempt from disclosure to the press and public.

225.2 **RESOLVED** – That item 224, contained in Part Two of the agenda, remains exempt from disclosure to the press and public.

225.3 The Chairman thanked all those who had provided administrative, technical and legal support to the Cabinet meetings over the last four years.

The meeting concluded at 6.25pm

Signed

Chairman

Dated this

day of

Subject: Petitions
Date of Meeting: 9 June 2011
Report of: Strategic Director, Resources
Contact Officer: Name: Tanya Davies Tel: 29-1227
E-mail: tanya.davies@brighton-hove.gov.uk
Key Decision: No
Wards Affected: Various

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

1.1 To receive any petitions presented at Council, any petitions submitted directly to Democratic Services or any e-Petitions submitted via the council's website.

2. RECOMMENDATIONS:

2.2 That the Cabinet responds to the petition either by noting it or writing to the petition organiser setting out the Council's views, or where it is considered more appropriate, calls for an officer report on the matter which may give consideration to a range of options, including the following:

- taking the action requested in the petition
- considering the petition at a council meeting
- holding an inquiry into the matter
- undertaking research into the matter
- holding a public meeting
- holding a consultation
- holding a meeting with petitioners
- referring the petition for consideration by the council's Overview and Scrutiny Committee
- calling a referendum

3. PETITIONS**5. (i) Clean up after your pets – dog fouling, North Portslade**

To receive the following petition presented at Council on 24 March 2011 by Councillor Carden and signed by 129 people:

We the undersigned request that Brighton & Hove City Council take urgent action against dog owners who fail to clean up after their pets in North Portslade.

WRITTEN QUESTIONS FROM MEMBERS OF THE PUBLIC

A period of not more than fifteen minutes shall be allowed at each ordinary meeting for questions submitted by a member of the public who either lives or works in the area of the authority.

The question will be answered without discussion. The person who asked the question may ask one relevant supplementary question, which shall be put and answered without discussion. The person to whom a question, or supplementary question, has been put may decline to answer it.

The following written questions have been received from members of the public.

(a) Ms Claire Blakemore

“On 22/03/2011 Care Leavers were removed from ‘priority need’ category for housing allocations. It appears there was no consultation of Care-Leavers or consideration of this group in the Equalities Impact Assessment.

In the minutes of Housing Cabinet Meeting 22/03/11 the Green Party state “the policy is in serious danger of being discriminatory of those most in need”.

In future we request a full consultation with service users and any change in policy to be presented to the Corporate Parenting Board for scrutiny and ratification.

Can you assure us that this matter will be given the highest priority and resolved immediately?”

**This question has been presented by the Youth Advocacy Project on behalf of Showan Omar, Ryan Hill and Charlie Hornsbury (Care-Leavers of Brighton and Hove). 26/05/2011.*

**COUNCILLOR GILL MITCHELL
COUNCILLOR WARREN MORGAN
COUNCILLOR CRAIG TURTON**

Brighton & Hove City Council
King's House
Grand Avenue
Hove
BN3 2LS

Date: 11 May 2011

Our Ref: GM/WM/CT

Your Ref:

Dear Cabinet Members,

Re: request for urgent review of sale of Council land.

We are writing as the three Councillors for East Brighton ward to request that you commission an urgent review of the sale of Council owned land currently occupied by Whitehawk Library and Whitehawk Youth Centre on Whitehawk Road/Findon Road. The purpose of the review would be to examine the possibility of providing additional housing on the site in addition to re-provision of a youth centre.

The sale of the library and youth centre site is to meet the shortfall in funding for the new "Hub" or "Co-location" buildings on Whitehawk Road; the new library, new CYPT offices and new classrooms for Whitehawk Primary School.

There are currently no plans within the development to replace the facilities at Whitehawk Youth Centre or any plans to include within the site the housing in Westham, Tilsmore and Holbrook, blocks which are in poor condition and which in our opinion are no longer fit for purpose.

We would ask that further work is done, in consultation with the residents of those flats, to see if an enlarged scheme could allow for them to be re-housed in new homes built by a housing association on the site, with the housing association providing a new youth centre as part of the development.

We believe a larger development including those flats would give a housing association the scope to do that as well as potentially increasing the number of new homes available to families on the Council's waiting list. We would cite the development on Whitehawk Way and Sompting Close, where pre-fabricated bungalows were replaced by a range of social housing, as an example of how this scheme might proceed.

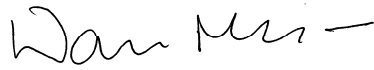
Tel: (01273) 291177 Email: gill.mitchell@brighton-hove.gov.uk
(01273) 294362 warren.morgan@brighton-hove.gov.uk
(01273) 294363 craig.turton@brighton-hove.gov.uk

Finally, we would urge you to ensure that, in the limited time left before this land is sold, that these further options are examined and any opportunities to replace old housing, increase the available housing stock and re-provide a youth centre are not missed.

Yours sincerely



Councillor Gill Mitchell



Councillor Warren Morgan



Councillor Craig Turton

COUNCILLOR WARREN MORGAN

Brighton & Hove City Council
King's House
Grand Avenue
Hove
BN3 2LS

Date: 27 May 2011

Our Ref: WM

Your Ref:

Dear Cabinet Members,

Re: Whitehawk Primary School Play Area

Over the past eight months Whitehawk Primary School has had new reception classrooms built at the front of their existing building, as part of the co-location project which relocates CYPT offices and Whitehawk Library to sites adjacent to the school.

A consequence of this work has been the loss of the grassed area used for school sports, activities and events. The school applied to the council to use land to the north of the school for these activities, but was told that it was housing land and that the Housing department would not release it. This is despite there being no published plans for housing development on the site.

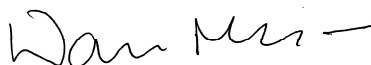
Instead the school was given use of Environment department land opposite the school on the Heybourne Road pitches, land which was fenced off for school purposes but which cannot be locked as it remains public land. Members of the public now use the fenced off area for exercising dogs, meaning that there are always high levels of dog fouling within the fence.

To reach this area pupils must cross a road and climb a steep bank. Pupils with disabilities cannot access the area without a significant detour which takes in an area believed to be used by injecting drug users.

This, along with the dog fouling, means that the fenced off playing area cannot be used by the school because of the health and safety risks to pupils, accessibility and equalities issues, and the amount of staff time involved in clearing and reaching the new play area.

I am asking that consideration is given to the land immediately to the north of the school, adjacent to the new dining hall and caretaker's flat, being released by housing and fenced off for exclusive use by the school. I will provide letters of support from the school management, pupils, parents and governors (of which I am one) to support this request.

Yours sincerely



Councillor Warren Morgan

Subject:	State of the City report and summary		
Date of Meeting:	9 June 2011		
Report of:	Strategic Director, Resources		
Contact Officer:	Name:	Paula Black	Tel: 29-1740
	E-mail:	paula.black@brighton-hove.gov.uk	
Key Decision:	No		
Wards Affected:	All		

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

- 1.1 A request was made by the Public Service Board and the City Council's Strategic Leadership Board for a report profiling Brighton and Hove, providing a snapshot of the city in terms of its characteristics and key issues, with an ultimate aim of creating a shared sense of priorities.
- 1.2 The report is unprecedented in its breadth and provides for the first time a benchmark for where we currently stand on key issues in the city.
- 1.3 It will form an important source of information for deciding commissioning priorities and the scopes of the commissions. The report will also enable us to track progress as we re-assess evidence in future versions.
- 1.4 The issues highlighted in the report highlight the city's strengths, opportunities and challenges including those relating to inequality and sustainability. The report therefore provides a picture of the city and a clear context for the incoming administration.

2. RECOMMENDATIONS:

- 2.1 That Cabinet reviews and notes the contents of the State of the City report and summary.
- 2.2 That Cabinet approves the report and summary for publication by July, to inform future commissioning decisions.

3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS:

- 3.1 The Joint Strategic Needs Assessment (JSNA) 2011 provides a profile of the city, focusing on health and well-being and the wider determinants of health in the city. The State of the City report draws heavily on the JSNA summary but has a wider scope, balancing the health and well-being focus with information on a broader range of issues, including:
 - Employment and skills

- Business and enterprise
 - Investment and development
 - Transport and infrastructure
 - Environment and sustainability
 - Crime and disorder
 - Citizen engagement and involvement
 - Culture and leisure.
- 3.2 The State of the City report provides an impartial and factual “snapshot” of the city, its characteristics and issues it faces. It does not include evaluative statements about whether an issue should be a city priority but does provide comparisons to other cities, the region (where available) and national statistics.
- 3.3 The report highlight’s the city’s strengths, opportunities and challenges including those relating to inequality and sustainability. The report therefore provides a picture of the city and a clear context helping to decide on and grade future commissioning and track changes.
- 3.4 The evidence in the report will foster a shared understanding of citywide needs and priorities. Established commissioning priorities will be supported with in-depth needs assessments. A needs assessment pulls together all available data and information on a particular area (statistics; financial information; projections of future need; customer insight; profiling; service mapping; evidence of what works; community voice; professional views). This information is then analysed and used to make recommendations for commissioning and service delivery options.
- 3.5 As the report will be updated on a regular basis, drawing on analysis presented via needs assessments, it will enable us to track progress as we re-assess evidence in future versions.
- 3.6 The report will be made available as an accessible and interactive electronic document, with supporting data profiles. A summary report has been produced in hard copy (and will also be made available as an electronic pdf.) and is attached providing a concise picture of the main themes and messages. All formats will be available on the Brighton and Hove Local Information Service (www.BHLIS.org), an open data source.
- 3.7 Any data sets which are available and which are not duplicated elsewhere will be made available through our open data source.

4. CONSULTATION

- 4.1 Managers and analysts in service areas and partnership organisations across the city have provided input to the report in terms of data, advising on priorities and comments.
- 4.2 Lead commissioners at the City Council, SLB and Brighton & Hove’s Strategic Partnership’s Managers Group have received the report during May for information and comment.
- 4.3 All political groups have been informed and consulted on the function and content of the report. OSC are discussing the report on 7th June.

5. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 5.1 The information within the State of the City report and the Joint needs assessment will inform commissioning intentions and assumptions for the future budget strategies for the council and partner organisations. The costs of developing and compiling the report have been met through Local Public Service Agreement funding.

Finance Officer consulted: Anne Silley

Date: 27/05/11

Legal Implications:

- 5.2 None.

Legal Officer consulted: Elizabeth Culbert

Date: 27/05/11

Equalities Implications:

- 5.3 There is a diversity section of the report and implications for equalities and identity groups have been noted in the report.

Sustainability Implications:

- 5.4 The report contains a section on our environment. In addition, sustainability issues are raised throughout the report where relevant.

Crime & Disorder Implications:

- 5.5 The report contains a section entitled 'our crime and disorder profile. In addition, crime and disorder issues are raised throughout the report where relevant.

Risk & Opportunity Management Implications:

- 5.6 None contained within the report itself. Information or strategies referred to have their own risk and opportunity management processes at point of source.

Corporate / Citywide Implications:

- 5.7 The report covers city-wide issues and was contributed to by partners across the city.

6. EVALUATION OF ANY ALTERNATIVE OPTION(S):

- 6.1 Possible alternatives to the State of the City report include not producing the report and allowing information to remain fragmented. This was deemed not to fulfil the requirements for a single, user-friendly, informative source of information as requested by PSB and SLB.

7. REASONS FOR REPORT RECOMMENDATIONS

- 7.1 The report will provide a benchmark for key issues in the city as they currently stand. This will provide an evidence base for informing priorities but also to assess future impact. It provides a picture of the city to the incoming administration.
- 7.2 Assist with the creation of a shared sense of priorities.
- 7.3 Our commissioning programme has a requirement for robust evidence and a shared sense of city priorities to facilitate the allocation of resources for maximum benefit. It is therefore important to publish this report as soon as possible.
- 7.4 The report will be useful for a variety of audiences including planners, strategists and commissioners, politicians, service providers in statutory, community and voluntary sectors and advocates working across the city. They will be able to use it as a ready source of information, to quickly get up to speed with the “big picture” and to gain an overview of the city and the main issues.

SUPPORTING DOCUMENTATION

Appendices:

1. Summary of the State of the City report, designed for wide dissemination

Documents in Members’ Rooms

1. Full text copies of the report, in Word format. Note the report will be professionally designed as an interactive e-document, arranged by theme.

Background Documents

None

Compiled by the Analysis Team at
Brighton & Hove City Council

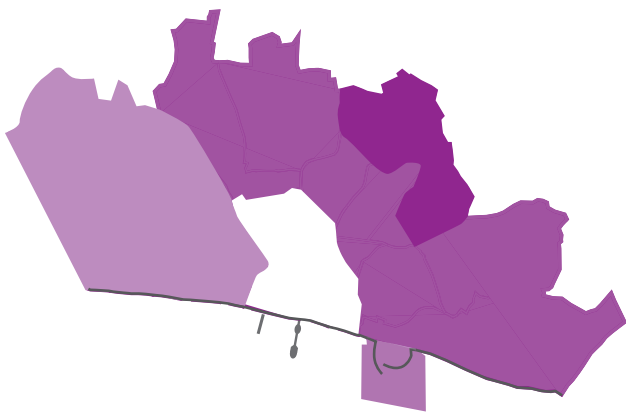
Brighton & Hove
State of the City Report
Summary

June 2011

About this summary report

This summary report aims to provide an accessible overview of our city, its characteristics & key issues for our residents with an ultimate aim of creating a shared sense of priorities. It draws on a wealth of information from different sources. A full report is also available. This provides more detail about the issues and also references all the sources used so that readers can investigate topics in more depth if they wish to. This summary aims to provide a snapshot of the big picture.

About our city



Our city, Brighton & Hove, is nestled between the South Downs, with our newly designated national park, & the sea. Back in the eighteenth century Brighthelmstone, as Brighton was then known, was a small fishing village, with a population of 2,000. Now home to more than a quarter of a million people, our city is renowned for its vibrancy, culture of tolerance, its independent shops, historic lanes, vast array of pubs, restaurants & clubs, its festivals, stunning architecture & 11 kilometres of coastline.

Our population



With two universities we have a large student population

- **Our population is growing.** The resident population of Brighton & Hove is estimated to be 256,300. It's predicted to increase to 269,000 by 2020, a five per cent increase, compared to a national increase of 7.4 per cent.
- **Our city has an unusual age distribution** with a bulge of residents aged 20-44 years and relatively high numbers of residents aged 85 years or more. 22 per cent (55,000) are estimated to be aged 19 or under, 65 per cent (165,100) are estimated to be aged between 20 & 64, 14 per cent (35,900) are estimated to be aged 65 or over. The population aged 90 years or more is expected to increase from 2,400 to 3,400 people, an increase of 42 per cent, over the next decade.
- **With two universities we have a large student population.** Our student population was 33,340 in 2008/9, and is estimated to be close to 40,000 in 2011. We also have a large number of foreign language students, around 35,000 per year, although some may only be here for a very short period of time. The largest student populations are found in Hollingbury & Stanmer.
- **It's difficult to estimate the number of refugees and other migrants in the city,** but 3,890 economic migrants registered for national insurance numbers in the city in 2009/10 compared to 4,660 in 2008/09.
- **At the time of the census we had the smallest average household size in the South East.** 40 per cent of our households (44,990) had just one person, compared to the national average of 30 per cent.
- **Brighton & Hove's population profile differs considerably to the national profile:**
 - 48 per cent of our residents are described as young, well educated city dwellers.

Our diversity



We have a relatively even gender balance.
51 per cent of the resident population are female,
49 per cent are male.



We have the largest proportion of same sex couples of any area in England



- Eight per cent of our residents are described as middle income families living in moderate suburban semis
- 13 per cent of our residents are described as older families, living in suburbia
- Five per cent are young people renting flats in high density social housing

- **We have a relatively even gender balance.** 51 per cent of the resident population are female, 49 per cent are male.
- **We have the largest proportion of same sex couples of any area in England.** It's estimated that at least 14 per cent (35,000) of Brighton & Hove's adult residents are lesbian, gay, bisexual or transgender. Whilst the transgender population is thought to be small, transgender people face particularly acute issues.
- **The proportion of our population who are from Black and minority ethnic backgrounds is increasing.** In 2001, six per cent of our residents were recorded as being from non-white backgrounds; in 2007 nine per cent of our residents (23,300) were estimated to be from Black & minority ethnic groups.
- **It's difficult to gauge how many travellers and gypsies we have living in Brighton & Hove** but the 2011 census included questions which should help in the future. We don't have a permanent site for travellers but there is a temporary site where families can stay for up to three months.
- **Nine per cent of adult residents (15,600) are thought to have a physical disability of some kind.**
- **Two per cent (5,033) are estimated to have a learning disability.**
- **19 per cent of adults (28,000 people) aged 15-64 are estimated to have a common mental disorder such as anxiety or depression.**

- **Over a quarter of our residents said they had no religion in response to the 2001 census, the second highest proportion of any authority in England and Wales.** 59 per cent of our residents (146,466) were Christian, 1.5 per cent were Muslim (3,635), 1.4 per cent were Jewish (3,558), 0.7 per cent were Buddhist (1,747), 0.5 per cent were Hindu (1,300) & 0.1 per cent were Sikh (237).

Our older people

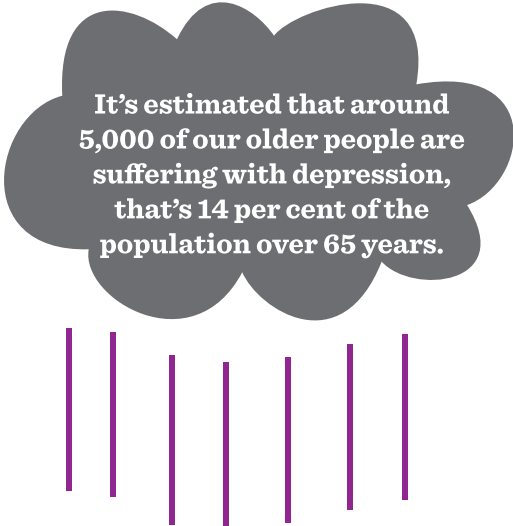


we have a relatively high proportion of people aged 85 years or more



It's estimated that we have around 3,000 older people living with dementia, representing over eight per cent of the population aged 65 or more.

- **Although there is a comparatively small proportion of older people aged 65 or more in the city, we have a relatively high proportion of people aged 85 years or more.** It's estimated 14 per cent of our population (35,900 residents) are aged 65 years or more, three per cent (6,500 residents) are aged 85 or more, and 2,400 are aged 90 or more. 25 per cent of Rottingdean Coastal ward's population are aged 65 years or more.
- **20 per cent of our local areas (33 out of 164) are in the worst 20 per cent of England for income deprivation affecting older people according to the 2010 Income Deprivation Affecting Older People Index.** This index measures the percentage of adults aged 60 years or over living in pension guarantee households. 22 per cent (9,300) of our residents aged 60 or more experience income deprivation.
- **Our older people report high levels of satisfaction with their homes and local areas.** 86 per cent of older people are satisfied with their home & area, slightly higher than the national average of 84 per cent.
- **Older people are more likely to report feeling unsafe in their neighbourhood after dark;** 45 per cent of those aged 75 or more, compared to 23 per cent of all residents.
- **It's estimated that we have around 3,000 older people living with dementia,** representing over eight per cent of the population aged 65 or more.



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- **In terms of supporting independence, a high proportion of our older people who are discharged from hospital go back to their own home or into rehabilitation or intermediate care.** In fact 87 per cent of our older people who are discharged from hospital are rehabilitated to live independently three months after discharge.

Our children & young people

- **Our city has relatively fewer children and young people compared to national and regional averages.** 22 per cent of our population (55,000) are children & young people, aged less than 19 years, compared to 24 per cent nationally. The number of our children aged up to 14 is predicted to increase over the next decade whilst the number of 15 to 19 year olds is predicted to decrease.
- **Our child poverty rate is in line with the national level but significantly higher than the regional level.** 22 per cent of our dependent children (10,555) aged up to 19 lived in poverty in 2008, compared to 21 per cent at the national level and 15 per cent in the South East. East Brighton had the highest proportion of dependent children & young people in poverty at 47 per cent in 2008; Moulsecoomb & Bevendean had 45 per cent.
- **Higher proportions of our children are eligible for free school meals compared with the region but levels are in line with national rates.** 16.8 per cent of our primary and nursery pupils (2,936) are eligible, compared to 11.5 per cent in the region and 17.3 per cent in England. 15.7 per cent (1,924) of our secondary pupils are eligible for free school meals, almost double the regional level of 8.7 per cent but not far out of line with the national rate of 14.2 per cent.



Overall educational attainment at nursery & primary school tends to be the same as, or above, national averages, but there is a significant decline by GCSE age when we drop below the national average



Proportionally, we have a lot more children in care than the national average.

- The gaps in achievement between children eligible to claim free school meals and those not eligible have remained the same or decreased for all age groups and are more in line with national levels.

	Our gap	England gap
At Key stage 2	23%	22%
Level 4 in English and Maths		
At GCSE	26%	27%
5 GCSEs at A*-C with English and Maths		
At age 19	22%	21%
Level 2 qualification		

- Overall educational attainment at nursery & primary school tends to be the same as, or above, national averages, but there is a significant decline by GCSE age when we drop below the national average. 49 per cent of our children achieved five GCSEs graded A* to C, including English & Maths, compared to 55 per cent at the national level in 2010.
- At the start of 2011, 7.5 per cent of our young people aged 16 to 18 (between 400 & 500 young people) were not in education, employment or training (NEET), down from nine per cent in 2010. The highest numbers of NEET young people are found in Moulsecomb & Bevendean, Whitehawk & Queen's Park & Cravendale.
- Eight per cent of local areas (13 of 164 areas) are in the ten per cent most education deprived of England according to the 2010 Indices of Deprivation. This measure looks at attainment, measures of absence, post 16 education & entry to higher education.
- Proportionally, we have a lot more children in need and in care than the national average. 621 per 10,000 children were identified as being "in need" in 2010, compared to 341 at the national level. A child in need is one who has been referred to children's social care services, and who as been assessed, usually through an initial

assessment, to be in need of social care services. 99 per 10,000 children were in care in 2010, compared to 58 per 10,000 at the national level in 2010.

- **Six per cent of children & young people in the city (3,400) are estimated to be disabled or have complex health needs.** 3.4 per cent of children under the age of 16 (1,440) received Disability Living Allowance, compared to 2.8 per cent nationally in 2009.
- **25 per cent of our children (7,665) have Special Educational Needs, compared to 21 per cent nationally.**
- **16 per cent of our Year six pupils are obese, below the national average of 19 per cent.** Local data confirms that there is a clear relationship between the prevalence of obesity & social deprivation.
- **There were 37 teenage conceptions per 1,000 teenage girls in 2010, lower than the national level of 38 per 1,000.** We know that nationally, there are higher rates of teenage conception in more deprived areas, a pattern which is borne out in Brighton.
- **There are at least 500 young carers in the city.** Young carers provide care, assistance or support to another family member. One in eight of those young carers provided care for at least 20 hours per week, & one in 20 provided care for at least 50 hours per week.
- **2,700 children & young people in the city are thought to have a significant mental health issue.** Children are more at risk of significant mental health issues if they live in poverty, have a history of abuse, or have had an adverse experience, such as the death of a loved one.
- **Our city was ranked 26 out of 150 local authorities, where one is worst, for substance abuse amongst young people in 2009.** Nine per cent of our 10-14 year olds reported having been drunk three or more times in the last four weeks, compared with five per cent nationally. 12 per cent

1 **26th** **150**
 Worst ← (Brighton & Hove) → Best

of Year 10 and 11 students report that they smoke on a regular basis. 24 per cent of Year 8 & 10 pupils report ever having taken drugs, compared to nine per cent nationally.

Our neighbourhoods



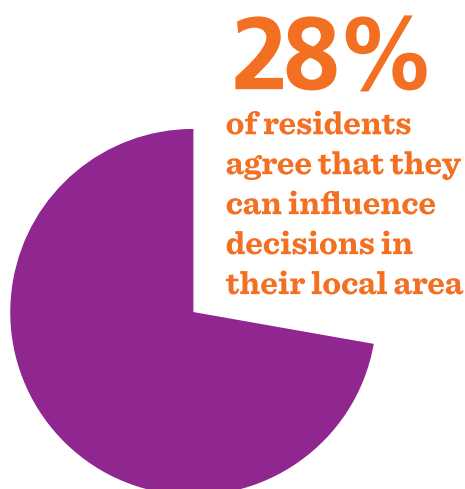
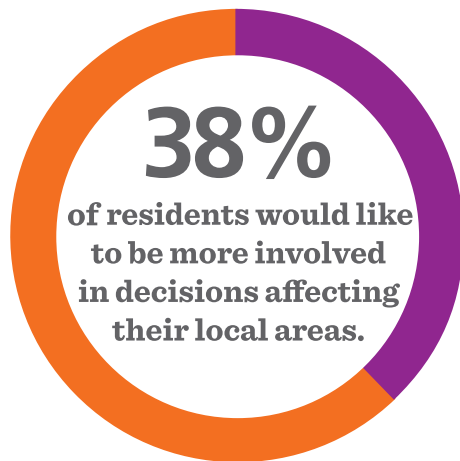
55%
(139,600 people)

Over half of our residents live in some of the 40 per cent most deprived areas of England in 2010.



- **Over half of our residents, 55 per cent (139,600 people), live in some of the 40 per cent most deprived areas of England in 2010.** Our city is ranked the 66th most deprived authority out of 326 in England using the 2010 Indices of Multiple Deprivation
- **12 per cent of the city's areas (19 out of 164) are in the ten per cent most deprived in England.** These 19 local areas typically have a high proportion of social housing & a higher than average number of working age people on Incapacity Benefit. They are also likely to have a high proportion of one or more of the following; lone parents, carers or children aged less than 16 years.
- Two of our 164 areas are in the most deprived one per cent of areas in England; one in East Brighton & one in Queen's Park.
- Two of the city's areas, both in Hollingbury & Stanmer, are in the 20 per cent most deprived in England for all seven domains the Index of Deprivation consists of.

Our involvement



14 per cent of our local residents say they have been involved in local decision making recently, in line with regional & national levels.

- 38 per cent of residents say they would like to be more involved in decisions affecting their local areas, higher than regional & national levels.** Residents in more affluent areas, such as Preston Park, are more likely to report a desire to get involved (44 per cent) than residents of more deprived areas, such as Moulsecoomb & Bevendean (28 per cent). Lesbian, gay, bisexual & transgender residents as well as Black & minority ethnic respondents are also more likely to report wanting involvement in local decisions (50 per cent and 48 per cent respectively, compared to the 38 per cent average).
- We have a Community Engagement Framework & Community Consultation Portal both intended to improve engagement & involvement across the city.** The Framework sets out the aims & guiding principles for community engagement within our city & the priority actions that need to be taken to improve engagement activity. The Portal is open to anyone across the city to undertake & engage in consultation activities on a range of topics & in a wide range of formats.
- 28 per cent of residents agree that they can influence decisions in their local area, in line with regional & national levels.** Slightly fewer lesbian, gay, bisexual or transgender respondents report that they feel able to influence decisions (24 per cent compared to 28 per cent), whilst more Black & Minority Ethnic respondents report that they can (41 per cent). The level of influence that residents report they have over decisions in their local area does not appear to be linked to deprivation.
- 14 per cent of our local residents say they have been involved in local decision making recently, in line with regional & national levels.** Respondents who rent their home from a housing association or trust, identify as being lesbian, gay, bisexual or transgender, or report having a limiting long-term illness are more likely to have been involved in local decision making (24, 21, & 20 per cent compared to 14 per cent).

- **The voice of young people across Brighton & Hove is represented through the Brighton & Hove Youth Council and various other specialist groups.** The youth council comprises elected and nominated residents aged eight to 19 who represent the diversity of young people in the city, being drawn from youth groups, schools and colleges across the city. The 2010-12 campaign of the youth council is to address the following issues for the benefit of local communities:
 - access to services including transport and cost
 - community engagement and making a positive contribution by working together to address issues.

Our environment



If everyone lived & consumed resources like the average person in Brighton & Hove we would need 3.5 planets to support us.

- **Our city is bounded by the sea & the newly designated South Downs National Park,** constraining our ability to expand but providing a wealth of leisure opportunities.
- **If everyone lived & consumed resources like the average person in Brighton & Hove we would need 3.5 planets to support us.** The land required per resident to sustain their current lifestyles was 5.14 (2006) global hectares per person in 2006, a reduction from the 2004 footprint of 5.72.
- **City Carbon Dioxide (CO₂) emissions from homes, industry & commerce & transport fell by 6.1 per cent over the last three years measured.** In the UK Carbon Dioxide (CO₂) is responsible for 85 per cent of our contribution to global warming.
- **Poor air quality as measured by Nitrogen Dioxide (NO₂) levels exceeded target levels at nearly two thirds of sites monitored in the city.** Air quality is a key environmental factor that affects the health of the population. Road vehicles are the greatest contributing factor to poor air quality in Brighton & Hove.



- **According to the 2010 Indices of Deprivation, 44 per cent of the city (72 of our 164 local areas) falls within the 20 per cent most deprived for the living environment.** This measure combines indicators focused on the indoors living environment, such as condition of housing & presence of central heating, combined with outdoors indicators, such as air quality. The three most deprived areas for living environment are all in the Regency ward.
- **There are at least 1,099 properties in the city at risk of flooding in the city.** It is projected that sea levels will continue to rise, increasing the risk of tidal flooding.
- **All of our drinking water comes from groundwater sources, the quality of which is classified as “poor”.** This is largely as a result of nitrate & pesticide contamination through farm practices, but also highway, municipal & domestic pesticide use & leaking sewers.
- **There has been a considerable improvement in the quality of bathing waters along our coast over the last 20 years.** In 2010 Saltdean beach was rated “excellent” & M & central Brighton & Hove were rated “good”. Central Brighton has lost its “excellent” rating for the first time in three years. We also have three “Quality Coast Awards” in recognition of highest quality & standards.
- **Household waste increased by three per cent between 2008/09 & 2009/10.** Household waste collected that is not sent for reuse, recycling or composting per head of the population increased in 2009/10 to 629.3kg. This is contrary to the trends we have seen in the city over the last few years & is above the national average at 561.47kg. The recycling & composting rate fell from 29.5 per cent to 27.4 per cent between 2008/9 & 2009/10 compared to a national rate of 39.7 per cent.
- **We have two Sites of Special Scientific Interest (SSSI) in the city which are in “favourable condition”.** Sites of Special Scientific Interest are the country’s very best wildlife & geological sites. Ours are located at Castle Hill & the Marina to Newhaven cliffs.



- **We have eight Local Nature Reserves spanning 7.4 per cent of the land within the city.** These are important areas for wildlife, geology, education & public enjoyment & provide access to the natural environment close to where people live. There are 62 key wildlife sites across the city. In total there are 1,279 hectares of open space in the city.
- **We have about half the number of recommended allotment plots.** The total number of allotment plots at the beginning of 2011 was 2,795, 10.9 per 1,000 population. The number of residents on the waiting list is 1,612.

Our transport & infrastructure



Our city is a regional transport hub with good road and rail links to London & adjoining cities and towns along the south coast, London Gatwick & London City airports, as well as the two ports of Shoreham and Newhaven.

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- **11 per cent of our principle roads are described as in need of “consideration of maintenance work”** an increase on eight per cent the year before. The proportion of non-principle roads also classed as requiring maintenance is eight per cent.
- **Traffic congestion is the local issue residents think “most needs improving”.** Vehicle ownership was low at 0.9 per household, compared to 1.1 across England in 2001.
- **Transport makes up 25 per cent of our carbon emissions compared to 32 per cent regionally & 26 per cent nationally.** Road vehicles are the greatest contributing factor to poor air quality in Brighton & Hove with the main pollutants being Nitrogen Dioxide & particulates (PM10).



- **4,100 residents are estimated to be affected by noise from traffic.** The Department of the Environment, Food & Rural Affairs published their “noise maps” in 2010. Over 2,000 of our dwellings are considered to be in “important areas” for monitoring & actions to minimise the effects of traffic noise pollution; 1,400 of these are “first priority”.
- **Our road safety record is improving.** Two people were killed on our roads in 2009 compared to 16 in 2005. 143 people were seriously injured in road accidents in 2009 compared to 145 in 2005.
- **We have three rail lines which terminate at Brighton station, & eight rail stations in the city.** 19,250,000 trips were made to & from our eight rail stations in 2009/10.
- **Bus patronage has increased from 30.2 million journeys in 2001 to 41.1 million in 2009/10.** 12 per cent of residents reported regularly using the bus for travel to work in 2009/10. In suburbs, where bus service provision & frequencies are lower, residents are more likely to use their cars to travel to work.
- **Three per cent of residents cycle to work,** in line with the national level.
- **Most of our city has very good accessibility to services such as doctors, food shops, schools & the city centre.** Fifty per cent of the city’s areas (83 of 164 areas) are in the 20 per cent least deprived in England according to this measure of the 2010 Indices of Deprivation. Ovingdean is the most deprived area of the city with regard to access to key services such as Post Offices, supermarkets, General Practitioners & schools.



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Our homes



Our city was the fifth most densely populated area in the South East

- **Our city was the fifth most densely populated area in the South East in 2001**, with 30 people per hectare, almost ten times the national average in 2001. We had the smallest average household size in the South East at just 2.09 people per residency.
- **Most of our housing consisted of purpose built blocks of flats & houses which have been converted into smaller units** according to 2001 census data. In total, 47 per cent of our housing was classed as a flat, maisonette or apartment 2001.
- **Despite the current economic conditions the city delivered 380 additional dwellings in 2009/10**. 100 affordable units were also delivered. 97 per cent of new residential planning applications have been designed to be accessible or adaptable for wheelchair users & people with restricted mobility.
- **Our housing is unaffordable to the majority of residents**. Housing prices are 25 per cent above the national average. More than half of our working households are in the intermediate housing market. This means they can afford more than social housing rental costs but not to buy the cheapest ten per cent of family homes. In 2010 the average price of a home in Brighton increased by 4.8 per cent to £222,242. The average cost to rent a one bedroom flat was £737 per month.
- **Five per cent of our areas (8 of 164) are in the ten per cent most deprived areas of England in terms of barriers to housing and related services**. This measure uses a range of indicators such as overcrowding, housing affordability & distances to key services such as food shops, general practitioners & primary schools. One of our areas, in Moulsecoomb, was in the one per cent most deprived areas of the country for housing & related services.

National average



Brighton & Hove



Our housing is unaffordable to the majority of residents

- **We had a notably small proportion of owner occupiers at the time of the 2001 census.** 62 per cent of households (70,633) owned their home compared to 74 per cent across England & Wales. 20 per cent of households (23,354 households) rented from a private landlord in 2001, compared to nine per cent across England & Wales. 10 per cent of households (11,791 households) rented from the local authority compared to 13 per cent across England & Wales.
- **The number of households living in fuel poverty has increased over the last three years.** This is largely a result of the price of domestic energy almost doubling. Fuel poverty occurs when a household has to spend more than ten per cent of income on heating. The measure of fuel poverty compares fuel costs with what they should be, not what they are. It is estimated that around 12 per cent of our households were living in fuel poverty in 2006, which was in line with the national level of 11.5 per cent.
- **The energy efficiency of our council housing has been improving steadily over the last decade & we are now in the top performing 25 per cent of local authorities in England.** Standard Assessment Procedures, also known as SAPs, are the way in which government assesses home energy ratings. Dwellings are rated from 0 to 100, with 0 being very inefficient & 100 highly efficient. In April 2002 the average SAP rating of our council stock was 66.5. In April 2011 it was 76.6.
- **We had a high proportion of homes that did not meet the Decent Homes Standard in 2008.** Overall, 36 per cent of our homes did not meet the Decent Homes standard when the House Condition Survey was undertaken in 2008. A dwelling is considered to be non-decent if it fails to meet a minimum standard, provides a reasonable degree of thermal comfort, is in a reasonable state of repair, & has reasonably modern facilities. Over four-fifths of our non-decent housing is in the private sector.

We had a high proportion of homes that did not meet the Decent Homes Standard in 2008



- **Housing contributes 42 per cent of our total carbon emissions per capita, making it the single most significant source of carbon dioxide in the city.** The proportion in our city is higher than both the region, at 32 per cent, & the nation, at 29 per cent.
- **We have a comparatively high proportion of people who have housing needs.** Compared to the region, residents in Brighton & Hove were nearly twice as likely to be in a position where they needed to make a homeless application & more than twice as likely to be homeless & in priority need according to a report of 2008. 368 homes were accepted as homeless in 2009/10; around three in every 1,000 households, compared to two in every 1,000 nationally. 316 households were in temporary accommodation in 2009/10, compared to 587 in 2006/07.

Our health & wellbeing



- **Whilst female life expectancy is slightly higher than the national average, male life expectancy is slightly lower.** Female life expectancy in the city was 82 & a half years in 2007-09 compared to a national expectancy of 82 years & five weeks. Male life expectancy was 77 years & five weeks in 2007-09 compared to a national expectancy of 78 years.
- **There is a proportional relationship between life expectancy & deprivation; the higher the deprivation, the lower the life expectancy.** In Brighton & Hove this means that a male living in the most deprived ten per cent of areas can expect to live ten years & five weeks less than a male living in the least deprived ten per cent of areas. A female living in the most deprived ten per cent of areas can expect to live nearly six years less than a female living in the least deprived ten per cent of areas.

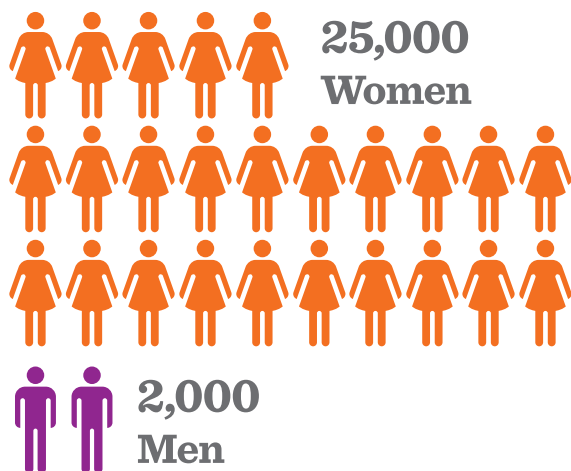


Seven per cent of our residents aged 18-64 years (12,200 people are thought to have a moderate physical disability.



We have a large number of people with mental health needs together with a large number of people at increased risk of mental health problems.

- **According to the 2010 Indices of Deprivation, almost half, 44 per cent, of local areas (72 of 164 areas) are in the 20 per cent most health deprived areas of England.** This measure combines years of life lost, morbidity & disability & mood & anxiety disorders. Four of our 164 areas are in the one per cent most deprived in England. Three of these are in the Queen's Park ward & one is in the East Brighton ward.
- **19 per cent of residents aged 50 or more reported that they were not in good health in the 2001 census.** A similar proportion, 18 per cent, of the total population reported having a limiting long term illness. The proportions reporting limiting long term illnesses are lower in the lower age groups, & higher in higher age groups.
- **The number of our residents with a physical disability is expected to increase although it is difficult to gauge numbers accurately.** Around seven per cent of our residents aged 18-64 years(12,200 people) are thought to have a moderate physical disability, with a further two per cent (3,400 people) having a severe physical disability.
- **It's estimated that two per cent (5,000) of adult residents have a learning disability.** By 2030, the number is predicted to rise to over 5,500.
- **We have a large number of people with mental health needs together with a large number of people at increased risk of mental health problems.** Using national survey data it's estimated that over 16 per cent, 28,000 people in the city aged 18-64, have a common mental disorder, such as anxiety or depression. Women are more likely than men to report being anxious or depressed, & far more likely to receive treatment for these conditions.
- **We had the second highest suicide rate in England** between 2006 & 2008 at 14.55 per 100,000 members of the population, compared to 7.76 in England.



Experience repeat domestic violence

- Domestic violence is widespread & has wide-ranging consequences.** Using national data to produce local estimates, in 2010 it's estimated that around 11,000 female residents experienced physical or emotional violence, around 3,000 were victims of sexual violence & over 6,000 were victims of stalking. Men also experience domestic violence but to a much lesser extent. Using national estimates, 25,000 women & 2,000 men will experience repeat domestic violence in our city at some point in their lives.
- Almost a quarter, 23 per cent, of adults in the city were estimated to be obese between 2006 & 2008, with a Body Mass Index of 35 or more, & 35 per cent had a raised waist circumference.** Being overweight increases the risks of diabetes, hypertension, heart disease & cancer, amongst other diseases.
- Our physical activity rates were just above average, but below recommended levels in 2008/09.** Almost a quarter, 23 per cent, of our residents aged 16 & over reported participating in moderate intensity sport & active recreation equivalent to 30 minutes on three or more days a week. This is slightly higher than the national average of 22 per cent. Only 15 per cent of adult residents took the recommended amount of exercise of 30 minutes per day, five days a week.
- We have lower incidences of all cancers than England** (368 per 100,000 population compared to 372 for England) **but a higher mortality rate from cancers for under 75 year olds** (125 deaths per 100,000 compared to 112 in England).
- 7,117 residents were registered as having coronary heart disease in 2009/10; 3,823 residents were known to have had a stroke in 2009/10.** Recent estimates, taking account of differences in General Practice populations put these figures much higher, at 11,499 for coronary heart disease & 5,207 who have had a stroke.



Some 22,000 residents reported providing some informal care in response to the 2001 census, with over 4,000 spending 50 hours a week or more caring.

- **More & more residents are in receipt of Disability Living Allowance.** One in 12 of our residents aged 18-64 (13,420) was in receipt of Disability Living Allowance in 2010. This represents an increase from 2008 when one in 20 residents was in receipt of it.
- **We have a very high rate of breast-feeding initiation.** Of our new mothers 87 per cent (754) initiated breast-feeding compared to the England average of 75 per cent in 2010/11.
- **Our immunisation rate of children under two years old against measles, mumps and rubella is low.** In fact we have the second lowest rate in the South East, at 85 per cent. The national average is 88 per cent.
- **Some 22,000 residents reported providing some informal care in response to the 2001 census, with over 4,000 spending 50 hours a week or more caring.** The highest proportion in the 2009 Carers Survey, 42 per cent, was looking after their husband, wife or civil partner, followed by adult son or daughter (26 per cent) & parent or parent-in-law (20 per cent).

Our behaviours

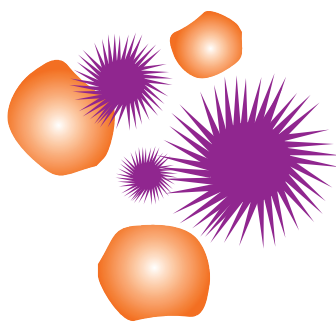


The city has a strong drinking culture & high numbers of our residents drink more than recommended guidelines.

- **The city has a strong drinking culture & high numbers of our residents drink more than recommended guidelines.** 27 per cent of adult residents (50,099) are estimated to be binge drinkers – our Primary Care Trust area was ranked 137 out of 152 for binge drinking (where 1 is good). 24 per cent (52,957) are estimated to engage in increasing risk drinking - we ranked 147 out of 152 Primary Care Trust areas. Six per cent (12,646) are estimated to engage in high risk drinking – we ranked 120 out of 152 Primary Care Trust areas. It's estimated that there are around 9,200 dependent drinkers in the city.



There were 50 drug related deaths in 2009, the highest rate in the country, although the rate in the city is declining.



We had the highest rates of common sexually transmitted infections (Chlamydia, gonorrhoea, syphilis, herpes & warts) outside of London in 2009.

- **Of 24 alcohol related harm health indicators, we perform significantly worse than England on 16 of them.** We only performed better than the national average on one measure, mortality from land transport accidents.
- **We have a higher rate of drug users engaged in effective treatment than in the region & slightly higher than in the nation too.** Of our users 84 per cent were engaged in or had successfully completed treatment at 12 weeks, compared to 79 per cent regionally & 83 per cent nationally.
- **There were 50 drug related deaths in 2009, the highest rate in the country, although the rate in the city is declining.**
- **A fifth of our adult residents smoked on a daily basis in 2003.** This is a concern as smoking is the main cause of premature illness & preventable death & over a quarter of all cancers are attributable to tobacco use. Our specialist smoking cessation service has the eighth highest quit rate in England.
- **56 per cent of adults were estimated to eat less than the recommended five portions of fruit & vegetables a day 2006 - 2008.** People on lower incomes & those experiencing deprivation are less likely to purchase fresh & unfamiliar foods & are more likely to skip meals. Nationally, five per cent of people on low incomes reported skipping meals for a whole day in 2010.
- **We had the highest rates of common sexually transmitted infections (Chlamydia, gonorrhoea, syphilis, herpes & warts) outside of London in 2009.** Our rate is 1460.4 per 100,000 population compared to 774.6 per 100,000 across England.
- **We had the eighth highest HIV prevalence in England** in 2009 at 7.57 per 1,000 members of the population compared with 1.7 in England. In 2009 the number of our residents with HIV was 1,273, reflecting a pattern of steady increases over recent years, from 633 in 2001.

Our culture & leisure



- **It's estimated that we host some eight million visitors in the city over the course of a year, generating significant income for the city.** The seafront, with the Brighton Pier & skeletal West Pier, shingle beaches, restored bandstand, children's play areas & marina all attract residents & tourists alike. In 2009, visitors to our city were thought to have spent £732,328,000.
- **We had the second highest number of museum visitors outside of London in 2009.** According to Take Part survey results 66 per cent of our adult population said they had attended a museum or art gallery in the local area in the last year, compared with 55 per cent in the region.
- **60 per cent, of residents reported having attended a local theatre or concert within the last six months in 2008, almost double the England level of 32 per cent.** As with all other cultural activities enquired after in the Place Survey, residents living in more deprived areas were less likely to have been to the theatre or a concert.
- **Our city hosts around 60 festivals each year & has the largest Pride & open arts festivals, the Fringe, in the country.** We also host a range of outdoor events & have regular farmer's markets & food celebrations which attract visitors to the city & make a significant contribution to the local economy.
- **We have 12 community libraries, a mobile library & a central library for Hove, with the award-winning Jubilee library at the heart of the network.** Our Jubilee library is considered the sixth most successful in the country when judged by visits made to the library in person. 59 per cent of our residents reported using a library in the last six months, compared to 50 per cent at the national level in 2008.



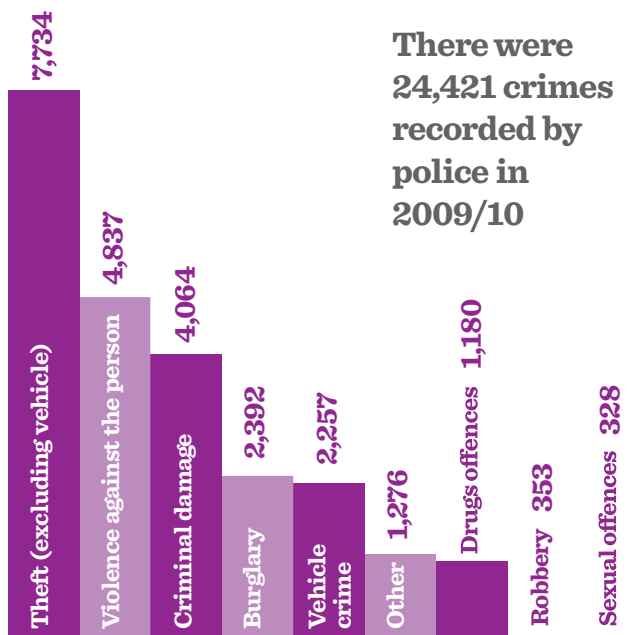
We have a rich architectural heritage with a high proportion of listed buildings

- **More than half, 56 per cent, of residents report having used sports & leisure facilities within the last six months, again, higher than regional & national levels.** Use of leisure services & facilities is higher in less deprived areas such as Preston Park & lower in more deprived areas of the city, notably Moulsecomb & Bevendean & East Brighton.
- **We have the highest number of restaurants per person in the country.** According to national statistics for 2008, the latest information available, we had 3.87 restaurants per 1,000 members of the population. This is higher than London, which had 3.05 per 1,000 members of the population & significantly higher than the national average of 2.56 per 1,000.
- **We have a rich architectural heritage with a high proportion of listed buildings.** There are 3,360 listed buildings in the city, 14 per cent of which (476) are grade I & II. This is more than double the national average of six per cent. Many of these are buildings are now multi-occupation homes.
- **Over nine in ten, 91 per cent, residents reported having used one of our parks or open spaces in the last six months when surveyed in 2008.** This is higher than both regional & national levels, 83 & 81 per cent respectively. People living in more deprived areas, especially around East Brighton, & residents renting from the council were less likely to have used a park, at 79 & 75 per cent respectively.
- **Of our 98 parks & open spaces, six are listed as being of historic interest:**
 - Stanmer Park (including the farmland estate & Coldean Wood) Grade II
 - Kemp Town Enclosures (including Dukes Mound) Grade II
 - Queens Park Grade II
 - The Royal Pavilion Estate Grade II
 - Preston Manor grounds, including Preston Park & The Rookery Grade II
 - Woodvale Cemetery Grade II



- **We benefit from the South Downs National Park's 1,600 square kilometres of diverse landscapes & natural beauty.** The Park was formally designated in March 2010 & provides a vast range of outdoor recreational opportunities. Forty per cent of the city & 100 households within Brighton & Hove fall within its boundary.

Our crime & disorder profile



- **The number of crimes per resident, our crime rate, was better than the average rate experienced by our city's peers in 2009/10, although worse than the England & Wales average.** The number of crimes per 1,000 residents in our city is 54, compared to 45 at the national level.
- **There were 24,421 crimes recorded by police in 2009/10.** Total crime breaks down into crime types as follows:
 - Theft (excluding vehicle): 7,734
 - Violence against the person: 4,837
 - Criminal damage: 4,064
 - Burglary: 2,392
 - Vehicle crime: 2,257
 - Other: 1,276
 - Drugs offences: 1,180
 - Robbery: 353
 - Sexual offences: 328
- **According to the 2010 Indices of Deprivation five per cent of our areas (8 of 164) fall within the ten per cent worst performing areas of England in relation to crime.** This indicator uses a composite of measures including the rates of violence, burglary, theft & criminal damage per 1,000 members of the population. One of our areas in the central Regency ward was ranked extremely poorly, at 31 out of 31,482 areas studied (where 1 is poor).



- **The number of violence against the person crimes has been reducing since 2006/07.** In 2009/10 there were 4,837 reported crimes, accounting for a fifth of all crimes in our city. Our city ranks in the 25 per cent of local authorities with the highest rates of these crimes, despite being average compared to our crime risk peers. Most violence against the person crimes are committed in central Brighton, which has the highest density of licensed premises & is the focal point of the night-time economy.
- **Almost a third of assault patients attending our Accident & Emergency department were not resident within our city in 2009/10,** although their experience of crime is counted in our city's statistics, as the place of the crime is what's recorded. Seven out of ten victims of violence against the person crimes are male, with the most common age group being 20-29 year olds.
- **There were 649 racist & religiously motivated hate incidents & crimes in 2009/10.** Most, 41 per cent (266), involved verbal abuse, 17 per cent (110) harassment & ten per cent (65) physical violence. 39 per cent of victims (253) were council tenants & 'at risk' groups included Black & minority ethnic businesses or people whose work involved public contact.
- **There were 88 hate incidents & crimes against lesbian, gay, bisexual or transgender people recorded by the police in 2009/10.** In response to a local survey conducted in 2006 almost three-quarters of lesbian, gay, bisexual or transgender people reported experience of crimes or negative behaviours towards them in the last five years because of their sexual or gender identities.
- **We had a slightly higher number of vehicle crimes per head than England & Wales as a whole in 2009/10.** There were 8.9 vehicle crimes per 1,000 members of the population compared to the England & Wales average of 8.3. There are more vehicle crimes in the city centre where parking is denser.

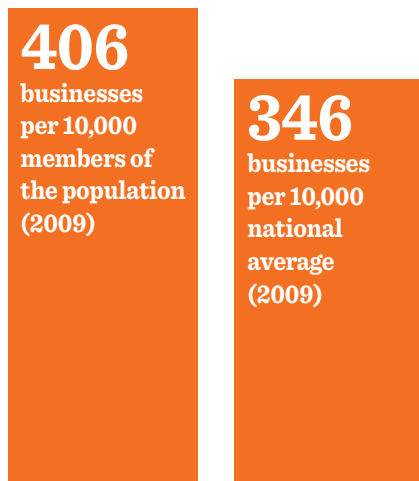


In 2010, 89 per cent of residents reported feeling safe in the city centre during the day, compared to 50 per cent after dark

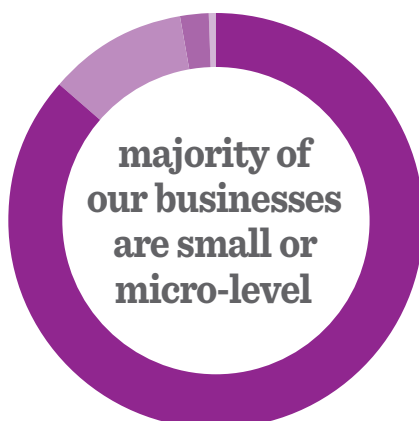
- **In terms of domestic burglaries per household we were in line with the national levels in 2009/10.** There were five burglaries per 1,000 residents, as there were for England & Wales. Looking at it by 1,000 households we had 10.4 compared to 11.6 in England & Wales. Areas with a higher density of domestic burglaries are Seven Dials, Brunswick & Montpelier, as well as Kemp Town, Hanover & the Triangle areas.
- **Criminal damage is one of the most prolific types of crimes but offences recorded by the police have declined steeply since 2006/07 following a long term increase.** Forty-three per cent of criminal damage offences (excluding arson offences) related to vehicles, 24 per cent to a dwelling & just under a fifth (18 per cent) to other buildings. The highest density of criminal damage offences was in the city centre. Criminal damage is costly on account of the high numbers of offences.
- **In 2010, 89 per cent of residents reported feeling safe in the city centre during the day, compared to 50 per cent after dark.** People tend to feel less safe in the city centre than they do in their local area. Older people & females are more likely to report feeling less safe in the city. The main reasons given for not feeling safe after dark are groups of young people, drunken behaviour, poor street lighting & the presence of drinkers/drug users.

Our business & enterprise

- **Our Gross Value Add per head in 2008 was lower than both the regional & national levels.** Gross Value Add is a measure of the value of goods & services produced in an area on a per person basis. Ours was £20,659, lower than the regional & national levels of £21,681 & £21,103 respectively. Our growth on this measure between 2000 & 2008 has also been below growth in the region & nation at 38.7 per cent compared to 40.7 per cent in the region & 43.8 in the nation.



We have the third highest number of businesses per 10,000 population in England & Wales.

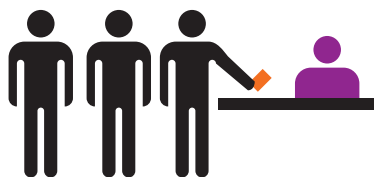


The economic contribution of the third sector to the city in 2008

- **There are 13,422 businesses in the city.** We have the third highest number of businesses per 10,000 population in England & Wales. In 2009 we had 406.2 businesses per 10,000 members of the population compared to a national average of 346 per 10,000.
- **We have a strong entrepreneurial culture, reflected by high levels of business start-ups compared with other cities.** Our start-up rate of 49.6 businesses per 10,000 people in 2008 was above the Great Britain average of 44.4, but due to higher than average business deaths our business base is still growing slower than the national rate, at 1.6 per cent compared with 2.2 per cent. In 2008 our city had the sixth highest levels of start-up business activity in the country.
- **We are in the top ten cities for creating private sector jobs.** Between 1998 & 2008 the private sector employment base grew by 25 per cent; our city had the eighth highest private sector job creation in the country.
- **The vast majority of our businesses** are small or micro-level:
 - 86.4 per cent of our businesses (11,597) employ less than ten people in 2010
 - 11 per cent of businesses (1,476) employ 11-49 people
 - 2.1 per cent of businesses (282) employ 50-199 people
 - 0.5 per cent of businesses (67) employ more than 200 people
- **The economic contribution of the third sector to the city was estimated to be £96.25 million in 2008.** Whilst the actual income of the third sector was around £55 million in 2008 there is a strongly local ownership structure which means that the third sector will spend most of its income locally compared to other sectors, creating a higher multiplier, or re-spending, effect on the local economy.

- **We have a strong local & organic food sector which makes a significant contribution to the local economy,** both in keeping money within the local economy & in attracting tourists. For example, the recent Big Sussex Market attracted 32,000 visitors.
- **We are a Fairtrade city:** Fairtrade is about better prices, decent working conditions, local sustainability, & fair terms of trade for farmers & workers in the developing world
- **Industry & commerce contribute 33 per cent of our total carbon emissions.** This is below regional & national levels of 36 & 45 per cent respectively as we do not have a large manufacturing sector.

Our employment & skills



We have higher than average unemployment

6.8% Brighton & Hove **5.7%** national average



hold qualifications at degree level or above in 2009

- **We have higher than average unemployment.** In September 2010 our unemployment rate, that is, the percentage of the working age population who were not able to get a job but who would like to be in full time employment was 6.8 per cent (12,200 people), compared to the South East & national averages of 5.5 per cent & 5.7 per cent respectively.
- **According to the 2010 Indices of Deprivation, we are the 48th most employment deprived local authority of 326 in the country.** This means we are among the 15 per cent most deprived authorities in England when looking across a range of indicators including claimants of Jobseeker's Allowance, Incapacity Benefit, Disablement Allowance, Employment & Support Allowance & participants in New Deal schemes. We estimate that 11 per cent (18,500) of working age residents live in employment deprivation. Two of our 164 local areas, both in Queen's Park, are in the 100 most employment deprived areas in England (out of 32,482 areas).
- **We have a slightly higher rate than the national rate of people claiming out of work benefits.** 12.8 per cent of residents (22,910) are in receipt of out of work benefits compared to 12.2 per cent nationally. 96 per cent of claims for lone

parent benefits in 2010 were made by females. Younger and older age groups experience higher levels of worklessness compared to middle aged groups, aged 25 to 49 years.

- **Our population is well qualified with 43 per cent (76,800 people) holding qualifications at degree level or above in 2009** (NVQ level 4, which is equivalent to a Higher National Diploma, degree or higher degree). This put the city sixth in the latest ranking of cities in terms of high level qualifications. Whilst eight per cent (14,200 people) had no qualifications, this is a lower rate than both regional & national averages (nine & 12 per cent respectively).
- **Employment levels are low and decreasing over time for residents whose qualifications are below degree level.** Many degree qualified residents take jobs that do not require this level of qualification as part of a lifestyle choice, pushing school leavers & residents with lower qualifications out of certain employment sectors.
- **We have a thriving third sector.** There were over 1,500 third sector organisations in the city employing around 8,000 people which is seven per cent of the total employees in the city, in 2008. Volunteer activity co-ordinated by these organisations was equivalent to 57,600 hours, which, if paid for at the same rate as third sector employers, would be worth £24 million.
- **Our employment structure in full-time jobs is dominated by higher value sectors** such as health, business & public administration, professional, scientific & technical sectors & education.
- **We have a larger proportion of part-time workers than the national level at 35 per cent compared to England at 31 per cent.** 50 per cent of working females are part-time compared to 20 per cent of working males.
- **Our wage levels are not as high as in the region, but they are higher than the national level.** The pre-tax weekly pay for fulltime workers in the city in 2010 was £522.60, above the national average of £501.80.



Our investment & development

We have two significant developments in the city currently under construction in 2011: American Express's European Headquarters & the Brighton & Hove Community Stadium.



- **Brighton & Hove is driving recovery in the sub region.** Adjoining authorities are not reporting the same levels of applications that we have received in the city in 2010 & 2011. In 2010/11 the planning application rate was at the highest level for the last five years, with 3,421 applications registered.
- **In 2010/11 there were 43 major applications, up slightly on the previous year when 42 were received.** We have two significant developments in the city currently under construction in 2011: American Express's European Headquarters & the Brighton & Hove Community Stadium.
- **Investment & development in the city is healthy with a net increase of business floorspace in the city in 2009/10 and a net increase in retail floorspace of 1,225 square meters in 2009/10.** Shop vacancy rates increased in both the Brighton & Hove shopping centres in 2009/10 although the overall rate for the whole city was 8.8 per cent at the end of 2009/10 which is well below the national average.
- **Residents consistently rate the top priorities for local authority investment as being education, refuse & cleaning, recycling & children's social care.** Every year when the budget & council tax is set the council asks residents what they think the priorities for the local authority to spend on are. In 2008, 2009 & 2010 the priorities have been the same.

Residents Top Priorities

Education



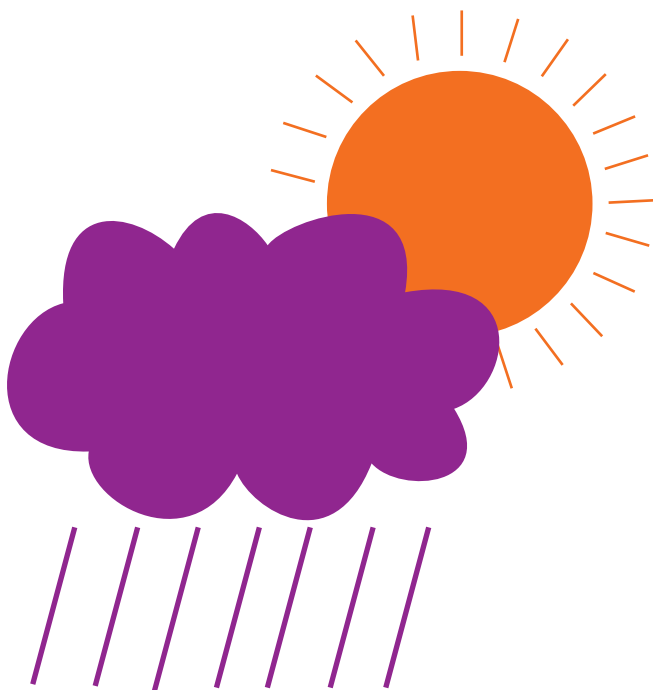
Refuse & recycling



Children's Social Care



Our resilience



- **Our city is a designated high risk flood area.** A major area of concern for the city is the possibility of coastal/cliff erosion & flooding as a result of heavy rain of storms. This can affect water supplies as well as the fresh water & coastal eco-systems.
- **Due to our coastal location we are at a naturally higher risk of experiencing coastal pollution.** The English Channel is a major international transport route for many products, including oil. One of the risks to Sussex is the potential for a shipping accident which could cause oil or other hazardous cargo to be released into the sea & then washed up on the shoreline.
- **Climate projections are telling us that weather extremes will increase.** The South East faces particular vulnerabilities in relation to climate change. For example the heat-wave of 2003 is likely to become the norm by the summers of the 2050's, & to be considered relatively cool by the 2080's.
- **As a major transport hub there are higher risks of transport accidents having an impact on our city than elsewhere.** The English Channel is the busiest shipping lane in the world presenting risks of fire, collision, sinking, pollution & stranding. The rail network passes through Brighton from the north, west & east, presenting risks of rail accidents. London Gatwick Airport is the UK's second largest airport & the busiest single runway airport in the world. The flight paths cover our city presenting the possibility of an aircraft accident. Our roads are busy but we do not face higher risks associated with road traffic than elsewhere.

Compiled by the Analysis Team at
Brighton and Hove City Council
For further information please email:
consultation@brighton-hove.gov.uk
or call (01273) 291088

Subject:	Olympic Torch Relay		
Date of Meeting:	9 June 2011		
Report of:	Strategic Director, Communities		
Contact Officer:	Name:	Pauline Freestone	Tel: 29-3312
	Email:	pauline.freestone@brighton-hove.gov.uk	
Key Decision:	No		
Ward(s) affected:	All		

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

- 1.1 The Olympic and Paralympic Games provides an inspirational platform to seize the many opportunities for the city in business, sport, culture, tourism and volunteering.
- 1.2 The city has been selected by the London Organising Committee of the Olympic Games (LOCOG), as one of 70 key iconic locations in the UK, to host an evening celebration for the Olympic Torch Relay on Monday, 16 July 2012.
- 1.3 Given the timing and confidentiality requirements, an urgency decision was taken by the Chief Executive, after consulting with the Leader of the Council, to enter into an agreement with LOCOG to host the event. This report is submitted to Cabinet for information in accordance with the requirements of the constitution.

2. RECOMMENDATIONS:

- 2.1 That Cabinet notes the contents of the report, and in particular, the agreement to host the Olympic Torch Relay event and associated celebrations.
- 2.2 That Cabinet authorises the Chief Executive, the Strategic Director for Communities and other relevant officers to take any steps necessary or incidental to organising and holding the event.
- 2.3 That Cabinet notes that a further report will be submitted in November 2011 that sets out, in detail, how Brighton & Hove City Council, and the city as a whole, will seek to ensure the significant opportunities arising from the Games are exploited fully for those that live, work and visit the city.

3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS:

- 3.1 The Olympic Torch Relay is one of the strongest links between the modern Olympic Movement and the Ancient Olympic Games, and may be considered the second most important communications tool after the Games themselves. The London 2012 Olympic Torch Relay is an important part of the build up to the

Olympic Games bringing people across the UK together to celebrate the spirit of the Games. In the months leading up to the Opening Ceremony it will connect people and places, young people to sport and the UK and Brighton & Hove to the rest of the world.

- 3.2 The Olympic Flame will arrive in the UK on Friday, 18 May 2012. The Torch Relay will travel around the UK for 70 days, arriving in London the weekend before the Games begin. 8,000 Torchbearers, over half being young people, will carry the Flame on its journey across all nations and regions of the UK, with entertainment, shows and concerts marking its arrival in each place. It will bring the Games to people's doorsteps and showcase the best of the UK – from dynamic urban areas to places of outstanding natural beauty and sporting and cultural landmarks.
- 3.3 The national Torchbearer nomination process was announced on 18 May 2011 giving people across the UK the chance to be involved in this historic countdown to the start of the London 2012 Games. There will also be an opportunity for the city to nominate 2 local torch bearers; the process for nominations will start in the summer.
- 3.4 Guiding Principles for the Torch:
 - Torch Relays for everyone with a focus on youth
 - Sustainable Torch Relays
 - National Torch Relays with a global reach
 - Torch Relays for our times
- 3.5 The success of the London 2012 Olympic Torch Relay is dependent on partnership working with LOCOG the Local Authority and the three presenting partners – Coca-Cola, Lloyds TSB and Samsung.
- 3.6 LOCOG will provide the personnel and infrastructure for the show and its Presenting Partners will provide the majority of the show-programme for each event, working with Local Authorities to bring specially arranged unique elements to each show. LOCOG will look to Local Authorities to provide overall event coordination. This process will be managed within existing structures for large scale events; through the council's Events Team and The Safety Advisory Group. The council's 2012 Coordinator already has representation at the 2012 Sussex Resilience Group.
- 3.7 In accordance with International Olympic Committee (IOC) guidance, each evening celebration must be free of charge to the public.
- 3.8 The proposed venue for the evening event is Madeira Drive and the Pavilion Gardens for the morning send off.
- 3.9 The city already has a successful 2012 programme including the national "World Stories" project at Brighton Museum, the regional commission "The Boat Project" created by Brighton based arts company Lone Twin and many local projects and events giving residents and visitors the opportunity to feel apart of the Games through sport and culture. A year long calendar of events and activities, inspired by the Games, is currently being put together to be launched in September.

Hosting the Olympic Torch Relay provides the city with a unique opportunity to be directly involved in an international event, raising the city's profile at a local, regional, national and international level. World wide coverage of this large scale event will highlight the city as a destination for tourism and business. With any large scale event the impact on the local economy is immediate bringing residents and visitors in to the city, and longer term potential business opportunities.

- 3.10 LOCOG have set up the Torch Relay Community Task Force to work with the authority, Sussex Police and other relevant partners to consult with and deliver a successful event. The first meeting is planned for 7 July when a presentation will be given to SAG and the suggested locations will be visited. More detailed information regarding responsibilities, permitting further consultation with partners will be known at this time, allowing for a more detailed report to Cabinet in November.

4. CONSULTATION

- 4.1 There was a strict requirement from LOCOG that the fact that the City was selected to host the event and associated information should be kept confidential until its announcement on 18 May. There was also a requirement to enter into an agreement with signed copies delivered to LOCOG by Monday 4 April. As the decision could not be delayed, and given the circumstances, a decision was taken to use urgency powers after consulting the Leader of the Council and taking legal and other professional advice. Under the Scheme of Delegations to Officers, decisions taken using urgency powers have to be reported to the relevant Member meeting for information. This report serves that purpose as well as supplying Members with additional information.
- 4.2 The agreement was in standard format and covered organisation and planning, community safety, accessibility, marketing, route planning, insurance etc. As it was not practical to have different agreements with different local authorities, it was effectively a standard agreement presented on a take it or leave it basis. Given the benefits to the City in terms of publicity and public enjoyment there was no reasonable cause of action but to accept the offer. Officers have since then worked closely with LOCOG and the preparations are being progressed in a collaborative way and officers have not identified any issues that could give rise to significant problems both in terms of our ability to deliver the event and LOCOG's requirements.
- 4.3 Consultation is ongoing with Sussex Police, East Sussex Fire & Rescue Service, and South East Coast Ambulance Service. Internally, consultation with Members, Environmental Health & Licensing, Highways and Cleansing will take place with an update to Members in November. The council has representation on the 2012 Sussex Resilience Group. All agencies are happy for further consultation to take place which will be detailed in the event management plan as the planning of the event evolves with The Torch Relay Community Task Force.

5. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 5.1 The financial implications of this event have not yet been quantified. It is intended to apply the current major events procedures and existing resources will be used where appropriate. The additional costs to be borne by the Authority will need to be estimated and the funding identified in due course.”

Finance Officer Consulted: Michelle Herrington Date: 13/05/11

Legal Implications:

- 5.2 The decision to enter into an agreement was within the constitution and complied with legal requirements. There are no adverse legal or human rights implications arising from this report.

Lawyer Consulted: Abraham Ghebre-Ghiorghis Date: 17/05/11

Equalities Implications:

- 5.3 The Torch Relay is a free access event for all, though the 2012 Games have a focus on inspiring and involving young people. Issues such as physical accessibility to the event and designated viewing areas will be developed and detailed in the emerging event plan.

Sustainability Implications:

- 5.4 All events are planned and staged in accordance with the statutory powers and planning obligations as set out in the Outdoor Events Policy.
- 5.5 The event will conform to the Councils Sustainable Events Policy.

Crime and Disorder Implications:

- 5.6 Safety Advisory Groups are convened for all major outdoor events taking place in Brighton & Hove that have the potential to attract significantly large numbers of people. A protocol between the council and emergency services was agreed in 2004 and will be used for this event.
- 5.7 The Police are involved in both the consultation and planning of all major events.
- 5.8 All significant outdoor events are also considered by the City Safety Advisory Group This group is made up of senior officers from Brighton & Hove City Council, Sussex Police, East Sussex Fire & Rescue, South Coast Ambulance Service, Health (A&E Emergency Planning Representatives). All major events are taken to this group for members to provide a strategic overview and to offer advice to event management companies to ensure that events held in the city are safe and well managed.

- 5.9 The 2012 Sussex Resilience Group is also considering the impact for crime and disorder

Risk and Opportunity Management Implications:

- 5.10 Existing and tested processes to manage events with city-wide partners will be employed and adapted for the Torch Relay. A specific risk register will set out how risks and opportunities have been assessed and details of any risk management actions planned.

Corporate/Citywide Implications:

- 5.11 The Olympic Torch Relay is one of the strongest links between the modern Olympic Movement and the Ancient Olympic Games, and may be considered the second most important communications tool after the Games themselves. The global coverage expected from this one event will have a direct impact on raising the opportunities the city has to offer as a place to live, visit and work.
- 5.12 The city's tourism offer realises £732m to the local economy and creates 18500 jobs in the industry. Hosting the Torch Relay will allow us to reach existing and new national and international audiences as well as serve our local communities.

6. EVALUATION OF ANY ALTERNATIVE OPTION(S):

- 6.1 Not applicable

7. REASONS FOR REPORT RECOMMENDATIONS

- 7.1 Hosting the Torch Relay will be a major global event and therefore full consultation and a full Event Management Plan will be required for the event.

SUPPORTING DOCUMENTATION

Appendices:

None

Documents in Members' Rooms

None

Background Documents

None

Subject: Single Equality Scheme update
Date of Meeting: 9 June 2011
Report of: Strategic Director, Communities
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 Equality, fairness and a more equal society are key council objectives; the Single Equality Scheme and its associated action plan form one of the many strands that complement one another to reduce inequality and improve lives for all residents.
- 1.2 The Single Equality Scheme sets out council equality priorities and actions from January 2010 until December 2011. The scheme was approved on 11 February 2010.
- 1.3 Overview & Scrutiny Commission requested a six-monthly update of progress against the action plan. This report covers the period June 2010-March 2011.
- 1.4 This report went to the Overview and Scrutiny Commission on 5 April and there were no amendments made.

2. RECOMMENDATIONS:

- 2.1 That Cabinet supports the work to reduce inequality across the city and note progress made so far against the objectives set out in the Single Equality Scheme Action Plan.
- 2.2 That Cabinet notes plans for a review of the Scheme and, concurrently, the council's Equality and Inclusion Policy, to build on existing good practice and ensure outcomes that make a real and lasting difference to the way the city deals with these priority areas of work.

3. SINGLE EQUALITY SCHEME ACTION PLAN - BACKGROUND

- 3.1 The Single Equality Scheme included a new action plan. This was based on extensive consultation and addresses key priorities across all the equalities strands including economic disadvantage. It is intended to be focused enough to

be easily understood and monitored and to include actions which will have significant impact. The full progress report is attached as Appendix A.

- 3.2 This report identifies highlights from the progress report and outlines the plans for reviewing the Scheme. The current Scheme runs until December 2011.

4. SUMMARY OF PROGRESS (see full report Appendix A)

4.1 Over-arching Actions for Promoting Equality

- 4.1.1 The council achieved the top 'Excellent' level of the Equality Framework for Local Government in January 2011.

- 4.1.2 Highlights identified in the Assessors' presentation (attached as Appendix B) were:

1. Commitment to equalities from political leadership
2. Cross party member equalities group
3. Civic culture
4. Staff passion for equalities
5. Communities and equalities team
6. LGBT successes
7. City Inclusion Partnership
8. Community Engagement Framework
9. Equality Impact Assessments (internally and externally)
10. Sharing good practice with partners
11. Good practice library
12. Good working relationship with Community and Voluntary Sector
13. Staff feel supported in their development of their understanding and skills around equality

- 4.1.3 Key recommendations are:

1. Clarify the vision for equality in the city, its communities and the desired outcomes
2. Rationalise the support provided to community groups to ensure sustainability
3. Evaluate the effectiveness of the Intelligent Commissioning approach
4. Induct newly elected members post election to support their work with diverse communities
5. Clarify role and number of networks, partnerships and fora
6. Transfer leadership on workforce equalities from Communities and Equality to HR to support excellence
7. Greater focus on diversity in the staff survey
8. Retain focus on excellence status

- 4.1.4 A significant contribution to our success was our robust and transparent Equality Impact Assessment process which leads to actual outcomes and service improvements from assessments. The assessments use data and consultation, include evidence of community engagement, and influence how we deliver services to meet the needs of the city's diverse communities.

- 4.1.5 Equality Impact Assessments (EIAs) have been timetabled across all directorates over a three year period (Jan 2008 - Dec 2010). With the new council structure we are developing appropriate systems for maintaining the EIA process in Delivery Units and for embedding it in the commissioning stages of the new Intelligent Commissioning Process.
- 4.1.6 Screening EIAs were prepared for the Budget. These were intended to highlight issues where diverse groups might be disproportionately affected by changes to funding or services and were used internally in the council and by other external stakeholders in the process.
- 4.1.7 Summaries of completed Equality Impact Assessments can be found on the council's main website. These summaries give an overview of the full assessments by detailing key outcomes and actions on how outcomes will be implemented to improve the service or policy. These outcomes are used as equality objectives through the business planning process to ensure a thorough monitoring and reviewing process.

4.2 PROMOTING EQUALITY THROUGH OUR PARTNERSHIP WORKING

4.2.1 Disability Hate Crime

Information about how to report incidents is being promoted via the council in the city and Learning Development Partnership Board websites, increasing reporting of disability hate incidents in general and particularly from people with learning disabilities. Training has been delivered to people with learning disabilities about community safety in general and community safety information has been produced in an easy read format.

4.2.2 Prevent Project

Needs assessment work has been carried out with Muslim communities in the city: the process was consultative and identified issues, needs, priorities from 15 local Muslim community groups and organisation. A series of events and training sessions have also been run.

4.3 PROMOTING EQUALITY THROUGH COMMUNITY ENGAGEMENT

4.3.1 Community Engagement Framework (CEF)

A communications plan has been produced to support implementation of the CEF. Community Engagement Training is being embedded within core BHCC Learning offer for 2011-12 and ongoing support is provided to council staff.

4.3.2 Get Involved Group of Disabled People

The Group has completed its review of the disability awareness training used within the Council, NHS Trusts and Sussex Police and the Federation of Disabled People (FED) is now volunteering as a host-organisation for student officers during training. Work with parks teams is completed to identify barriers and opportunities to accessing park facilities across the city. Further consultation is being undertaken around disabled people and recycling

4.4 PROMOTING EQUALITY IN OUR SERVICE DELIVERY

4.4.1 Combating Blue Badge Fraud

To combat fraud, Civil Enforcement Officers (CEOs) are working with the police to clamp down on misuse. The new scheme is a joint initiative between Brighton & Hove City Council, Sussex Police, and NSL, the council's parking contractors. It gives parking attendants the technology to identify and recover lost and stolen blue badges and has resulted in dozens being recovered and several arrests.

4.4.2 Housing Benefit Claims

Housing Officers are now offering support to new tenants to correctly complete Housing Benefits Claims. In addition the officer also completes a financial inclusion health check with the tenant to find out if financial advice and assistance are needed. Among the topics covered are: the credit union, loan sharks, basic bank accounts, low cost insurance and changing energy providers. Advice on changes in income or benefits, and help with planning a budget are offered, all of which early intervention can help debt accruing

4.4.3 Fire Safety for Vulnerable People

To ensure that our most vulnerable residents know what to do in the event of a fire, we have used information from the 2006 tenant census alongside the returns from a 2009 article on fire safety in the Homing-in magazine to create a vulnerable persons report on OHMS. Housing Officers are encouraged to visit these residents as a priority under the tenancy check scheme to discuss aspects of fire safety and complete a Personal Emergency Evacuation Plan

4.4.4 Partners In Art

This ongoing project will provide opportunities for people who want to follow their interest in art and heritage but need additional support to do so due to a disability or long term health issue. The scheme places them in a partnership with a volunteer who has a similar passion for art and museums (e.g. a practising artist, local history enthusiast, craft maker, archive researcher). Their partnership is built around this shared interest and the museum facilitates them to develop it.

4.4.5 Targeted Mental Health In Schools Pathfinder

The Pathfinder has developed an online assessment tool which identifies and assesses children who may be socially isolated and/or have emotional/mental health concerns, enabling appropriate early interventions for identified children and young people. Ongoing support is being rolled-out to all schools.

4.5 PROMOTING EQUALITY IN EMPLOYMENT

4.5.1 Mandatory Equalities Learning for all Staff and Managers

The Learning & Development Team has refreshed the one hour Equalities and Diversity eLearning module to align with the new Equality Act 2010 and help staff understand and comply with the new legislation. Priority learners are people managers and staff providing frontline services but all staff are required to complete the module by the end of the year.

4.5.2 Workforce Composition Figures

The council's workforce profile (excluding schools) as at 31 December 2010 is attached at Appendix C. As this data is based on the new organisational structure it is no longer possible to draw direct comparisons with previously published data for individual directorates. However, trend data based on the new council structure will be available going forward.

4.5.3 Dignity and Respect at Work Policy

The new Dignity and Respect at Work Policy was approved by Governance Committee. This policy was developed in close collaboration with representatives from senior management, the Workers' Forums and the trade unions. The network of Advisers together with a pool of independent investigators has been recruited and trained.

4.5.2 Disabled Staff

The Staff Disabilities Scrutiny Review was also presented to OSC at the 5 April meeting.

Guidance for managers on when and how to make reasonable adjustments for staff with disabilities was approved and published in October 2010. The revised sickness absence procedure called "Attendance Management" will be launched in April 2011.

5. IMPLEMENTATION OF THE EQUALITY ACT 2010

5.1 The Equality Act replaces the previous anti-discrimination legislation with a single Act that simplifies the law, removing inconsistencies and making it easier to understand. It also strengthens the law to help tackle discrimination and inequality, and expands the Duties placed on public bodies.

5.2 The Act came into force on October 1 2010. The new public sector Equality Duty comes into force on April 6 2011. The Equality Duty aims to embed equality considerations into the day to day work of all public bodies, and those carrying out public functions, so that they tackle discrimination and inequality. The Duty requires public bodies to engage with the diverse communities affected by their activities and decisions to ensure that policies and services are appropriate and accessible to all and meet different people's needs.

5.3 The Duty consists of a **general Duty** and **specific Duties** – the specific Duties are designed to enable public bodies to meet the general Duty. The new Duty replaces the existing public sector equality Duties and covers the following protected characteristics:

1. Age
2. Disability
3. Gender reassignment
4. Pregnancy and maternity
5. Race (ethnic or national origin, colour, nationality)
6. Religion or belief (including lack of belief)
7. Sex
8. Sexual orientation

- 5.4 The Duty also applies to 'marriage and civil partnership' but only in respect of the requirement to have due regard to the need to eliminate discrimination.
- 5.5 It is designed to reduce bureaucracy whilst helping public bodies deliver equality outcomes. It will require public bodies to publish more information than before, and to demonstrate how they are delivering improvement so that the public can hold them to account.
- 5.6 The general Duty has 3 aims. Public bodies must consciously consider these three aims as part of the process of decision making, and the specific Duties require evidence that this has happened:
 - 1. **Eliminate unlawful discrimination**, harassment and victimisation and other conduct prohibited under the Equality Act 2010
 - 2. **Advance equality of opportunity** between people from different groups
 - 3. **Foster good relations** between people from different groups
- 5.7 The specific Duties provide a framework to enable public bodies to meet the general Duty. The Duties require public bodies to set specific, measurable, equality outcomes, embedded into core practice and process, and to publish information on their progress to enable public scrutiny and accountability.

6. **DEVELOPING OUR NEW SINGLE EQUALITY SCHEME AND EQUALITY AND INCLUSION POLICY**

- 6.1 The council Single Equality Scheme and Equality and Inclusion Policy 'Working Towards an Equal City' both end in 2011 and are therefore due for review. Because of changes in national legislation (the Equality Act 2010) and changes locally in relation to our partnership working with other statutory agencies, the introduction of Intelligent Commissioning and council restructure, we plan to combine these two documents into one. This enables us to have a single corporate document which encompasses all our equality, inclusion and community cohesion objectives and actions.
- 6.2 Following the Community Engagement Framework we will be launching an engagement process with all stakeholders to enable us to develop the new Scheme/Policy. The new Equality Act 2010 provides a clear structure for this process, which we will ensure also meets local best practice standards.
- 6.3 Through the City Inclusion Partnership we will aim to link in with the other statutory service providers who are also reviewing their Schemes, in order to increase consistency in approach across the city and to identify joint objectives and actions where appropriate and possible.
- 6.4 The timeframe for this review is:
 - 1. Apr-May: Review of existing Scheme and Policy to summarise progress, highlight outstanding issues, identify gaps, evaluate feedback, and consider new legal context.
 - 2. Jun-Sep: Stakeholder engagement, including members, staff, actual and potential service-users, community and voluntary sector groups, residents, city partners.

3. Oct-Nov: Drafting and further consultation on proposed Scheme / Policy
4. Dec-Jan: Council sign-off

7. CONSULTATION:

- 7.1 The Single Equality Scheme was developed from a range of consultation and data sources, including feedback we received to our Race, Disability and Gender Equality Schemes, and consultation with staff, local and national organisations and representative groups.
- 7.2 In October - December 2009, with 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 held 8 public consultation events, and conducted a public online consultation.
- 7.3 We were particularly keen to reach seldom-heard-from groups in order to ensure our findings were relevant to diverse groups. To do 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, BME communities 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.
- 7.4 As well as the public consultation events, approximately 30 members of the Get Involved Group (jointly funded with the PCT) attended a workshop in order to help us clarify the issues for disabled people across all impairment groups.

8. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 8.1 The resources to fund ongoing work as described in this report are met from agreed council budgets and partnership funding.

Finance Officer consulted: Anne Silley

Date: 19/04/11

Legal Implications:

- 8.2 The statutory framework for the council's Single Equality Scheme is the Equality Act 2010, in particular sections 149 to 157 which set out the 'Public Sector Equality Duty' consisting of a general duty and supporting, specific, duties. The general duty came into force on 6 April 2011 and the specific duties are expected come into effect in July 2011 following consultation on a revised set of regulations.
- 8.3 The Single Equality Scheme will need to give effect to both the general and specific public sector equality duties under the 2010 Act

Lawyer consulted:

Oliver Dixon

Date: 09/05/11

Equalities Implications:

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

Sustainability Implications:

- 8.5 None directly in relation to this report

Crime & Disorder Implications:

- 8.6 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 reflected in the single Equality Scheme action plan

Risk and Opportunity Management Implications:

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

Corporate / Citywide Implications:

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

9. EVALUATION OF ALTERNATIVE OPTION(S)

- 9.1 Councils are required to produce schemes relating to the equality groups covered by legislation. The alternative to a single scheme was to produce multiple schemes (one for each of the 6 equality strands, plus carers, socio-economic disadvantage and others). However, this was not considered appropriate, as it creates significant duplication and would not effectively address issues of cross-cutting disadvantage or multiple discrimination. Therefore it was decided to develop one Single Equality Scheme.

10. REASONS FOR REPORT RECOMMENDATIONS

- 10.1 It was agreed that six-monthly reports would be made on progress against the Single Equality Scheme to be discussed and noted by the Overview and Scrutiny Commission.
- 10.2 The current Single Equality Scheme and Equality and Inclusion Policy run out at the end of 2011 and need to be reviewed. Creating a single combined policy and scheme will simplify and streamline the council's equalities approach.

SUPPORTING DOCUMENTATION

Appendices:

1. Appendix A: Single Equality Scheme Action Plan – Progress Report June 2010
2. Appendix B: Highlights of the Equality Framework assessors' presentation
3. Appendix C: Council Workforce Statistics 2010

Documents In Members' Rooms

None

Background Documents:

None

Intended outcomes	Progress Achieved – updates <u>in addition to</u> June 2010 report
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Over-arching actions	
Implement, monitor & comprehensively review the Single Equality Scheme	<p>Second progress report against the action plan submitted to Overview and Scrutiny 5th April 2011, then to Cabinet 9 June 2011.</p> <p>Detailed information made on progress contained within this report.</p>
Achieve ‘Excellent’ level in Equalities Framework for Local Government	<p>The Communities and Equality Team co-ordinated a Peer Challenge for ‘Excellent’ level of the Equalities Framework for Local Government over three days (25-27 January 2011). The assessors found that we had satisfied the criteria for attaining the ‘Excellent’ standard of the Framework and in their feedback session highlighted the following as examples of best practice:</p> <ul style="list-style-type: none"> • Commitment to equalities from political leadership • Cross party member equalities group • Civic culture • Staff passion for equalities • Communities and equalities team • LGBT successes • City Inclusion Partnership • Community Engagement Framework • Equality Impact Assessments (internally and externally) • Sharing good practice with partners • Good practice library • Good working relationship with Community and Voluntary Sector • Staff feel supported in their development of their understanding and skills around equality

Intended outcomes	Progress Achieved – updates <u>in addition to</u> June 2010 report
	<p>The equalities team is now working on an improvement plan to address areas highlighted, enable us to progress as a council and to ensure we maintain excellent level of the framework.</p>
<p>A robust and transparent Equality Impact Assessment (EIA) process that leads to evidenced and appropriate actions</p>	<p>Our EIA process at the council was outlined as one of our highlights in achievements by the Peer Assessors for Excellent level of the Equality Framework.</p> <p>The timetable for the fourth year has been drafted but will need to be amended in light of the Intelligent Commissioning process that has been brought in. This process itself has EIA principles embedded at each stage. Delivery units are in the process of confirming services that need to be added to be EIA Programme.</p> <p>The Communities and Equality team will be working with delivery units into the future to ensure that the EIA programme is regularly updated and implemented.</p> <p>Successful relationships with service areas (now Delivery Units, Resource Units and Commissioning Units) and the Corporate Communities and Equality Team will continue, providing support and advice where needed.</p>
<p>(a) Promoting equality through information</p>	
<p>An up-to-date evidence base that covers all equality areas, fills gaps in existing evidence and is used to inform our ongoing work</p>	<p>Intelligent Commissioning (IC) Pilots</p> <p>The learning from the three Intelligent Commissioning pilots (Domestic Violence, Alcohol Services, and Drug-related Deaths) has now been reported on to inform the next phase introducing Intelligent Commissioning in the city.</p> <p>Key to the IC process is a robust Needs Assessment and there has been ongoing work by the</p>

Intended outcomes	Progress Achieved – updates <u>in addition to</u> June 2010 report
	<p>Council's Research, Analysis and Performance Team on the initial Pilots to help develop models of best practice.</p> <p>The Intelligent Commissioning needs analysis template highlights needs for data and other information on different groups within the city and in communities; and also the need to identify gaps in data and how these affect the development of commissioning strategies.</p> <p>The Community and Voluntary Sector Forum (CVSF) is engaged in the pilot processes and staff from the Forum are working with Council staff and other partners to develop a needs analysis process which embeds assessment and analysis of the needs of diverse groups, uses community engagement effectively and consistently, and draws on the range of knowledge and learning that exists in the city.</p> <p>The pilots have also engaged with service users through focus groups and research to ensure the issues they raised and recommendations they made inform the commissioning process. They have also identified and agreed processes for how gaps in data are to be met in future and how service users, potential service-users and community groups will be engaged in ongoing assessment, monitoring and review once the commissioning process starts</p> <p>Issues for equalities groups have been identified and addressed throughout the Needs Analysis stage and can be seen in the emerging commissioning priorities. Equalities and community engagement principles are being built into the IC process, drawing on guidance in the council's EIA Toolkit and the city-wide Community Engagement Framework. This indicates that we are taking the appropriate approach in mainstreaming our equalities work through the emerging process.</p>

Intended outcomes	Progress Achieved – updates <u>in addition to</u> June 2010 report
<p>Consistent monitoring systems across the council and improved analysis & use of captured data</p>	<p>Ongoing data monitoring through the council’s EIA process.</p> <p>Further work was done through the City Inclusion Partnership, where the requirements of the Equality Act, changes to census categories and local demographics all informed the development of a single equalities monitoring form, which is intended to be used consistently across the council and increasingly adopted by the other statutory sector CIP partners. The form was trialled (Mar-Dec 2011) and the findings of the trial are currently being analysed. The form will then be amended and introduced this year.</p> <p>CIP also produced a brief guide for people completing the form, explaining why we are asking for the data and clarifying some of the questions and terms to encourage responses and explain the monitoring process. This aims to increase response rates and raise awareness among staff and service-users about why it is so important to collect this data.</p>
<p>(b) Promoting equality through our partnership working</p>	
<p>Statutory services in the city work jointly through the City Inclusion Partnership (CIP) to address equality, community cohesion and human rights issues</p>	<p>The City Equality and Human Rights Charter was launched on the 12th January 2010 and signed up to by all the statutory sector members of the City Inclusion Partnership.</p> <p>The first annual review of achievements against the Charter has been completed and presented to the Brighton & Hove Strategic Partnership (Mar 2011). Progress will also be reported via community and voluntary sector groups and other channels.</p> <p>The CIP workplan is being revised to take account of the changed legal framework (Equality Act 2010) and the changed local context (Intelligent Commissioning).</p>

Intended outcomes	Progress Achieved – updates <u>in addition to</u> June 2010 report
<p>Increased capacity within the community and voluntary sector (CVS)</p>	<p>A total of £1,618,100 awarded in discretionary grant across all 9 grant schemes in 2010-11.</p> <p>In all 223 individual grants awarded.</p> <p>These comprise a wide range of funding from £300 to South Portslade Community Group up to £100,000 for Citizens' Advice Bureau.</p> <p>A further 30 community & voluntary sector organisations have been supported by the Communities and Equality Team's Grant Finder service over the period.</p>
<p>New post for Preventing Violent Extremism work</p>	<p>The Community Research and Outreach Worker (Preventing Violent Extremism) has been in post since November 2009. The aim of the worker has been to engage with the Muslim community organisation, community groups and individuals regarding the needs and priorities of Muslim communities in the city.</p> <p>Key activities and outcomes</p> <ul style="list-style-type: none"> • Extensive engagement with the faith / Muslim communities in the city under the Prevent strand of work continued in the last nine months through the Prevent Partnership and its Finance subgroups. We continue to involve local people in decision making, in the scrutiny structures, and in making financial decisions. • Needs assessment work has been carried out with Muslim communities in the city: the process was consultative and identified issues, needs, priorities from 15 local Muslim community groups and organisation. The results will be presented soon to the communities and key agencies for feedback. The time-line for publishing has been delayed to enable further community engagement. A report is currently in its final stage of completion and will provide a set of key recommendations, it is hoped that this will feed into the strategic needs assessment carried out by key partners and thus

Intended outcomes	Progress Achieved – updates <u>in addition to</u> June 2010 report
	<p>implemented in future. A number of issues/concerns of the local Muslim communities have been progressed simultaneously.</p> <ul style="list-style-type: none"> • Several activities and projects are delivered in Partnership with the communities. Two Muslim women from the city have been trained in parenting skills facilitation and will in turn deliver two sessions for other parents/communities in the city and provide support to Muslim parents. • One of the community projects enabled various community groups to access a menu of organised diversionary activities for young people and women on a weekly basis from the Brighton & Hove Albion Kickz project. Additionally, this gave community members access to accredited education courses. The activities are open to all young people & communities and will run until 2011–12. • Another community project enabled a weekly football session to be held for a number of young men and enables them to participate in tournaments. The programme is open to all young people and is mainly attended by Muslim young men as well as some from other faiths. • Four different events have been organised to enable a dialogue between the local communities (Faith, BME and White) and the Foreign and Commonwealth office on the issues of foreign policies, role of the government etc. and this has widened our engagement further. In February 2011, 20 community members attended a meeting with Senior Policy Official and tour of the FCO. • A number of training sessions have been delivered to the front line staff and community members with very good feedback from participants. Large numbers of community members have been involved in the process. • Partnership work with the Further Education sector has progressed well. We have been able to link local communities to a college to jointly address issues of under-achievement of Bangladeshi pupils.

Intended outcomes	Progress Achieved – updates <u>in addition to</u> June 2010 report
<p>Increase school staff confidence in discussing controversial issues and in challenging extremist narratives</p>	<ul style="list-style-type: none"> ▪ Schools are promoting community cohesion as evidenced in Ofsted reports, young people and staff are confident in discussing diversity and cohesion. ▪ Training has been delivered to secondary school PSHE co-ordinators on teaching controversial issues. ▪ An Exemplar Single Equality Scheme has been developed and is being used by schools across Brighton & Hove ▪ A film made by Brighton & Hove young people to encourage all members of the school community to challenge and report racist and religiously incidents has been made by Bandbazi and the Healthy Schools Team and disseminated to all secondary and secondary special schools. ▪ Training in identifying and challenging racist and religiously motivated incidents has been delivered in 15 schools.
<p>Increased number of hate crime incidents reported, and cases of domestic violence supported</p>	<p>Developing projects to deliver better outcomes for victims of disability hate crime The Partnership Community Safety Team disability hate crime project is a new area of work with an initial focus on developing links, identifying needs and carrying out developmental work. Progress thus far includes:</p> <ul style="list-style-type: none"> ▪ The Hate Incident Strategy was consulted on with key partners, organisations, elected members and people with disabilities. Producing an action plan to reduce and tackle disability hate incidents ▪ Information about how to report incidents was promoted via the council in the city and Learning Development Partnership Board websites, increasing reporting of disability hate incidents in general and particularly from people with learning disabilities. ▪ Training was delivered to people with learning disabilities about community safety in general and community safety information has been produced in an easy read format. ▪ A Disability Hate Crime Steering Group oversees the project, with representation from the Communities and Equality Team

Intended outcomes	Progress Achieved – updates <u>in addition to</u> June 2010 report
	<ul style="list-style-type: none"> ▪ Between April and September 2010 there were 19 disability hate incidents reported to the team, of which three went to court and had successful outcomes. ▪ To help support the excellent work the team are already doing, a new poster campaign and hate incident report form was launched in March at the Safeguarding Vulnerable Adults Conference. The campaign will be rolled out across the city.
<p>Through procurement, (inc. social enterprise) achieve a diverse supply chain which effectively & appropriately delivers our equality agenda</p>	<ul style="list-style-type: none"> ▪ As part of the procurement process contract officers are informed of the need to conduct monitoring of the contractors obligations including equalities considerations ▪ The Pre-Qualification Questionnaire (PQQ) documentation has been revised; Equality evaluation criteria are included in tenders where relevant and proportionate, eg H&S Training Course tender. ▪ Shared Learning – meet with Sussex Councils at Sussex Procurement Group.
<p>(c) Promoting equality through community engagement</p>	
<p>People from all equality strands more involved in policy development, challenge mechanisms and developing future priorities (including the Community Engagement Framework - CEF)</p>	<p>Consultation Portal Following the development of the online Consultation Portal with the Performance and Analysis team, £2000 was allocated via the Community Engagement Framework to support wider engagement in the Portal which was used to provide training for VCS in use of the Portal. This included equipping room G7 to create an accessible training space within Kings House.</p> <p>The Communities and Equality team have continued to support the Performance and Analysis team to promote the portal and opportunities for training to the third sector via the CVSF.</p> <p>LPSA-funded projects to support Local Area Agreement targets The projects will not be resourced beyond March 2011. An update on progress for the first</p>

Intended outcomes	Progress Achieved – updates <u>in addition to</u> June 2010 report
	<p>half of this year is available. Headlines include:</p> <ul style="list-style-type: none"> • Stronger Together Project: Participant feedback consistently suggests that participants feel more confident and motivated and that groups run more effectively as a result of the training and development opportunities being provided through the project. • The What's To Do Project: Speak Out is supporting 5 groups of people with a learning disability to share stories, talk about issues in their lives and talk to different organizations to help improve services. 12 people have been involved in various groups that have engaged with a number of organisations and council departments • The Volunteering Strategy: The initial focus has been on supporting delivery of the strategy. A Volunteer Coordinators' Forum has also been established with a specific aim to increase knowledge around the support of volunteers with additional support needs, such as young people (particularly under 18s), people with mental health issues, those with criminal records and those with English as a second language. • The Equalities Coalition: Key successes this year include a successful application for Take Part funding to encourage greater 'reach' through networking events, including the Equalities Assembly held in February. The EC has also provided support for the involvement of Communities of Interest (COI) in Community and Voluntary Sector Forum activity (eg viewpoints - contribution to Position Statements and reps review) <p>Community Engagement Framework (CEF)</p> <ul style="list-style-type: none"> • A communications plan has been produced to support implementation of the CEF • An 'Easy Read' version of the CEF is being produced by Speak Out to be completed by March 2011. • An update on progress was made to Scrutiny in July 2010

Intended outcomes	Progress Achieved – updates <u>in addition to</u> June 2010 report
	<ul style="list-style-type: none"> • Report produced on the ‘Strategic Leads’ Networking event which took place in May 2010 • Support to Democratic Services Team, including bid for funding to delivery ‘Democracy Workshops’ via engagement with CVS partners, including COIs and equalities groups • Guidance on the Reward and Recognition of service users and community reps who give their time to engagement processes drafted and consulted (consultation closed end Feb and guidance will be launched by end March 2011) • CE Training embedded within core BHCC Learning offer for 2011-12 • Brighton & Hove Strategic Partnership have requested a development day on CEF (planned for June 2011) • Communications – development of social media opportunities for engagement (ongoing) • Ongoing advice and guidance to council staff • Funding allocated to the following projects to be delivered in 2011-12: <ul style="list-style-type: none"> ○ Showcase event for ‘seldom heard’ grass roots groups ○ Friends Families and Travellers cultural awareness project with BHCC museums ○ Additional resource support for equalities aspects of Volunteering Strategy implementation ○ Strategic Leads networking event <p>Get Involved Group (GIG) – Updates on 2009 work:</p> <ul style="list-style-type: none"> • The Group has completed its review of the disability awareness training used within the Council, NHS Trusts and Sussex Police and the Federation of Disabled People (FED) is now volunteering as a host-organisation for student officers during training. • The GIG members have been key contributors to the Taxi Licensing Equalities Review which resulted in a package of measures designed to improve access and certainty around taxi / private hire provision. The FED has been invited to attend the Taxi Forum and meet on a regular basis with all parts of the taxi trade. The Hackney Carriage

Intended outcomes	Progress Achieved – updates <u>in addition to</u> June 2010 report
	<p>Office are currently preparing for the new tax provisions included in the Equality Act 2010.</p> <ul style="list-style-type: none"> • A system is now in place for monitoring the implementation of signing and ‘Sign translate’ for deaf and hearing-impaired patients in accident and emergency departments. • The FED (who manage our Direct Payments) are working with BHCC on a case-by-case basis to ensure that disabled people employing a Personal Assistant, are not disadvantaged by having their DP withdrawn when in hospital for 4 weeks or more. <p>In 2010:</p> <ul style="list-style-type: none"> • National Government is currently running an ‘Access to Elected Office’ consultation with a view to providing funding for training in November 2011, identifying role-models etc for disabled people interested in standing for public office. Members of the GIG are monitoring this government initiative. • The GIG has completed its work with parks teams to identify barriers and opportunities to accessing park facilities across the city. Further consultation is being undertaken around disabled people and recycling. See below <p>In the future:</p> <ul style="list-style-type: none"> • A disability awareness and equality training package to be delivered by disabled people is being developed through the FED, starting with a “Train the Trainer” course for disabled people held in June. The content of the training package is currently being tested via extensive user involvement. The BHCC Customers Services have asked the Federation for training. • The Disability Summit in June was well attended and involved disability and other third sector organisations, as well as public sector partners. It was recognised by the participants that the FED, as a user-led disability organisation, were best placed to develop into the city’s Centre for Independent Living.

Intended outcomes	Progress Achieved – updates <u>in addition to</u> June 2010 report
	<ul style="list-style-type: none"> Members of the GIG are regular contributors at planning meetings for the new 3Ts hospital development.
<p>Improve engagement activity to enhance lives, provide opportunities & drive up quality (including Get Involved Campaign)</p>	<p>Engagement Activity: service example – Refuse & Recycling</p> <ul style="list-style-type: none"> Consultation with Federation of Disabled People (FED) and Older People’s Council to review assisted recycling and refuse collection service Consultation with Brighton & Hove Citizen’s Panel to develop a channel strategy that sets out clear actions to improve how customers access the refuse & recycling service. Initial consultation with FED completed via Get Involved Group (see above). The next stage of the consultation will be updated in April 2011. Workshops held in 2010. Feedback was limited because it was recognised that the website, for example, was inaccessible and unhelpful. Since then massive improvements have been made to our website (Plain English, icons). <p>Get Involved Campaign</p> <ul style="list-style-type: none"> Links to Take Part project to support wider engagement in democracy and active citizenship Partnership with Take Part to deliver Democracy Day in November 2010 Ongoing partnership activity to support development of the Get Involved website Ongoing activity to promote opportunities for people to ‘get involved’
<p>Improve awareness of and data on groups where data is limited</p>	<p>The Needs Assessment process in Intelligent Commissioning is a vital part of the commissioning process, furnishing commissioners with robust evidence and intelligence to make informed decisions about resources; what services to commission and possibly de-commission.</p> <p>The aim of a needs assessment is to pull together, in a single, ongoing process, all the</p>

Intended outcomes	Progress Achieved – updates <u>in addition to</u> June 2010 report
	<p>information that is available on the current and future needs of the city's residents and visitors in relation to a particular theme, to review this in light of existing provision within the city and evidence on the most effective ways of addressing the identified needs. Through this systematic approach priorities for commissioners to consider are identified.</p> <p>Within this process city-wide inequalities are identified and considered, as well as issues relating to equalities groups. The principles of Equality Impact Assessment are being embedded in all stages of IC, including in the Needs Analysis phase.</p> <ul style="list-style-type: none"> • Service example: Analysis of allotments application forms to look at which groups of people are not accessing this service led to a targeted communications campaign. Analysis of data showed an increase in women and younger people taking up allotments. New targets have been set for easy access plots and targeting community group plots for groups indicated in Reducing Inequality survey. <p>Count Ability project: This is a joint project for the council with Sussex Police, East Sussex Fire and Rescue Service with the University of Brighton acting as consultants. It aims to identify barriers, challenges and opportunities for disabled people of working age, living in Brighton and Hove. It will involve in-depth interviews (approx 50 people), focus groups (approx 100 people from range of impairment groups), assessment of local and national data, then analysis of the data in order to feed into the council's Intelligent Commissioning process and also into action plans and services.</p>

Intended outcomes	Progress Achieved – updates <u>in addition to</u> June 2010 report
<p>Develop cohesive, integrated and stronger communities</p>	<p>Brighton and Hove People’s Day Brighton & Hove Peoples Day will take place on the weekend of 18-19 June, and will be the launch event for a City Communities Festival running until Sunday 10 July, finishing with a People’s Show. The main events of the City Communities Festival will include</p> <ul style="list-style-type: none"> ◆ People’s Day 18 and 19 June ◆ Refugee Week 20 – 26 June ◆ TAKEPART 26 June – 5 July ◆ People’s Show 9 and 10 July ◆ Local neighbourhood events ◆ A Communities Showcase <p>Key partners will include: Older People’s Council, Young People’s Council, Men’s Network, Federation of Disabled People, BMECP, Racial Harassment Forum, Refugee Week Steering Group, Carers’ Centre, Brighton & Hove Muslim Forum, Interfaith Contact Group, LGBT Switchboard, Carousel, Women’s Centre, Healthy Schools’ Team</p> <p>Holocaust Memorial Day The council has a co-ordinated approach to promoting international and national celebrations and supports local communities to mark Holocaust Memorial Day (HMD) 2011. HMD is about remembering the victims and those whose lives have been changed beyond recognition of the Holocaust, Nazi persecution, and subsequent genocides in Cambodia, Rwanda, Bosnia and the ongoing atrocities today.</p> <p>The idea for this year’s commemorative event was put forward by the Jewish community in the City and comprised a photographic exhibition by award winning artist, Marion Davis. The exhibition ‘Absence & Loss’ featured memorials to those who died in Germany during the Holocaust. The open event was held in January at Jubilee Library and Brighton & Hove Reform Synagogue.</p>

Intended outcomes	Progress Achieved – updates <u>in addition to</u> June 2010 report
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(d) Promoting equality in our service delivery

<p>Our facilities and services* are accessible to disabled members of the public as far as is reasonably possible</p>	<p>* NB: It is not just access to buildings which has been improved as part of the programme, work to parks has also been carried out</p> <p>Since June 2010 further sites have been selected for improvement and work is expected to be complete by April 2011. This, plus work being carried out elsewhere incorporating improved access for people with disabilities means that by April 2011 our target of 80% will have been met, in that 80% of relevant audited public buildings and spaces will be more accessible to people with disabilities.</p> <p>An annual progress report to Cabinet will be sent to outline progress toward the rolling programme of access improvement works in relation to the Equality Act and access improvement for disabled people.</p>
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Intended outcomes	Progress Achieved – updates <u>in addition to</u> June 2010 report
Communications & information accessible to all, (inc. websites) and reflect positive images across all equality strands	<p>The Communications Team investigated the Plain English Crystal Mark, which was found to be inappropriate for what the council needs. Instead a Plain English campaign has been developed and all the information is available on the Wave: http://wave.brighton-hove.gov.uk/supportingyou/communications/Pages/Banthebabble.aspx</p> <p>Guidance includes an e-learning course, a guide to using Plain English and Top Tips. Communications also ran a Ban the Babble campaign last year to highlight the use of plain English. It is recommended that all Wave and web authors complete the e-learning course</p>

Intended outcomes	Progress Achieved – updates <u>in addition to</u> June 2010 report
<p>Provide best use of public space for streamlined customer service centre</p>	<p>Under the Council's core accommodation review all public services under revenues and benefits will be situated in one place: Bartholomew House. This is scheduled to be in place by late 2011.</p> <p>Planning application submitted; consultation with staff throughout May 2010. Customer insight & Journey Mapping being undertaken as part of Equality Impact Assessment and evidence gathering.</p> <p>Consultation has taken place with a number of different groups including staff with disabilities, the Federation of Disabled People, Mencap and we are inviting feedback from the three staff forum groups (BME, LGBT and the Disabled Workers Forums). We have representatives from services that will use the CSC that are reviewing and dealing with actions that have arisen from doing the EIA. As a result of consultation, a number of improvements have been made to the CSC including improved ramped access to Bartholomew Square and providing a ramped fire exit where we had steps before.</p>
<p>Better access to public spaces and services</p>	<p>Blue Badge Scheme:</p> <ul style="list-style-type: none"> • A meeting with the Federation of Disabled People in Sep 2010 highlighted various improvements we could make, including several changes to the Blue Badge application form to make it easier to complete. Important sections are now highlighted in red, moved some sections to make them easier to see, and contact numbers for the DWP are included so people can more easily obtain proof of receipt of Higher Rate Mobility Component of Disability Living Allowance (HRMC DLA). The number for the PCT to obtain a new medical card which can be used as ID is also included now. • A link is being made with Revenue & Benefits to streamline the process for checking whether someone is in receipt of the HRMC Disability Living Allowance.

Intended outcomes	Progress Achieved – updates <u>in addition to</u> June 2010 report
	<ul style="list-style-type: none"> • Posters are now displayed in public buildings and GP surgeries advising how to report Blue Badge misuse and also how to return the badges when a user of them dies. <p>Combating Blue Badge Fraud</p> <ul style="list-style-type: none"> • The FED also highlighted Blue Badge misuse and fraud as a huge problem for them. To combat this, Civil Enforcement Officers (CEOs) are working with the police to clamp down on misuse. The new scheme is a joint initiative between Brighton & Hove City Council, Sussex Police, and NSL, the council's parking contractors. It gives parking attendants the technology to identify and recover lost and stolen blue badges and has resulted in dozens being recovered and several arrests. • CEOs can now use their handheld computers to check whether a badge has been reported as lost, stolen or belongs to a deceased badge holder. Vehicles seen displaying stolen badges are issued with a Penalty Charge Notice, photographic evidence is taken and passed on to Sussex Police for further investigation. • The trial has been so successful in recovering stolen blue badges that it is now being made permanent. Between March and December 2010, 118 lost or stolen badges were identified and the cases sent to Sussex Police, including 57 badges reported as stolen. Numerous arrests have been made and a number of drivers are now helping police with their enquiries. <p>New chairs and a table have been bought for the Parking Information Centre (PIC). These are more compact and are lower so that there is easier access around PIC and easier access to the table and chairs.</p>
<p>Customers receive services appropriate to their needs including Independent Living</p>	<p>Equipment for use</p> <p>The total number of items of equipment for use by adults and older people delivered within seven working days are averaging at 95% per month for Adult Social Care 2010-11. On average 2000 pieces of equipment or minor adaptations are being delivered from the</p>

Intended outcomes	Progress Achieved – updates <u>in addition to</u> June 2010 report
	<p>Integrated Community Equipment Store, per month, for use by adults or older people.</p> <p>Extra Care Housing schemes These schemes at New Larchwood and Patching Lodge are now occupied with active resident groups ensuring that the people who live there play an active part in City life.</p> <p>Vernon Gardens This is a new extra care housing scheme providing ten adapted flats for working age people with physical disabilities. The landlord, Guinness Trust, has worked in partnership with Brighton and Hove City Council to identify the new tenants who will be able to move in by the end of 2011. The tenants were fully involved in the design of the care and support model and also the selection of the care and support provider, Care UK.</p> <p>Care UK has already initiated work with the identified tenants to ensure a personalised approach to care and support is provided. The development will also include a community centre 'Spaces for Change' which will be managed by the Brighton & Hove Federation for Disabled people to provide a range of services for disabled people. The tenants are now involved with the Federation in making decisions about what the space will be used for alongside other stakeholders in the community.</p> <p>Self Directed Support During 2010/11 there has been a positive increase in the number of people accessing Self Directed Support (SDS), and we have seen significant development towards the completed implementation of SDS by April 2012.</p> <p>We are on target for 30% of all service users/carers supported by Adult Social Care receiving their support via an SDS option by April 2011. This is in line with the Putting People First milestones.</p>

Intended outcomes	Progress Achieved – updates <u>in addition to</u> June 2010 report
	<p>Final Performance figures for 2010-11 will be available at the end of May which will give a more accurate presentation of the increase in SDS users.</p> <p>Increased awareness regarding the role of Direct Payments and the process for supporting individuals to access them: A rolling programme of awareness sessions to assessment and support staff over a 4 month period, this was provided jointly by the SDS Team; SDS Operational Lead; SDS Project Officer; and the Federation of Disabled People Direct Payment Support Service. The sessions included the context nationally and locally, example of individuals who have received Personal Budgets (PBs), exploring the Social Model of Disability, and guidance regarding accessing Direct Payments (DPs).</p> <p>The SDS Operational Lead and/or the SDS Team and Project Officer, attended key consultation sessions, including the Carers Week Event, Older People's Day, the Disability Summit, the Brokerage Conference, the Supporting People Commissioning Event, and Peer Support Group for users of DPs and PBs.</p> <p>Prior to the ASC staff sessions the Learning and Development Unit sent out a staff survey to identify the understanding from staff about Personalisation; SDS; and DP's. A similar survey was run after the sessions had all been completed and the awareness amongst staff had significantly increased.</p> <p>Peer Support group The Peer Support Group is made up of Direct Payment users and their supporters from across Adult Social Care including Older People, people with a Physical Disability, Mental Health needs and people with Learning Disability. The Peer support group members have lived through the Self Directed Support process and experienced first hand both the benefits and the challenges of having more choice and control. The group meets every six weeks and</p>

Intended outcomes	Progress Achieved – updates <u>in addition to</u> June 2010 report
	<p>provides peers with support. The group also has a regular ‘information sessions’ to keep Peers updated on important local developments which impact on the local Personalisation agenda and potentially their Direct Payment. Information sessions with Operational leads has led to the groups suggestions being incorporated into the new Risk Enablement Policy.</p> <p>Housing</p> <ul style="list-style-type: none"> • Housing Strategy progress report being developed and will be published in the spring • Supporting People, revised strategy published end 2010 • Homelessness review currently in progress and will be completed in summer <p>Key Performance Indicators</p> <ul style="list-style-type: none"> • New affordable homes – end of year figures will be available in May 2011 • Number of households in temporary accommodation - end of year figures will be available in May 2011 • Empty homes brought back into use - end of year figures will be available in May 2011 <p>Energy Efficiency</p> <p>Our council homes are in the top quartile for energy efficiency & our rating is increasing year on year. Energy efficiency is also improved through a combination of new boilers & heating systems as well as new double glazing.</p> <p>Improvements to Housing Stock</p> <p>The percentage of non-decent homes is also decreasing annually. Since April the level of Decent Homes has improved by nearly 10% (about 1,200 homes). This year to date, 451 new kitchens and 156 bathrooms have been fitted in residents’ homes.</p> <p>Residents can report repairs at no cost via designated telephone links in the local housing offices, or by text.</p>

Intended outcomes	Progress Achieved – updates <u>in addition to</u> June 2010 report
	<p>Work with service-users As well as computers available in each local housing office, plans are in place for trained volunteers to help customers access housing services via PCs located in libraries across the city from April 2011.</p> <p>Residents have received training and are involved in regular mystery shopping exercises and there are plans to ‘share’ mystery shoppers with other social landlords to help support the drive to improve service delivery.</p> <p>Financial Inclusion Strategy This strategy has been adopted to ensure customers receive appropriate advice and support and do not fall prey to loan sharks etc. As part of the strategy, five staff training sessions have been held in Feb/Mar 2011 and follow-up information is to be provided</p> <p>Housing Benefit Claims Housing Income Management Team officers meet with tenants before their tenancy starts to complete an electronic Housing Benefit claim form on their behalf. The Benefits department then verifies the information and pays the claim. As a result, the turnaround time for processing these claims has been reduced to an average of 4.5 days. Over 98% of customers have given an ‘excellent’ approval rating.</p> <p>Following completion of the form the officer also completes a financial inclusion health check with the tenant to find out if financial advice and assistance are needed. Among the topics covered are: the credit union, loan sharks, basic bank accounts, low cost insurance and changing energy providers. Advice on changes in income or benefits, and help with planning a budget are offered, all of which early intervention can help debt accruing.</p>

Intended outcomes	Progress Achieved – updates <u>in addition to</u> June 2010 report
	<p>Fire Safety for Vulnerable People The council has important health and safety obligations in relation to fire safety. To ensure that our most vulnerable residents know what to do in the event of a fire, we have used information from the 2006 tenant census alongside the returns from a 2009 article on fire safety in the Homing-in magazine to create a vulnerable persons report on OHMS. Housing Officers are encouraged to visit these residents as a priority under the tenancy check scheme to discuss aspects of fire safety and complete a Personal Emergency Evacuation Plan. We are also working with the Fire Service to remove any items that can be a trip hazard or burn in a smoke filled environment within our blocks of flats.</p> <p>Mobility Scooters With an increasing number of residents purchasing mobility scooters, research has been undertaken into the planning, insurance, management & financial arrangements associated with the provision of suitable storage units on our estates. Recommendations on how storage might be provided on our estates have been agreed by the Housing Management Consultative Committee in September 2010 and investigation is underway as to the best way of implementing this. A policy on the use of mobility scooters for residents of council housing is also being developed.</p> <p>Local Service Offers The 2010 annual report outlined the proposed approach and timetable for involving tenants and leaseholders in developing local service offers. They will cover tenancy management, anti-social behaviour, leasehold management, lettings, repairs and maintenance, income management, the estates service, car parks and garages, sheltered housing and resident involvement. To engage residents, tenants and leaseholders in this process community events have been held. These will identify what matters most for residents, what standards the council should set and create a new set of service pledges (replacing current service charters). They will be implemented from 1 April 2011.</p>

Intended outcomes	Progress Achieved – updates <u>in addition to</u> June 2010 report
	<p>Tenancy Checks Tenancy home visits started in January 2009 with the aim of visiting every property within a two year period on an ongoing basis. One of the purposes of tenancy checks is to ensure tenants are complying with tenancy conditions and identify and support or welfare needs. This will present the opportunity to promote financial inclusion and identify vulnerable tenants who may benefit from support.</p>
Gypsies and Travellers receive services that meet their needs and legal requirements	<ul style="list-style-type: none"> ▪ A review of the Traveller Strategy is planned for June 2011
Increased participation in culture and leisure activities	<p>Specific examples: Museums</p> <ul style="list-style-type: none"> • <u>Stories of the World</u> is one of the major projects of London 2012's Cultural Olympiad, involving young people across the country in creating new exhibitions. As part of this, at Brighton Museum work is underway to create an innovative new world cultures gallery, opening next Spring to mark the London 2012 Games. The Gallery is being developed in partnership with young people from youth groups across the city including the Whitehawk Youth Arts Group and R.A.S.P. (Refugee project for young people) • <u>The Events Collective</u> is a group of 16-21 year olds who meet regularly at Brighton Museum. They act as an advisory group for the Royal Pavilion & Museums as well as organising and running events for their age group. • <u>Partners in Art</u> is a new project at the Royal Pavilion & Museums. This ongoing project will provide opportunities for people who want to follow their interest in art and heritage but need additional support to do so due to a disability or long term health issue. The scheme places them in a partnership with a volunteer who has a similar passion for art

Intended outcomes	Progress Achieved – updates <u>in addition to</u> June 2010 report
	<p>and museums (e.g. a practising artist, local history enthusiast, craft maker, archive researcher). Their partnership is built around this shared interest and the museum facilitates them to develop it. Partnerships are encouraged to work together to support each others needs in an equal way and to have respect for the others' creativity and interests. The project will also consist of regular drop-in sessions and monthly artist-led sessions at Brighton Museum.</p> <ul style="list-style-type: none"> • <u>Access Advisory Group</u>: the Royal Pavilion & Museums is in the process of establishing an access advisory group to ensure that the services meets the need and engages people in the local community with disabilities. • <u>Get Started with Photography</u>: Brighton Museum and the Princes Trust are working in partnership to deliver a short course called Get Started in Photography. The course provides young people from the Princes Trust target groups an opportunity to develop skills and confidence. During the course the participants work towards their Bronze Arts Award. The Royal Pavilion & Museums is now an Arts Award Centre able to accredit under 25s for their participation in arts activities. <p>Libraries</p> <p>Libraries delivered a wide range of exhibitions and events in 2009/2010 in addition to the regular activity programme for and with a range of people and communities ranging from big events in Jubilee Library to smaller neighbourhood focused activities. Examples include:</p> <ul style="list-style-type: none"> • Range of exhibitions including WRVS; Carers; MIND; Mosaic; Fostering & Adoption; LGBT; Sussex Beacon; Legal aid; International Women's Day Chinese New year, Divali, and Hanukkah • Library stalls at Older People's Day and BME Elders Day • Partnerships with HaKIT & Portslade HeritagePlus and WRVS on events for adults

<p>Intended outcomes</p>	<p>Progress Achieved – updates <u>in addition to</u> June 2010 report</p>
	<p>including introduction to IT & tracing family history.</p> <ul style="list-style-type: none"> • Free family history on the internet workshops provided at community libraries • Home Front Brighton & Hove reminiscence activities organised at Hove and Coldean Libraries <p>BME Communities Quarterly meetings are being held to discuss practical strategies to make the core business of libraries more relevant and accessible to people from Black and Minority Ethnic communities. These regular meetings involve BME Community Partnership, Brighton & Hove Black History, MOSAIC and the Black and Minority Ethnic Youth Project.</p>

Intended outcomes	Progress Achieved – updates <u>in addition to</u> June 2010 report
<p>More people get into work and reduce dependency on benefits</p>	<p>Addressing social exclusion through “Turning the Tide” Pilot The draft Social Exclusion Strategy – “Turning the Tide” outlines the aims and objectives to address anti-social behaviour, intergenerational social exclusion and quality of life experience for residents in social housing living in areas of multiple deprivation in Brighton and Hove. To do this the strategy adopts a robust parallel approach of support and enforcement in order to “turn the tide” by addressing behaviours that impact negatively on individuals, families and the community.</p> <p>The Social Inclusion Pilot was carried out jointly by Housing Strategy and Housing Management in the Selsfield Drive Area, covering Moulsecoomb, Bevendean, Coldean, Bates Estate and Saunders Park from November 2009 until July 2010. NB: This is a Housing initiative funded through Housing Revenue Account so is only applicable to council tenants and leaseholders – not all residents.</p> <p>The pilot has had significant successes and is proposed to be rolled out across the city.</p>
<p>Improved services for children at risk and with special needs or disability</p>	<p>Targeted Mental Health in Schools Pathfinder (TaMHS) The TaMHSs Pathfinder (funding) ends this academic year. However, the Schools & Community Team continue to support staff in the early identification, and support, of children with emotional or mental health concerns. Whereas TaMHS did not cover all schools in the city, the online assessment tool and ongoing support is being rolled-out to all schools. The tool identifies and assesses children who may be socially isolated and/or have emotional/mental health concerns, enabling appropriate early interventions for identified children and young people.</p> <p>A full evaluation of TaMHS is being carried out by Sussex University and will be available in</p>

Intended outcomes	Progress Achieved – updates <u>in addition to</u> June 2010 report
	<p>the next couple of months.</p> <p>Common Assessment Framework (CAF) The CAF provides strength-based holistic assessments and intervention plans delivered by multi-agency teams around the child/family. A new Family CAF process was launched in November 2010, at an event well attended by public sector colleagues from Adult and Children’s services, schools and colleges. The use of CAF is making good progress.</p> <p>A Joint Strategic Assessment of the needs of disabled children was completed and published in September 2010 including recommendations for commissioning and further needs assessment.</p>

Intended outcomes	Progress Achieved – updates <u>in addition to</u> June 2010 report
<p>Package of measures to support young people Not in Education, Employment or Training (NEET) falling into poverty</p>	<p>Young People Not in Education, Employment or Training (NEET) There is significant restructuring in the activity to identify young people at risk of becoming NEET which will lead to changes and improvements to this service. A further update in 6 months will give a clearer picture.</p> <p>A greater range of learning providers are now offering vocational courses appropriate to NEETs).</p> <p>We are continuing to work with local employers more effectively to roll out the new Diploma qualifications for 14-19 year olds by 2013.</p> <p><u>The Key Stage 4 Engagement Programme</u> has provided further opportunities to achieve qualifications. Currently in its fourth year, the KS4 Engagement Programme (Standards Fund), along with the KS4 Pre Engagement Programme (European Social Fund), has provided opportunities for around 900 young people aged 14-16 to engage with education and achieve qualifications through offsite college and Third Sector provision. Agreement from the 14-19 Partnership Board that schools will fully fund the programme means that it will continue for the 2011/12 academic year</p> <p><u>Entry to Learning</u>: this programme has been hosted by Sussex Central YMCA. It provides study skills, support from advisors, and encouragement. After a 2 year pilot funded by DCSF/DfE this programme comes to an end 31 March 2011.</p> <p>The programme has offered engagement, learning opportunities and wraparound support to around 180 young people aged 16-18 (up to 25 with learning difficulties and disabilities) that were not in employment, education or training and supported them to progress into further learning.</p>

Intended outcomes	Progress Achieved – updates <u>in addition to</u> June 2010 report
	<p>Apprenticeships</p> <p>The internal Apprenticeship Strategy was designed in part to bring young people into the organisation and has delivered to date over 70 apprentices into the organisation since April 2009. There are another 15 being recruited within our sports and leisure centres over the next few months.</p> <p>Through procurement new council contracts such as the Mears contract will create 200 apprenticeships over the next 10 years.</p> <p>2010 saw a record number of apprenticeships created in Brighton & Hove and acted as a major incentive for employers to take on young people and reduce youth (18-24) unemployment.</p> <p>The second year of the apprenticeship strategy will focus on supporting our key and emerging business sectors to create employment for young people with an emphasis on support for the cities Small and Medium Enterprises (SME) businesses.</p> <p>Apprenticeship Starts by age:</p> <ul style="list-style-type: none"> • 16-18- 9% increase • 19-24- 33% increase • 25+ down 39% (This is directly due to changes in funding, 25+ apprenticeship funding was withdrawn by government in 2010) <p>In 2011 age restriction changes will see an increase in over 25 apprenticeship starts and one of the strategies key objectives for year commencing 2010/11 will be to continue the impressive growth in apprenticeship starts for 18-24 year olds and to really focus on substantially increasing 16-18 apprenticeship starts</p>

Intended outcomes	Progress Achieved – updates <u>in addition to</u> June 2010 report
	<p>The city performed well against both East and West Sussex and other SE areas but still has some way to go to reach other area start and most importantly completion rates.</p> <p>Brighton & Hove saw a 30% reduction in youth unemployment in 2010 and the Future Jobs Fund was a major contributing factor to this but the challenge to create employment for young people who are the most vulnerable in the current economic climate continues recent figures showed 18-24 year old make up 37% of the cities total JSA population with on average 1 in 5 being a graduate.</p> <p>City Employment has run two Future Job Fund programmes which are recognised nationally as examples of best practice for this welfare to work programme these programmes placed over 500 long-term unemployed young people into employment and the early employment retention rates so far are looking impressive.</p> <p>The internal apprenticeship programme will continue but funding reductions and recruitment freezes will have an effect on job starts on a city wide basis apprenticeships are now clearly the most effective employment linked to skills and training offer we can make to employers.</p> <p>The council is currently working with a number of the cities largest employers helping them create their own internal sustainable apprenticeship programmes. These are specially targeted at young people and form part of their 'Grow your own Work Force policies.</p>
(e) Promoting equality in employment	
Reduce the pay gap between men and women	Single Status grading system was implemented with effect from 1 January 2010. This means staff who are doing jobs of the same size will be paid the same grade.

Intended outcomes	Progress Achieved – updates <u>in addition to</u> June 2010 report
<p>Workforce profile reflects the community as far as possible</p>	<p>Annual workforce profile figures for 2009/10 are published on the council's website.</p> <p>The new HR system will enable better reporting and analysis of equalities data. This is currently in development. Target for this by Sep 2011</p> <p>We are reviewing our policies around the default retirement age in the light of the Equality Act 2010, and have publicised information for managers on the implications of the abolition of the default retirement age.</p>
<p>Consistent, effective approach for all staff forums</p>	<p>A current review of memorandum of understanding being carried out by Human Resources Equality Group for all Staff Forums. The target for this is September 2011</p>
<p>Staff understand their role and objectives around the equality duties & wider equality legislation inc. community cohesion</p>	<p>Mandatory equalities training for all staff and for managers</p> <p>The Learning & Development Team has refreshed the one hour Equalities and Diversity eLearning module to align with the new Equality Act 2010 and help staff understand and comply with the new legislation. Priority learners are people managers and staff providing frontline services but all staff are required to complete the module by the end of the year.</p> <p>The Strategic Leadership Board are monitoring monthly reports and completions by service area.</p> <p>HR guidance and a briefing produced by legal services and the equality team were produced on the implications for employment and services of the new Equality Act 2010. These were published on the Wave.</p>

Intended outcomes	Progress Achieved – updates <u>in addition to</u> June 2010 report
<p>Clear information about training applications and attendance across staff equality groups</p>	<p>Corporate Learning & Development continues to evaluate and report learning attendance across equality groups. The next report to the management team (now CMT) is due May 2012 and any actions required will be taken forward.</p> <p>During 2010/11 we looked to support part-time workers with access to learning by</p> <ul style="list-style-type: none"> a) developing and launching a range of e learning modules which offer bite-size learning, accessible 24/7, through any PC with internet access. b) Providing alternative learning opportunities that are not tied to dates. This includes; a mentoring programme, ‘back to the shop floor’, Institute of Customer Services qualifications (which include coaching support) and access to learning resource centres (of which we have 3 across the organisation).
<p>Equality and diversity is successfully promoted across Directorates</p>	<p>Equalities and achieving ‘excellent’ is a priority for the council. All sections of the leadership of the council embody the commitment, including the Chief Executive, Council Leader, Cabinet Member for equalities, the Leader of the Opposition, and each party has an equalities representative. Senior managers and councillors take an active role in championing the equalities agenda.</p> <p>The ‘Excellent’ level of the Equality Framework for Local Government was attained in January 2011.</p>

Intended outcomes	Progress Achieved – updates <u>in addition to</u> June 2010 report
Staff are treated with dignity and respect	<p>Dignity and Respect at Work policy</p> <p>The new Dignity and Respect at Work Policy was approved by Governance Committee. This policy was developed in close collaboration with representatives from senior management, the Workers' Forums and the trade unions.</p> <p>The network of Advisers has been recruited and trained.</p> <p>To build confidence within the workforce that any investigations into bullying or harassment complaints will be carried out impartially and fairly. The policy stipulates that investigators would be independent i.e. drawn from a different area of the council to the one in which the complaint had been raised.</p> <p>The investigators have been selected and will attend a one-day training session in March.</p> <p>The Dignity at Work policy will replace the Harassment at Work policy. Target date April 2011</p>
Maintain rating in Stonewall Index	The council has maintained its top 10 place overall for 2011.

Intended outcomes	Progress Achieved – updates <u>in addition to</u> June 2010 report
Disabled staff are fully supported in all areas of their employment	<p>Guidance for managers on when and how to make reasonable adjustments for staff with disabilities was approved and published in October 2010. The revised sickness absence procedure called “Attendance Management” will be launched in April 2011.</p> <p>The accompanying e-learning package will be ready to launch in March 2011. Skills workshops for managers will be delivered by HR’s coaching and advice team. A peer support site to enable users of assistive technology to share expertise and sources of information will be launched in April 2011.</p>
Sources of information about barriers to recruitment and retention are fully used	<p>Currently examining how exit data can be captured electronically rather than by using the current paper-based system. Target date for this: June 2011</p>

Brighton and Hove Council Diversity Peer Challenge Excellent Level

Cllr Jackie Meldrum – LB Lambeth

Suranjana Lall – Warwickshire County Council

Marc Adams – Ealing Borough Council

Rex Webb – Wiltshire Fire and Rescue Service

Gill Elliott – Review Manager LG Improvement and Development

January 2011

www.local.gov.uk

The Challenge

- Designed to assess Brighton and Hove Council's self assessment at the Excellent level of the Equality Framework for Local Government
 - Not an inspection but an external assessment by critical friends
-

Five Themes of the EFLG

- knowing your communities and equality mapping
 - place shaping, leadership, partnership and organisational commitment
 - community engagement and satisfaction
 - responsive services and customer care
 - modern and diverse workforce
-

Our Conclusion

**Brighton and Hove Council has
satisfied the criteria for the
Excellent level of the EFLG**

Highlights

- Commitment to equalities from political leadership
 - Cross party member equalities group
 - Civic culture
 - Staff passion for equalities
 - Communities and equalities team
 - LGBT successes
 - Community Inclusion Partnership
-

Highlights

- Community Engagement Framework
 - Equality Impact Assessments (internally and externally)
 - Sharing good practice with partners
 - Good practice library
 - Good working relationship with Community and Voluntary Sector
 - Staff feel supported in their development of their understanding and skills around equality
-

Main Challenges

- Sustaining equalities after May elections
 - Impact of cuts on equalities
 - Introduction of intelligent commissioning
 - Confusion over large number of evolving community fora, networks and equality groups
 - Maintaining the positive workforce culture around equalities in light of cuts
 - Slow progress on workforce BME diversity
-

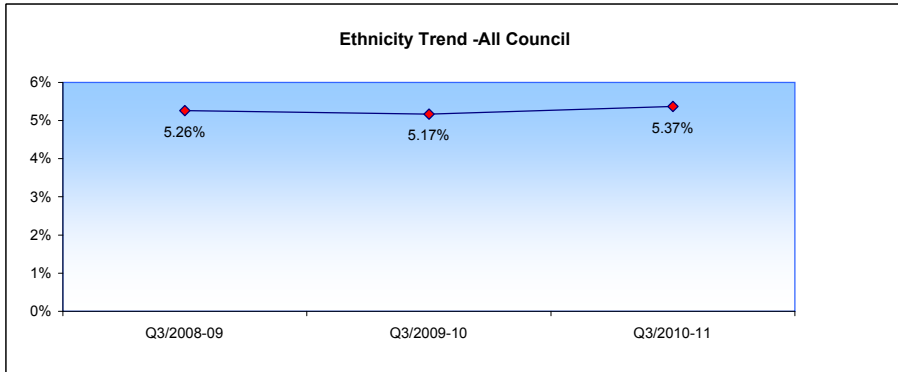
Key Recommendations

- Clarify the vision for equality in the city, its communities and the desired outcomes
 - Rationalise the support provided to community groups to ensure sustainability
 - Evaluate the effectiveness of the Intelligent Commissioning approach
 - Induct newly elected members post election to support their work with diverse communities
 - Clarify role and number of networks, partnerships and fora
 - Transfer leadership on workforce equalities from Communities and Equality to HR to support excellence
 - Greater focus on diversity in the staff survey
 - Retain focus on excellence status
-

Ethnicity as at 31 December 2010

Ethnicity	Leadership & Commissioning	Delivery Units	Finance Units	Resource Units	Council
BME	6.99%	4.86%	6.48%	6.33%	5.37%
White	93.01%	95.14%	93.52%	93.67%	94.63%
Not Declared	18.30%	15.30%	19.40%	25.90%	16.30%

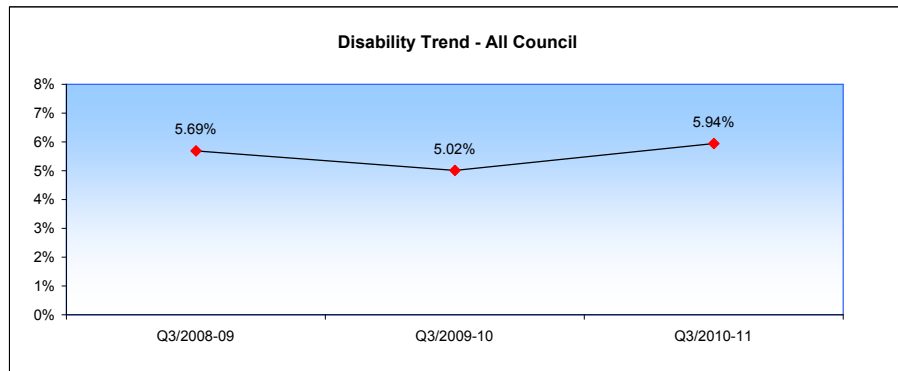
Target 2010-11: 5.00%



Disability as at 31 December 2010

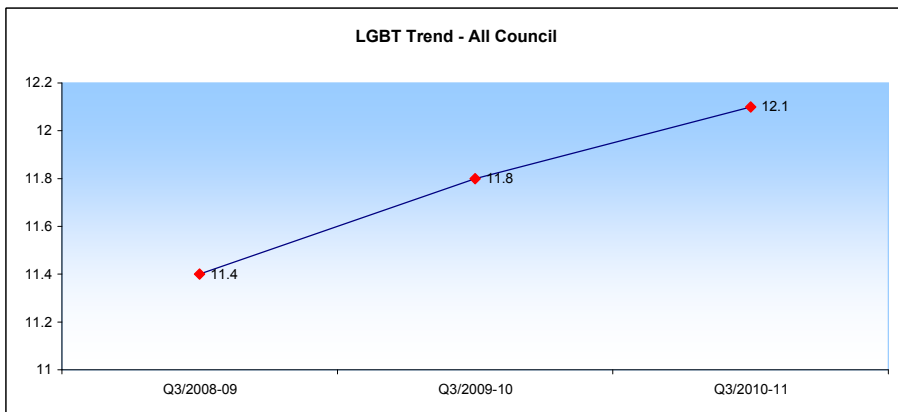
Disability	Leadership & Commissioning	Delivery Units	Finance Units	Resource Units	Council
Disabled	5.10%	5.90%	6.40%	7.10%	5.94%
No Disability	94.90%	94.10%	93.60%	92.90%	94.06%
Not Declared	19.40%	18.30%	18.00%	18.90%	18.50%

Target 2010-11: 5.00%



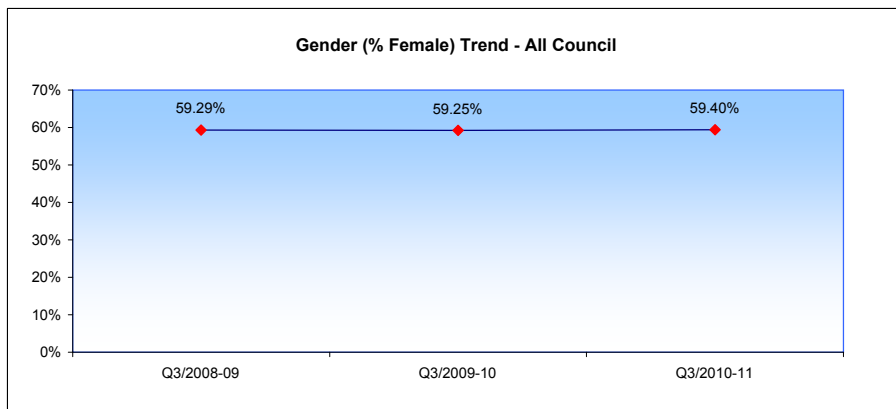
Sexual Orientation as at 31 December 2010

Sexual Orientation	Leadership & Commissioning	Delivery Units	Finance Units	Resource Units	Council
LGBT	13.06%	12.26%	7.79%	10.26%	12.10%
Heterosexual	86.94%	87.74%	92.21%	89.74%	87.90%
Not Declared	36.18%	30.26%	34.59%	28.89%	31.10%



Gender as at 31 December 2010

Gender	Leadership & Commissioning	Delivery Units	Finance Units	Resource Units	Council
Female	67.40%	58.70%	59.40%	52.00%	59.40%
Male	32.60%	41.30%	40.60%	48.00%	40.60%

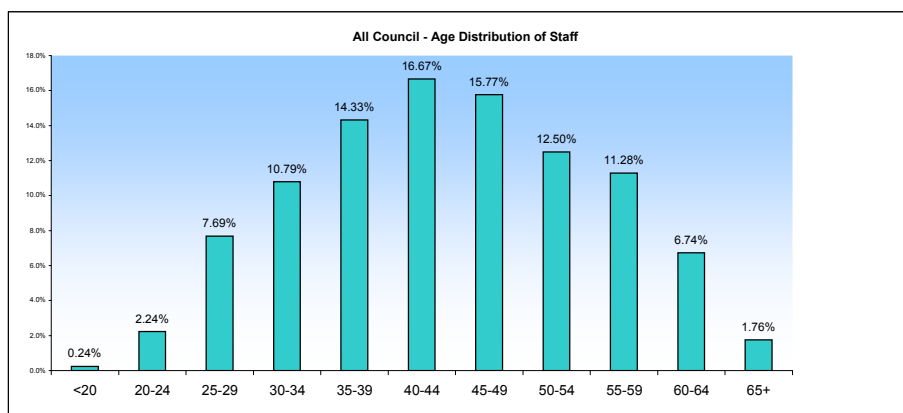


Religion as at 31 December 2010

Religion	Leadership & Commissioning	Delivery Units	Finance Units	Resource Units	Council
Buddhist	1.83%	1.48%	0.00%	0.96%	1.45%
Christian	43.00%	44.02%	49.40%	41.40%	43.73%
Hindu	0.41%	0.31%	1.20%	0.96%	0.41%
Jewish	0.61%	0.87%	1.20%	0.96%	0.85%
Muslim	1.42%	0.65%	0.00%	0.64%	0.75%
Sikh	0.00%	0.09%	0.00%	0.00%	0.06%
Other	8.11%	8.64%	4.82%	7.32%	8.33%
No Religion	44.62%	43.94%	43.37%	47.77%	44.42%
Not Declared	35.31%	37.59%	34.18%	35.66%	35.21%

Age as at 31 December 2010

Age Band	Leadership & Commissioning	Delivery Units	Finance Units	Resource Units	Council
<20	0.40%	0.17%	0.75%	0.41%	0.24%
20-24	2.40%	2.29%	4.51%	1.02%	2.24%
25-29	6.41%	7.99%	12.03%	6.15%	7.69%
30-34	9.61%	11.06%	9.77%	10.86%	10.79%
35-39	14.02%	14.06%	18.80%	15.57%	14.33%
40-44	16.96%	16.20%	18.80%	19.26%	16.67%
45-49	16.02%	15.52%	17.29%	16.80%	15.77%
50-54	12.15%	12.76%	11.28%	11.68%	12.50%
55-59	14.15%	10.84%	6.02%	11.27%	11.28%
60-64	6.41%	7.14%	0.75%	5.94%	6.74%
65+	1.47%	1.98%	0.00%	1.02%	1.76%
Average Age	45	44	40	44	44



Subject: Surveillance Policy
Date of Meeting: 9 June 2011
Report of: Director of Finance
Contact Officer: Name: John Peerless Tel: 29-2486
E-mail: john.peerless@brighton-hove.gov.uk
Key Decision: No
Wards Affected: All

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

- 1.1 The purpose of this report is to inform the Cabinet of the activities that have been undertaken utilising the powers under the Regulation of Investigatory Powers Act 2000 (RIPA) since the last report to Cabinet in March 2011.
- 1.2 The report provides an update on the progress of the legislation needed to introduce the Government's proposed changes to the use of surveillance activity by local authorities. It also sets out the outcome of an internal review of the current policy and procedures designed to consider whether any changes should be made in advance of the legislative requirements.

2. RECOMMENDATIONS:

- 2.1 That Cabinet approves the continued use of covert surveillance and the accessing of communications data as an enforcement tool to prevent and detect all crime and disorder investigated by its officers, providing the necessity and proportionality rules are stringently applied.
- 2.2 That Cabinet notes the surveillance activity undertaken by the authority since the last report to Cabinet in March 2011 as set out in Appendix 1.
- 2.3 That the Cabinet notes the outcome of the internal review and approves the implementation of the proposed changes with immediate effect.

3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS:

- 3.1 The Human Rights Act 1998 requires the City Council to respect the private and family life of citizens. This is a qualified right and, in certain circumstances, the City Council may interfere in an individual's right, providing that interference is in accordance with the law.
- 3.2 The Regulation of Investigatory Powers Act 2000 (RIPA) is the statutory mechanism for authorising covert surveillance, and accessing communications data. It seeks to ensure that any interference with an individual's right is both necessary and proportionate.

- 3.3 The new Codes of Practice require that elected members should consider internal reports on the use of the 2000 Act on a quarterly basis to ensure that it is being used consistently with the authority's policy and that the policy remains fit for purpose. Attached at appendix 1 is a break down of the last quarter's surveillance activity.
- 3.4 One technical breach needs to be drawn to Members' attention which was due to an error by a third party, not by the Council. Access to Communication Data is permitted under RIPA but the Home Office have determined that this should only be carried out by certain individuals or organisations known as Single Points of Contact. Trading Standards used the National Anti Fraud Network (an accredited Single Point of Contact) to obtain subscriber details for a telephone number in order to assist in the identification of a rogue trader under investigation. On receipt of the data it was established that the Service Provider, i.e. the company holding the data provided more information than requested. This error was correctly notified to the Senior Responsible Officer (Director of Finance & Resources) and subsequently reported to the Interception Commissioner.
- 3.5 The Government made a commitment to ban the use of powers contained within the Regulation of Investigatory Powers Act by councils and asked Lord MacDonald to conduct a review of surveillance powers. His report was received by Parliament in January this year. The recommendations were outlined in full in the report to Cabinet in March.
- 3.5 The recommendations are being debated as part of the Freedoms Bill passage through Parliament. The Bill is receiving a high level of scrutiny and is unlikely to receive Royal Assent until at least November this year. An internal review of the policy and procedures was carried out in April to consider whether any changes should be made in advance of the legislative change.
- 3.6 It is proposed as a result of this review that the proposed requirement for Director Level authorisation for any covert surveillance activity be introduced with immediate effect. The Director of Finance will be the 'Authorising Officer' for all issues except child protection matters which will fall to the Director of Children's Services and adult protection matters which will fall to the Director of Adult Services. In order to ensure that requests for authorisation submitted to the Directors are of consistent quality and merit a 'gatekeeper' role will be introduced. There will be one in Housing Benefits which will be a designated Benefits Manager(s) and for all other teams the gatekeeper will be the Head of Trading Standards. The gatekeeper will maintain an expertise in the legislation and provide advice and training to all officers, the Senior Responsible Officer and act as a conduit with the Magistrates Court when Magisterial oversight is introduced.

4. CONSULTATION

- 4.1 There has been no consultation in the compilation of this report.

5. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 5.1 There are no direct financial implications arising from the recommendations in this report.

Finance Officer Consulted: Karen Brookshaw Date: 10/5/2011

Legal Implications:

- 5.2 The legal framework governing the use of covert surveillance and accessing communications data is addressed in the body of the report. As set out in the report, the use of these powers may interfere with qualified Convention rights incorporated into UK law by the Human Rights Act 1998, but the revised policy and reporting measures will ensure that the powers are exercised lawfully and proportionately and consistently."

Lawyer Consulted: Elizabeth Culbert Date: 12/5/2011

Equalities Implications:

- 5.3 The proper and consistent application of the RIPA powers should ensure that a person's basic human rights are not interfered without justification. Each application will be assessed by the gatekeeper for necessity and proportionality prior to authorisation by a restricted number of 'Authorising Officers'. This process should identify any inconsistencies or disproportionate targeting of minority groups and enable action to be taken to remedy any perceived inequality.

Sustainability Implications:

- 5.4 There are no sustainability implications.

Crime & Disorder Implications:

- 5.5 If used appropriately, the activities described in the report should enhance our capacity to tackle crime and disorder.

Risk & Opportunity Management Implications:

- 5.6 Any failure to comply with the provisions of the legislation could render any evidence obtained as inadmissible, resulting in a failed prosecution, and have a detrimental impact on the council's reputation.

Corporate / Citywide Implications:

- 5.7 Proper application of the powers will help to achieve the 'fair enforcement of the law' objective and help to protect the environment and the public from rogue trading and illegal activity.

6. EVALUATION OF ANY ALTERNATIVE OPTION(S):

6.1 A review of 'surveillance activities' could be the subject of the normal scrutiny process.

7. REASONS FOR REPORT RECOMMENDATIONS

7.1 It is essential that officers are able to use the RIPA powers where necessary within the new threshold, but only after exhausting all other methods of enforcement. An authorisation should now be given by a Director and above, and scrutinised by a 'gatekeeper', therefore, it is unlikely that these powers will be abused.

7.2 The implementation of the Annual Review and quarterly oversight has made the whole process transparent and demonstrates to the public that the correct procedures are followed.

SUPPORTING DOCUMENTATION

Appendices:

1. Breakdown of Surveillance Activity since February 2011.

Documents in Members' Rooms

None

Background Documents

None

**QUARTERLY REPORT TO MEMBERS ON USE OF SURVEILLANCE
ACTIVITY IN ACCORDANCE WITH THE REGULATION OF
INVESTIGATORY POWERS ACT 2000**

Year: 2011-12

Quarter 1(Feb - May)

	No in Quarter	No in Year to Date
Number of Directed Surveillance Authorisations Granted	3	14
Number of Directed Surveillance Authorisations Rejected	0	0
Number of Directed Surveillance Authorisations Cancelled	3	11
Number of Covert Human Intelligence Sources Authorised	0	0
Number of Juveniles or Vulnerable Persons authorised as Covert Human Intelligence Sources	0	0
Number of Applications for Covert Human Intelligence Sources Rejected	0	0
Number of Covert Human Intelligence Source authorisations Cancelled	0	0
Number of Applications for Acquisition of Communications Data Approved	1	8
Number of Applications for Acquisition of Communications Data Rejected	0	2
Number of errors with regards to communications data (as defined in Statutory Code of Practice) recorded	1	1
Number of errors with regards to communications data (as defined in Statutory Code of Practice) reported to the Interception of Communications Commissioner	1	1

Have all authorisations been granted by officer of level prescribed by law?

Yes

Comments on Quarterly Activity: (to include any recommended changes to policy, and, explanations for any activity outside scope of policy).

***Figures provided detail surveillance activity since February 2011 when Cabinet was last apprised of the Authority's activity under RIPA.**

Monitoring Officer Signature

Senior Responsible Officer Signature:

Date:

Subject:	Targeted Budget Management (TBM) Provisional Outturn 2010/11		
Date of Meeting:	9 June 2011		
Report of:	Director of Finance		
Contact Officer:	Name: Jeff Coates	Tel: 29-2364	
	E-mail: jeff.coates@brighton-hove.gov.uk		
Key Decision:	Yes	Forward Plan No: CAB21073	
Wards Affected:	All		

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

- 1.1 This report sets out the provisional outturn position (Month 12) on the revenue and capital budgets for the financial year 2010/11. The outturn position is subject to external audit. The council's financial statements must be signed by the Chief Finance Officer by 30 June 2011 and the audited set approved by the Audit Committee by 30th September 2011.

2. RECOMMENDATIONS:

- 2.1 That Cabinet notes the provisional outturn position for the General Fund, which is an underspend of £2.560m.
- 2.2 That Cabinet notes the provisional outturn for the Section 75 Partnerships and Housing Revenue Account (HRA) for 2010/11.
- 2.3 That the Cabinet approve the carry forwards as detailed in Appendix 3.
- 2.4 That the Cabinet note the provisional outturn position on the capital programme.
- 2.5 That the Cabinet approve the following changes to the capital programme:
- i) The budget reprofiling as set out in Appendix 4;
 - ii) The carry forward of slippage into the 2010/11 capital programme, to meet on-going commitments on these schemes as set out in Appendix 5.

3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS:

- 3.1 The table below shows the provisional outturn position for council controlled budgets within the General Fund and the outturn on NHS managed S75 Partnership Services.

3.2 The council has been aware since the in-year grant reductions announced in June 2010 and the subsequent Comprehensive Spending Review in October 2010 that local government finance would be subject to significant funding reductions. The plans put in place to reduce expenditure in the year and to control all non-essential spend were designed to ensure that the council was in a strong position to deal with these financial challenges, particularly their longer term impact. The overall outturn has reduced significantly since the TBM9 position with particular improvements to the trends on corporate critical budget. The council's overall position is supported by significant underspends on Centrally Managed Budgets including savings due to the pay award being lower than forecast and the risk provision held to offset in year pressures. More detailed explanation of the variances below can be found in Appendix 1.

Forecast Outturn Month 9 £'000	Directorate	2010/11 Budget Month 12 £'000	Provisional Outturn Month 12 £'000	Provisional Variance Month 12 £'000	Provisional Variance Month 12 %
(230)	Adult Social Care	38,288	38,032	(256)	-0.7%
258	S75 Learning Disability Services	24,105	24,252	147	0.6%
307	Children & Young People's Trust	53,644	52,965	(679)	-1.3%
18	Finance & Resources	19,521	20,230	709	3.6%
269	Strategy & Governance	14,749	15,203	454	3.1%
681	Environment	34,873	34,991	118	0.3%
(150)	Housing, Culture & Enterprise	28,408	28,052	(356)	-1.3%
1,153	Sub Total	213,588	213,725	137	0.1%
(2,866)	Centrally Managed Budgets	(7,893)	(10,590)	(2,697)	34.2%
(1,713)	Total Council Controlled Budgets	205,695	203,135	(2,560)	-1.2%
582	NHS Trust managed S75 Services	14,199	14,199	-	0.0%
(1,131)	Total Overall Position	219,894	217,334	(2,560)	-1.2%

3.3 The Total Council Controlled Budgets line in the above table represents the total provisional outturn on the council's General Fund. This includes all directorate budgets, centrally managed budgets and council-managed Section 75 services. The NHS Trust-managed Section 75 Services line represents those services for which local NHS Trusts act as the Host Provider under Section 75 Agreements. Services are managed by Sussex Partnership Trust and South Downs Health Trust and include health and social care services for Adult Mental Health, Older People Mental Health, Substance Misuse, AIDS/HIV, Intermediate Care and Community Equipment. The financial risk for these services generally lies with the relevant provider Trust. As detailed in Appendix 1 agreement has been reached to share the Sussex Partnership Foundation Trust overspend between the Council and the Trust. This has resulted in a break even position after a contribution from the Council of £0.212m which is included within the Adult Social Care outturn in the table above. The provisional outturn on the HRA is shown in the table below and a detailed analysis is provided in Appendix 1.

Forecast Outturn Month 9 £'000		2010/11 Budget Month 12 £'000	Provisional Outturn Month 12 £'000	Provisional Variance Month 12 £'000	Provisional Variance Month 12 %
	Housing Revenue Account				
(783)	Expenditure	48,294	46,614	(1,680)	-3.5%
381	Income	(48,294)	(47,991)	303	0.6%
(402)	Total	-	(1,377)	(1,377)	

Corporate Critical Budgets

- 3.4 Targeted Budget Management (TBM) is based on the principles that effective financial monitoring of all budgets is important. However, there are a small number of budgets with the potential to have a material impact on the Council's overall financial position. These are significant budgets where demand or activity is difficult to predict with certainty and where relatively small changes in demand can have significant financial implications for the council's budget strategy. These therefore undergo more frequent, timely and detailed analysis. Set out below is the forecast outturn position on the corporate critical budgets.

Forecast Outturn Month 9 £'000		2010/11 Budget Month 12 £'000	Provisional Outturn Month 12 £'000	Provisional Variance Month 12 £'000	Provisional Variance Month 12 %
	Corporate Critical				
251	Child Agency & In House	22,328	22,293	(35)	-0.2%
332	Sustainable Transport	(843)	(770)	73	8.7%
(290)	Housing Benefits	175,500	175,525	25	0.0%
(827)	Concessionary Fares	7,687	6,741	(946)	-12.3%
(385)	Community Care	22,771	22,418	(353)	-1.6%
258	Section 75 Learning Disabilities	24,105	24,252	147	0.6%
(661)	Total Council Controlled	251,548	250,459	(1,089)	-0.4%
582	S75 NHS & Community Care	14,199	14,199	-	0.0%
(79)	Total Corporate Critical Budgets	265,747	264,658	(1,089)	-0.4%

Carry Forward Requests

- 3.5 Cabinet approval is required for carry forward requests in excess of £0.050m per former Assistant Director area. These total £4.562m and have been included in the outturn figures above. A detailed breakdown is shown in Appendix 2. These have been proposed where funding has been allocated for projects or partnership working that crosses over financial years.

Capital Budget 2010/11

- 3.6 This part of the report provides Members with details of the capital programme provisional outturn for 2010/11, which highlights any programme slippage and budget changes and seeks approval for carry forwards (re-profiling) to the 2011/12 programme. Appendix 3 to this report shows the proposed changes to the budget, resulting in a final 2010/11 capital programme budget of £87.482m. Delays have been identified in some projects due to factors outside of our

control. Appendix 4 provides details of the reasons and asks Members to agree to the re-profiling of the budget, which in most cases will result in the resources being moved from this year's capital programme to the next. Project managers have identified that the net slippage on the capital programme amounts to £2.357m of which £0.546m is devolved to schools leaving a net balance of £1.810m, or 2.07% of the amended budget. Appendix 5 details the significant projects where there is slippage that has not been previously reported. Appendix 6 provides explanations of capital outturn variances greater than £0.050m.

Capital Receipts

- 3.7 Capital receipts are used to support the capital programme. For 2010/11 capital receipts (excluding 'right to buy' sales) of £1.227m have been received which includes the disposal of Cedars Lodge, the final balance on Pioneer House and the deposits for American Express and Charter Hotel. The target for capital receipts was £1.125m and this has been exceeded by £0.102m.
- 3.8 The level of sales of council homes through 'right to buy' continue to be affected by the current poor market conditions in house prices generally and the higher cost and availability of mortgages in the current economic climate. The Government receive 75% of the proceeds of 'right to buy sales'; the remaining 25% is retained by the Council and used to fund the capital programme. The net receipts for 'right to buy' sales in 2010/11 is £0.397m, the target level of net receipts was £0.492m, a shortfall of £0.095m.

Comments by the Director of Finance

- 3.9 This is the last financial report that will include financial information based on the old council structure. During the changes made during the year, the targeted budget management process has remained robust with clear accountabilities for the whole period. This stability has contributed significantly to the overall outturn position. At budget setting time the assumed outturn position was an underspend of £1.597m including the reversal of the provision for S117 Mental Health Act which is no longer required. The provisional outturn will contribute an additional £0.963m to unallocated general reserves which leaves a total unallocated general reserves balance of £1.243m.
- 3.10 The substantial Value for Money Programme for 2010/11 has exceeded its savings target delivering £4.307m against a budget of £2.809m. This will need to be continued in order to meet the challenging budget targets for 2011/12 and beyond.
- 3.11 The provisional outturn position on the revenue budget shows an improvement since month 9. Every effort was made at the time that the budget for 2011/12 was set to ensure the 2010/11 forecasts were as accurate as possible. These took into account the impact of the in-year savings, the trends on the corporate critical budgets and the spending constraints. There are no significant additional recurrent financial pressures included in this outturn position that haven't already been incorporated in the 2011/12 budget.

4. CONSULTATION

- 4.1 No specific consultation was undertaken in relation to this report.

5. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 5.1 The financial implications are covered in the main body of the report.

Legal Implications:

- 5.2 Decisions taken in relation to the budget must enable the council to observe its legal duty to achieve best value by securing continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness. The council must also comply with its general fiduciary duties to its Council Tax payers by acting with financial prudence, and bear in mind the reserve powers of the Secretary of State under the Local Government Act 1999 to limit Council Tax & precepts.

Lawyer Consulted:

Oliver Dixon

Date: 19/05/11

Equalities Implications:

- 5.3 There are no direct equalities implications arising from this report.

Sustainability Implications:

- 5.4 There are no direct sustainability implications arising from this report.

Crime & Disorder Implications:

- 5.5 There are no direct crime & disorder implications arising from this report

Risk & Opportunity Management Implications:

- 5.6 The council's revenue budget and Medium Term Financial Strategy contain risk provisions to accommodate emergency spending, even out cash flow movements and/or meet exceptional items. The council maintains a working balance of £9.000m to mitigate these risks as recommended by the Audit Commission and Chartered Institute of Public Finance & Accountancy (CIPFA). The council also maintains other general and earmarked reserves and contingencies to cover specific project or contractual risks and commitments.

Corporate / Citywide Implications:

- 5.7 The Council's financial position impacts on levels of Council Tax and service levels and therefore has citywide implications.

6. EVALUATION OF ANY ALTERNATIVE OPTION(S):

- 6.1 The provisional outturn position on Council controlled budgets is an underspend of £2.560m, any underspend will be added to unallocated general reserves unless approval is given to allocate funds to specific reserves or contingencies. At budget setting time the assumed outturn position was an underspend of £1.597m including the reversal of the provision for S117 Mental Health Act which is no longer required. The provisional outturn will contribute an additional

£0.963m to unallocated general reserves which leaves a total unallocated general reserves balance of £1.243m.

7. REASONS FOR REPORT RECOMMENDATIONS

- 7.1 Budget monitoring is a key element of good financial management, which is necessary in order for the council to maintain financial stability and operate effectively.
- 7.2 The capital budget changes are necessary to maintain effective financial management.

SUPPORTING DOCUMENTATION

Appendices:

- 1. Directorate Revenue Outturn Forecasts
- 2. Carry Forward Requests
- 3. Capital Outturn Summary
- 4. Proposed Capital Budget Re-profile Requests
- 5. Proposed Capital Slippage
- 6. Capital Outturn Variances

Documents in Members' Rooms

None

Background Documents

None

Adult Social Care

Forecast Outturn Month 9 £'000	Division	2010/11 Budget Month 12 £'000	Provisional Outturn Month 12 £'000	Provisional Variance Month 12 £'000	Provisional Variance Month 12 %
(230)	Adult Social Care	38,288	38,032	(256)	-0.7%
(230)	Total	38,288	38,032	(256)	-0.7%

Explanation of Key Variances

The provisional outturn of £0.256m underspend against Adult Social Care (excluding Learning Disabilities) is after the achievement of a significant service improvement programme of which the Value for Money project is the most significant element. The programme has delivered savings of £1.711m, this is in the main due to a very successful re-ablement strategy.

It should be noted that the final outturn position reflects the contribution from Adult Social Care to Section 75 (SPFT) of £0.212m in line with the agreed 50:50 risk-share arrangements. There was also a year end accounting adjustment of £0.132m credited back from the Section 117 Mental Health reserve which is no longer required.

There is an underspend of £0.472m on the Community Care budget. Within this the Under 65 community care budget is overspent by £0.434m, mainly on home care, as a result of the complex caseload and 505 Whole Time Equivalent (WTE) placements compared with budget assumption of 479 WTE placements. This is offset by an underspend of £0.906m on the Over 65 community care budget mainly on home care and nursing, which is due to 104 WTE placements less than budgeted.

Children & Young People's Trust

Forecast Outturn Month 9 £'000	Division	2010/11 Budget Month 12 £'000	Provisional Outturn Month 12 £'000	Provisional Variance Month 12 £'000	Provisional Variance Month 12 %
(455)	Director	1,425	885	(540)	-37.9%
195	Area Integrated Working	32,255	32,135	(120)	-0.4%
115	Learning , Schools & Skills	3,237	3,028	(209)	6.5%
452	Commissioning & Governance	16,727	16,917	190	1.1%
307	Total	53,644	52,965	(679)	-1.3%

Explanation of Key Variances

Director (£0.540m underspend). The underspend mainly relates to the decision made by Cabinet in July to reprioritise £0.434m from unallocated Dedicated Schools Grant (DSG) money to offset the overall directorate overspend. The remaining £0.034m of this is being used to fund Information Management within the commissioning & Governance branch. In addition there are savings of £0.140m in other areas.

Area Integrated Working (£0.120m underspend), this branch leads on the development of integrated area working, including early intervention and prevention. Area working includes the Youth Service, Children's Centres, Education Psychology Service (EPS), Education Welfare Service (EWS), frontline social work teams; Leaving Care team and the Fostering Service.

The underspend in this branch is due to In-House placements and services for care leavers totalling £0.656m. These underspends have primarily resulted from unit costs being significantly below the anticipated level. This underspend is partially off-set by other service over spends.

The overspending services in this branch relates to two main areas: Legal fees and Area Social Work Teams. Legal fees overspend by £0.220m. Legal expenses have increased due to changes in the law by the Public Law Outline (PLO). This is due to several factors, primarily the significant increase in the number of children being referred for care proceedings in line with national trends. In addition to this, the Court Fees have been increased by the Ministry of Justice and the cost of the Court issue Fee has increased from £175 to over £4,000 per fully contested case.

The children's social work teams continue to be under pressure because of their statutory duties around child protection and looked after children's duties. There also continues to be a churn in frontline social workers leaving from the most pressurised teams i.e. the children's social work front doors. As a result of both of these factors the majority of the overspend within this area of £0.618m is due to agency social work staff. The branch has a robust rolling programme of recruitment and retention including a bursary scheme to attract newly qualified social workers from the universities. For 2011/12 an additional £0.474m has been invested in the children's social work service to increase capacity.

Learning, Schools & Skills (£0.209m underspend), the main area of underspend in this area relates to the assistant director (£130k), Home to school transport (£99k) and Admin SEN team (£54k). These underspends are partially off-set by overspend in disability agency placements of £0.260m.

Commissioning and Governance (£0.190m overspend), this branch is responsible for producing and monitoring the Children and Young people's Plan and the effective operation of the council's Section 75 Agreements with our health partners for the joint commissioning and provision of integrated children's services. In addition the branch is responsible for the commissioning and procurement of fostering and residential agency placements for individual children and the oversight and monitoring of associated budgets. The number of placements, and level of expenditure, relates directly to the significant and sustained level of referrals to social care (at times up to 61%) following the Baby P. case and the Laming recommendations. The main areas of overspend in this area relate to Independent Foster Agency Placements (IFA) of £0.910m. The underspend in Secure accommodation of £0.548m and Residential placements £0.350m reduces the overall overspend in this branch.

Children's Services have put in place a Value for Money action plan to address the level of activity and spend in IFA'S. The plan focuses on strengthening preventive services and streamlining social care processes including:

- increasing the use of the Common Assessment Framework to provide universal and tier 2 services to children and families in need
- driving the implementation of the 'Think Family' approach for families with the most complex needs
- introducing a tiered approach to manage social care referrals from other agencies including the remodelling of social work duty systems and the reinstatement of area and specialist resource panels or similar mechanisms
- improving the commissioning and procurement of expert assessments in care proceedings, strengthening arrangements for early permanence planning and increasing the numbers of in house foster placements able to provide tier 1 care.

At the start of 2010/11 there were significant in-year pressures building across Children's Agency budgets and at Month 2 substantial overspending was forecast. The VFM workstreams enabled these in-year service pressures to be effectively and safely managed and reduced, and resulted in a reduction in Children's Agency and associated costs of £2.498m. This has enabled the directorate to manage within its budget resources for Corporate Critical Children's Agency budgets. The Children's services VFM programme exceeded expectations by pulling together a programme to build on the successful model of the agency placement team that was recognised by the Office for Standards in Education, Children's Services and Skills (OFSTED). So we have a sustainable plan to reduce the number of high cost placements and reduce the cost of assessment and support services. Increasing the emphasis on early intervention, family Common Assessment Framework (CAF) and evidence based interventions such as functional family therapy.

Finance & Resources

Forecast Outturn Month 9 £'000	Division	2010/11 Budget Month 12 £'000	Provisional Outturn Month 12 £'000	Provisional Variance Month 12 £'000	Provisional Variance Month 12 %
(63)	Finance	6,833	6,694	(139)	-2.0%
(395)	Customers & Information	9,772	10,066	294	3.0%
476	Property & Design	2,916	3,470	554	19.0%
18	Total	19,521	20,230	709	3.6%

Explanation of Key Variances

Within Finance there is a total underspend of £0.139m. There is a staffing underspend and additional income in Audit & Business Risk of £0.054m. Financial Services are underspent by £0.055m. Strategic Finance are showing an underspend of £0.030m. This underspend includes an element of income from the South Downs National Park Authority for the provision of shared financial services.

Customers & Information are overspent by £0.294m (a worsening position of £0.689m from Month 9). There is an unexpected increase of £0.315m from pressures identified against Housing Benefit subsidy arrangements at year end. This is a result of an error identified in the 2009/10 accounts that has been corrected at year end in 2010/11. This is a one-off adjustment that does not affect the ongoing budget position. In addition a one-off charge has been made in the accounts as a result of final negotiations on dilapidation charges for the Modern Records storage facilities which have been determined following surveys of the buildings undertaken at the expiry of the contract (31 March 2011). The costs of the dilapidations are significantly higher than originally estimated. Successful pay and grading appeals have also added £0.120m unexpectedly to the forecast. This has been fully funded for 2011/12.

Property and Design had a shortfall on rental income of £0.294m from the commercial property portfolio due to the national uncertain economic conditions. The shortfall relates mainly to an anticipated rent review increase that did not materialise following lengthy negotiations (over 5 years) and a legal judgement against the interpretation of a particular lease. Rental income pressures and voids have increased throughout the year and although there are proactive measures in place to minimise the impact there is no scope for uplift on new and renewed lease agreements under the current market conditions. Property and Design will continue to secure the most advantageous rent settlements both for short term and long term gain and service pressure funding has been included in the 2011-12 budget to reflect this underlying position. In addition a sum of £0.207m has been set aside to invest in Automatic Meter Readers (AMR's) for non Housing sites which will support the Government and Council's commitment to reduce carbon emissions through lowering energy consumption as part of the 10.10 campaign, as well as legal commitments such as the Carbon Reduction Commitment (CRC) Energy Efficiency Scheme, which specifically states the need for installing AMR's as part of its early action metrics. Originally this was planned to be met from capital but under the new International Financial Reporting Standards this has been met in full from revenue.

If the three one-off accounting entries for the AMRs, Housing Benefit Subsidy and Modern Records contract were excluded, the outturn position would show a £0.012m

overspend demonstrating that the underlying budget is in balance in these service areas.

Strategy & Governance

Forecast Outturn Month 9 £'000	Division	2010/11 Budget Month 12 £'000	Provisional Outturn Month 12 £'000	Provisional Variance Month 12 £'000	Provisional Variance Month 12 %
-	Equalities & Communities	2,960	2,923	(37)	-1.3%
(11)	Policy, Performance & Analysis	1,811	1,805	(6)	-0.3%
(27)	Legal & Democratic Services	3,261	3,214	(47)	-1.4%
238	Human Resources	4,576	4,646	70	1.5%
-	Executive Office	1,721	1,736	15	0.9%
69	Communications	420	879	459	109.3%
269	Total	14,749	15,203	454	3.1%

Explanation of Key Variances

There is an overspend of £0.454m for the group of services previously within the Strategy & Governance Directorate.

The Human Resources service pressures were offset by income giving a net position of £0.070m overspend - an improvement of £0.168m from Month 9 due to the financial recovery plan actions put in place during the year.

While the Communications budget has directly overspent by £0.459m, cross council spend on communications has reduced by approximately £0.650m compared to the previous financial year. There will need to be a rebalancing or reprioritisation of the corporate and service based communications spend in 2011/12 as well as the delivery of savings planned from the consolidation elements of the VFM programme. In previous forecasts, it was anticipated that these pressures would be largely offset by income surpluses and/or project contributions from other directorates.

Environment

Forecast Outturn Month 9 £'000	Division	2010/11 Budget Month 12 £'000	Provisional Outturn Month 12 £'000	Provisional Variance Month 12 £'000	Provisional Variance Month 12 %
369	City Services	26,061	26,353	292	1.1%
(105)	Sport & Leisure	2,052	1,720	(332)	-16.2%
332	Sustainable Transport	(843)	(770)	73	8.7%
85	City Planning	7,603	7,688	85	1.1%
681	Total	34,873	34,991	118	0.3%

Explanation of Key Variances

The overspend in City Services relates to two main areas, Traveller Liaison and City Clean. The cost of providing 24 hour security at Horsdean Traveller Site was £0.110m, and the higher than budgeted costs of rubbish clearance have risen to £0.056m. In addition, £0.063m was spent repairing the damage to toilet/shower doors. The Traveller Liaison Service has identified underspends of £0.019m, leaving a net overspend of £0.223m. In Cityclean, the overspend is mainly due to costs associated with operation of the fleet, as old vehicles have become unreliable. This has been partially off set by lower fleet costs in City Parks leaving a net overspend of £0.082m.

The underspend in Sport & Leisure is due to additional income achieved from the sale of beach huts, £0.048m, additional campsite rental income, £0.030m, and through underspends on expenditure budgets of £0.254m which were largely delivered through spending constraints aimed at offsetting the overall overspend. These included an unexpected rate rebate and lower than expected energy costs at the King Alfred which together totalled £0.094m.

The total outturn for Sustainable Transport is an overspend of £0.073m against budget, an improvement of £0.259m since the Month 9 forecast, of which £0.021m relates to Parking. The variance is analysed as below:

- Penalty charge notices; there were 6% fewer tickets issued than for the previous year. The net effect on the budget was a shortfall of £0.613m. The adverse movement of £0.037m since month 9 is due to a reduction in the number of vehicles transferred to the Pound.
- Income from all on-street and off-street parking and permit income exceeded budget by £0.260m. Permit income exceeded budget, as did income from all the off street car parks apart from Regency Square, which is scheduled for refurbishment works. On street parking revenue was affected by the snow in December, and reduced income in certain locations. The improvement of £0.055m since month 9 was due to off street revenue in March.
- A reduction in the level of expenditure on supplies and services and parking contracts led to an underspend against budget of £0.126m, an improvement of £0.003m since the month 9 forecast.
- An increase in income from traders' objects on the highway and Developer contributions lead to an additional £0.066m since month 9. The high volume of repairs orders particularly for potholes meant that some of the work could not be undertaken by contractors until April or May, leading to an underspend of £0.020m this year. There was a favourable movement of £0.138m in Road Safety, and the majority of this was due to

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working closely with the Sussex Safer Roads Partnership, and managing to have the expenditure on publicity and campaigns largely absorbed by them this year. The remaining underspends were due to savings in supplies and services.

The City Planning overspend of £0.085m is mainly due to the loss of the Planning Delivery Grant, and a shortfall in Development Control income.

Housing, Culture & Enterprise

Forecast Outturn Month 9 £'000	Division	2010/11 Budget Month 12 £'000	Provisional Outturn Month 12 £'000	Provisional Variance Month 12 £'000	Provisional Variance Month 12 %
40	Tourism & Venues	2,099	2,209	110	5.2%
-	Libraries & Information Services	4,118	4,099	(19)	-0.5%
-	Royal Pavilion & Museums	2,822	2,700	(122)	-4.3%
(57)	Culture & Economy	2,970	2,907	(63)	-2.1%
-	Major Projects & Regeneration	355	373	18	5.1%
(133)	Housing Strategy	16,044	15,764	(280)	-1.7%
(150)	Total	28,408	28,052	(356)	-1.3%

Explanation of Key Variances

The net overspend of £0.110m for Tourism and Venues is due to income shortfalls of £0.030m for the Brighton Centre and £0.165m for the Hove Centre. In addition to this, there was a known pressure of £0.125m on contract cleaning costs at the Brighton Centre in order to deliver future business but this was as planned and largely offset by savings in casual staff. Energy costs were higher than expected resulting in an overspend of £0.075m; the introduction of automatic meter reading should improve the accuracy of energy monitoring in future. Supplies and services were overspent in total by £0.130m, of which £0.76m was Venues. This was due to a number of variances including in respect of advertising costs, sustainability costs and medical cover for events as well as fees in connection with the Business Rates refund. These overspends were largely offset by the rates refund for the Brighton Centre of £0.330m and vacancy management of £0.085m. The underachievement of income is as a result of a reduced number of conferences during the year and reduced bookings at the Hove Centre. Plans are in place to increase the performance of the venues by undertaking funded improvements which are already having a noticeable impact on bookings and sales.

The net under spend of £0.122m for the Royal Pavilion & Museums is a combination of an overachievement of admissions income of £0.125m, an under spend on utilities of £0.135m due to refunds being significantly greater than expected in addition to funds set aside to deal with back payments on shared energy costs of £0.070m that were not required. These under spends were reduced by a disappointing performance in retail and catering resulting in an overspend of £0.210m due to a fall in secondary visitor spend and increased staffing costs as a result of pay and grading appeals. There was also an overspend in security costs of £0.030m due to one off payments to staff for changes to the call out system and non-achievement of income target. The net underspend includes the residual rates refund in respect of Preston Manor and the Booth Museum of approximately £0.032m after contributing to the funding of the Pavilion lighting capital project.

The net underspend on Culture & Economy of £.063m is largely due to vacancy management.

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Housing Strategy is underspent by £0.280m mainly due to vacancy management and the improved collection of housing benefit on temporary accommodation within the leased accommodation budget. In particular, this relates to the collection of any shortfalls where the housing benefit rate received is lower than the property charge. This overall underspend includes the loss of the Supporting People Admin grant of £0.164m in 2010/11 which has been covered within existing Housing Strategy budgets by vacancy management and one-off under-spends from the internal contracts within the Supporting People Welfare Grant.

Centrally Managed Budgets

Forecast Outturn Month 9 £'000	Division	2010/11 Budget Month 12 £'000	Provisional Outturn Month 12 £'000	Provisional Variance Month 12 £'000	Provisional Variance Month 12 %
(175)	Bulk Insurance Premia	3,019	2,760	(259)	-8.6%
(827)	Concessionary Fares	7,687	6,741	(946)	-12.3%
-	Capital Financing Costs	3,733	3,759	26	0.7%
-	Levies & Precepts	201	201	-	0.0%
(1,864)	Other Corporate Items	(22,533)	(24,051)	(1,518)	6.7%
(2,866)	Total	(7,893)	(10,590)	(2,697)	34.2%

Explanation of Key Variances

The final outturn position for Insurance Premia showed an underspend of £0.259m, an increase of £0.084m since Month 9. This increased under spend related to:

- Lower than anticipated insurance claims payments in the March 2011.
- A reduction of £0.046m in insurance premia following the submission of revised council data for 2010/11.

For Concessionary Fares there is a £0.119m increase in the projected underspend since Month 9 bringing the total for the year to £0.946m. This increased underspend is mainly due to further lower than anticipated concessionary journeys.

On Other Corporate Items the underspend has reduced by £0.346m since Month 9, mainly relating to a year end accounting adjustment for the contribution to the bad debt provision of £0.367m. Within Other Corporate Items there was an ongoing risk provision within Contingency of £0.750m to cover risks identified in the Learning Disabilities budget and a further £0.750m to cover uncertainties in the budget which has contributed to the overall underspend. There is a one-off risk provision of £0.500m to support one-off risks and £0.500m was released from contingency following a decision to reduce the 1% set aside to cover pay increases in 2010/11 to 0.5%.

Therefore the total provisions available in the budget was £2.500m of which £0.610m was used to manage the implementation of the in year grant reductions and the remaining £1.890m was used to off set in-year pressures identified elsewhere in the budget.

In addition there was a further £0.064m saving from contingency as a result of £0.030m recovered from City College relating to Comart that was originally funded from contingency and £0.034m from contingency for items no longer required.

Section 75 Partnerships

Forecast Outturn Month 9 £'000	Division	2010/11 Budget Month 12 £'000	Provisional Outturn Month 12 £'000	Provisional Variance Month 12 £'000	Provisional Variance Month 12 %
258	Council managed S75 Servs	24,105	24,252	147	0.6%
582	NHS Trust managed S75 Servs	14,199	14,199	-	0.0%
840	Total S75	38,304	38,451	147	0.4%

Explanation of Key Variances

Council managed S75 services (Learning Disabilities) are overspent by £0.147m. The overspend is attributed to:

- Learning Disabilities mainstream - cost pressures of £0.203m.
- Learning Disabilities Community Care - underspend of £0.056m.

The overspend has reduced by £0.111m from Month 9, mainly due to the Community Care budget, reflecting a small reduction in client numbers. This is due to managing growth more effectively, review of cases to cover level of need and care and ensuring that appropriate funding is in place.

The overspend of £0.147m is after the achievement of £1.411m savings against a financial recovery plan of £1.420m relating to measures identified within the budget strategy.

NHS Trust managed S75 services show a break-even position after application of the agreed 50:50 risk-share between BHCC and Sussex Partnership Foundation Trust (SPFT). The increased council contribution has been shown under the Adult Social Care budget.

The outturn position can be summarised as follows:

- Sussex Partnership Foundation Trust (SPFT) – overspent by £0.423m (adjusted to break-even due to agreed 50:50 risk-share arrangements between BHCC and SPFT) after delivery of approximately £0.500m savings. Significant overspends on community care budget (Adult Mental Health £0.383m, Older People Mental Health £0.430m and Substance Misuse £0.060m) due to approximately 60 Whole Time Equivalents in long term placements above the allocated budget offset by an agreed allocation of joint Council/ PCT funding of £0.450m.
- Sussex Community Trust (SCT) – breakeven position.

Housing Revenue Account (HRA)

Forecast Outturn Month 9 £'000		2010/11 Budget Month 12 £'000	Forecast Outturn Month 12 £'000	Forecast Variance Month 12 £'000	Forecast Variance Month 12 %
	Housing Revenue Account				
(433)	Employees	9,188	8,672	(516)	-5.6%
(375)	Premises – Repair	11,766	10,779	(987)	-8.4%
(118)	Premises – Other	3,111	3,017	(94)	-3.0%
67	Transport & Supplies	2,058	2,077	19	0.9%
(25)	Support Services	2,153	2,120	(33)	-1.5%
-	Third Party Payments	54	61	7	13.0%
181	Revenue contribution to capital	3,245	3,426	181	5.6%
(144)	Capital Financing Costs	3,892	3,532	(360)	-9.2%
64	Subsidy Payable	12,827	12,930	103	0.8%
(783)	Net Expenditure	48,294	46,614	(1,680)	-3.5%
(6)	Dwelling Rents (net)	(41,613)	(41,632)	(19)	0.0%
80	Other rent	(1,318)	(1,189)	129	9.8%
253	Service Charges	(4,034)	(3,771)	263	6.5%
19	Supporting People	(497)	(490)	7	1.4%
35	Other recharges & interest	(832)	(909)	(77)	-9.3%
381	Net Income	(48,294)	(47,991)	303	0.6%
(402)	Total	-	(1,377)	(1,377)	

Explanation of Key Variances

The provisional outturn for 2010/11 is an underspend of £1.377m compared to a forecast underspend of £0.402m at month 9. The underspend represents 2.85% of the total expenditure budget of £48.294m.

Further analysis of the outturn variances are as follows:

- The employees underspend has increased from £0.433m at month 9 to £0.516 m. This increase is mainly due to the recent notification of the final TUPE costs for Property & Investment staff being lower than previously forecast by £0.120m. The balance of the underspend is due to vacancy management both in Housing Management and Property and Investment. This is partly due to some Property and Investment posts in the new structure, which came into effect from 1 April, being recruited to later in the financial year than anticipated. The budget had assumed a full year establishment for all posts, therefore resulting in an underspend.
- The Premises Repairs provisional outturn is an underspend of £0.987m compared to the month 9 forecast underspend of £0.375m. This includes:
 - The responsive repairs and empty properties budget underspend has increased from a forecast £0.175m at month 9 to £0.442m. The forecast at month 9 was prudent and allowed for repairs levels increasing over the winter months, as

past trends have shown this to be the case. However, this extra spend did not materialise. This was the first year of the new Repairs Partnership contract and therefore there wasn't any historical profile of spend data for this contractor for the whole city, which was a further reason for being prudent with the month 9 forecast.

- Service contracts were previously forecast to underspend by £0.273m due to the fact that most new contracts for these services are in various stages of the procurement process. This underspend has increased to £0.458m mainly due to a £0.242m underspend on the gas servicing and maintenance contract. The final payments/profit sharing for the gas contract, which has led to this underspend, has recently been agreed with the two contractors, as a result of the open book audit for the contract which was finalised at the financial year end. New arrangements to agree this earlier in the financial year are to be put in place to enable better monitoring of this budget in future years.
- The Premises Other budget underspend has reduced slightly since TBM 9 to an underspend of £0.094m. The underspend mainly relates to the reduction in costs for Gas and Electricity. This forecast underspend has been offset by a reduction in heating charges to tenants of approximately £0.096m included in the Service Charges income forecast.
- Transport & Supplies provisional outturn expenditure has reduced since month 9, with a slight overspend of £0.019m. The main variances within this budget area can be analysed as follows:
 - A reduction of £0.104m contribution to the provision for bad debt at the year end as a result of improvement in the collection of rent during 2010/11 which has led to a reduction in the rent arrears total.
 - A reduction of approximately £0.077m expenditure across all Housing Management areas for general office expenditure and professional fees mainly due to measures to reduce management expenditure.
 - An underspend of £0.048m in Estate Services in relation to the replacement of vehicles budget not being required this financial year.
 - The reduction in expenditure referred to above has allowed an increase of £0.248m, making the total amount of £0.348m, being reserved for the introduction of Automatic Meter Readers in Housing sites that fall under the gas and electric contracts. These are being purchased in order to provide more accurate meter readings, support active management of usage and to support the Council's commitment to reduce carbon emissions and meet the requirements of the Carbon Reduction Commitment Energy Efficiency Scheme.
- Revenue Contributions to the Capital Programme have been increased by £0.181m as reported at month 9 to this Cabinet.
- Capital Financing costs underspend has increased by £0.216m to £0.360m mainly due to the forecast interest rates for the year being lower than the assumptions used for budget setting. The reduced interest rates also reduce the amount of subsidy allowance for capital finance costs therefore resulting in an increased Subsidy payable to the Government of £0.103m.

- The underachievement of Income in the Rent Other budget area relates to reduction in rental income of £0.045m for the HRA Commercial properties, this is mainly due to a downturn in the economic climate over the last couple of years affecting the letting of some commercial properties. There is also an underachievement of income of £0.083m relating to garages & car parking including loss of income at St James House Car Park.
- Leaseholder service charges income underachieved by £0.162m. This projection had been forecast during 2010/11 following analysis of last year's outturn which showed that the charges are likely to be less than budgeted for. The budgets for 2011/12 have been revised to reflect this.
- There was an increase in the income of approximately £0.078m shown under Other Income & Recharges relating to rechargeable works income where tenants are invoiced under the rechargeable works policy. The income in this area has been consistently higher over the past 2 financial years since there were improvements to the management of this policy and therefore the budget for 2011/12 will need to be reviewed to reflect this.

Carry Forward Requests

Directorate	Division	Details	(£'000)
F & R	Customers & Information	Improving Customer Experience (ICE) Carry forward required to support planned Improvements during 2011/12	48
F & R	Customers & Information	Cabinet approved Local Authority Business Growth Incentive funding to support Discretionary Rate Relief (DRR) over a 3 year period. The remaining £0.013m will be used to support DRR during 2011/12.	13
S & G	Policy, Performance & Analysis	Various Partnerships & Strategic Commissioning Local Public Service Agreement (LPSA) Projects. Delays caused by re-profiling of Strategic Partnership Review, delays in adoption of the Sustainable Community Strategy, late appointment of some posts on fixed term contracts.	181
S & G	Policy, Performance & Analysis	Sustainability LPSA Project . The City Sustainability Partnership has re-profiled delivery of 4 projects until after 2010/11	50
S & G	Policy, Performance & Analysis	Local Involvement Network (LINK) - The LINK budget has in the main been held back from being spent in the year 2010-11. The resources been held awaiting the detail and proposed framework for it to be used from the Department of Health .The Health Watch pathfinder proposals (released in March 2011) give us a framework in which to use the money properly over the coming year 2011-12 and further.	32
S & G	Policy, Performance & Analysis	Within the £0.120m allocated for needs analysis in 2010/11, £0.025m was provisionally allocated to the completion of a Place Survey. This is no longer required under national legislation. The money will be retained to support a more locally appropriate approach in consultation with the Public Service Board.	25
ENV	City Services	Funding of the unsupported borrowing costs in future years to repay the Vehicle replacement programme as set out in the VFM savings.	150

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Directorate	Division	Details	(£'000)
ENV	City Services	This is the residual amount of match funding for the Level scoping revenue project. The remaining amount of Heritage Lottery Funding is dependant on this match funding. A successful scoping project will lead to further funding for the capital project. This revenue scheme was expected to be completed during 2010/11 but delays have been caused by delays to the Playbuilder project.	31
ENV	City Services	Contribution from the Housing Revenue Account (HRA) towards improvements in play space at Bexhill Road. This project was expected to be completed during 2010/11 but delays have been caused by delays to the Playbuilder project.	25
ENV	City Planning	Actions from the Community Needs Assessment of the Muslim communities. Continued community engagement with Muslim community organisations, groups and individuals, and specific projects to deliver on the identified needs and strengthen cohesive communities' agenda. Support and Develop Racial Harassment forum, Prevent Partnership and Hate Incident work with Travellers and Black & Minority Ethnic (BME) community. Develop a Community Cohesion Strategy	68
ENV	City Planning	Prevent Budget - Commitment already exists to the community to deliver projects during 2011/12	62
ENV	City Planning	Family Intervention Project - to enable the funding of a post in the Crime & Disorder Reduction partnership (CDRP) to continue in 2011/12 supporting Family Intervention Project (FIP) casework with young people.	38
ENV	City Planning	Health & Wellbeing LPSA Project - Tobacco worker post. Appointment of post for 2 years was delayed due to securing of other funding and also BHCC job matching	35
HCE	Culture & Economy	Future Jobs Fund programme. Funding received so far has been based placements which are still happening (ends Sept 2011) hence a balance of approximately £0.040m. Funding of £4.000m has now been secured for future extension of this programme.	38

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Directorate	Division	Details	(£'000)
HCE	Culture & Economy	Due to the ending of the Workstep contract the service expects to be in deficit to about £0.085m in 2011/12. It is proposed to transfer excess income from the Workstep grant to the next financial year, alongside any savings accrued from staffing underspends to support the development of a business plan for the service.	200
HCE	Culture & Economy	Five LABGI projects requiring carry over to 2011/12. All have been subject to agreement by Cabinet (June 2008, April 2009 and October 2009) and some allocations such as the City Employment & Skills Plan (CESP) and Business Retention & Inward Investment (BRII) funding subject to broader policy agreements ratified by members.	105
HCE	Culture & Economy	Programmes funded from Arts Council monies. A number of schemes, including Festival Clusters, which are on-going, but with no condition to repay.	95
HCE	Culture & Economy	Local Economic Assessment Duty. Funded by Area Based Grant (ABG) (original budget £0.065m current spend £0.030m) which is to be used for the technical assessment elements of the Local Economic Assessment and the publication/dissemination of information.	35
HCE	Culture & Economy	This is the balance of the Local Enterprise Partnership (LEP) funding and is to be used to support our work on similar initiative such was the Future Jobs Fund. The manager has asked for it to be rolled over into 2011/12 in order to support the initiatives in this area	27
HCE	Culture & Economy	Eurocities Membership Funding 2011/12, to be paid from residue funding relating to the Eurotowns international project. The Eurocities membership is in keeping with the spirit of the original project.	16
HCE	Culture & Economy	Unspent LPSA grant re Recession Relief - money held in the event of another significant redundancy such as the job losses at Lloyds last year. Pays for support packages.	5
Corp	Other Corporate Items	£0.150m for Participle project. A start up loan for a new model of delivery of youth services linked to the Falmer Academy was agreed at Budget Council in February 2010.	150

Item 15 Appendix 2

Directorate	Division	Details	(£'000)
		The details of the loan arrangements have yet to be agreed.	
All	Grant Funding	Due to changes in financial reporting standards, grants received by the council that are unringfenced or do not have any conditions attached are now recognised as income in the financial year they are received rather than when they are used to support services. Previously these unspent grants would have automatically rolled into the next financial year to fund the commitments against them but now they need to be agreed as part of the carry forward requests. These grants include for example, grants that relate to academic years rather than financial years, social care reform grant.	1,484
CYPT	Dedicated Schools Grant (DSG)	Under the Schools Finance Regulations the unspent part of the DSG must be carried forward to support the Schools Budget in future years.	1,649
Total			4,562

CAPITAL PROVISIONAL OUTTURN REPORT 2010/11

	2010-11 Budget	Budget Re-profiles	Amended Budget	2010-11 Outturn	2010-11 Slippage	2010-11 (Savings) / Overspends
Directorate	£'000	£'000	£'000	£'000	£'000	£'000
Strategy & Governance	718	(203)	515	491	25	1
Housing, Culture & Enterprise	10,817	(1,013)	9,804	9,584	311	91
Finance & Resources	3,849	(549)	3,300	3,106	264	70
Adult Social Care	3,101	(81)	3,020	2,948	45	(27)
Housing Revenue Account (HRA)	19,917	331	20,248	19,013	386	(849)
Children & Young People's Trust	40,507	(2,897)	37,610	37,555	633	578
Environment	12,985	-	12,985	12,150	693	(142)
Total Council Budgets	91,894	(4,412)	87,482	84,847	2,357	(278)

Summary of re-profiles of budget due to factors outside the Council's control

Schemes	2010/11 Budget £'000	2011/12 Budget £'000	2012/13 Budget £'000	Total Changes £'000
Strategy & Governance				
Slippage over £50,000 (detailed in appendix)	(203)	203		-
Housing, Culture & Enterprise				
Detailed Re-profiles in Appendix 4 (over £50,000)	(1,013)	999	14	-
Housing, Culture & Enterprise (HRA)				
Detailed Re-profiles in Appendix 4 (over £50,000)	331	(331)		-
Children & Young People's Trust				
Detailed Re-profiles in Appendix 4 (over £50,000)	(2,897)	2,897		-
Adult Social Care				
Detailed Re-profiles in Appendix 4 (over £50,000)	(81)	81		-
Finance & Resources				
Detailed Re-profiles in Appendix 4 (over £50,000)	(549)	549		-
Environment				
Detailed Re-profiles in Appendix 4 (over £50,000)	-	0		-
Total Changes to Budgets	(4,412)	4,398	14	-

Detailed explanations of the re-profiles

Housing, Culture & Enterprise

Directorate: Housing, Culture & Enterprise	Approved Budget: £199,320
Project Title: Replacement of Library Booking System	Revised Budget: £114,460
	Variation: £(84,860)

This capital project included the purchase of electronic books (£0.035m). This could not be finalised until the details of the contract with the suppliers had been agreed. The new service of e-books is expected to be launched in July 2011. The remainder is for hardware and software relating to the implementation of the new print control and PC bookings system. This development work is ongoing and is anticipated to be completed in September 2011. However, the existing old PC bookings and print control system is still operating so this aspect has had less impact.

2010/11 £'000	2011/12 £'000	2012/13 £'000	Total £'000
(85)	85	0	0

Directorate: Housing, Culture & Enterprise	Approved Budget: £350,000
Project Title: Brighton Centre Façade	Revised Budget: £3,040
	Variation: £(346,960)

The project cannot commence until July of this year as that is the only space available in the diary of the Brighton Centre. The project is expected to complete in early September of this year.

2010/11 £'000	2011/12 £'000	2012/13 £'000	Total £'000
(347)	347	0	0

Item 15 Appendix 4

Directorate: Housing, Culture & Enterprise	Approved Budget: £240,000
Project Title: Royal Pavilion Lighting	Revised Budget: £6,170
	Variation: £(233,830)

An approach was made by the Royal Pavilion & Museums Foundation to a potential partner with regard to a possible sponsorship agreement for the lighting scheme. This approach has created the possibility of a longer term and more far reaching partnership for the City Council. Discussions around this potential partnership arrangement have led to delays in the lighting scheme being progressed.

The scheme will go ahead within the next 2 to 3 months and will therefore be completed early in the current financial year. The existing arrangement of using the Royal Pavilion security lighting alone at night has continued and will continue until the new lighting scheme is in place.

2010/11 £'000	2011/12 £'000	2012/13 £'000	Total £'000
(234)	234	0	0

Directorate: Housing, Culture & Enterprise	Approved Budget: £220,000
Project Title: Development of Westbourne Hospital Site	Revised Budget: £0
	Variation: £(220,000)

The Council is committed to this payment and is waiting for the invoice from Registered Provider in order to proceed with this development of affordable housing.

2010/11 £'000	2011/12 £'000	2012/13 £'000	Total £'000
(220)	220		0

Item 15 Appendix 4

Directorate: Housing, Culture & Enterprise	Approved Budget: £995,770
Project Title: Places for Change Programme	Revised Budget: £868,360
	Variation: £(127,410)

The refurbishment was due to end in March 2011 but in the final three weeks a considerable amount of dry rot was found in two locations. This required treatment and thus a delay of several weeks while the rot was analysed, treatment booked and the walls allowed to dry out after treatment. This meant that the final completion date was pushed into the 2011-12 budget year.

There has also been a delay to the opening of the Stepping In Project which is due to be housed in the refurbished building. This has no effect on the capital expenditure. The retention fee to the contractor, which is due 12 months after completion, has now been pushed into the 2012-13 financial year.

2010/11 £'000	2011/12 £'000	2012/13 £'000	Total £'000
(127)	113	14	0

Directorate: Housing, Culture & Enterprise (HRA)	Approved Budget: £1,265,500
Project Title: Minor Capital Works	Revised Budget: £1,154,500
	Variation: £(110,000)

The Re-profile request related to one specific project for the development of 130 Newick Road. This project had a delayed start due to funding from a 3rd party not being agreed in time for the project to be completed in this financial year. There will be little effect on service delivery to tenants. The project has now started and is expected to be completed early in 2011.

2010/11 £'000	2011/12 £'000	2012/13 £'000	Total £'000
(110)	110	0	0

Directorate: Housing, Culture & Enterprise (HRA)	Approved Budget: £228,700
Project Title: Water tanks, Ventilation & Fire alarms	Revised Budget: £138,700
	Variation: £(90,000)

The required works were due to finish in March 2011. However, before the work commenced an asbestos survey was undertaken. As a result of the asbestos survey, there was some asbestos that required removing. This delayed the tank project by one month. There has been no effect on the service delivery as a result of this delay.

2010/11 £'000	2011/12 £'000	2012/13 £'000	Total £'000
(90)	90	0	0

Directorate: Housing, Culture & Enterprise (HRA)	Approved Budget: £713,270
Project Title: Fire safety & Asbestos Management	Revised Budget: £609,270
	Variation: £(104,000)

The Re-profile request related to two projects:

- 1) Asbestos removal in St James' House needs to be re-profiled into 2011/12 as this relates to the communal rewiring project.

- 2) Fire risk works in Ingram crescent also needs to be re-profiled into 2011/12. This is needed as the works required were identified late in 2010/11 and with the lead in time required has meant that the works will now be completed in the 1st quarter of the 2011/12 financial year.

There will be no negative effect on service delivery to tenants. The project has now started and is expected to be completed early in the 2011/12 financial year.

2010/11 £'000	2011/12 £'000	2012/13 £'000	Total £'000
(104)	104	0	0

Directorate: Housing, Culture & Enterprise (HRA)	Approved Budget: £1,008,180
Project Title: Supercenter	Revised Budget: £1,643,680
	Variation: £635,500

The total budget for the Housing centre was £1.700m and originally profiled over 3 years in the Housing Capital Investment Programme. The Housing Centre is now open with refurbishment works completed and the budget profile has been amended to reflect this.

2010/11 £'000	2011/12 £'000	2012/13 £'000	Total £'000
635	(635)	0	0

Children & Young People's Trust

Directorate: CYPT	Approved Budget: £17,559,460
Project Title: Falmer Academy	Revised Budget: £14,746,340
	Variation: £(2,813,120)

As anticipated previously, the initial delays to the effective start of the project on site and the exceptionally inclement weather during the early works, have been progressively recovered and the new building will be handed over in line with the original target programme for the start of the Autumn 2011 term.

Overall project completion will be achieved by mid-February 2012. The current lag in actual versus planned expenditure is mainly attributed to the later, high value works such as the ICT installation and fixed/loose furniture deliveries, being re-sequenced to accord with the recovery programme implemented by the Main Contractor.

The majority of the significant risks identified within the Project Risk Register have been progressively reduced or eliminated but, with no contingency within the original funding allocation, this still needs and continues to receive, very active monitoring and management to avoid any over spend.

2010/11 £'000	2011/12 £'000	2012/13 £'000	Total £'000
(2,813)	2,813	0	0

Directorate: CYPT	Approved Budget: £3,200,000
Project Title: Targeted capital Fund	Revised Budget: £3,116,450
	Variation: £(83,550)

At TBM9 it was reported that the major extension and refurbishment scheme at Longhill School had been successfully completed. However, the current situation is that there is an outstanding element of highway improvement work to widen footpaths and create/develop a bus stop.

2010/11 £'000	2011/12 £'000	2012/13 £'000	Total £'000
(84)	84	0	0

Adult Social Care

Directorate: Adult Social Care	Approved Budget: £81,000
Project Title: Adult Social Care Reform Grant	Revised Budget: £0
	Variation: £(81,000)

The Council had anticipated incurring costs this financial year (as per re-profile request in January), but having awarded the contract to the preferred bidder they subsequently had to withdraw. As a consequence, there was a delay in finalising the contract with the second-placed bidder which resulted in no spend being possible this financial year.

The proposed timescale for the project was very tight with main implementation planned for just before the financial year end. However, we have not been able to make the strong progress we needed during early part of the year to keep to this timetable, due to the late change in provider. It is anticipated, therefore, that the spend will occur next financial year.

The final delivery of the project will be delayed by about 4 months. The normal work of the service will be able to continue as at present with no diminishment to the quality of services. But the delay will mean that the service enhancements and efficiencies that the new system will deliver will be later in coming in.

2010/11 £'000	2011/12 £'000	2012/13 £'000	Total £'000
(81)	81	0	0

Strategy & Governance

Directorate: Strategy & Governance	Approved Budget: £693,180
Project Title: Human Resources system	Revised Budget: £490,610
	Variation: £(202,570)

Final agreement of supplier contracts in 2009/10 was later than the original spend profile for the project through the year and therefore capital and revenue expenditure costs have been re-phased over the 2 year project lifecycle. Phased payroll implementation over the year 2010 has prevented a speeding up of the timescale to complete within 21 months.

2010/11 £'000	2011/12 £'000	2012/13 £'000	Total £'000
(203)	203	0	0

Finance & Resources

Directorate: Finance & Resources	Approved Budget: £295,000
Project Title: Farming Diversification	Revised Budget: £113,030
	Variation: £(181,970)

The budget is allocated to provide two new agricultural buildings on Waterhall and Balsdean Farms in order to meet the council's obligations as landlord. The provision of the new building at Balsdean Farm was linked to the succession and rent review negotiations with the tenant and the start date for the works was therefore delayed until those negotiations were complete. In addition for Balsdean Farm it was necessary to obtain an agricultural notification from Development Control and to liaise with EDF for a pole to be moved. These works have now started on site and will be completed in the next 2 months. For the new building on Waterhall Farm it was necessary to obtain additional quotes for excavation works and apply for full planning permission which has yet to be granted. We are awaiting advice from the council's ecologist for details of the package of nature conservation mitigation/compensation measures required to allow the planning permission to be granted. Once these details are received and agreed and planning permission granted works will commence without further delay.

2010/11 £'000	2011/12 £'000	2012/13 £'000	Total £'000
(182)	182	0	0

Directorate: Finance & Resources	Approved Budget: £1,261,780
Project Title: Accommodation Strategy	Revised Budget: £895,240
	Variation: £(366,530)

The budget allocated covers the first Phase of the Corporate Accommodation Strategy which includes the creation of a new customer service centre and refurbishment of two floors of Bartholomew House. The building contract started in January 2011 and spans both financial years, ending in July 2011 hence the variance in expenditure from the 2010/11 period.

2010/11 £'000	2011/12 £'000	2012/13 £'000	Total £'000
(367)	367	0	0

Summary of Slippage from 2010/11 to 2011/12

	2010/11 Budget £'000	2011/12 Budget £'000	Total Changes £'000
Slippage Summary			
Strategy & Governance			
Interplan	(25)	25	-
Total Strategy & Governance	(25)	25	-
Housing, Culture & Enterprise			
Slippage over £50,000 (detailed in Appendix 5)	(130)	130	-
Royal Pavilion Toilet Facilities	(32)	32	-
The Keep	(16)	16	-
King Alfred Development	(41)	41	-
Economic Development & Major Projects	(16)	16	-
Brighton Centre Redevelopment	(19)	19	-
Housing Strategy	(16)	16	-
Disabled Facilities Grants	(41)	41	-
Total Housing, Culture & Enterprise	(311)	311	-
Housing, Culture & Enterprise HRA			
Slippage over £50,000 (detailed in Appendix 5)	(258)	258	-
Ainsworth House New Build	49	(49)	-
Rewiring	(41)	41	-
Energy Efficiency	(25)	25	-
Estate development	(40)	40	-
Doors	(9)	9	-
Health & Safety Works	(18)	18	-
Other	(44)	44	-
Total Housing, Culture & Enterprise (HRA)	(386)	386	-
Finance & Resources			
Value for Money 2	(37)	37	-
Information Management	(49)	49	-
Kensington Street	(19)	19	-
Corporate Fire Risk Assessments	(31)	31	-
Statutory DDA works	(20)	20	-
Legionella Works	(32)	32	-
Asset Management Fund	(24)	24	-
New Coroner's Court	(24)	24	-
Other Planned Maintenance Schemes	(28)	28	-
Total Finance & Resources	(264)	264	-
Adult Social Care			
Adaptations to homes of disabled people	(45)	45	-
Total Adult Social Care & Housing	(45)	45	-

Environment			
Slippage over £50,000 (detailed in Appendix 5)	(573)	573	-
Downland initiative Programme	(38)	38	-
Playbuilder	(23)	23	-
Section 106 funded Transport initiatives	(24)	24	-
Cedar Gardens Roadworks	(2)	2	-
Ex leased car parks	(33)	33	-
Total Environment	(693)	693	-
Children & Young People's Trust			
Slippage over £50,000 (detailed in Appendix 5)	(546)	546	-
Youth Capital Fund	(2)	2	-
Structural Maintenance	(15)	15	-
Schools Access initiative	(9)	9	-
NDS Modernisation	(12)	12	-
Children's Social Service	(49)	49	-
Total Children & Young People's Trust	(633)	633	-
Total Changes to Budgets	(2,357)	2,357	-

Details of slippage of £50,000 or more

Housing, Culture & Enterprise

Directorate: Housing, Culture & Enterprise	Approved Budget: £6,603,610
Project Title: BEST Private Sector Housing	Revised Budget: £6,473,310
	Variation: £(130,300)

In 2010/11 98% of the BEST capital Budget was spent in 2010/11 and less than 2% remained unspent at year end. This was due to a small delay on the delivery of some projects such as the Empty Homes Grant, and Heating Grants. Expenditure under this grant scheme is dependent upon completion of works by individual applicants following approval of applications for housing renewal assistance. These projects were completed in early May 2011 and the completion date was only delayed by a few weeks.

2010/11 £'000	2011/12 £'000	2012/13 £'000	Total £'000
(130)	130	0	0

HRA Capital Schemes

Directorate: Housing Culture & Enterprise (HRA)	Approved Budget: £850,000
Project Title: Disabled Aids & Adaptations	Revised Budget: £773,550
	Slippage: £(76,450)

In year mobilisation of a new framework contract and loss of some contractor capacity owing to one of the four contractors going into administration soon afterwards slowed work during quarter 1 & 2. However works increased considerably by quarter 3 & 4 and work in progress and/or orders in place by year end resulting in commitments which will be spent early in the 2011/12 financial year.

The scheme is ongoing and comprises hundreds of transactions annually relating to many different dwellings. With the balance profiled to 2011/12 there should be no on-going effects on service delivery.

2010/11 £'000	2011/12 £'000	2012/13 £'000	Total £'000
(76)	76	0	0

Directorate: Housing, Culture & Enterprise (HRA)	Approved Budget: £292,800
Project Title: IT Fund	Revised Budget: £110,440
	Variation: £(182,360)

The budget for the HRA ICT Fund includes forecasts for the development / upgrade of the existing housing management system as well as upgrades and new modules for the housing asset management system.

A review of the Housing Management system took place earlier in the financial year which showed that a new system was not required however there were development requirements and upgrades needed for the system. The system development will continue in 2011/12 where the profile of spend will be reviewed.

The ICT fund is a rolling programme and the profile of spend is determined by the needs of the Housing Service and therefore slippage of expenditure has not impacted on service delivery.

2010/11 £'000	2011/12 £'000	2012/13 £'000	Total £'000
(182)	182	0	0

Children & Young People's Trust

Directorate: CYPT	Approved Budget: £2,409,110
Project Title: Devolved Formula Capital	Revised Budget: £1,863,610
	Variation: £(545,500)

Formula Capital is a financial resource that is devolved to schools by the Local Authority. Part of the terms of this grant provides schools the option to accrue for a maximum of 3 years. However, accrued funds are normally retained by the LA. The outstanding balances represent the funds that schools have chosen not to take this year. These outstanding budgets are to be carried forward and made available to the relevant schools in 2011/2012.

2010/11 £'000	2011/12 £'000	2012/13 £'000	Total £'000
(546)	546		0

Environment

Directorate: Environment	Approved Budget: £2,023,000
Project Title: Refuse Replacement Costs & Waste Performance & Efficiency	Revised Budget: £1,901,440
	Variation: £(121,560)

The underspend was due to the following:-

- A change in service delivery in Operations. Changing the need for a compact road sweeper for three walk behind sweepers.
- The three electric vans that were allocated for 2010/11 were delayed until 2011/12 to take advantage of new technologies and increased market offerings. This allowed for a compact sweeper to be bought forward to replace one that was beyond economic use.

There is no effect on the time table as it is an ongoing replacement cycle. There has been an improvement in vehicle availability and reduction in hired costs due to the replacements of economical vehicles.

2010/11 £'000	2011/12 £'000	2012/13 £'000	Total £'000
(122)	122		0

Item 15 Appendix 5

Directorate: Environment	Approved Budget: £733,410
Project Title: Hollingdean Depot Costs	Revised Budget: £335,000
	Variation: £(398,410)

At the time budgets were set timescales were agreed using the information gathered to date for urgent health and safety works on site. Timescales changed resulting in works being delayed which has pushed costs from 2010/11 in to 2011/12.

The main reasons for delay were:

- Delay with council being able to confirm start date with Westridge Construction. This delayed ordering materials and agreeing works with sub contractors. This had knock on effects to start dates. The delay to confirm start date was due to delay in budgets being set.
- Delay with ordering falls from height works. This work included agreeing designs for hand rails and also fixing arrangements. Fixing methods, and therefore price, was dependant on an opinion from the Environment Agency on excavation due to likely ground contamination.
- Electrical works after demolition have begun but cannot be completed on the building still occupied by Design, Print and Sign as they are still occupying the space whilst they look for alternative premises.
- Feasibility study for future development of the site was delayed due to delays with budgets being set and delays with the intrusive ground investigation due additional surveys being required and consultation with the Environment Agency and Southern Water.

2010/11 £'000	2011/12 £'000	2012/13 £'000	Total £'000
(398)	398		0

Directorate: Environment	Approved Budget: £593,000
Project Title: King Alfred (Health and Safety Works)	Revised Budget: £540,400
	Variation: £(52,600)

The extensive works have been carefully phased in order to minimise the impact on existing customers and subsequently income to the council. The priority over the last year (2010-2011) has been the improvements to the new gym which were successfully completed towards the end of the financial year. However due to the constraints imposed by an old building and the complexity of undertaking the works there are some monies still outstanding due to the final snagging of the project and the final account has only just been agreed by all parties. The phasing of works was planned (and will continue to be planned) to minimise the impact on the income to the centre.

2010/11 £'000	2011/12 £'000	2012/13 £'000	Total £'000
(53)	53	0	0

Explanations of overspends (and underspends) of over £50,000

Directorate: Environment	Approved Budget: £3,500,000
Project Title: Falmer Infrastructure Works	Overspend: £(165,780)

The underspend compared to budget was a result of a reduced level of works agreed compared to early budget estimates. This underspend does not result in any loss of funding as all works now being completed will be funded by The Community Stadium Ltd.

Housing, Culture & Enterprise - HRA Capital Schemes

Directorate: Adult Social care & Housing (HRA)	Approved Budget: £3,921,310
Project Title: Energy Efficiency	Revised Budget: £3,522,250
	Slippage: £(25,000)
	Underspend £(374,060)

The underspend of £0.374m is made up of several factors including:

- The Capital Installs element of the Gas Service contract achieved £0.070m of shared savings due to efficiencies.
- The Gas service contract also underspent by £0.123m due to a proportion of properties being identified as not requiring a new boiler after being surveyed.
- There was an underspend of £0.150m on the Communal Boiler budget, which was provided as a contingency budget in case any major systems need replacing, which did not occur in the financial year.
- The Storage Heater Budget underspent by £0.046m. This was the first year this budget had been separated out of Minor Capital Works, and was based on an estimated amount of installs. This budget was not required to be utilised to the extent that was expected, and has been eliminated from 2011/12 budget in light of this and incorporated into the Rewiring budget.

Directorate: Housing (HRA)	Approved Budget: £206,830
Project Title: Minor Empty Properties	Underspend: £(197,600)

All Capital works completed in Minor Empty Properties are now funded from Capital budgets relating to the types of work required such as the Kitchen budget. This budget was retained as a contingency, but has not been required.

Children & Young People’s Trust

Directorate: CYPT	Approved Budget: £4,999,830
Project Title: Primary Capital Fund	Overspend: £256,350

At TBM9 a request was made to re-profile £5.900m to 2011/2012 in line with cash flow projections for a number of schemes. Progress on a number of sites during February and March was better than anticipated and valuations in these 2 months also included large elements of electrical and mechanical work.

Directorate: CYPT	Approved Budget: £4,510,480
Project Title: Whitehawk Co-location Project	Overspend: £326,240

At TBM9 a request was made to re-profile £2.689m to 2011/2012 in line with cash flow projections for the Whitehawk Co-Location project. Progress on site during February and March was better than anticipated and valuations in these 2 months also included large elements of electrical and mechanical work.

Subject:	Photovoltaic Solar Panel Implementation Plan for non-housing properties		
Date of Meeting:	9 June 2011		
Report of:	Strategic Director, Resources		
Contact Officer:	Name:	Angela Dymott	Tel: 29-1450
		Glynnan Barham	29-4591
	E-mail:	angela.dymott@brighton-hove.gov.uk	
		glynnan.barham@brighton-hove.gov.uk	
Key Decision:	Yes	Forward Plan No: CAB22711	
Wards Affected:	All		

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

- 1.1 The report provides an update on the implementation of renewables within non-housing Council properties and in particular the installation of Photovoltaic (PV) solar panels to roof spaces on a select list of sites. The report seeks approval for the purchase of solar panel equipment once detailed figures and a viable business case is demonstrated at the end of the procurement process. The installation of the PV solar panels falls under the council's Carbon Reduction Commitment and the VFM3 programme.
- 1.2 Significant investment is required in order to install Photovoltaic (PV) solar panels to a range of Council non-housing properties. This will enable the Council to benefit from renewable energy generated at each individual site, cut carbon emissions by 300-400 tonnes pa, collect revenue from the funds generated by the Feed In Tariff (FiT) and demonstrate a commitment to supporting renewable technology, as well as continuing a progressive stance on environmental matters. Through the monies generated the installation of PV panels will make efficiency savings for the council. Since December 2010 full consultations have been carried out with the relevant affected services/teams and associated business costs and benefits have been worked through in detail to identify appropriate funding. We wish to move quickly to assess the benefits of the Feed in Tariff scheme and to take advantage of any opportunity this offers the Council to gain investment and energy savings before the Feed In Tariff is reviewed in April 2012 by central government.
- 1.3 Property & Design have been working with several Council teams and services, with a particular focus on forging links with the Housing Department, who are also planning on installing PV solar panels to some of the Housing stock through their work with partners in the current Brighton & Hove and East Sussex Together (BEST) housing consortium. The reason for developing these links has been to develop a common procurement process to ensure the Council benefits from no duplication of efforts during the development stage.

- 1.4 The resulting shared procurement process with Housing has meant that all the Council buildings, deemed suitable for PV solar panels as well as the housing sites, have the ability to join a procurement framework, such as the one led by Eastbourne Borough Council. The use of a framework means that the Council can utilise shorter timescales and means that the normal 6 month procurement period can be avoided.

2. RECOMMENDATIONS:

- 2.1 That Cabinet notes the outcome of the initial soft tendering exercise and recent framework contract development indicates that there is an outline business case to support delivery of a solar photovoltaic scheme across the council's non-housing stock that saves energy costs and reduces carbon emissions.
- 2.2 That Cabinet approves the installation of Photovoltaic Solar Panels on the properties highlighted in appendix 1 subject to completion of the tendering exercise and the financial viability of each site.
- 2.3 That Cabinet approve funding of up to £2.6m for the sites identified within Appendix 1. The business case will be funded through a combination of borrowing and the use of reserves subject to the Council's overall financial position.
- 2.4 That Cabinet delegates authority to the Strategic Director Resources and the Director Finance, in consultation with the Cabinet Member for Finance & Central Services to allow them to approve the purchase and installation of the panels for these identified properties through the self finance route, once more detailed costs are provided at the end of the tender process. This will allow the Council to move quickly and take advantage of the energy savings and be able to collect the full Feed in Tariff from the start.

3. RELEVANT BACKGROUND INFORMATION:

- 3.1 Feed-in Tariffs (FITs) became available in Great Britain on 1st April 2010 as a way of encouraging microgeneration and installation of renewable technology. Under this scheme energy suppliers have to (compulsory for big six suppliers) make regular payments to householders and communities who generate their own electricity from renewable or low carbon sources such as solar electricity panels(PV) or wind turbines.
- 3.2 The scheme guarantees a minimum payment for all electricity generated under the scheme, as well as a separate payment for any electricity exported to grid. These payments are in addition to the bill savings made by using the electricity generated on-site, by the solar panels.
- 3.3 The Government will guarantee the Feed-in-Tariffs (set out in current legislation) for 25 years. The current, generous, tariff levels are only guaranteed at the present level for the 25 year period if panels are installed and operational by April 2012. Panels installed after that date will still benefit but at a reduced level. The recently announced early review of the FIT tariffs is unlikely to target this type of scheme as it will be focussed on larger installations, sometimes referred to as solar farms.

- 3.4 The proposal will help the Council to reduce its carbon footprint, through the use of renewable energy to meet some of the Council's electricity needs, as well as generate revenue from the Feed In Tariff and reduce electricity bills for the sites involved. The reduction in carbon from the use of the panels will also aid in reducing the number of allowances the Council will have to purchase as part of the Carbon Reduction Commitment. At some sites there is scope for surplus electricity being generated, which could be fed back to the national grid thereby helping to reduce the need for electricity production from fossil fuels. However, due to the scale of installations and type of usage at the various suitable sites, this is unlikely to be a regular occurrence.

4. IMPLEMENTATION and PROGRESS

- 4.1 The Corporate Energy & Water Team provided a list of sites and their postcodes to a solar company in order to carry out a soft tendering exercise and determine the viability of the programme and the sites in question. They returned information that provided an illustrated range of outputs from the estimated number of panels these properties could accommodate. This information illustrated a potential for a viable business case to be explored and enabled us to carry out further investigations.
- 4.2 Further information was gained as a result of developing links with frameworks such as the Eastbourne framework which provided more robust figures and allowed us to revise the data we have on the costs and savings that can be achieved. The current business case is based on the data collated from the tender process carried out by the frameworks we investigated.
- 4.3 The list of sites submitted has been based on a survey of suitable roof space and has identified 40 suitable non-housing properties, including civic sites, schools, etc. From these 40 sites 23 we know to be able to provide sufficient returns, the remaining 17 sites have illustrated a limited return or are in the upper thresholds of the FIT criteria. One of the conditions set within the procurement process is a request for a detailed survey that will confirm if these borderline sites are financially viable.
- 4.4 The suitable sites are based on a number of factors including orientation, the risk of 'overshadowing', security, sufficient roof space and structural integrity.
- 4.5 Through the market testing carried out by the Corporate Energy & Water Team, in conjunction with Finance the capital costs of a fully funded and operated PV solar panel scheme of this size would be in the region of £2m to £2.6m. However more accurate capital costs would be provided through a tender exercise so that the business case and financial model can be updated and it is at this point we would seek approval from the Strategic Director Resources and Director Finance, in consultation with the Cabinet Member for Finance & Central Services.

Progress to date

- 4.6 The current position with the application of PV solar panels is that Brighton & Hove City Council, through the work carried out by Procurement can utilise two frameworks. Access to the chosen framework can commence once Cabinet approval is given, the council will then be able to produce a mini-competition

within the framework contract and award a preferred bidder by the beginning of September 2011 for the supply and fitting of the panels.

- 4.7 A large number of suitable sites are schools and consultations with these sites have been initiated. Once approval is given, the next stage to develop a legal contract with the affected schools that will define collection of payments, distribution of energy, funding and resolve future ownership issues.

Reasons for short timescales

- 4.8 There is a need to procure solar panels sooner rather than later for three reasons:
- The Feed In Tariff is due to diminish as from the 1st April 2012 and in order to obtain the Feed In Tariff at the current favourable price, all panels must be procured and installed before this date.
 - As other authorities and businesses also strive to take advantage of the Feed In Tariff, the demand for panels will be significant. The concern is that demand will outstrip supply, as has been experienced in Germany and France when their Feed In Tariff initiatives were first released. Therefore the sooner orders are applied the more likely stock of solar panels will be available.
 - In order to avoid lengthy OJEU procurement timescales we are seeking approval to utilise the framework such as the one being set between Housing and Eastbourne Borough Council through the BEST consortium.
- 4.9 The other main concern is that despite the initial announcement of Feed In Tariffs, its value would be reviewed as from the 1st April 2012. Since that initial announcement there has been a change of government and the Feed In Tariff has been closely scrutinised and some reviews have already taken place. This places more pressure on obtaining and installing the required solar panels well ahead of the April 2012 deadline.

5. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

Funding Options

- 5.1 There are various ways in which the Council can move forward with the introduction of renewables and these are:
- 5.2 Hosted: The contractor fund owns the PV system for 25 years and all the FIT payments, and the school effectively leases its roof to the fund and gets all of the electricity and carbon saving. This offer is most suitable for lowest cost, highest yield buildings with large roof areas, as this will allow the school to get maximum electricity savings for a small deposit or in some cases for free.
- 5.3 Lease offer: The site receives all of the FIT and the electricity savings and uses these to pay for the PV system over 15 years. This type of funding offer is only suitable for low cost, high yield buildings where the school/council and supplier are comfortable that the lease payments are covered by the FIT from year 1 and that the site always receives the electricity savings. In order for this to be

possible, it is best if the school/council pays as high a deposit as possible per site. High deposit, low cost of system and high yield all mean that the lease payments are low and the FIT returns and electricity savings are high. In this case the council can get some of the FIT as early as year 1, and all of the FIT for the last 10 years. The returns to the council over the 25 years are much higher than the hosted offer, but the risk of the system generation is also with the school/council.

- 5.4 Self Finance: Same as the Lease offer option, except the Council takes out its own loan and/or uses reserves as required to cover the cost of the scheme. With the preferential borrowing rates available to the Council, this would work out cheaper than a lease arrangement. Subsequently, the site receives all of the FIT and the electricity savings and uses these to pay for the PV system over lifetime of panel or sooner depending on revenue and borrowing.
- 5.5 The benefits that are common to all options are:
- The carbon footprint of the Council will be reduced
 - The level of energy expenditure will be reduced
 - The Council will earn an income from the technology
 - The timescales of payments to the Council will be 25 years
- 5.6 The Self Finance option provides the most efficient use of investment and provides the greatest savings and income generation to the council as a whole subject to the outcome of the tendering exercise.

Savings

- 5.7 From reviewing the sites highlighted as being suitable for the application of the photovoltaic solar panels and through carrying out a soft tender exercise, it is possible to calculate the level of energy produced in kWh and subsequently the level of Feed in Tariff payments and energy savings that can be attributed to the scheme. The level of energy produced ranges depending on a number of factors, most notably the level of sunlight available.
- 5.8 The amount of investment is estimated to be between £1.3m to £1.6m for the 23 sites where a business case is most likely to be proved. The additional 17 sites identified that may potentially be included would require a further investment of between £0.7m to £1m. The costings are subject to the outcome of the procurement exercise. The potential sites have been detailed within Appendix 1. The business case will be based upon using borrowing to fund the installations over 15 years, however, funding may be met through a combination of borrowing and the use of reserves subject to the Council's overall financial position.
- 5.9 The FIT payments would be generated over a 25-year period and would be available directly to the council to finance the original investment. The total annual FIT payment and utility savings less financing costs and maintenance costs would range between £26,000 and £100,000pa for the 23 sites potentially rising to between £40,000 and £158,000pa for all 40 sites.

The utility cost savings on council civic and operational buildings (estimated at between £6,000 to £23,000 annually) will come directly to the council in the form

of reduced utility bills whilst the savings generated from the school sites (estimated at between £28,000 to £42,000 annually) will go directly to each school. Future potential rises in utility bills have not been factored into these estimates and it is projected that utility bills could rise by up to 10% to 15% in this financial year alone, should this happen then the level of utility cost savings will be higher.

- 5.10 The savings projected are based upon the assumption that the solar panels are installed and operational before 1 April 2012. The investment of photovoltaic solar panels would contribute to the council's commitment to meet the Carbon Reduction Commitment and would generate additional savings of £12 for per tonne of CO2 reduction.

Finance Officers Consulted: Rob Allen

Date: 09/05/11

Legal Implications:

- 5.11 As the owner of the freehold in the properties listed in Appendix 1, the council can make alterations and improvements including the installation of solar PV panels, so long as these comply with the appropriate buildings regulations and fire safety requirements.
- 5.12 Although the procurement will make use of the framework agreement established by Eastbourne Borough Council, the Council must still comply with its own contract standing orders (CSO) in awarding the contract. Under CSO 3.1, the authority of the relevant Cabinet Member or Cabinet itself must be sought where expenditure exceeds £500,000, as it does in this instance. The council's procurement must also comply with the Public Contracts Regulations.
- 5.13 The statutory framework for the Feed-in Tariff scheme is provided by sections 41-43 of the Energy Act 2008 and associated regulations.

Lawyer Consulted:

Oliver Dixon

Date: 27/05/10

Equalities Implications

- 5.14 A full Equalities Impact Assessment will be carried out at pre project delivery stage. At present we do not foresee significant equalities implications. Outcomes of the EIS will be reported at the next decision making stage.

Sustainability Implications:

- 5.15 The proposals outlined above would bring significant sustainability benefits in terms of climate change and energy use and promoting sustainable communities.

Crime & Disorder Implications:

- 5.16 We do not foresee any significant crime and disorder implications

Risk & Opportunity Management Implications:

- 5.17 There are significant risk and opportunity implications that will be fully assessed and where necessary mitigated at pre project delivery stage.

Corporate / Citywide Implications:

5.18 The proposals support the council priorities:

- Protect the environment while growing the economy
- Better use of public money
- Reduce inequality by increasing opportunity

6. EVALUATION OF ANY ALTERNATIVES

6.1 The Council wishes to take forward any procurement of the supply and installation of PV solar panels in order to establish actual costs to inform economies of scale and further consideration of business case and appropriate funding model. Any final decision on funding options, level and source of funding to progress this scheme will be subject to Cabinet approval. However, an initial options appraisal by the Corporate Energy Water Team indicates that the greatest benefits to the Council could be achieved through a fully owned and funded model.

6.2 Indications from the initial options appraisal suggest that on balance a fully funded and owned model of delivering a solar PV scheme has the potential to create significant income, generated by the Feed in Tariff payment, to the council over a 25 year period.

7. REASONS FOR REPORT RECOMMENDATIONS

7.1 To move quickly to assess the benefits of the Feed in Tariff scheme and to take advantage of any opportunity this offers the Council to gain investment and energy savings before the Feed in Tariff is reviewed in April 2012.

7.2 To take forward any procurement of the supply and installation of solar PV panels in order to establish actual costs to inform economies of scale and further consideration of business case and appropriate funding model.

SUPPORTING DOCUMENTATION

Appendices:

1. Site Details and generation figures

Documents In Members' Rooms

None

Background Documents

None

Sites where the Business Case is likely to be proved

Building Name	Kwh Produced Per Year (Estimated Low Yield)	Kwh Produced Per Year (Estimated High Yield)	Estimated Low Yield FIT payment £	Estimated High Yield FIT Payment £	Estimated Low Yield Energy Savings £	Estimated High Yield Energy Savings £
Balfour Infant School	26,550	32,220	10,886	13,210	2,243	2,723
Cedar Centre Primary (formerly Castledean Special School)	13,275	16,110	5,443	6,605	1,122	1,361
Patcham Infant School	20,750	24,700	8,508	10,127	1,753	2,087
Peter Gladwin Primary School	22,125	25,875	9,071	10,609	1,870	2,186
Downs Park Special School	39,465	46,215	16,181	18,948	3,335	3,905
Somerhill Junior School	12,915	15,525	5,295	6,365	1,091	1,312
Saltdean Primary School	15,045	18,258	6,168	7,486	1,271	1,543
Goldstone Primary School	8,850	10,820	3,629	4,436	748	914
Carelink Control Centre	7,080	8,592	2,903	3,523	598	726
Rudyard Kipling Primary School	17,700	21,480	7,257	8,807	1,496	1,815
Coldean Primary School	13,275	16,110	5,443	6,605	1,122	1,361
Hangleton Infant School	39,825	48,330	16,328	19,815	3,365	4,084
Carden Primary School	26,550	32,220	10,886	13,210	2,243	2,723
King Alfred Car Park	8,850	10,740	3,629	4,403	748	908
Blatchington Mill High School	22,900	27,050	9,389	11,091	1,935	2,286
Dorothy Stringer High School	19,470	23,628	7,983	9,687	1,645	1,997
Longhill High School	17,700	21,480	7,257	8,807	1,496	1,815
Stanley Deason Leisure Centre	7,328	8,656	3,004	3,549	619	731
Russell Road Car Park	22,125	26,850	9,071	11,009	1,870	2,269
Prince Regent, Industrial House – new England House	14,156	17,190	5,804	7,048	1,196	1,453
Varndean School	8,310	10,110	3,407	4,145	702	854
St Paul's CP School	7,328	8,656	3,004	3,549	619	731
	407,071	489,585	166,899	200,730	34,397	41,370

Potential Additional Sites

Building Name	Kwh Produced Per Year (Estimated Low Yield)	Kwh Produced Per Year (Estimated High Yield)	Estimated Low Yield FIT payment £	Estimated High Yield FIT Payment £	Estimated Low Yield Energy Savings £	Estimated High Yield Energy Savings £
Hertford Junior School	66,375	80,550	27,214	33,026	5,609	6,806
Westdene Primary School	3,540	4,268	1,451	1,750	299	361
Hillside Special School	4,620	5,450	1,894	2,235	390	461
Hove Park Lower School	3,540	4,296	1,451	1,761	299	363
Housing Office (Manor Place)	3,540	4,248	1,451	1,742	299	359
Housing Office (Oxford Street)	3,540	4,248	1,451	1,742	299	359
Bevendean Primary School	6,195	7,518	2,540	3,082	523	635
Portslade Civic Office	3,296	3,952	1,351	1,620	279	334
Hove Town Hall	5,310	6,444	2,177	2,642	449	545
Brighton Town Hall	14,160	17,184	5,806	7,045	1,197	1,452
Patcham Junior School	3,296	3,952	1,351	1,620	279	334
King's House,	3540	4,296	1,451	1,761	299	363
Barts House,	3540	4,296	1,451	1,761	299	363
Withdean	45125	54392	18,501	22,301	3,813	4,596
London Road Car Park	58554	70910	24,007	29,073	4,948	5,992
Woodvale Crematorium	3540	4,296	1,451	1,761	299	363
Brighton Mortuary	3540	4,296	1,451	1,761	299	363
	235,251	284,596	96,453	116,684	19,879	24,048

Subject:	Community Stadium – Park Wall Farm		
Date of Meeting:	9 June 2011		
Report of:	Strategic Director, Resources		
Contact Officer:	Name:	Angela Dymott	Tel: 291450
		Jessica Hamilton	291461
	E-mail:	angela.dymott@brighton-hove.gov.uk	
		jessica.hamilton@brighton-hove.gov.uk	
Key Decision:	No		
Wards Affected:	Moulsecoomb & Bevendean		

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

- 1.1 This report makes recommendations for the disposal of land that was previously part of Park Wall Farm, for a car park adjacent to the stadium site. See Appendix 1 for site plan. This report is complemented by a report on part 2 of the Agenda.

2. RECOMMENDATIONS

- 2.1 That Cabinet agrees in principle the disposal to The Community Stadium Ltd of land that previously formed part of Park Wall Farm (shown on plan attached at Appendix 1) on long leasehold for 125 years and that agreement to the terms of the disposal be delegated to the Strategic Director Resources in consultation with the Cabinet Member for Finance and Central Services.

3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS:

- 3.1 The existing planning consent for the stadium includes consent for the provision of a car park on land which was previously let as part of a farm tenancy known as Park Wall Farm. The car park is for 119 spaces and would provide parking on match days for Club Directors, senior staff, players and people with disabilities. On the other days the stadium can use the land as negotiated and set out in the lease terms, for staff and visitors. There is no intention for there to be a charge for the use of the car parking spaces.
- 3.2 In January 2009 a report was presented to Cabinet setting out a recommendation to negotiate with The Community Stadium Ltd (“the club”) terms for a disposal of this site by way of a long leasehold interest. It was recognised that the site had a value and Cabinet agreed in principle to the disposal and that the terms of the disposal be delegated to the Director of Environment (advised by the Director of Finance and Resources and the Assistant Director Property and Design) in consultation with the Cabinet Member for Enterprise, Employment and Major Projects. Given the effluxion of time since that Cabinet decision and the change

in Leadership it is considered pertinent to revisit the decision now that terms of the transaction have been agreed with the club.

- 3.3 In October 2009 the council took a surrender of this land from the farmer's tenancy.
- 3.4 Following completion of the surrender of the land the club were granted a licence to complete the majority of the construction works of the car park. In addition, during this time, the council also granted a temporary licence to Network Rail for their use of the land whilst they were completing repair works to the adjacent railway embankment. The licence to the club will come to an end when the lease is entered into.
- 3.5 Terms have now been agreed for the transfer of a long leasehold interest in the site to the club, to be co-terminus with their lease of the Amex Community Stadium site. The council's agents, Cluttons, have advised that the proposed premium equates to the open market value of the Park Wall Farm land, thus ensuring that the requirements of the s123 Local Government Act 1972 regarding best consideration are satisfied in respect of this transaction based on 119 car parking spaces.

4. CONSULTATION

- 4.1 The terms of the transaction have been agreed in consultation with colleagues in legal and finance. The council's managing agents have advised on the terms of the deal and have provided valuation advice. The previous Leader of the Council was advised of progress made periodically as part of the community stadium briefings.

5. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 5.1 The negotiated fee for the disposal plus any reimbursement of costs will be used to support the corporate Strategic Investment Fund.

Finance Officer consulted: Rob Allen

Date: 13/05/11

Legal Implications:

- 5.2 The legal implications are addressed in the main body of the report, including 3.5.

Lawyer Consulted: Bob Bruce

Date: 10/05/11

Equalities Implications:

- 5.3 In accordance with the planning permission granted the site will in part provide parking facilities for disabled visitors to the stadium.

Sustainability Implications:

- 5.4 When considering the sustainability implications, the recommendation of this

report can not be considered in isolation as the site forms part of the Amex Community Stadium development and provides the only match day on site car park. The Travel Management Plan for the community stadium is currently being considered and it is understood that the stadium is promoting sustainable transport methods with a high proportion of visitors to the site choosing to travel by sustainable transport methods. Air quality implications will be taken into account in the Travel Management Plan.

Crime & Disorder Implications:

- 5.5 There are no direct crime and disorder implications arising from this report.

Risk & Opportunity Management Implications:

- 5.6 There is minimal risk to the council. Should the long leasehold interest on the car park land fail to be granted the club will be requested to reinstate the car park land as required under the licence granted.

Corporate / Citywide Implications:

- 5.7 The sale of this long leasehold interest of this site is in accordance with the council's priorities to identify and dispose of underused sites and is in the spirit of the council's supportive role for the development of a community Stadium by the club.

6. EVALUATION OF ANY ALTERNATIVE OPTION(S):

- 6.1 Given the previous Cabinet decision (15 January 2009), the planning permission granted, the construction works completed by the club and the limited access to the land by any other party it would be impractical to consider alternative options at this stage.

7. REASONS FOR REPORT RECOMMENDATIONS

- 7.1 The existing planning consent for the stadium includes consent for the provision of a car park on the subject land to provide spaces (119no) on match days for Club Directors, senior staff, players and people with disabilities.
- 7.2 In January 2009 Cabinet agreed to a disposal of this site by way of a long leasehold interest to support the club's endeavours whilst achieving a capital receipt for the council reflective of the land's value. Those terms have now been agreed.

SUPPORTING DOCUMENTATION

Appendices:

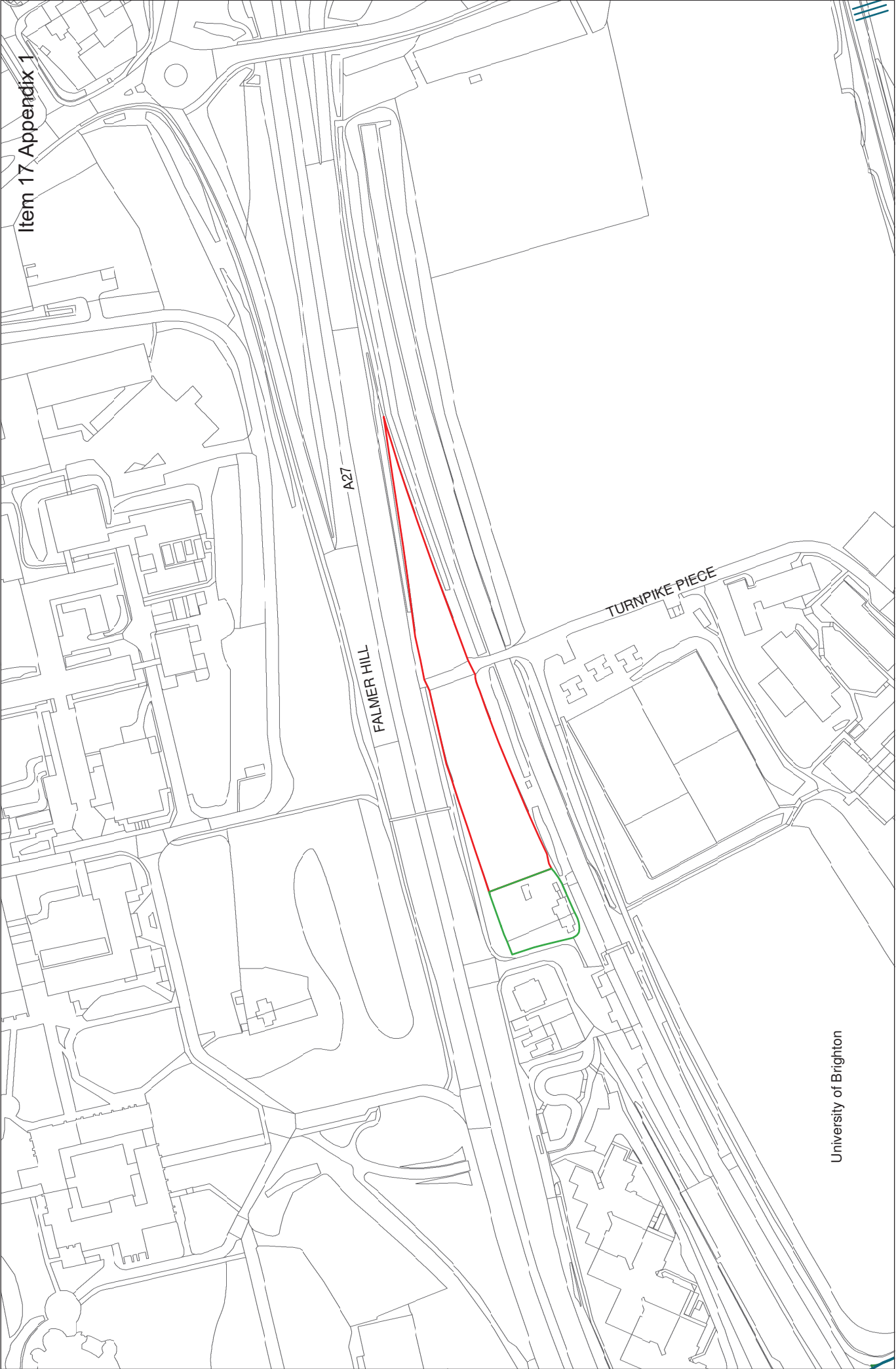
1. Plan identifying car park land and Park Wall Farm Cottages

Documents in Members' Rooms

None

Background Documents

1. Cabinet Report dated 15 January 2009 titled Community Stadium



- Park Wall Farm Cottages
- Park Wall Farm Car Park Site

University of Brighton

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Scale 1:2,500

Subject:	Patcham Place		
Date of Meeting:	9 June 2011		
Report of:	Strategic Director Resources		
Contact Officer:	Name:	Angela Dymott	Tel: 26-1450
		Jessica Hamilton	29-1461
	E-mail:	angela.dymott@brighton-hove.gov.uk	
		jessica.hamilton@brighton-hove.gov.uk	
Key Decision:	Yes	Forward Plan No: CAB22908	
Wards Affected:	Patcham		

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

- 1.1 Patcham Place had been occupied by the Youth Hostel Association (YHA) for nearly 70 years until they vacated in October 2007. The council has looked at a number of alternative options for the buildings, including using it for council services and for the South Downs National Park offices. It has revised its plans for the property and in compliance with our accommodation policies and corporate asset management strategies now seeks approval to market and sell the property on a long leasehold interest. This report is complemented by a report in part two of the Agenda.

2. RECOMMENDATIONS:

- 2.1 That Cabinet authorise the marketing of Patcham Place including the stable building by appointing agents for disposal by way of a long leasehold interest.
- 2.2 That Cabinet will consider a subsequent Cabinet report summarising the results of the marketing exercise and bids received and providing recommendations for disposal. The net capital receipt shall be used to support the council's corporate accommodation strategy, value for money and capital programme.

3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS:

- 3.1 Patcham Place was originally purchased, along with 22 acres of land in 1926 for the purpose of providing land for pleasure walks and public grounds. During the late 1920s and early 1930s the building was in a serious state of disrepair and a lease was granted to the YHA who with substantial investment repaired and refurbished the building and put it to use as a Youth Hostel. The main house is Grade II* listed. The stables are Grade II listed and are used as a parks depot. See attached plan at Appendix 1 indicating the 1.7 acre site for disposal.

- 3.2 In October 2007 the YHA's lease came to an end and they chose to vacate the property. Their customer requirements for accommodation had changed and they were unable to meet these changes at Patcham Place. The dilapidations settlement took some time to negotiate with the YHA which delayed the asset review of the building till 2009-10.
- 3.3 The building was initially considered as a potential operational building and various service options were explored to fund refurbishment and locate an appropriate service provider in the building. None have been found as the building is not ideally suitable for council services and office accommodation and will require significant investment. More recently it was viewed by the South Downs National Park Authority as a possible headquarters but they instead chose an alternative property in Midhurst. We have now reviewed our initial proposals and do not consider this to be an appropriate or suitable operational building in compliance with the council's Asset Management Strategy. Its maintenance and management would be uneconomic and inefficient given the building's age, configuration and listed status. It is therefore recommended instead that the property including the main building, stables and immediate grounds of approximately 1.7 acres (as identified on the plan at Appendix 1) is surplus to requirements and should be sold on a long leasehold interest.
- 3.4 Informal discussions with 9 local and London based agents (including auctioneers) suggested that in order to achieve the best value for the property a national marketing campaign be completed with the benefit of advice from the Planning team, inviting offers for a wide range of uses either on an unconditional basis or subject to planning. Whilst aiming to secure interest for a wide range of uses it seems that the highest value achievable could be for conversion to prestigious apartments. The property's values is dependant upon its future uses.
- 3.5 The Planning Projects Team and Conservation Team have visited the property and have prepared an informal advice note. The note provides pre-application advice to assist in the marketing of Patcham Place and advises on the key issues that are likely to be of concern to the local planning authority regarding the sensitive conversion of the building whilst respecting and enhancing the site and its historic surroundings.
- 3.6 The key thrust of the advice note is that any proposals for a change of use are likely to be considered within the context of their ability to successfully preserve the aspects of the building that contribute to its Listed status. A sensitive approach will be key to ensure its integrity and character is protected, both internally and within its unique setting.

4. CONSULTATION

- 4.1 Consultation has been carried out internally with relevant services and Property & Design to consider whether the property had potential as an operational building.
- 4.2 The Planning Projects Team and Conservation Team have both advised on planning guidance for the property.

- 4.3 Externally consultation has been carried out with the South Downs National Park.
- 4.4 Initial market advice has been obtained from agents Humberts, Graves Son & Pilcher, King Sturge, Savills, Smiths Gore, Cluttons, Lambert Smith Hampton, Fox & Sons and Oakley Commercial.

5. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 5.1 The capital receipt from the disposal of the building, less any disposal costs, would be used to support the council's corporate accommodation strategy, value for money and capital programme. The building does not currently generate any rental income, however it does incur some running costs associated with the upkeep and security of the site. These proposals are included within the Corporate Property Strategy and support the Asset Management process. The building is considered to be surplus to requirements.

Finance Officer consulted: John Timson Date: 09/02/11

Legal Implications:

- 5.2 S123 of the Local Government Act 1972 enables the Council to dispose of this property provided that best consideration reasonably obtainable is achieved. It is not considered that any individuals Human Rights Act rights will be adversely affected by the recommendations in this report.

Lawyer Consulted: Anna MacKenzie Date: 09/02/11

Equalities Implications:

- 5.3 There are none.

Sustainability Implications:

- 5.4 Whilst the building may suit conversion to offices it's design and grandeur is suited to an occupier whose requirement is for a headquarters or building of prominence. It is not an appropriate building to convert for the council's own operational use. Its maintenance and management would be uneconomic and inefficient given the building's age, configuration and listed status.

Crime & Disorder Implications:

- 5.5 Whilst the property is vacant it is occupied by guardians under contract to ensure it is secure and maintained.

Risk & Opportunity Management Implications:

- 5.6 The opportunity identified is to dispose of a surplus asset in return for a capital receipt. Given the current condition of the property market there is a risk that the

council will not receive an appropriate or satisfactory bid. However any decision to proceed with the disposal will be weighed up against the costs of maintaining, securing and repairing a vacant building of this size and age. There will be no obligation on the council to complete a sale if satisfactory terms are not agreed.

Corporate / Citywide Implications:

- 5.7 The proposal to sell the property complies with the council's priority to make better use of public money by disposing of assets that are surplus to requirements and achieving a capital receipt.

6. EVALUATION OF ANY ALTERNATIVE OPTION(S):

- 6.1 To retain the building as empty would diverge from the council's priorities and property objectives set out in the council's Corporate Property Strategy and Asset Management Plan. It would also continue to place upon the council a financial responsibility to maintain, repair, secure and manage the site.
- 6.2 To refurbish the building as offices and occupy as an operational property would require substantial financial investment by the council. Given the property's age and configuration it is not best suited to this use for the council. The building would not lend itself to flexible use of space in the long term should the council's requirements change. Its ongoing maintenance would also put a budget pressure on the council. To date an appropriate service provision has not identified that would best make use of this space.
- 6.3 For the council to act as developer and refurbish and sell the properties the council would be required to provide a substantial level of finance and resources to design the refurbishment, obtain the appropriate statutory consents and complete the works. In addition it would also be required to take on an unacceptable level of risk associated with the refurbishment, the costs incurred and the ability to meet the demands of the market at a volatile and unpredictable point in the economic cycle. The council does not have the appropriate resources or experience in house to act competently on a development of this nature and the risks associated are therefore increased exponentially to outweigh any potential financial benefit, if obtainable from the development.

7. REASONS FOR REPORT RECOMMENDATIONS

- 7.1 The property has not been in use since the YHA vacated in 2007 and following a lengthy dilapidations settlement with the YHA whilst its use as an operational building was explored both internally and with potential partners it was not thought to be suitable for occupation by any of the council's services because of its age, configuration, listed status, costs of refurbishment and costs of maintenance. It has now been identified as a surplus asset.
- 7.2 In compliance with the council's Corporate Property Strategy & Asset Management Plan it is proposed to dispose of this surplus asset to achieve a capital receipt.

SUPPORTING DOCUMENTATION

Appendices:

1. Location Plan (for identification purposes as land to be included in the sale is to be agreed in consultation with the Conservation Team).

Documents In Members' Rooms

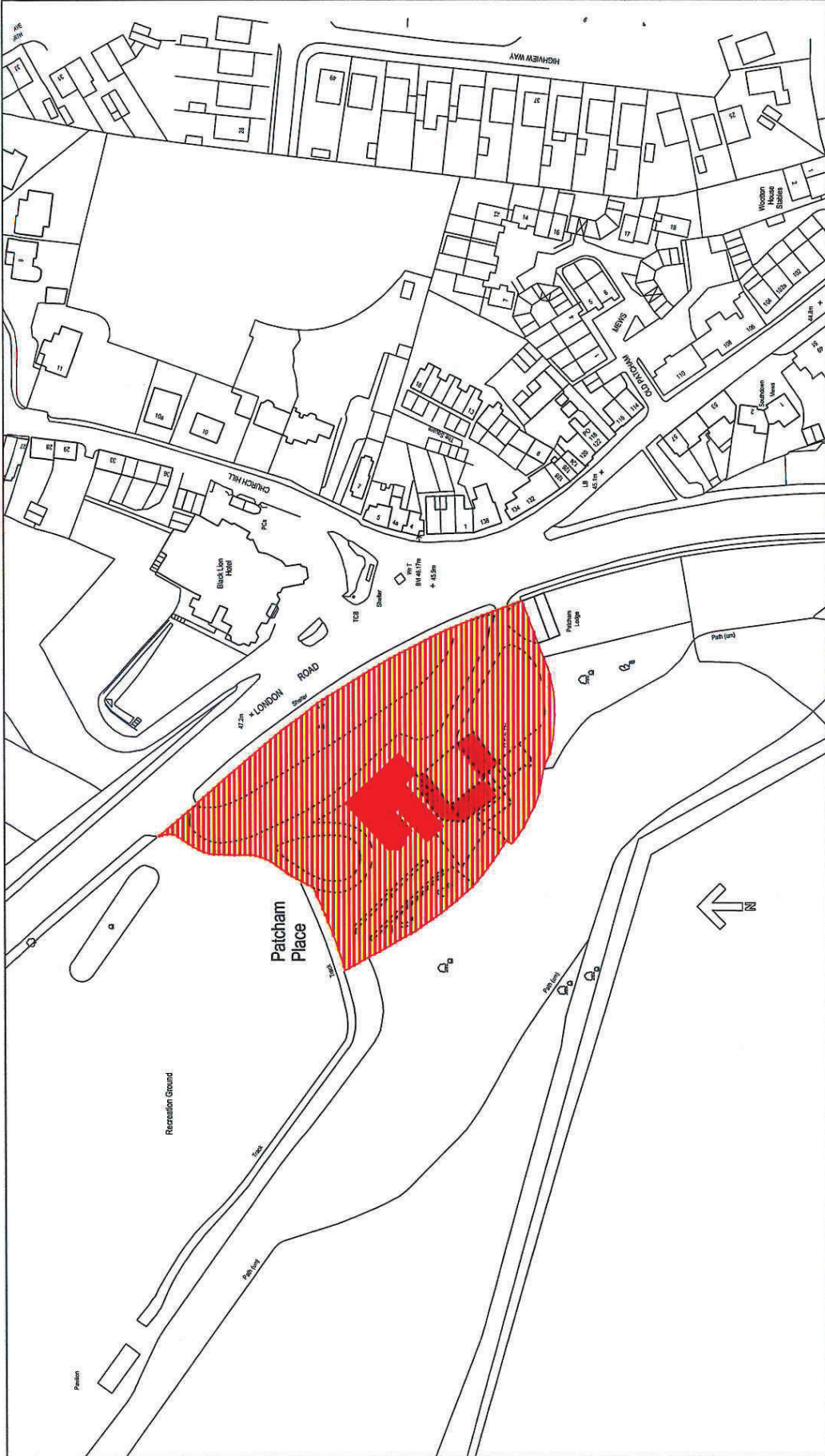
None

Background Documents

None

Drawing Status

FOR INFORMATION



REV	DATE	DESCRIPTION	Checked	Date

Drawn By: MS
 Date: July 2010
 Project No.:
 Scale: 1:1250
 Drawing No.: P01
 Revision:

Title
Site Plan

Project
**Patcham Place
 London Road
 Brighton**

BRIGHTON & HOVE CITY COUNCIL
 PROPERTY & DESIGN
 KINGS HOUSE, GRAND AVENUE,
 HOVE, EAST SUSSEX, BN3 2LS
 Telephone: (01273) 290000 Fax No. (01273) 291467



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Subject:	Procurement of Vehicles		
Date of Meeting:	9 June 2011		
Report of:	Strategic Director, Place		
Contact Officer:	Name:	Gillian Marston	Tel: 294701
	E-mail:	gillian.marston@brighton-hove.gov.uk	
Key Decision:	Yes	Forward Plan No: CAB22053	
Wards Affected:	All		

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

- 1.1 The council has committed to the reduction of carbon emissions and has in place a carbon management programme to deliver this commitment and meet national targets. Studies have shown that 8% of the carbon emissions come from the operation of the fleet. Further, the council, as part of its Value for Money Programme has been seeking to implement on going efficiency savings. The development and implementation of a fleet replacement programme aids both objectives by reducing carbon emissions and delivering value for money savings. By replacing vehicles and using new technologies the carbon impact of the council's fleet will be reduced by 22% through this replacement programme.
- 1.2 This report seeks approval from Cabinet to tender for and award contract(s) for the procurement of vehicles for a range of services, as part of a vehicle replacement programme, and subject to the approval of detailed business cases by the Director of Finance

2. RECOMMENDATIONS:

- 2.1 That Cabinet approves the fleet vehicle replacement programme up to 2016/17 outlined in Appendix A, which will be subject to approval of the annual Capital Investment Programme by Full Council and subject to an annual review of all vehicle replacement programmes to determine if the need for new vehicles as specified still exists.
- 2.2 That following the approval of detailed business cases by the Director of Finance, tenders be placed through either the EU procurement process or through existing legally compliant national framework agreements and that delegated authority be given to the Director of Finance to award current and future years' the contract(s).

3. RELEVANT BACKGROUND INFORMATION:

- 3.1 The Council needs to operate a fleet of vehicles to deliver front line services such as the transportation of service users in Adult Social Care and Children's Services, providing responsive services to vulnerable members of the community, and meeting the operational requirements of waste collection and

street cleaning services. Services using vehicles already have budget provisions for the costs associated with running a fleet.

- 3.2 Operating an old and non-standardised fleet is costly because of increased maintenance and service costs and higher fuel usage. Thus, a three to seven year vehicle and plant replacement programme has been developed for specific vehicle types which minimises fleet running costs and CO² emissions.
- 3.3 Extensive market research has been conducted for the purchase of vehicles in 2011/12 to ensure the council procures vehicles which are fit for purpose and also use latest technologies to reduce emissions and improve health and safety. This research is ongoing to ensure each year the council procures the correct vehicles for the services and minimises the environmental impact of service activities.
- 3.4 Outline business cases were produced that demonstrated that there were potentially significant savings to be gained through improved specification and procurement of new vehicles as well as savings on maintenance and repair, fuel, servicing and other running costs through replacement of old and inefficient fleet vehicles. The business cases included 'Vehicle Replacement Programmes' for all major service areas which showed that vehicle related costs and the associated financing costs of replacement vehicles could be met within existing budget provision and would also contribute to VFM and Service budget savings targets.
- 3.5 On the strength of the outline business cases (replacement programmes), £2 million was allocated in the Capital Investment Programme 2011/12, with an estimated £1 million per year over the following 3 years, and approved at Full Council on 3 March 2011. The exact profile of capital investment needed over the life of the replacement programmes will vary depending on changes in services' vehicle requirements, price trends, and technological developments. Any changes in the profile of capital investment will be reported in future Capital Investment Programmes for Full Council approval. All procurements will take place following the production of detailed business plans to the satisfaction of the Director of Finance for their approval and the following principles will be applied to all vehicle replacement programmes:
 - A reduction in the use of vehicles will be sought to reduce financial and environmental costs;
 - Where there is a need for vehicles, the most cost efficient and practicable vehicles with the lowest environmental impact will be sought;
 - Full consideration will be given to cost effective new technologies to improve safety of people, security of the vehicle and reduce environmental impacts.

4. PROPOSALS AND BENEFITS:

- 4.1 The proposal is to replace vehicles from the fleet replacement programme with vehicles that meet the latest standards and to lower CO² emissions.
- 4.2 The new vehicles will reduce vehicle maintenance costs and the reduced costs of £124,000 anticipated from the purchase of new vehicles in 2011/12 have been reflected in the 2011/12 budgets. Any additional savings in future years will also be reflected in future years' budgets.

- 4.3 The three to seven year vehicle replacement programmes have been developed to ensure effective asset and cost management and future planning around capital resources.
- 4.4 For 2011/12 replacements, investment of £1.8535 million is required and the new vehicles will be procured via the use of approved national frameworks for minibuses, cars, vans, municipal vehicles and plant. As part of the procurement process, the council will evaluate the different options against quality and price over 3 to 7 years. This evaluation will be carried out as part of the assessment of tenders submitted from approved suppliers. Contracts will only be awarded to suppliers who can offer the best value over the economic life of the vehicles with full consideration to reducing CO² emissions.

5. CONSULTATION

- 5.1 There has been consultation on the vehicle requirements with service/operational managers, fleet drivers and the Fleet Engineer to ensure vehicles are commensurate with service demands. Consultations will be ongoing with all services throughout the three to seven year replacement programme.
- 5.2 The procurement process will be undertaken in conjunction with the council's operational managers, procurement and finance teams.

6. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 6.1 A sum of £2m million has already been provided for in the 2011/12 Capital Investment Programme to replace vehicles. In pursuance of this investment, this report proposes that £1.8535 million of unsupported borrowing is invested to meet the requirements of the first year of the vehicle replacement programmes. Future allocations of capital (unsupported borrowing) in support of vehicle replacement programmes will be subject to approval of detailed and updated business cases by the Director of Finance and approval of the annual Capital Investment Programme by Full Council.
- 6.2 Services currently using vehicles have revenue budget provision to cover operational running costs associated with those vehicles.
- 6.3 Any capital expenditure on replacement vehicles will be financed through unsupported borrowing and the associated revenue financing costs (principal and interest) will be paid for out of the aforementioned revenue budgets over the life of the associated vehicle assets. It is estimated that savings in relation to fuel, maintenance, contract hire and leasing costs will enable financing costs to be met from existing budgets together with the achievement of £124,000 of VFM and Service budget savings targets. A summary of the estimated revenue implications is set out in Appendix C.
- 6.4 The detailed business cases will set out the financing costs and projected vehicle related costs of the replacement programmes. The programmes will require the use of a Vehicle Replacement Reserve to smooth out timing differences between the incidence of financing costs and the achievement of cost reductions and

savings, including residual values. The use of this reserve over the period of the replacement programmes (2011-2017) has no net financial impact on the council.

Finance Officer Consulted: Nigel Manvell

Date: 17/05/11

Legal Implications:

- 6.5 The value of the proposed contract(s) for the procurement of vehicles exceeds the relevant threshold for the purposes of the EU Procurement Directive and accompanying UK Regulations. As a result, any such contract is subject to the full application of both the Directive and Regulations and either a tender process will need to be undertaken in compliance with the relevant legislation or any framework arrangement accessed must itself have been established in compliance with such legislation. Contracts over £75,000 must be prepared in a form approved by the Head of Law.

Lawyer Consulted: Sonia Likhari

Date: 17/05/11

Equalities Implications:

- 6.6 The contract will seek to maximise the council's services by providing improved vehicles and equipment that is fit for purpose.

Sustainability Implications:

- 6.7 The purchase of new vehicles will improve the effectiveness and efficiency of the service. Sustainability issues will be addressed in specification documents. The successful contractors will be sourcing products to compliance with the EU regulations for vehicle emissions (currently Euro V) and low or lowest CO² emissions for the size of vehicle, meeting the Councils commitment. The new vehicles will also be more fuel efficient, reducing cost and reportable CO² emissions for these vehicles of 22%.

Crime & Disorder Implications:

- 6.8 There are no direct implications in respect of the prevention of crime and disorder within this report although the vehicle specifications developed will try to minimise vandalism through design and the use of relevant materials.

Risk & Opportunity Management Implications:

- 6.9 New vehicles will better enable the council to meet the requirements of the services.

Corporate / Citywide Implications:

- 6.10 The services aims to improve customer satisfaction as far as is reasonably practical and new vehicles will play an important part in the council meeting its objectives.

7. EVALUATION OF ANY ALTERNATIVE OPTION(S):

- 7.1 One alternative is not to procure any replacement vehicles and continue current practice of ad hoc purchase, contract hire and/or leasing. However, not only will this lead to increasing costs over the medium term as maintenance and repair costs increase as vehicles continue to exceed their lifespan but it will also not be possible to achieve the VFM and Service budget savings targets of £124,000 or to achieve the reduction of 22% in CO² emissions. Therefore, fuel costs will remain higher and so will CO² emissions. In addition, front line service provision could be disrupted due to increasing vehicle down time and this will lead to further additional costs.
- 7.2 As part of the procurement process, the council will evaluate the different options of procuring the new vehicles; including Contract maintenance. This evaluation will be carried out as part of the tender assessments of the tenders submitted from approved suppliers. Contracts will be awarded to suppliers who can offer the best value to the council.

8. REASONS FOR REPORT RECOMMENDATIONS

- 8.1 Brighton & Hove City Council will achieve significant service, financial and environmental benefit from procuring new vehicles. The report is in pursuance of the council's value for money programme and approved budget strategy.

SUPPORTING DOCUMENTATION

Appendices:

- A. Vehicle Replacement Outline Programme 2011 to 2017
- B. Vehicle Replacement Programme- 2011/12
- C. Appendix C – Summary of Revenue Implications and Financing Costs

Documents in Members' Rooms:

None

Background Documents:

None

Item 19 Appendix A

Vehicle Replacement Outline Programme 2011 to 2017

Replacement Type	2011/12 £'000	2012/13 £'000	2013/14 £'000	2014/15 £'000	2015/16 £'000	2016/17 £'000
Cars	149.0	205.0	112.0	417.0	232.0	149.0
Minibuses	309.0	181.0	248.0	-	-	35.0
Pickups	-	-	38.0	57.0	15.0	24.0
Plant	163.5	150.0	81.0	127.0	71.0	135.0
Refuse Collection Vehicles	592.0	298.0	-	-	-	444.0
Sweepers	146.0	383.0	-	188.0	146.0	-
Tippers	312.0	283.0	25.0	50.0	226.0	487.0
Tractors	-	46.0	185.0	74.0	-	11.0
Vans	182.0	195.0	11.0	-	-	218.0
Total	1,853.5	1741.0	700.0	913.0	690.0	1,503.0

Vehicle Replacement Programme- 2011/12

Replacement Type	Number	2011/12 £'000	Economic Life
Cars	9	149.0	3 Years
Minibuses	7	309.0	5-7 Years
Pickups	0	-	5 Years
Plant	9	163.5	5-7 Years
Refuse Collection Vehicles	4	592.0	7 Years
Sweepers	2	146.0	4 Years
Tippers	12	312.0	5 Years
Tractors	0	-	7 Years
Vans (inc. Electric)	10	182.0	5 Years
Total	54	1,853.5	

Summary of Revenue Implications and Financing Costs

Summary of Revenue Budget Impact	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17
	£	£	£	£	£	£
Existing Fleet Budgets:						
Fleet Vehicle Revenue Budgets	2,118.4	2,147.1	2,176.5	2,206.5	2,237.1	2,268.2
Existing Financing Costs	338.2	342.4	346.6	350.9	355.3	359.8
Less: VFM and Budget Savings targets	-124.0	-124.0	-124.0	-124.0	-124.0	-124.0
New Fleet Budgets incorporating Replacement Programmes:						
Revised Fleet Vehicle Revenue Budgets	1,213.4	1,222.3	1,160.8	1,034.7	1,064.6	1,055.3
New Financing Costs	930.3	1,243.6	1,256.6	1,389.8	1,442.0	1,489.9
Net Budget Position Carried Forward*	-188.9	-88.5	-70.1	-79.1	-40.9	0.4

- * The net budget position carried forward shows that the replacement schemes balance over the period to 2016/17 after meeting the Value for Money and Service Budget savings targets of £124,000. The position starts with a carried forward surplus which reduces over time as financing costs are incurred and eventually balances by the end of the period.

Subject:	Cabinet Portfolios and Ways of Working
Date of Meeting:	9 June 2011
Report of:	Strategic Director, Resources
Contact Officer:	Name: Abraham Ghebre-Ghiorghis Tel: 29-1515
	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 This report confirms the Cabinet portfolios agreed by the Leader of the Council on 19th May 2011 and proposes arrangements for the Cabinet Member Meetings that will support the new portfolios.
- 1.2 The report also informs Cabinet of proposals to review aspects of the arrangements and that any proposed changes will be reported to a future Cabinet following consideration by the Governance Committee.

2. RECOMMENDATIONS:

- 2.1 That Cabinet:
- (1) Notes the Cabinet portfolios approved by the Leader on 19th May 2011 as set out at Appendix One and the explanatory note as set out in appendix 2;
 - (2) Agrees the proposals in paragraph 4 of the report regarding the arrangements for Cabinet Member Meetings;
 - (3) Notes that the new Cabinet arrangements and any further modification to ways of working will be considered by the Governance Committee and any changes reported to Cabinet for approval.

3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS:

- 3.1 Under the Local Government Act 2000, the Council must appoint a Leader at the Annual Council following local elections. The Leader has the power to appoint Members to serve as Members of the Cabinet and to change the portfolios.
- 3.2 On 19th May 2011, the new Leader of the Council designated revised Cabinet portfolios and made appointments to those positions. The Cabinet appointments, and consequential changes to the Scheme of Delegations, took effect immediately. A copy of the amended Scheme of Delegations is attached as Appendix One.

- 3.3 Under the Council's constitution, any Cabinet appointments and any consequential amendments to the scheme of delegations have to be reported to Council for information. This was done as part of the addendum to the Council agenda at annual Council. The documents included an explanatory memorandum, which is attached as appendix 2 for information.

4. ARRANGEMENTS FOR CABINET MEMBER MEETINGS

- 4.1 The creation of the new portfolios requires a re-examination of the arrangements for Cabinet Member meetings. This is, in particular, the case in relation to functions previously comprised in the delegations to the Cabinet Member for Environment. The intention is to reflect the revised portfolios as much as possible whilst, at the same time, keeping the number of meetings to a minimum. In doing so, regard has been had to the statutory guidance on constitutions which requires arrangements to be efficient, transparent and accountable.
- 4.2 Having regard to the above principles and the Council's wish to see Cabinet Member decisions taken in public, it is proposed that the following arrangements for Cabinet Member meetings apply:
- (a) That the arrangements for Cabinet Member meetings for Housing, Children and Young People, Adult Social Care & Health, Culture Recreation & Tourism continue unchanged;
 - (b) That there be no Cabinet Member meetings for Finance & Central Services, as now;
 - (c) That, given the wide range of functions comprised within the portfolio, there be a separate Cabinet Member meeting for Planning, Employment, Economy and Regeneration. It is proposed that these take place on days currently scheduled for the Environment CMM.
 - (d) That there be joint Cabinet Member meetings for Transport & Public Realm and Environment & Sustainability. These will operate not as a joint committee, but as two separate decision-making meetings that may be held concurrently or consecutively as the Members may decide. It is proposed to use dates currently scheduled for the Sustainability Cabinet Committee with additional dates to be confirmed.
 - (e) Given the nature of functions comprised in the delegations for the Cabinet Member for Communities, Equalities and Public Protection, any decisions are likely to be taken at Officer level (for example environmental health and trading standards) or need to be taken by Cabinet given their cross-cutting nature (for example equalities) or are matters referred to the Community Safety Forum which is chaired by the Cabinet Member. It is therefore not proposed to have formal scheduled meetings. Should the need arise for formal meetings, they can be called by the Cabinet Member after consulting opposition spokespersons.
 - (f) That there be a review of the arrangements in the light of experience as part of the next review of the constitution. In the meanwhile, as part of the normal arrangements, the relevant Cabinet Member has the power to vary the meeting days if, following comments, the proposed dates prove inconvenient.

- 4.3 The Cabinet Procedure Rules and Council Procedure Rules as they apply to the running of Cabinet and CMM meetings remain in place and it is not proposed to change them at this stage.

5. CABINET COMMITTEES

- 5.1 There is one Cabinet Committee meeting in existence at the moment (the Sustainability Cabinet Committee.) However, in the light of the desire to mainstream sustainability, and given concerns about the effectiveness of the current role of the committee, it is proposed that the future of the committee be considered as part of the next review of the constitution. In the meanwhile, it is proposed not to hold meetings of the committee unless there are pressing reasons and the matter cannot be dealt with conveniently by the Cabinet, in which case the Chair of the Committee may call a special meeting.
- 5.2 Another option open to the Cabinet would be the establishment of a Cabinet Committee for Environment. However, it is proposed that the arrangements outlined in paragraph 4 should be put in place and the option of an Environment Cabinet Committee considered in the light of experience as part of the next review of the constitution.

6. FURTHER REVIEW OF EXECUTIVE AND OTHER ARRANGEMENTS

- 6.1 In view of the time constraints, the revised portfolios and the CMM arrangements have not been referred to the Governance Committee in advance of a decision. It is however proposed to refer these changes to the Committee together with any other proposals and the recommendations of the Committee, if any, will be reported to Cabinet for a decision in so far as they relate to executive arrangements.
- 6.2 Cabinet Members also need to be aware that there are planned reviews regarding the overview & scrutiny arrangements which are likely to result in significant changes to the current ways of working. In addition, there will be opportunities to look at all parts of the constitution, including webcasting, the operation of council procedures and the proposals in the Localism Bill. This will be led by the Governance Committee with the relevant recommendations reported to Cabinet.

7. CONSULTATION

- 7.1 Democratic Services will consult with affected Members in relation to proposed Cabinet Member meeting dates and times.
- 7.2 There will be consultation with Members and other affected parties in relation to the wider review of the Constitution referred to in the report

8. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 8.1 There are no direct financial implications arising from the proposals in this report.

Finance Officer Consulted: Anne Silley

Date: 27/05/11

Legal Implications:

- 8.2 The appointment to Cabinet portfolios is governed by the Local Government Act 2000 and is a function of the Leader of the Council. This report does not therefore require approval of the new portfolios or the immediate changes necessary to meetings to support those portfolios. However, as changes to the Constitution are normally required to go through the Governance Committee, the report proposes to take a full review of the Constitution to the Governance Committee.

Lawyer Consulted:

Elizabeth Culbert

Date: 26/05/11

Equalities Implications:

- 8.3 There will be a focus on ensuring accessibility to all council meetings, including facilities for wheelchairs users, including lifts and toilets as well as the operation of induction loops and other assistance which can be arranged through the meeting venue.

Sustainability Implications:

- 8.4 Proposals to increase the prominence of sustainability issues are addressed in the body of the report.

Crime & Disorder Implications:

- 8.5 None

Risk and Opportunity Management Implications:

- 8.6 None

Corporate / Citywide Implications:

- 8.7 The proposals in the report reflect the focus and aspirations of the administration for the City.

9. EVALUATION OF ANY ALTERNATIVE OPTION(S):

- 9.1 Cabinet Member Meetings could be arranged differently but the proposals in the report best support the Cabinet appointments made by the Leader of the Council on 19th May 2011.

10. REASONS FOR REPORT RECOMMENDATIONS

- 10.1 The report aims to ensure transparency and facilitate discussion in relation to new Cabinet portfolios. It further seeks to inform Members of proposals for full consultation in relation to any future changes to the constitution.

SUPPORTING DOCUMENTATION

Appendices:

1. Amended scheme of delegations for executive functions.
2. Explanatory note to proposed amendments

Documents In Members' Rooms

None

Background Documents

None



Brighton & Hove City Council

SCHEME OF DELEGATIONS FOR CABINET

Approved by Leader of the Council on 19 May 2011 to come into force with immediate effect.

PART 4.1 LEADER & CABINET – GENERAL

1. Role

The Executive consists of a Leader and Cabinet. The Executive shall carry out all of the local authority's functions which are not the responsibility of any other part of the local authority, whether by law or under this Constitution.

2. Form and composition

The Executive shall consist of the Leader of the Council (who shall be the Chair of the Cabinet) and between two and nine Councillors appointed to the Cabinet by the Leader.

3. Leader of the Council

The Leader shall be a councillor elected by the Council. The Leader holds office until the annual Council meeting following the next local elections providing that he/she shall cease to be Leader if any of the following takes place:

- a) He/she resigns from the office; or
- b) He/she is suspended from being a councillor under Part 111 of the Local Government Act 2000 (although he/she may resume office at the end of the period of suspension); or
- c) He/she is no longer a councillor; or
- d) He/she is removed from office by resolution of the Council, or
- e) He/she is otherwise disqualified by law.

If the Leader ceases to hold office before the end of his/her term, the Council shall elect a new Leader, who shall hold office until the annual Council following the next local elections, or until one of the events described in a) to e) above occurs. Until such time as the new Leader is elected, the Deputy Leader (Executive) shall assume the role of the Leader.

No resolution to remove the Leader may be passed unless it complies with the requirements of Rule 25 of the Council Procedure Rules.

4. Other Cabinet Members

Appointment: Only Councillors may be appointed to become Cabinet Members. Subject to the legal minimum and maximum, the size and composition of the Cabinet is a matter solely for the Leader to decide. He/she may choose to appoint councillors from any political group or

those not in any political group. The Cabinet need not reflect the overall political composition of the Council. The Leader must report his/her appointments to the Chief Executive immediately they are made and to the next meeting of Full Council. The appointment of Members to the Executive shall be effective immediately the notification is received by the Chief Executive.

Removal of Cabinet Members: Cabinet Members shall hold office until:

- a) they resign from office; or
- b) they are suspended from being councillors under Part 111 of the Local Government Act 2000 (although they may resume office at the end of the period of suspension); or
- c) they are no longer councillors; or
- d) they are removed from office, either individually or collectively, by the Leader, or
- e) they are otherwise disqualified by law.

Before a decision to remove a Member from the Cabinet shall take effect, the Leader must inform the Council's Chief Executive in writing that he/she has decided to remove the Member from office and the date upon which such removal is to take effect. The removal of the Cabinet Member shall take effect on the date specified in the notice or, if no date is specified, on the date that the notice is received by the Chief Executive.

The notice must also state the identity of any newly appointed member of the Cabinet and, if appropriate, any consequential amendment to the scheme of delegation to Cabinet Members under Part 4 of the Constitution.

The Leader must report his/her decision to remove a Cabinet Member to the next meeting of Full Council and at that meeting the Leader must inform the Council of the identity of the new Executive Member who shall succeed the outgoing Member and, if appropriate, any amendment to the scheme of delegation in part 4 of the Constitution.

5. Deputy Leader

The Leader may appoint one of the Cabinet Members to be Deputy Leader (Executive). Any Member appointed as such shall be able to exercise the functions of the Leader when the Leader is unavailable or unable to act. Any exercise of functions by the Deputy Leader (Executive) shall be subject to any limitations, qualifications or other instructions as may be issued by the Leader either generally or in

relation to the exercise of particular functions. The Deputy Leader (Executive) shall be subject to the same conditions as to appointment and dismissal as apply to any Cabinet Member.

(Note that under current arrangements, the Council may appoint a Non-Executive Deputy Leader which shall not operate as an appointment under Schedule 1 of the Local Government Act 2000 and such a person may not exercise any of the functions of the Leader which are executive functions.)

6. Proceedings of the Cabinet

Proceedings of the Cabinet shall take place in accordance with the Cabinet Procedure Rules set out in Part 4 of this Constitution.

7. Responsibility for functions

The Leader shall maintain a list in this Constitution setting out which individual members of the Cabinet (see Part 4), committees of the Cabinet (see Part 4), Officers (see Part 7) or joint arrangements (see Part 5) are responsible for the exercise of particular executive functions.

8. Role of Leader of the Council

All executive functions of the Council are vested by law in the Leader of the Council. He/she therefore has overall responsibility for the discharge of all executive functions.

The Leader shall have overall responsibility at the political level in relation to setting corporate priorities and strategic policy direction. He or she shall be its principal spokesperson on corporate and strategic issues.

The Leader shall chair the Cabinet and guide its work, ensuring coherent direction and action and that, where relevant, proposals are made to Full Council for decision within appropriate timescales.

The Leader shall provide political direction to the Chief Executive and other officers on the overall corporate priorities and objectives set by Full Council and ensure coherent action by the Council both internally and externally.

He/she shall share in the responsibilities of the Cabinet and have the responsibilities of an individual member of the Cabinet, with a specific portfolio of responsibilities as shown in part 4 of the constitution. This

shall be without prejudice to the powers of the Leader to exercise all executive powers.

The Leader shall appoint, suspend or remove Cabinet Members as necessary and determine the arrangements for the discharge of executive arrangements.

Miscellaneous roles: The Leader shall:

- work closely with other Cabinet Members to ensure the development of effective policies, and high quality services to the City;
- work with the relevant Cabinet Members in developing revenue budget and capital programme strategies and ensuring probity and financial monitoring;
- developing, in consultation and partnership with others, a strategy for promoting the social, economic and environmental well-being of the area; enhancing partnership working and public consultation and participation, as well as developing a public relations/corporate information strategy;
- guide policy and strategy proposals through the Council where the final decision rests with the Council;
- in consultation with the Chief Executive and the Monitoring Officer, to draw up a four month forward programme of Cabinet business and to keep it under review;
- act as an ambassador for the Council;
- maintain professional working relationships and establish mutual respect with the Chairmen of the Council's regulatory and overview and scrutiny committees, and with all other Members and officers;
- be a promoter and upholder of equalities throughout the City and high standards of ethical conduct by the Council's Members and officers.

9. Role of Cabinet Members

The following roles are allocated to all Cabinet Members:

To work with the Leader and other members of the Cabinet to ensure coherent direction and action by the Council, acting in accordance with Council decisions and, as part of that, to ensure that the Cabinet is informed of events, activities and proposals and involved in all decisions which should be taken collectively. In pursuance of this:

- i) to play a leading role in the management of the Council and decisions about the services it provides and how they are provided, with a view to achieving excellence in the provision of council services;
- ii) to participate, with other members of the Cabinet, in consideration of steps to revitalise local democracy through increased public consultation and participation; ensure high quality services; strengthen the Council's ethical framework; and enhancing, in partnership with others, the Council's community leadership role;
- iii) to provide political leadership on the activities relating to the Cabinet Member's portfolio;
- iv) to provide political leadership to the Chief Executive and other relevant officers on matters relating to the Cabinet Member's portfolio or those activities in respect of which it has been agreed that the councillor should lead; to advise the Cabinet on them and to steer policy developments or changes and other proposals for action requiring the approval of the Council. In so doing, the councillor shall have regard to the overall corporate priorities and objectives set by Full Council and the need for coherent action by the Council both internally and externally;
- v) to exercise executive functions delegated to Cabinet Members by the Leader as set out in Part 4.2 of the Constitution;
- vi) in relation to the Council's Corporate Plan, Cabinet Members shall:
 - a) agree corporate priorities and objectives for consideration by Full Council;
 - b) monitor performance against the Plan;
 - c) review annually the priorities and objectives in the Plan;
 - d) prepare an annual report on the performance achieved by the Council during the previous year.
- vi) to participate with the other Cabinet Members in:
 - a) setting guidance which should be given to the Council on the way in

- which budgets should be prepared, overall budget priorities and the assumptions which should be made in preparing budgets, having regard to the Council's overall corporate priorities and objectives as set out in the Plan; and to recommend to Full Council an annual budget and a three year medium term financial strategy for planning purposes;
- b) developing a strategy for promoting the well-being of the area and a sense of direction for its communities;
 - c) monitoring the organisation and management processes of the Council to ensure that they continue to meet the needs of the City and to advise the Council on any recommendations for change;
 - d) agreeing a public relations/corporate information strategy and participate in its implementation.
- viii) to encourage and participate in working with partners and other organisations involved in the provision of services which link with those provided by the Council or which have an interest in or contribute to the well-being of Brighton & Hove or communities within it;
- ix) to act as an ambassador for the Council, promoting its work (particularly in those areas relevant to the Cabinet Member's portfolio or where the Cabinet Member has been designated by the Leader to lead or take a special interest) and participating in consultation, listening to, and taking account of, the views of organisations, the public and businesses;
- x) to keep in touch with the views of councillors and take them into account in reaching decisions and, with other Cabinet Members, to consider how Cabinet thinking on strategy and policy issues can best be shared with councillors as it develops;
- xi) within the prescribed timescale, to provide information required by an overview and scrutiny committee (see part 6.1, paragraph 15), and, where requested, to appear before such a committee;
- xii) to fulfil the roles set out in paragraph 2.03 in Article 2 of the Constitution.

PART 4.2. RESPONSIBILITY FOR FUNCTIONS

A. Leader of the Council

General Functions

To exercise any function which is designated as an executive function under the law or under the Council's Constitution.

[N.B. Section 14 of the Local Government Act 2000 (as amended) vests all executive functions in the Leader, who may delegate them to the Cabinet, a committee of the Cabinet, individual Cabinet Members, officers or joint committees. Any such delegation is without prejudice to the Leader's ability to exercise these powers notwithstanding the delegation].

Specific Functions

- To determine the appointment and dismissal of Cabinet Members, their portfolios and the scheme of delegations for executive functions.
- The formulation, co-ordination and implementation of corporate policies and strategies and making decisions relating to such matters to the extent that they are not reserved to Full Council.
- To chair Cabinet meetings and major partnerships as necessary and ensure the efficient despatch of business consistent with the Council's policies and strategies.
- To be the lead spokesperson for the Council and deal with external relations with partners and other stakeholders.
- To represent the Council in national and regional negotiations and consultations.
- To lead on consultation and other liaison with local communities.
- Overall responsibility for the performance framework, including the monitoring of targets.
- To lead and co-ordinate the Council's work on key cross-cutting policy areas such as equalities, sustainability and communications.
- To deal with any executive function not specifically delegated to another member of the Cabinet.

B. The Cabinet

- 1.1 After the Leader, the Cabinet will operate as the highest executive decision-making body. The following functions shall be discharged by the Cabinet:
- (a) the formulation and submission to Full Council of all plans and strategies that form part of the policy framework.
 - (b) the development, formulation and submission to Full Council of the budget.
 - (c) Any matter which the Cabinet, having regard to the forward plan, decides should be dealt with by the Cabinet.
 - (d) Any matter which the Leader decides should be dealt with by the Cabinet.
 - (dA) Any matter which is delegated to a Cabinet Member for whom no separate Cabinet Member meetings are scheduled
 - (e) Any matter which is delegated to a Cabinet Member, and that Councillor decides to refer the matter to the Cabinet.
 - (f) Any matter which straddles the portfolios of 2 or more Councillors and, in the opinion of the Leader or the Monitoring Officer, is more appropriately dealt with by the Cabinet.
 - (g) Any executive function which is not specifically delegated to a Cabinet Member under this scheme of delegations.
 - (h) Approval of the Council's Risk Management Strategy.
 - (i) Any matter which, under the Council's Financial Standing Orders, Contract Standing Orders or other Council rules, requires the approval of the Cabinet.
- 1.2 When referring or reserving a matter to the Cabinet under subparagraphs (c) (d) (e) of paragraph 1.1 above, the Leader or, as the case may be, the Cabinet Member may do so on a one off basis or as part of a general/ standing arrangement.

C: FINANCE AND CENTRAL SERVICES

Delegated Functions

To exercise the functions of the Council as follows:

Finance

- (a) Advising the Leader and Cabinet on budget strategy and the medium term financial plan;
- (b) Reviewing financial management arrangements and performance;
- (c) Reviewing arrangements for securing value for money and efficiency in the use of the Council's resources;
- (d) Reviewing treasury management arrangements and performance;
- (e) Considering reports on financial matters as may be agreed between the Cabinet Member and the Chief Finance Officer and advise the Leader or the Cabinet as appropriate;
- (f) Making decisions or granting authorisations on expenditure in accordance with the requirement of Financial Standing Orders;
- (g) Making decisions on matters which, in the opinion of the Cabinet Member, on the advice of the Chief Finance Officer, are not significant enough to be referred to the Cabinet;
- (h) To provide Member leadership to the finance function.

Central Services

All functions regarding the delivery and performance of the Council's support services, in particular:

- Finance
- Property and Design
- ICT
- City Services (except libraries)
- Corporate Procurement
- Legal and Democratic Services
- Policy, Analysis and Performance
- Communications
- Human Resources and Development

To discharge all functions regarding the establishment of joint working with other authorities, including the establishment of any shared services arrangements.

To receive reports on resourcing, structuring and capacity building in support services and take action as appropriate.

The Council's functions regarding ICT providing that this shall not include approval of the ICT Strategy.

To approve the Council's Planned Property Maintenance Programme.

The acquisition or disposal of properties held centrally or by service areas relating to 2 or more Cabinet Members, up to the value of £1 million providing that the Leader is notified in advance and has no objection. *

The award of contracts relating to Central Services or those that are Corporate (i.e. not specific to individual services such as corporate stationary, cleaning etc contracts). *

The Council's functions relating to City Services (except libraries)

[NB.* These delegations will not preclude contracts, property or other issues of major significance being referred to Cabinet in accordance with the normal rules.]

D. TRANSPORT AND PUBLIC REALM

Highways Management

To exercise the Council's functions in relation to all highways matters and as highway authority, street authority, bridge authority, including but not limited to highways, bridges, private streets and rights of way.

Traffic Management and Transport

- (a) To manage the provision of transport services for service departments including home-school transport and transport for social services;
- (b) To exercise the Council's functions in relation to traffic management and transport and as traffic authority, including but not limited to public passenger transport and the co-ordination of transport for service users;
- (c) To consider and make decisions on proposed traffic orders and rights of way issues where objections have been received and not withdrawn or otherwise resolved;
- (d) To exercise the Council's powers regarding travel concessions.

Parking

To exercise the Council's functions in relation to parking, including on and off street parking and decriminalised parking.

Public Realm

To exercise the council's functions regarding spaces to which the public have rights of access and consisting of the highway, street furniture on the highway and open spaces or part of open spaces immediately adjacent to the highway to which the public have access.

E: ENVIRONMENT AND SUSTAINABILITY

Parks and Green Spaces

To exercise the Council's functions in relation to Parks and Open Spaces to the following extent:-

- (a) provision, management and control of parks and open spaces (except those held for housing purposes);
- (b) making countryside management arrangements in liaison with the Sussex Downs Conservation Board (or any successor body) and other environmental bodies;
- (c) provision, management and control of allotments and smallholdings.

Travellers and Gypsies

To exercise the Council's functions in relation to travellers and gypsies including the management of authorised sites.

Waste

To exercise the Council's functions in relation to waste and as waste collection authority, waste disposal authority and litter authority, including dealing with litter, street cleansing, abandoned vehicles and dog fouling.

Coast Protection

To exercise the Council's functions as a coast protection authority.

Seafront

To exercise the Council's functions regarding the esplanade, beach and foreshore.

Sustainability

To co-ordinate the Council's role and response to cross-cutting sustainability issues such as reducing carbon emissions, projections of a changing climate locally, improving resource efficiency and developing sustainable energy.

F: COMMUNITIES, EQUALITIES AND PUBLIC PROTECTION

Public Safety

Civil Contingencies

To exercise the Council's functions in relation to emergency planning and business continuity, including the Council's functions under the Civil Contingencies Act 2004.

Environmental Health

To exercise the Council's functions in relation to environmental health, air pollution control, health and safety at work (except in so far as it relates to the Council as an employer) public conveniences, food safety, control of nuisances, including noise control and control of dogs.

Trading Standards

To exercise the Council's functions regarding trading standards, including but not limited to consumer protection, product safety, fair trading, metrology, food standards and animal health;

Licensing

To exercise the licensing functions of the Council to the extent that they are executive functions, including the formulation and development of the Statement of Licensing Policy and Statement of Gambling Policy prior to their adoption by Full Council.

Community Safety

To co-ordinate the Council's functions regarding the police and public safety and to take such action as is necessary, including:

- (i) making consultative arrangements under the Police Act 1996;
- (ii) drawing up community safety plans;
- iii) co-ordinating the Council's functions under the Crime and Disorder Act 1998 including the formulation, with other responsible authorities, of strategies for reducing crime and disorder and the making of child curfew schemes providing that this shall not include the adoption of the Crime and Disorder Reduction Strategy.

Communities

To co-ordinate and lead on the Council's functions in connection with community engagement and voluntary organisations.

To co-ordinate and lead on the Council's functions in relation to Equalities and Inclusion

Public Health

To coordinate and make arrangements for the exercise of the Council's functions in relation to public health, for example in relation to:-

- Sexual health;
- Physical Activity, Obesity, tobacco control Programmes;
- Prevention and early detection;
- Children's public health;
- Immunisation; Public Mental Health;
- NHS Healthcheck and Workplace Health Programmes;
- Dental Public Health; Social Exclusion; Seasonal Mortality.

G: PLANNING, EMPLOYMENT, ECONOMY AND REGENERATION

Planning

To exercise the planning functions of the Council to the extent that they are executive functions, including the formulation and development of the Local Area Framework prior to its adoption by Full Council.

Economic Growth and Regeneration

- (a) The Council's functions and partnerships regarding the promotion of economic growth and the establishment and development of business.
- (b) Promoting and developing the economic fundamentals of the City (on occasions with other Cabinet Members) in areas such as adult skills, productivity, development sites etc.

Major Built Environment Projects

- (a) To oversee the progress of major projects (including major building, infrastructure or other projects involving the erection or significant alteration of major permanent structures or landmarks) undertaken by the Council, and advise the Leader or the Cabinet as appropriate.
- (b) To review major projects and any project Boards having regard to capacity to deliver, corporate priorities and resources, and advise the Leader or the Cabinet as appropriate.

Conservation and Design

To exercise the Council's functions in relation to Conservation and Design including the Hove Borough Council Act 1976

Building Control

To exercise the Council's functions regarding building control.

Council Business Liaison

To oversee the agenda planning and timetabling of decision-making meetings.

To ensure the efficient dispatch of council business by co-ordinating decision-making and by facilitating liaison between the executive, non-executive members and officers.

To ensure that the Council's business and decision-making is conducted having regard to the principles set out in Article 11 of the Constitution, namely:

- proportionality
- due consultation and taking of professional advice from officers
- respect for human rights
- presumption in favour of openness, and
- clarity of aims and desired outcomes.

H: HOUSING

Delegated Functions

To discharge the Council's functions as a local housing authority and, without prejudice to the generality of this paragraph, to discharge the specific functions set out in the following paragraphs.

Strategic and Private Sector Housing

To discharge the Council's functions in relation to:

- (a) The Council's housing strategy, including the housing investment programme (providing that the final adoption or approval of the housing improvement programme shall be referred to Full Council);
- (b) Homelessness and the allocation of housing;
- (c) Private sector housing, including taking action to remedy overcrowding, disrepair, unfitness and statutory nuisances; to promote fire safety in private sector housing and the Council's functions in relation to houses in multiple occupation;
- (d) Tenancy relations and the provision of housing advice;
- (e) Housing loans and grants.

Housing Landlord Functions

To discharge the Council's functions as a housing landlord including the management of property within the Housing Revenue Account and associated properties.

Supporting People

To discharge the Council's functions for supporting people under Section 93 Local Government Act 2000 (grants for welfare services).

I: CHILDREN AND YOUNG PEOPLE

Explanatory Note

The Cabinet Member for Children & Young People is responsible for education and children's health and social services, including services to young people up to the age of 19. Most of these services are delivered jointly with the Health Service – (see Part 5.2 of the Constitution for details of the Children's Trust Board).

Delegated Functions

To be the Lead Member for Children's Services in accordance with the Children Act 2004.

To exercise all the Council's functions comprised in the Section 75 agreement with Brighton & Hove Primary Care Trust and Sussex Community NHS Trust in relation to children's services.

To exercise the functions of the Council:

- as a Local Education Authority under any enactment relating to education, youth services and the employment of children;
- in relation to educational charities;
- in partnership arrangements with other bodies connected with the delivery of education;
- in relation to social services for children and young people;
- in partnership arrangements with other bodies connected with the delivery of services for children, young people and families;
- regarding families in connection with the functions set out above or where there are no other arrangements made under this scheme of delegation.

J: ADULT SOCIAL CARE AND HEALTH

Explanatory Note

The Cabinet Member for Adult Social Care and health is responsible for adult social services and joint delivery of a number of social care and health services with the Health Service - see Part 5.2 of the Constitution for details of the Joint Commissioning Board which oversees these arrangements.

Delegated Functions

1. Adult Social Services

- (a) To exercise the social services functions of the Council in respect of adults;
- (b) To exercise all of the powers of the Council in relation to the issue of certificates to blind people; the issue of badges for motor vehicles for disabled people and the grant of assistance to voluntary organisations exercising functions within its area of delegation;
- (c) To exercise the functions of the Council in relation to the removal to suitable premises of persons in need of care and attention.

2. Partnership with the Health Service

To exercise the Council's functions under or in connection with the adult services partnership arrangements made with health bodies pursuant to Section 75 of the National Health Service Act 2006 ("the section 75 Agreement").

3. Learning Disabilities

To discharge the Council's functions regarding Learning Disability.

Note

All the above functions shall be exercised subject to any requirements in the Section 75 Agreement..

K: CULTURE, RECREATION AND TOURISM

Explanatory Note

The Cabinet Member for Culture will deal with the Council's functions in relation to culture, arts and heritage; tourism and marketing; libraries and museums; events; and leisure, sports and recreation.

Delegated Functions

To discharge the Council's functions in relation to the following:

1. Culture, Arts and Heritage

Culture, including arts and heritage and, without prejudice to the generality of the foregoing, the exercise the Council's functions in respect of arts, entertainment and cultural activities.

2. Tourism & Marketing

Tourism, marketing and conferences.

3. Libraries and Museums

Libraries, museums, art galleries, historic buildings and their gardens and the functions of the Council regarding public records.

4. Events

Events, including the annual programme of entertainment events (providing that if the relevant Strategic Director, or other officer with delegated powers, is of the view that the event is a major event or has corporate budgetary or policy implications the matter shall be referred to the Cabinet).

5. Leisure, Sports and Recreation

The provision and management of leisure, sports and recreation facilities.

**Explanatory Note to Proposed
Amendments to the Scheme of Delegations to Cabinet**

1. Introduction

- 1.1 Under the Local Government Act 2000, the Council has to appoint a Leader at the Annual Council following local elections. The new Leader has the power to appoint Members to serve as Members of the Cabinet and change the portfolios. This was done immediately following Annual Council.
- 1.2 Any new Cabinet appointments and consequential changes to the Scheme of Delegations, once decided by the Leader, take effect immediately. Under the Council's Constitution, the Leader is required to notify full Council of the appointments and any changes to the Scheme of Delegations which was done at Annual Council.
- 1.3 The main changes in the delegations and the rationale for the changes are outlined in the following paragraphs.

**2. Deputy Leader (Executive)
Planning, Employment, Economy & Regeneration**

- 2.1 This portfolio is designed to bring creativity and energy to attracting investment and delivering regeneration in the City in an inclusive way which maximises economic, social and environmental wellbeing across our communities.
- 2.2 The aim is to pursue a positive vision for the future which looks toward a low carbon economy and maximises the opportunities to create jobs across the full spectrum of the local economy.

- 2.3 Drawing this range of important responsibilities together provides the opportunity to look beyond traditional notions of planning as an exclusively regulatory activity and tap into an emergent framework that shifts the emphasis to how planning can be used in a positive way to enable and deliver successful outcomes in the right places.
- 2.4 In challenging economic times the combination of activities within this portfolio will place the city council in a good position to explore new models of development for a number of significant projects and to work in an imaginative way with our partners to pursue economic development.
- 2.5 This portfolio also includes responsibility for Council business liaison so that there is greater co-ordination of the decision making process and more coherent and felicitous presentation of the Council's policies.

3. Deputy Leader (Non Executive) Transport & Public Realm

- 3.1 One of the key priorities and challenges facing the City is resolving traffic problems. This requires a focused and systematic approach that generates long term and sustainable transport solutions. Given the importance of this issue to the City, and given the new administration's commitment, it is considered appropriate to designate a stand alone Cabinet post dedicated to this area. The Cabinet Member will work closely with other Cabinet Members such as Environment & Sustainability, Planning, Employment, Economy & Regeneration. The arrangements will however enable this very important function to receive the focussed and dedicated attention it deserves.

4. Finance & Central Services

- 4.1 This brings together the functions responsible for the Council's resources (Finance, Property, ICT) support services (Legal, HR, Policy and Communications) and City Services (Revenues & Benefits,

Registrars, elections etc). This is in line with the practice in most Councils where these functions are held by the same Cabinet Member although the title may vary with some referring to “Resources” others “Central Services”. This will assist in adopting a co-ordinated approach to all support services and will free up a Cabinet Member portfolio to focus on other key areas of priority.

5. Environment & Sustainability

- 5.1 This portfolio covers the key Council functions that have the most impact on peoples’ sense of environmental wellbeing such as parks and open spaces, collection and disposal of waste and street cleaning. It also covers sustainability. Working closely with other Cabinet Members, especially Transport and Planning, this will help protect and improve the environment for the City.

6. Housing

- 6.1 There is no significant change to this portfolio, but Learning & Disability Services has been moved to Adult Social Care & Health (which reflects the true nature of the function and mirrors the arrangements at officer level where the service is managed as part of Adult Social Care) and travellers has been moved to Environment & Sustainability given the greater relationship with parks and open spaces as opposed to traditional housing.

7. Children & Young People

- 7.1 Given the statutory role of the Lead Member for Children’s Services and the need for a coherent and co-ordinated delivery of all services relating to children, it is not proposed there be any changes.

8. Adult Social Care & Health

- 8.1 As with Children's Services, there are no changes to this portfolio except that Learning Disability Services will be moved from Housing to Adult Social Care & Health.

9. Culture, Recreation & Tourism

- 9.1 There are no changes to this portfolio.

10. Community, Equality & Public Protection

- 10.1 This function brings together all aspects of the Council's functions regarding the protection of the public ranging from civil contingencies to licensing and environmental health. It also covers community engagement, tackling discrimination and fostering inclusion as well as responsibility for preparing for the transfer of public health.

- 10.2 A common thread running through all the functions comprised in this portfolio is that they are community focussed and this role will increase in importance with the implementation of proposals in the Localism Bill currently going through parliament.

11. Next Steps

- 11.1 It is proposed to undertake a more comprehensive review of the Constitution including the arrangements for Scrutiny, some aspects of the Council's procedures and protocols and rationalising some of the committee arrangements. It is anticipated that the review will be led by the Governance Committee and follow normal consultation processes. The changes proposed in this paper will also be reported to the Governance Committee for information and discussion.

May 2011

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