



Brighton & Hove
City Council

Overview & Scrutiny

Title:	Overview & Scrutiny Commission
Date:	7 June 2011
Time:	4.00pm
Venue	Council Chamber, Hove Town Hall
Members:	Councillors: Mitchell (Chair), Janio (Deputy Chair), Brown, Follett, Littman, Morgan, K Norman, Powell, Rufus and Summers
Contact:	Tom Hook Head of Overview & Scrutiny 29-1110 tom.hook@brighton-hove.gov.uk

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OVERVIEW & SCRUTINY COMMISSION

Ward Affected: All Wards

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Contact Officer: Tom Hook

Tel: 29-1110

Ward Affected: All Wards

13. ITEMS TO GO FORWARD TO CABINET MEMBER, CABINET OR FULL COUNCIL

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

For further details and general enquiries about this meeting contact Mary van Beinum, Overview & Scrutiny Support Officer, (29-1062, email mary.vanbeinum@brighton-hove.gov.uk) or email scrutiny@brighton-hove.gov.uk

Date of Publication - Monday, 30 May 2011

OVERVIEW & SCRUTINY COMMISSION

PROCEDURAL BUSINESS

A. Declaration of Substitutes

Where a Member of the Commission is unable to attend a meeting for whatever reason, a substitute Member (who is not a Cabinet Member) may attend and speak and vote in their place for that meeting. Substitutes are not allowed on Scrutiny Select Committees or Scrutiny Panels.

The substitute Member shall be a Member of the Council drawn from the same political group as the Member who is unable to attend the meeting, and must not already be a Member of the Commission. The substitute Member must declare themselves as a substitute, and be minuted as such, at the beginning of the meeting or as soon as they arrive.

B. Declarations of Interest

- (1) To seek declarations of any personal or personal & prejudicial interests under Part 2 of the Code of Conduct for Members in relation to matters on the Agenda. Members who do declare such interests are required to clearly describe the nature of the interest.
- (2) A Member of the Overview and Scrutiny Commission, an Overview and Scrutiny Committee or a Select Committee has a prejudicial interest in any business at meeting of that Committee where –
 - (a) that business relates to a decision made (whether implemented or not) or action taken by the Executive or another of the Council's committees, sub-committees, joint committees or joint sub-committees; and
 - (b) at the time the decision was made or action was taken the Member was
 - (i) a Member of the Executive or that committee, sub-committee, joint committee or joint sub-committee and
 - (ii) was present when the decision was made or action taken.
- (3) If the interest is a prejudicial interest, the Code requires the Member concerned:-
 - (a) to leave the room or chamber where the meeting takes place while the item in respect of which the declaration is made is under consideration. [There are three exceptions to this rule which are set out at paragraph (4) below].
 - (b) not to exercise executive functions in relation to that business and
 - (c) not to seek improperly to influence a decision about that business.

AGENDA ITEM 1

(4) The circumstances in which a Member who has declared a prejudicial interest is permitted to remain while the item in respect of which the interest has been declared is under consideration are:-

(a) for the purpose of making representations, answering questions or giving evidence relating to the item, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise, BUT the Member must leave immediately after he/she has made the representations, answered the questions, or given the evidence,

(b) if the Member has obtained a dispensation from the Standards Committee, or

(c) if the Member is the Leader or a Cabinet Member and has been required to attend before an Overview and Scrutiny Committee or Sub-Committee to answer questions.

C. Declaration of party whip

To seek declarations of the existence and nature of any party whip in relation to any matter on the Agenda as set out at paragraph 8 of the Overview and Scrutiny Ways of Working.

D. 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 the category under which the information disclosed in the report is confidential and therefore not available to the public.

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

**BRIGHTON & HOVE CITY COUNCIL
OVERVIEW & SCRUTINY COMMISSION
4.00PM 5 APRIL 2011
COUNCIL CHAMBER, HOVE TOWN HALL
MINUTES**

Present: Councillors Mitchell (Chairman); Pidgeon (Deputy Chairman), Cobb, Elgood, Kennedy, Morgan, Older and Peltzer Dunn

PART ONE

69. PROCEDURAL BUSINESS

69.1 The Chairman Councillor Gill Mitchell welcomed everyone to the meeting. This was being recorded and would be available for repeat viewing on the Council's website.

69a Declarations of Substitutes

69.2 There were none

69b Declarations of Interests

69.3 There were none

69c Declaration of Party Whip

69.4 There were none.

69d Exclusion of Press and Public

In accordance with section 100A(4) of the Local Government Act 1972, it was considered whether the press and public should be excluded from the meeting during the consideration of any items contained in the agenda, having regard to the nature of the business to be transacted and the nature of the proceedings and the likelihood as to whether, if members of the press and public were present, there would be disclosure to them of confidential or exempt information as defined in section 100I (1) of the said Act.

RESOLVED: That the press and public be not excluded from the meeting.

70. MINUTES OF THE MEETINGS HELD ON 1 FEBRUARY AND 22 FEBRUARY

70.1 **RESOLVED** that the minutes of the meetings held on 2 February 2011 and 22 February 2011 be agreed and signed by the Chairman.

71. CHAIRS COMMUNICATIONS

71.1 Councillor Mitchell thanked colleagues who had served on OSC during this electoral cycle. The Commission had scrutinised a wide range of topics working successfully within a new constitution and new council structure. Item 77 on the agenda gave a scrutiny update. On behalf of the Commission, Councillor Mitchell thanked the scrutiny team for their support.

72. PUBLIC QUESTIONS/ LETTERS FROM COUNCILLORS/REFERRALS FROM COMMITTEES/NOTICES OF MOTION REFERRED FROM COUNCIL

72.1 At the invitation of the Chairman, Secretary and Founder Member of Brighton Society Selma Montford, spoke to the meeting about a letter requesting scrutiny on behalf of the Brighton Society, one of the signatory organisations.

72.3 Ms Montford said public participation in planning had been a concern locally for many years. Acknowledging the difficulty in designing a professional questionnaire she said planning officers should not be expected to do this as they did not necessarily have training. Giving an example she said some questions were 'ridiculous' in her view.

72.3 Ms Montford stressed that giving information was quite different from consultation. Residents would feel happier if they were given feedback on their views and reasons for and against decisions made.

72.4 'Consultations' - usually only 'information' she said - from developers were a particular worry, especially because the outcomes were not normally available and this led to distrust. Results of developers' questionnaires should be published, she stated.

72.5 The more members of the public were consulted, the less likely they were to comment or object on a planning application formally to the Council, on the wrong assumption that 'I don't need to do this again.' Therefore care was needed in asking for people's views. She questioned why surveys asked about religion and sexual orientation as some people found these annoying and unnecessary.

72.6 Ms Montford gave examples of good practice; for instance consultation regarding The Level and monthly meetings with residents in recent years on a major redevelopment.

72.7 In discussing the request for scrutiny the meeting heard that a regular update to OSC was scheduled on implementing the Community Engagement Framework. It was suggested that an additional section be requested in that report to address the issues raised here, to include a consideration of planning consultation and best practice and guidance for developers. Examples of questionnaires could be provided and reasons for the equalities questions and statistics fully clarified.

72.8 Members referred to the Government's localism agenda and agreed it was important for the local authority to ensure meaningful consultation and that those involved felt they were being listened to.

72.9 Amenity groups could be invited back to provide comments.

72.10 RESOLVED; that in the scheduled update report to OSC on the Community Engagement Framework, officers be asked to include a section addressing the concerns raised in the request for scrutiny, as minuted above.

73. TBM MONTH 9 2010-2011

73.1 The Head of Finance Integrated Financial Management and Planning noted that the TBM Month 9 report had been presented to 17 February Cabinet alongside the General Fund, Housing Revenue Account (HRA) and Capital programme reports.

73.2 He pointed out a significant improvement compared with the forecast outturn at Month 6 in the position for the council-controlled budgets, from £300,000 overspend to a £1.7 million underspend, mostly in the Adult Social Care and CYPT former areas and also as part of the Value for Money programme, performance recovery plans and spending constraints. An underspend of £1.465 million on Council Controlled Budgets, as shown at report paragraph 3.2, had been taken into account in setting the budget for 2011-2012.

73.4 The report showed a continuing underspend in the HRA. The main changes to the capital investment programme were within schools and HRA, both by far the largest elements of the capital programme.

73.5 Asked about the 16.4% change in the communications budget; the Head of Finance said the communications team had overspent, in support of other services. Savings in communications including printing had been reflected in TBM estimates across the Council however the cost of helping deliver the savings had been left with the Communications team. Amendments have been made in setting the 2011-2012 budget.

73.6 Asked about any grant funding that had not been spent the Head of Finance said the best use of all grant funding was made and he was not aware of any grants where funding will need to be paid back. He noted that rules had recently been relaxed for some grants such that paying back of unused funds is not required.

73.7 **RESOLVED** that the report and further information be noted.

74. EQUALITIES SIX-MONTHLY UPDATE

74.1 The Strategic Director Communities introduced the report as the Commissioner Communities and Equalities was indisposed. He noted the good news that the Council was one of only three authorities that had achieved the top 'Excellent' in the national Equality Standard for Local Government, and reassured the Commission of the commitment to continuing progress within the business plan for 2011-2012.

74.2 He referred to section 5 of the report explaining that the Single Equality Scheme and the Equality and Inclusion Policy were now being drawn together into one action plan that would make a real difference for people.

74.3 Regarding the request for scrutiny at Item 72 on the agenda the Strategic Director said the Council was proud of the Community Engagement Framework but was aware that more

was needed to ensure it is firmly embedded. Work on rolling out the CEF is in progress in the Equalities team; requests for opinions had to be accompanied by clear information about what was being asked, why and how feedback would be used.

74.4 The Strategic Director replied to a query on the Pride street party. No formal request had been received by the Council and recent reports in local publications needed clarifying. The Council was supportive but proposals had to be developed further before any budget allocation could be made.

74.5 All the Members asked that special thanks be passed on to the Commissioner for the exemplary work undertaken by her team since June 2010, and wished her well.

74.6 **RESOLVED** 1) that the progress made so far against the objectives set out in the Single Equality Scheme Action Plan be noted

2) that the plan for reviewing the Scheme and concurrently, the Council's Equality and Inclusion Policy, be noted

3) that OSC's involvement in this consultation on the Scheme and Policy be noted.

75. MONITORING STAFF DISABILITIES SCRUTINY RECOMMENDATIONS

75.1 The Head of Human Resources and Organisational Development presented the update on work undertaken on employment and training, since the Disability Scrutiny Panel report and response to the recommendations from 23 September 2010 Cabinet. This was part of OSC's role in monitoring work on implementing scrutiny recommendations.

75.2 She said there was continuing involvement by the Disabled Workers' Forum (DWF). DWF had given expert advice in developing policies and procedures, including attendance policy and e-learning on diversity - which now has 85% uptake amongst staff. There would be continuing work on the recommendations and learning from colleagues in the DWF.

75.3 Members welcomed the report and asked for a further monitoring report to a future meeting.

75.4 With the agreement of the Chair, Councillor David Watkins spoke about the scrutiny review. He had chaired the scrutiny review and was currently undertaking the role of Councillor Disability Champion working closely with the DWF.

75.5 He requested that the role of Councillor Disability Champion, working through the DWF, be formally recognised within the Constitution.

75.6 After discussion Members agreed that the Council Leader would be asked to consider this request.

75.7 The officers were thanked for progressing all the recommendations.

75.8 **RESOLVED** 1) that Members note the action taken against the recommendations

2) that a further monitoring report be provided

3) that the Chairman write to the Council Leader to request the designation of Councillor Disability Champion as minuted above at 75.4 and 75.5.

76. INTELLIGENT COMMISSIONING : FEEDBACK FROM SCRUTINY WORKSHOPS

76.1 The Strategic Director Communities introduced the report on the feedback from the three scrutiny workshops. The outcome of the Intelligent Commissioning Pilot on Domestic Violence was being taken to the 7 April Cabinet; the remaining two – Drug-Related Deaths and Alcohol-related Harm - would go to future Cabinet meetings.

76.2 He thanked Members of Overview and Scrutiny Commission for their valuable input to the workshops, which had been very useful in informing the reports for Cabinet.

76.3 The Chairman Councillor Gill Mitchell thanked those who took part. The workshops had demonstrated the intelligent commissioning process well in three complex areas of work; from the detailed needs analyses to the recommendations built upon them.

76.4 Members commented that the three subject areas had been particularly demanding and gave insight to the nature and scale of the challenges facing the City. They remarked on the large amount of research that had been done for each pilot.

76.5 Having participated in the pilot workshops, they felt this approach had worked well and provided a good basis for targeted scrutiny of other service areas for the future.

76.6 The Strategic Director commented that combining evidence and experience in the workshops provided a chance for helpful dialogue. Members were able to comment on the areas they were most concerned about and where the most difference can be made. The pilots had indicated that future needs assessments should take less time, however analysing the potential outcomes needed more time.

76.7 Replying to questions the Strategic Director said these three subjects were particularly complex but so were many others that had a big impact on the City, for example in youth, adult and older peoples' services. A commissioning calendar was being prepared which would include a mix of large cross-cutting services as well as more specific shorter pieces of work within tighter timescales. A library of intelligent commissioning outcomes would enable easy cross-referencing of links between services.

76.8 RESOLVED; that OSC comments and feedback from the workshops be referred to 7 April Cabinet.

77. SCRUTINY UPDATE AND OSC WORK PLAN

77.1 The Head of Scrutiny outlined the summary of the large amount of work undertaken by the Commission during this electoral cycle. It included 20 in-depth scrutiny reviews and innovations such as involving partners, working with the Universities and different ways to communicate with residents. The current Scrutiny Newsletter included with the report had been widely circulated.

77.2 The opportunity for public involvement in suggesting topics for scrutiny, as also evidenced by the request for scrutiny at item 72, was welcomed by Members. The meeting was reminded that the Scrutiny Panel on Renewable Energy Potential and Private Sector Letting Agents had been suggested during the 2010 consultation and several other topic suggestions were being carried forward.

77.3 **RESOLVED:** that the report be noted.

78. ITEMS TO GO FORWARD TO CABINET MEMBER, CABINET OR FULL COUNCIL

78.1 Feedback on the Intelligent Commissioning Pilots at Item 76 would be referred to 7 April Cabinet.

At the end of the meeting; on behalf of all the Members of the Overview and Scrutiny Commission, Councillor Peltzer Dunn thanked the Chairman for her skilled chairing.

The meeting concluded at 5.15pm

Signed

Chair

Dated this

day of

OVERVIEW AND SCRUTINY COMMISSION

Agenda Item 10
Brighton & Hove City Council

Subject: Update on the Access Scrutiny Review
Date of Meeting: 7 June 2011
Report of: Strategic Director Place
Contact Officer: Name: **Christina Liassides** Tel: **292036**
E-mail: Christina.liassides@brighton-hove.gov.uk
Wards Affected: All

FOR GENERAL RELEASE

1. SUMMARY AND POLICY CONTEXT:

- 1.1 This report enables the Overview and Scrutiny Commission to monitor and track progress on the Access scrutiny recommendations. The recommendations and update appears as appendix 1 to this report.
- 1.2 The report will help the Commission to assess the impact and consequences of the scrutiny recommendations.

2. RECOMMENDATIONS:

- (1) That Members consider the action taken against these recommendations, and provide feedback.
- (2) That the Committee determines whether a further tracking report relating to this scrutiny review is required.

3. BACKGROUND INFORMATION

3.1 The Scrutiny Review

The Access Scrutiny Review was established by OSC, following concern over how accessible public highways within the city are.

- 3.2 The review focused on traders' items especially advertising boards, tables and chairs, bicycles and bins.
- 3.3 Chaired by Councillor Sven Rufus the panel consisted of Councillors Jayne Bennett, Pat Hawkes, Brian Pidgeon and David Watkins.

Members heard from council officers, business representatives, disability charities, local resident groups and private residents.

- 3.4 The Panel's completed report was formally endorsed by OSC 27 April 2010 and referred to the Council's Executive.
- 3.5 The 26 July Environment CMM considered and agreed the actions in reply to the scrutiny report. Full Council on 21 October received both the Scrutiny report and cabinet response for noting.

3.6 **Monitoring Scrutiny Reviews**

The usual arrangements for monitoring the outcome of scrutiny recommendations are:

- a) The decision-makers to whom the recommendations are addressed, are asked to submit a formal response to the recommendations normally within two months, including an action plan and timetable for implementation with named contact officers to action the recommendations.
 - b) The report of the scrutiny review and response from the decision-makers are then reported together to full Council for information.
 - c) The parent Overview and Scrutiny Committee normally receives a report of progress against the agreed recommendations, six months after the decisions are made.
 - d) The Overview and Scrutiny Committee will at that stage determine if any further monitoring is required; whether a progress report is required after a further six months or one year. Otherwise the Committee may resolve that no more monitoring is necessary.
- 3.7 A summary of the Scrutiny Recommendations and replies plus progress in implementation appears at Appendix 1 to this report.

4. **CONSULTATION**

- 4.1 The scrutiny panel held three public meetings and received evidence from a wide range of individuals and organisations.

5. **FINANCIAL & OTHER IMPLICATIONS:**

Financial Implications:

- 5.1 The budget for 2011-12 assumes a certain level of income based on traders' objects on the highway. These items are expected to yield £269,180 over the forthcoming year, which will be used to cover the monitoring costs of the Highway Enforcement Team. Any reduction in the level of traders' objects on the highway could affect the revenue budget and the cost of implementing any of the recommendations will have to be met from this existing revenue budget.

Legal Implications:

5.2 Section 130 of the Highways Act 1980 imposes a duty on the Council as highway authority to assert and protect the rights of the public to the use and enjoyment of any highway within its area and so far as possible to prevent the obstruction of the highway. However, the highway authority is empowered to licence the placing of certain objects on the highway, eg. A boards under the provisions of Part VII A of the 1980, although in doing so it must have regard to the provisions, including the Council's duties, of the Disability Discrimination Act 1995.

5.3 The recommendations set out in the report will assist in ensuring that the Council is in a position to comply with its statutory duties regarding the public's right of access to the highway.

Legal Officer consulted: Carl Hearsum Date: 04/2011

Equalities Implications:

5.3 The council seeks to ensure that public highways are used in a manner

Sustainability Implications:

5.4 There are no sustainability issues identified.

Crime & Disorder Implications:

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

Risk and Opportunity Management Implications:

5.6 The council needs to take into account economic factors for the city whilst ensuring that accessibility is safeguarded.

Corporate / Citywide Implications:

5.7 Recommendations in the Scrutiny report are aimed at balancing the various needs and requirements within the city's public highway. This report updates on progress made since the original report.

SUPPORTING DOCUMENTATION

Appendices:

1. Recommendations of the Access Scrutiny Review, the CMM response and progress against the recommendations.

Documents In Members' Rooms/ Background Documents

None.

Agenda item 10 Appendix 1

Rec #	Recommendation	Response to Environment CMM	Update June 2011
1	In regulating and licensing the use of public highways the council should seek to strike a balance between the needs of competing interests. However this should be based on the premise that there should be free, unfettered access for all to public highways in Brighton and Hove.	Agreed	All placements are licensed to leave at least the minimum agreed pavement width clear for pedestrian access. 1 A board rule has been enforced. Licensing zones extended to London Road and Church Road 2011-12
2	The panel supports the use of licensing zones for traders' items in specific areas of the city. Subject to its other recommendations, the panel endorses the policy regarding traders' items that was agreed at the meeting of Licensing Committee (Non Licensing Act 2003 Functions), Friday, 24 April, 2009 (Agenda Item 33).	Agreed	The conditions introduced in the new policy are highlighted in every licence application. Ongoing work with legal services to make the licences more user-friendly - to clearly convey the necessary information and conditions

3 In addition to the licensing criteria above businesses seeking to place an A Board on public land should be required to: a) Evidence that there is insufficient private curtilage for A board to be kept off the public highway b) Commit to ensure the A board will be placed on an agreed area on the pavement marked by the council.

Agreed

All applications are visited before the licence is granted. If private land is noted the businesses are advised to keep their items on their own land.

A trial programme of marking A board positions will start In May and it is planned to have the majority of licensed sites marked by October 2011.

4 Clusters of A boards should be combined into a single standard advertising board. The council should provide these in a single City-wide design livery that can be added to by individual retailers.

Recognise the issue the recommendation seeks to address. In taking this forward however the cost of the board should be met by traders. Legal advice is that the design/wording of the board would need to be carefully thought out as the council cannot be seen to be promoting any particular business. Suggest that this is progressed with recommendation 15. Practicalities of this need to be explored further including what can be reasonably accommodated in narrow streets, regular maintenance,

Research into possible options is in progress. Officers are looking at provision for Baker Street traders following the extension of the licensing zones into London Road.

Research is at an early stage but we now have several businesses interested in the proposal and initial potential designs are being considered. (see earlier response for factors that must be taken into account).

etc. With regards to planning considerations, a single standard board advertising businesses in a street or block may be acceptable, subject to their number, size and location and approval of advertisement consent. A single hanging sign to each business premises, rather than an A board, may also be acceptable, subject to their size, appearance and location, the detailed policy guidance in Supplementary Planning Document SPD07 Advertisements and, where necessary, approval of advertisement consent.

5 Businesses with tables and chairs on the public highway should be required to partition their external seating from the footway. Areas licensed for tables and chairs should be marked

Agreed with the addition that this should not apply in exceptional circumstances. Exceptional circumstances would apply to small single operators with less than 4m² licensed area. This is because of the concerns for very small businesses on smaller streets such as little single shop-front cafes where just 2 chairs or one table may be placed outside. Officers believe this will add to street clutter rather than contain or reduce it in some circumstances particularly for smaller placements. In order to be safe, barriers need a large base and therefore a large footprint. Where there are small placements on quite narrow pavements, the addition of barriers may narrow down the width to less than 1.3 metres and therefore mean that some businesses will be refused a licence. Whilst appreciating that this is a means of controlling overspill, it may disproportionately affect small local traders who have never

This is included within the licence conditions for all sites over 4m².

A trial programme of marking table and chairs placements will start in May and it is planned to have the majority of licensed sites marked by October 2011.

- posed a problem. An alternative is agreeing to barriers being fixed to the highway but this is not a route recommended by officers because of the problems this causes e.g. when placements aren't out as well as for liability and maintenance purposes. Hence the recommendation to include the exceptional circumstance clause.
- 6 The council should provide compulsory guidance on the most appropriate design of partition to prevent them from causing an obstruction
- 7 Bicycles secured to inappropriate street furniture present a challenge to many people moving around the city. Investment in more on-street cycle storage should be prioritised.
- Agreed
- Agreed. Pedal Cycle Parking Places (on-carriageway cycle parking) provision in the city is increasing following significant public demand. 14 sites (140 cycle parking spaces) having been delivered across the city in 2009/10. Another 10 PCPPs are due for implementation during 2010/11 following discussions with local residents and councillors.
- Condition 3.6 states that:
The use and design of all such barriers must be approved in writing by the council.
There have been seven PCPP's installed and there are a further three currently under construction. The locations have been identified though officer recommendation and suggestions from local residents and ward members.
Improvements to the processes involved in the removal of abandoned bikes have enhanced the efficiency of these facilities and also helped to

- 8 Commercial bin storage on the highway should in general not be tolerated: a) No new planning permissions should be granted that do not include on-site waste storage b) Business that fail to utilise on-site storage facilities should be prosecuted quickly c) Council officers should investigate alternative arrangements where businesses are already trading and do not currently have on-site waste storage facilities

Agreed within the constraints of existing regulatory requirements. With regard to enforcement of bins on the pavement this can be done under city clean enforcement but consideration will need to be given to retrospective action. Fixed penalties can be issued to those not complying with Duty of Care legislation prior to full enforcement action. Under planning regulations, the provision of adequate refuse and recycling storage facilities on site would be required when considering planning applications for new development. Brighton & Hove

remove obstructive abandoned bikes on the city's streets. Cycle Town funding will no longer be available after March 31st 2011 and the on-going programme of cycle facilities installation will depend on funding made available within the LTP3 programme and other sources of funding, such as local developer contributions.

City Clean will undertake enforcement action, where appropriate, against businesses and traders who do not contain their waste correctly.

City Clean are also working with Business Forums to raise this issue with a new leaflet advising businesses of their responsibilities

- 9 Communal bins should not be permitted to obstruct public highway to less than 1.3 meters (as per the minimum agreed in recommendation 2). Where this is the case communal bins should be relocated. Accessibility of the public highway should be of greater importance when deciding where to locate a communal bin.

Local Plan policies TR7, SU2 and QD27 require such facilities for reasons of safety to highway users, sustainability and the protection of amenity. Such facilities should be provided for new business uses in existing properties that require planning permission for change of use; however this could not be insisted on if it was not practical to provide facilities on-site and there was no material harm resulting from increased refuse/recycling generation.

Agreed. Communal bins are sited with a minimum of 1.3 m gap on the highway. Consideration is given to visibility of road users and access when sites for communal bins are considered. Where possible, these are not located in parking bays.

Communal bins are sited to ensure there is no obstruction on the highway. Consideration is also given to visibility at road junctions and crossings.

10 Whilst parking was raised a number of times throughout the review members felt that this was too big an issue for this panel to look at. It is however recommended that where changes are made to parking regulations accessibility issues are considered as part of consultations

Agreed. Accessibility and safety issues are always considered when parking regulations are changed or introduced. However, there must be a period of consultation when introducing any sort of parking controls (from a double yellow line to a residents' parking scheme) so it cannot be guaranteed that the controls will always be accepted.

See previous response – accessibility is always considered. Where parking schemes or restrictions are agreed accessibility is usually improved due to the better regulation of parking.

11 The panel considers a robust, consistent enforcement regime of street access issues vital. Consideration should be given to utilising additional staff resource in monitoring and enforcing the streetscape. There should be given increased cross directorate/team working with officers able to undertake multiple enforcement regimes. This could include consideration of the use of civil enforcement officers, cityclean officers and PCSOs.

Agreed. Initial contact with the police has been positive and this will be followed up as soon as possible. Timescales for cross directorate/team working may take longer as may be affected by outcome of intelligent commissioning and new council structure before this can be fully put in place. However, discussions will take place with in-house teams and the police over the next 6 months. For enforcement, relevant delegated authority, correct training and good communication between teams are essential. Please note that teams already work in partnership e.g Environmental

Meeting with police, Cityclean and civil enforcement officers. Agreed to produce data sheet so that any officer can check extent of and any special conditions for each licensed area. Data sheets produced along with 2011-12 licences.

The licence conditions state that this data sheet must be kept accessible and be produced up on enquiry by any officers of the council or other agencies, elected members or members of the public.

Health, Civil Enforcement Officers, and Highway Enforcement with problematic or complex sites. Highway Enforcement has not been at full team complement over past 12 months so will make a difference to enforcement activity with properly resourced team.

12 Communication and coordination between officers undertaking work that affects the street-scene needs to improve. There appears to be a lack of coordination between different parts of the council that place items on the highway, license items to be placed on the highway and use items placed upon the highway. Overall responsibility for highway accessibility should be given to a named officer.

Agreed in relation to improved communication - council officers across various sections have been working together on a Street Design Manual which sets out principles and practices for good urban design and accessible streets so some of this recommendation has already been progressed through this route, and through "Public Space Public Life" meetings. With regard to a overall responsibility to a named officer, the council needs to identify who this is and where this best sits. It may not work if simply "added on" to existing work without the correct mandate (e.g. over other teams'

Protocols have been drawn up for all street scene work. Commissioning/delivery restructure still ongoing

13 Where traders' items are in breach of license condition two written warnings should be issued. Upon the third occasion of breach of license immediate confiscation by council officers should be undertaken.

work) and capacity to do this. This will need to be progressed properly over the longer term especially given current restructure subject to practical considerations.

Agreed for majority of A-boards but magistrates' court & rescinding of licensing is also an option and may be a better route for certain placements. Legal advice is needed around the removal of perishable goods. Storage and removal costs will be an issue for larger placements - the council does not have the facilities to remove or store numerous tables and chairs. Any enforcement actions are subject to the council's corporate enforcement policy which provides for a range of sanctions in order that officers can use the most appropriate enforcement for the circumstance.

Since July 2010:
84 first warnings have been issued.
7 Second warnings
4 boards have been confiscated
The majority of businesses comply with our regulations following a first warning.

- | | | |
|---|---|---|
| <p>14 The panel welcomes the willingness of Openreach to work with the council on the siting of utility boxes and supports the idea of creating a list of 'hotspots' where the re-siting of an existing box would be beneficial. The panel believes this could be usefully extended to other utility providers that locate items on the pavement.</p> | <p>Agreed. Highways & Planning are currently working with Openreach regarding the siting of new cabinets.</p> | <p>Ongoing</p> |
| <p>15 Considerable good will and a desire to work together was evident from traders and disability group representatives. The panel believes this should be acted upon and the council should facilitate on-going dialogue between different groups to review: a) Alternative forms of advertising that will reduce the impact on street accessibility and could become part of the city's culture b) How the city's café culture can meet the needs of mobility impaired residents and visitors</p> | <p>Agreed.</p> | <p>Discussion is ongoing as to the most effective way in which to facilitate this process.
Ongoing.</p> |
| <p>16 Implementation of recommendations arising from the scrutiny review should be monitored by OSC after six and twelve months with an invitation extended to those involved in this review to comment upon any impact.</p> | <p>Agreed.</p> | <p>7 June 2011 review</p> |

OVERVIEW AND SCRUTINY COMMISSION

Agenda Item 11

Brighton & Hove City Council

Subject: Scrutiny Work Programme Report
Date of Meeting: 07 June 2011
Report of: Strategic Director, Resources
Contact Officer: Name: Tom Hook Tel: 29-1110
E-mail: Tom.hook@brighton-hove.gov.uk
Wards Affected: All

FOR GENERAL RELEASE

1. SUMMARY AND POLICY CONTEXT:

- 1.1 This report provides Members with information on scrutiny committee work programmes. It is presented to Members for information and to help with the future work-planning for this committee. Appended to this report are the Council's current Forward Plan and the Committee's draft work programme.
- 1.2 This report also advises Members on the panels undertaken during the last council and a number of outstanding panel topics with recommendations as to whether they continue.

2. RECOMMENDATIONS:

- 2.1 That members:
 - (1) Note the general information on Overview & Scrutiny work programmes;
 - (2) Agree the work programme for the next committee.
 - (3) Agree to continue scrutiny panel reviews into 'Living Wage' and 'Information Sharing for Vulnerable People' and keep the review into 'Alcohol Admissions into Hospital' on hold.

3. BACKGROUND INFORMATION

- 3.1 Each Overview & Scrutiny (O&S) committee is required to have its own work programme, setting out the committee's schedule (Constitution Part 6.1, para 3.2). Setting a work programme in advance in this way facilitates effective planning by council officers, and should ensure that all reports to O&S Committees are delivered on time and are of a high quality.
- 3.2 One of the duties of the Overview & Scrutiny Commission (OSC) is to "co-ordinate the work of the Overview & Scrutiny Committees" (Constitution Part 6.1, para 2.1.1) so as to ensure that "there is efficient use of the Committees' time and that the potential for duplication of effort is minimised" (Constitution Part 6.1, para 3.1). In order for the OSC to carry out this task effectively, it is important that each individual O&S committee maintains its own coherent, readily comprehensible work programme.
- 3.3 O&S committees are essentially autonomous bodies, responsible for determining their own work schedules (Constitution Part 6.1, para 12.2), providing these accord with the Committee Terms of Reference; and subject to co-ordination and monitoring by the OSC (as detailed in point 3.2 above).
- 3.4 However, it is incumbent upon O&S committee members to ensure that Overview & Scrutiny is as effective as possible. To this end, members should seek to ensure that items placed on committee work programmes are:
- significant issues;
 - issues where there is a genuine opportunity for O&S to make a positive contribution. Try not to have reports purely to note;
 - dealt with at the appropriate time (i.e. when there is the greatest opportunity for O&S to 'add value');
 - aligned with the council's corporate priorities;
 - coordinated with work being undertaken with the Council's partners.
- 3.5 O&S committees are, as noted above, free to develop their own work programmes. Each quarter 'tripartite' meetings are held with the Committee Chair, relevant Cabinet Members and senior officers to discuss the Committee's work programme.

Sources that should be considered for the work programmes include:

- 3.5(a) **Plans or strategies which comprise part of the Council's Budget and Policy Framework.** The council's constitution requires the

Executive to consult with O&S before formulating its final proposals for these plans and strategies. The Executive must take account of any O&S response in drawing up firm proposals to be submitted to Full Council (Constitution Part 4.4, para 2(b)).

- 3.5(b) **Other plans and strategies.** Members of the Council's Cabinet and senior officers in the council's directorates may choose to consult with O&S concerning the development of plans and strategies which do not form part of the Budget and Policy framework, but are nonetheless considered to be of particular importance (including, but not limited to, items which feature on the Council's Forward Plan).
- 3.5(c) **Items put forward by other members.** Any member of the Council may place a written question to the Leader of the Council, Cabinet members or Chairmen of any Committee or Sub-Committee (including O&S committees). Such questions should be included on the agenda of the next suitable committee meeting, where members will determine how best to deal with them (Constitution Part 3.2, rule 9.2).
- 3.5(d) **Public Questions.** Members of the public may submit questions to O&S committees no fewer than 5 working days before a scheduled committee meeting. Providing a question is relevant to the work of the committee, is not vexatious, and is not substantially similar to a question which the committee has recently debated to its satisfaction, it will be added to the agenda for the appropriate meeting (Constitution Part 9.9).
- 3.5(e) **Referrals from other Council bodies/committees.** Any Council body or committee may choose to refer items to the appropriate O&S committee for consideration.
- 3.5(f) **Referrals from Outside Bodies.** Other organisations (e.g. The Older People's Council, the Youth Council, LAA partners, neighbouring Local Authorities etc) may refer items to O&S committees for consideration.
- 3.5(g) **Referrals from Outside Bodies with statutory powers of referral.** In some instances, external bodies may have a statutory power/obligation to refer items to O&S committees for consideration. These include:
- (i) **Local Involvement Networks (LINKs).** LINKs were granted powers of referral by the Local Government and Public Involvement in Health Act 2007. LINKs can refer items to any local O&S committee responsible for aspects of adult health and social care and/or children's health issues. In the context of Brighton & Hove, this means that the Brighton & Hove LINK has a statutory power of referral to the Health Overview & Scrutiny Committee (HOSC), the Adult Social Care and Housing Overview & Scrutiny Committee (ASCHOSC), and the Children and Young People Overview & Scrutiny Committee (CYPOSC).

(ii) **NHS trusts.** NHS trusts are required by regulations made under the National Health Service Act 2006 to refer plans for 'substantial variations or developments' of local healthcare services to the appropriate HOSC(s).

3.5(h) **Councillor Call for Action.** This is a power which was introduced in the Local Government and Public Involvement in Health Act 2007. It enables ward Councillors to bring items of local concern, which could not be resolved via other avenues, to the appropriate O&S committee for investigation.

3.5(i) **Councillor Call for Action in relation to Crime and Disorder.** The Police & Justice Act 2006 introduced a power for ward Councillors to refer crime and disorder matters to a Crime and Disorder Committee (CDC). In Brighton & Hove, the Environment and Community Safety Overview & Scrutiny Committee (ECSOSC) has been designated the council's statutory CDC. Councillors may therefore refer crime and disorder issues to ECSOSC in cases where previous attempts to resolve the matter through standard channels, including the Community Safety Forum, have not succeeded.

3.5(j) **Scrutiny of Petitions.** The Council has agreed procedures for dealing with petitions received by members of the public.

3.6 The above list is not intended to be prescriptive; Overview & Scrutiny has an important role to play in encouraging closer working between various parts of the council; between the council and its key city partners; and in fostering better relationships between the council and local residents. Any suggestion for the work programme which may help achieve these goals should therefore be given serious consideration, whether or not it accords with the formal means of referral listed above.

4. THE FORMAT OF WORK PROGRAMMES

4.1 O&S work programmes should:

- (a) List all items for scrutiny in the current council year;
- (b) Indicate the date when an item is to be considered;
- (c) In instances where an item has not been requested by committee members, indicate where the item originated (e.g. referral from Cabinet, public question etc);
- (d) Indicate a mode of enquiry (e.g. ad hoc panel, workshop, report for information etc);

- (e) Indicate why the O&S committee is looking at a particular item – e.g. pre-decision policy development, performance monitoring, scrutiny of area of concern.

- 4.2 An updated copy of the work programme should be included in each committee agenda for information. (There should generally no need for members to agree the work programme at each meeting.) Items which have already been dealt with should remain on the work programme, with an indication of the date they were addressed and any action agreed. Therefore, anyone consulting an O&S committee work programme should be able to tell at a glance what work the committee has already undertaken in the current year and what work it is planning to undertake.

- 4.3 There is an obvious utility in committees agreeing and keeping to an annual work programme. However, it may well be necessary to add items to the work programme throughout the year (e.g. in response to unanticipated events etc). In general it should be possible to add individual items at the Chairman's discretion. However, if very significant changes to the work schedule are required, it may be necessary to ask committee members to agree a revised work programme.

5. Scrutiny Panels

- 5.1 Scrutiny panels are short reviews into a specific topic. They usually last for around 6 months and make recommendations to the Council's executive. Appendix 3 of this report provides members with a list of previous panel topics for information.

- 5.2 Following consultation during 2010 a list of agreed panel topics was developed. There are currently 3 topics agreed by OSC that are outstanding:

Alcohol Admissions to Hospital – This is an issue that HOSC had been tracking for some time as a red indicator within the LAA. It was agreed to undertake a longer review (select committee) into the issue. However the council has since undertaken a pilot Intelligent Commissioning study into alcohol more broadly and therefore it is recommended that this is kept on hold awaiting the final publication of this piece of work.

Living Wage – this panel started prior to the May local elections but will now need a new membership. This would review the costs and benefits to the council/city of introducing a Living Wage for all council employees and those employed by companies contracted by the council. This review would examine its feasibility examining:

- (a) What this will cost

- (b) What savings may be made (in terms of benefits to low waged individuals which would not apply to those on the Living Wage; and in terms of increased staff retention and morale)
- (c) How many council employees are currently below a Living Wage
- (d) How many are on the National Minimum Wage
- (e) How many employees of companies contracted by the council are currently below a Living Wage
- (f) How many employees of companies contracted by the council are on the National Minimum Wage
- (g) What are the job titles and wages of those in categories (c) and (e) and the companies they are employed by
- (h) At what level a living wage for B&H would be set at (£7.85 in London, £7 Oxford)

Information Sharing on Vulnerable People -

A number of different agencies/organisations keep lists of 'vulnerable' people. This includes BHCC adult social care services, BHCC housing, NHS Brighton & Hove and East Sussex Fire Authority. It also includes the major Utility companies.

Any review could focus on the potential for multi agency 'one source' home safety/health support for vulnerable people and look at the concept of 'Added Value' to communities (i.e. the collective worth of effective multi-agency working for a particular vulnerable group). We understand that the City is already looking into how its own departments link up to share information about vulnerable people, and we feel that a wider remit for a scrutiny panel could help push the concept of this 'Golden Thread' further forward, enabling us and other partners to explore how we currently share information about vulnerable people and work with them pro-actively to improve their safety and quality of life and what improvements are needed for collective overall benefit.

6. CONSULTATION

- 6.1 Other than public consultation on topics for scrutiny, no formal consultation has been undertaken in compiling this report.

7. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 7.1 There are no financial implications to this report. Issues relating to O&S committee work programmes may impact upon the allocation of resources within the Scrutiny team, but this will relate to the existing Scrutiny budget and will not involve additional funding.

Legal Implications:

- 7.2 The O & S Commission's authority to co-ordinate the work of the council's O & S committees is detailed in paragraph 3.2. Relevant parts of the council's constitution and any relevant legislation or government bills are referred to at appropriate points in the report.

Equalities Implications:

- 7.3 O&S committee work programmes should be formulated with equalities issues in mind.

Sustainability Implications:

- 7.4 Members should consider whether the draft committee work programme adequately reflects the importance of sustainability issues to the committee's Terms of Reference.

Crime & Disorder Implications:

- 7.5 Members should consider whether the draft committee work programme adequately reflects the importance of crime and disorder issues to the committee's Terms of Reference.

Risk and Opportunity Management Implications:

- 7.6 Members should consider whether risk and opportunity management issues have adequately been addressed in formulating the draft committee work programme.

Corporate / Citywide Implications:

- 7.7 O&S committee work programmes should reflect corporate and citywide priorities.

SUPPORTING DOCUMENTATION

Appendices:

- 1) The Council's Forward Plan
- 2) Committee draft work programme
- 3) List of previous Scrutiny Panel topics

Documents in Members' Rooms:

None

Background Documents:

None



Brighton & Hove City Council

FORWARD PLAN OF KEY DECISIONS

FROM JUNE TO SEPTEMBER 2011

KING'S HOUSE
GRAND AVENUE
HOVE
BN3 2LS

www.brighton-hove.gov.uk

Edition 37

Published 13 May 2011

For further detailed information regarding specific issues to be considered by the Cabinet/Individual Cabinet Member please contact the named contact officer for the item concerned.

The Leader of the Council is required to publish a forward plan setting out matters which the Leader believes will be the subject of a **key decision** by the Cabinet or an individual Cabinet Member in the period covered by the Plan (the subsequent four months). Not all Key decisions can be listed with four months notice because in some cases the need for a decision is not known at the time of writing. The Council's Constitution states that a key decision is one that involves:

- (a) *Expenditure which is, or the making of savings which are, significant having regard to the expenditure of the City Council's budget, namely above £500,000 per annum; or*
- (b) *Is significant in terms of its effects on communities living or working in an area comprising two or more electoral divisions (wards).*

As a matter of good practice, the Council's Forward Plan may include other items in addition to key decisions that are to be considered by the Cabinet/Individual Cabinet Members. This additional information is provided to inform local residents of matters to be considered, with the exception of issues which are dealt with under the urgency provisions.

For each decision included on the Plan the following information is provided:

- the name of the individual or body that is to make the decision and the date of the meeting
- the title of the report and decision to be considered
- individuals/groups that will be consulted prior to the decision being taken
- a list of other appropriate documents
- the name and telephone number of the contact officer and to whom any representations should be sent for each item.

The Plan is updated and published every month on the Council's web-site two weeks before the start of the period to be covered.

Meetings of the Cabinet/Individual Cabinet Members are open to the public (with the exception of discussion regarding reports which contain exempt/confidential information). Copies of agenda and reports for meetings are available on the web site in advance of meetings. For further details on the time of meetings and general information about the Plan please contact Mark Wall, Head of Democratic Services at Kings House, Grand Avenue, Hove, BN3 2LS, or telephone 01273 291006 or send an e-mail to mark.wall@brighton-hove.gov.uk.

For further detailed information regarding specific issues to be considered by the Cabinet/Individual Cabinet Member please contact the named contact officer for the item concerned.

Brighton & Hove City Council Forward Plan June to September

Ref	Date decision to be taken	Key Decision (Including Brief Summary * Expected Outcome) (including ward/area)	Decision-making Body, Edition of Forward Plan when first appeared	Consultation Where Required (Details given: Who, How & Closing date)	Lead Officer (to whom representations should be made, and holder of documents)
DECISIONS ANTICIPATED FOR JUNE 2011					
CAB 21073	09/06/11	All Wards Targeted Budget Management (TBM) Provisional Outturn 2010/11 Revenue and Capital Outturn position for 2010/11	Cabinet Cabinet Member for Finance Edition 35 (April - July 2011)	None.	Nigel Manvell Tel: 29-3104
CAB 22050	09/06/11	Queen's Park; Regency; St Peter's & North Laine Investment in City Infrastructure - Car Park Improvements – Phase II To seek Cabinet approval for funding for an invest to save proposal for the improvement of four car parks.	Cabinet Cabinet Member for Environment Edition 36 (May - August 2011)	Internal & External stakeholders, Cabinet Member, Ward Councillors	Austen Hunter Tel: 29-2245

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Brighton & Hove City Council Forward Plan June to September

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CAB 22053	09/06/11	All Wards Procurement of Vehicles and Plant. To seek Cabinet approval to tender for and award contracts for the procurement of vehicles for refuse, recycling and street cleaning, city parks, adult social care, children's and young peoples trust and parking services in 2011/12.	Cabinet Cabinet Member for Environment Edition 36 (May - August 2011)	Internal & External stakeholders, Cabinet Member	Gillian Marston Tel: 29-4701
ASC 21745	13/06/11	All Wards High Cost Care It is recommended that the Cabinet Member agrees to a policy where costs of care are set at a level that secures a package of care or care home placement that meets the needs of the individual and also represents value for money	Adult Social Care & Health Cabinet Member Meeting Cabinet Member for Adult Social Care & Health Edition 36 (May - August 2011)	Adult Social Care Senior Managers meeting	Jane MacDonald Tel: 29-5038

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Brighton & Hove City Council Forward Plan June to September

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CYP 22134	20/06/11	All Wards Proposed New School for Hove - Consultation regarding Permanent arrangements The purpose of this report is to seek authorisation to commence the statutory process to make permanent the temporary arrangements at Connaught.	Children & Young People Cabinet Member Meeting Cabinet Member for Children & Young People Edition 36 (May - August 2011)	The consultation to be undertaken will comply with the requirements of the School Organisation regulations that are currently in place. This requires that we consult with any person who may have an interest in the proposal.	Gillian Churchill Tel: 29-3515
DECISIONS ANTICIPATED FOR JULY 2011					
ENVC MM 22254	07/07/11	Hanover & Elm Grove; St Peter's & North Laine The Level – Heritage Lottery Bid and Master Plan To seek final approval to submit the Heritage Lottery Bid in accordance with the Master Plan (to be enclosed with the report) and to allocate the necessary match funding.	Environment Cabinet Member Meeting Cabinet Member for Environment Edition 36 (May - August 2011)	Extensive consultation with internal and external stakeholders, local residents, and ward councillors taken place. Details of the consultation and the outcome will be presented in the report.	Jan Jonker Tel: 29-4722

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Brighton & Hove City Council Forward Plan June to September

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ENVC MM 22533	07/07/11	All Wards Road Safety 2020 Casualty Reduction Targets To provide details of the proposed casualty reduction targets for the next road safety strategy period ending 2020, and approve revised targets pending the submission of a new strategy.	Environment Cabinet Member Meeting Cabinet Member for Environment	Not required.	Phil Clarke Tel: 29-3705
JCB 21596	11/07/11	All Wards The Reconfiguration of Short Term Services To seek JCB approval for the Reconfiguration of Short Term Services	Joint Commissioning Board Cabinet Member for Adult Social Care & Health Edition 35 (April - July 2011)	Health and Adult Social Care internal and external stakeholders, Cabinet Member	Jane Simmons Tel: 01273 296112
CAB 21117	14/07/11	All Wards Budget Update and Budget Process 2012/13 For Cabinet to consider and agree the budget process and timetable for 2012/13	Cabinet Cabinet Member for Finance Edition 35 (April - July 2011)		Mark Ireland Tel: 29-1240

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Brighton & Hove City Council Forward Plan June to September

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DECISIONS ANTICIPATED FOR AUGUST 2011					
No items have been identified for decisions in August.					
DECISIONS ANTICIPATED FOR SEPTEMBER 2011					
CAB 21119	22/09/11	All Wards Targeted Budget Management (TBM) 2011/12 Month 4 To update members on the Capital and Revenue financial performance of the Authority's General Fund and Housing Revenue Accounts at month 4.	Cabinet Cabinet Member for Finance Annual Forward Plan 2011-2012		Nigel Manvell Tel: 29-3104

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Brighton & Hove City Council Forward Plan June to September

Ref	Date decision to be taken	Key Decision (Including Brief Summary * Expected Outcome) (including ward/area)	Decision-making Body, Edition of Forward Plan when first appeared	Consultation Where Required (Details given: Who, How & Closing date)	Lead Officer (to whom representations should be made, and holder of documents)
ITEMS PREVIOUSLY LISTED IN THE FORWARD PLAN BUT NOW WITHDRAWN OR DEFERRED FOR THE REASONS STATED					
CAB 19180		<p>All Wards Equalities Update</p> <p>To update Cabinet on the six monthly monitoring of the Single Equality Scheme.</p> <p>Note: This report has been deferred until March Cabinet in order to allow time to incorporate the findings of the Equalities Framework for Local Government peer assessment.</p> <p>Note: This report has been deferred in order to allow further time to include any findings of the Equalities Framework for Local Government peer assessment.</p>	<p>Cabinet Cabinet Member for Community Affairs, Inclusion & Internal Relations</p> <p>Edition 31 (December 2010 - March 2011)</p>	<p>Consultation with Overview and Scrutiny Commission.</p>	<p>Mary Evans Tel: 29-1577</p>

For further detailed information regarding specific issues to be considered by the Cabinet/Individual Cabinet Member please contact the named contact officer for the item concerned.

Brighton & Hove City Council Forward Plan June to September

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CRT 21222		<p>Queen's Park; Rottingdean Coastal; Westbourne</p> <p>Beach Chalets Consultation</p> <p>For the Cabinet Member to review the result of the Beach Chalet Consultation.</p> <p>Note: This item is being deferred pending further consultation with Stakeholders.</p>	<p>Culture, Recreation & Tourism Cabinet Member Meeting</p> <p>Cabinet Member for Culture, Recreation & Tourism</p> <p>Late Items Plan Edition 03 March - June 2011 (FP34)</p>	External stakeholders	Ian Shurrock Tel: 29-2084
HSG 14247		<p>All Wards</p> <p>Review of Grounds Maintenance - Council housing land</p> <p>To seek approval of the recommendations arising from the review of the grounds maintenance service for council housing land.</p> <p>Note: This item is being deferred to 20th October Housing Cabinet Member Meeting to allow for detailed consultation with the community and to seek the view of Housing Management Consultative Committee.</p> <p>Note: This item is being deferred to 5th</p>	<p>Housing Cabinet Member Meeting</p> <p>Cabinet Member for Housing</p> <p>Edition 21 (February - May 2010)</p>	Residents of the Estates Service Working Group are involved in preparing the report. Residents of Housing Management Consultative Committee will be consulted on 29 March 2010.	Graham Page Tel: 01273 293354

For further detailed information regarding specific issues to be considered by the Cabinet/Individual Cabinet Member please contact the named contact officer for the item concerned.

Brighton & Hove City Council Forward Plan June to September

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		<p>January 2011 Housing Cabinet Member Meeting to allow for pilot projects to be delivered and evaluated and for detailed consultation with the community.</p> <p>Note: This item is being deferred to allow for the phase 2 pilot projects to be delivered and evaluated and for the new service standards to be developed. A consultation progress report on the review will be presented to Housing Management Consultative Committee on 13 December 2010.</p>			

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Brighton & Hove City Council Forward Plan June to September

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CAB 19193		<p>All Wards Shoreham Harbour Regeneration Project – Joint Governance Arrangements</p> <p>To seek Cabinet Member Approval for the new governance arrangements and Scheme of Delegation.</p> <p>Note: This item is being deferred as the Leaders of Adur District Council, West Sussex County Council and Brighton & Hove City Council after reviewing project structure options have decided to consider a more informal partnership arrangement, working with a Memorandum of Understanding signed by all parties.</p>	<p>Cabinet Leader of the Council</p> <p>Edition 31 (December 2010 - March 2011)</p>	<p>Project partners (undertaken by 7/10/10) and the Leaders of the three authorities on 2/11/10. Legal departments of all three authorities.</p>	<p>Lisa Marshall Tel: 292612</p>

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Brighton & Hove City Council Forward Plan June to September

Ref	Date decision to be taken	Key Decision (Including Brief Summary * Expected Outcome) (including ward/area)	Decision-making Body, Edition of Forward Plan when first appeared	Consultation Where Required (Details given: Who, How & Closing date)	Lead Officer (to whom representations should be made, and holder of documents)
CAB 17853		<p>All Wards Preston Barracks Development – Update and future arrangements</p> <p>To advise of progress since the September 2009 report to Cabinet in developing wider scheme proposals in partnership with the University of Brighton. The report will also seek agreement to the next stages of work and setting out an indicative timetable.</p> <p>Note: This item was originally listed in error as going to September Cabinet and was intended to go to October Cabinet.</p> <p>Note: This item has been deferred to allow the partners time to complete discussions and consider options for future arrangements</p>	<p>Cabinet Cabinet Member for Enterprise, Employment & Major Projects</p> <p>Edition 28 (September - December 2010)</p>		<p>Mark Jago Tel: 29-1106</p>
CAB 8684		<p>All Wards Circus Street Development Site</p> <p>To consider a revised deal to achieve a financially viable redevelopment of the Circus Street site in light of prevailing</p>	<p>Cabinet Cabinet Member for Enterprise, Employment & Major Projects</p> <p>Edition 10</p>	<p>Internal officer consultation only for this particular decision. The progression and evolution of the final scheme will involve further detailed public consultation.</p>	<p>Max Woodford Tel: 29-3451</p>

For further detailed information regarding specific issues to be considered by the Cabinet/Individual Cabinet Member please contact the named contact officer for the item concerned.

Brighton & Hove City Council Forward Plan June to September

Ref	Date decision to be taken	Key Decision (Including Brief Summary * Expected Outcome) (including ward/area)	Decision-making Body, Edition of Forward Plan when first appeared	Consultation Where Required (Details given: Who, How & Closing date)	Lead Officer (to whom representations should be made, and holder of documents)
		<p>market conditions.</p> <p>Note: It is likely that there will be a public Part 1 report and a restricted Part 2 report for this item listed on the agenda for the meeting. This item has been deferred at the request of the Director from 9th July Cabinet to 17th September Cabinet.</p> <p>Note: This item has been deferred to the October Cabinet at the request of the Director.</p> <p>Note: The report has been delayed to the November Cabinet to allow the developers further time to complete the financial analysis.</p> <p>Note: This item is being deferred as following the submission by the developers of a further proposal relating to the amended offer, it is considered that there are further negotiations to be undertaken with the developers</p>			

For further detailed information regarding specific issues to be considered by the Cabinet/Individual Cabinet Member please contact the named contact officer for the item concerned.

Brighton & Hove City Council Forward Plan June to September

Ref	Date decision to be taken	Key Decision (Including Brief Summary * Expected Outcome) (including ward/area)	Decision-making Body, Edition of Forward Plan when first appeared	Consultation Where Required (Details given: Who, How & Closing date)	Lead Officer (to whom representations should be made, and holder of documents)
		<p>before officers are in a position to be able to recommend the proposals to Members</p> <p>Note: The report has been deferred to allow further negotiations.</p>			
CAB 5498		<p>All Wards Hangleton Bottom - Land Use Options</p> <p>To seek agreement to the marketing approach and future use of the site.</p> <p>This item has been deferred to allow for further consultation and consideration of options and will be brought to a future meeting.</p>	<p>Cabinet Cabinet Member for Central Services</p> <p>Edition 5 Revised</p>		Angela Dymott Tel: 29-1450

For further detailed information regarding specific issues to be considered by the Cabinet/Individual Cabinet Member please contact the named contact officer for the item concerned.

Overview and Scrutiny Commission Draft Work Plan 2011 - 2012

Issue	Overview & Scrutiny Activity	Outcome & Monitoring/Dates
7 June 2011		
Introductions		
State of the City Report	For pre-decision comment	
City Performance Plan	For pre-decision comment	
BHCC Organisational Health	For pre-decision comment	
City Commissioning Plan	For pre-decision comment	
Monitoring Street Access scrutiny review	Monitoring scrutiny recommendations	
Scrutiny Work Programme	For agreement	
Scrutiny Annual Report	For agreement	

19 July 2011

Invitation to Council Leader and Cabinet Member for Central Services, Councillors Randall and Kitcat

Community Engagement Framework monitoring - including planning consultations

Budget Process and Scrutiny of the Budget

Monitoring Dual Diagnosis Scrutiny Recommendations

Monitoring Climate Change Adaptation Scrutiny Recommendations

13 September 2011		
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Annual Complaints Report		

1 November 2011		
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13 December 2011		
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Budget Strategies		

31 January 2012		
Scrutiny of Budget Proposals		

27 March 2012		

Other potential items to be added to OSC Work Programme;

- Targetted Budget Management (TBM) reports
- Discussion with LSP Chairman
- Update on Single Equality Scheme
- Co-ordination of Scrutiny Committees

Agenda Item 11
Appendix 3

No	Panel Title
1	Dual Diagnosis (OSC)
2	Students in the Community (ASCHOSC)
3	Older people and community safety (ECSOSC)
4	GP Led Health Centre (HOSC)
5	Children and Alcohol Related Harm (CYPOSC)
6	Dignity at Work (OSC)
7	Environmental Technologies (CTEOSC)
8	Street Access Issues (OSC)
9	Winter Service Plan (ECSOSC)
10	Staff Disability (OSC)
11	Climate Change Adaptation (OSC)
12	20 mph (ECSOSC)
13	School Exclusions (CYPOSC)
14	Support Services for the Victims of Sexual Violence (ECSOSC)
15	Dementia Strategy (ASCHOSC)
16	Impact of In-Year Budget Savings (OSC)
17	Autism Services for Adults (ASCHOSC)
18	Cultural Provision for Children (CTEOSC)
19	Renewable Energy (ECSOSC)
20	Private Sector Agents (ASCHOSC)

Subject: Scrutiny Annual Report
Date of Meeting: 07 June 2011
Report of: Strategic Director, Resources
Contact Officer: Name: Tom Hook Tel: 29-1110
E-mail: Tom.hook@brighton-hove.gov.uk
Wards Affected: All

FOR GENERAL RELEASE

1. SUMMARY AND POLICY CONTEXT:

- 1.1 This report provides Members with an early draft of the 2010/11 Scrutiny Annual Report. Members are asked to agree the draft before them to allow the publication of the report for 21 July Council meeting.

2. RECOMMENDATIONS:

- 2.1 That Members agree the draft annual report as found in appendix 1 and delegate to the Chair of the Overview and Scrutiny Commission authority for the final signoff of the report.

3. BACKGROUND INFORMATION

- 3.1 Scrutiny is required by the Council's constitution to report annually on its activities. Each year a report is taken to the July meeting of Council.
- 3.2 Members are invited to agree the draft text as appended to this report. The report will then be professionally designed and presented.

4. CONSULTATION

- 4.1 No formal consultation has been undertaken in compiling this report prior to this report.

5. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

5.1 There are no financial implications to this report.

Equalities Implications:

5.2 There are none.

Sustainability Implications:

5.3 There are none.

Crime & Disorder Implications:

5.4 There are none..

Risk and Opportunity Management Implications:

5.5 There are none.

Corporate / Citywide Implications:

5.6 There are none.

SUPPORTING DOCUMENTATION

Appendices:

- 1) Draft Scrutiny Annual Report.

Documents in Members' Rooms:

None

Background Documents:

None

Foreword by Cllr Gill Mitchell

Chair of the Overview and Scrutiny Commission

I am very pleased to introduce the 2010/2011 Scrutiny Annual Report. Another busy year for scrutiny members has seen the quality of work recognised by the Centre for Public Scrutiny; the scrutiny function has been shortlisted for two 'Good Scrutiny Awards 2011' – Team of the Year and Innovation. *(we will know the result shortly...)*

Highlights from the year include the detailed work into services for adults with Autistic Spectrum Conditions, the review of the in-year budget cuts and work relating to letting agents. This report provides a succinct summary of scrutiny activity over the year, and detailed information can be found at <http://www.brighton-hove.gov.uk/index.cfm?request=c1243614>

Whilst there have been many excellent pieces of work during the year, the scrutiny function is continuing to develop and respond to the challenges we face as a council and city. This will include providing training for new members, moving to a partnership based scrutiny function and enabling members to contribute to the development of services under Intelligent Commissioning.

Once again it is necessary on behalf of all members involved in scrutiny to thank residents, local partners and witnesses who have freely given their time over the course of the year. Without their input we could not undertake the work we do.

Scrutiny Annual Report 2010/11

Welcome to the third annual report of Brighton & Hove's scrutiny function. This report highlights the recent improvements in the city as a result of scrutiny's reviews.

What is scrutiny?

Scrutiny works in four ways to drive forward improvements to the council's policies, procedures and service delivery:

Policy Development

The focus of our panel work is policy development. Examples include services for adults with Autistic Spectrum Conditions, renewable energy and private sector lettings agents.

Decision-making scrutiny

Holding the executive to account is a key part of our role. This is done through reports to committee, Call-in and questioning of Cabinet members at scrutiny meetings.

Pre-decision input

Input on draft policies and strategies before they have been agreed by Cabinet or Council helps ensure they are more robust. It also provides an opportunity for cross-party consensus to be developed on an issue.

Monitor and track recommendations

Ensuring that panel work results in service improvements is an essential part of the process. Six monthly and annual reports are produced to show committees what outcomes are being achieved.

The work of the Scrutiny Team includes promoting member workshop sessions, using university expertise to guide our work, asking residents what they want scrutinised, and bringing cabinet members, scrutiny chairs and senior officers together through tripartite working.

Shortlisted for the 2011 Good Scrutiny Awards

These awards were established by the Centre for Public Scrutiny (CfPS) to:

'... celebrate good practice in public scrutiny and the contribution that non-executives make to achieving transparency, involvement and accountability.'

Our scrutiny function has been recognised in the shortlist for this year's awards, in the following categories:

- **Team of the year** – for tackling major local issues
- **Innovation** – for our report on climate change adaptation

According to CfPS:

'Brighton and Hove was a late adopter of the Cabinet and Scrutiny model but in the last three years has developed a reputation for innovation and high quality scrutiny. A key focus has been to improve the way they work, moving towards partnership based scrutiny, complementing rather than duplicating workstreams.'

The awards will be announced on 2nd June 2011.

1. Enterprise and learning

Scrutiny Review - [Cultural Provision for Children and Young People](#) *How can children and young people be helped to access the arts?* The Panel praised what was on offer in the city and suggested how to publicise events better, improve venues and include marginalised young people.

Completed November 2010 - key recommendations and achievements:

- ✓ **In March 2011 an apprentice began a 6 month post to work on delivering key recommendations of the Panel.**

Each school should identify a lead person for arts and culture.

- ✓ **Now a list of arts contacts at most schools.**

There should be a single point of contact within the council regarding arts and cultural activities for young people.

- ✓ **These activities made a priority for the Commissioner for Culture.**

The council should set up a dedicated website with information about projects, events and funding opportunities.

- ✓ **The council is working with partners to build on Viewfinder - a web based visual arts resource for young people. Continuing work to develop the *Express* blog, whose users include schools, artists, youth centres and community centres.**

The council should work with venues in the city to find ways to enable young people to perform in venues with professional type facilities.

- ✓ **Subject to funding – developing a training package for venues on working successfully with young people.**

Scrutiny Review update – [School Exclusions](#)

Completed June 2010

- ✓ Schools, and council officers working with schools, have been provided with a document which provides advice and guidance in relation to unofficial exclusion and the use of part-time timetables. The Children Missing Education Officer, within the Attendance Strategy Support Team, monitors 4 weekly those pupils on part time timetables to ensure these are used appropriately as outlined in the guidance.

Bright Start nursery Call-in

Call-ins are a way of challenging decisions taken by the council's executive before they are implemented.

This request for a Call-in was made in October 2010 on the point that the decision was concerned only with whether or not to consult on the future of Bright Start, rather than being an outright decision about the nursery's prospects and viability.

The [Children and Young People Overview & Scrutiny Committee](#) (CYPOSC) resolved not to refer the decision back to the Children and Young People Cabinet Member for reconsideration.

[Culture, Tourism and Enterprise Overview & Scrutiny Committee](#) (CTEOSC) held a workshop in July 2010 on the sports facilities management contract. Members were consulted on the tendering process and their input informed both the specification and the contract. Freedom Leisure was awarded the contract from 1st April 2011.

2. Crime and improving safety

Scrutiny Review update - Children & Alcohol

Completed May 2009

- ✓ The Young Persons Alcohol post has continued to develop early intervention work, including the police developing links with the ambulance service.
- ✓ Work has been recognised by Alcohol Concern as a case study for a simple cost effective referral process.
- ✓ The Alcohol Worker from the Health Promotions team has worked closely with the council training team to develop and deliver training to staff across the council as well as the wider statutory and voluntary sector.

Scrutiny Review update - Sexual violence investigated the level of support provided in the city for victims of rape, sexual assault and other serious sexual offences, identifying current support services and gaps in the provision of support.

Completed June 2010

TBC – awaiting final text

IC Pilots on Domestic Violence, Drugs and Alcohol

Scrutiny workshops have been held on each of the intelligent commissioning pilots. The needs assessments on each of the three studies were presented to scrutiny members.

The most advanced of the pilots, domestic violence, has been subject to a further detailed workshop prior to its presentation at Cabinet. Scrutiny members

3. Health and well-being

Scrutiny Review - Services for Adults with Autistic Spectrum Conditions (ASC)

How should we respond to the first National Autism Strategy? How can we improve our services? Local services currently provided for adults with ASC were reviewed, including the transition from children's to adult services. The Panel listened to service users, parents and carers of people with ASC, service providers, third sector organisations, health and criminal justice colleagues.

Completed March 2011 – key recommendations

- Training on ASC awareness should be given to as many frontline council staff as possible.
- There are currently two pathways to diagnosis, either through Mental Health services or Learning Disabilities services, which are not always as well linked as they should be. The Panel would like to see clear and accessible pathways, which work together where appropriate.
- Families and carers need to be kept more informed about the transition from children's to adults' services. Joint working is needed to manage the change as smoothly as possible.
- Encouraged health colleagues to explore the diagnostic model used in West Sussex.
- A dedicated team of professionals to support adults with ASC should be set up.
 - ✓ An ASC stakeholder group has been set up, including council officers, police, education, and health. This will develop the local response to the National Autism Strategy using the work of this Review as a starting point.

“Other local authorities should see this innovative piece of work as a model for the inclusive re-design of major strategies.”

Professor Jeremy Turk, Consultant in Development Psychiatry, Maudsley Hospital; Professor of Developmental Psychiatry, University of London.

“The panel provided an opportunity to explore in depth concerns with fairness, transparency and without censure. As a result, locally we are now better informed and more able to develop the Joint Strategic Needs Assessment and a local autism strategy.”

Diana Bernhardt, Lead Commissioner, Learning Disabilities, NHS Brighton & Hove and Brighton & Hove City Council

Scrutiny Review update - Dementia

Completed September 2010

- ✓ City partners are currently revising the city's dementia strategy, and the Panel's recommendations have been included in the evidence being considered.

Scrutiny Review update - GP Health Centre

Completed July 2009

- ✓ Following the publication of the scrutiny report, NHS Brighton & Hove has ensured that details of all major procurements are available on its website, which will allow concerned members of the public to make their views known about particular plans.

Scrutiny Review update - Dual Diagnosis looked at services for people who have both serious substance misuse and mental health problems.

Completed April 2009

- ✓ Sussex Partnership NHS Foundation Trust has developed its own strategy using the Panel's report as its fundamental building block. This strategy has just been approved by the Trust's executive board and will shortly be rolled out across the Trust.

This year the Health Overview & Scrutiny Committee worked closely with NHS Brighton & Hove to help it develop its annual operating plan, identifying areas of particular concern in terms of the city's healthcare needs

"We have a very positive relationship with the Brighton & Hove scrutiny team. They provide a constructive challenge to the PCT and continue to develop their services in innovative ways."

Claire Quigley, Director of Delivery, NHS Brighton & Hove; Director of Delivery and QUIPP, Sussex PCT Cluster

4: Community involvement

Working with the local third sector

- ✓ Scrutiny has developed a stronger relationship with the local third sector, resulting in The Community and Voluntary Sector Forum (CVSF) being represented in service commissioning scrutiny workshops and having a co-optee in the scrutiny of the 20011-12 budget setting process.

Scrutiny Review update - Staff Disabilities

Completed in May 2010

A Disabled Workers Forum (DWF) Annual Report is being produced for the first time.

- ✓ Recommendations used to inform e-learning packages; 'Attendance Management' (launched), 'Recruitment and Selection' (being developed) and e-induction (being revised).
- ✓ Training workshops and courses being run on this issue.

'I think that the process was very worthwhile. The recommendations were very useful and it was a wonderful opportunity to enable us to communicate our needs to improve our working environment at the council. The recommendations have given us support for improving practices when issues around disability arise for staff. I particularly like the recommendation of acquiring a disability champion which should help us trouble shoot problem areas more swiftly.'

A member of the DWF talking about this Panel

Scrutiny Review update - Older People and Community Safety

Completed in August 2009

- ✓ The Draft Community Safety Crime Reduction and Drugs Strategy 2011 – 2014 includes a new section and action plan on older people.
- ✓ Intelligent Commissioning Pilots on Domestic Violence and Alcohol takes elder abuse and older people's specific needs into account.

In 2010-11, Adult Social Care and Housing Overview and Scrutiny Committee (ASCHOSC) invited the CVSF to talk about their experiences of personalisation and problems that they've experienced, on two occasions. On the second occasion, the Cabinet Member for Adult Social Care and key officers were in attendance and committed to meet with the Head of the CVSF to address the issues raised.

5. Housing and affordability

Scrutiny Review - Letting Agents

What extra charges might Lettings Agents make tenants pay for? Charges can be made for getting references, carrying out credit checks, providing an inventory and renewing tenancies. Some of these charges were seen as hidden and not providing value for money.

Completed in March 2011 - the key recommendations for the council include:

- Developing a local letting agents' accreditation scheme.
- Launching an information pack for private sector tenants, highlighting letting agents' good practices and procedures.
- Ensuring that the current landlords' accreditation scheme provides advice on choosing letting agents. To include an explanation that letting agents deriving most of their income from tenant charges may not be in the best interests of landlords.
- Consider including details of homes to let by accredited letting agents in its Homemove lettings scheme web pages/ magazine alongside council and housing association properties.

Scrutiny Review update - Students in the Community

Completed in February 2009

- ✓ The council has developed a detailed Student Housing Strategy which addresses the majority of the recommendations to come out of the scrutiny study. It sets out a strategic approach for the supply and management of student housing in the city, to ensure that students are integrated into established residential communities in ways that do not unbalance local population structures and housing markets.

6: The environment

Scrutiny Review - Renewable Energy Potential *What can be done to encourage the growth of renewable energy in the city?* The Panel found that growing this sector would retain money in local economy, tackle fuel poverty, create jobs and improve skills.

The report of the Panel was approved in April 2011 and the key recommendations include:

- Develop a city wide sustainable energy programme.
- Establish a team or agency to focus on sustainable energy.
- Carry out a heat mapping exercise to identify opportunities for District Heating.
- A sustainable energy publicity campaign.
- A programme to enable community based sustainable energy.

Scrutiny Review update - Climate Change Adaptation

Completed in July 2010

- ✓ The findings of this Panel are being fed into the city's revised Climate Change Action Plan.
- ✓ A Local Climate Impact Profile has been undertaken.
- ✓ Work on the city's Surface Water Management Plan is progressing.
- ✓ The City Sustainability Partnerships 'Big Asks' of the Strategic Director of Place and the new council administration included: "Leadership on climate change adaptation planning, including and beyond public services, with an emphasis on community engagement to improve resilience to severe weather impacts."
- ✓ Climate Change impacts and adaptation feature in the imminent "State of the City" and "State of the Local Environment" reports.
- ✓ Active consideration is being given to updating the council's Strategic Risk Register to include a new risk on severe weather.

'Chairing [this] ... panel for Brighton and Hove City Council was a valuable and rewarding experience'

Professor Gordon MacKerron, Director of the Sussex Energy Group – University of Sussex

Scrutiny Review update - Environmental Technologies

Completed January 2010

- ✓ Officer appointed and began in
- ✓ Recent updates of strategies including the City Employment and Skills Plan have taken account of this sector.
- ✓ The city's successful Future Jobs Fund apprenticeship scheme included 100 recycling and environmental jobs.

To be updated.

Scrutiny Review update - Winter service plan

Completed March 2010

- ✓ Communication with residents during the severe winter weather during 2010/11 was vastly improved compared to 2009/10.
- ✓ Scrutiny recommendations regarding up-to-date information and guidance regarding the liability of residents clearing paths and pavements also helped ensure that the city was better able to cope with the snow.

7: Sustainable transport

Local Transport Plan (LTP3) workshop

Transport came under scrutiny at an informal workshop for the [Environment and Community Safety Overview & Scrutiny Committee](#) (ECSOSC) on 31 January. Members received copies of the LTP3 strategy and delivery plan in draft form and heard a presentation from senior officers.

LTP3 is based on LTP2 which ended on 31 March 2011, also on the city's other plans and strategies and considerable experience within the council.

The Committee made their views known and asked for further information on key issues such as road safety, vehicle speeds, air and noise pollution, response to severe weather, smart ticketing (Oyster cards), street lighting efficiency, freight operations, bus route maps and the new responsibility for road classification.

Cabinet considered the final version LTP3 on 17 March, for agreement at 24 March full Council.

Scrutiny Review update - Street access

Completed April 2010

- ✓ The Citywide Speed Limit Review (Non A&B Class Roads) pilot study on three trial areas in different parts of the city is now complete. Officers are preparing to present the report at July Cabinet Member Meeting (CMM) seeking Cabinet Member approval to consult on implementing its recommendations within those areas. At that meeting approval is also being sought to continue the review using the same methodology.

Scrutiny Review update – 20mph speed limits/zones

Completed April 2010

- ✓ Progress in implementing the recommendations is tied into the development of the LTP3 which is currently being finalised.

Parking Call-in

This Call-in was held to determine whether to ask the Environment Cabinet Member to reconsider the decision in relation to the Hanover & Elm Grove Resident Parking Scheme Review Community Consultation which was taken at the Environment Cabinet Member Meeting on 16 September 2010. The decision was made to neither refer the decision back nor make recommendations to the Environment Cabinet Member.

Pedestrian Crossings

Following concerns from residents, the [Environment and Community Safety Overview and Scrutiny Committee](#) (ECSOSC) pushed for a more transparent and easier to understand method of prioritising pedestrian crossings.

A more robust and up to date scoring system has now been developed that takes into account residents' fear of crossing busy roads and public perception of dangerous roads; a report with the revised methodology will be taken for the approval of the Cabinet Member for Environment.

8: Quality advice and information services

Scrutiny Review - In-Year Budget Reductions *How might the planned in-year budget reductions affect council services?* The aim was to help improve how future budgets are set.

Completed in December 2010 and main recommendations related to

- Consulting on service changes.
- Agreed priorities for services.
- Partnership working.
- Monitoring the on-going and longer-term impact of budget reductions.
- Closer working with the city's Community and Voluntary Sector Forum (CVSF).

Outcomes achieved to date

- ✓ Council maintaining close links with the CVSF.
- ✓ For future years – assessing the equality impact, as well as consultation and engagement, will be part of the commissioning process.
- ✓ Consultations on risk and opportunity management will be included in relevant committee reports.
- ✓ Recommendations taken into account in partnership working re: Collective financial challenges (eg joint use of building, collaborative procurement)
- ✓ Recommendations taken into account in the Intelligent Commissioning Framework and partnership working.

Engaging with the community

We have been expanding the ways our team/service communicate and engage with residents. This includes:

- A scrutiny Twitter account has been created to promote scrutiny committee and panel work and receive suggestions for scrutiny topics.
- A quarterly newsletter on scrutiny activity which goes to all Members, senior officers and partner organisations.
- All Overview and Scrutiny Commission (OSC) meetings are webcast and stored on the website.
- Website improvements and up to date information about the progress of panels and all scrutiny committee meetings can be found on [our webpages](#).

Planned panel – information sharing on vulnerable people

TBC

The Scrutiny Team

Who are we?

- Tom Hook, Head of Scrutiny (01273 29-1110)
- Giles Rossington, Senior Scrutiny Officer, HOSC (29-1038)
- Mary van Beinum, Scrutiny Officer, ESCOSC, OSC (29-1062)
- Julia Riches, Scrutiny Officer, CTEOSC (29-1084) *Jobshare*
- Karen Amsden, Scrutiny Officer, CTEOSC (29-1084) *Jobshare*
- Sharmini Williams, Scrutiny Officer, CYPOSC (29-0451)
- Kath Vlcek, Scrutiny Officer, ASCHOSC (29-0450) *Part time*

Our achievements in 2010/11

Tackling the key issues for the city

In the last 3 years the team has undertaken 20 scrutiny reviews, covering a wide range of policy areas and representing some of the major issues affecting the city.

This year we asked the public for suggestions for topics to scrutinise; a total of 69 separate suggestions were received. Our scrutiny committees chose ??? topics, of which ???? were completed in 2010/11.

Raising awareness of scrutiny

- **A quarterly newsletter** was introduced this year which is sent electronically to all councillors, senior officers and partner organisations.
- Updating **our website**.
- Using **networking** to work intelligently with our neighbours. For example HOSC talk regularly with four neighbouring authorities to co-ordinate their response to emerging health issues.
- Forwarding **summaries of our Reviews to Full Council** to provide them with an easily digestible account of their findings.
- Set up a **Twitter** account [@BHScrutiny](https://twitter.com/BHScrutiny).
- **Webcasting** our Overview & Scrutiny Commission meetings.

Working with our Universities

The 'University Challenge' a study by the Centre for Public Scrutiny will include the recent collaboration between us and the city's universities as a case study This work includes:

- Dr Adrian Smith, from University of Sussex, who brought his knowledge of community energy to chair a Panel on realising the potential for renewable energy in the city.
- A final year student undertaking an internship in the Team.

Our focus for 2011/12

Member induction and training

TBC

Partnership working

We are moving towards a partnership based scrutiny function - building on the ways we work with the City's Strategic Partnership. This will complement, rather than duplicate, work streams. It will ensure that the council is plugged into the decision making processes of the city's key public sector organisations. The aim is to:

- Increase democratic accountability and input to organisations within the city.
- Result in reviews of service provision in areas of weakness/priority areas for intervention.
- Act as a mechanism for innovative policy development.
- Provide a means for increased community involvement in decision making and service review.
- Offer a mechanism for the independent review of issues of contention between organisations.

An example of this work was the involvement of the local third sector in examining the council's 2011-12 budget proposals.

'CVSF believes the scrutiny process is a key mechanism for influencing decision making and for enabling the voice and experience of CVSF members to be heard. It has been an absolute privilege to work with the Scrutiny Team and CVSF hopes to continue its involvement in scrutiny on behalf of its members.'

Sally Polanski, CEO, Community and Voluntary Sector Forum (CVSF)

Intelligent Commissioning

Members of the [Overview and Scrutiny Commission](#) attended informal scrutiny workshops on each of the Intelligent Commissioning Pilots; Drug-related Deaths, Domestic Violence and Alcohol-Related Harm.

Members asked questions, commented and made suggestions for developments in these areas. Feedback from the workshops is being used in making decisions on commissioning services in these areas.

Get involved

There are many ways in which you can get involved in Scrutiny. This can be done by:

1. **Attending a meeting** – All Scrutiny Committee Meetings are open to the public. Please look at our website to see the dates, times and venues of each Overview and Scrutiny Committee meetings <http://www.brighton-hove.gov.uk/index.cfm?request=c1211354>
2. **Consultation** – During the evidence gathering stage of a review a range of stakeholders will be consulted with in order to gain evidence. Details of such consultation will appear on the web pages or in a variety of other formats such as in the local newspaper.
3. **Tell us your views** – Please contact us if you have an idea for a Scrutiny review or if you would like to contribute to a current review.

Suggesting a topic for scrutiny

If you have an issue that you think we should look at, or suggestions for future work, there are different ways to tell us about them. These include:

- Contact the scrutiny team
- Speak to your local councillor
- Look out for our

To help you when thinking of suggestions, we have listed some questions for you to think about.

- Is this an important issue for local people?
- Are there new laws or rules that might affect a service?
- Is this a poorly performing service? Have there been complaints about the service?
- Has the service overspent or underspent its budget?

How to contact us

Email us at scrutiny@brighton-hove.gov.uk

Follow us on Twitter at [@BHScrutiny](https://twitter.com/BHScrutiny) to find out about our meetings, give evidence to us, suggest reviews or tell us what you are up to.

Write to us

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Room 128 King's House
Grand Avenue, Hove
BN3 2LS

Or telephone us on 01273– 291084

Visit our website

<http://www.brighton-hove.gov.uk/index.cfm?request=c1247215>