



Brighton & Hove
City Council

Overview & Scrutiny

Title:	Overview & Scrutiny Commission
Date:	19 July 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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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, 11 July 2011

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 14

(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 7 JUNE 2011
COUNCIL CHAMBER, HOVE TOWN HALL
MINUTES

Present: Councillors Mitchell (Chair); Follett, Littman, Morgan, K Norman, Powell and Summers

PART ONE

1. PROCEDURAL BUSINESS

1.1 The Chair Councillor Gill Mitchell welcomed everyone to the meeting, especially Members new to the Council and gave a reminder that the meeting was being webcast live and kept on record for repeat viewing.

1a Declarations of Substitutes

1.2 There were none

1b Declarations of Interests

1.3 There were none.

1c Declaration of Party Whip

1.4 There were none.

1d Exclusion of Press and Public

1.5 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.

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

2. MINUTES OF THE MEETINGS HELD ON 5 APRIL 2011

2.1 The minutes of the meeting held on 5 April were agreed and signed by the Chair.

3. CHAIRS COMMUNICATIONS

3.1 The national Good Scrutiny Award for the review of Adaptation for Climate Change, chaired by an independent expert was well deserved said the Chair Councillor Gill Mitchell. She had

served on the panel with Councillors Tony Janio, and former Councillors Vicky Wakefield-Jarrett and David Watkins. It was also excellent news that the scrutiny team had been short-listed for Scrutiny Team of the Year.

3.2 On today's agenda Councillor Mitchell explained that items 6 – 9 were now combined into one presentation that had been circulated as an addendum

3.3 Councillor Mitchell said that OSC would continue to work in an open, non-political way and aim to focus on 'pre-decision' rather than 'post-delivery' scrutiny. All Councillors could suggest a topic for review and the Commission would be looking forward to a positive and constructive challenge relationship with the Administration.

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

4.1 There were none.

5. INTRODUCTIONS

5.1 All the Members of OSC introduced themselves.

6. THE STATE OF THE CITY REPORT AND SUMMARY

(Note that Reports designated items 6 – 9 on the published agenda have been combined into a single presentation, 'Setting the Strategic Commissioning Priorities and Measuring our Performance as a City' circulated as the addendum 'Scrutiny of the City's Plans and Strategies')

State of the City Report and Summary

6.1 The Head of Analysis and Performance Paula Black introduced the State of the City Report and Summary that was available as a spiral bound document and also as a more detailed document. It is a high level snapshot – an objective profile of where we are as a City, being presented to 9 June Cabinet.

6.2 A summary from this OSC meeting would be referred to Cabinet as follows:

Q. How can you commission services before any needs assessments have been completed?

A. The Council and partners already hold a lot of data.

Q. Can commissioning be based only on full-time resident population? How are visitors and students taken into account? How is this used to support service delivery priorities?

A. We have data from universities, businesses etc that allow some breakdown between different user/demographic groups.

Q. Why have a State of the City report – who is the audience, what is the purpose?

A. The State of the City Report presents a useful snapshot of the city. It brings together in a single readable format a wide range of information that only otherwise exists in a number of

other reports. Bringing together all of this data facilitates a more strategic and evidence based approach to decision-making.

Q. Is all the data referenced in the document available to residents? Are there plans for enabling higher level analysis – eg number of cars per household and single person households?

A. Brighton and Hove Local Information Services (BHLIS) will eventually hold all of the data and also present some analysis. We are moving towards an Open Data approach, with as much data as possible being publicly available.

Q. How do BME figures match up?

A. We can look again at 'non-white British' data.

Q. How do we know the data is reliable?

A. There is a data quality policy; only the best available information is used. A named person is responsible for their own areas of data. We always seek to quality assure data, and whilst recognising it may not all be perfect we are confident as to its reliability.

Q. When/Will it be done again?

A. Yes, if it's found to be useful and no, if not. It's intended to be useful for scrutiny and especially scrutiny panels. Data can be used both to identify issues that scrutiny may wish to concentrate upon, or once a review has started provide information to guide questioning and research.

6.3 OSC recommends that:

- 1) State of the City and Needs Assessment data is shown to link clearly with commissioning priorities and proposals before the latter are finalised.
- 2) Future updates on Needs Assessments to OSC are linked in with the relevant data.
- 3) Significant updates to the State of the City report are reported to OSC.

City Commissioning Priorities

6.4 The Central Policy Development Manager Emma McDermott introduced the City Commissioning Priorities, the key cross-cutting issues identified within existing partnership strategies, developed by the Public Service Board (PSB) and project managed by the Council's Policy Team. The Commissioning Plan would be presented to July meetings of the PSB and Cabinet and then reviewed annually. The Plan and timetable and Needs Assessments timetable would be brought back to OSC.

6.5 Regarding consultation with local communities, the Central Policy Development Manager pointed out that neighbourhood networks were being used and key stakeholders are mapped at an early stage in scoping for intelligent commissioning. There would be a programme of communication about the Commissioning Plan; the Community and Voluntary Sector Forum would be closely involved.

6.6 Answering a question on commissioning for income generation, the Strategic Director Place set out the three key areas where Council policies can have an impact on generating income and sustainability; Employment Skills and Training, Business and Enterprise and Investment and Development. Social and financial assets had to be looked at by breaking down any 'silos,' he said.

6.7 The Strategic Director Resources said intelligent Commissioning methodology could be used in many areas including where fees are charged..

6.8 Regarding the two indicative priorities 'Sustainable Economy' and 'One Plant Living' members heard a range of priorities was being identified through the City Sustainability Partnership though there were some areas of overlap. Members noted that the Chair of the Local Strategic Partnership, Roger French who also sits on the PSB, is invited annually to OSC. Chair of PSB is council Leader, Cllr Bill Randall.

City Performance Plan

6.9 The Head of Analysis and Research Paula Black summarised the approach to the City Performance and Risk Framework, which would show 'what we're doing and how we need to change.' Local accountability was now a key factor. The City Performance Plan will be based on outcomes and not indicator-driven. Indicators would be kept where it was necessary to show trends. The next stage would be to develop agreed targets.

6.10 Asked how delivery of services by contracts and compacts would be tracked, particularly in difficult economic circumstances, Members were reminded of the distinction between monitoring contracts/compacts and monitoring of the process. A programme of peer review and exception reporting was being developed. Audit would continue and Scrutiny could help inform where performance was good, where there were concerns and where services were off target. Working with partners would be important. Robust compacts and contracts would be developed with agreement on performance management and monitoring, as part of the commissioning process.

6.11 The Strategic Director Resources said 'buy-in' to the audit methodology from all concerned would lead to a more robust audit trail for public confidence. Answering further questions about compliance and the move to local public accountability, joint ownership and transparency, he said peers were typically assigned from like-type local authorities rather than from nearby councils, and in his experience they were very helpful.

6.12 Officers answered questions on the choice of outcomes, how potential areas of conflict between different outcomes/targets are to be dealt with, and how equality impact assessments are included within the intelligent commissioning and service delivery process.

Organisational Health

6.13 A suite of indicators was being developed for the Council as an organisation, that was a mix of former indicators with some that were new for the new structure and priorities. The full suite of indicators would be reported 6-monthly to Strategic Leaders Board, Cabinet and Scrutiny. A set of priority indicators would be available monthly.

General

6.14 The Head of Policy Performance and Analysis summarised the next steps. For continuity, it was intended to bring the final Local Area Agreement report and Organisational Health Report (previous format) to a future OSC meeting. First reporting on new targets was being planned for October or November.

6.15 The Strategic Director Resources highlighted that Overview and Scrutiny was included within the Intelligent Commissioning process and suggested that OSC might wish to consider the commissioning priorities as part of the regular work programme. This was welcomed by the Chair.

6.16 Members thanked the officers for their succinct presentation and thorough and reassuring replies to questions.

6.17 RESOLVED; Overview and Scrutiny Commission:

- a) Welcomed the publication of the package of reports presented
- b) Noted the role of scrutiny in Intelligent Commissioning – and that the relevant scrutiny committees are fully involved at the appropriate stages in those issues taken forward as City Commissioning priorities
- c) Welcomed the partnership approach evident within the reports and within the Intelligent Commissioning process
- d) That regular updates on the City Performance Plan are brought to OSC
- e) That OSC should receive the final LAA report when the data is available
- f) That a focus is given to ensuring EIAs are undertaken as part of the Intelligent Commissioning process
- g) Welcomed moves to publish as much data as possible on BHLIS and in other accessible ways
- h) Welcomed assurances given regarding the quality of data available and moves to ensure future quality

7- 9 CITY PERFORMANCE PLAN, BHCC ORGANISATIONAL HEALTH, CITY COMMISSIONING PLAN

(Note that Reports designated items 6 – 9 on the published agenda have been combined into a single presentation, circulated as an Addendum)

10 MONITORING ACCESS SCRUTINY REVIEW RECOMMENDATIONS

10.1 The Head of Highway Operations introduced the report updating Members on the progress against the recommendations of the Street Access Issues scrutiny review, and outlining the work of the Enforcement team in areas where there are statutory requirements (eg skips and scaffold licensing) and others where the need was identified, such as removal of abandoned bicycles.

10.2 During 2010-2011, there was quite a high level of compliance with A-board policy. Only four A-boards were confiscated following the issue of 84 warning letters. A universal advertising sign was being considered for one area in a design that fitted in with existing pedestrian wayfinding monoliths

10.3 It was clarified that Equalities implications at paragraph 5.3 should read 'The Council seeks to ensure that public highways are used in a manner that maximises the benefit to the most number of users. However in the busiest areas of the city competing interests can come into conflict. It is the council's responsibility to manage these interests and to ensure equality of access particularly for those with mobility issues.'

10.4 Councillors commented that the issue was an important one especially for disabled people and recognised the difficulties of monitoring compliance with policy.

10.5 Answering questions, the Head of Highway Operations assured Members that complaints and reports were kept on record. At present overgrown vegetation and over-spilling builders' materials were of particular concern to residents.

10.6 The Head of Highway Operations replied she did not anticipate a reduction in income from A-board licensing. Licensing zones were expanding and there had been an increase in applications for tables and chairs. Fees were put towards Highways enforcement monitoring and a vacant post had now been filled.

10.7 Disabled people giving evidence had a range of views about street access. Some, particularly those with sight problems did not necessarily like pedestrianised space if there were a lot of obstacles to navigate round. They pointed out that barriers to movement included not only A-boards but cars parked on dropped kerbs and shops without ramps. Clear straight corridors were preferred.

10.8 Street clutter could indeed be very disruptive and difficult to negotiate. Objects such as bike racks, lampposts and signs plus utilities' equipment, were all necessary but the Council has a policy to reduce this wherever possible.

10.9 Parking or even driving on pavements included a number of different restrictions and definitions of what constitutes an obstruction and contraventions. Such driver behaviour can be difficult to enforce against. For example there are many unmarked private forecourts and historical rights of way that would not now necessarily be granted.

10.10 A trial programme of marking table and chair placements had started and was anticipated to be finished by October. All sites were being measured and conditions incorporated into new licences.

10.11 **RESOLVED:** that no further tracking reports relating to this scrutiny review are needed, unless trigger by a significant indicator, such as an increase in the number of complaints about highways obstructions.

11 SCRUTINY WORK PROGRAMME

11.1 The Head of Scrutiny Tom Hook introduced the Scrutiny Work Programme report that included the Council's Forward Plan, a suggested agenda for the next meeting, and a list of completed scrutiny panels. Members approved the draft agenda for the next OSC meeting (19 July).

11.2 After discussion of the topics previously agreed for a scrutiny panel following public consultation, it was agreed to go ahead with a panel on sharing information regarding

vulnerable people, whilst keeping on hold for the time being 'Living Wage' and 'Alcohol-Related Hospital Admissions.' This was not to say, that the latter topics were not high priorities for the City.

11.3 Members asked for a regular report back from each O&S Chair and a general update to each OSC on the progress of scrutiny panels.

11.4 **RESOLVED** that

- i) items for the next agenda be agreed
- ii) a scrutiny panel be agreed on sharing information regarding vulnerable people; other two options being put on hold
- iii) that regular feedbacks from O&S Chairs and a general O&S update be provided to OSC.

12 ANNUAL SCRUTINY REPORT

12.1 The Head of Scrutiny introduced the draft Scrutiny Annual Report that is required by the Council's Constitution. The report would include an update on the national Scrutiny 'Excellence' award and nomination for Scrutiny Team of the Year.

12.2 OSC Members could contact the Chair or Head of Scrutiny with any additional points for inclusion in the final version.

12.3 RESOLVED; that subject to 12.1 and 12.2 above, the annual scrutiny report be agreed.

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

13.1 Members noted that OSC recommendations on the State of the City report and on the other Strategic Plans would be forwarded to 9 June and 14 July Cabinet, respectively. The Annual Scrutiny Report would be presented to full Council.

13.2 The Council Leader and Cabinet Member for Financial and Central Services, Councillors Randall and Kitcat, would be invited to the next OSC meeting, 19 July.

The meeting concluded at 6.15pm

Signed

Chair

Dated this

day of

Cllr. Gill Mitchell
Chair of Scrutiny
Brighton & Hove City Council
Kings House
Grand Avenue
Hove BN3 2LS

11th July 2011

Dear Cllr. Mitchell,

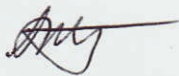
The Brighton & Hove Economic Partnership would like to request that the City Council's Overview & Scrutiny Committee consider the implications of the decision at the cabinet meeting on 17 February 2011 to sell a leasehold interest on land at Patcham Court Farm to the hotel developer De Vere Village Hotels.

Given the dire shortage of brownfield and other development land in the city, we would particularly ask the Committee to address the following concerns:

- How does this decision comply with a variety of established strategies e.g. Local Plan, emerging Core Strategy, Hotel Futures Study, Local Transport Plan etc
- Is this the best strategic use of the land?
- What precedents will be established if the sale proceeds

Thank you in anticipation of your reply.

Yours sincerely,



Tony Mernagh
Executive Director

OVERVIEW AND SCRUTINY COMMISSION

Agenda Item 19

Brighton & Hove City Council

Subject: Community Engagement Framework Progress Report
Date of Meeting: 19 July 2011
Report of: Strategic Director for Communities
Contact Officer: Name: Michelle Pooley Tel: 29-5053
E-mail: michelle.pooley@brighton-hove.gov.uk
Wards Affected: All

FOR GENERAL RELEASE/ EXEMPTIONS

1. SUMMARY AND POLICY CONTEXT:

- 1.1 The Community Engagement Framework (CEF) underpins efforts to improve public sector relationships with the communities they serve by establishing a common understanding of and commitment to community engagement across members of the Brighton and Hove Strategic Partnership (BHSP).
- 1.2 The CEF has three key aims which are about improving engagement activity that:
 - a) enhances the lives of people and their communities;
 - b) ensures opportunity for all; and
 - c) drives up the quality of services and makes better use of resources.
- 1.3 The Framework sets clear standards that BHSP members are signed up to and identifies priority actions to support delivery of its aims. It provides the policy framework to support delivery of the Duty to Involve and engagement in Intelligent Commissioning, and forms a critical approach to achieving the Sustainable Community Strategy in the priority area of Strengthening Communities and Involving people and therefore helps to achieve the City's Performance Plan outcomes. It also provides an important framework to help in the key area of community empowerment and planning approaches that are within the Localism Bill.
- 1.4 The Overview and Scrutiny Commission (OSC) agreed in October 2008 to play a role in monitoring public sector adherence to the CEF and hence a report is scheduled annually to update members of this commission on progress and achievements.
- 1.5 OSC on 5 April 2011 heard Secretary and Founder Member of Brighton Society, Selma Montford speak on behalf of the signatories of a letter dated 3rd March 2011, requesting scrutiny regarding public consultation. The letter appears as Appendix 4 to this report.

- 1.6 The members of the OSC resolved that as part of this scheduled update report to OSC on the Community Engagement Framework, officers be asked to include a section addressing the concerns raised in minutes of the aforesaid meeting at Section 72 1- 9.
- 1.7 Section 2,3,4,5,7,8,9 and 10 cover the aspects as laid out in section 1.4 and provides an update on progress of the implementation of the CEF and associated actions and makes recommendations to support the practical role of OSC in monitoring. The report relates specifically to activity designed to improve the coordination and quality of engagement practice. It flags up some of the learning resulting from this implementation, as well as highlighting some emerging positive activity.

2. RECOMMENDATIONS:

- (1) OSC considers ongoing support of the learning and direction of travel of the implementation of the Community Engagement Framework (CEF) and associated actions.
- (2) OSC continues to take a proactive role in receiving progress reports and addressing poor practice.
- (3) OSC supports the proposal for the Community Engagement Framework to be embedded as part of commissioning processes and for scoping of its appropriate use within the localism agenda.

3. BACKGROUND INFORMATION

- 3.1 The CEF was developed in 2008 in direct response to research, which highlighted the need for a better understanding of different types of engagement, better coordination of activity on the ground, and skills development to improve the quality of engagement practice.
- 3.2 It recognises that improving this area of work will impact on our ability to intelligently inform service improvements, achieve value for money and improve relationships and reputation with communities and partners.
- 3.3 The CEF was adopted by all members of the Brighton and Hove Strategic Partnership (BHSP) in November 2008. BHSP has delegated responsibility for overseeing the CEF to the Stronger Communities Partnership (SCP), which has responsibility to lead, develop and support active community engagement in strategic planning and decision making processes across all partners in the city.

- 3.4 In 2010-11, a Strengthening Communities Review of engagement activity in the city was undertaken. The Review was undertaken to lead efforts to improve engagement practice within BHCC in line with the Community Engagement Framework and to support the work of the Intelligent Commissioning processes and was linked with the Stronger Communities Partnership to ensure that all activity is complementary.
- 3.5 There are 29 actions set out in the Community Engagement Framework action plan and the CEF sub group has prioritised activities. *A summary of the priorities is available in appendix 1. A short update on progress of actions not referenced in this report is available in appendix 2.*

4. FRAMEWORK IMPLEMENTATION

- 4.1 Following the success of activities and a restructure of the community and equalities team, the role of the Community Engagement Improvement Officer was mainstreamed into the core work of the Communities and Equalities Team. Key responsibility lies with the Community Engagement Co-ordinator and other key aspects of the work are embedded across all members of the team which shows the commitment to the role of engagement within the city council.
- 4.2 The continuation of the implementation of the CEF is linked across a number of engagement activities some which sit within the City Council and others that sit within the remit of the SCP and the other public and voluntary sector partners. These areas of development are laid out in more detail below:
- 4.3 Continuing to develop key quality approaches to Community Engagement**
- 4.3.1 As part of the SCP's commitment to the ongoing development of quality control checklists and guidance based on the CEF, this year saw the research and consultation on the now published Reward and Recognition Guidance. This guidance ensures that when workers are planning the most appropriate engagement activities, they also plan recognition at an appropriate level to the people who have undertaken the particular engagement approach/es that they have taken.
- 4.3.2 In line with the findings of the Equality Impact Assessment a small scale project was funded to ensure that the CEF also has an Easy Read Document and this work was undertaken by SpeakOut. The document is currently being checked via the CEF Sub group and will be signed off by the SCP and then published as part of the CEF Guidance and Toolkit.

4.4 Embedding knowledge and skills through learning and development to be able to use the Community Engagement Framework in practice

- 4.4.1 Improving the quality of engagement practice was a major theme identified during consultation on the Community Engagement Framework and continues to be a focus.
- 4.4.2 Historically, issues about poor practice in engagement are brought to the SCP via community representatives on that Partnership. The Partnership has attempted to address issues either through dialogue at Partnership meetings or by following up with appropriate officers or representatives, but this is dependent on a willingness of teams or organisations to respond.
- 4.4.3 A key action therefore over the last two years has been the development of cross sector training and learning opportunities.
- 4.4.4 A pilot learning programme of six courses was developed and delivered between April 2010 and March 2011. Over ninety cross sector workers from the city council, other statutory bodies and the community and voluntary sector have been trained and are using their skills in community engagement projects that they are working on.
- 4.4.5 Given the success of this work, the Community Engagement training has been mainstreamed into the core corporate learning and development programme of the City Council and is the first cross sector learning and training programme to be part of the corporate training offer. The training has been procured and has been awarded to a local community development organisation – The Trust for Developing Communities.
- 4.4.6 In addition the core corporate learning and development team are piloting a series of action learning sets to support continued learning and increase impact on resident and customer experience.
- 4.4.7 The e-learning community engagement module has been trialled and reviewed by community groups who gave some key feedback and the changes were incorporated into the e-learning module. This is an important approach to enabling all staff in the city council to have access to a simple introduction to community engagement. This e-learning is part of a new foundation learning programme that is aligned to all new City Council workers in their probationary period.
- 4.4.8 The learning programmes will be further supported by the City Council Communities and Equalities Team who are able to offer ongoing and individual support and advice to city council staff and external partners.

4.4.9 On the 27th June 2011, the first wave of participants from the community engagement training celebrated their achievements of how they have been using their training within projects they have developed since the training. The Chief Executive – John Barradell and two strategic directors – David Murray and Charlie Stewart attended the event to both award and highlight the achievements and successes of how participants are embedding their learning in their day to day practice and are actively using the standards and approaches of community engagement. Senior managers across the statutory agencies and voluntary and community sector were also in attendance to enhance their engagement with the learning in supporting their staff to embed community engagement practice.

4.5.1 In terms of measuring impact, a series of twelve case studies have been drawn together showing the range of activities learners undertook following their participation in the community engagement training in 2010-11. This is available at http://www.brighton-hove.gov.uk/downloads/bhcc/communitygrants/CET_Event_Report_Final_pdf.pdf

4.5.2 To illustrate some of the successes the case study of Democratic Services is at *Appendix 3* of this report.

4.6 Dealing with poor practice outcomes that have been highlighted where improvements can be made

4.6.1 As stated in 4.4.2 poor practice in engagement are brought to the SCP via community representatives on that Partnership.

4.6.2 Some of the issues for poor practice that have arisen are related to officers being bound by statutory requirements and procedures as well as pressure from internal council processes and external bodies such as funders, national consultation time frames which in some cases do not give the necessary time scales that would ideally be suitable for engagement processes. For example the co-locations project in Whitehawk which had a very short timescale in which to turn around a bid for over £5 million. This meant that at bid stage there was very limited consultation with local residents and community organisations. What this points to is that managers and officers should, even if limited should attempt to use the existing community infrastructure and use the standards as laid out in the CEF.

4.6.3 What is clear is that where issues of poor practice have been highlighted, that in line with the CEF, we should ensure processes are reviewed and that we learn from our work and improve practice wherever we can. Furthermore we need to learn how best to mitigate against such situations and be open and honest about the restrictions

that sometimes surround the work that officers are doing and choose the most appropriate levels of engagement.

4.7 The Use of Community Engagement in Commissioning

4.7.1 As part of the work on Intelligent Commissioning some of the pilots worked through the CEF standards at the scoping of the needs analysis phase and approached the needs analysis through an equalities framework. Within the area of commissioning we are therefore working to embed the CEF standards in the Needs Assessment guidance and citizen 'voice' forms a key element in all needs assessment work. The CEF and Equalities Impact Assessments are being embedded into the Intelligent Commissioning process so that good quality engagement and consultation during all commissioning cycles will be used as we move forward.

4.8 The Use of the Community Engagement Framework in Brighton & Hove City Council achieving the highest level of 'Excellent' within the Equality Framework for Local Government.

4.8.1 The CEF has been a key part of the recent council's equality assessment. The use of the framework and ability to explain the underpinning standards by so many of the city council teams has been a significant contribution to Brighton & Hove City Council achieving the highest level of 'Excellent' within the Equality Framework for Local Government.

5. INTEREST IN OUR WORK FROM OTHER AREAS

5.1 As was evidenced last year many areas and people working in the statutory and voluntary sector are looking to Brighton and Hove as leaders in the field of engagement and empowerment and there continues to be a great deal of interest in the Community Engagement Framework and associated activity:

- Invitation to speak to a network of Engagement Officers from East Sussex on the Community Engagement Framework
- A presentation as part of the Sussex University Course on community development
- Local invitations to speak to groups and networks on the Framework and / or Get Involved related activities, such as democratic engagement or how the council works e.g. Brighton University.

6. Planning Response to Request for Scrutiny

6.1 The Statement of Community Involvement (SCI) is part of the Local Development Framework which was introduced by the new Planning Act in 2004. It sets out how people will be given the opportunity to influence future development in Brighton & Hove. In particular, how

and when people will be consulted on planning matters ranging from new planning policy documents to individual planning applications.

- 6.2** The current SCI, which was adopted in 2006, sets out policy for engagement with the community and stakeholders. It went beyond the minimum standards in the Planning Regulations by reflecting the aims of the Council's consultation strategy at that time. Section 8 of the document deals with minimum standards for consultation on planning applications. It includes a section on what is expected from developers of major sites stating that they will be expected to engage with residents and stakeholders. At the present time this is best practice rather than a legislative requirement.
- 6.3** There have been a number of significant changes since the SCI was published in 2006. These include publication of:
- Revised planning regulations in 2008 (the Town and Country Planning (Local Development) (England) (amended) Regulations 2008)
 - Community Engagement Framework (CEF) in 2009
 - Proposals in the Localism Bill 2010 that introduce Neighbourhood Planning and a duty on developers of larger schemes to consult on development proposals.
- 6.4** Updating the SCI has been a priority but it is considered better that it reflects the regulations arising from the Localism Bill which is due to be enacted later this year. It will be an opportunity to consult residents and stakeholder groups, to include the standards set out in the CEF, address the concerns raised by local amenity groups and consider the recommendations from the Overview and Scrutiny Commission. A timetable for producing the updated SCI, known as the Local Development Scheme, will be published in September.

7. Response on equalities monitoring

- 7.1** Council services collect monitoring information about people in order to ensure that it is providing fair and accessible services, which meet the needs of people from all the diverse communities in the city. In regard to community engagement, we ask questions about the people taking part in the process to identify whether we have engaged a representative and diverse sample of the population. We can then use this information to identify whether we need additional focused activities to enable specific groups to give their views and to make sure that our engagement has been fair.
- 7.2** We have statutory duties under the Equality Act 2010 in relation to 'protected characteristics' defined in the Act as: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation. Monitoring by the council (and other statutory bodies) asks questions about these groups so that we can meet these legal duties and evidence that we have given 'due regard' to the needs of different groups when making decisions. It is good practice when

asking monitoring questions to explain why we are asking, so that people understand the purpose, and to explain the fact that monitoring is anonymous and confidential.

8. Conclusions and Next Steps

- 8.1 A great deal of ground has been covered since the adoption of the Community Engagement Framework and feedback has been extremely positive.
- 8.2 The mainstreaming of the Community Engagement Training through the learning and development team with support from the Communities and Equality Team has raised the importance of this approach and prioritised it into the work of officers of the City Council.
- 8.3 There has been a positive willingness from teams across the authority and partners to work towards improving practice and coordination, and an encouraging take up of the support and advice being offered.
- 8.4 This focus on providing support, advice and guidance and a willingness to develop learning opportunities in response to the issues being raised is one we are keen to continue.
- 8.5 Update the Statement of Community Involvement ensuring that CEF and OSC recommendations inform the revised document.
- 8.6 There is a need to address poor practice where it is persistent and has an adverse affect on the reputation of the council or wider public sector. We have drafted a table and are in the process of developing a process for dealing with issues of poor practice and are therefore also keen to employ constructively the Scrutiny Function role to monitor adherence to the Community Engagement Framework (as set out in the section of the Framework on implementation and monitoring).
- 8.7 The central recommendation is that OSC receives annual updates on progress on the implementation of the Framework, which can highlight areas of concern, or flag up specific poor practice.

9. CONSULTATION

- 9.1 Extensive consultation was undertaken to support development of the Community Engagement Framework during 2008. The Brighton and Hove Strategic Partnership drove the development of the Framework and delegated responsibility for the day to day process to a cross sector steering group comprised of representatives from each

organisation on the LSP plus representatives from each of the BHCC Directorates.

- 9.2 A copy of the consultation report can be accessed via <http://www.brighton-hove.gov.uk/index.cfm?request=c1218794>

10. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 10.1 Costs will be met from the mainstream budgets.

The restructure of the Communities and Equality team has resulted in some costs savings and enabled the mainstreaming of two Brighton and Hove City Council Community Engagement Co-ordinator posts and a Community Engagement Officer.

Legal Implications:

- 10.2 The recommendations in section 2 of this report fall within the powers of the Overview & Scrutiny Commission.

Equalities Implications:

- 10.3 An Equalities Impact Assessment was undertaken on the Community Engagement Framework and associated activities. A basic principle of the CEF is to reduce or remove barriers to engagement and to increase opportunities to enable engagement. The CEF aims to reduce / minimise the negative impacts or results of community engagement activity, by seeking to improve co-ordination of activity; develop the skills, knowledge and experience of engagement workers; and implement actions to encourage 'deeper and wider' engagement within the city.

Sustainability Implications:

- 10.4 The Community Engagement Framework aims and standards encourage good practice to support the building of sustainable communities. Good community engagement contributes to effective, sustainable use of land and resources and supports principles of social justice and equity. Individual projects supported through engagement processes will frequently have a direct impact on the environment and will encourage access to services and support.

Crime & Disorder Implications:

- 10.5 Not applicable

Risk and Opportunity Management Implications:

- 10.6 The central risk to The Community Engagement Framework is that the aims and standards are not embedded within organisation practice and that the resources and activities that support such work are not resourced.

Corporate / Citywide Implications:

- 10.7 The Community Engagement supports many aspects of corporate and citywide strategies including the Sustainable Community Strategy, council's corporate plan and more recent developments around 'A council the city deserves'. Stronger community engagement helps build trust and relationships with communities, involves more people in decision making, improves quality of life and will help build the reputation of the council and wider public sector.

SUPPORTING DOCUMENTATION

Appendices:

1. Stronger Communities Partnership Prioritisation of Community Engagement Framework Actions
2. Progress on Other Actions
3. An Example of How Democratic Services have used the Community Engagement Framework and Learning to Develop Engagement Practices 2010/11
4. Letter requesting scrutiny

Documents In Members' Rooms:

1. Community Engagement Framework Reward and Recognition Guidance

Background Documents

1. Community Engagement Framework which can be found at http://www.brighton-hove.gov.uk/downloads/bhcc/BH_CEF_Community_Engagement_Framework.pdf.

APPENDIX 1

Stronger Communities Partnership Prioritisation of Community Engagement Framework Actions

PRIORITY Area 1

<p>Develop a partnership funding strategy that recognises the role of community and voluntary sector in enabling engagement (relates to Stronger Communities Review and long term funding for CD and SCP)</p>	<p>As part of the Communications Plan for the SCP and CEF produce an Easy Read Version of the Community Engagement Framework</p>	<p>Communications Task Group established</p> <p style="text-align: center;">NI 4</p>
<p>NEW Develop Reward and Recognition guidance to underpin standard and best practice in community engagement processes</p>		

PRIORITY Area 2

<p>Training and development programme – ongoing development</p> <p style="text-align: right;">NI 4/6/7</p>	<p>NEW!</p> <p>Get Involved! campaign – exit strategy</p> <p style="text-align: right;">NI 4/6/7</p>	<p>Build better understanding about representation</p> <p style="text-align: right;">NI 4/6/7</p>
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PRIORITY Area 3

<p>Develop Community Workers Network to share information and learning</p> <p style="text-align: right;">NI 4</p>	<p>Community Engagement champions identified within BHCC (& other public sector)</p> <p style="text-align: right;">NI 4/7</p>	<p>Asset Transfer Strategy – strategy development for management of assets inc. transfer</p> <p style="text-align: right;">NI 6/7</p>
<p>Support awareness raising within public bodies around engagement and equalities issues</p> <p style="text-align: right;">NI 4</p>		

PRIORITY Area 4

<p>Common policy for supporting community representatives working collaboratively with service providers</p> <p>NI 4/6/7</p>	<p>Recognise and resource new or alternative engagement approaches and support representation of new communities</p> <p>NI 4/6/7</p>	<p>Establish review and evaluation process that all partners are signed up to that allows all partners to learn from good practice</p> <p>NI 4</p>
<p>Explore potential for communications hub for public bodies through which they coordinate communication with residents</p>	<p>Searchable database of consultations (Consultation portal is live but promotion, training and development needed to ensure it is used effectively)</p> <p>NI 4</p>	

NB – There are 29 actions in the Framework, but some have been grouped where they addressed related themes

Community Engagement Framework Actions Update

The Stronger Communities Partnership (SCP) has established a sub group, the Community Engagement Framework (CEF) Group to undertake detailed work to plan activity and oversee delivery of the CEF and associated actions.

The main report addresses in detail the following areas of work which reflect actions in the Framework:

- Learning, Training and Development
- Reward and Recognition and Easy Read
- Embedding the standards and Good Practice across all service
- Use of the CEF in Intelligent Commissioning processes

In addition, the following activity is underway:

Strengthening Communities Review

- ❖ This was an action in the Framework and was led by the Communities and Equality Team. The Review mapped engagement activity and made recommendations for the commissioning of future Stronger Communities activity. This includes community development and activity to support community and voluntary sector involvement, representation and influence in strategic decision-making processes
- ❖ As part of the review, an independent evaluation was conducted by NewmanFrancis Ltd which assessed the value and impact of discrete aspects of Stronger Communities activities.
- ❖ Recommendations have been agreed in relation to the commissioning of activity to deliver on identified priority findings (and ensure their influence on longer term commissioning priorities), specifically support for: engagement with COI groups; representation of COI groups; DV intelligent commissioning pilot and support use of innovative engagement practice

Asset Transfer Policy Development

- ❖ Building on learning from a workshop to discuss issues around the management of assets in the city and potential for asset transfer, a set of 'Policy Principles' have been developed to help guide BHCC through applications for transfer
- ❖ Work is also underway to clarify roles and support available for organisations responsible for managing buildings and community spaces

Network for Community Workers

- ❖ Two Community Workers Networking events have been held over the course of the year with the aim of bringing front line community workers together to share information and encourage greater collaborative working. One is to be held on the 11th July 2011 and this will highlight both the CEF and the City Volunteering Strategy with practical techniques and applications for workers to use in embedding good practice in their work.

Good practice case studies

- ❖ A number of case studies have been written, summaries of which have been used on the e-learning programme and which are available from the Communities and Equality Team

Communications Plan

- ❖ The SCP has through a Communications Sub Group developed a communications plan to promote the SCP, The Community Engagement Framework and opportunities to get involved, in support of the Get Involved campaign.

Community Engagement Refresh

- ❖ The CEF is being refreshed to include better on-line access and increased publicity distribution of the framework across the city. The Reward and Recognition and Easy Read versions will be incorporated into this refresh.

An Example of How Democratic Services have used the Community Engagement Framework and Learning to Develop Engagement Practices 2010/11

The Democratic Services Team received training from the Trust for Developing Communities (as a result of the ongoing community engagement work of the Stronger Communities Partnership and B&H City Council's training programme) in September 2010. As a result of this training, Democratic services set up a programme of ten Local Democracy Workshops for community groups, universities and schools across Brighton and Hove for the period to 31 March 2011. Our audiences have been diverse and they have included:

- BME communities and Black History Society;
- Terence Higgins Trust;
- University of Brighton;
- Woodingdean tenant reps and residents and
- Youth Council.

As part of the programme we have produced information packs for delegates with a range of information including a small library of booklets on subjects such as "Councillor Information", "Making Brighton & Hove City Council work for you" and "How your Brighton & Hove City Councillor can help you". We have provided feedback forms in our packs as we see audience comment as paramount to the future direction of the programme and this also demonstrates we are listening and acting on what people are telling us.

We have given people an opportunity to tell the council anything they feel they would like to that is not covered by the workshop, and we have acted as the conduit between members of the public and the appropriate officers, to ensure they get an answer to their question.

We have tapped into local knowledge and experience and worked with those with the relevant expertise in what is a new area of work for us. As part of that process we have attended community events, network meetings and AGMs and run stalls at various venues across the city.

The Take Part Pathfinder (this was a pilot on engaging communities in local decision making) has been invaluable in providing the funding for this work and enabling us to provide such a wide range of printed materials throughout the programme as well as to produce two DVDs, one an overview of the work and the challenges we faced, the other a training DVD broken down into bite-size sections for ease of reference which outlines the five different ways to influence.

We have given presentations to the Regional Empowerment Network Meeting in London and at the Take Part Evaluation Conference in the city and Take Part have used our experience as one of their case studies and published it in their Spring 2011 newspaper and included an interview in their DVD.

The Future

The future looks exciting and we are keen to expand on last year's work but at the same time, we are very conscious that we need to provide tangible evidence of the difference we are making and to use this basis as something on which we can build for the future. A short break around the time of the local elections in May has given us an opportunity to look back on previous progress and to firm up the expressions of interest we have received from ten groups across the city. We are currently uploading our films onto the Get Involved website and reaching out to wider and more diverse audiences.

Before all that kicks off, we have committed to run a stall in the Discovery Zone at People's Day on 18 June and we are enthusiastic at the opportunities this will offer. People will be able to watch our DVD, to meet a number of local councillors face-to-face and to learn how to set up an e-petition. It will be a hands-on opportunity for the city's residents and fits in very well with our wish to run the story of the life and progress of an e-petition in the coming months.

Working with the new Cabinet Member for Communities, Equalities & Public Protection, we anticipate rolling out a fresh programme of community engagement work for 2011/12 and including some new and exciting ideas. We are keen to make a real difference.

Overview and Scrutiny Commission,
Brighton & Hove City Council,
Kings House,
Grand Avenue
Hove BN3 2LS.

3rd March 2011

Dear Sir/Madam,

Re: Public Consultation - Request for a Scrutiny Panel

We are writing to you to express our concern regarding public consultation in Brighton and Hove. There are clear guidelines established in the government's *Code of Practice for Public Consultations*, also in BHCC's own *Community Engagement Framework*, however, local practice often falls short of the guidelines and aspirations set out in these documents. It sometimes appears that BHCC is merely paying lip service to community engagement.

Consultation exercises are sometimes poorly carried out - eg. late notice, poorly presented exhibitions, biased and silly questionnaires. Too often questionnaires purporting to be 'consultation' are merely 'information'.

We appreciate that in some cases there might be a huge range of comments received, and that the views of individual residents cannot predominate and a compromise must be reached. However, even in cases where a majority of residents are in strong agreement, their views are sometimes ignored.

In the case of large construction projects, the developers are required to carry out consultation, but there is no monitoring of the consultation, nor whether the results are acted upon. The danger with developer consultation is that people feel that if they have objected at this stage there is no need to register their objection with the Council, who are then not aware of it.

In order for consultation exercises to be meaningful and effective, it is vital that they are well-designed and fair, and that the results are sent to the Council, and published afterwards.

We, the undersigned, are of the opinion that a Scrutiny Panel is the way forward. We are therefore requesting that a Scrutiny Panel be set up by the Council, to look into public consultation in Brighton and Hove, in order to assess, monitor and improve the situation, taking into account quality, budgets & cost-benefit issues, gathering evidence to find examples of best and worst practice, and to produce a report, to be given to all Councillors. We request that this be added to the agenda at the next meeting

We hope you will be in agreement with our proposal, and look forward to hearing from you at your earliest convenience.

Yours sincerely,



Corinne Attwood
Brighton Society



Graham Towers
Montpelier & Clifton Hill
Association



Sandy Crowhurst
North Laine Community
Association



Roger Hinton
Regency Square
Area Society

Distribution: Chairman, Councillor Gill Mitchell; Deputy Chairman, Councillor Brian Pidgeon;
Councillors Bennett, Cobb, Elgood, Kennedy, Meadows, Morgan, Older, Peltzer-Dunn, Wakefield-Jarrett

Subject:	Targeted Budget Management (TBM) Provisional Outturn 2010/11		
Date of Meeting:	Cabinet 9 June 2011 OSC 19 July 2011		
Report of:	Director of Finance		
Contact Officer:	Name: Jeff Coates	Tel: 29-2364	
	E-mail: jeff.coates@brighton-hove.gov.uk		
Key Decision:	Yes	Forward Plan No: CAB21073	
Wards Affected:	All		

FOR GENERAL RELEASE

1. SUMMARY AND POLICY CONTEXT:

This report is being presented to 19 July Overview and Scrutiny Commission for the purposes of budget scrutiny monitoring.

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

2. RECOMMENDATIONS:

That OSC Members give their views on the information and identify any significant issues to investigate further with Cabinet Members.

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

3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS:

- 3.1 The table below shows the provisional outturn position for council controlled budgets within the General Fund and the outturn on NHS managed S75 Partnership Services.
- 3.2 The council has been aware since the in-year grant reductions announced in June 2010 and the subsequent Comprehensive Spending Review in October 2010 that local government finance would be subject to significant funding reductions. The plans put in place to reduce expenditure in the year and to control all non-essential spend were designed to ensure that the council was in a strong position to deal with these financial challenges, particularly their longer term impact. The overall outturn has reduced significantly since the TBM9 position with particular improvements to the trends on corporate critical budget. The council's overall position is supported by significant underspends on Centrally Managed Budgets including savings due to the pay award being lower than forecast and the risk provision held to offset in year pressures. More detailed explanation of the variances below can be found in Appendix 1.

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

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

Care outturn in the table above. The provisional outturn on the HRA is shown in the table below and a detailed analysis is provided in Appendix 1.

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

Corporate Critical Budgets

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

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

Carry Forward Requests

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

Capital Budget 2010/11

- 3.6 This part of the report provides Members with details of the capital programme provisional outturn for 2010/11, which highlights any programme slippage and budget changes and seeks approval for carry forwards (re-profiling) to the 2011/12 programme. Appendix 3 to this report shows the proposed changes to the budget, resulting in a final 2010/11 capital programme budget of £87.482m. Delays have been identified in some projects due to factors outside of our control. Appendix 4 provides details of the reasons and asks Members to agree to the re-profiling of the budget, which in most cases will result in the resources being moved from this year's capital programme to the next. Project managers have identified that the net slippage on the capital programme amounts to £2.357m of which £0.546m is devolved to schools leaving a net balance of £1.810m, or 2.07% of the amended budget. Appendix 5 details the significant projects where there is slippage that has not been previously reported. Appendix 6 provides explanations of capital outturn variances greater than £0.050m.

Capital Receipts

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

Comments by the Director of Finance

- 3.9 This is the last financial report that will include financial information based on the old council structure. During the changes made during the year, the targeted budget management process has remained robust with clear accountabilities for the whole period. This stability has contributed significantly to the overall outturn position. At budget setting time the assumed outturn position was an underspend of £1.597m including the reversal of the provision for S117 Mental Health Act which is no longer required. The provisional outturn will contribute an additional £0.963m to unallocated general reserves which leaves a total unallocated general reserves balance of £1.243m.
- 3.10 The substantial Value for Money Programme for 2010/11 has exceeded its savings target delivering £4.307m against a budget of £2.809m. This will need to be continued in order to meet the challenging budget targets for 2011/12 and beyond.
- 3.11 The provisional outturn position on the revenue budget shows an improvement since month 9. Every effort was made at the time that the budget for 2011/12 was set to ensure the 2010/11 forecasts were as accurate as possible. These took into account the impact of the in-year savings, the trends on the corporate

critical budgets and the spending constraints. There are no significant additional recurrent financial pressures included in this outturn position that haven't already been incorporated in the 2011/12 budget.

4. CONSULTATION

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

5. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

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

Legal Implications:

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

Lawyer Consulted:

Oliver Dixon

Date: 19/05/11

Equalities Implications:

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

Sustainability Implications:

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

Crime & Disorder Implications:

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

Risk & Opportunity Management Implications:

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

Corporate / Citywide Implications:

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

6. EVALUATION OF ANY ALTERNATIVE OPTION(S):

- 6.1 The provisional outturn position on Council controlled budgets is an underspend of £2.560m, any underspend will be added to unallocated general reserves unless approval is given to allocate funds to specific reserves or contingencies. At budget setting time the assumed outturn position was an underspend of £1.597m including the reversal of the provision for S117 Mental Health Act which is no longer required. The provisional outturn will contribute an additional £0.963m to unallocated general reserves which leaves a total unallocated general reserves balance of £1.243m.

7. REASONS FOR REPORT RECOMMENDATIONS

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

SUPPORTING DOCUMENTATION

Appendices:

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

Documents in Members' Rooms

None

Background Documents

None

Adult Social Care

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

Explanation of Key Variances

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

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

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

Children & Young People's Trust

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

Explanation of Key Variances

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

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

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

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

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

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

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

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

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

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

Finance & Resources

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

Explanation of Key Variances

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

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

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

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If the three one-off accounting entries for the AMRs, Housing Benefit Subsidy and Modern Records contract were excluded, the outturn position would show a £0.012m overspend demonstrating that the underlying budget is in balance in these service areas.

Strategy & Governance

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

Explanation of Key Variances

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

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

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

Environment

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

Explanation of Key Variances

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

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

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

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

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contractors until April or May, leading to an underspend of £0.020m this year. There was a favourable movement of £0.138m in Road Safety, and the majority of this was due to working closely with the Sussex Safer Roads Partnership, and managing to have the expenditure on publicity and campaigns largely absorbed by them this year. The remaining underspends were due to savings in supplies and services.

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

Housing, Culture & Enterprise

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

Explanation of Key Variances

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

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

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

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

Centrally Managed Budgets

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

Explanation of Key Variances

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

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

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

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

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

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

Section 75 Partnerships

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

Explanation of Key Variances

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

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

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

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

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

The outturn position can be summarised as follows:

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

Housing Revenue Account (HRA)

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

Explanation of Key Variances

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

Further analysis of the outturn variances are as follows:

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

- The responsive repairs and empty properties budget underspend has increased from a forecast £0.175m at month 9 to £0.442m. The forecast at month 9 was prudent and allowed for repairs levels increasing over the winter months, as past trends have shown this to be the case. However, this extra spend did not materialise. This was the first year of the new Repairs Partnership contract and therefore there wasn't any historical profile of spend data for this contractor for the whole city, which was a further reason for being prudent with the month 9 forecast.
- Service contracts were previously forecast to underspend by £0.273m due to the fact that most new contracts for these services are in various stages of the procurement process. This underspend has increased to £0.458m mainly due to a £0.242m underspend on the gas servicing and maintenance contract. The final payments/profit sharing for the gas contract, which has led to this underspend, has recently been agreed with the two contractors, as a result of the open book audit for the contract which was finalised at the financial year end. New arrangements to agree this earlier in the financial year are to be put in place to enable better monitoring of this budget in future years.
- The Premises Other budget underspend has reduced slightly since TBM 9 to an underspend of £0.094m. The underspend mainly relates to the reduction in costs for Gas and Electricity. This forecast underspend has been offset by a reduction in heating charges to tenants of approximately £0.096m included in the Service Charges income forecast.
- Transport & Supplies provisional outturn expenditure has reduced since month 9, with a slight overspend of £0.019m. The main variances within this budget area can be analysed as follows:
 - A reduction of £0.104m contribution to the provision for bad debt at the year end as a result of improvement in the collection of rent during 2010/11 which has led to a reduction in the rent arrears total.
 - A reduction of approximately £0.077m expenditure across all Housing Management areas for general office expenditure and professional fees mainly due to measures to reduce management expenditure.
 - An underspend of £0.048m in Estate Services in relation to the replacement of vehicles budget not being required this financial year.
 - The reduction in expenditure referred to above has allowed an increase of £0.248m, making the total amount of £0.348m, being reserved for the introduction of Automatic Meter Readers in Housing sites that fall under the gas and electric contracts. These are being purchased in order to provide more accurate meter readings, support active management of usage and to support the Council's commitment to reduce carbon emissions and meet the requirements of the Carbon Reduction Commitment Energy Efficiency Scheme.
- Revenue Contributions to the Capital Programme have been increased by £0.181m as reported at month 9 to this Cabinet.

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- Capital Financing costs underspend has increased by £0.216m to £0.360m mainly due to the forecast interest rates for the year being lower than the assumptions used for budget setting. The reduced interest rates also reduce the amount of subsidy allowance for capital finance costs therefore resulting in an increased Subsidy payable to the Government of £0.103m.
- The underachievement of Income in the Rent Other budget area relates to reduction in rental income of £0.045m for the HRA Commercial properties, this is mainly due to a downturn in the economic climate over the last couple of years affecting the letting of some commercial properties. There is also an underachievement of income of £0.083m relating to garages & car parking including loss of income at St James House Car Park.
- Leaseholder service charges income underachieved by £0.162m. This projection had been forecast during 2010/11 following analysis of last year's outturn which showed that the charges are likely to be less than budgeted for. The budgets for 2011/12 have been revised to reflect this.
- There was an increase in the income of approximately £0.078m shown under Other Income & Recharges relating to rechargeable works income where tenants are invoiced under the rechargeable works policy. The income in this area has been consistently higher over the past 2 financial years since there were improvements to the management of this policy and therefore the budget for 2011/12 will need to be reviewed to reflect this.

Carry Forward Requests

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

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

Item 15 Appendix 2

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

Item 15 Appendix 2

Directorate	Division	Details	(£'000)
		agreed at Budget Council in February 2010. The details of the loan arrangements have yet to be agreed.	
All	Grant Funding	Due to changes in financial reporting standards, grants received by the council that are unringfenced or do not have any conditions attached are now recognised as income in the financial year they are received rather than when they are used to support services. Previously these unspent grants would have automatically rolled into the next financial year to fund the commitments against them but now they need to be agreed as part of the carry forward requests. These grants include for example, grants that relate to academic years rather than financial years, social care reform grant.	1,484
CYPT	Dedicated Schools Grant (DSG)	Under the Schools Finance Regulations the unspent part of the DSG must be carried forward to support the Schools Budget in future years.	1,649
Total			4,562

CAPITAL PROVISIONAL OUTTURN REPORT 2010/11

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

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

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

Detailed explanations of the re-profiles

Housing, Culture & Enterprise

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

2010/11 £'000	2011/12 £'000	2012/13 £'000	Total £'000

(90)	90	0	0
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Directorate: Housing, Culture & Enterprise (HRA)	Approved Budget: £713,270
Project Title: Fire safety & Asbestos Management	Revised Budget: £609,270
	Variation: £(104,000)

The Re-profile request related to two projects:

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

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

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

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

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

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

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

Children & Young People's Trust

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

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

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

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

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

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

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

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

Adult Social Care

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

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

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

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

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

Strategy & Governance

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

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

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

Finance & Resources

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

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

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

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

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

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

Summary of Slippage from 2010/11 to 2011/12

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

Total Adult Social Care & Housing	(45)	45	-
Environment			
Slippage over £50,000 (detailed in Appendix 5)	(573)	573	-
Downland initiative Programme	(38)	38	-
Playbuilder	(23)	23	-
Section 106 funded Transport initiatives	(24)	24	-
Cedar Gardens Roadworks	(2)	2	-
Ex leased car parks	(33)	33	-
Total Environment	(693)	693	-
Children & Young People's Trust			
Slippage over £50,000 (detailed in Appendix 5)	(546)	546	-
Youth Capital Fund	(2)	2	-
Structural Maintenance	(15)	15	-
Schools Access initiative	(9)	9	-
NDS Modernisation	(12)	12	-
Children's Social Service	(49)	49	-
Total Children & Young People's Trust	(633)	633	-
Total Changes to Budgets	(2,357)	2,357	-

Details of slippage of £50,000 or more

Housing, Culture & Enterprise

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

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

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

HRA Capital Schemes

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

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

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

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

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

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

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

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

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

Children & Young People's Trust

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

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

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

Environment

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

The underspend was due to the following:-

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

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

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

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

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

The main reasons for delay were:

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

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

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

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

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account has only just been agreed by all parties. The phasing of works was planned (and will continue to be planned) to minimise the impact on the income to the centre.

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

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

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

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

Housing, Culture & Enterprise - HRA Capital Schemes

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

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

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

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

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

Children & Young People’s Trust

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

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

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

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

Subject:	Targeted Budget Management (TBM) 2011/12 Month 2		
Date of Meeting:	14 July 2011		
Report of:	Director of Finance		
Lead Member:	Cabinet Member for Finance & Central Services		
Contact Officer:	Name: Jeff Coates	Tel: 29-2364	
	E-mail: jeff.coates@brighton-hove.gov.uk		
Key Decision:	Yes	Forward Plan No: CAB22734	
Wards Affected:	All		

FOR GENERAL RELEASE

1. SUMMARY AND POLICY CONTEXT:

This report is being presented to 19 July Overview and Scrutiny Commission for the purposes of budget scrutiny monitoring.

- 1.1 This report sets out the revenue and capital forecast outturn position for 2011/12 as at Month 2.

2. RECOMMENDATIONS:

That OSC Members give their views on the information and identify any significant issues to investigate further with Cabinet Members

- 2.1 That Cabinet notes the provisional outturn position for the General Fund, which is an overspend of £0.941m.
- 2.2 That Cabinet notes the forecast outturn for the Section 75 Partnerships and Housing Revenue Account (HRA) for 2011/12.
- 2.3 That the Cabinet note the provisional outturn position on the capital programme.
- 2.4 That the Cabinet approve the following changes to the capital programme:
- i) The new schemes as set out in Appendices 1 & 2.
 - ii) The ICT Fund as shown in Appendix 3.

3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS:

- 3.1 This is the first budget monitoring report to reflect the Council's new organisational model. The reporting has been summarised by strategic budget areas with Appendix 1 providing details of the commissioning and delivery units aligned with these areas. In addition in order to raise the profile of capital monitoring there is now increased focus on more critical capital schemes

(paragraph 3.9) and capital summaries are included for each of strategic budget areas within Appendix 1.

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

3.3 In depth work has been undertaken on the corporate critical budget forecasts and these are summarised in paragraph 3.5. At this very early stage of the financial year only major variances on other budgets are identified. It is also worth noting that, based on previous experience, services' forecasts may be prudent at this early stage of the financial year and they are cautious about declaring underspends or improvements in income. More detailed explanation of the variances can be found in Appendix 1.

Directorate	2011/12 Budget Month 2 £'000	Forecast Outturn Month 2 £'000	Forecast Variance Month 2 £'000	Forecast Variance Month 2 %
People	116,548	116,775	227	0.2%
Place	48,076	48,686	610	1.3%
Communities	11,729	11,881	152	1.3%
Resources & Finance	30,457	31,334	877	2.9%
Sub Total	206,810	208,676	1,866	0.9%
Corporate Budgets	20,185	19,260	(925)	-4.6%
Total Council Controlled Budgets	226,995	227,936	941	0.4%
NHS Trust managed S75 Services	14,194	14,376	182	1.3%
Total Overall Position	241,189	242,312	1,123	0.5%

3.4 The Total Council Controlled Budgets line in the above table represents the total forecast outturn on the Council's General Fund. The General Fund includes Commissioning Units and, Service Delivery Units which are organised under the strategic areas of People, Place or Communities. These, together with Resource & Finance Units, corporate budgets and Council-managed Section 75 services, make up the Total Council Controlled Budgets. The NHS Trust-managed Section 75 Services line represents those services for which local NHS Trusts act as the Host Provider under Section 75 Agreements. Services are managed by Sussex Partnership Trust and Sussex Community NHS Trust and include health and social care services for Adult Mental Health, Older People Mental Health, Substance Misuse, AIDS/HIV, Intermediate Care and Community Equipment. The financial risk for these services generally lies with the relevant provider Trust.

Corporate Critical Budgets

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

	2011/12 Budget Month 2 £'000	Forecast Outturn Month 2 £'000	Forecast Variance Month 2 £'000	Forecast Variance Month 2 %
Corporate Critical				
Child Agency & In House	21,780	21,664	(116)	-0.5%
Sustainable Transport -Parking	(13,706)	(13,497)	209	1.5%
Housing Benefits	177,624	177,624	-	0.0%
Community Care	43,231	43,231	-	0.0%
Total Council Controlled	228,929	229,022	93	0.0%
S75 NHS & Community Care	14,194	14,376	182	1.3%
Total Corporate Critical Budgets	243,123	243,398	275	0.1%

Value for Money (VfM) Programmes

3.6 Value for Money is a well understood concept where the approach is to obtain maximum benefit from the resources deployed in the delivery of services. This requires a balancing of cost, efficiency and outcomes that meets local priorities. Value for money is not about cuts, it is about reducing costs, improving efficiency or improving outcomes for the same or less resources, or a combination of these. Recognising the importance of this, the external auditor is required to give an opinion in the Statement of Accounts on the council's arrangements for securing value for money in the use of its resources.

3.7 Over the years, the council has developed various approaches to improving value for money and continually monitors and compares the value for money of services to those of comparable authorities and/or services, known as benchmarking. To improve value for money, the council has adopted a programme approach split into phases.

- Phase 1 involved raising awareness of VfM opportunities and improving skills across the organisation to enable service reviews to be undertaken and further opportunities to be identified. Some VfM savings were identified and achieved but were not significant enough to contribute to the longer term budget position.
- Phase 2 recognised the greater scale of savings needed in the future and identified larger transformational and/or council-wide opportunities for achieving VfM efficiencies and savings.
- Phase 3 continues the Phase 2 approach but includes a greater focus on the council's cost base, including management and administration costs. It also strengthens the focus on improving customer service through Customer Access initiatives and the application of widely adopted Systems Thinking reviews, which focus on reducing process times and costs while maintaining a strong customer perspective.

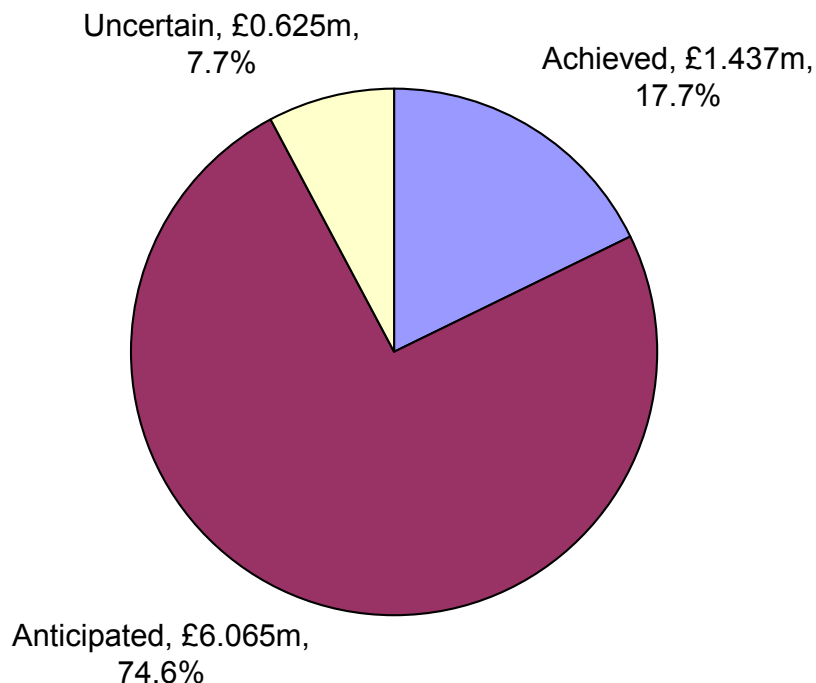
3.8 Phase 2 started in 2010/11 and the savings targets are well established and incorporated into budget forecasts. Project areas have clear plans for implementation and achievement of associated savings however this does not

mean they are straightforward to achieve given the scale and complexity of the projects. There is also a stretch target of £0.250m (£1.000m full year) which is less certain and for which plans are currently being worked through. This is most likely to be met from increased procurement savings opportunities.

- 3.9 Phase 3 started this financial year and although all workstreams have started, there are not yet detailed action plans in place for all projects. More details of Phase 3 are contained within Appendix 1 for Corporate Budgets.
- 3.10 A summary of current progress toward VfM savings is shown below.

Value for Money Programme (All Phases) - 2011/12 Monitoring

Total VfM Target = £8.127m



Collection Fund

- 3.11 The Collection Fund is a separate account for transactions in relation to national non domestic rates, council tax and precept demands. Any deficit or surplus forecast on the collection fund is distributed between the Council, Sussex Police and East Sussex Fire Authority in proportion to the value of the respective precept on the collection fund.
- 3.12 Early projections of the Collection Fund position at 31st March 2012 indicate a potential total deficit of £1.3m of which the Council's share is £1.1m with the remainder met by Sussex Police and East Sussex Fire Authority. Council tax collection is above target so far this year so the deficit is entirely as a result of a lower than anticipated liability. This is mainly due to increases in the number of exemptions and discounts relating to students and unfurnished properties being higher than anticipated. Inspectors in the Revenues Team are looking into the causes of the increases to determine whether they are one-off or ongoing and an

updated forecast on the collection fund deficit will be reported in the TBM4 report to be considered at the September Cabinet meeting.

Housing Revenue Account

- 3.13 The Housing Revenue Account is a separate ring-fenced account which covers income and expenditure related to the management and operation of the council's housing stock. Expenditure is generally funded by Council Tenants' rents. The forecast outturn on the HRA is summarised in the table below. More detail is provided in Appendix 1.

	2011/12 Budget Month 2 £'000	Forecast Outturn Month 2 £'000	Forecast Variance Month 2 £'000	Variance Month 2 %
Housing Revenue Account				
Expenditure	50,839	50,324	(515)	-1.0%
Income	(50,839)	(50,860)	(21)	0.0%
Total	-	(536)	(536)	

Capital Budget 2011/12

- 3.14 The table below provides a summary of the capital programme by strategic theme. Within Appendix 1 for each budget area there is a breakdown of the capital programme by Unit.

Budget Area	2011/12 Budget Month 2 £'000	Forecast Outturn Month 2 £'000	Forecast Variance Month 2 £'000	Forecast Variance Month 2 %
People	43,649	43,649	0	0.0%
Place	51,494	51,494	0	0.0%
Communities	5,561	5,561	0	0.0%
Resources & Finance	8,383	8,383	0	0.0%
Total Capital Budget	109,087	109,087	0	0.0%

- 3.15 Appendix 1 also provides details of proposed new capital schemes which are included in the budget figures above. Cabinet approval for new capital schemes is required under the Council's financial regulations. Appendix 2 shows an analysis of movements in the capital budget including new schemes, re-profiling (carry forwards) to the 2012/13 programme and slippage. At this early stage of the financial year no slippage or re-profiling has been identified.
- 3.16 Certain capital schemes have the potential to have significant revenue budget implications if they are not delivered according to timetable. It is proposed that progress on these more critical schemes is monitored throughout the year and reported regularly through the TBM reports. These schemes are shown in the table below and as at Month 2 no variances have been identified.

Scheme	Budget (£'000)	Description
Accommodation Strategy	2,847	Forms part of the Workstyles VFM programme. Delivery is critical to enable planned vacation of Priory House.
Solar Panel Implementation	2,600	Solar panels need to be installed before 31st March 2012 to maximise Feed in Tariff payments and deliver VFM savings.
Vehicle Replacement	1,854	Forms part of the VFM programme. Delivery is critical to enable planned revenue savings from improved fleet management.
New Primary School Places	11,272	Delivery critical to keep pace with anticipated increased demand for primary school places.
Total	18,573	

Capital Receipts

- 3.17 Capital receipts are used to support the capital programme. For 2011/12 the programme is fully funded, however, any changes to the level of receipts during the year will impact on future years' capital programmes and may impact on the level of future investment for corporate funds such as the Strategic Investment Fund, Asset Management Fund and ICT Fund. Capital receipts (excluding housing) are estimated to be £0.800m for 2010/11 and to date £0.054m has been received.
- 3.18 The Government receive 75% of the proceeds of 'right to buy sales'; the remaining 25% is retained by the council and used to fund the capital programme. The estimated useable receipts for 'right to buy' sales is £0.638m for this financial year and to date £0.102m has been received.

Comments by the Director of Finance

- 3.19 The overspend forecast at Month 2 reflects some in-year issues which will need to be addressed but also reflects the higher level of savings assumed in the budget and the associated higher level of risk and difficulty of achieving those savings. Some of these savings have longer lead-in times before they will become more certain. The position demonstrates that continued rigorous cost control measures and recovery actions will be needed throughout the year. However, the council's budget strategy recognises the higher level of risks in the delivery of Value for Money Programme and other savings and therefore contains risk provisions of over £3.000m to accommodate potential timing issues and/or unforeseen difficulties in achieving savings. Details of these risk provisions are contained in the Corporate Budgets section of Appendix 1.

4. CONSULTATION

- 4.1 A roundtable discussion was hosted by the Council Leader, with the Cabinet Member for Finance and Central Services, on 7th June with invitations issued to the three recognised trades unions, the Community & Voluntary Sector Forum and the Opposition parties' Leaders and Finance spokespersons. The objective of the meeting was to review the 2011/12 budget and to commence an open and

inclusive approach to the 2012/13 budget setting process. A summary of that discussion is shown at Appendix 5.

5. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

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

Legal Implications:

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

Lawyer Consulted:

Oliver Dixon

Date: 20/06/11

Equalities Implications:

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

Sustainability Implications:

- 5.4 The report includes progress in meeting energy savings targets set out in the VFM Phase 3 programme.

Crime & Disorder Implications:

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

Risk & Opportunity Management Implications:

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

Corporate / Citywide Implications:

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

6. EVALUATION OF ANY ALTERNATIVE OPTION(S):

- 6.1 The provisional outturn position on Council controlled budgets is an overspend of £0.941m. Any overspend will need to be funded from general reserves which

would then need to be replenished to ensure that the working balance did not remain below £9.000m.

7. REASONS FOR REPORT RECOMMENDATIONS

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

SUPPORTING DOCUMENTATION

Appendices:

- 1. Detailed Revenue & Capital Outturn Forecasts
- 2. Capital Programme Summary
- 3. ICT Fund
- 4. VfM Programme Benefits Realisation
- 5. Budget Roundtable Discussion

Documents in Members' Rooms

None

Background Documents

None

People - Revenue Budget Summary

Unit	2011/12 Budget Month 2 £'000	Forecast Outturn Month 2 £'000	Forecast Variance Month 2 £'000	Forecast Variance Month 2 %
Commissioner - Children's Youth & Families	6,348	5,875	-473	-7.5%
Commissioner - Schools, Skills & Learning	4,324	4,324	0	0.0%
Delivery Unit - Children's & Families	46,619	47,299	680	1.5%
Total Children's Services	57,291	57,498	207	0.4%
Commissioner - People	2,010	2,010	0	0.0%
Delivery Unit - Adults Assessment	48,265	48,285	20	0.0%
Delivery Unit - Adults Provider	8,982	8,982	0	0.0%
Total Adult Services	59,257	59,277	20	0.0%
Total Revenue - People	116,548	116,775	227	0.2%

Explanation of Key Variances

Commissioner – Children, Youth & Families

The numbers of children placed in independent foster agency (IFA) placements continues to rise. During 2010/11 there were 164.52 FTE placements representing a 23% increase on the previous year. Currently there are 182.63 FTE placements. If nothing else changed this would imply an overspend of £0.613m. However it is anticipated that the outstanding VFM savings target of £1.160m will be achieved over the remainder of the year and this results in a forecast underspend of £0.547m on the IFA budget.

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

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

The 2011/12 children's services VFM savings target is £2.019m. Current activity indicates that £0.859m savings have been achieved to date with £1.160m to be achieved over the remainder of the financial year.

Commissioner – Schools, Skills & Learning

There are no reported budget variances at this time.

Delivery Unit – Children & Families

The overspending services in this delivery unit relates to two main areas: Agency placements for children with disabilities and Area Social Work Teams. Disability placements are projected to overspend by £0.487m. The number of children with disabilities placed has increased over the last 12 months and now there are 15 children in placement compared with a budgeted level of 11 places.

The children's social work teams continue to be under pressure because of their statutory duties around child protection and looked after children's duties. There also continues to be a churn in frontline social workers leaving from the most pressurised teams i.e. the children's social work front doors. As a result of both of these factors the majority of the overspend within this area of £0.202m is due to agency social work staff. The branch has a robust rolling programme of recruitment and retention including a bursary scheme to attract newly qualified social workers from the universities.

Commissioner - People

The forecast for Month 2 is a break-even position.

Delivery Unit – Adults Assessment

The forecast overspend of £0.020m across Assessment Services assumes achievement of the majority of the savings included within the budget strategy. Savings captured to date show that £1.300m of the £3.000m total have been delivered. The forecast assumes that £1.301m of VfM 2 savings will be achieved by the year end.

There is a continuation of the trends seen in recent years, where savings against the Older People Community Care budget (reduced costs and client numbers 15 WTE less than budgeted) are being offset by pressures on the Physical Disabilities budget (40 WTE more than budgeted).

Delivery Unit – Adults Provider

The forecast for Month 2 is a break-even position for Adult Provider services, however it should be noted that this assumes achievement of a savings target of £1.200m of which £0.250m relates to VfM 2 .

There are risks attached to delivery of some of the savings plans, but it is currently too early to fully quantify these. Management action plans are being reviewed to minimise these risks and progress will be reported within future TBM forecasts.

People – Capital Budget Summary

Unit	2011/12 Budget Month 2 £'000	Forecast Outturn Month 2 £'000	Forecast Variance Month 2 £'000	Forecast Variance Month 2 %
Delivery Unit - Children's & Families	42,775	42,775	0	0.0%
Total Children's Services	42,775	42,775	0	0.0%
Delivery Unit - Adults Assessment	874	874	0	0.0%
Total Adult Services	874	874	0	0.0%
Total Capital - People	43,649	43,649	0	0.0%

New Capital Schemes

Included in the budget above for Delivery Unit – Children’s & Families is the following new capital scheme:

Tudor House Extension (£0.077m)

Rockinghorse, a charity for sick and disabled children, wish to make a charitable donation to BHCC for the purpose of an extension to Tudor House residential unit, for a therapy room. All costs of this will be covered by the charitable donation. BHCC’s Asset Management team are project-managing the work. Tudor House is an overnight short breaks facility for children and young people with severe learning disabilities and complex health needs. The work is due to be completed in July 2011.

Adult Social Care Personal Social Services Capital Grant (£0.560m)

This Department of Health capital grant allocation of £0.627m in 2011/12 is to support 3 key areas; Personalisation, Reform and Efficiency. This funding is being supplemented by a revenue contribution of £0.160m. Officers are recommending the allocation of this funding over the following schemes which it is considered will achieve desired outcomes and further the aims of the personalisation programme.

Major / Minor Adaptations	£0.360m
Telecare	£0.120m
Equipment & Adaptations	<u>£0.080m</u>
Total	£0.560m

The risk is that further opportunities may present themselves during the year. For this reason a sum of £0.227m has yet to be allocated and proposals for the remaining funding will be brought back to Cabinet later in the year.

Place - Revenue Budget Summary

Unit	2011/12 Budget Month 2 £'000	Forecast Outturn Month 2 £'000	Forecast Variance Month 2 £'000	Forecast Variance Month 2 %
Commissioner - City Regulation & Infrastructure	3,139	3,244	105	3.3%
Delivery Unit - City Infrastructure	23,664	23,873	209	0.9%
Delivery unit - Planning & Public Protection	5,397	5,432	35	0.6%
Major Projects	320	320	0	0.0%
Total City Regulation & Infrastructure	32,520	32,869	349	1.1%
Commissioner - Housing	15,246	15,385	139	0.9%
Delivery Unit - Housing & Social Inclusion	310	432	122	39.4%
Total Housing	15,556	15,817	261	1.7%
Total Revenue - Place	48,076	48,686	610	1.3%

Explanation of Key Variances**Commissioner - City Regulation & Infrastructure**

Sustainable Transport is forecasting an overspend against budget of £0.105m. Of this, £0.075m relates to a projected shortfall in income from recharging officer time to capital projects in Highway Engineering & Projects. The remaining £0.030m is in respect of the expected contribution to Shopmobility.

Delivery Unit - City Infrastructure

Sustainable Transport is forecasting an overspend against budget of £0.209m relating to the corporate critical Parking Operations budget. This is mainly due to a shortfall in the level of income forecast at the Regency Square Car Park which is expected to be £0.200m below budget. Investment in this Car Park was included in the overall revenue and capital Budgets for 2011/12. The detailed proposal is still being developed. The level of income achieved at this car park during 2010/11 was £0.962m, falling £0.168m short of budget. The actual average income over the last 3 years was £0.985m per annum. The car park has been badly affected by crime and negative television publicity as well as the economic climate. The proposed improvement works and marketing efforts are projected to reverse this trend.

Delivery unit - Planning & Public Protection

The projected overspend relates to Public Protection budgets. Overspends of £0.035m are expected due to increased vet and kennelling costs, and unachievable taxi licensing income.

Major Projects

There are no reported budget variances at this time.

Commissioner – Housing

The projected pressure of £0.139m includes an increase in running costs of £0.073m in respect of enlarged and refurbished office space at Palace Place/Old Steine. An increase in rent with effect from April 2011 has been agreed with Property services (and reflected in their income) and higher utility bills are expected. The balance of the forecast overspend includes small variances on a number of areas.

Delivery Unit – Housing & Social Inclusion

The budget for Travellers is projected to overspend by £0.122m. This overspend is mainly due to costs for security (£0.100m) and for rubbish clearance (£0.022 m). These costs are broadly similar to those incurred last year.

Place – Capital Budget Summary

Unit	2011/12 Budget Month 2 £'000	Forecast Outturn Month 2 £'000	Forecast Variance Month 2 £'000	Forecast Variance Month 2 %
Commissioner - City Regulation & Infrastructure	3,605	3,605	0	0.0%
Delivery Unit - City Infrastructure	7,415	7,415	0	0.0%
Major Projects	892	892	0	0.0%
Total City Regulation & Infrastructure	11,912	11,912	0	0.0%
Commissioner - Housing	5,107	5,107	0	0.0%
Delivery Unit - Housing & Social Inclusion	34,475	34,475	0	0.0%
Total Housing	39,582	39,582	0	0.0%
Total Capital - Place	51,494	51,494	0	0.0%

New Capital Schemes

Included in the budget above for Major Projects is the following new capital scheme:

Support for Major Projects (£0.400m)

The Council has ongoing commitments to major projects that require financial support to enable their progression. The financial support takes the form of legal fees and specialist advisors for finance, design, architectural, transport, engineering and other external specialists. The funding for this has been identified from within the Strategic Investment Fund.

Included in the budget above for Commissioner Housing is the following new capital scheme:

LDV Post Lease Refurbishment (£1.827m)

Housing Management properties will be identified by Brighton & Hove City Council (with agreement from Seaside community Homes) to pass over to Seaside Community Homes, who in turn will sub-contract Brighton & Hove City Council to purchase the qualifying works from Mears and other contractors (to comply with 'VAT shelter' requirements). The costs incurred by Brighton & Hove City Council will be placed against this scheme and then invoices will be raised on a monthly base to Seaside Community Homes to reclaim these costs. If the average cost is over £0.021m per property, a revenue contribution will be required from the General Fund to cover the costs, there is no provision for this and costs will be monitored to reduce the risk.

Within the £1.827m there is £0.035m that relates to the cost of any on-going capital works after the properties have been refurbished. The cost incurred by the council will be reclaimed through a management agreement fee that will be paid by Seaside Community Homes on a monthly basis. If the costs are higher than the management fee then a revenue contribution will be required from the General Fund to cover the costs.

Communities - Revenue Budget Summary

Unit	2011/12 Budget Month 2 £'000	Forecast Outturn Month 2 £'000	Forecast Variance Month 2 £'000	Forecast Variance Month 2 %
Commissioner - Communities & Equalities	3,412	3,412	0	0.0%
Community Safety	1,645	1,645	0	0.0%
Commissioner - Sports & Leisure	1,391	1,391	0	0.0%
Commissioner - Culture	1,782	1,782	0	0.0%
Delivery Unit - Tourism & Leisure	3,499	3,651	152	4.3%
Total Revenue - Communities	11,729	11,881	152	1.3%

Explanation of Key Variances**Commissioner – Communities & Equalities**

The forecast for Month 2 is a break-even position.

Community Safety

The forecast for Month 2 is a break-even position.

Commissioner – Sports & Leisure

The forecast for Month 2 is a break-even position.

Commissioner – Culture

The forecast for Month 2 is a break-even position.

Delivery Unit – Tourism & Leisure

The forecast overspend of £0.152m relates to two areas where there are risks on income achievement. On Seafront and Sports facilities the projected overspend is £0.025m relating to a predicted shortfall on income from seafront leases. On Venues the projected overspend is £0.127m of which £0.057m is an ongoing income risk against the Hove Centre, as last year, and £0.070m against the Brighton Centre based on confirmed business. In all areas actual and forecast income is closely reviewed and action is being taken to maximise any business opportunities.

Communities - Capital Budget Summary

Unit	2011/12 Budget Month 2 £'000	Forecast Outturn Month 2 £'000	Forecast Variance Month 2 £'000	Forecast Variance Month 2 %
Commissioner - Sports & Leisure	553	553	0	0.0%
Delivery Unit - Tourism & Leisure	5,008	5,008	0	0.0%
Total Capital - Communities	5,561	5,561	0	0.0%

There are no variances to report at this stage.

Resources & Finance - Revenue Budget Summary

Unit	2011/12	Forecast	Forecast	Forecast
	Budget	Outturn	Variance	Variance
	Month 2	Month 2	Month 2	Month 2
	£'000	£'000	£'000	%
Delivery Unit - City Services	8,898	8,898	0	0.0%
Resources	17,729	18,606	877	4.9%
Finance	2,560	2,560	0	0.0%
Strategic Leadership Board	1,270	1,270	0	0.0%
Total Revenue – Resources & Finance	30,457	31,334	877	2.9%

Explanation of Key Variances

Delivery Unit – City Services

The forecast for Month 2 is a break-even position. However, there are risks and challenges of moving to the new Customer Service Centre and implementation of some value for money initiatives, with the associated savings assumptions included within the budget.

Resources

The net overspend across Resources is £0.877m, of which the main variances are on the following areas: -

Human Resources (£0.447m overspend)

Human Resources have previously managed year-on-year savings but this has been subsidised by savings made elsewhere and the use of one-off funding sources. In the current financial year there is a projected shortfall of £0.447m made up from £0.175m from unachievable income from recruitment advertising and use of the new HR system by external organisations, a gap of £0.120m between the current cost of central union duties and the available funding, and additional costs associated with the running of the new HR payroll system. Vacancies are being held to try and manage the projected overspend. A detailed action plan is under development to address the shortfall and rebase the budget and staffing to match resources to budget.

Communications (£0.311m overspend)

There is a risk of not achieving the full year effect of the £0.250m savings target applied to the Communications budget, in respect of the advertising and sponsorship tender. This is a result of delays in the procurement process for complex legal reasons. The process for all except one lot is now underway and it is anticipated that some additional income will be generated before the end of the financial year and an estimate of £0.100m has been included in the forecast.

The remaining variance of £0.161m is from a mixture of staffing pressures and anticipated shortfall against the advertising income budget for City News.

The Communications Value for Money review continues to reduce spend across the organisation, however spend was originally running above the budget available hence creating a challenge in generating net budget reductions. Plans are in place to consolidate

budgets for 2011/12 which is expected to generate savings through procurement and the management of demand. Council-wide expenditure on communications reduced by approximately £0.650m in 2010/11 compared to the previous financial year, offsetting pressures in the central Communications budget.

Property & Design (£0.124m overspend)

There is a pressure of £0.083m identified against Estates Management, due mainly to rental income shortfalls as a result of the challenging economic conditions. Property and Design will continue to secure the most advantageous rent settlements both for short term and long term gain. The remainder of the overspend (£0.041m) is in the Building Services & Facilities team and includes small variances on a number of areas.

Finance

The forecast for Month 2 is a break-even position.

Strategic Leadership Board

The forecast for Month 2 is a break-even position.

Resources & Finance - Capital Budget Summary

Unit	2011/12	Forecast	Forecast	Forecast
	Budget	Outturn	Variance	Variance
	Month 2	Month 2	Month 2	Month 2
	£'000	£'000	£'000	%
Delivery Unit - City Services	109	109	0	0.0%
Resources	8,079	8,079	0	0.0%
Finance	195	195	0	0.0%
Total Capital – Resources & Finance	8,383	8,383	0	0.0%

New Capital Schemes

ICT Fund (£0.500m)

At Budget Council on 3rd March £0.500m was confirmed as the allocated ICT Fund for 2011/12. In addition, Cabinet has already approved the carry forward of the remaining £0.300m from 2010/11 giving a total budget for 2011/12 of £800,000. Appendix 3 provides a detailed breakdown of the proposed allocation of this in 2011/12.

Corporate Budgets - Revenue Budget Summary

Unit	2011/12 Budget Month 2 £'000	Forecast Outturn Month 2 £'000	Forecast Variance Month 2 £'000	Forecast Variance Month 2 %
Bulk Insurance Premia	3,009	3,109	100	3.3%
Concessionary Fares	9,702	9,302	(400)	-4.1%
Capital Financing Costs	10,427	10,427	0	0.0%
Levies & Precepts	166	166	0	0.0%
VfM 3 Savings	(2,625)	(2,025)	600	22.9%
Risk Provisions	3,200	1,950	(1,250)	-39.1%
Other Corporate Items	(3,694)	(3,669)	25	0.7%
Total Revenue - Corporate Budgets	20,185	19,260	(925)	-4.6%

Explanation of Key Variances

Bulk Insurance Premia

There is a forecast overspend of £0.100m. Whilst the volume of claims has not increased, costs have. The most significant increase is in claimant solicitors' costs and their success fees.

Concessionary Fares

There is a £0.400m underspend on concessionary bus fares as a result of fixed deal agreements with Brighton & Hove Bus & Coach Company and Stagecoach South, agreed by Cabinet on 9th June, being lower than the budget provision.

Capital Financing Costs

The forecast for Month 2 is a break-even position.

Levies & Precepts

The forecast for Month 2 is a break-even position.

VfM 3 Savings

Phase 3 started this financial year and although all workstreams have started, there are not yet detailed action plans in place for all projects. Overall, the achievement £0.600m of VfM 3 savings is currently uncertain. Appendix 4 provides a more detailed breakdown.

- The 'Process Efficiencies' expected to generated through the application of Systems Thinking reviews are likely to have variable lead-in times and are therefore uncertain at present. The detailed methodology and priority areas for Systems Thinking reviews are currently being determined.
- Management and Admin savings, however, are expected to be on track, supported by a Voluntary Severance Scheme which is currently in progress.

- 'Consolidation of Spend' concerns the bringing together of Council-wide expenditure and/or activity in relation to communications, training, ICT and property to explore opportunities for procurement, management or other efficiencies from consolidating these areas. Currently this work is in the research and analysis phase but there is reasonable confidence about the potential savings opportunities.
- Carbon Reduction initiatives will be designed to reduce both energy use and costs. A scheme to pursue the installation of Solar PV panels was agreed at Cabinet in June 2011, however, savings will not be realised until 2012/13. The procurement of Automatic Meter Reader (AMR) devices is also in train and there is potential for 6 months of benefit from this initiative in 2011/12. Other initiatives are currently being worked through and further opportunities will be identified for the future. Therefore, while there is high confidence of future savings from these initiatives, the longer lead-in times for these initiatives means that the achievement of savings in 2011/12 is relatively uncertain overall. Additional project management, technical and analytical resource has been prioritised to support this work due to the multiple projects, long lead in times and high levels of complexity involved.

Risk Provisions

There are one-off risk provisions of £0.800m and it is forecast that these will be fully spent. It is anticipated that £0.192m of this will be needed for the complex Prince Regent and Withdean Sports Complex schemes subject to further planning confidence and with the expectation of payback once the schemes are successfully implemented. The remainder will be required for one-off costs associated with Criminal Records Bureau (CRB) compliance following OFSTED inspection, costs associated with compliance with Microsoft licence requirements following an audit process, and additional costs associated with the Carbon Reduction Commitment (CRC) scheme implementation.

There is a permanent risk provision of £0.750m relating to grants ending and this will not be required in the current financial year. It is therefore being released to support the overall position.

There is £1.250m of permanent risk provision, of which £0.500m is being released to support the overall position. The remaining £0.750m is being held back as these are currently very early forecasts.

In addition there is £0.400m of one-off risk provisions for children's and adults services which are currently being retained as it is currently very early in the financial year for those service areas.

Other Corporate Items

The forecast for Month 2 is a break-even position.

NHS Trust Managed S75 Budgets - Revenue Budget Summary

Unit	2011/12 Budget Month 2 £'000	Forecast Outturn Month 2 £'000	Forecast Variance Month 2 £'000	Forecast Variance Month 2 %
NHS Trust managed S75 Services	14,194	14,376	182	1.3%
Total S75	14,194	14,376	182	1.3%

Explanation of Key Variances**NHS Trust Managed S75 Services**

There is a pressure of £0.363m on the Adult Mental Health Community Care budget, where Whole Time Equivalent (WTE) client numbers are approximately 20 more than budgeted. A financial recovery plan has been developed to focus on reducing the pressure, particularly against long-term placement spend. There is a 50/50 risk-share agreement with Sussex Partnership Foundation Trust, which is reflected in the variance reported.

Housing Revenue Account - Revenue Budget Summary

	2011/12 Budget Month 2 £'000	Forecast Outturn Month 2 £'000	Forecast Variance Month 2 £'000	Forecast Variance Month 2 %
Housing Revenue Account				
Employees	9,057	8,830	(227)	-2.5%
Premises – Repair	10,905	10,685	(220)	-2.0%
Premises – Other	3,286	3,286	-	0.0%
Transport & Supplies	2,128	2,048	(80)	-3.8%
Support Services	2,144	2,156	12	0.6%
Third Party Payments	54	54	-	0.0%
Revenue contribution to capital	3,778	3,778	-	0.0%
Capital Financing Costs	4,955	4,955	-	0.0%
Subsidy Payable	14,532	14,532	-	0.0%
Net Expenditure	50,839	50,324	(515)	-1.0%
Dwelling Rents (net)	(44,213)	(44,213)	-	0.0%
Other rent	(1,290)	(1,240)	50	3.9%
Service Charges	(3,454)	(3,454)	-	0.0%
Supporting People	(465)	(465)	-	0.0%
Other recharges & interest	(1,417)	(1,488)	(71)	-5.0%
Net Income	(50,839)	(50,860)	(21)	0.0%
Total Revenue - HRA	-	(536)	(536)	

Explanation of Key Variances

The forecast outturn for 2011/12 is an underspend of £0.536m.

Further analysis of the forecast outturn variances are as follows:

- The Employees forecast underspend of £0.227m relates to the budget for TUPE costs for Property & Investment staff not being required as the final costs were less than originally forecast and fully paid in last financial year.
- The Premises Repairs forecast outturn is an underspend of £0.220m. This includes:
 - A projected saving on the gas servicing and maintenance contract of £0.161m from the rebasing of the open book contract value following the achievement of savings during the last financial year.
 - A reduction in the overhead costs for the Repairs Partnership contract of £0.059m resulting from efficiencies in the contract.
- Transport & Supplies is forecast to underspend by £0.080m due to a reduction in the requirement for the provision for bad debt resulting from the improvement in the collection of rent which has led to a reduction in the rent arrears total.

- The underachievement of Income in the Other Rent budget area relates to reduction in rental income of £0.050m for the HRA Commercial properties, this is mainly due to a downturn in the economic climate over the last couple of years affecting the letting of some commercial properties.
- There is a forecast increase in the income of £0.071m shown under Other Recharges & Interest relating to rechargeable works income where tenants are invoiced under the rechargeable works policy. The income in this area has been consistently higher over the past 2 financial years since there were improvements to the management of this policy and therefore the budget for future years will need to be reviewed to reflect this.

SUMMARY CAPITAL OUTTURN POSITION

Budget Area	2011/12 Approved Budget £'000	2011/12 New Schemes £'000	2011/12 Variations £'000	2011/12 Slippage £'000	2011/12 Revised Budget £'000	2011/12 Forecast Outturn £'000	2011/12 Overspends / (Underspends) £'000
People	43,012	637	0	0	43,649	43,649	0
Place	49,267	2,227	0	0	51,494	51,494	0
Communities	5,561	0	0	0	5,561	5,561	0
Resources & Finance	7,883	500	0	0	8,383	8,383	0
Total Council Budgets	105,723	3,364	0	0	109,087	109,087	0

ICT Fund Projects 2011/12

At Budget Council on 3rd March 2011 £0.500m was confirmed as the allocated ICT Fund for 2011/12. In addition Cabinet has already approved the carry forward of the remaining £0.300m from 2010/11 giving a total budget for 2011/12 of £0.800m. Appendix 3 provides a detailed breakdown of the proposed allocation of this in 2011/12.

The report to Cabinet on 22nd April 2010 gave an indication of the likely priority areas for investment in 2011/12. These priority areas remain the same and this report provides an update on the outcomes expected from these investments. In addition each of these individual projects is underpinned by a detailed business case. Each business case is scrutinised for technical feasibility and financial implications through the ICT governance arrangements (established in 2009) to ensure that ICT projects are sound investments made within a framework of Council priorities.

Directorate: Resources

Project Title: VFM Workstyles 2011/12

Budget: £210,000

Complete the ICT implementation for Workstyles Phase 1 in Bartholomew House (to include further deployment of IP telephony, virtual desktop and electronic document management) which will deliver a flexible working environment over 3 floors and provide the infrastructure for the Customer Service Centre.

Project	Description	Cost
VFM Workstyles 2011- 12		
Application delivery	Further implementation of IP telephony, virtual desktop and electronic document management	£160,000
Networking	Completion of wired and wireless network connectivity for phase one of Workstyles	£50,000
		£210,000

Directorate: Resources

Project Title: Information Management 2011/12

Budget: £290,000

The City Planning system migration project is now underway. Its completion will deliver a much improved customer service and support the system rationalisation objective of ICT's VFM programme.

Item 21 Appendix 3

We will invest in a target server architecture to develop a single personalised customer interface over time (in support of channel shift), which can be accessed from anywhere with an internet connection. This aims to reduce overall support, management and training costs, improve the customer experience and improve public perception of the organisation and City.

Further investment will be targeted at migrating to a single platform which will deliver improved management of the content within our intranet and internet environments. This will support self service, improve data quality and ultimately support the Open Data and transparency agenda.

Information Management 2011/12		
Common means of authenticating	Initial implementation of identity and authentication management (single sign on) to support citizen access, self service and improved opportunities for collaboration and partnership working.	£40,000
Information Systems integration	Initial implementation of a Customer Experience Platform to develop a single personalised customer interface	£100,000
Planning system migration	Migrate the planning services from Northgate MVM applications to existing IDOX Uniform system	£100,000
Implement target server architecture	Migrate to a single platform which will deliver improved management of the content within our intranet and internet environments.	£50,000
		£290,000

Directorate: Resources

Project Title: Communications and Infrastructure 2011/12

Budget: £300,000

The infrastructure and telecoms management software will be enhanced to provide the ability to deliver work telephony for staff working flexibly from home. This investment will also support a range of enhanced communication tools for future deployment which will enable a reduction in unnecessary travel time, work practice efficiencies and carbon reductions. We are building on the existing telephony investment and upgrading to remove any remaining proprietary restrictions.

We will explore hosted or commoditised options to increase data storage, e.g. to support further rollout of electronic document management.

Communications and Infrastructure 2011/12		
Telephony systems upgrade and deployment	Upgrade the current telephony systems to support more flexible working styles, additional functionality and additional users	£200,000
Unified Communications	Implement enhanced communication tools (e.g. OCS) to support the flexible working environment	£30,000
Storage and server capacity	Increase capacity for virtualisation and data storage in support of the Workstyles programme	£70,000
		£300,000

VfM Programme – Benefits Realisation as at Month 2

VfM Phase 2 Project	Target £m	Achieved £m	Anticipated £m	Uncertain £m
Adult Social Care	1.801	0.250	1.551	0.000
Children's Services	2.019	0.859	1.160	0.000
ICT	0.218	0.218	0.000	0.000
Procurement	1.039	0.000	1.039	0.000
Fleet Management	0.150	0.000	0.150	0.000
Sustainable Transport	0.115	0.000	0.115	0.000
Outdoor Events	0.060	0.010	0.025	0.025
Workstyles	0.100	0.100	0.000	0.000
Total VfM Phase 2	5.502	1.437	4.040	0.025
VfM Phase 3 Project	Target £m	Achieved £m	Anticipated £m	Uncertain £m
Process Efficiencies	0.250	0.000	0.000	0.250
Management Structures	1.250	0.000	1.250	0.000
Admin & Business Support	0.625	0.000	0.625	0.000
Consolidation of Spend	0.250	0.000	0.150	0.100
Carbon Reduction Initiatives	0.250	0.000	0.000	0.250
Total VfM Phase 3	2.625	0.000	2.025	0.600
Total	Target £m	Achieved £m	Anticipated £m	Uncertain £m
Total	8.127	1.437	6.065	0.625

Budget Roundtable Discussion

A roundtable discussion was hosted by the Council Leader with the Cabinet Member for Finance and Central Services on 7th June with invitations issued to the three recognised trades unions, the Community & Voluntary Sector Forum and the Opposition parties' leaders and finance spokespersons.

The objective of the meeting was to review the 2011/12 budget and to start an open and inclusive approach to the 2012/13 budget setting process. This report does not set out all of the issues raised in those discussions which included both some common views and some areas of genuine difference between contributors. As an example there was a consensus about the importance of the local authority ensuring adequate quality in external service provision through its procurement and contract monitoring processes, particularly in social care. However there were differences of views about the right balance between local authority direct service provision and the potential benefits from giving opportunities for other providers to deliver public services, in particular those from the community and voluntary sector and social enterprises.

A range of practical actions recommended for immediate approval by the Cabinet emerged from the meeting. They are set out below.

- (1) Strategic concerns were raised about the cumulative impact of a range of public service expenditure reductions on young people in the city and on those at risk of financial exclusion. It is proposed that the first issue will be considered as part of the Youth Review currently underway and the second as part of the development of a new Financial Inclusion strategy, including updated Equalities Impact Assessments in these areas.

Both of these pieces of work will be reported to Scrutiny in the autumn before decision making by Cabinet. One off resources of £0.500m was set aside in the 2011/12 budget to support the implementation of the Youth Review and £0.400m was set aside to support the Financial Inclusion work.

- (2) There was an important debate about the long term role of the council in its capacity as a Local Education Authority given changes to role and funding being implemented at a national level. These changes have important budget consequences as well as the overarching educational and policy ones. It is proposed that further consideration be given to this matter.

- (3) A number of specific concerns in relation to the council's 2011/12 budget were raised by the Leader and Cabinet Member for Finance & Central Services at this meeting and these and others have also been highlighted in other fora by various members of the Administration. It was recognised that in many areas including the Connexions service and Education Welfare Service, savings had already been fully implemented and that it was not practicable now given the overall financial position for these to be reversed.

- (4) It is recommended however that Brightstart Nursery remains open. There is sufficient funding in the 2011/12 budget to facilitate this.

- (5) It is also noted that options for the future of Castleham Supported Employment scheme are still being explored and again there is sufficient funding for this service to continue as is for 2011/12. Further consideration of the long term financial support required to both these service areas will be incorporated into the 2012/13 budget planning process.

- (6) It is proposed that further consideration be given to the future of day services for older people prior to the commencement of the planned consultation exercise which will be delayed until the autumn. There is sufficient funding in the 2011/12 budget to facilitate this further review.

Further budget roundtable discussions will be held on a similar basis as part of the planning process for the 2012/13 budget.

Subject:	Budget Update & Budget Process Report 2012/13		
Date of Meeting:	Cabinet 14 July 2011 OSC 19 July		
Report of:	Director of Finance		
Contact Officer:	Name:	Mark Ireland	Tel: 29-1240
		James Hengeveld	29-1242
	E-mail:	mark.ireland@brighton-hove.gov.uk james.hengeveld@brighton-hove.gov.uk	
Key Decision:	Yes	Forward Plan No: CAB21117	
Wards Affected:	All		

FOR GENERAL RELEASE

This report is being presented to Overview and Scrutiny Commission to enable Members to consider the involvement of Scrutiny in budget-setting process for 2012/13.

1. SUMMARY AND POLICY CONTEXT:

- 1.1 This report sets out the financial context the Council is working in. It begins the process for preparing the 2012/13 budget and describes the basis and principles on which this will be planned, in particular in the context of indicative plans for 2013/14.
- 1.2 The process is designed to combine the city's intelligent commissioning approach and a continued focus on value for money. It includes a broader and more transparent approach to consultation and engagement and takes into account the equalities and sustainability implications of the council's financial and service plans.
- 1.3 The Medium Term Financial Strategy (MTFS) will be further updated in the autumn alongside the publication of the new Corporate Plan.

2. RECOMMENDATIONS:

- 2.1 That Cabinet notes the resource and expenditure projections for 2012/13 to 2014/15 set out in table 3, paragraph 3.27.
- 2.2 That Cabinet instruct Directors and relevant Cabinet Members to produce options for working within a budget allocation over the next 2 years of -5%, -10% and -15% based on their 2011/12 adjusted budget as exemplified in appendix 1.
- 2.3 That Cabinet notes the resource projections for the capital investment programme as shown in appendix 2.
- 2.4 That Cabinet agrees the timetable for budget reports set out in paragraph 3.52.

3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS:

2011/12 Council Tax

- 3.1 There was a freeze in the overall council tax for residents of Brighton & Hove for 2011/12. The overall average across the country and for unitary councils was also a council tax freeze at 0%. The level of council tax at band D remains significantly lower than most other councils in Sussex.

Capping Announcement

- 3.2 The Secretary of State for Communities and Local Government Eric Pickles announced on 23 March that following the 100 percent response to the freeze by eligible authorities, no further capping action was required in 2011/12. The capping criteria previously announced included the allowable council tax increase for 2011/12 being no more than 3.5%. The capping limit for 2012/13 will be announced by the Secretary of State in late November or early December as part of the provisional Local Government Finance Settlement. With inflation levels likely to be above 4% in the autumn it is unlikely that the allowable council tax increase for next year will be lower than this year.

2010/11 Outturn

- 3.3 The 2010/11 provisional outturn was presented to Cabinet on 9th June 2011 and showed an underspend of £2.560m. The Budget report to Budget Council in March included an estimated underspend of £1.597m including the reversal of the provision for S117 Mental Health Act which is no longer required. The additional £0.963m resources will be transferred to general reserves which leaves a total unallocated general reserves balance of £1.243m at the start of the current financial year.

2011/12 Budget Position

- 3.4 A high level forecast of the likely level of spending at the end of this financial year based on spending patterns in the first 2 months of the year is shown in a report elsewhere on this agenda. It shows an overall projected overspend for council controlled budgets of £0.941m. This assumes the delivery of the majority of the extensive Value for Money programme and the use of £1.5m risk provisions on a one off basis. Service areas that are overspending are required to develop financial recovery plans so that a break even position is achieved. However there are unallocated general reserves set out later in this report in table 2 that are available to fund any overspend.

Medium Term Financial Strategy 2012/13 – 2014/15

Resources

Local Government Resource Review

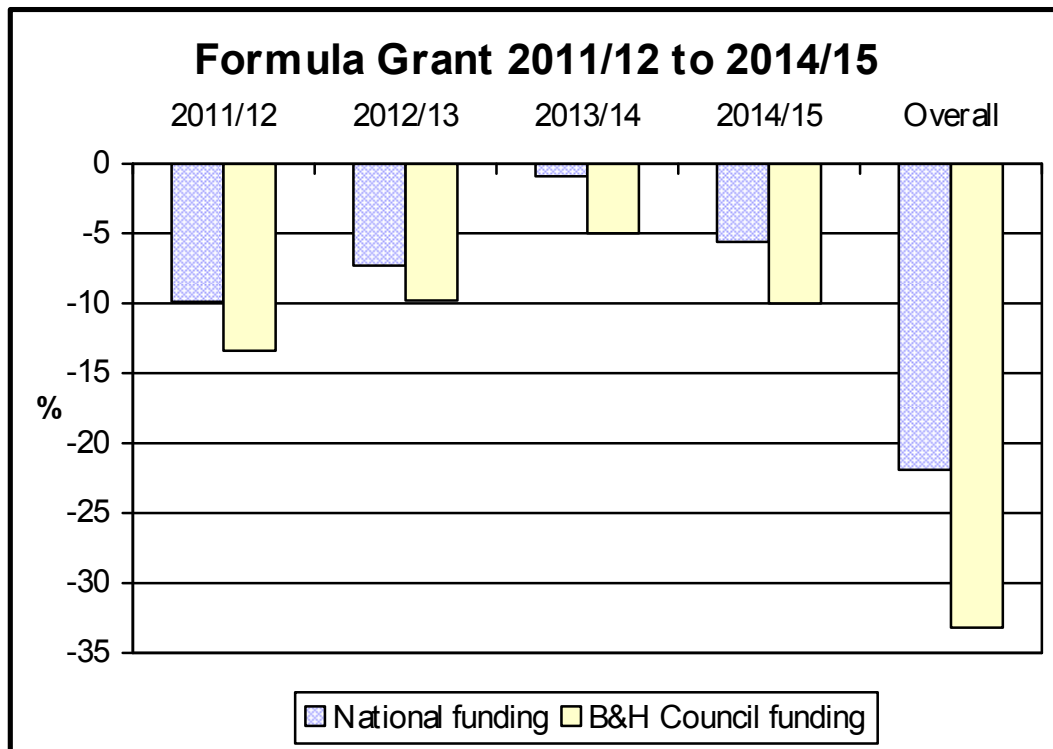
- 3.5 The Government published terms of reference for the review in March 2011 with the primary objectives being to give local authorities greater financial autonomy and strengthen incentives to support local economic growth. Currently there is no connection whatsoever between the business rates collected locally and the business rates funded proportion of Formula Grant. Proposals are being developed by the Department for Communities & Local Government which will allow councils to keep some or all of their business rate income collected locally. Councils will also get to keep increases in local business rates over and above inflation but see reductions in their resources if business rates fall. Local authority areas with a growing economy and increasing number of business premises have potentially most to gain from these proposals. The Government appears to be extremely keen to make changes and has an ambitious target of 1 April 2013 for the introduction of a new system.
- 3.6 Local government finance is extremely complicated and making changes of this fundamental nature is not easy and can create many unintended consequences. Officers are closely monitoring progress on the proposals and keeping the cross-party Members Budget Review Group informed of the latest developments. The work undertaken so far has thrown up many unanswered questions which makes assessing the impact on the future resource position of the council difficult to ascertain. However, any localisation of business rates will give the council significant new risks to manage as the income from business rates is quite volatile and provide some different financial incentives to take into account when the council is making decisions on business developments within the city.

Formula Grant

- 3.7 Whilst the Spending Review last year set out Government spending plan totals for 4 years the Government only announced a 2 year Local Government Finance Settlement covering 2011/12 and 2012/13. Although the 2012/13 figures are provisional there are currently no indications that there will be any significant changes when the 2012/13 settlement is announced at the end of November or beginning of December 2011. However, the way the Government reduced the 2011/12 settlement and proposes to reduce the 2012/13 settlement to reflect the growing number of academies is being challenged by a group of councils in the Courts and a hearing is expected in September.
- 3.8 Another 2 year settlement is likely to be announced in November or December 2012 for 2013/14 and 2014/15 taking into account any changes resulting from the Local Government Resource Review. These changes could have a significant impact on resource distribution so grant forecasts for these years are very provisional at this stage.
- 3.9 Major changes made to the grant distribution formula in 2003/04 and subsequent years resulted in the council being protected from the full scale of grant losses generated by those changes by a grant floor. The grant floor is set by the Government each year and represents the minimum increase or maximum decrease in grant any local authority can experience in any year. The council will receive £11million floor grant in 2012/13 and future forecasts assume that the council will continue to receive below national average grant settlements as floor grant protection declines. The Government have also said that future allocations of funding for the New Homes Bonus (see paragraph 3.19 for details) will be top-sliced from the resources allocated in the Spending Review to Formula Grant.

The forecasts for the council have been reduced to reflect the possible impact of the top-slicing.

- 3.10 The following chart compares the average national Formula Grant changes set out in the Spending Review with the actual Formula Grant for 2011/12, the provisional settlement for 2012/13 and the forecasts for 2013/14 and 2014/15 for the council.



- 3.11 Formula Grant is expected to be £101million for the council in 2012/13 a reduction of £11million over the current year. Over the Spending Review period Formula Grant for Brighton & Hove is forecast to fall in cash terms by approximately one third or £43million.

Specific Grants

- 3.12 The Local Government Finance Settlement for 2011/12 and 2012/13 swept away many of the specific grants the council previously received and relaxed the controls on nearly all the grants the council now receives by making them ‘unringfenced’.
- 3.13 Unringfenced means there are no specific terms or controls that limit how the council can spend the grant and this allows the council the flexibility to reallocate funding according to local priorities and maximise outcomes. This means these grants are a general resource to the council in the same way formula grant is.
- 3.14 Therefore there is no requirement to account for these unringfenced grants discreetly; it also means there is no need to differentiate spending/commissioning decisions in services based on whether it is core funded or funded from an unringfenced grant.
- 3.15 For budget setting from 2012/13 it is proposed to ‘gross up’ service budgets for unringfenced grants based on their 2011/12 allocations which effectively makes

the resource core funding and account for these grants as a corporate income budget. This means services can plan their resources more effectively not just focus on the areas previously funded by that grant, whilst any fluctuations in these grants form part of the overall savings target. Although the Government has removed ringfencing consideration will be given during the budget process to protecting funding for certain services based on local priorities.

- 3.16 The following table shows the unringfenced grants that will be treated as core funding in the future.

Table1 – Unringfenced Grants	2011/12 allocation £'000
Early Intervention Grant	10,707
Learning Disability and Health Reform Grant	6,564
Housing Benefit and Council Tax Benefit Admin	3,258
<i>Local Services Support Grant : -</i>	
- Preventing Homelessness	1,300
- Community Safety	283
- Extended Rights for free Travel	213
- Lead Local Flood Grant	141
Work Choice	120
Drug Intervention Programme	280
Music Grant	385
Total	23,251
Unringfenced grants already held corporately	
Council Tax freeze grant	2,995
New Homes Bonus	596
Overall Total	26,842

- 3.17 Certain grants remain ringfenced such as Dedicated Schools Grant (DSG) and Pupil Premium; other grants are based on demonstrating spend to claim grant such as Housing Benefit or asylum seekers. There are no proposals to change the way these grants are managed.

Schools Funding

- 3.18 Schools funding can only be spent on schools related expenditure. In the Spending Review schools funding was protected with DSG and funding for the new Pupil Premium rising by 0.1% per annum in real terms (i.e. after allowing for inflation) over the period of the Spending Review at a national level. The Department for Education are continuing to consult on the changes to the way the national funding pot is distributed including the introduction of a national funding formula to replace locally agreed formulae. The next stage of consultation is expected in the summer. Changes to the distribution mechanisms will create winners and losers both at the local authority and individual school levels but it is too early to tell how schools within Brighton & Hove might be affected.

New Homes Bonus

- 3.19 The Government introduced the New Homes Bonus last year as a funding incentive for local authorities to facilitate the creation of new homes in their area. The council will receive approximately £0.6m per annum for 6 years from the first tranche. Allocations of this funding were agreed at Budget Council on the 3 March 2011. Using the same calculation and the data available from the council tax register to the end of May the council could receive a further £0.2m per annum for 6 years starting in 2012/13. This forecast will change as data on the register changes until October when the data is submitted to the Government who will announce initial funding allocations for 2012/13 in December. The forecast new allocation has not been built into the overall resource allocations contained in this report at this stage.

Fees and Charges

- 3.20 Fees and charges are assumed to increase by a standard inflation of 2% each year. Details of fees and charges for 2012/13 will be presented to the relevant Cabinet Member Meetings and onto Council, where appropriate, prior to Budget Council. In addition, an overarching review of fees and charges will be undertaken prior to Budget Council to ensure there is no cumulative impact of proposed changes to fees and charges on vulnerable groups.

Council Tax Strategy, Tax Base and the Collection Fund

- 3.21 The Collection Fund, the account into which all council tax and council tax benefit is paid, was forecast to breakeven at 31st March 2011. The actual position when the 2010/11 accounts were closed was a deficit of £0.215m which related to shortfall in the liability raised and the main reason for this was the increased level of student exemption awarded during the final 3 months being higher than anticipated. The city council share of the deficit is £0.183m and this, along with the forecast for the current year which will be finalised in January 2012, will need to be factored into the 2012/13 budget. The Collection Fund position is monitored monthly and projections are included in the regular TBM reports to Cabinet. The council's share of the in year forecast deficit is £0.9m which largely arises from increased numbers of exemptions and discounts.
- 3.22 The growth in properties as a result of new property developments is expected to be offset by a continuing growth in the number of properties occupied solely by students and therefore exempt from paying council tax. So the assumption that the taxbase will not increase beyond 2011/12 will be maintained. Further work will be undertaken to establish whether the increase in exemptions and discounts in the current year is a temporary or permanent phenomenon. At this stage the forecast tax base has not been reduced but the budget strategy will need to be flexible enough to cope with possible resource reductions should they be identified later in the year.
- 3.23 The future resource estimates in the budget papers agreed at Full Council in March were based on a council tax increase of 2.5%. The indicative council tax strategy in this report assumes increases of 3.5% for the next 3 years but it will

be up to all Members at Budget Council in March 2012 to agree the final level of the council tax.

General reserves position and working balance

- 3.24 The working balance is currently £9m and is planned to remain at this level over the next 3 years. The following table shows the projected general reserves position to 31st March 2012 assuming spending is in line with budget projections for 2011/12 shown in the TBM report and all risk provisions are allocated to support each year's budget.
- 3.25 The biennial actuarial review of the Insurance Fund has been recently completed. The fund needs to be set at a level the covers potential future successful claims. Officers have met with the Actuary to closely review all the provisions made for different types of claims and have agreed that based on the most recent data the fund should be set at just over £6.1m a reduction of £0.88m on the current level.
- 3.26 The table includes the potential Collection Fund deficit which is highlighted in paragraph 3.21 of this report and details of which are given in the TBM 2 report elsewhere on this agenda.

Table 2 - General Reserves	2011/12
	£'000
Unallocated general reserves	1,243
TBM2 forecast overspend	-941
Resources released from the Insurance Fund	879
Resources needed to cover the council's share of:	
Actual Collection Fund deficit in 2010/11	-183
Forecast Collection Fund deficit for 2011/12	-921
Forecast balance at 31 March 2012	77

Budget Estimates and Budget Process

MTFS summary expenditure estimates

- 3.27 The following table shows the budget estimates for 2012/13 to 2014/15.

Table 3 - Budget Estimates	2012/13	2013/14	2014/15
	£m	£m	£m
Base Budget	231.7	225.4	224.6
Inflation	2.9	4.9	4.9
New Risk Provision	0.5	0.5	0.5
Commitments	-1.9	-1.0	-0.2
Non achievable function & funding changes (academies & private sewers)	0.5	0.0	0.0
Service pressures - General	7.5	7.5	7.5
Service pressures - Specific grants	0.3	0.5	0.5
Service pressure - Carbon Allowances	0.1	0.3	0
Service pressures - Council Tax Benefit	0.0	2.6	0.0
Full year effect of 2011/12 savings	-3.9	0.0	0.0

Savings	-16.3	-17.2	-18.3
Sub-Total	221.4	223.5	219.5
Change in contribution to / from reserves	4.0	1.1	0.0
Budget Requirement	225.4	224.6	219.5
Funding Projections:			
Formula Grant	101.4	96.3	86.7
Council Tax	124.0	128.3	132.8
Total	225.4	224.6	219.5

Pay and Inflation assumptions

- 3.28 The Government have announced a 2 year pay freeze for the public sector for 2011/12 and 2012/13. The budget estimates for 2012/13 include a risk provision for pay related matters equivalent to a 0.5% increase. The assumed pay award for 2013/14 and 2014/15 is 2% per annum.
- 3.29 The Government has set out proposals to increase the employee pension contributions by 3% on average phased in over a 3 year period although these proposals are subject to further negotiations with the trade unions. For the purpose of this report it has been assumed that any consequent reduction in employer contribution rates when the Pension Fund is next subject to actuarial review will be wholly offset by further grant reductions so the changes would be cost neutral for the council.
- 3.30 The provision for general inflation on both expenditure and income is 2% per annum. Compared to current levels of inflation in the economy this is low but inflation is expected to decrease later this year. Some budgets such as fuel and energy have been extremely volatile in recent times. The potential increase in energy costs above 2% inflation for the general fund has been included within the £7.5m overall provision for service pressures. Gas prices are projected to increase by 20% and the 100kw+ electricity sites by 15%. Electricity sites using below 100kw are on a fixed rate until April 2013. This pressure equates to approximately £0.41m for the general fund £0.25m for schools and £0.12m for the HRA.

Commitments and the Risk Provision

- 3.31 The 2011/12 budget includes recurrent risk provisions of £2m and one off risk provisions of £1.2m. Any of these resources that are not required to support the 2011/12 budget will become available to support the 2012/13 budget. In addition the 2011/12 budget included a 1% salary inflation assumption based on 0.5% for increased employer national insurance contributions and 0.5% for other pay related matters.
- 3.32 A general risk provision of £0.5m per annum is incorporated into the budget projections to cover uncertainties within the budget. A number of commitments have been included to cover the planned changes in budgets from previous decisions. In 2012/13 these include the planned 0.4% increase to employer pension contributions and reinvestment of NHS social care funding which are more than off-set by anticipated reductions in the financing costs budget and reversal of one off allocations within the 2011/12 budget.

Single Status (Back pay & future pay)

- 3.33 Single Status Pay & Grading Structure was implemented in January 2010 which was supported by revenue funding of £1.63m to cover the ongoing financial implications. Over the next 3 to 4 years there will be an incremental drift pressure of approximately £0.6m in total as staff who received an increase in grade progress through their new pay banding. This pressure will be met within services' allocated budgets.
- 3.34 The Single Status Reserve, held to meet potential equal pay risks, stands at £5.75m as at 31 March 2011. The balance has reduced following settlement of residual equal pay claims in 2010/11 and the transfer of £3.5m to the restructure and redundancy reserve to cover costs associated with the 2011/12 budget savings package as approved by Full Council in March 2011. A further £1.5m was transferred out of the reserve to resolve pay-related matters in respect of non-teaching staff in Voluntary Aided Schools as agreed by Cabinet in April 2010. There remain a number of residual equal pay risks that may require the utilisation of one-off resources and these would be funded from the Single Status Reserve.

Service Pressures

- 3.35 The budget estimates for 2012/13 assume demographic growth and other service pressures of £7.5m, potential specific grant reductions of £0.3m and additional costs for the purchase of allowances through the Carbon Reduction Commitment of £0.1m.
- 3.36 Commissioners working with Heads of Delivery and Resource and Finance units have been asked for early indications of anticipated demographic, demand and other cost pressures and income shortfalls to support the allocation of the £7.5m funding. The following assumptions have made at this stage:
Demographic and demand pressures (£5.4m): of which £2.5m for growth in numbers of clients in Adult Social care, in particular those with learning disabilities and physical disabilities and accessing mental health services. A further £2.5m pressure has been assumed for Children's services, which includes growth in independent foster and residential agency placements, in house placements and associated legal costs.
There is also assumed to be a continuation of the demand on travellers' services seen over recent years and on support provided by the Community Safety partnership (£0.4m).
Income shortfalls (£0.8m): there is assumed to be continued pressure on income from Penalty Charge Notices (PCN) due to the successful enforcement strategy, and continued risks on commercial property and service areas dependent on advertising revenue.
Legislative and compliance risk (£0.55m): some additional costs associated with the Localism Bill are anticipated and there are ongoing issues around ICT licensing and rising insurance costs.
The provision for increased energy costs has also been included in the £7.5m. While there are other cost pressures being faced by services it is assumed that these will be identified and managed within their overall resource base. £0.35m

has also been retained centrally for distribution at a later stage when there is greater certainty of these figures.

- 3.37 Demographic and other service pressure funding of £7.5m has been included in the budget estimates for 2013/14, however indicative allocations have not been made at this stage as it is too early to predict where pressures would arise with certainty.

Budget Principles and Savings

- 3.38 All service areas are being asked to produce options for working within a budget allocation over the next 2 years of -5%, -10% and -15% based on their 2011/12 adjusted budget and these are exemplified in appendix 1. It is expected that these plans cover both 2012/13 and 2013/14 in order to ensure that decision making is for the medium term, not just the short term. The intention is for Full Council to agree a budget for 2012/13 in the light of indicative plans for 2013/14.
- 3.39 This will also enable consideration to be given to allowing longer lead in times for delivery of savings in some areas if this would result in better long term outcomes.
- 3.40 These options would take into account not just options for reducing expenditure, but also for managing growth in service demand and exploring opportunities for generating additional income. Intelligent commissioning will be a core part of this thought process, ensuring that needs are properly understood and resources prioritised, to deliver the intended outcomes. This will help drive improved financial planning across service and organisational boundaries. There will also be a continued focus on improving value for money, both through the existing VFM programme and also identifying potential further opportunities.
- 3.41 The budget principles on which those options will be developed are:
- * To prioritise services for the young, elderly and vulnerable
 - * To promote efficient use of public money
 - * To support partnership working with public, private and third sector organisations
- 3.42 This process will produce a wide range of options, allowing greater public debate and scrutiny about what the challenges and choices are. The process is deliberately designed not to pre-judge the outcomes. Opportunities will arise to consider how the funding available for service pressures and the risk provisions in the budget will be best deployed to achieve a robust and deliverable budget.
- 3.43 Devolving aspects of budget decision making to local neighbourhoods will be a key consideration of any further decisions made. Both national legislative changes and local priorities offer new ways of ensuring local communities and communities of interest can play a significant role in making decisions that affect them.

Value For Money Programme

- 3.44 The TBM month 2 report included on this agenda provides an update on the value for money (VFM) programme for 2011/12. Projections of gains through the programme will support services in managing the pressures identified and in meeting their savings targets.

Central Budgets

Financing Costs

- 3.45 No changes have been made to the forecasts contained within the 2011/12 budget report however, there is an increased risk that interest rates could remain at very low levels for longer than anticipated. Officers are looking at investment and borrowing strategies to minimise the adverse impact on the future financing costs budget whilst meeting agreed credit risk parameters given continuing high levels of uncertainty in the international financial markets.
- 3.46 Any impact from Government changes to Housing Finance will be reported later in the year once greater detail of the proposals is known.

Concessionary Fares Budget

- 3.47 In June Cabinet agreed to the council entering into fixed deal agreements in 2011/12 with the key bus operators which led to more certainty on concessionary fares expenditure. The reduction of £0.4m has been reflected in the budget forecasts for future years and it is possible that further savings can be made if inflation (as measured by the Retail Price Index excluding mortgage repayments) is less than 5%.

Insurance Premia

- 3.48 Most of the insurance portfolio will be retendered during this year with new premia payments being paid from 1 April 2012. The level of those payments will depend both on the prevailing state of the insurance market and the claims history of the council. The insurance market is more expensive than 4 years ago when the portfolio was last tendered and although the council has not experienced an increase in the number of claims the average cost of those claims, in particular the legal costs element, has significantly increased. It is extremely difficult to predict what impact these issues will have on overall insurance costs but the projections allow for an increase of about 10%. It is hoped that negotiations will have been concluded in time for budget setting in February. Officers will continue to look at options to create greater value for money by varying levels of cover although most of these have now been fully explored.

Capital Programme 2012/13

- 3.49 The projected capital programme and resources are included in the table in appendix 2. Grant funding is provided to the council as a Single Capital Pot and with the exception of Devolved Schools Grant these can be reprioritised as the Council sees fit. Unringfenced government grants for education, transport, health and disabled facilities are projected to be £13.8m in 2012/13 but are subject to confirmation from the Government in December 2011.
- 3.50 Capital receipts support the capital programme and the projections have been reviewed over a 3 year period and include receipts from the sale of Patcham

Court Farm, the former ice rink in Queens Square, the Charter Hotel, Patcham Place and the Amex building.

- 3.51 The overall approach to capital investment, oversight and management is currently under review in the light of the availability of capital resources to ensure that they are used as efficiently and effectively as possible.

Timetable

- 3.52 Timetable for budget papers. This timetable does not include detailed plans for ongoing consultation with stakeholders and this will be determined in conjunction with those involved.

Table 4 - Proposed 2012/13 Budget Timetable		
Date	Meeting	Papers / Activities
22 nd September	Cabinet	Corporate Plan & Medium Term Financial Strategy Month 4 Forecasts of 2011/12 budget position Public Consultation begins
October / November		Star Chamber process
End November / beginning December		Provisional 2012/13 Local Government Finance Settlement
8 th December	Cabinet	Budget update and savings package Scrutiny process begins
19 th Jan 2012	Cabinet	Tax base report
9 th Feb 2012	Cabinet	Month 9 Forecasts of 2011/12 budget position General Fund Revenue 2012/13 Budget Housing Revenue Account Budget Capital Programme
27 th Feb 2012	Budget Council	

4. CONSULTATION

- 4.1 The magnitude of the savings required over the coming years requires the council to plan and consult well in advance and therefore the consultation process will look at proposals for the next 2 years. It is intended that there will be wide and open consultation on the budget based on best practice used elsewhere in the country. Advice has already been sought from the Local Government Association and officers have been investigating other consultation

methods and models such as budget simulators, focus groups and online surveys.

4.2 The consultation process will involve:

- public consultation in September/October through a process to be agreed by all political parties;
- Scrutiny both early in the process on particular issues and in considering published proposals in December / January;
- cross-party review and challenge of the options as they are developed (a “star chamber” process);
- consultation with business rate payers;
- roundtable discussions involving all political parties, recognised trades unions and the Community and Voluntary Sector Forum
- formal and informal consultation with Trades Unions and with staff affected
- formal consultation with service users as needed

4.3 In addition plans will be developed for moving beyond the immediate public consultation in the short term to more participative budget setting processes in the future.

5 FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

5.1 These are contained in the main body of the report.

Finance Officer Consulted: Mark Ireland

Date: 30/06/11

Legal Implications:

5.2 The process of formulating a plan or strategy for the control of the council’s borrowing, investments or capital expenditure, or for determining the authority’s minimum revenue position is an executive function and thus falls to the Cabinet to discharge. The recommendations at paragraph 2 above are proper to be considered and, if appropriate, approved by the Cabinet.

Lawyer Consulted:

Oliver Dixon

Date: 30/06/11

Equalities Implications:

5.3 Significant improvements were made in 2011/12 to the process of considering the Equalities Impact of the Budget process and these will be further developed in 2012/13. In particular the full detail of Equality Impact Assessments will be published alongside the papers for Scrutiny rather than being available only on the council’s website. In addition where possible and proportionate to the decision being taken, consideration will be given to the cumulative impact of the council’s decision making on individuals and groups affected in the light of reductions in public expenditure by other bodies.

Sustainability Implications:

- 5.4 It is intended to report on carbon budgets alongside the overall financial budget for the council. There are a number of options available for doing this which are currently being explored.

Crime & Disorder Implications:

- 5.5 The crime and disorder implications of savings and service proposals will be set out in future budget reports.

Risk & Opportunity Management Implications:

- 5.6 There are considerable risks to the council's short and medium term budget strategy including the impact of the economic conditions and changes in the national budget, spending exceeding budgets, pressures on existing budgets, further reductions in grant, legislative change demands for new spend. The budget process includes the recognition of these risks in determining the 2012/13 budget.

Corporate / Citywide Implications:

- 5.7 The report is relevant to the whole of the city.

6 EVALUATION OF ANY ALTERNATIVE OPTION(S)

- 6.1 The budget process allows all parties to put forward viable budget amendments and council tax proposals to Budget Council on 27th February 2012. Budget Council has the opportunity to debate both the proposals put forward by Cabinet at the same time as any viable alternative proposals.

7 REASONS FOR REPORT RECOMMENDATIONS

- 7.1 The council is under a statutory duty to set its council tax and budget before 11 March each year. This report sets out the budget assumptions, process and timetable to meet this statutory duty.

SUPPORTING DOCUMENTATION

Appendices:

1. Budget estimates and savings targets
2. Projected Capital Investment Programme

Documents in Members' Rooms

None

Background Documents

1. Files held within Strategic Finance and Financial Services
2. Government Budget Report
3. Brighton & Hove City Council Budget report, March 2011

Adjusted Budget and Savings Targets to cover 2012/13 and 2013/14

2012/13	People	Place	Communities	Resources	Corporate Budgets	VFM savings to be distributed	Grand Total
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Adjusted Base 2011/12 (including commitments)	125,485	47,974	15,580	28,463	20,484	(3,634)	234,352
Service Pressures - known	409	110			329		848
FYE of 2011/12 savings	(427)	(155)	(80)	(144)		(3,125)	(3,931)
Unringfenced Grants	17,799	1,610	510	3,332	(23,251)		0
Total Adjusted 2011/12 Budget	143,266	49,539	16,010	31,651	(2,438)	(6,759)	231,269
Inflation ¹ & ²	1,620	307	36	20	989	(58)	2,914
Indicative Service Pressures	5,000	450	300	750	1,000		7,500
Projected 2012/13 Spend	149,886	50,296	16,346	32,421	(449)	(6,817)	241,683
2012/13 Savings Target Based on a 3.5% Council Tax increase							(16,306)
Net Budget 2012/13							225,377

2013/14 Savings Target	(17,223)
Total savings target 2012/13 and 2013/14	(33,529)

Savings targets for 2012/13 and 2013/14 combined	People	Place	Communities	Resources	Corporate Budgets	Procurement VFM savings to be distributed	Grand Total
Reduction in projected 2012/13 spend	-5.0%	-5.0%	-5.0%	-5.0%			
Total Savings (£'000)	(7,494)	(2,515)	(817)	(1,621)	(400)	(1,341)	(14,188)
Reduction in projected 2012/13 spend	-10.0%	-10.0%	-10.0%	-10.0%			
Total Savings (£'000)	(14,989)	(5,030)	(1,635)	(3,242)	(400)	(1,341)	(26,637)
Reduction in projected 2012/13 spend	-15.0%	-15.0%	-15.0%	-15.0%			
Total Savings (£'000)	(22,483)	(7,544)	(2,452)	(4,863)	(400)	(1,341)	(39,083)

Projected Capital Investment Programme

Capital Programme	2012/13 £'000	2013/14 £'000	2014/15 £'000
Communities	416	0	0
People	8,971	7,942	7,399
Place	29,803	24,853	24,807
Resources	3,500	3,500	3,500
Total	42,690	36,295	35,706

Resources	£'000	£'000	£'000
Council Borrowing	7,415	1,500	1,500
Government Capital Grants	22,405	21,335	22,058
Capital Receipts & Reserves	9,383	9,993	8,728
Direct Revenue Funding	3,487	3,467	3,420
Total	42,690	36,295	35,706

Capital Receipts

The capital programme in future years relies on certain receipts being generated over the 3 year period. If these do not materialise then the capital expenditure plans will need to be reviewed or alternative sources of funding identified. The capital investment plans for the HRA assume capital receipts generated through the LDV and these have been included within the 3 year projections.

Capital Grants

Capital grants were announced as part of the 4 year settlement but there is no certainty over the level of grants from 2012/13 onwards. Indicative figures have been supplied by the government for transport for the next three years whereas grants for education have not been released and have been projected to fall by 10% each year.

Borrowing

The council undertakes borrowing to finance capital expenditure plans. This includes continued annual investment in social services buildings, replacement of vehicles and plant and investment to support the HRA capital programme.

Corporate Investment Funds

The table above includes the projected resources available to the Strategic Investment, Asset Management and ICT funds.

OVERVIEW AND SCRUTINY COMMISSION

Agenda Item 23
Brighton & Hove City Council

Subject: Monitoring Outcomes of the Scrutiny Review of
Climate Change Adaptation

Date of Meeting: 19 July 2011

Report of: Strategic Director of Place

Contact Officer: Name: **Thurstan Crockett** Tel: **29-2503**
E-mail: Thurstan.crockett@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 scrutiny recommendations on Climate Change Adaptation. The recommendations and progress 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 the Commission considers the action taken against the scrutiny recommendations on Climate Change Adaptation, and provides feedback to the Executive
- (2) That the Commission determines whether a further tracking report relating to this scrutiny review is required.

3. BACKGROUND INFORMATION

3.1 The Scrutiny Review

The Scrutiny Review of Climate Change Adaptation was established in March 2010 by the Overview and Scrutiny Commission to investigate 'what work needs to be done to make good progress in planning for a changing local climate.'

- 3.2 The panel comprised University of Sussex Professor Gordon MacKerron (Chairman) and Councillors Tony Janio, Gill Mitchell and Vicky Wakefield-Jarrett.
- 3.3 The Panel's completed report was endorsed by the Overview and Scrutiny Commission on 20 July 2010 and referred to the Council's Executive.
- 3.4 The 23 September 2010 Cabinet considered and agreed the actions in reply to the scrutiny report. The Scrutiny report and cabinet response were reported to full Council for information on 16 December 2010.
- 3.5 The work of scrutiny members and officers on this panel won 'Good Scrutiny Award 2011 Winners for Innovation'- judges were particularly impressed by joint working with the University of Sussex and cross-public service approach.

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 Overview and Scrutiny Committee normally receives a report of progress against the agreed recommendations, six months after the decision is made.
 - d) The Overview and Scrutiny Committee may 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. CLIMATE CHANGE ADAPTATION

- 4.1 Our climate is changing. Across the country the trend for winter rainfall has increased in recent years & summer rainfall has decreased. There has been an upward trend in average temperatures & mean sea level has risen. Climate projections are telling us that we will experience hotter drier summers, warmer wetter winters, disruption in usual weather

patterns & more frequent or intense weather events (e.g. heat waves, droughts, and flooding) and continued rising sea level. This is likely to have an adverse impact on water quality & availability, biodiversity, human health, buildings & infrastructure, soils & the economy.

- 4.2 It is important to make the distinction between emergency planning and adaptation planning. Emergency planning relates to a reactive response to situations, whereas adaptation planning is about developing a proactive approach and looks to save money in the long term through building resilience. The goal of adapting to climate change is to minimise impacts and therefore reduce the requirements for an emergency response in the first place.
- 4.3 The new administration have identified three key priorities going forward, one of which is the greenest city in the UK. A core component in establishing the greenest city will be establishing an action plan for adaptation. The Cabinet Member for Environment and Sustainability has agreed to be the lead member for climate change adaptation and will approach this from a citywide perspective.
- 4.4 Appendix 1 provides a detailed update on the recommendations and progress made during the last 6 months. The key points are:
 - A Local Climate Impact Profile study using national methodology has been undertaken.
 - Basic analysis of Climate Projections has been undertaken but further work is required.
 - The Climate Change Action Plan is developing and is now being aligned with the One Planet Framework, and will be considered as part of the work around developing a new Corporate Plan, City Performance Plan and developing an Intelligent Commissioning plan.
 - Phase 1 (of 4) of the Surface Water Management Plan has been completed and the information produced used to inform the preparation of the Preliminary Flood Risk Assessment.
 - Key adaptation considerations are being integrated into tools and guidance for commissioners and report writers.
 - There has been some progress against the former National Indicator on adaptation planning.
 - A risk for severe weather and climate change adaptation is being drafted for consideration in the Strategic Risk Register.
- 4.5 Although steps are being taken it is felt that the organisation and city, with a focus on residents, businesses and the community/voluntary sector, would benefit from a co-ordinated long-term approach to adaptation, following the framework as set out in the former National Indicator 188.

- 4.6 The adaptation scrutiny panel emphasised the importance of tracking progress against the NI188 framework. The Sustainability Team reviewed progress against this in May 2011 and the prognosis was that the organisation remains at Level '0' but is heading towards Level '1' on this framework with a number of actions achieved at this level.
- 4.7 The Local Climate Impact Profile work made steps towards raising awareness of climate change adaptation across the organisation. Much more could be done across the city to improve resilience and preparedness, including detailed analysis of the local climate projections, a comprehensive assessment of risks and opportunities of our changing climate and a community engagement programme to increase resilience in severe weather.

Rather than producing a lengthy report with the findings of the LCLIP, a short summary paper has been produced and a database has been developed with detailed information. This can be drawn upon during the next stages of work when analysing the climate projections and undertaking risk assessments with service areas.

- 4.8 In order to progress along the framework for NI 188 and indeed the adaptation agenda, it is hoped that a programme of work may be developed, agreed and implemented – following agreement on resources. This would need to be considered as part of the Councils new Corporate Plan, City Performance Plan and Intelligent Commissioning plan.

4.9 Next steps

Based on current resourcing, future adaptation work could be based on a set of options:

- further integration into existing planned projects / services e.g. Core Strategy, emergency planning, Surface Water Management Plan, Biosphere Reserve bid etc
- Explore funding bids to build on this work, following the NI 188 framework
- Explore commissioning options
- Develop joint programmes with neighbouring authorities and the universities
- Share learning with strategic partnerships in the city to broaden scope of work

5. CONSULTATION

- 5.1 The scrutiny panel met six times and heard evidence in public from a wide range of contributors, including: the Environment Agency,

Southern Water, Sussex Wildlife Trust, ESFRS, Kent County Council, the PCT and internal officers from BHCC.

6. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 6.1 Progressing adaptation work requires resources to be identified which will need to be considered in the context of the Medium Term Financial Strategy and the availability of external funding. Funding of £275,000 from DEFRA supports the development of the Surface Water Management Plan for Brighton and Hove City Council.

Finance Officer consulted: Anne Silley

Date 29 June 2011

Legal Implications:

- 6.2 Monitoring and reviewing the outcomes of its recommendations is a legitimate function of the Overview & Scrutiny Commission.

The options available to the Commission on reviewing the outcomes are set out at paragraph 3.6(d) above.

Lawyer consulted: Oliver Dixon

Date: 8 July 2011

Equalities Implications:

- 6.3 Severe weather events increase the vulnerability of residents within the community, including the elderly, those living alone, having a pre-existing disease, being immobile or suffering from mental illness and being economically disadvantaged. An Equalities Impact Assessment will need to be undertaken on any programme of adaptation work going forward.

Sustainability Implications:

- 6.4 Planning for climate change adaptation will include consideration to environmental, social and economic risks and opportunities.

Crime & Disorder Implications:

- 6.5 There is much debate about the association between hot weather and crime. However, many reports of the association between crime and hot weather are more speculative than definitive. Hot weather is linked with higher levels of street violence and attacks as well as unrest (Rotton and Cohn, 2000a, 2000b). There is also the likelihood that road rage increases during periods of anomalous warmth (Kenrick and MacFarlane, 1984), as does domestic violence (Auliciems and DiBartolo, 1995) and the number of police call outs (LeBeau and Corcoran, 1990). In contrast, warm weather may reduce crime as people chose to go elsewhere during hot weather, thus diverting incidences (Bailey K, Exeter News, August 3, 2004).

Risk and Opportunity Management Implications:

- 6.6 It is advised that risk and opportunity assessments should be performed for each service delivery area looking at future climate projection scenarios. A Strategic Risk for severe weather and climate change adaptation is being drafted for consideration during the next review of the Strategic Risk Register.

Corporate / Citywide Implications:

- 6.7 These are significant given the nature of severe weather events and the increased probability of greater frequency, so work with Strategic Partnership will be essential. Climate Change is likely to have an impact on water quality & availability, biodiversity, human health, buildings & infrastructure, soils & the economy, agriculture and tourism.

SUPPORTING DOCUMENTATION

Appendices:

1. Recommendations of the Scrutiny Review of Climate Change Adaptation, 23 September 2010 Cabinet response and progress against the recommendations.

Documents In Members' Rooms/ Background Documents

None.

Monitoring Outcomes of the Climate Change Adaptation Scrutiny Review

Rec Number	Scrutiny Recommendation	Cabinet Response - Agreed or Not and Date for Implementation	Action taken to date – June 2011
1	<p>The Panel recommends that a more prominent role is given to the risk management of climate change adaptation and preparing for extreme weather. To reflect this, a Cabinet Member should be identified as being both responsible for the issue and accountable for the implementation of the Panel's recommendations.</p>	<p>Agreed in Principle, Date for implementation – 23 September 2010</p> <p>Emergency Planning, business continuity and strategic risk management for the council are based on comprehensive risk assessment; the Council will look closely into the local climate impact projections for the city and at whether this means widening the depth and reach of assessment to more service areas. Given the extensive potential impacts across a broad range of services and functions it makes sense for the Cabinet Member for Central Services to take on this responsibility.</p>	<p>The Cabinet Member for Central Services was identified as the lead Cabinet member for adaptation under the Conservative Administration – this responsibility recently been taken on by the Cabinet Member for Environment and Sustainability.</p> <p>The Sustainability Team is drafting a strategic risk for severe weather / climate change adaptation, working to the Strategic Director of Place on this. It was felt that this would be an effective way of placing a corporate emphasis behind this agenda and to encourage work to be progressed effectively and consistently across the organisation. Work on the LCLIP was met with a mixed quality (and level) of response and this may highlight how far up the priority list this agenda is.</p>
2	<p>The Panel welcomes the identification of resources to undertake a Local Climate Impact Profile (LCLIP). The Panel believes that resources also need to be identified to carry out an analysis of the implications of the UK Climate Projections data (UKCP09) for the city of Brighton & Hove.</p>	<p>Agreed in Principle – 31st January 2011</p> <p>It may be possible to undertake this work in partnership – for example, with East Sussex County Council – though the work could be achieved with the resources identified through LPSA funding as part of the Local Climate Impacts Profile work. External funds have been secured for an officer for six months, to develop this further, as one element of a wider programme of work, starting in October.</p>	<p>The LCLIP work has progressed following the national UKCIP methodology and has involved a media trawl of severe weather events over the past 10 years and contact with service areas to understand how they are affected by severe weather. As part of this process there was also a focus on business continuity and dialogue included questions about preparedness.</p> <p>The output of the national LCLIP methodology normally involves the production of a long report describing how weather has affected the local area. Learning from other Local Authorities suggested this may not be the best approach and therefore the findings have been presented in a short summary paper. Detailed findings have been stored in a database and this will be a useful resource to draw upon when further work is undertaken assessing the risks and opportunities of climate change.</p> <p>This work has included basic analysis of the climate projections for the area. Should it be required, the next level of work would be further</p>

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			analysis of climate projections on a local level and a comprehensive risk and opportunity assessment for each service area – this work requires a resourced programme of work to be agreed.
3	The Panel welcomes the development of a revised Climate Change Action Plan (CCAP), which addresses both mitigation and adaptation in the city. The Adaptation Section of the Plan should be based on the work of this Scrutiny Panel. The Panel recommends that the Brighton & Hove Strategic Partnership monitors the progress of the outcomes of the CCAP.	Agreed – 31 st December 2010 Though the final decisions on this will rest with the City Sustainability and Strategic partnerships.	CCAP work has progressed and is being aligned with the One Planet Framework, and will be considered as part of the work around developing a new Corporate Plan, City Performance Plan and developing an Intelligent Commissioning plan before being taken further. This will draw together existing legal and policy requirements, including plans set out in the Sustainable Community Strategy and other city and council plans, policies and programmes, as well as recommendations from three scrutiny panels (Environmental Industries, Adaptation and this panel) in order to focus effort in reducing the city’s carbon emissions and preparing for the effects of climate change in the city. In order to ensure delivery, this piece of work requires effective member leadership and identification of officer champions.
4	The Panel recommends that the Climate Change Action Plan is monitored on a biennial basis (every 2 years), including an assessment of where we are and how well the city is adapting. This would include a report back to the Cabinet Member who is responsible for climate change adaptation (see recommendation 1).	Agreed – December 31 st 2012	Once the CCAP is reviewed it will be taken to Cabinet and subsequent progress will be reported on.
5	The Panel believes National Indicator 188 (NI188) is a worthwhile indicator because it can effectively measure the progress of local areas in assessing and addressing the risks and opportunities of climate change. The Panel recommends continued use of the process outlined in NI188, even if the National Indicators and Local Area Agreements (LAA) are changed or scrapped, unless a better method of assessing progress is found.	Agreed in principle – 30 th November 2010 The council will need to see what changes to the use of national indicators are introduced by the Government, but we accept the principle that the climate change adaptation process in NI 188 is a good one to use in the meantime.	National Indicators have been abolished by the Government and it does not appear that future returns are required for NI 188. However, planning for climate change adaptation has been placed as an outcome in the new City Performance Plan (under ‘Enhancing the Environment and Living within Environmental Limits’) and NI 188 has been included as the performance indicator for tracking progress. This is straightforward as it does not require data collection, but a relatively simple self assessment. This will provide a focus on the need to set and meet a challenging programme for taking the city through the stages of the indicator as it pro-actively prepares to adapt to climate change. It is hoped that a programme of work for adaptation of work may be

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	<p>replaces it.</p> <p>The Panel recommends that NI188 is placed within the LAA, if it continues post 2010/11. This would demonstrate the importance of this issue to the city. It would also provide a focus on the need to set, and meet, a challenging timetable for taking the city through the stages of the indicator as it pro-actively prepares to adapt to climate change.</p>		<p>developed, agreed and implemented – following agreement on resources (also see recommendation 7).</p> <p>The Sustainability Team undertook a light touch review of progress against the NI 188 framework in May 2011 and the prognosis was that the organisation remains at Level '0' and heading towards Level '1' on this framework.</p>
6	<p>The Panel believes that the challenges of adaptation cannot be met by statutory agencies alone. The Panel recognises the importance of existing mechanisms such as Local Area Action Teams and the voluntary sector, to develop the capacity of communities to adapt to increasingly extreme weather in the city. A learning and development programme needs to be produced to assist these champions. This work could be linked to the Climate Connections project.</p>	<p>Agreed in principle – 31st March 2011</p> <p>Climate change adaptation should include a strong element of community engagement to ensure that local people and communities are able to respond and adapt to the issues – this would also strengthen volunteer and self help activity, all of which can provide low cost, more sustainable solutions. External funding is being explored to start this work.</p>	<p>The City Sustainability Partnership sponsored the initial stages of working through the framework for NI 188 and also strongly supports a community engagement approach going forward. Community engagement is also one of the Administrations three key priorities.</p> <p>Although funding was explored from a source specific to this area of work it was not pursued due to the low likelihood of success (Joseph Rowntree). To date external funding has not been identified and current resources within the Sustainability Team would struggle to research funding and put bids together.</p> <p>This is an area of work that needs to be progressed further.</p>
7	<p>The Panel recommends that climate change resilience and business continuity needs to be a high level outcome which is built into the new Intelligent Commissioning Model.</p>	<p>Agreed in principle – January 31st 2011</p> <p>The new Director of Place will be asked to consider this.</p>	<p>Climate change resilience and business continuity needs to be considered in the Intelligent Commissioning timetable. Adaptation planning has been incorporated as an outcome in the City Performance Plan which will require a plan of work in order for performance to progress.</p> <p>Adaptation is being designed into draft sustainability guidance and tools available for commissioners and report writers and this will be used to aid key considerations when developing commissioning scopes and designing services.</p>

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8.	<p>The Panel recommends that an Adaptation Test¹ should be developed for publicly commissioned services. These services would be required to use the test to demonstrate how they are planning to face the challenges of adaptation.</p> <p>This test could contain a set of questions, such as:</p> <p style="text-align: center;"><i>'Have you identified the possible range of impacts of climate change on the activities and responsibilities of your institution or business, and their timescales?'</i>²</p> <p>The Panel believe it would also be useful to encourage other businesses in the city to use this test.</p>	<p>Agreed in principle – 1st June 2012</p> <p>It may make sense to adapt this test for use at strategic commissioning level only, and this will be explored, while ensuring that the reporting burden does not get passed down the chain to front-line service providers and their organisations. The test is not suitable for lower tiers, as for them it would be over-prescriptive and could over-burden service delivery units, especially small, local businesses competing for contracts.</p>	<p>The tools and guidance being developed to support intelligent commissioning will incorporate questions in relation to adaptation. In addition, we will seek the views of the administration on this.</p>
9	<p>The Panel welcomes Planning proposals to ensure that developments can adapt to future climate changes. This will be achieved by implementing planning policies which require that new developments in the city must demonstrate that they can adapt to climate change through addressing such issues as flooding, overheating, rain events, storm surges</p>	<p>Agreed – 23rd September 2010</p>	<p>City Planning is signed up to this approach and this should be reflected in all planning policy documents and their application.</p>

¹ An example of an Adaptation test and 10 indicative questions can be found in The Royal Commission on Environmental Pollution's report 'Adapting Institutions to Climate Change' (2010) http://www.rcep.org.uk/reports/28-adaptation/documents/adaptation_final_report.pdf

² Ibid, page 111

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	and other climate related impacts. Any new planning documents will be fully informed by relevant studies about climate impacts now and in the future.		
10	The Panel recommends that BHCC, and the Brighton & Hove Strategic Partnership, approach neighbouring local authorities and other bodies to identify areas of good practice, undertake a peer review and identify potential areas for cross working.	Agreed – 31 st October 2010 Officers are involved in a Sussex Sustainability Network and there are also strong connections to build on in shoreline management, planning and other	We work with neighbouring authorities via the Sussex Sustainability Network where best practice is shared and discussed, as well as with Climate South East, a wider regional support and good practice-sharing network; but the resources allocated to adaptation work are very limited.
11	The Panel recognises that the universities and colleges in the city could be used as a valuable resource in building up knowledge about adaptation and engaging with the community. The Panel recommends that this be further explored.	Agreed – December 31 st 2010	The University of Sussex was involved in detail in the panel's work through external independent chairman Prof Gordon MacKerron from SPRU, but this has not yet been developed further. We also discussed the Joseph Rowntree bid with the University of Sussex CUPP manager and took their advice on the likelihood of success.
12	The Panel welcomes the awarding of funds for BHCC to develop a Surface Water Management Plan (SWMP). It recommends that the work on the SWMP is developed as a matter of urgency and used, where possible, to bid for funding in this vital area.	Agreed – September 23 rd 2010 We have made a start on the Surface Water Management Plan work and have made contact with the Environment Agency. Next steps include formation of a working group with the EA, adjacent local authorities, and Southern Water etc. The Plan will help inform the City's needs, so there may be potential to use it as the basis of a bidding document - though DEFRA and the agency have given no guarantees of any future funding streams for SWMP works. Brighton and Hove is one of 77 authorities receiving additional funding from DEFRA to support the development of surface water flood risk management plans and other early actions and our allocation is the second highest behind Birmingham. An allocation totalling	The SWMP process is a partnership based approach to understand and resolve the complex causes of local surface water flooding, and to agree on the most cost effective way to manage and mitigate flood risk. This is a four phase process and includes: (1) Preparation, (2) risk assessment, (3) development of options and (4) action planning. Phase 1 of the SWMP has been completed and the information produced used to inform the preparation of the Preliminary Flood Risk Assessment. There is an informal Scrutiny flood risk workshop due to be held on the 22 nd July to bring the panel up to date with the SWMP process. Any amendments will be issued to the EA before the August 2011 deadline. Progression of further phases of the SWMP has not been confirmed at this stage and measures need to be put in place to comply with the new, emerging and ongoing lead local flood authority responsibilities of B&HCC. The funding from DEFRA has been pass-ported from 10/11 into 11/12 to

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		<p>£275,000 has been given to support the additional burden necessary to develop a surface water management plan for Brighton and Hove and other surface water management risk actions. Payment will be made over two financial years with £180,310 allocated for 2009/2010 and £95,000 allocated for 2010/11. The funding will be included as part of the Area Based Grant (ABG) administered by the Department for Communities and Local Government (CLG).</p>	<p>continue the development of the SWMP and most of this specialist work will be undertaken by consultants. A partnership has been established with the EA and Southern Water Services, and both have input into the PFRA process so far.</p>
13	<p>The Panel believes that it is essential that sufficient resources are identified to be able to carry out the work recommended in this report.</p> <p>On completion of the work recommended by the Panel, if further resources are needed to address adaptation these should be reported in any further revisions of the Climate Change Action Plan or other relevant strategy documents.</p>	<p>Agreed in principle – September 30th 2011</p> <p>The resource implications need to be understood in more detail and integrated into the budgeting process. External funding sources are also being explored.</p>	<p>There is no current capacity in the Sustainability Team to explore funding bids and at present there are no allocated resources to further work on adaptation.</p>

Scrutiny Update for OSC

Key Reports to O&S Committees Completed Scrutiny Panels Executive responses Other Executive reports	Meeting	Summary
Requests for Scrutiny of Gypsies and Travellers Policy and Protesters Policy from Cllr G Theobald		Report requested for 5 September ECSOSC
State of the City report and update	9 June Cabinet	7 June OSC recommendations agreed
Procurement of Vehicles	9 June Cabinet	6 June ECSOSC recommendations agreed
Director of Public Health - Annual report Healthcare in Brighton & Hove by NHS Brighton & Hove, and transitional GP Commissioning Consortia Mental Health Accommodation Strategy HOSC work plan	15 June HOSC	Focussing on protecting and enhancing community resilience, including in commissioning decisions Update Progress report on the pilot requested in six months Work Programme sub-group formed

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Community Meals Safeguarding Action Plan	28 June ASCHOSC	Chair and officers discussing whether this could be topic for review panel Update
CTEOSC work plan Programme for 2012 Potential Residents' Card	30 June CTEOSC	Work Programme sub-group formed More information requested Early ideas submitted for progressing this
CYPOSC work plan OFSTED safeguarding report (Part 2)	4 July CYPOSC	Work plan agreed Heard in Part 2
Review of City Speed Limits	7 July Environment CMM	Report referring to ECSOSC scrutiny review of 20mph speed limits/zones
Targeted Budget Management (TBM) 2011/2012 Month 2	14 July Cabinet	
Budget Update and Budget Process Report 2012/2013	14 July Cabinet	
Renewable Energy Potential – Response to the Scrutiny Panel Recommendations	14 July Cabinet	

Overview and Scrutiny Commission Draft Work Plan 2011 - 2012

Issue	Overview & Scrutiny Activity	Outcome & Monitoring/Dates
7 June 2011		
State of the City Report	For pre-decision comment	Recommendations agreed 9 June Cabinet
City Performance Plan	For pre-decision comment	Recommendations forwarded to July Cabinet
BHCC Organisational Health	For pre-decision comment	Recommendations forwarded to July Cabinet
City Commissioning Plan	For pre-decision comment	Recommendations forwarded to July Cabinet
Monitoring Street Access scrutiny review	Monitoring scrutiny recommendations	Progress on recommendations welcomed and no further monitoring needed
Scrutiny Work Programme	For agreement	'Sharing information regarding vulnerable people' Scrutiny Panel agreed. Other options on hold
Scrutiny Annual Report	For agreement	Agreed for referral to full Council

19 July 2011

Invitation to Council Leader and Cabinet Member for Central Services, Councillors Randall and Kitcat	Joint working between Scrutiny and the Executive	
Targeted Budget Management (TBM)	Scrutiny monitoring of the Budget	
TBM 2011-2012 Month 2	Scrutiny monitoring of the Budget	
Budget Process and Scrutiny of the Budget	Agreement on the Budget process & scrutiny's involvement	
Community Engagement Framework - including rfs	Scrutiny monitoring of community engagement. Determining scrutiny request re consultations on planning	
Monitoring Climate Change Adaptation Scrutiny Recommendations	Tracking action following scrutiny recommendations	
Update from recent meetings, including report from ECSOSC Chair	Coordination of Scrutiny	
OSC draft work plan	To agree work plan	

13 September 2011		
Invitation to Local Strategic Partnership Chair		
Annual Complaints Report		
BHCC Corporate Plan		
Monitoring Dual Diagnosis Scrutiny Recommendations	Tracking action following scrutiny recommendations	
Update from recent meetings, including report from Chair of ASCHOSC		

1 November 2011		
Responses from consultation on topics for scrutiny		
Council's Property Portfolio		
Update from recent meetings, including report from Chair of CTEOSC		

13 December 2011		
City Performance Plan	City Performance Plan	City Performance Plan
Budget Strategies		
Update from recent meetings, including report from Chair of CYPOSC		
31 January 2012		
Scrutiny of Budget Proposals		
Update on Single Equality Scheme		
Update from recent meetings, including report from Chair of HOSC		
27 March 2012		
Community Engagement Framework monitoring		
ICT Strategy		



Brighton & Hove City Council

FORWARD PLAN OF KEY DECISIONS

FROM JULY TO OCTOBER 2011

KING'S HOUSE
GRAND AVENUE
HOVE
BN3 2LS

www.brighton-hove.gov.uk

Edition 38

Published 14 June 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 July to October

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 JULY 2011					
HSG 22910	06/07/11	<p>Hanover & Elm Grove Development of Ainsworth House Site</p> <p>To seek delegated authority to award the contract in relation to the construction works for 15 Units of affordable rented council housing.</p>	<p>Housing Cabinet Member Meeting Cabinet Member for Housing</p> <p>Late Items Plan Edition 03 June - September 2011 (FP37)</p>	Internal & External stakeholders, Cabinet Members, Tenants Group and Local Residents	Martin Reid Tel: 29-3321
ETSC MM 22254	05/07/11	<p>Hanover & Elm Grove; St Peter's & North Laine The Level – Heritage Lottery Bid and Master Plan</p> <p>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.</p>	<p>Environment, Transport & Sustainability Cabinet Members Meeting Councillor Pete West</p> <p>Edition 36 (May - August 2011)</p>	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 July to October

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ETSC MM 22533	05/07/11	<p>All Wards Road Safety 2020 Casualty Reduction Targets</p> <p>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.</p>	<p>Environment, Transport & Sustainability Cabinet Members Meeting Councillor Pete West</p> <p>Edition 37 (June - September 2011)</p>	Not required.	Phil Clarke Tel: 29-3705
CAB 22734	14/07/11	<p>All Wards Targeted Budget Management 2011/12 Month 2</p> <p>To update members on the Capital and Revenue financial performance of the Authority's General Fund and Housing Revenue Accounts at month 2.</p>	<p>Cabinet Councillor Jason Kitcat</p> <p>Annual Forward Plan 2011-2012</p>		Nigel Manvell Tel: 29-3104

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Brighton & Hove City Council Forward Plan July to October

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CAB 22050	14/07/11	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 Councillor Ian Davey Edition 36 (May - August 2011)	Internal & External stakeholders, Cabinet Member, Ward Councillors	Austen Hunter Tel: 29-2245
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 Councillor Jason Kitcat Edition 35 (April - July 2011)		Mark Ireland Tel: 29-1240

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Brighton & Hove City Council Forward Plan July to October

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 22912	14/07/11	All Wards City Commissioning Plan To seek Cabinet approval for a four year plan setting out the indicative strategic commissioning priorities for the city 2011/12-2013/14	Cabinet Leader of the Council Late Items Plan Edition 03 June - September 2011 (FP37)	Internal and external stakeholders inc. corporate management team, city partnerships, key public sector organisations, CVSF representatives, elected members – Cabinet and Overview & Scrutiny, through a range of means: verbal briefings, presentations, written papers. March – June 2011	Emma McDermott Tel: 29-3944
CAB, COU 23148	14/07/11 21/07/11	All Wards Withdrawal of Core Strategy to Update and Amend To seek Cabinet endorsement and Council agreement to withdraw the Core Strategy to allow it to be updated and amended.	Cabinet, Council Council Cabinet Member for Planning, Employment, Economy & Regeneration Late Items Plan Edition 03 June - September 2011 (FP37)	Internal stakeholders, Cabinet Member and Planning Inspectorate	Liz Hobden Tel: 29-2504
DECISIONS ANTICIPATED FOR AUGUST 2011					
No items have been identified for decisions in August.					

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 July to October

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DECISIONS ANTICIPATED FOR SEPTEMBER 2011					
ETSC MM 22132	04/10/11	All Wards Citywide Amendment Traffic Order To seek Cabinet Member Approval for the officer recommendations	Environment, Transport & Sustainability Cabinet Members Meeting Councillor Ian Davey Environment Work Programme 2011-12 Edition 1	Internal & External stakeholders, through formal traffic order.	Charles Field Tel: 29-3329
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 Councillor Jason Kitcat Annual Forward Plan 2011-2012		Nigel Manvell Tel: 29-3104

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Brighton & Hove City Council Forward Plan July to October

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DECISIONS ANTICIPATED FOR OCTOBER 2011					
ITEMS PREVIOUSLY LISTED IN THE FORWARD PLAN BUT NOW WITHDRAWN OR DEFERRED FOR THE REASONS STATED					
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 July to October

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JCB 21596		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
CYP 22134		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

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Brighton & Hove City Council Forward Plan July to October

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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 July to October

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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 July to October

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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>

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		<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>			

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		<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

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Brighton & Hove City Council

LIST OF LATE ITEMS RELATING TO THE FORWARD PLAN OF KEY DECISIONS

FROM JULY TO OCTOBER 2011

KING'S HOUSE
GRAND AVENUE
HOVE
BN3 2LS

www.brighton-hove.gov.uk

Edition 01

Published 20th June 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.

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Brighton & Hove City Council Forward Plan July to October

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NOTICE OF LATE ITEMS					
CABINET 14TH JULY 2011					
CAB 23268	14/07/11	All Wards Wide Area Network Procurement To seek Cabinet Approval for procurement of data network and services contract in conjunction with local partners.	Cabinet Cabinet Member for Finance & Central Services	Internal & External stakeholders, Cabinet Member and local partners	Karen Guthrie Tel: 29-3448
CAB 23275	14/07/11	All Wards Re-tendering of Home Care Contracts. To seek Cabinet approval for the re-tendering of the home care contracts	Cabinet Cabinet Member for Adult Social Care & Health	Internal & External stakeholders, Cabinet Member, consultation plan in development for period July –Sept 2011	Debbie Greening Tel: 29-5739

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