





**Brighton & Hove  
City Council**

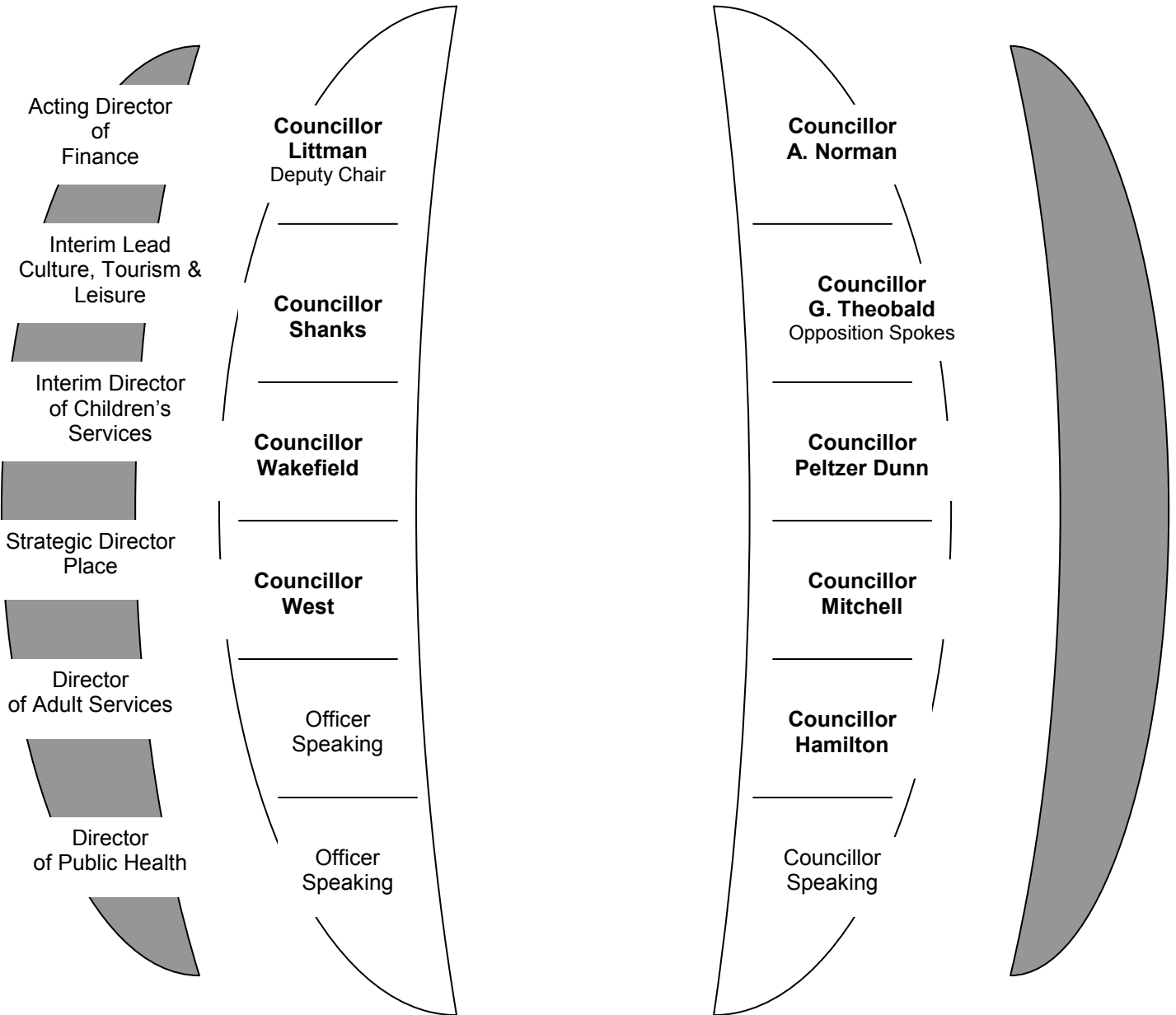
# Policy & Resources Committee

Title:	<b>Policy &amp; Resources Committee</b>
Date:	<b>29 November 2012</b>
Time:	<b>4.00pm</b>
Venue	<b>Council Chamber, Hove Town Hall</b>
Members:	<b>Councillors:</b> J Kitcat (Chair), Littman (Deputy Chair), G Theobald (Opposition Spokesperson), Hamilton, Mitchell (Opposition Spokesperson), A Norman, Peltzer Dunn, Shanks, Wakefield and West
Contact:	<b>Mark Wall</b> Head of Democratic Services 01273 291006 mark.wall@brighton-hove.gov.uk

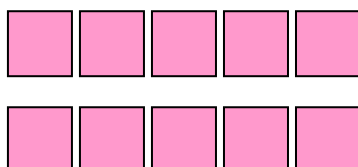
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# Democratic Services: Policy & Resources Committee

Monitoring Officer	Councillor J. Kitcat Chair	Acting Chief Executive	Head of Democratic Services
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Public Seating



Press

## AGENDA

### PROCEDURAL MATTERS

#### 71. PROCEDURAL BUSINESS

(a) **Declaration of Substitutes:** Where Councillors are unable to attend a meeting, a substitute Member from the same Political Group may attend, speak and vote in their place for that meeting.

(b) **Declarations of Interest:**

- (a) Disclosable pecuniary interests not registered on the register of interests;
- (b) Any other interests required to be registered under the local code;
- (c) Any other general interest as a result of which a decision on the matter might reasonably be regarded as affecting you or a partner more than a majority of other people or businesses in the ward/s affected by the decision.

In each case, you need to declare

- (i) the item on the agenda the interest relates to;
- (ii) the nature of the interest; and
- (iii) whether it is a disclosable pecuniary interest or some other interest.

If unsure, Members should seek advice from the committee lawyer or administrator preferably before the meeting.

(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 Two of the Agenda states in its heading the category under which the information disclosed in the report is exempt from disclosure and therefore not available to the public.*

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

#### 72. MINUTES

To consider the minutes of the meeting held on the 11<sup>th</sup> October 2012 (copy attached).

## POLICY & RESOURCES COMMITTEE

Contact Officer: Mark Wall  
Ward Affected: All Wards

Tel: 29-1006

### 73. CHAIR'S COMMUNICATIONS

To receive any communications from the Chair.

### 74. CALL OVER

- (a) Items (77 – 101) will be read out at the meeting and Members invited to reserve the items for consideration.
- (b) Those items not reserved will be taken as having been received and the reports' recommendations agreed.

### GENERAL MATTERS

### 75. PUBLIC INVOLVEMENT

15 - 20

To consider the following matters raised by members of the public:

- (a) **Petitions:** to receive any petitions presented by members of the public to the Full Council or at the meeting itself.
- (b) **Written Questions:** to receive any questions submitted by the due date of 12 noon on the 22<sup>nd</sup> November 2012.
- (c) **Deputations:**
  - (i) To receive the following deputation referred from the Council meeting held on the 25<sup>th</sup> October 2012, concerning the No. 52 Bus Service – Lead Petitioner Mr. S. Wedd (copy attached);
  - (ii) To receive the following deputation referred from the Council meeting held on the 25<sup>th</sup> October 2012, concerning the No. 52 Bus Service – Lead Petitioner Miss. A. Tsapparelli (copy attached);
  - (iii) to receive any deputations submitted by the due date of 12 noon on the 22<sup>nd</sup> November 2012.

### 76. MEMBER INVOLVEMENT

21 - 24

To consider the following matters raised by Members:

- (a) **Petitions:** to receive any petitions submitted to the full Council or at the meeting itself;
  - (i) Petition concerning the No.52 Bus Route presented to the Council meeting on the 25<sup>th</sup> October 2012 by Councillor Simson:



## POLICY & RESOURCES COMMITTEE

“We the undersigned, ask Brighton and Hove City Council to reconsider the cuts to the 52 bus route which are affecting our children in this village trying to get to Cardinal Newman school and BHASVIC and our elderly and vulnerable residents who can no longer get a direct service to the hospital or commuters trying to get to the railway station.”

- (b) **Notices of Motion:** to consider the following Notices of Motion referred from the Council meeting held on the 25<sup>th</sup> October 2012 (copies attached):
- (i) Fuel Poverty (copy attached);
  - (ii) Fracking (copy attached).

### FINANCIAL MATTERS

#### 77. TARGETED BUDGET MANAGEMENT (TBM) 2012/13 MONTH 7

Report of the Acting Director of Finance (to be circulated).

*Contact Officer:* Nigel Manvell, Jeff Coates *Tel:* 29-3104, *Tel:* 29-2364

*Ward Affected:* All Wards

#### 78. TREASURY MANAGEMENT POLICY STATEMENT (INCORPORATING THE ANNUAL INVESTMENT STRATEGY) 2012/13 - MID YEAR REVIEW 25 - 42

Report of the Acting Director of Finance (copy attached).

*Contact Officer:* Peter Sargent *Tel:* 29-1241

*Ward Affected:* All Wards

#### 79. BUDGET UPDATE AND SAVINGS 2013/14

Report of the Acting Director of Finance (copy to be circulated).

*Contact Officer:* Nigel Manvell *Tel:* 29-3104

*Ward Affected:* All Wards

#### 80. COUNCIL TAX DISCOUNTS AND EXEMPTIONS REFORM 43 - 90

Report of the Acting Director of Finance (copy attached).

*Contact Officer:* Paul Ross-Dale *Tel:* 01273 - 29 - 1969

*Ward Affected:* All Wards

## **POLICY & RESOURCES COMMITTEE**

- 81. COUNCIL TAX SUPPORT SYSTEM - PROPOSED FINAL SCHEME** **91 - 200**
- Report of the Acting Director of Finance (copy attached).
- Contact Officer:* John Francis *Tel:* 29-1913  
*Ward Affected:* All Wards
- 82. APPROVAL FOR THE CITY COUNCIL TO BE THE ACCOUNTABLE BODY FOR THE £24M PRIZE FROM THE TECHNOLOGY STRATEGY BOARD FUTURE CITIES COMPETITION** **201 - 224**
- Report of the Strategic Director; Place (copy attached).
- Contact Officer:* Emma McDermott *Tel:* 29-6805  
*Ward Affected:* All Wards
- 83. THREE YEAR STRATEGIC GRANTS 2013-16: DECISION ON FULL BID APPLICATIONS** **225 - 238**
- Report of the Interim Lead for the Chief Executive's Services (copy attached).
- Contact Officer:* Jonathan Best *Tel:* 29-1114  
*Ward Affected:* All Wards
- STRATEGIC & POLICY MATTERS**
- 84. CITY PERFORMANCE PLAN AND ORGANISATIONAL HEALTH REPORT 2012/13 6 MONTH UPDATE** **239 - 276**
- Report of Interim Lead, Chief Executive's Services (copy attached).
- Contact Officer:* Paula Black *Tel:* 29-1740  
*Ward Affected:* All Wards
- 85. DRAFT SUSTAINABILITY ACTION PLAN** **277 - 384**
- Report of the Strategic Director; Place (copy attached).
- Contact Officer:* Thurstan Crockett *Tel:* 29-2503  
*Ward Affected:* All Wards
- 86. ADVERTISING & SPONSORSHIP**
- Report of the Interim Lead, Chief Executive Services (to be circulated).
- Contact Officer:* Jake Barlow *Tel:* 29-0395  
*Ward Affected:* All Wards
- 87. LIVING WAGE ACCREDITATION** **385 - 394**
- Report of the Acting Chief Executive (copy attached).
- Contact Officer:* Matthew Wragg *Tel:* 29-3944  
*Ward Affected:* All Wards

## POLICY & RESOURCES COMMITTEE

### CONTRACTUAL MATTERS

- 88. LOCAL SUSTAINABLE TRANSPORT FUND - UPGRADE OF THE REAL TIME PASSENGER INFORMATION (RTPI) SYSTEM** **395 - 406**
- Report of the Strategic Director; Place (copy attached).
- Contact Officer:* Rob Dickin *Tel:* 29 - 2233  
*Ward Affected:* All Wards
- 89. PROCUREMENT OF TEMPORARY ACCOMMODATION - FRAMEWORK AGREEMENTS AND APPROVED LIST OF PROVIDERS** **407 - 438**
- Report of the Strategic Director; Place (copy attached).
- Contact Officer:* Sylvia Peckham *Tel:* 293318  
*Ward Affected:* All Wards
- 90. INSURANCE TENDER 2013** **439 - 444**
- Report of the Acting Director of Finance (copy attached).
- Contact Officer:* Steve Frost *Tel:* 291634  
Mark Ireland *Tel:* 291240  
*Ward Affected:* All Wards
- 91. ROYAL PAVILION AND MUSEUMS CATERING CONTRACT** **445 - 452**
- Report of the Interim Lead, Culture, Tourism & Leisure (copy attached).
- Contact Officer:* Janita Bagshawe *Tel:* 29-2840  
*Ward Affected:* All Wards
- 92. HIGHWAY GULLY AND SOAKAWAY CLEANSING CONTRACT. RE-TENDERING OF SERVICE** **453 - 456**
- Report of the Strategic Director; Place (copy attached).
- Contact Officer:* Jan Jonker *Tel:* 29-4722  
*Ward Affected:* All Wards
- 93. VOICE AND UNIFIED COMMUNICATIONS SERVICES PROCUREMENT** **457 - 462**
- Report of the Acting Director of Finance (copy attached).
- Contact Officer:* Paul Colbran *Tel:* 29-0283  
*Ward Affected:* All Wards
- 94. METRO WIRELESS CONCESSION AGREEMENT** **463 - 470**
- Report of the Strategic Director; Place (copy attached).
- Contact Officer:* Paul Colbran *Tel:* 29-0283  
*Ward Affected:* All Wards

## POLICY & RESOURCES COMMITTEE

### 95. WIDE AREA NETWORK - SUSSEX PUBLIC SERVICES NETWORK ("THE LINK") 471 - 480

Report of the Acting Director of Finance (copy attached).

Contact Officer: Paul Colbran

Tel: 29-0283

Ward Affected: All Wards

### GENERAL MATTERS

### 96. LOCAL DISCRETIONARY SOCIAL FUND (LOCAL WELFARE PROVISION) 481 - 580

Report of the Acting Director of Finance (copy attached).

Contact Officer: John Francis

Tel: 29-1913

Ward Affected: All Wards

### 97. RUGBY WORLD CUP 2015 581 - 586

Report of the Interim Lead, Culture, Tourism & Leisure (copy attached).

Contact Officer: Paula Murray

Tel: 29-2536

Ward Affected: All Wards

### 98. ITEMS REFERRED FOR COUNCIL

To consider items to be submitted to the 13<sup>th</sup> December 2012 Council meeting for information.

*In accordance with Procedure Rule 24.3a, the Committee may determine that any item is to be included in its report to Council. In addition, each Minority Group may specify one further item to be included by notifying the Chief Executive no later than 10.00am on the 3<sup>rd</sup> December 2012 (the eighth working day before the Council meeting to which the report is to be made), or if the Committee meeting takes place after this deadline, immediately at the conclusion of the Committee meeting.*

## PART TWO

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### STRATEGIC & POLICY MATTERS

### 99. ADVERTISING & SPONSORSHIP - EXEMPT CATEGORY 3

Report of the Interim Lead, Chief Executive Services (to be circulated).

Contact Officer: Jake Barlow

Tel: 29-0395

Ward Affected: All Wards

**CONTRACTUAL MATTERS**

**100. ROYAL PAVILION AND MUSEUMS CATERING CONTRACT - EXEMPT CATEGORY 3** **587 - 592**

Report of the Interim Lead, Culture, Tourism & Leisure (circulated to Members only).

Contact Officer: Janita Bagshawe

Tel: 29-2840

Ward Affected: All Wards

**PROCEDURAL MATTERS**

**101. PART TWO MINUTES - EXEMPT CATEGORY 3** **593 - 594**

To consider the part two minutes of the meeting held on the 11<sup>th</sup> October 2012 (circulated to Members only).

Contact Officer: Mark Wall

Tel: 29-1006

Ward Affected: All Wards

**102. PART TWO PROCEEDINGS**

To consider whether the items listed in Part Two of the agenda and decisions thereon should remain exempt from disclosure to the press and public and whether any of these items should be submitted to the 13<sup>th</sup> December 2012 Council meeting for information.

*In accordance with Procedure Rule 24.3a, the Committee may determine that any item is to be included in its report to Council. In addition, each Minority Group may specify one further item to be included by notifying the Chief Executive no later than 10.00am on the 3<sup>rd</sup> December 2012 (the eighth working day before the Council meeting to which the report is to be made), or if the Committee meeting takes place after this deadline, immediately at the conclusion of the Committee meeting.*

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

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

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For further details and general enquiries about this meeting contact Mark Wall, (01273 291006, email [mark.wall@brighton-hove.gov.uk](mailto:mark.wall@brighton-hove.gov.uk)) or email [democratic.services@brighton-hove.gov.uk](mailto:democratic.services@brighton-hove.gov.uk)

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Date of Publication - Wednesday, 21 November 2012

**BRIGHTON & HOVE CITY COUNCIL**

**POLICY & RESOURCES COMMITTEE**

**4.00pm 11 OCTOBER 2012**

**COUNCIL CHAMBER, HOVE TOWN HALL**

**MINUTES**

**Present:** Councillor J Kitcat (Chair) Councillors Littman (Deputy Chair), G Theobald (Opposition Spokesperson), Hamilton, Mitchell (Opposition Spokesperson), A Norman, Peltzer Dunn, Shanks, Wakefield and West.

**PART ONE**

**48. PROCEDURAL BUSINESS**

**(a) Declarations of Substitutes**

48.1 There were no declarations of substitutes.

**(b) Declarations of Interest**

48.2 There were no declarations of interest.

**(c) Exclusion of Press and Public**

48.3 The Chair stated that he wished to bring Item 68, Appointment of the Chief Executive into the open part of the meeting as negotiations had been completed and no confidential information was contained in the report.

48.4 The Committee considered whether the press and public should be excluded from the meeting during the consideration of the items listed on Part 2 of the agenda, with the exception of Item 68 which would be taken in Part 1 of the meeting.

48.5 **RESOLVED:** That the press and public be excluded from the meeting during consideration of the items listed on Part 2 of the agenda, with the exception of Item 68 having been brought into Part 1 of the agenda.

**49. MINUTES**

49.1 The minutes of the last ordinary meeting held on the 12<sup>th</sup> July 2012 were approved as a correct record of the proceedings.

- 49.2 The minutes of the special meeting held on the 6<sup>th</sup> September 2012 were approved as a correct record of the proceedings subject to paragraph 5.11 being amended as follows:

“Councillor Peltzer Dunn asked if the number of children affected on the two routes could be confirmed and what numbers would be regarded as a success or non-success in terms of maintaining the routes.”

## 50. CHAIR'S COMMUNICATIONS

- 50.1 The Chair noted that in September 2007 the statue of Steve Ovet that had been in Preston Park for 20 years was stolen. It had always been the council's ambition to replace the statue, and in early 2012 the council was approached by a group of local businesses who wished to fund the replacement. The group funded the replacement statue now placed on Madeira Drive in a position near to the finish line of the successful Brighton Marathon. Steve Ovet was invited to unveil the statue in July to coincide with the Olympics and also awarded Freedom of the City.
- 50.2 Due to the short time scale, as Chair of the Policy & Rescores committee he was consulted and granted permission for the statue to be installed using emergency powers in the constitution and delegated powers under the Public Health Acts, Amendment Act 1890. As required by the constitution he was now reporting this to the committee.

## 51. CALL OVER

- 51.1 The following items on the agenda were reserved for discussion:

- Item 54 - Targeted Budget Management (TBM) 2012/13 Month 5
- Item 57 - Armed Forces Community Covenant
- Item 58 - Installation of Automatic Meter Reading (AMR) Equipment to Electricity, Gas, Water & Heat Meters
- Item 59 - Voluntary Dedication of Land Under the CRoW Act
- Item 60 - Accelerated Workstyles
- Item 62 - Community Rights Under the Localism Act 2011
- Item 64 - Shared Services: Request for Scrutiny Review
- Item 67 - Accelerated Workstyles – Exempt Category 3

- 51.2 The Head of Democratic Services confirmed that Items listed above had been reserved for discussion; and that the following reports on the agenda with the recommendations therein had been approved and adopted:

- Item 55 - Annual Surveillance Report
- Item 56 - Tenant Scrutiny
- Item 61 - Corporate Procurement of Energy – Non Half Hourly Electricity (sub 100kw) Contract Commencing April 2013
- Item 63 - Nomination of Member to serve on proposed Coastal West Sussex Strategic Planning Board
- Item 65 - Nomination of a Representative for the Fire Authority
- Item 68 - Appointment of Chief Executive
- Item 69 - Part Two Minutes – Exempt Category 3



**52. PUBLIC INVOLVEMENT****(a) Petitions**

52.1 The Chair noted that there were no petitions due for presentation at the meeting.

**(b) Written Questions**

52.2 The Chair noted that one written question had been submitted for the meeting, and invited Ms. Paynter to come forward and put her question to the meeting.

52.3 Ms. Paynter thanked the Chair and asked the following question, "The Council owns the King Alfred/RNR site in Hove and I wonder if you can tell me if any consideration has been given to selling that site?"

52.4 The Chair thanked Ms. Paynter for her question and stated that, "At the last meeting of the Economic Development & Culture Committee it was reported that the opportunity had been taken to look closely at the site and its potential, to review the current buildings and some of the costs associated with them. We will be looking at the type of sports facilities that would be needed in the future following publication of the Sports Facilities Plan and to begin to put some figures together around options. We have been approached by a number of developers, so we know there is interest in the site, and Councillor Geoffrey Bowden will shortly be establishing and chairing a Project Board to oversee the process of producing a development brief for tender."

52.5 Ms. Paynter noted the information and asked the following supplementary question, "Would the Project Board consider borrowing or under-writing the development at the King Alfred so that 400 enabling housing units were not required on the site?"

52.6 The Chair stated that, "The intention was to look at all options available and there was no set outcome in mind, he hoped that all ideas would be welcomed by the Project Board and considered. At this stage he would rule nothing out."

52.7 The Chair thanked Ms. Paynter for attending the meeting and noted that there were no other questions.

**(c) Deputations**

52.8 The Chair noted that there were no deputations to be presented at the meeting.

**53. MEMBER INVOLVEMENT****(a) Petitions**

53.1 The Chair noted that no there were no petitions to be presented at the meeting by councillors.

**(b) Letters****(c) Notice of Motion**

53.2 The Chair noted that a letter and a notice of motion, concerning the need to review committee allocations to account for the change in political balance on the Council, had been submitted by Councillors Mitchell and G. Theobald respectively. He stated that he was very happy for the Acting Chief Executive to report to the Council meeting on the 25<sup>th</sup> October and therefore suggested that both the letter and the notice of motion be noted.

53.3 **RESOLVED:** That the letter from Councillor Mitchell and the notice of motion submitted by Councillor G. Theobald be noted.

#### **54. TARGETED BUDGET MANAGEMENT (TBM) 2012/13 MONTH 5**

54.1 The Acting Director of Finance introduced the report which detailed the forecast outturn position as at Month 5 on the council's revenue and capital budgets for the financial year 2012/13. He noted that since the last report improvements had been made in some of the critical budget areas and an underspend of £1.45m was now projected for the year end. He stated that the value for money exercise was performing well but noted that pressure remained on the overall budget. With regard to the capital budget the report detailed some re-profiling for which approval was sought.

54.2 Councillor Littman welcomed the report and stated that he wished to thank Members and Officers involved in the budget process and hoped that further improvements would be achieved for the final year end position.

54.3 Councillor A. Norman thanked the Acting Director of Finance for the report and stated that she had a number of questions regarding the information provided in the report. She queried whether the savings referred to as a one-off for Children's Services in the underspend of £1.45m should have been permanent and thereby reduced the previous budget savings target. She also asked for clarity in regard to the overspend for transport for the Social Work Team and the shortfall of £700k in parking revenue and queried what evidence showed that people were using buses rather than cars. She stated that the overspend for communications was disappointing and noted that the advertising and sponsorship contract had yet to be awarded.

54.4 The Acting Director of Finance stated that the performance in regard to the Children's Services budget would be factored into future budget considerations, and could not have been accounted for at the time of budget setting as only known factors could be included. The social care budget had been affected by staff transport costs following relocation of the team. He was aware that the advertising and sponsorship contract had gone out to tender and a report should be coming forward in due course.

54.5 Councillor A. Norman queried whether there was information available in regard to the welcome sign in Patcham/Withdean and whether the savings previously identified for HR were likely to be achieved. She also referred to page 59 and asked for confirmation of the Information Commissioners recommendations in relation to the risk provision and why a further £600k was required for the Woodvale Cremators. She asked if further information could be provided in writing in regard to the proposed £1.2m identified for bus improvements.

- 54.6 Councillor Shanks stated that the social work team had moved the Hub at Whitehawk and this had had an impact on transport costs, but she noted that placement costs were coming down.
- 54.7 The Acting Director for HR stated that the implementation and integration of the Pier management system was hoped to achieve the required savings.
- 54.8 The Acting Director of Finance stated that the Information Commissioner was looking at the connectivity and security protocols for the council and their recommendations were awaited. In regard to the Woodvale Cremators, additional works had been identified and having taken into account the experience of other authorities, the higher specification was seen as value for money.
- 54.9 Councillor Mitchell noted the report and welcomed the achievements made to date in regard to the Children's Services budget. She was concerned about the parking revenue and noted that at the last Transport Committee meeting assurance had been given that there would be a review of charges across the city, including the half hour level. She also queried what the capital spend for Shoreham Harbour referred to, and what action was being taken to address the overspend in communications and what had led to the overspend on the HRA in respect of tv aerials.
- 54.10 The Strategic Director; Place stated that in relation to Shoreham Harbour, some minor transport works had been identified.
- 54.11 The Acting Director of Finance stated that there was an overspend of £400k on the HRA budget because of the need to upgrade and cover additional security costs due to the recent increase in the value of scrap metal.
- 54.12 The Chair stated that he could confirm that there would be a parking review and following that review action taken to address matters if it was needed.
- 54.13 Councillor Hamilton referred to page 38 of the report and asked how much was left in the reserve that had been set aside for One Planet Living. He also referred to page 43 and queried whether the Home to School Transport provision could be looked at corporately, as it may then be possible to utilise the underspend to meet other service provision.
- 54.14 The Acting Director of Finance stated that he would need to check the details and would write to the councillor to confirm the remaining balance for the funding set aside for One Planet Living.
- 54.15 Councillor Shanks stated that officers were looking at the Home to School Transport provision and how this could be improved in terms of the overall school transport provision.
- 54.16 Councillor G. Theobald stated that the level of parking charges were having a detrimental affect on local businesses and needed to be reviewed as soon as possible. He noted that one local business had had their cheque returned because the advertising and sponsorship contract had not been resolved and this was an example of failing to take advantage of support that was available to the council and meant that the sign in

Patcham had not been put up. He also asked if there was any information available in regard to the impact of the Police & Crime Commissioners appointment in November.

- 54.17 The Chair stated that there was a need to confirm the ownership of the land in question where the sign would be placed before any advertising and sponsorship could be taken advantage of.
- 54.18 The Acting Chief Executive stated that community safety funding streams would be determined by the new Police & Crime Commissioners and any changes would not be known until they were in office.
- 54.19 Councillor Peltzer Dunn referred to page 52 of the report and queried the position in regard to the Dome payment and what had been achieved and also asked for clarification in regard to the changes that were taking place at Hove Town Hall to accommodate the Police.
- 54.20 The Acting Chief Executive stated that the council had a long-term commitment to fund the Dome with RPI increases and in the budget setting exercise for 2011/12, officers tried to negotiate a change to that agreement which had not been possible, and therefore an overspend had resulted. She noted that officers were still in discussion with the Dome and hopeful that a resolution could be found for future years.
- 54.21 The Head of Property & Design confirmed that as part of the Workstyles changes, some refurbishment was taking place at Hove Town Hall and this also included provision of accommodation for the Police, however the changes did not affect the current allocation of rooms to Members.
- 54.22 Councillor West welcomed the report and the underspend that he felt had been achieved through good management and wished to thank the officers concerned for their hard work. He stated that further work was required and investment in carbon budgeting to enable further savings to be achieved and funding for other areas.
- 54.23 Councillor Wakefield referred to page 60 of the report and welcomed the underspend for premises repairs and the introduction of pro-active works to improve the housing stock rather than having to react to matters as they arose.
- 54.24 The Chair noted the comments and put the recommendations to the vote.
- 54.25 **RESOLVED:**
- (1) That the forecast outturn position for the General Fund, which was an underspend of £1.453m be noted;
  - (2) That the forecast outturn for the Housing Revenue Account (HRA), which was an underspend of £0.720m be noted;
  - (3) That the forecast outturn position on the Capital Programme be noted;

- (4) That the following changes to the Capital Programme as detailed below be approved:
  - (i) The budget re-profiling and budget variations as set out in Appendix 2 to the report;
  - (ii) The carry forward of slippage into the 2013/14 Capital Programme, to meet on-going commitments on these schemes as set out in Appendix 2 to the report;
  - (iii) The new schemes as set out in Appendix 3 to the report.
- (5) That the Acting Director of Finance be granted delegated authority, following consultation with the Chair of the Policy & Resources Committee, to approve the purchase and installation of new cremators and additional mercury abatement plant up to a value of £1.806m procured directly through an OJEU compliant route; and
- (6) That the carbon budgets update as set out in Appendix 5 to the report be noted.

## **55. ANNUAL SURVEILLANCE REPORT**

### **55.1 RESOLVED:**

- (1) That the continued use of covert surveillance as an enforcement tool to prevent and detect crime and disorder investigated by its officers, providing the activity is in line with the revised Policy and Guidance and the necessity and proportionality rules are stringently applied be approved;
- (2) That the surveillance activity undertaken by the authority since the report to Committee in June 2012 as set out in Appendix 1 to the report be noted;
- (3) That the findings of the Office of the Surveillance Commissioners' audit of the authority in June 2012 be noted; and
- (4) That the publication and use of the revised policy and Guidance document as set out in Appendix 2 to the report be approved.

## **56. TENANT SCRUTINY**

### **56.1 RESOLVED:**

- (1) That the establishment of a Tenant Scrutiny Panel in Brighton & Hove, with the terms of reference set out in Appendix A to the report with effect from December 2012 be agreed;
- (2) That the Head of Housing be granted delegated powers to:
  - (i) after consultation with the Chair of the Housing Committee and tenant representatives as he/she considers appropriate, appoint the selection panel for the appointment of Members of the Tenant Scrutiny Panel;

- (ii) after consultation with the Monitoring Officer, the Chair of Housing Committee and relevant tenant representatives, agree the code of conduct that would apply to Members of the Tenant Scrutiny Panel;
  - (iii) take any steps necessary or incidental to the establishment and continued operation of the Tenant Scrutiny Panel, including the power to make transitional arrangements as he/she thinks fit.
- (3) That the role of the Overview & Scrutiny Committee be noted, including the powers regarding scrutiny and call-in are not affected by these proposals although the existence of the Panel and its work will be a factor taken into account in deciding what issues the committee reviews.

## **57. ARMED FORCES COMMUNITY COVENANT**

57.1 The Head of Communities & Equality introduced the report, which outlined a draft community covenant for approval following a notice of motion to council and the establishment of a Military Civil Partnership Board. She noted that it had taken some time to bring the proposed community covenant to committee but hoped that it would now be supported and taken forward.

57.2 Councillor A. Norman welcomed the report and the proposed Partnership Board, but felt that there was a lack of ambition when compared to other authorities who had progressed with a community covenant. She hoped that there would be some form of local signing event to promote the covenant and queried whether housing issues affecting military personnel would be considered by the Partnership Board.

57.3 The Head of Communities & Equality welcomed the proposal for a signing ceremony and stated that she would look at how this could be taken forward.

57.4 Councillor G. Theobald stated that he was a little disappointed about the length of time it had taken to bring this matter forward and hoped that it could be progressed rather more quickly.

57.5 Councillor Mitchell stated that the Labour & Co-operative Group supported the covenant and hoped that further information would be made available in regard to housing and support for the military personnel.

57.6 The Chair noted the comments and stated that he hoped the Partnership Board would be able to take matters forward and put the recommendations to the vote.

### **57.7 RESOLVED:**

- (1) That the Brighton & Hove Community Covenant attached as Appendix 1 to the report be approved;
- (2) That the establishment of a Military Civil Partnership Board to support the Brighton and Hove Armed Forces Community be approved; and

- (3) That the re-launch of the Brighton & Hove Heroes Welcome campaign to show support to British Armed Forces personnel in the city be approved.

**58. INSTALLATION OF AUTOMATIC METER READING (AMR) EQUIPMENT TO ELECTRICITY, GAS, WATER & HEAT METERS**

- 58.1 The Head of Property and Design introduced the report and stated that it would enable the council to reduce its carbon footprint and have greater control over its consumption of energy in its buildings with the installation of automated meter reading equipment.
- 58.2 Councillor G. Theobald stated that in principle he felt it was a good idea; however he was concerned about the level of expenditure required for the equipment when taking the current budgetary position into account.
- 58.3 The Chair noted the concern and stated that there was a need to take action and address the costs of energy bills, bearing in mind that the Government was expected to introduce changes and the council needed to be able to manage its energy consumption more effectively.
- 58.4 The Acting Director of Finance stated that the energy bills were substantial and there was a need to be able to identify the costs more effectively so that action could be taken to address the situation and make savings.
- 58.5 Councillor Peltzer Dunn stated that he had assumed council buildings and land was already metered and that costs could be identified and action therefore taken to reduce these.
- 58.6 Councillor Hamilton expressed concern that accurate information could not be obtained and the various energy companies challenged over their bills, and questioned the level of expenditure when no guarantee of future savings could be made and therefore could not support the recommendations.
- 58.7 The Head of Property and Design stated that the utility companies were not obliged to read the meters more than once a year and the aim was to enable the council to be in a position whereby leaks could be identified at an early stage and therefore addressed and costs reduced.
- 58.8 Councillor West stated that there was a need to tackle the situation and reduce energy costs and prevent the waste of water etc... The intention of installing the equipment was to enable problems to be identified quickly and save resources so that the savings could then be used elsewhere to maintain services.
- 58.9 Councillor Mitchell stated that she could not accept the recommendations and questioned why the proposals were not part of the overall budget planning process and suggested that there should be a review prior to any implementation.
- 58.10 The Chair stated that it did come into the budget plans and there was a need to conserve resources and therefore action needed to be taken so that the costs could be clearly established. He therefore put the recommendations to the vote.

58.11 **RESOLVED:** That the Head of Property and Design be authorised to approve the procurement and award of:

- (i) A contract with a term of five years for the purchase and installation of AMR equipment to all Priority 1 and 2 sites for water, gas, electricity and heat metered supplies to schools, common ways of housing flats and other corporate buildings through the existing Government Procurement Services framework agreement at an estimated initial cost of up to £500,000 with subsequent annual data collection charges estimated at £60 per meter per annum (up to £50,000 per year) for five years; and
- (ii) A contract with a term of five years for the provision of a suitable AMR monitoring software tendered using an open procedure in order to maximise the benefits of the AMRs including consumption monitoring, high consumption alerts and web-based 'live' information available to schools and building users. The cost of the contract for the AMR monitoring software is included in (i) above.

## 59. VOLUNTARY DEDICATION OF LAND UNDER THE CROW ACT

59.1 The Head of Property & Design introduced the report and stated that it supported the objectives of the Corporate Plan to have a more sustainable city and provide greater access across the download, promoting healthy living. She stated that the CRoW Act enabled the authority to open up the download with measures in place.

59.2 The Chair welcomed the report and thanked the officers involved in enabling this to happen.

59.3 Councillor West stated that it was very good news and he hoped would see greater use of the area in question and raise awareness of the benefits of enabling greater access for residents of the city.

59.4 Councillor G. Theobald stated that he welcomed the report in principle but queried whether the loss of rent revenue could have been reduced through negotiations with the tenant farmer.

59.5 The Head of Property and Design offered to provide Councillor Theobald with a briefing note on the process of enabling the land to be released.

59.6 The Chair noted that a briefing note would be given to Councillor Theobald and put the recommendations to the vote.

59.7 **RESOLVED:** That the dedication of land identified below as public access land into perpetuity under procedures set out in the CRoW Act be authorised:

- 1. Land at Ditchling Road (37.07 hectares)
- 2. Patcham Court (Patcham Court Valley) (96.32 hectares)
- 3. Patcham Court (Scare Hill & Tegdown North) (178.58 hectares)
- 4. Land at Plumpton (27.29 hectares).



**60. ACCELERATED WORKSTYLES**

- 60.1 The Head of Property and Design introduced the report which detailed the progress of the Workstyles Transformation project and the recent work, options appraisals and analysis undertaken to accelerate and potentially integrate the corporate Workstyles programme and next phases. She noted that in seeking to take the project forward, the committee's views were sought on options 3 and 4 listed in the report.
- 60.2 The Chair stated that a lot of work had been undertaken and he wished to thank the officers involved for that and noted that a number of benefits had already been achieved.
- 60.3 Councillor Mitchell welcomed the report and stated that she supported the recommendations and was mindful that more work was required and hoped that this could be progressed. She also queried whether consideration had been given to the front facing part of Kings House being used as a hotel should a decision be taken to vacate it.
- 60.4 The Head of Property and Design stated that whilst there was a potential for Hotel use, the sale of Kings House for Housing was likely to generate a greater capital receipt.
- 60.5 The Chair noted that various options would be considered and further reports brought to committee and therefore put the recommendations to the vote.
- 60.6 **RESOLVED:**
- (1) That the options appraisals for accelerated workstyles and the two possible future options as set out in the report at Section 3 be noted;
  - (2) That the Strategic Director Place be granted delegated authority to carry out soft market testing and further development of the detailed business case, design, initial consultations and preparatory works to test out for the preferred options; and
  - (3) That the Strategic Director Place be instructed to report back to Policy & Resources Committee on the outcome of the measures described in (2) above.

**61. CORPORATE PROCUREMENT OF ENERGY - NON HALF HOURLY ELECTRICITY (SUB 100KW) CONTRACT COMMENCING APRIL 2013****61.1 RESOLVED:**

- (1) That the Head of Property and Design be authorised to approve the procurement and award of a contract for a maximum period of four years for the Council's non half hourly (sub 100kW) electricity supply from 100% renewable sources through a flexible framework agreement offered by a Central Purchasing Body (CPB) following a Request for Information (RFI) evaluation process;
- (2) That the options available for the purchase of electricity on 'Standard', '100% Renewable' or 'Green Certified' electricity tariffs and approves the continuing minimum requirement for a '100% Renewable' tariff be noted;

- (3) That the Head of Property and Design be authorised to procure a 'Green Certified' supply of non half hourly (sub 100kW) electricity only if such a supply is available through the successfully evaluated CPB and at no additional cost to the 100% Renewable tariff; and
- (4) That a waiver of Contract Standing Order 12.6 to enable the contract to be entered into but not as a deed, provided that it is in a form agreed by the Head of Law be approved.

## **62. COMMUNITY RIGHTS UNDER LOCALISM ACT 2011**

- 62.1 The Principal Lawyer introduced the report which outlined two new community rights which had come into force following the Localism Act 2011; and sought approval for the process outlined to accommodate these new rights that were available to local communities.
- 62.2 Councillor G. Theobald welcomed the report and the proposed arrangements to enable the council to deal with any issues raised under either of the two rights.
- 62.3 The Chair noted that the proposals enabled the council to plan ahead for any matters that may be raised and therefore supported the recommendations which he put to the vote.
- 62.4 **RESOLVED:**
- (1) That the introduction of the Community Right to Challenge and the Community Right to Bid and the new rights they afford to local communities be noted;
  - (2) That a window of opportunity for expressions of interest under the Community Right to Challenge as set out at paragraph 3.13 of the report be approved;
  - (3) That the proposed procedure for administering an expression of interest under the Community Right to Challenge as set out in Appendix 1 to the report, including delegation to the relevant Strategic Director or Director the assessment of timescales for determining expressions of interest, within a minimum and maximum time period of 6 to 26 weeks be approved;
  - (4) That the Head of Property and Design and to the Head of Law be granted delegated authority to take all steps necessary to comply with the statutory obligations placed on the Council in relation to the Community Right to Bid, including authority to determine appeals and claims for compensation; and
  - (5) That officers be instructed to publicise details of the Community Right to Challenge and the Community Right to Bid on the Council's website, and in Town Halls and libraries, including how to submit expressions of interests and nominations.

**63. NOMINATION OF MEMBER TO SERVE ON PROPOSED COASTAL WEST SUSSEX STRATEGIC PLANNING BOARD**

63.1 That Councillor Mac Cafferty as Deputy Leader of the City Council be nominated as the City Council's representative to serve on the Coastal West Sussex Strategic Planning Board.

**64. SHARED SERVICES: REQUEST FOR SCRUTINY REVIEW**

64.1 The Monitoring Officer introduced the extract from the proceedings of the Overview & Scrutiny Committee meeting held on the 10<sup>th</sup> September, which referred to a request from Councillor G. Theobald for a review to be undertaken on the possibility of having shared services. He noted that the Overview & Scrutiny Committee had referred the request to the Policy & Resources Committee as it was felt that it went beyond the role of overview and scrutiny and the committee was mindful that all services were reviewing how they operated as part of the budget process.

64.2 Councillor G. Theobald stated that he could not think of a more appropriate time for a scrutiny review of shared services and hoped that the committee would agree to a review being undertaken.

64.3 The Chair stated that he was happy for a report to be brought back to the next meeting of the committee on the question of shared services and how such provision could be taken forward.

64.4 Councillor Mitchell stated that it would be helpful to have a report to the next meeting and asked that it identify what tangible options could be considered.

64.5 The Chair noted the comments and put the recommendations to the vote.

64.6 **RESOLVED:** That officers be requested to bring a report to the next meeting of the committee outlining the work that was being undertaken in relation to the possibility of sharing services and the options available in regard to the introduction of shared services, taking into account the request submitted to the Overview & Scrutiny Committee by Councillor Theobald.

**65. NOMINATION OF A REPRESENTATIVE FOR THE FIRE AUTHORITY**

65.1 **RESOLVED:** That Councillor Duncan be nominated as the Council's sixth representative to the Fire Authority in place of Councillor Summers.

**66. ITEMS REFERRED FOR COUNCIL**

66.1 **RESOLVED:** That no items from the agenda be referred to the next Council meeting.

**68. APPOINTMENT OF CHIEF EXECUTIVE**

68.1 **RESOLVED:**

(1) That the Council be recommended to:

- (i) Appoint Ms Penny Thompson as Chief Executive and Head of Paid Service;
  - (ii) Approve the salary for the post to be set at £150K per annum; and
  - (iii) Approve the appointment to be effective on 12<sup>th</sup> November 2012 subject to the transitional arrangements referred to in paragraph 3.5 of the report; and
- (2) That the Director of Adult Social care (in her capacity as the Director with interim responsibility for Human Resources) and after consultation with the Leader of the Council, be authorised to take all steps necessary or incidental to implementation of the appointment, including any detailed terms or administrative arrangements that may be outstanding.

### Part Two Summary

#### 67. ACCELERATED WORKSTYLES - EXEMPT CATEGORY 3

- 67.1 **RESOLVED:** That the options appraisals for accelerated workstyles and the two possible future options as set out in the report at Section 3 and Appendix A be noted.

#### 69. PART TWO MINUTES

- 69.1 **RESOLVED:** That the minutes of the last meeting held on the 12<sup>th</sup> July and the Special Meeting held on the 6<sup>th</sup> September be approved as a correct record of the meeting.

#### 70. PART TWO PROCEEDINGS

- 70.1 **RESOLVED:** That Items 67 and 69 and the decisions thereon remain exempt from disclosure to the press and public.

The meeting concluded at 6.15pm

Signed

Chair

Dated this

day of 2012

**DEPUTATIONS FROM MEMBERS OF THE PUBLIC**

A period of not more than fifteen minutes shall be allowed at each ordinary meeting of the committee for the hearing of deputations from members of the public. Each deputation may be heard for a maximum of five minutes.

Two deputations have been referred from the last Council meeting held on the 25<sup>th</sup> October 2012, which are detailed below along with the responses given by the appropriate Chair at the Council meeting:

**(i) DEPUTATION CONCERNING THE No. 52 BUS SERVICE**

**Spokesperson: Mr. Steve Wedd**

“Please re-instate the 52 bus service to it’s original route and timings from the city centre to Woodingdean and Ovingdean. You know the background, you made the decision and we know that money is tight at present and we know that savings have to be found but only Ovingdean in baring the brunt of those savings, all other bus services were saved.

Lost passengers, lost revenue, more car journeys. The brief in your papers from me showed some of those negatively affected. Residents, parent, school and college students, primary school children, nurses, volunteers, City Council workers and patients for the RSCH.

The new times don’t suit; when the choices miss the bus or miss school, my daughter misses the bus and I don’t go on the bus either with her. That’s missed tickets, missed revenue. Before this was introduced there was little or no visible consultation, certainly not on the 52 that I got on everyday. Since implementation, very little justification. Over the last 6 weeks I’ve asked Councillor Davey and his officers 21 questions about the tendering process. I’ve had barely an acknowledgement and yet no reply I’m sure the Councillors will share my regret at what appears to be reticence on behalf of Councillors whose decision it was.

9 other routes have been saved in part or in whole, I congratulate the Council for saving those, can you not save just the last one? We’ve been given lots of explanations about why the buses have to be re-timed. The Big Lemon says it’s to meet the 47 at the Marina. Not so, Mr Johnson told me that cross ticketing was always part of the tender, there was never a link. If that’s the case then why the City Council compel the Big Lemon 52 service to meet and only to meet, the 47 Compass?

Which organisation is telling the complete truth? Mr Johnson has also blamed the print run of the bus times publication for holding on to the new, inconvenient times and as we know bus times is published by the red buses which I think is a competitor

to Big Lemon and Compass. It's a bit like getting BA to sell the seats on Virgin Airplanes.

My brief to you Councillor shows that the morning timings are useless for all practical purposes for passengers trying to get to work or school. It isn't just a change at the Marina that's not a minor inconvenience, it's often windy, it's often wet, the sheltering is awful you have to walk and the bus times that you are going to catch are not on the internet and they're not on the real time displays.

Do we wait for 55 minutes or only 5? And those two changes together plus times and the changes are a positive disincentive to passengers, like me, committed to bus travel. Customers have a choice, most have cars or alternatives to the bus, they don't have to get the car, fight the traffic and parking fees but many are because the 52 no longer works for them. Think of the journey out of the city centre, there's only one place where the coast way bus combines with the 52 and that's Roedean School right on the A259 in the wind, I don't know if there's a bus shelter there, can't remember but it's bleak, horrid, exposed and it's the only place where the 2 buses cross.

Think about the walk up Greenways, for a young and fit and healthy pedestrian like me it's easy but for the infirm or the elderly; yet another obstacle to bus transport and school children have to change. You see 150 odd children from Cardinal Newman, 39 odd from BHASVIC. Their journey time has doubled. What about the impact of Kent having multiple bus companies running services in Brighton?

What about the tourists? Think about London buses, New York cabs. Ticket prices up 25% when you buy from the driver and just in closing, can I ask you to consider all the other places in the County of Sussex which are better served than Ovingdean. All we want is a service as good as Steyning, all those well known Brighton Council Tax payers in Tunbridge Wells, Lewes, Uckfield and Ringmer. Ringmer has twice as many buses as Ovingdean and they don't pay taxes to you. What do we want please Councillors? Reversion to our old bus times, school buses back, a direct city centre just like Ringmer and Steyning and you can afford it. It is not as much as you say Councillor Davey."

### **Councillor Davey Response:**

"With regard to, I can't remember how many questions you submitted, but you asked for them to be treated as an FOI (Freedom of Interest request) and they are being treated as such and a response will be coming accordingly. Brighton and Hove Buses did not withdraw the 52 at weekdays and 57 Sunday services Woodingdean/Ovingdean direct to the city centre, the contracts for these Council supported services came to an end and the new tenders were awarded as you know to the Big Lemon and Compass Travel respectively.

Under European Legislation we have to go out to competitive tender for the services and each company bids for those tenders. We have to accept the best bid based on quality and price, as bus companies will use their vehicles on commercial and supported services in the most efficient way possible, we cannot stipulate a particular vehicle levy for our supported buses without insisting our services were operated

using branded buses which would raise the cost substantially and we are not allowed to direct an award to a particular dominant operator and I'm sure other Councillors would not wish us to show preference like that even if we were able to.

As you point out there is an improving service from and to destinations in the widest Sussex area which is very good news for this city as more people are choosing to travel here by bus. All of these services are operated commercially by either Brighton and Hove Buses or other bus companies with no financial support, certainly from this Local Authority. If the number of passengers on the number 52 route were sufficient a commercial service could possibly be operated but reports from the operators unfortunately show that, in their view, this is not the case. With regards to cost, the extra contract cost of maintaining a falling 52 service over 4 years was considerably more than £100,000 per annum which the Council was unable to afford.

However the Council has ensured that there is a good link from the 52 to the hospital and into the city centre. With regards to timetables, the Council has arranged the Brighton and Hove Bus Company to provide and maintain all timetables for the bus services it funds regardless of operator. This ensures that the bus information is provided to the same uniform high standard across the city and the number of other bus operators using commercial routes within the city also choose to pay to have their service included within the Brighton and Hove Buses timetable frames in Brighton and Hove Buses format.

The Big Lemon's Buses on the route through Ovingdean are clearly marked with the route number and destination, in your written deputation, and I'm not sure you mentioned it in your verbal one, you also mentioned the Lewes Road and the money being used to pay for the improvements is from a one off Government Funded grant specifically for that purpose and would not be transferable to support an existing bus service elsewhere."

#### **Deputation as Submitted:**

#### **Please reinstate the No. 52 Bus Service on its original timings from the City Centre to Ovingdean and Woodingdean.**

- 1) Thank you for receiving this deputation. I represent Ovingdean bus users, and the Ovingdean Residents and Preservation Society.

#### Background

- 2) The Council reduced the subsidy it paid to Brighton & Hove Bus Company to run non commercial services. Consequently, Brighton & Hove Buses chose to withdraw its 52 (weekdays) and 57 (Sunday) services from Woodingdean and Ovingdean direct to the City centre. A reduced tender was let to Big Lemon (weekdays) and Compass (weekends). The timetable was changed, the school buses withdrawn completely, and passengers now have to change at the Marina to continue to the City by bus.
- 3) We know that money is tight at present, and that the Council has to find savings wherever it can. However, it appears that only Ovingdean has borne the full

impact of those savings. All the other bus services proposed for subsidy cuts were saved.

Lost passengers, lost revenue, more car journeys

- a) Residents who gave up their private cars to choose to use the bus are now buying them back, because they cannot get to work on time.
- b) Parents who formerly entrusted children to the bus now drive them across the city.
- c) One parent told a public meeting last week about how she had chosen Cardinal Newman for her daughter, but regrets that choice, now the direct bus route has been removed.
- d) 152 school children from Cardinal Newman live in the four Deans. I don't know how many of those used the 52 service, but I witnessed many school services and they were always busy to full. BHASVIC is similarly affected – 36 students live on the route.
- e) A specialist cancer nurse can't get to work to open his 0900 clinic on time because the bus times don't suit.
- f) A man who offers his time as a volunteer at the Hove Town Hall CAB gets to his workplace 15 minutes late, which disorganises the remainder of his appointments.
- g) Those requiring medical services at RSCH can't get there by bus because the times don't suit and because of the compulsory change at the Marina.
- h) School children from Ovingdean attending schools in Rottingdean can no longer take the village bus to the coast and there change for Rottingdean. When the choice is '*miss the bus or miss school*', they miss the bus. Their parents don't buy a ticket either.

Supporting Information:

Timings matter

- 1) Before September, morning commute buses used to go at 0651, 0720, 0750, 0801, and 0820. The timings were good for those commuting to London, to school, to work in Brighton.
- 2) Now, the first early morning bus is 0738, then 0838. 0738 is no good for a London commuter taking the train (London Bridge by 0946), too early for Brighton commuters; and 0838 is too late for them. All now have to change at the Marina, or hope for space on a coastway bus.
- 3) Changing the timetable must have seemed such a simple matter, but it makes the route useless for passengers trying to get to work or school. Imposing a change at the Marina is not merely an inconvenience: it causes significant delay, in a place not unknown for bad weather, onto buses that don't go where people want them to go.
- 4) The two changes together act as a positive disincentive to passengers committed to bus travel to continue on public transport.



#### Detail matters - why the changes?

- 5) The Big Lemon told us that the change in timetable was forced upon it, due to having to connect with the Compass service 47 from Saltdean to the City Centre. We are told now by the Council that cross ticketing was part of the tender. Why did the City Council compel the BL 52 to meet (and only to meet) Compass 47 connexions? Without that enforced connexion, times could have been left as they had been for years – times that suit passengers.
- 6) School children and students used to be able to journey direct from the eastern villages of Woodingdean, Rottingdean, Ovingdean, and Saltdean to and from schools at Cardinal Newman and BHASVIC. Now they are obliged to change – onto coastway buses that are full, or buses that don't connect at the Marina, or then again at the Railway Station. The journey time has doubled.

#### Appearance matters

- 7) In a city so heavily reliant on tourism, uniformity of appearance is important. Red London buses, black taxis are worldwide symbols of London. In New York, you look out for a yellow cab. In the City of Brighton, the buses are mostly red and cream except when they are purple or bright yellow.
- 8) Route timetables in the village are printed on red and cream Brighton Hove letterhead, but the bus that comes is yellow. How do tourists or students at the College know that?
- 9) We know that the contract has been let. I am sure that revoking that contract will cost more than continuing it. Over the last six weeks, I have repeatedly asked 21 questions about the tendering process as it affected the 52 compared to other routes. I regret that up to the point of drafting this deputation paper, I have had barely an acknowledgement, and no reply.

#### Ticket prices matter

- 10) Because the new operators don't accept the smartkey card, passengers have to buy driver tickets or make complicated arrangements yesterday. £3.50 from the website well ahead of time, £4.00 from shops, but £4.40 from the driver on the route.

#### Taxpayers matter

- 11) The following suburbs of Brighton have better services than Ovingdean -
  - a) Tunbridge Wells has twice as many buses as Ovingdean, Lewes 6 an hour, Uckfield – 2 buses an hour, Eastbourne 6 an hour mid-day, Steyning has three buses in both rush hours - even Ringmer has two buses an hour from Brighton.

#### What do we want?

- 12) Reversion to our old bus times. School buses back. A direct city centre service, just like Ringmer and Steyning.
- 13) Can you afford it? Yes. It's less than £100k. Stop improving existing cycle lanes in Lewes Road and give us back our direct buses on the original timings, please.

**(ii) DEPUTATION CONCERNING THE No. 52 BUS SERVICE****Spokesperson: Miss. Anelica Tsapparelli**

Travelling to and from Cardinal Newman School and the safety issues as a result of the changes to the 52 bus service.

“I’ve been catching the 52; the only school bus that services Woodingdean and Ovingdean for over 3 years. I left the house at 8:35am every morning and caught the bus all the way to school and also in the afternoons, a journey taking me around 50 minutes. The double decker bus was usually full with students from Cardinal Newman School and Sixth Form, BHASVIC and Blatchington Mill. Two weeks after the new school year began I was given a letter informing me that my bus would be cancelled in less than a week and I would have to find alternative means of getting to school. I currently catch 2 buses to school, the first of which being the 52 to the Marina and in order to catch this bus I leave at 7:25am 10 minutes earlier.

As we approach winter and it becomes increasingly dark in the mornings and late afternoons, I’m waiting at bus stops in the dark often alone. After catching the 52 for 25 minutes, I wait in the Marina for my next bus the 7 which despite being due every 7 minutes sometimes takes nearly 20 often in the cold and the rain. I get off the bus at Montefiore Road at approximately 8:30 but frequently later, school starts at 8:40am this is a 0.6 mile walk that takes 10 minutes if I rush, the journey entails walking along and crossing the busy Old Shoreham Road, in order to avoid being late for school and getting detention I do not have time to walk to a crossing and must wait for a gap in the traffic and run across the road.

I also have to walk across a field with no path and is muddy but as the mornings become colder, will become icy and more hazardous. In the afternoons I make the same journey in reverse arriving in the Marina at 3:35pm and wait until 4:10pm sometimes alone and, again, am concerned about the safety implications of this. I am currently 14 but my younger sister, aged 12, must also make this journey and I cannot always accompany her. My youngest sister is 10 and will be a pupil at Cardinal Newman School when she is aged 11, how am I expected to get to school in time without endangering my life?”

**Answer from Councillor Sue Shanks**

“The history of bus services is a long complicated one to fit in here, but we all wish that we did not have the situation of privatised bus services etc. We are really sorry about the lateness of the announcement of this and we have apologised to schools and to parents because people need to know what’s happening in advance so I do apologise for that. We are looking at school transport across the city because it’s obviously very important to us to make sure that children are able to get to school on time, we don’t have a legal obligation to make sure that there’s a bus that goes to your home but we do have a responsibility to make sure there are school places and we need to look very closely at the safety issues so we are having a review of this and I’ve asked officers to look at this across both school transport and public transport to make sure that those two are working well together. So I’m sorry about your journey but it is something that we are concerned about and we are happy to hear individual stories to see if we can help with that.”

<b>POLICY &amp; RESOURCES COMMITTEE</b>  29 <sup>th</sup> November 2012	<b>Agenda Item 76(b)(i)</b>  Brighton & Hove City Council
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## NOTICE OF MOTION

### FUEL POVERTY

“This Council notes with concern the impacts of the energy bill crisis faced by this country, with millions of people struggling to adequately heat their homes.

1 in 4 households in the UK are now in fuel poverty, meaning they need to spend more than 10% of their income on keeping their homes warm. The problem is likely to get worse with 1 in 3 households nationally projected to be in fuel poverty by 2016.

In Brighton and Hove nearly 16,000 households were calculated by DECC to be in fuel poverty in 2010. On the basis of the proportion of households in fuel poverty, our city is in the worst-performing 10% of Local Authorities in the South East including London.

Cold homes are damaging the health of vulnerable members of society, including children, older people and people with disabilities. Diseases such as asthma are made worse, and people are more likely to have strokes and heart attacks. Illnesses caused by cold homes cost the NHS nearly one billion pounds each year. Over the past five years, there have been on average 26,000 ‘Excess Winter Deaths’ in the UK; a far higher proportion of our population than in countries with a colder climate such as Norway and Sweden.

The main reasons for fuel poverty are that gas, oil and coal prices are high and rising, and that the UK’s homes are some of the most energy inefficient in Europe. Bringing the homes of the fuel poor up to the energy efficiency standards of homes built today would reduce their fuel bills by an average of 52%, taking the majority out of fuel poverty.

This Council welcomes the forthcoming Green Deal and ECO initiatives but considers them inadequate responses in the face of the urgency and scale of the fuel poverty crisis.

Further to the above, this Council:

- Asks Policy & Resources Committee to consider signing the Local Authority Fuel Poverty Commitment promoted by the End Fuel Poverty Coalition(1); and that Brighton & Hove City Council joins with other councils who are actively promoting co-operative energy switching schemes and to promote the benefits to this to local residents;
- Calls on Secretary of State Ed Davey to recommit to the target that no household should be living in fuel poverty by November 2016;

- Calls on HM Treasury to use the funds raised from carbon taxes (the Emissions Trading Scheme (ETS) and the Carbon Floor Price) to invest in a national programme to improve the heating and insulation standards of low income and fuel-poor households.”

(1) Text available here: <http://bit.ly/QFeVZG>

**NOTICE OF MOTION**

**FRACKING**

“This Council notes with concern the effects of unconventional shale gas extraction, namely the case of Blackpool where minor earthquakes followed as a result of drilling in the area. (1).

This activity has also been linked with the contamination of local water sources such as aquifers, which provide about 30% of the UK’s water. This puts both local communities who rely upon these water supplies, and the local environment at risk.

There are as yet no plans at present to extract gas in this way in Brighton and Hove - however Quadrilla, an American company, has already gained planning permission to use hydraulic fracturing or 'fracking' nearby in Balcombe, East Sussex. This could have an unquantified detrimental impact on the surrounding area including our city, and there are fears that any subsequent earth tremors could be a threat to the crucial London to Brighton railway route.

Fracking uses massive volumes of water, 1 million gallons(1) for each frack, which is also of great concern in a region only recently taken out of drought conditions. Methane gas produced at drilling sites is a significant contributor to climate change – far more potent a greenhouse gas than carbon dioxide.

This Council also notes that the production of hard-to-reach fossil fuels is incompatible with efforts to achieve statutory UK carbon targets. A focus on gas extraction detracts from and delays investment in renewable energy sources.

The European Parliament is due to report shortly on the Environment, Public Health and Food Safety impacts of shale gas and shale oil extraction activities. There is considerable concern across Europe with Bulgaria having banned it and moratoriums have been put in place in France, New South Wales and Westphalia (a German state). A citizens’ petition has also been initiated on the subject.

Further to the above, this Council:

- Asks Policy & Resources committee to resolve that Brighton and Hove should become a ‘frack-free’ zone;
- Asks the Chief Executive to write to the Secretary of State for the Environment calling on him to impose a moratorium on onshore and offshore exploration, development and production of Coal Bed

Methane, Shale Oil and Shale Gas, at least until a full independent environmental impact of the processes involved has been carried out;

- Calls on the Government to make it easier for co-operatives such as the Brighton Energy Co-op, housing associations and local authorities to generate their own renewable energy.”

(1) BBC News, 2<sup>nd</sup> November 2011: <http://www.bbc.co.uk/news/uk-england-lancashire-15550458>

(2) Figure from Tyndall Centre on Climate Change report of last year. Gasland & Josh Fox suggest the actual amount is higher.

**Subject:** Treasury Management Policy Statement 2012/13  
(including Annual Investment Strategy 2012/13) – Mid  
Year Review

**Date of Meeting:** 29 November 2012

**Report of:** Acting Director of Finance

**Contact Officer: Name:** Peter Sargent **Tel:** 29-1241  
**E-mail:** peter.sargent@brighton-hove.gov.uk

**Wards Affected:** All

**FOR GENERAL RELEASE**

**1. SUMMARY AND POLICY CONTEXT:**

- 1.1 The Treasury Management Policy Statement 2012/13 (TMPS) and the Treasury Management Practices (including the schedules) for the year commencing 1 April 2012 were approved by Cabinet on 15 March 2012. Full Council approved the Annual Investment Strategy 2012/13 (AIS), which forms part of the TMPS, on 22 March 2012. The policy statement sets out the key role for treasury management, whilst the practices and schedules set out the annual targets for treasury management and the methods by which these targets shall be met. The AIS sets out the parameters within which investments can be made.
- 1.2 The purpose of this report is to advise of the action taken during the period April to September 2012 to meet the policy statement and practices and the investment strategy.

**2. RECOMMENDATIONS:**

- 2.1 That Policy & Resources Committee endorses the action taken during the half-year to meet the Treasury management policy statement and associated treasury management practices and the Annual investment strategy.
- 2.2 That Policy & Resources notes the maximum indicator for risk agreed at 0.05% has not been exceeded.
- 2.3 That Policy & Resources notes the authorised limit and operational boundary set by the Council have not been exceeded.

**3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS:**

***Overview of markets***

- 3.1 The half-year has seen a continuation of the financial uncertainty within the Euro zone, with its consequent impact on business and consumer confidence in the UK and other major economies. In the UK the bias of policy decisions by the

Bank of England (BoE) continued towards stimulating the economy with official rates remaining at ½% and quantitative easing (QE) increasing to £375 billion. Other measures designed to increase bank lending to businesses have been introduced by the BoE. Despite these measures consumer confidence remains relatively low and growth is modest.

3.2 Inflation has fallen from earlier highs but UK economic growth remains stalled, with a fall in gross domestic product falling for a third quarter in succession. Interest rates are projected to remain low for the foreseeable future thereby impacting on investment returns.

3.3 A commentary on the markets is set out in Appendix 1 to this report.

### ***Treasury management strategy***

3.4 A summary of the action taken in the six months to September 2012 is provided in Appendix 2 to this report. The main points are:

- long-term debt remained unchanged at £207.8m, with no new long-term debt raised or repaid during the half-year;
- no short-term debt has been raised in the half-year;
- the level of investments made by the in-house treasury team as at 30 September 2012 totalled £67.9m, an increase of £39.8m during the half-year;
- the level of investments made by the cash manager as at 30 September 2012 totalled £24.9m, an increase of £0.2m during the half-year;
- the return on investments by the in-house treasury team and cash manager has significantly exceeded the target rate;
- the two borrowing limits approved by Budget Council in February 2012 – the ‘authorised limit’ and ‘operational boundary’ – have not been exceeded in the first half of the year.

3.5 Treasury management activity in the half-year has focused on a short-term horizon as summarised in the table below.

	Amount invested 1 April to 30 Sept 2012			
	Fixed deposits	Money market funds	Total	
Up to 1 week	£143.2m	£74.3m	£217.5m	62%
Between 1 week & 1 month	£49.1m	-	£49.1m	14%
Between 1 month & 3 months	£79.0m	-	£79.0m	23%
Over 3 months	£2.8m	-	£2.8m	1%
	£274.1m	£74.3m	£348.4m	100%

3.6 Minimising capital risk on the investment portfolio continues to be the primary objective for the council’s investment strategy. The investment counterparty list approved by the Council in March 2012 reflected low risk investment parameters. These parameters were relaxed marginally in July 2012 to include financial institutions with “good” as well as “excellent” credit quality. The decision to relax the parameters was taken in response to a general downgrading of major banks and high levels of surplus funds. Over three-quarters of the investments made in the half-year were for 1 month or less. The average period for fixed deposits (i.e. excluding money market funds) was around 18 days. The average amount



invested in money market funds was £27.9 million.

- 3.7 On 25 June officers and members met with Sector (the council's external treasury advisors) to review the ethical investment options available for council investments and to consider changes to the counterparty list included in the AIS in light of the current conditions in the financial markets. The outcome of the meeting was reported to Policy & Resources Committee on 12 July.

### ***Ethical investments***

- 3.8 In terms of ethical investment options Sector identified a number of alternatives but in the main these require investors to deposit funds for periods between 2-5 years. Returns over the short-term for these options can be extremely volatile, potentially resulting in loss of capital. Given the council's current investment strategy to invest only short-term effectively ruled out these options for the time being.
- 3.9 Other short-term investment options were considered, including increasing investment with the Cooperative Bank (as council banker) and investment in banks with a strong ethical strategy. Members agreed that these options increased the potential risk to the investment portfolio to an unacceptable level and therefore no further action has been taken.
- 3.10 Sector advised that the council is considered to be at the forefront of promoting an ethical investment statement for cash deposits and the statement is often passed by Sector to other local authorities seeking similar investment objectives. The council will continue to promote socially responsible investments.

### ***Investment counterparties***

- 3.11 During the half-year the rating agencies downgraded a substantial number of financial institutions on the council's list of approved counterparties resulting in lower limits, reduced periods and, in some cases, suspension from the list. The review in June identified a number of potential changes to the investment strategy which were aimed at increasing the number of counterparty options.
- 3.12 Details of the changes to the 2012-13 Annual Investment Strategy are set out in the July report to this Committee. In summary the changes involved:
- allowing investment in financial institutions incorporated within the UK and regulated by the Financial Services Authority rather than UK only institutions,
  - increasing limits on investment with financial institutions that have received Government support (i.e. part nationalised banks);
  - a relaxation in the minimum rating from "highest" credit quality to "good" credit quality.
- 3.13 The above changes, which were approved by full Council on 19 July, introduced a number of new institutions to the approved list. Details of these are included within Appendix 2 along with a summary of investments made.

### ***Summary of treasury activity April to September 2012***

- 3.14 The table below summarises the treasury activity in the half-year to September 2012 with the corresponding period in the previous year.

	Apr to Sep 11	Apr to Sep 12
Long-term borrowing repaid	(£6.0m)	-
Short-term borrowing repaid	-	-
Investments made	£292.8m	£348.4m
Investments maturing	(£294.0m)	(£308.6m)

- 3.15 The following table summarises how the day-to-day cash flows in the second half-year have been funded compared to the same period in the previous year.

	Apr to Sep 11	Apr to Sep 12
Cash flow surplus	£4.8m	£39.8m
Decrease in long-term borrowing	(£6.0m)	-
Decrease in short-term borrowing	-	-
Decrease / (increase) in investments	£1.2m	(£39.8m)

### **Security of investments**

- 3.16 A summary of investments made by the in-house treasury team and outstanding as at 30 September 2012 is tabled below. The table shows that investments continue to be held in good quality, short-term instruments.

	Balance o/s 30 Sept 2012	
Government backed institutions	£14.0m	21%
'AAA' rated funds	£25.9m	38%
'A' rated institutions	£19.6m	29%
'BBB' rated institutions	£8.4m	12%
	£67.9m	100%
Period – less than one week	£30.1m	44%
Period – between one week and one month	£19.7m	29%
Period – between one month and three months	£18.1m	27%
	£67.9m	100%

### **Risk**

- 3.17 As part of the investment strategy for 2012/13 the Council agreed a maximum risk indicator of 0.05%. The indicator is a simple target that measures the risk within the investment portfolio based on counterparty risk and length of investment. The indicator set for 2012/13 is consistent with the investment parameters set out in the AIS.
- 3.18 The following table summarises the maximum indicator for each month in the half-year period and confirms investments have been made in good to high quality counterparties.

	Apr 12	May 12	Jun 12	Jul 12	Aug 12	Sep 12
Maximum risk indicator	0.005%	0.006%	0.005%	0.002%	0.004%	0.005%

### **Performance**

- 3.19 The following table summarises the performance on investments compared with the budgeted position and the benchmark rate.

(*) Annualised rates	In-house investments		Cash manager investments	
	Average balance	Average rate (*)	Average balance	Average rate (*)
Budget 2012/13 – full year	£36.5m	0.88%	£24.6m	1.05%
Actual to end Sept 2012	£63.2m	0.80%	£24.8m	1.50%
Benchmark rate (i.e. average market rate) to end Sept 2012	-	0.44%	-	0.44%

## **4. CONSULTATION**

- 4.1 The council's external treasury advisors have been consulted in the drafting of this report. No other consultation was undertaken.

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

### Financial Implications:

- 5.1 The financial implications arising from the action taken under the TMPS are included in the Financing Costs budget. The month 6 forecast for Financing Costs shows an overspend of £350,000. Of this £375,000 is a direct result of the change in the way the HRA is financed. This effectively means there is an underspend of £25,000 due to higher interest on other activities.

*Finance Officer Consulted: Peter Sargent*

*Date: 11/10/12*

### Legal Implications:

- 5.2 Action under the TMPS must be in accordance with Part I of the Local Government Act 2003 and regulations issued thereunder. Relevant guidance also needs to be taken into account.
- 5.3 This report is for information purposes only and as such it is not considered that anyone's rights under the Human Rights Act will be adversely affected by it.

*Lawyer Consulted:*

*Abraham Ghebre-Ghiorghis*

*Date: 10/10/12*

### Equalities Implications:

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

Sustainability Implications:

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

Crime & Disorder Implications:

- 5.6 There are no direct implications arising from this report

Risk & Opportunity Management Implications:

- 5.7 The continuing uncertainty in the financial markets means the increased risk in lending has not abated. The action taken in the first six months of 2012/13 has resulted in the council reducing capital risk on its investment portfolio.
- 5.8 The position will be regularly monitored and, when confidence returns to the financial markets, opportunities to raise new borrowing and rebuild the investment portfolio will be considered.

Corporate / Citywide Implications:

- 5.9 Investment income is used to support the budget requirement for the council. Any action taken to reduce the risk of capital loss will have a downward impact on the level of interest received.

**6. EVALUATION OF ANY ALTERNATIVE OPTION(S):**

- 6.1 This report sets out action taken in the six months to September 2012. No alternative options are therefore considered necessary.

**7. REASONS FOR REPORT RECOMMENDATIONS**

- 7.1 The TMPS requires the Director of Finance to report on the action taken by the council in meeting borrowing limits and investment parameters after the first 6 months and at the end of the financial year. This report fulfils the first reporting requirement.

## **SUPPORTING DOCUMENTATION**

### **Appendices:**

1. Market Overview – April to September 2012
2. A summary of the action taken in the period April to September 2012
3. Performance and balances

### **Documents In Members' Rooms**

None

### **Background Documents**

1. Part I of the Local Government Act 2003 and associated regulations
2. The Treasury Management Policy Statement and associated schedules 2012/13 approved by Cabinet on 15 March 2012
3. The Annual Investment Strategy 2012/13 approved by full Council on 22 March 2012
4. Treasury Management Policy Statement 2011/12 (including Annual Investment Strategy 2011/12) – End of year Review approved by Policy & Resources Committee on 12 July 2012 and Council on 19 July 2012
5. Papers held within Strategic Finance, Finance
6. The Prudential Code for Capital Finance in Local Authorities published by CIPFA 2011



Market Overview 2012/13  
(courtesy of Sector)

April to September 2012

Economic sentiment, in respect of the prospects for the UK economy to recover swiftly from recession, suffered a major blow in August when the Bank of England substantially lowered its expectations for the speed of recovery and rate of growth over the coming months and materially amended its forecasts for 2012 and 2013. It was noted that the UK economy is heavily influenced by worldwide economic developments, particularly in the Eurozone, and that on-going negative sentiment in that area would inevitably permeate into the UK's economic performance.

With regard to the Eurozone, investor confidence remains weak because successive "rescue packages" have first raised, and then disappointed, market expectations. However, the uncertainty created by the continuing Eurozone debt crisis is having a major effect in undermining business and consumer confidence not only in Europe and the UK, but also in America and the Far East/China.

In the UK, consumer confidence remains depressed. Whilst inflation has fallen considerably from earlier highs, UK gross domestic product (GDP) fell by 0.5% in the quarter to 30 June, the third quarterly fall in succession. This means that the UK's recovery from the initial 2008 recession has been the slowest of any its main competitors and total GDP is still 4.5% below its peak in 2008.

Consequently, the Chancellor's plan to eliminate the annual public sector borrowing deficit has been pushed back further into the future. The Monetary Policy Committee has kept Bank Rate at 0.5% throughout the period while quantitative easing was increased by £50bn to £375bn in July. In addition, in June, the Bank of England and the Government announced schemes to free up banking funds for business and consumers.

On a positive note, the UK's sovereign debt remains one of the first ports of call for surplus cash to be invested in and gilt yields, prior to the ECB bond buying announcement in early September, were close to zero for periods out to five years and not that much higher out to ten years.

October 2012 to March 2013

The risks in economic forecasts continue unabated from the previous treasury strategy. Concern has been escalating that the Chinese economy is heading for a hard landing, rather than a gentle slowdown, while America is hamstrung by political deadlock which prevents a positive approach to countering weak growth. Urgent action will be required early in 2013 to address the United States debt position. However, on 13 September the Federal reserve announced an aggressive stimulus programme for the economy with a third round of quantitative easing focused on boosting the stubbornly weak growth in job creation, and this time with no time limit. They also announced that it was unlikely that there would be any increase in interest rates until at least mid 2015.

Eurozone growth will remain weak as austerity programmes in various countries curtail economic recovery. A crunch situation is rapidly developing in Greece as it has failed yet again to achieve deficit reduction targets and so may require yet another (third) bail out. A financial crisis was also rapidly escalating over the situation in Spain. However, in early September the ECB announced that it would purchase unlimited amounts of shorter term bonds of Eurozone countries which have formally agreed the terms for a bailout. Importantly, this support would be subject to conditions (which have yet to be set) and include supervision from the International Monetary Fund. This resulted in a surge in confidence that the Eurozone has at last put in place the framework for adequate defences to protect the Euro. The immediate aftermath of this announcement was a rise in bond yields in safe haven countries, including the UK. Nevertheless, this could prove to be as short lived as previous “solutions” to the Eurozone crisis.

The Bank of England Quarterly Inflation Report in August pushed back the timing of the return to trend growth and also lowered its inflation expectations. Nevertheless, concern remains that the Bank’s forecasts of a weaker and delayed robust recovery may still prove to be over optimistic given the world headwinds the UK economy faces. Weak export markets will remain a drag on the economy and consumer expenditure will continue to be depressed due to a focus on paying down debt, negative economic sentiment and job fears.

Sector advise that the overall balance of risk is weighted to the downside:

- low growth in the UK is expected to continue, with Bank Rate unlikely to rise in the next 24 months, coupled with a possible further extension of quantitative easing. This, Sector advise, is likely to keep investment returns depressed.
- the expected longer run trend for PWLB borrowing rates is for them to eventually rise, primarily due to the need for a high volume of gilt issuance in the UK and the high volume of debt issuance in other major western countries. However, Sector caution that the current safe haven status of the UK may continue for some time, tempering any increases in yield.



### Sector's interest rate forecast

The following table sets out Sector's interest rates forecasts to March 2015.

	Sep-12l	Dec-12	Mar-13	Jun-13	Sep-13	Dec-13	Mar-14	Jun-14	Sep-14	Dec-14	Mar-15
<b>BANK RATE</b>	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.75	1.00
<b>3m LIBID</b>	0.55	0.60	0.60	0.60	0.60	0.60	0.60	0.70	0.90	1.10	1.40
<b>6m LIBID</b>	0.85	0.85	0.85	0.85	0.85	0.85	1.00	1.10	1.30	1.50	1.80
<b>12m LIBID</b>	1.30	1.30	1.30	1.30	1.40	1.50	1.70	1.90	2.10	2.30	2.60
<b>5yr PWLB</b>	1.89	1.50	1.50	1.50	1.60	1.70	1.80	1.90	2.00	2.10	2.30
<b>10yr PWLB</b>	2.91	2.50	2.50	2.50	2.60	2.70	2.80	2.90	3.00	3.20	3.30
<b>25yr PWLB</b>	4.15	3.70	3.70	3.70	3.80	3.80	3.90	4.00	4.10	4.20	4.30
<b>50yr PWLB</b>	4.32	3.90	3.90	3.90	4.00	4.00	4.10	4.20	4.30	4.40	4.50



## Summary of action taken in the period April to September 2012

### Treasury Management Strategy

#### ***New long term borrowing***

No new long-term borrowing raised in the first six months.

#### ***Debt maturity***

No long-term borrowing was repaid in the first six months.

Lender options: this is where the lender has the exclusive option to request an increase in the loan interest rate and the council has the right to reject the higher rate and repay instead. Options on three loans were due in the 6 month period but no option was exercised.

#### ***Debt restructuring***

Opportunities to restructure the debt portfolio are severely restricted under changes introduced by the Public Works Loan Board in October 2007. No restructuring was undertaken in the first 6 months.

#### ***Weighted average maturity profile***

With no movement in the long-term debt portfolio the weighted average maturity period of the portfolio has decreased naturally by 6 months, from 33.3 years to 32.8 years.

#### ***Capital financing requirement***

The prudential code introduces a number of indicators that compare 'net' borrowing (i.e. after deducting investments) with the capital financing requirement (CFR) – the CFR being the amount of capital investment met from borrowing that is outstanding. Table 1 compares the CFR with net borrowing and actual borrowing.

Table 1 – Capital financing requirement compared to debt outstanding

	1 April 2012	30 Sept 2012	Movement in period
Capital financing requirement (CFR)	£344.4m		
Less PFI element	-£61.3m		
Net CFR	£283.1m	<sup>(*)</sup> £285.4m	+£2.3m
Long-term debt	£207.8m	£207.8m	-
Investments – in house team	-£28.1m	-£67.9m	-£39.8m
Investments – cash manager	-£24.7m	-£24.9m	-£0.2m
Net debt	£155.0m	£115.0m	-£40.0m
O/s debt to CFR (%)	73.4%	72.8%	-0.6%
Net debt to CFR (%)	54.8%	40.3%	-14.5%

<sup>(\*)</sup> projected 31 March 2013

Traditionally the level of borrowing outstanding is at or near the maximum permitted in order to reduce the risk that demand for capital investment (and hence resources) falls in years when long-term interest rates are high (i.e. interest rate risk). However given the continued volatility and uncertainty within the financial markets, the council has maintained the strategy to keep borrowing at much lower levels (as investments are used to repay debt). Currently outstanding debt represents 73% of the capital financing

requirement.

**Cash flow debt / investments**

The TMPS states that “The council will maintain an investment portfolio that is consistent with its long term funding requirements, spending plans and cash flow movements.”

An analysis of the cash flows reveals a net surplus for the first six-months of £39.8m. The surplus has been to increase investments (Table 2).

Table 2 – Cash flow April to September 2012

	Payments	Receipts	Net cash
Total for period	£404.2m	£444.0m	+£39.8m
Increase in investments			-£39.8m

**Prudential indicators**

Budget Council approved a series of prudential indicators for 2012/13 at its meeting in February 2012. Taken together the indicators demonstrate that the council’s capital investment plans are affordable, prudent and sustainable.

In terms of treasury management the main indicators are the ‘authorised limit’ and ‘operational boundary’. The authorised limit is the maximum level of borrowing that can be outstanding at any one time. The limit is a statutory requirement as set out in the Local Government Act 2003. The limit includes ‘headroom’ for unexpected borrowing resulting from adverse cash flow.

The operational boundary represents the level of borrowing needed to meet the capital investment plans approved by the council. Effectively it is the authorised limit minus the headroom and is used as an in-year monitoring indicator to measure actual borrowing requirements against budgeted forecasts.

Table 3 compares both indicators with the maximum debt outstanding in the first half year.

Table 3 – Comparison of outstanding debt with Authorised Limit and Operational Boundary 2012/13

	Authorised limit	Operational boundary
Indicator set	£383.0m	£371.0m
Less PFI element	-£62.0m	-£62.0m
Indicator less PFI element	£321.0m	£309.0m
Maximum amount o/s in first half of year	£207.8m	£207.8m
Variance	(*)£113.2m	£101.2m

(\*) can not be less than zero

## **Performance**

The series of charts in Appendix 3 provide a summary of the performance for both the debt and investment portfolios.

In summary the key performance is as follows:

- Chart 1 shows the average cost of the long-term debt portfolio has remained unchanged during the half-year at 4.58%.
- Chart 2 shows that the level of investment managed by the cash managers and the in-house treasury team. The sum invested via the cash manager increases as investment income is reinvested, whereas investment by the in-house team includes cash flow investments and therefore fluctuates throughout each month. The chart reflects the increase in investments due to the positive cash flow in the first six months.
- Chart 3 compares the returns achieved on external investments with the benchmark rate of 7-day LIBID (London Inter-bank Bid Rate) rate for the in-house treasury team and 7-day LIBID rate (compounded) for the cash manager. The chart confirms that during the six months to September 2012:
  - the investment performance of the in-house treasury team has exceeded the target rate (which is 105% of the benchmark rate), and
  - the investment performance of the cash manager has exceeded the target rate (which is 115% of the benchmark rate).

## **Approved organisations – investments**

At the July 2012 meeting of Policy & Resources Committee Members recommended the inclusion of a number of new institutions to the council's list of approved investment counterparties. This recommendation was approved by Council on 19 July 2012. These institutions were included following a revision to the investment parameters agreed in March 2012. Details of these changes are set out in paragraph 4 and Appendix 5 to the July report.

Following the approval by full Council to extend the list of investment counterparties the following new institutions have been used since that date.

**Table 4 - Investments made in new institutions since 19 July 2012**

Counterparty	No of loans	Total value	Average rate	Average maturity period
Bank of Butterfield	3	£7,500,000	0.53%	41 days
Clydesdale Bank	1	£3,400,000	0.43%	30 days
Close Brothers	3	£7,650,000	0.76%	44 days
CCLA Public Sec tor Deposit Fund	2	£1,600,000	0.49%	25 days

**Table 5 - Investments made where maximum amount increased since 19 July 2012**

Counterparty	Previous maximum	Revised maximum	Maximum amount invested	Amount invested as at 30 Sept
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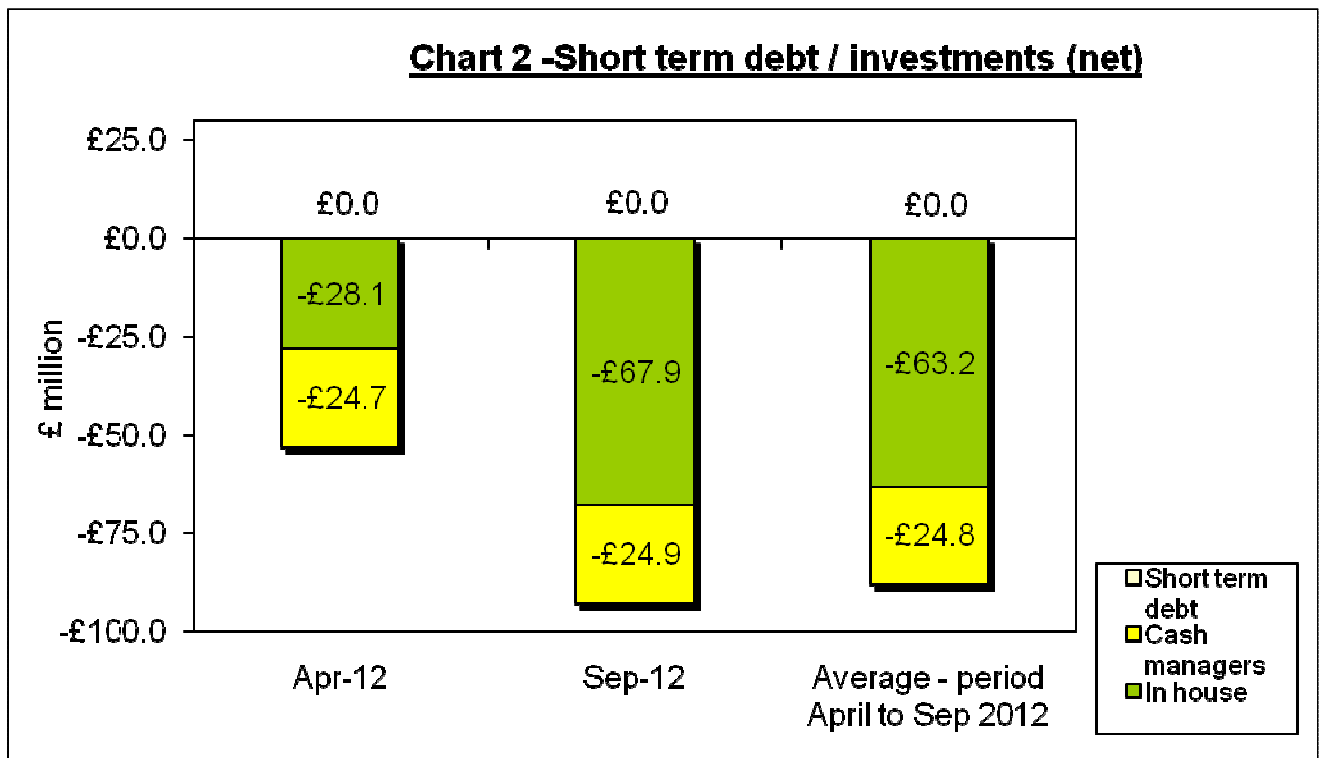
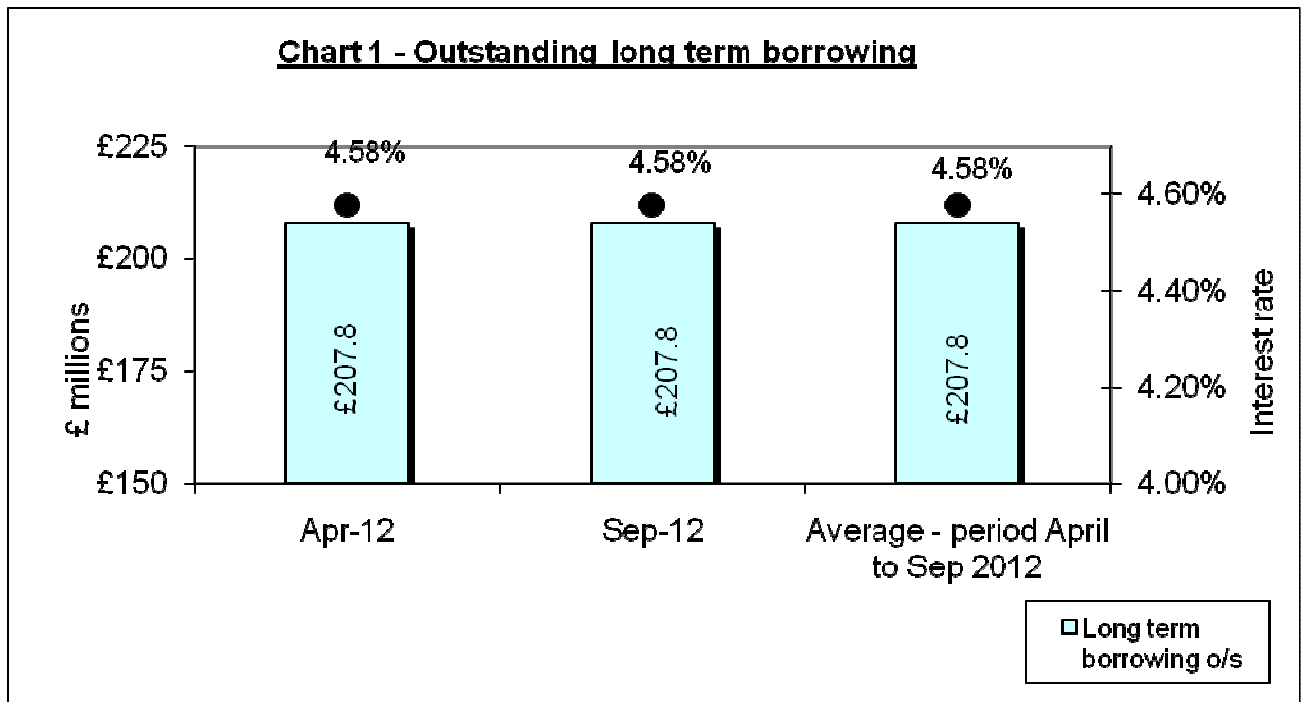
				2012
Lloyds Bank	£5,000,000	£10,000,000	£10,000,000	£9,850,000

There have been no further revisions to the list approved by P&R.

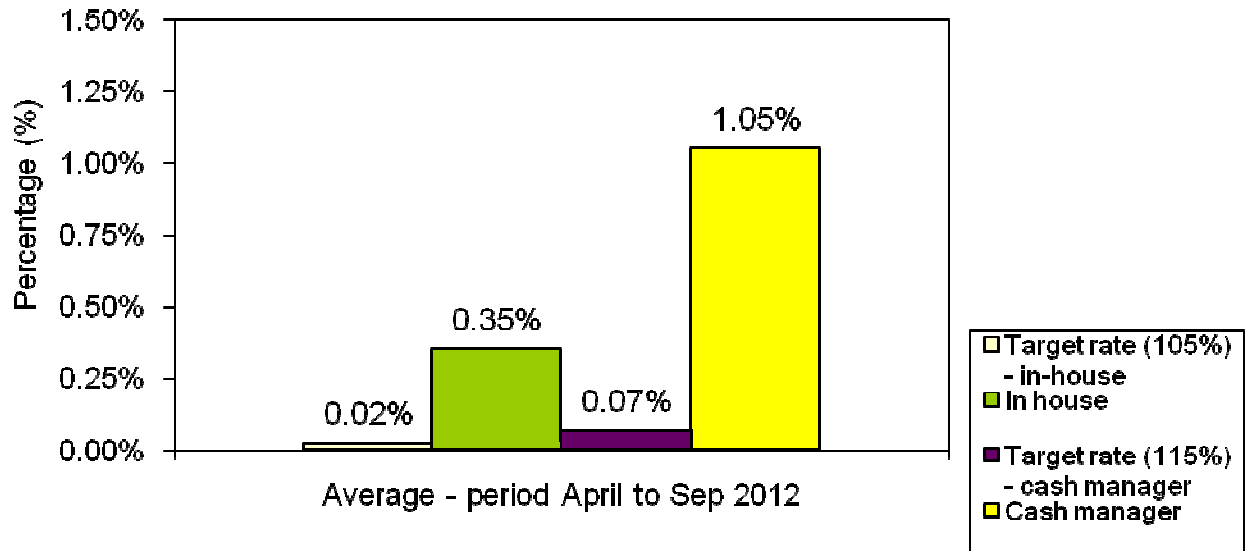
Prior to the change approved by Council the investment limit with the Co-operative Bank was breached on two separate occasions in the half year for operational reasons:

- Occasion No 1 - The limit was exceeded by £5.5 million for a period of 1 day. The breach was rectified and there was no loss incurred by the council.
- Occasion No 2 - The limit was exceeded by £1.7m for one day. The breach was rectified and there was no loss to the council.

**Performance and balances**



**Chart 3 - Performance indicators (annualised) : variation from benchmark (x axis) and target rate (105% / 115% times benchmark)**





<b>Subject:</b>	<b>Council Tax Discounts and Exemptions Reform</b>		
<b>Date of Meeting:</b>	<b>29 November 2012 Policy and Resources 13 December 2012 Council</b>		
<b>Report of:</b>	<b>Acting Director of Finance</b>		
<b>Contact Officer:</b>	<b>Name:</b>	<b>Paul Ross-Dale</b>	<b>Tel: 291969</b>
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<b>Ward(s) affected:</b>	<b>All</b>		

**FOR GENERAL RELEASE**

**1. SUMMARY AND POLICY CONTEXT:**

- 1.1 One of the outcomes of the Local Government Resource Review is that there will be increased flexibilities for councils to decide their own levels of Council Tax discounts for second homes and empty properties. There is also a new power to set an additional amount of Council Tax for properties that have been empty for at least two years. A previous report to Policy & Resources Committee in July outlined proposals regarding these new powers. There is no power to change Single Person Discounts for council tax which will continue to be set at 25% under national legislation. There is also no power to change student exemptions for council tax.
- 1.2 Following Policy & Resources Committee in July, a consultation was carried out. The report from that consultation is at Appendix 3 and the findings are discussed in section 4 of this report.
- 1.3 Primary legislation for these changes has now been passed, in the form of the Local Government Finance Act. The legislation allows for decisions on these matters to be taken only by Full Council.
- 1.4 The changes, if approved, will be effective from 1 April 2013.
- 1.5 The recommendations below will generate an estimated additional £ 1.05m for Brighton & Hove City Council.

**2. RECOMMENDATIONS:**

[NOTE FOR POLICY AND RESOURCES COMMITTEE – THE RECOMMENDATIONS ARE STILL IN DRAFT PENDING THE MAKING OF RELEVANT REGULATIONS AND AN ASSESSMENT OF WHETHER THEY CAN BE FULLY IMPLMENTED AS SET OUT HERE. IT IS HOPED THAT THIS WILL HAVE HAPPENED IN TIME FOR THE COUNCIL MEETING ON 13 DECEMBER -SEE PARAGRAPHS 5.2.1 & 5.2.2 ]

That the Committee makes the following recommendation to the Council:-

- 2.1 That the Council abolishes the 10% Second Home Discount, meaning that those liable for Second Homes will pay full Council Tax from 1 April 2013.
- 2.2 That the Council retains the current arrangement for empty dwellings undergoing repair or structural work, namely that liable parties will receive a 100% discount for up to 12 months, or for 6 months after work is complete, whichever is sooner. This provision is currently known as a "Class A Exemption".
- 2.3 That the Council introduces a period of up to six weeks 100% discount for dwellings that are empty and unfurnished, to replace the current six month exemption known as Class C.
- 2.4 That officers will have discretion, (a) to give an additional period of up to six weeks 100% discount after a change of liable party and (b) in exceptional circumstances, to extend the six week 100% discount to an absolute maximum of three months.
- 2.5 That the Council introduces an Empty Home Premium at the maximum 50%, meaning that those liable for empty dwellings will have to pay 150% Council Tax after two years of the dwelling remaining empty.
- 2.6 Accordingly that the Council makes / revokes the formal determinations for the financial year commencing on 1 April 2013 as set out in Appendix 4:-
- 2.7 That the Director of Finance and other relevant officers identified in the Council's Scheme of Delegations to Officers as responsible for local taxation services and revenues and benefits, be authorised to take all appropriate steps to implement and administer the recommendations, including publishing in accordance with statutory requirements.
- 3.8 That the Head of Law be authorised to amend the Council's constitution by the addition in Part 3.1 (Council Functions) of a new paragraph in section 3.01 after the paragraph relating to Policy and Budget: "Council Tax: Exercising any function which, under section 67 of the Local Government Finance Act 1992, may only be discharged by the authority."

### **3. RELEVANT BACKGROUND INFORMATION:**

- 3.1 The discretions outlined in this report are part of a package of reforms to local government finance which are intended to increase local choice.

#### **Second Home Discounts**

- 3.2 The proposed removal of the 10% second home discount affects 1,846 dwellings in the area of Brighton & Hove. The removal of the discount means that those with second homes will pay the same tax for their properties as other taxpayers. The estimated additional income to the council from this change is £200k per annum.
- 3.3 We wrote to each person currently in receipt of a second home discount as part of the consultation and this produced an array of responses (see section 4 for

more details), most of whom expressed opposition to the idea. However, combined with the responses from other respondents, and taking into account the value to the taxpayer of generating additional income, on balance we have left the recommendation unchanged.

### **Dwellings undergoing structural work**

- 3.4 Currently dwellings undergoing structural work or major repairs are fully exempt from Council Tax for up to 12 months, or 6 months after work is completed, whichever is the shorter. In 2011/12 there were 847 Class A exemption awards, relating to 821 dwellings. The length of time needed for development work is very variable, as the awards vary in length from 12 to 52 weeks (with a small number taking less than 12 weeks). The value of this exemption during 2011/12 was £0.441m of which £0.388m related to 2011/12.
- 3.5 It is our policy intention to promote property development, particularly supporting major upgrading and improvements to poor quality housing stock. As there is no clear “average period” for this work to be done, we do not wish to make changes at this stage to the support we provide. This is why the recommendation is to keep the same rules for the whole of the Council’s area in relation to the new discount for structural / repair work.
- 3.6 In the consultation 84% of respondents agreed with this proposal.

### **Empty Dwellings**

- 3.7 Currently dwellings that are empty and unfurnished are eligible for a “Class C exemption” which gives them full exemption from council tax for up to 6 months regardless of change in ownership.
- 3.8 In 2010/11 there were 16,884 awards, although nearly 1400 of those were consecutive, signifying a change in liable party while the dwelling was still empty. 70% of awards lasted less than 42 days / 6 weeks, averaging 13.4 days each. 30% lasted longer than 42 days and these ones averaged 121.2 days (about four months). The value of Class C exemption awarded during 2011/12 was £2.282m of which £2.200m related to 2011/12. The value of Class C exemption awarded in 2010/11 was £2.310m of £2.288m related to 2010/11. The vast majority of recipients are in the private sector. 1,169 exemptions were for Brighton and Hove City Council properties and 416 were for Registered Social Landlords.
- 3.9 The policy aims for reforming the former Class C exemptions to a new empty dwelling discount are to:
- Allow a reasonable but not excessive exemption to support standard voids between tenancies
  - Encourage faster turnaround times on empty homes
  - Reduce the number of long term empty homes
- 3.10 One of the limitations of the current scheme is that the exemption is applied to the dwelling, not the liable party. This means that if somebody is responsible for the dwelling and they sell it or let it after it has been empty for 5 months, the next person would only receive one month of exemption, as the previous person has

used up most of the exemption. We have proposed removing this from the new scheme in order to make the rules more transparent.

3.11 We consulted on the option of introducing a new discount for the whole of the Council's area, with the key features being:

- Five weeks 100% discount (no Council Tax to pay)
- Discount available to each new liable party, even after a change of ownership
- A discretion to increase the discount to a maximum of three months, in exceptional circumstances.

The results of the consultation were that 64% felt that the proposals would deliver these objectives. However, only 26% of landlords and agents agreed. Many of the comments made related to reservations about the proposed five week period being too short. We have considered this and now propose a **six** week period instead.

3.12 The purpose of the discretionary element is to cover exceptional situations that we are not able to predict or cover in our main criteria. The emphasis will be on "exceptional", meaning that there should be an element of complexity and crisis that causes delay. This will mean that standard processes of changing occupancy will not apply. Whilst we do not want to create a specified list of exceptions, an example of a relevant case might be flood or fire damaged dwellings. It is not possible to say with certainty how much this extra provision would affect the overall saving, but we are forecasting that it will only affect a small number of cases. It is unlikely to cost more than £100,000 - £150,000 and could cost less.

3.13 We estimate that the changes to Class C exemption would bring an additional £850,000 income to the council.

### **Long Term Empty Dwelling Premium**

3.14 Under our new Class C proposals, once an unfurnished dwelling has been empty for six weeks, the liable party will have to pay full Council Tax. The government is giving Local Authorities a new power to levy a premium of up to 50% on dwellings that have been empty for at least two years. The premium can be levied for the whole or for part of an authority's area.

3.15 It is proposed that the council takes advantage of the new discretion to levy the maximum premium of 50% in these situations for the whole of the Council's area. This is in order to promote effective use of the city's housing stock and will be an important tool for the council's empty property team in bringing those units back into use. The council will not budget for any income associated with that premium as the aim would be for all dwellings to be brought back into use before that deadline. This would of course have positive implications for the council's taxbase but they are marginal and not possible to quantify at this stage. Should any premium be levied it is recommended that some or all of that income be set aside to support the empty homes strategy.

- 3.16 It should be noted that the government recently consulted on technical aspects of the Long Term Empty Dwelling Premium, suggesting that the premium will not apply to the following exceptions:
- A dwelling that is covered by one of the other existing Council Tax exemptions (see Appendix 1)
  - A dwelling which is genuinely on the market for sale or letting
  - An annex deemed unoccupied because it is being treated by the occupier of the main dwelling as part of that main dwelling
- 3.17 The closing date of the government's technical consultation was 9 November 2012. At the time of writing this report, the government's response is not available.
- 3.18 A range of other exemptions will be unaffected. These exist to protect people in certain vulnerable or complex situations, such as those awaiting probate, or who have temporarily gone into care. A full list of exemptions appears in Appendix 1. There is no change to the 25% Single Person Discount which will still be prescribed in national legislation. There is no change to student exemptions.

#### **4. COMMUNITY ENGAGEMENT AND CONSULTATION**

- 4.1 There is no statutory requirement to consult but we considered that it would be reasonable to give the proposals publicity so that comments could be made. We took account that landlords could be more adversely affected than most and that second home owners are not usually local. Our main consultation was conducted via the online consultation portal between August and September 2012. We issued a press release, sent links to housing associations, the National Landlords Association, the Southern Landlords Association, the Community Voluntary Sector forum, among others. We also wrote individually to each recipient of the second home discount, as most of them live outside the city and may not have seen the press release.
- 4.2 212 individuals or groups took part and the consultation report is at Appendix 3

##### **Proposals for removing 10% second home discount**

- 4.3 52% were in favour of the proposal and 48% were against. Among those people who were themselves responsible for a second home, 90% were against. Among those who did not have a second home, 77% were in favour.
- 4.4 A common theme in the comments from those responsible for second homes was that they did not use the same amount of local services as other people. They also felt that they should at least have the same access to services that others do, such as residents' parking permits and the right to vote in local elections.
- 4.5 We have considered these findings and reached the view that the proposal to remove second home discounts should not be changed. Services are provided all year round, regardless of whether the taxpayer is resident or not. Furthermore, Council Tax pays for development work, maintenance and support services, all of which benefit second home owners when they do visit Brighton.

Local Authorities are having to find savings in all areas, meaning that other services may have to be limited, even for vulnerable residents. We do not believe that the second home discount should still be available, when the resulting income generated could help to keep necessary services running.

### **Introduction of Long Term Empty Dwelling Premium**

- 4.6 73% of respondents felt that a 50% Long Term Empty Dwelling Premium would incentivise owners to bring their dwellings back into usage. We consider that the policy objectives for the premium mentioned above are sound and that the Council should proceed with the proposal.

### **Proposal to keep current arrangements for dwellings undergoing structural work**

- 4.7 84% of respondents agreed with this proposal and for the reasons given above the Council should translate the current exemption into an equivalent discount.

### **Proposal to reduce discount for empty/unfurnished properties to 35 days (five weeks)**

- 4.8 64% of respondents thought that the proposals would achieve the three stated aims (see para 3.9 above). However, of the 23 landlords and property respondents (private sector landlords, social sector landlords and property agents), only 6 (26%) agreed. Overall, 58% thought that the proposals were fair, but among the landlord and property respondents, only 18% thought they were fair. 37% made comments about the proposals, of whom 75% felt that the time period of 35 days was too short.
- 4.9 We have looked again at the information showing us the number and duration of Class C exemption awards. Under current rules, a liable party can receive up to six months of full exemption. However, 60% of these were for less than six weeks. 55% were for less than five weeks. We believe that the policy aims set out above remain appropriate, that it is right to give support for reasonable void periods and that by increasing the amount of award from the proposed five to six weeks, we will allow fair protection for many standard voids and some non-standard ones.
- 4.10 The effect of our new discount will be that the Council covers most reasonable voids, but there is some sharing of the cost burden with landlords. The policy effectively asks landlords to absorb the Council Tax cost of voids after the first six weeks.
- 4.11 We will be open to requests to increase the Class C discount to a maximum of three months, in exceptional circumstances. Finding a new tenant is not likely in itself to be considered as exceptional.

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

### Financial Implications:

- 5.1.1 Any changes to exemptions and discounts directly impact on the tax base which

has financial implications for the council, Sussex Police Authority and East Sussex Fire Authority. The removal or reduction of discounts and exemptions awarded can also potentially impact on the collection rate for council tax and this is assessed in determining the financial impact of each change. The costs from collecting this additional council tax income will be met from within existing resources.

- 5.1.2 The removal of the 10% second homes discount will increase the tax base and the council's share of the additional council tax from this is estimated at £0.212m per annum and was included in the resources forecasts in the July Budget Update report.
- 5.1.3 The class A exemption being replaced with a 100% discount replicates the current level of discount received and therefore has no financial impact.
- 5.1.4 It is not possible at this stage to determine the level of additional council tax that would be raised from the 50% empty property premium although any financial impact would be minimal.
- 5.1.5 The replacement of the class C exemption with a 6 week discount will increase the tax base and the council's share of the additional council tax from this is estimated to be £0.85m per annum. This income has been built into the resources forecasts shown in the Budget Update report elsewhere on this agenda.
- 5.1.6 The actual value of additional council tax raised from these discount and exemption changes will be finalised in the tax base report that goes to this committee on 17 January 2013 when the actual tax base is agreed.

*Finance Officer Consulted: Heather Bentley*

*Date: 02/11/12*

Legal Implications:

- 5.2.1 This report deals with new provisions in relation to council tax exemptions and discounts, introduced by the Local Government Finance Act 2012. The 2012 Act has amended the main provisions in the Local Government Finance Act 1992 and received Royal Assent on 31 October 2012. Any determinations under these provisions must be made by the Council before 1 April 2013 for the financial year 2013/14 and cannot be changed during the financial year. The power to make determinations can only be discharged by the full Council and may not be delegated to a committee or an officer.
- 5.2.2 Although the relevant sections of the 2012 Act come into force immediately, they do require Regulations to supplement them. As the Council will need to take account of the content of the Regulations, it will not be able to make any determinations under the new provisions until the Regulations have been made.
- 5.2.3 In making decisions, the Council must have due regard to its general duties under the Equality Act 2010 towards people with particular protected characteristics, (age; disability; gender reassignment; marriage and partnership, pregnancy and maternity; race; religion or belief; sex; and sexual orientation) and

the duty to mitigate child poverty under the Child Poverty Act 2010. Case law demonstrates that duties such as these are continuing duties. Usually the key is to ensure that equalities implications are properly considered, not that there is no impact. The Equality Impact Assessment and the consultations will assist in identifying issues which need to be taken into account by the Council before any decisions are made.

*Lawyer Consulted: John Heys Date: 01/11/12*

Equalities Implications:

- 5.3 An Equalities Impact Assessment has been carried out and can be found at Appendix 2.
- 5.4 The findings were that no protected group was adversely affected. However, individuals could be affected in any group. In the wider context of welfare reform, particularly in relation to the replacement of Council Tax Benefit, we will be devoting increased resources to debt prevention work. This will mean that we have greater intelligence about likely financial pressures across our customer base and we will be considering new ways of working with customers to cover their commitments.

Sustainability Implications:

- 5.4 There are no sustainability implications for these proposals.

Crime & Disorder Implications:

- 5.5 Most applications for exemption and discount are genuine. However, in any system there are opportunities for fraud and that is true of the existing system. The Revenues Inspectors team is a flexible resource that we can call upon to police the exemptions. They are able, for example, to check whether a property is still undergoing structural work, or conduct other property visits. This helps to mitigate loss to the public purse due to fraud. The new system could reduce loss due to fraud by reducing the overall period that people are able to claim an exemption for. However, the new system could introduce new types of fraud, both foreseen and unforeseen. We intend to use the Inspectors team, in conjunction with the Empty Properties Team to monitor and intervene where necessary.

Risk and Opportunity Management Implications:

- 5.6 This report has considered issues in relation to collection of council tax, risk of fraud and the incentives that discounts and exemptions provide.

Public Health Implications:

- 5.7 There could be a cumulative, although marginal positive impact on general wellbeing if the new package of exemptions encourages properties back into usage earlier.

Corporate / Citywide Implications:



5.8 The approach taken to council tax discounts and exemptions has an impact on the effective use of the city's housing stock and also its quality.

**6. EVALUATION OF ANY ALTERNATIVE OPTION(S):**

6.1 The options outlined in this report were previously discussed at the July 2012 Policy and Resources Committee and we consulted on those options. Our reasoning and policy intentions are outlined for each recommendation above.

**7. REASONS FOR REPORT RECOMMENDATIONS**

7.1 The grounds for these decisions are outlined in the sections above.

**SUPPORTING DOCUMENTATION**

**Appendices:**

1. Current council tax exemptions
2. Equality Impact Assessment
3. Consultation Report
4. Determinations to be made by the Council

**Documents in Members' Rooms**

1.

**Background Documents**

1. Responses to the consultation exercise.



Exemptions	Definition
Class A	unoccupied and unfurnished property which needs or is <b>undergoing major repairs or structural alteration</b> (lasts for up to 12 months, or for 6 months after works are completed, whichever comes earlier. A full charge then applies if the property remains unoccupied or work has not finished.)
Class B	Unoccupied property owned and <b>previously used by a charity</b> (exemption lasts for six months from last occupied date).
Class C	<b>Unoccupied and unfurnished</b> property (exemption lasts for one period of six months from last occupied date, regardless of any change of ownership).
Class D	Unoccupied property which was the home of someone who has <b>gone into prison</b> (except for not paying council tax or a fine).
Class E	Unoccupied property which was the home of someone who has moved <b>permanently into a residential home or hospital</b> to receive care
Class F	Unoccupied property which is waiting for <b>probate or letters of administration</b> to be granted (exemption lasts until probate is granted and for six months after this, whilst unoccupied and remains part of the estate).
Class G	Property is unoccupied because <b>occupation is forbidden by law</b> (for example it is declared unfit for human habitation by our environmental health service)
Class H	Unoccupied property which is waiting to be occupied by a <b>minister of religion</b>
Class I	Unoccupied property which was the home of someone who has moved into another residence (not a residential home or hospital) to <b>receive personal care</b>
Class J	Property left unoccupied by someone who has moved away to <b>provide personal care</b> for another person
Class K	Unoccupied property where the <b>owner is a student</b> who last lived in the dwelling as their main home and became a full-time student within six weeks of leaving the property. The exemption lasts as long as the person who would normally pay the council tax bill is a student.
Class L	Unoccupied property where a <b>mortgage lender is in possession</b>
Class M	Student <b>halls of residence</b>
Class N	Property occupied <b>only by full-time students</b> . Students can apply online for their student reductions and exemptions.
Class O	Property owned by the Secretary of State for Defence which is held for <b>armed forces'</b> accommodation
Class P	Property occupied by <b>visiting forces</b>
Class Q	Unoccupied property where the person who would normally pay the council tax bill is a <b>bankrupt's or insolvent's trustee</b>
Class R	A dwelling consisting of a <b>pitch or a mooring</b> which is not occupied by a <b>caravan</b> or, as the case may be, a <b>boat</b>
Class S	A dwelling only occupied by a person <b>aged under 18 years old</b>
Class T	Empty extension which, because of planning permission, <b>cannot be rented out separately</b> , for example a <b>granny flat</b>
Class U	Homes which only people who are <b>severely mentally impaired</b> live in (or if they live with full time students)
Class V	The home of a <b>foreign diplomat</b>
Class W	An <b>annexe</b> occupied by a <b>dependent elderly or disabled relative</b>



## Equality Impact Assessment – brief guidance and template<sup>1</sup> (2011)

Public sector bodies need to be able to evidence<sup>2</sup> that they have given due regard to the impact and potential impact on all people with ‘protected characteristics’<sup>3</sup> in shaping policy, in delivering services, and in relation to their own employees.

The following principles, drawn from case law, explain what is essential in order for the Equality Duty to be fulfilled. Public bodies should ensure:

- **Knowledge** – those who exercise the public body’s functions need to be aware of the requirements of the Equality Duty. Compliance with the Equality Duty involves a conscious approach and state of mind.
- **Timeliness** – the Equality Duty must be complied with before and at the time that a particular policy is under consideration or decision is taken – that is, in the development of policy options, and in making a final decision. A public body cannot satisfy the Equality Duty by justifying a decision after it has been taken.
- **Real consideration** – consideration of the three aims of the Equality Duty must form an integral part of the decision-making process. The Equality Duty is not a matter of box-ticking; it must be exercised in substance, with rigour and with an open mind in such a way that it influences the final decision.
- **Sufficient information** – the decision maker must consider what information he or she has and what further information may be needed in order to give proper consideration to the Equality Duty.
- **No delegation** – public bodies are responsible for ensuring that any third parties which exercise functions on their behalf are capable of complying with the Equality Duty, are required to comply with it, and that they do so in practice. It is a duty that cannot be delegated.
- **Review** – public bodies must have regard to the aims of the Equality Duty not only when a policy is developed and decided upon, but also when it is implemented and reviewed. The Equality Duty is a continuing duty.

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<sup>1</sup> Information taken from Equality Act 2010: Public Sector Equality Duty What Do I Need To Know? A Quick Start Guide For Public Sector Organisations – Government Equalities Office May 2011

<sup>2</sup> To councillors, senior managers, service-users, the public and community and voluntary sector groups

<sup>3</sup> ‘Protected characteristics’ are: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation. (Also marriage and civil partnership, but only in relation to eliminating discrimination.)

**For more guidance** see the full EIA document <http://www.brighton-hove.gov.uk/index.cfm?request=c1200096> or contact the Communities and Equality Team – x 2301. EIA workshops are also run regularly to support staff.

1. Front sheet

Title of EIA	Council Tax Discounts and Exemptions	Ref No.
<p><b>Delivery / Resource / Finance Unit or Intelligent Commissioning name</b></p>	<p>City Services (Revenues and Benefits)</p>	
<p><b>Aim of policy or scope of service</b></p>	<p>The government has increased the amount of discretion that a local authority has, regarding certain discounts and exemptions relating to Council Tax.</p> <p><b><u>Removal of second home discount in Council Tax</u></b>            Currently, taxpayers responsible for a second home can receive a 10% discount from their Council Tax bill on that property. If proposals are agreed, the 10% discount will no longer apply and they will have to pay full Council Tax.</p> <p><b><u>Retain current criteria for Class A property exemptions</u></b>            Currently a 100% Council Tax exemption is available while a property is undergoing structural work. The exemption lasts for up to 12 months, or 6 months after work is completed (whichever date is earlier). The proposals are to retain this scheme.</p> <p><b><u>Reduce current period of Class C exemption from 6 months to a shorter period</u></b>            Currently a 100% Council Tax exemption is available while a property is unfurnished and unoccupied. This exemption lasts for up to 6 months, or until the property is furnished or occupied whichever date is earlier. The proposals are to reduce this period to six weeks, with a discretion to award up to three months in total in exceptional circumstances. In the context of the policy, “exceptional” is intended to be just that, focussing on situations that by their nature do not happen in standard gaps between tenancies or ownership. Requests for an extension will be considered on an individual basis and so there is potential to consider vulnerable situations, including whether there would be any adverse impact or specific needs linked to protected groups.</p> <p><b><u>Introduction of an Empty Homes Premium</u></b>            The proposals are to enact a new power that allows us to charge a premium of Council Tax when a property has been empty for a minimum of two years. If agreed, the premium will be set at the maximum possible amount of 50% on top of the Council Tax bill</p>	

**2. Record of data/engagement; impacts identified; and potential actions to meet the Duties.**

	Data <sup>1</sup> that you have	Community engagement exercises or mechanisms <sup>2</sup>	Impacts identified from analysis (actual and potential) <sup>3</sup>	Potential actions to advance equality of opportunity, eliminate discrimination, and foster good relations (You will prioritise these below)
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<sup>1</sup> 'Data' may be monitoring, customer feedback, equalities monitoring, survey responses...

<sup>2</sup> These may be ongoing links that you have with community and voluntary groups, service-user groups, staff forums; or one-off engagement sessions you have run.

<sup>3</sup> If data or engagement are missing and you can not define impacts then your action will be to take steps to collect the missing information.



### **Removing second home discount**

Any person, inside or outside the city, could be affected. But likely that this will have a minimal negative impact in terms of equalities.

Financial impact from £99 (Band A) to £296 (Band H).

Assumed likelihood that those with 2<sup>nd</sup> homes will be mainly higher income, although feedback in the consultation indicated one exception. The scenario was that somebody had a second property but then their health circumstances changed, preventing them from a) working and b) using the second property. All of the other comments were to do with the principal of being asked to pay full Council Tax, rather than individual concerns about affordability.

There were 1846 cases in 2011/12, with 1439 spread fairly evenly between bands A and D (max cost on Band D to liable party £148).

Other exemptions exist to cover vulnerability, such as 2<sup>nd</sup> home going through probate, or occupant in care.

Secondary positive impact, savings of £244k can be put back into budget, to be spent supporting the city.

We do not have extensive data regarding the liable parties, other than names and contact details. Further statistical breakdown would only account for the 2<sup>nd</sup> home (eg location, or how long it's been a second home) and tell us nothing about the personal circumstances of the owner, who might even live in a different authority.

### **Retain current criteria for Class A property exemptions**

This will mostly affect Landlords and property developers. There is no immediate impact due to change, as no change is proposed.

There is a positive impact on those who are in priority housing need, as the exemption supports good development work in the city. If the proposals were not agreed, there is a small risk that property development could be disincentivised.

We have data showing number of awards, location, duration and value.

We have no data showing an equalities breakdown of the recipients.

No impacts on protected groups were identified in the consultation.

### Reduce current period of Class C exemption from 6 months to a shorter period

Having analysed the customer base who have received this exemption in previous years (data available back to 2000), there will be affected parties, but this exemption is being reduced for all residents, so there is **no specific impact on those with protected characteristics**.

Affected parties:

Financial impact on anybody paying council tax where their property is unoccupied and unfurnished for a period of longer than 35 days and less than 180 days. Most affected parties detailed below, however these **will not affect any member of protected group more than any other resident** and where they do specific exemptions apply (eg: older people going into care).

- owners of properties that are for sale but not occupied (for example: elderly resident gone into nursing home)
- landlords of properties that are empty between lets - sometimes being refurbished
- owners / landlords of properties that are being substantially refurbished, but do not qualify for the class A exemption. (for example: after destructive tenants or very long term lets or after purchase)
- tenants that have signed a tenancy but do not take up residence (very rare cases, for example during a trial separation)
- the Local Authority and other Registered Social Landlords where properties cannot be let immediately due to damage/eviction/abandonment by tenant (some mitigation identified in improving communications between services/organisations to get more accurate and timely information which could reduce additional financial pressure created by reducing the period of exemption)
- Persons who have inherited property, but are unable to sell during the time frames. (mitigation - referral to allocations, property could be let short term whilst for sale with rent guaranteed by the LA)
- Persons whose property is due to be repossessed and sold but is still in that process, but no longer resident (mitigation – next year the work of our debt prevention team will increase and they could potentially look at these situations, also we will be building closer working relationships with local debt advice services as part of our response to welfare reform)

For those who face severe financial hardship as a result of the reduced exemption, in some circumstances the property may be suitable for letting through the council's acquisitions team, and some schemes guarantee the rent to the landlord. Unsuitable in situations where the property is not up to standards required for a LA let, but not eligible for class a exemption.

Some impacts will be offset by changes to the eligibility rules for a Class C discount. There will be lessened financial impact for example on those taking over a property, where the old owner/tenant had already used up the class c for the full six months. Under old rules, they would get no further exemption, but under new rules, they will now have entitlement to a fresh six week exemption if the property is still

unoccupied when they take over.

In the consultation, some difficult situations were highlighted, for example when a property is empty because they have entered a care home, or because the property is awaiting probate. There are separate exemptions in Council Tax that mean people in those situations do not have to pay council tax and Local Authorities do not have discretion to change these areas.

The consultation identified no other impacts specifically on protected groups.

### **Introduction of an Empty Homes Premium**

Short term negative impact as liable person would have to pay extra Council Tax (50% on top) The Empty Properties team has no full data concerning how the affected individuals and groups are made up. But we will rely on their knowledge and experience to see who is most likely to be retaining long term empty properties. There could be a knock-on impact that we should plan for. One concern for example was that the premium could be more likely to affect older people, or customers who have difficulty dealing with day to day affairs. However, vulnerable people are not thought to form the majority of customers, according to the Empty Property Team.

The overall intention is to align the premium with the methods currently used by Empty Properties Team. There could therefore be a long term financial and health benefit to the individual when their property is either sold or let.

Also in mitigation, we would need to ensure that there is clear communication, to give each individual a fair chance of avoiding the premium. This already happens in existing Empty Property Team procedures. We would also need to ensure that information can be provided in multiple formats to maximise accessibility.

In the consultation, some difficult situations were highlighted, for example when a property is empty because they have entered a care home, or because the property is awaiting probate. There are separate exemptions in Council Tax that mean people in those situations would not be subject to the premium, as they do not have to pay council tax while those exemptions apply. Local Authorities do not have discretion to change these areas.

No other specific impacts were identified.

### **Overall**

There will be an over-arching publicity plan to introduce all of the changes related to discounts and exemptions. To be implemented Feb – May 2013.

<p><b>Community Cohesion</b> (what must happen in all communities to enable different groups of people to get on well together.)</p>	<p>Covered above where relevant</p>			
<p><b>Age</b> (people of all ages)</p>	<p>Covered above where relevant</p>		<p>possible increased effect on elderly (but only as more likely to own property and for that property to be in a high band)</p>	<p>Mitigated by officer knowledge of advice and support specific for elderly such as adult social care, age concern, pension service etc.</p>
<p><b>Disability</b> (a person is disabled if they have a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities<sup>1</sup>)</p>	<p>Covered above where relevant</p>		<p>2<sup>nd</sup> homes - some customers may be unable to use their 2<sup>nd</sup> homes due to disability</p>	<p>Consider referral to Private Sector housing for disabled facility grant. Discuss with customer options for helping rent out, eg talk to acquisitions team</p>
<p><b>Gender reassignment</b> (a transsexual person is someone who proposes to, starts or has completed a process to change his or her gender. A person does <u>not</u> need to be under medical supervision to be protected)</p>	<p>No impact identified</p>			

<sup>1</sup> The definition includes: sensory impairments, impairments with fluctuating or recurring effects, progressive, organ specific, developmental, learning difficulties, mental health conditions and mental illnesses, produced by injury to the body or brain. Persons with cancer, multiple sclerosis or HIV infection are all now deemed to be disabled persons from the point of diagnosis.

<p><b>Pregnancy and maternity</b> (protection is during pregnancy and any statutory maternity leave to which the woman is entitled)</p>	<p>No impact identified</p>			
<p><b>Race</b> (this includes ethnic or national origins, colour or nationality, including refugees and migrants; and Gypsies and Travellers)</p>	<p>No impact identified</p>			
<p><b>Religion or belief</b> (religion includes any religion with a clear structure and belief system. Belief means any religious or philosophical belief. The Act also covers lack of religion or belief.)</p>	<p>No impact identified</p>			
<p><b>Sex</b> (both men and women are covered under the Act)</p>	<p>No impact identified</p>			
<p><b>Sexual orientation</b> (the Act protects bisexual, gay, heterosexual and lesbian people)</p>	<p>No impact identified</p>			

<p><b>Marriage and civil partnership</b> (only in relation to due regard to the need to eliminate discrimination)</p>	<p>No impact identified</p>			
<p><b>Other relevant groups</b>  eg:  Carers, people experiencing domestic violence, substance misusers, homeless people, looked after children etc</p>	<p>No impact identified</p>			

**3. Prioritised Actions:**

NB: you should also highlight here if there is potential for cumulative impact across the service or for a specific group.

Action	Timeframe	Lead officer	Evidence of progress	Success measure
Identify with Empty Property Team how to monitor vulnerability issues in customers with Long Term Empty Properties	Now through to March 2014	Paul Ross-Dale		Improved monitoring
Debt Prevention Team to consider how to help in individual circumstances where age and disability are factors	Now through to March 2014	Paul Ross-Dale		Part of overall response to welfare reform

**Signing of EIA:-**

Lead Equality Impact Assessment Officer:

Date:

Head of Service Delivery Unit

Date:

Lead Commissioner (if required):

Date:

Communities and Equality Team

Date:

**NB: Actions must now be transferred to service or business plans**

**You must also complete and submit a summary of the EIA in the Publication Template (see below)**



**4. Attach data and/or engagement lists as appendices.**

Title (of data or engagement)	Date	Main findings	Gaps in data	Contact

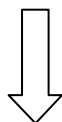
# Equality Impact Assessments (EIAs)

## Summary of stages

- EIAs should be completed on: all new policies, strategies and services; and existing services every 3 years, or at re-design – whenever is most relevant.
- EIAs are about service improvement.
- EIAs use data and consultation to define positive and negative impacts on different communities, including staff.
- Actions defined in the EIAs feed into team/directorate plans.

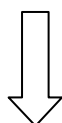
### 1. Who will contribute to the EIA?

Range of people – offer different perspectives and challenge.  
Core team plus people to consult with.



### 2. Define aims/objectives of the policy/service

Most appropriate range of the EIA for the specific service.



### 3. Scope and focus of EIA

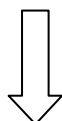
Identify key groups and an initial hypothesis of issues.  
Staffing issues fit here – can use HR for support and/or information.  
Consider all aspects of the service.

**Protected  
character-  
istics –  
legal duty**

Proportionate approach – depends on the significance of the  
policy / strategy / service.

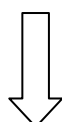
Legal duty applies to contractors as well: contents of the  
contracts, how they do the work, how we monitor them –  
Corporate Procurement Team can help

**Social  
inclusion  
groups**



### 4. Assess existing data or do research

Use the information that already exists.  
Identify gaps.  
Fill gaps with more research or identify actions for future research.



## **5. Assess or undertake consultation**

Identify and use what exists – aim to co-ordinate with other surveys, consultation, research, evaluation.

Use the Community Engagement Framework approach and standards.  
Identify gaps (in data and understanding) and actions.



## **6. Assess impact**

Consider and evaluate the findings.

Minimise or remove negative impacts and increase opportunities for positive impacts (eg: community cohesion).

NB: in some areas equalities legislation is over-ridden by other national legislation – this should be stated.



## **7. Reduce adverse and promote positive impacts**

May identify impacts of greater or lesser significance or impacts which cannot be immediately acted upon – process of noting and prioritising.

Unlawful adverse impact must be addressed. The emphasis here is on adverse impact, not simply differential impact.

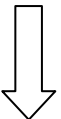


## **8. Action plan and sign off**

EIA signed off by Head of Unit –

reflects the corporate responsibility for EIAs.

Actions must be built into team or Unit action plan.

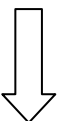


## **9. Publish results**

The publication template is compulsory: this is published to ensure consistency.

The EIA is officially completed when the template is published.

NB: the full EIA is also a public document under Freedom of Information.



## **10. Monitor and review**

The EIA is not the end of the process: it is an evaluation leading to coherent actions for progress, which should then be implemented.

Progress against the EIA timetable is monitored.

Make sure that it is up-to-date  
(contact Communities and Equality Team – x 1343 or 1280 or 2301)

### Equalities Impact Assessment Publication Template

<b>Name of review:</b>	Council Tax Discounts and Exemptions reform
<b>Period of review:</b>	June 2012 to November 2012
<b>Date review signed off by Head of Unit / Lead Commissioner:</b>	
<b>Scope of the review:</b>	Check impact of proposed changes to Council Tax Discounts and Exemptions.
<b>Review team:</b>	Revenues and Benefits
<b>Relevant data and research:</b>	Analysis of scenarios for current recipients of these exemptions and discounts. Discussion with Empty Properties team
<b>Consultation:</b> indicate who was consulted and how they were consulted	Our main consultation was conducted via the online consultation portal between August and September 2012. We issued a press release, sent links to housing associations, the National Landlords Association, the Southern Landlords Association, the Community Voluntary Sector forum, among others. We also wrote individually to each recipient of the second home discount, as most of them live outside the city and may not have seen the press release.
<b>Assessment of impact, outcomes and key follow-up actions:</b>	No significant risks identified in terms of adverse impact on protected groups
<b>Name and contact details of lead officer responsible for follow-up action:</b>	Paul Ross-Dale Revenues and Benefits Manager

<b>For further information on the assessment contact:</b>	Paul Ross-Dale Revenues and Benefits Manager
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## More information on the Equality Act 2010 and the General Duties:

The Equality Act 2010 replaces the previous anti-discrimination laws with a single Act. It simplifies the law, removing inconsistencies and making it easier for people to understand and comply with it. It also strengthens the law in important ways, to help tackle discrimination and inequality. The majority of the Act came into force on 1 October 2010.

The **public sector Equality Duty** came into force on 5 April 2011. The Duty ensures that all public bodies play their part in making society fairer by tackling discrimination and providing equality of opportunity for all. It ensures that public bodies consider the needs of all individuals in their day to day work – in shaping policy, in delivering services, and in relation to their own employees.

The new Equality Duty supports good decision-making – it encourages public bodies to understand how different people will be affected by their activities so that policies and services are appropriate and accessible to all and meet different people's needs. By understanding the effect of their activities on different people, and how inclusive public services can support and open up people's opportunities, public bodies are better placed to deliver policies and services that are efficient and effective. The Equality Duty therefore helps public bodies to deliver the Government's overall objectives for public services.

The new Equality Duty replaces the three previous public sector equality duties – for race, disability and gender. The new Equality Duty covers the following **protected characteristics**:

- age
- disability
- gender reassignment
- pregnancy and maternity
- race – this includes ethnic or national origins, colour or nationality
- religion or belief – this includes lack of belief
- sex
- sexual orientation

It also applies to marriage and civil partnership, but only in respect of the requirement to have due regard to the need to eliminate discrimination.

The Equality Duty has three aims. It requires public bodies to have **due regard** to the need to:

- **eliminate unlawful discrimination**, harassment, victimisation and any other conduct prohibited by the Act;
- **advance equality of opportunity** between people who share a protected characteristic and people who do not share it; and
- **foster good relations** between people who share a protected characteristic and people who do not share it.

Having **due regard** means consciously thinking about the three aims of the Equality Duty as part of the process of decision-making. This means that consideration of equality issues must influence the decisions reached by public bodies – such as in how they act as employers; how they develop, evaluate and review policy; how they design, deliver and evaluate services, and how they commission and procure from others.

Having due regard to the need to **advance equality of opportunity** involves considering the need to:

- remove or minimise disadvantages suffered by people due to their protected characteristics;

- meet the needs of people with protected characteristics; and
- encourage people with protected characteristics to participate in public life or in other activities where their participation is low.

**Fostering good relations** involves tackling prejudice and promoting understanding between people who share a protected characteristic and others.

Complying with the Equality Duty may involve treating some people better than others, as far as this is allowed by discrimination law. For example, it may involve making use of an exception or the positive action provisions in order to provide a service in a way which is appropriate for people who share a protected characteristic – such as providing computer training to older people to help them access information and services.

### **Taking account of disabled people's disabilities**

The Equality Duty also explicitly recognises that disabled people's needs may be different from those of non-disabled people. Public bodies should therefore take account of disabled people's impairments when making decisions about policies or services. This might mean making reasonable adjustments or treating disabled people better than non-disabled people in order to meet their needs.

### **Demonstrating compliance with the Equality Duty**

There is no explicit requirement to refer to the Equality Duty in recording the process of consideration but it is good practice to do so. Keeping a record of how decisions were reached will help public bodies demonstrate that they considered the aims of the Equality Duty.

**It is important for people throughout public bodies to be aware of the Equality Duty. These include:**

- Members – in how they set strategic direction, review performance and ensure good governance of the organisation.
- Senior managers – in how they oversee the design, delivery, quality and effectiveness of the organisation's functions.
- Equality and diversity staff – in how they raise awareness and build capacity about the Equality Duty within the organisation and how they support staff to deliver on their responsibilities.
- Human resources staff – in how they build equality considerations in employment policies and procedures.
- Policy makers – in how they build equality considerations in all stages of the policy making process including review and evaluation.
- Communications staff – in how they ensure equality information is available and accessible.
- Analysts – in how they support the organisation to understand the effect of its policies and practices on equality.
- Front line staff – in how they use equality considerations in the delivery of services to the public.
- Procurement and commissioning staff – in how they build equality considerations in the organisation's relationships with suppliers.

Keeping a simple record of how decisions were reached will help public bodies show how they considered the Equality Duty. Producing an Equality Impact Assessment after a decision has been reached will not achieve compliance with the Equality Duty.

Where it is clear from initial consideration that a policy will not have any effect on equality for any of the protected characteristics, no further analysis or action is necessary.

Public bodies should take a proportionate approach when complying with the Equality Duty – in practice, this means giving greater consideration to the Equality Duty where a function or policy has the potential to have a substantial effect on discrimination or equality of opportunity for the public or the public body's employees, and less consideration where the potential effect on equality is slight.

The Duty requires public bodies to think about people's different needs and how these can be met.



# **Draft Consultation report: Proposals for change to Council Tax discount and exemptions**

**July – October 2012**

## **Contact**

Policy Performance & Analysis

Brighton & Hove City Council

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## **1. Executive Summary**

The government has been carrying out a review that will increase flexibility in local government. One of these increased flexibilities is for Councils to decide their own levels of Council Tax discounts for second homes and empty properties. There is also a new power to set an additional amount of Council Tax for properties that have been empty for at least two years.

## **2. Introduction**

Council Tax bills can be reduced in certain situations, for example if a property is empty and unfurnished, or on second homes. From April 2013, the government is allowing Local Authorities to change some of these discounts and exemptions locally.

The consultation document described Brighton & Hove City Council's proposed changes and asked for the opinions of individual affect by the change as well as the general public.

## **3. Methodology**

The consultation was available on the Council's consultation portal from 7 August 2012 to 7 September 2012. We invited contributions by emailing details to different interested parties and groups, for example registered social landlords and private landlords. A press release alerted the local media to the debate and we understand that the story was carried in one South East Today bulletin. There was also discussion in the Argus letters page concerning second homes and we wrote to people who currently had a second home discount to invite them to participate. We also asked the Community Voluntary Sector Forum to disseminate the information and links to their members.

## **4. Respondents profile**

As part of the questionnaire respondents were asked in what capacity they were responding (see fig x below). Respondents were able to select more than one category. Only two thirds of respondents (167 people, 67%) completed this question.

Type of respondent	Number of respondents	Percentage of respondents
A resident of Brighton & Hove	82	49%
Owner of / responsible for a second property in the city	97	58%
Owner of / responsible for a second property outside of the city	2	1%
Private sector landlord	19	11%
Register social landlord	1	1%
Property agent	1	1%
Property developer	2	1%
A representative of a voluntary or community group	2	1%
Other	6	4%
Total	212	

**Base: All respondents who answered the question (n=136)**

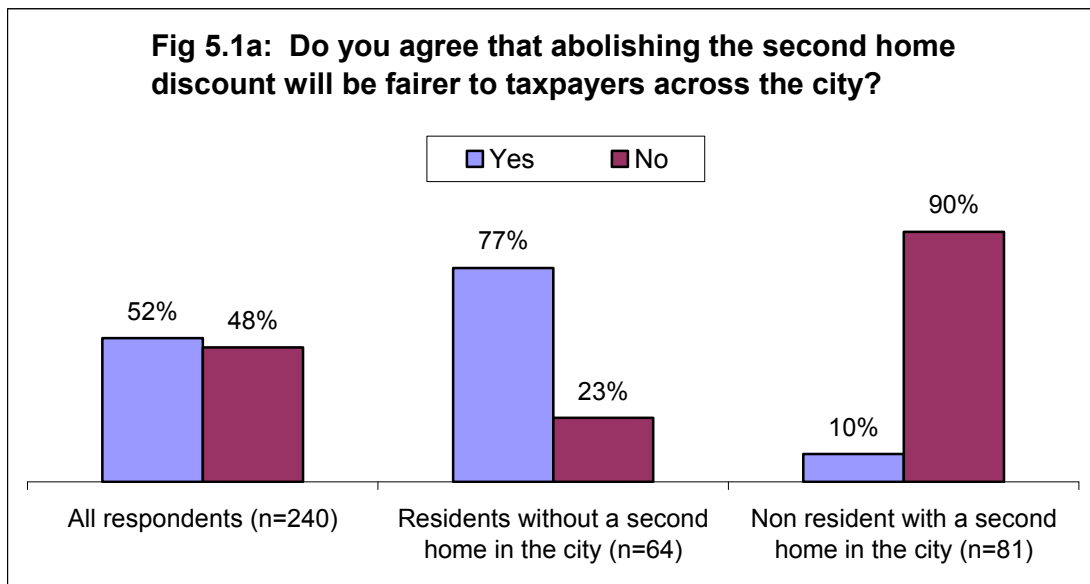
## 5 Results and findings

There is no way accurately gauging whether respondents are representative of resident in the city therefore care should be taken when interpreting these results.

Responses to all questions from the survey have been analysed by the different respondent types. Where there is significant different to the overall responses this will be highlighted within the report. Where there is no difference no mention will be made.

### 5.1 Proposals to remove 10% second home discount.

Currently, those responsible for a second home in Brighton & Hove get a 10% discount on their Council Tax bill. The council is proposing removing this discount and requiring all those responsible for a second home in the city to pay the full council tax on their second property. Respondents were asked if they agreed that abolishing the second home discount was fairer to taxpayers across the city and for any comments about the removal of the second home discount.



Among all respondents, there was a split about whether abolishing the second home discount was fairer, with 52% agreeing and 48% disagreeing (fig 5.1a above). However, there is a clear difference between those respondents who are residents of the city and those who are not. 90% of respondents who have a second home in the city but who are not residents disagreed with the proposal while 77% of residents with out a second home in the city agreed.

Just over a half of all respondents (136 people, 55%) made comments about the removal of the second home discount and these are summarised in fig 5.1b below.

Nearly a third of comments made were from respondents who disagreed with the removal of the discount. The majority of the comments related to second home owners not permanently living in the city so therefore not using as many of the services provided by the council, and that when visiting the city they make a significant contribution to the local economy by spending money in local retailers and eateries.

**“It is totally outrageous that you are proposing this change especially as not so long ago a 50% (fair) discount was given. My wife and I use our 2nd home in the City twice a week and do not make use of the many services provided by the Council. In fact we usually take any rubbish home with us so we hardly use the refuse service. We also bring revenue to local businesses by using theatres, restaurants, pubs, shops, etc”**

**Fig 5.1b:** Is there anything we have not considered or any further comments you'd like to make about the removal of the second home discount?

Comments group by theme	Number of additional comments	Percentage of all respondents who made comments
<p><b>Do not agree with the removal of discount – Use less resources / pay for services used.</b>            This makes Council Tax a property tax rather than payment for services. Second/holiday home owners only use facilities occasionally so should get discount. People should pay Council Tax based on the amount of service use. Other home might be in same Council Tax area, so shouldn't pay full amount twice for services used once. Some "second homes" are just annexe/adjoined flat for one owner's use. Need a balance of population or all would be heavy users of services.</p>	81	60%
<p><b>Do not agree with the removal of the discount - Bring social and economic benefits to the city</b>            Should get discount. Second/holiday home owners are stakeholders in the City. Some people have legitimate reason for second home e.g. work/children's education. They might use property for large proportion of time. When in residence, they spend in the City/benefit City/are pivotal to the economy of the City. This will put people off buying or make them sell up second homes or change use e.g. to student lets.</p>	39	29%
<p>Second/holiday home owners should not get discount/they should pay more. If they can afford two homes, they can afford more Council Tax.</p>	17	17%
<p>If paying full Council Tax, should get same rights e.g. parking rights/permits, bus passes for children/older people.</p>	16	12%
<p>They should pay more/all in one lump sum to discourage leaving properties empty for large parts of the year/improve occupancy/reduce pressure on others who can afford less.</p>	6	4%
<p>Full Council Tax should mean the ability to vote in local elections. Taxation without full representation is unfair.</p>	4	3%
<p>Should not have to pay full Council Tax if actively trying to sell second property e.g. dead person's estate or moving to Brighton but unable to sell first property elsewhere.</p>	3	2%
<p>Single person occupancy rule should still apply</p>	3	2%
<p>This will make landlords increase their rent to cover the potential difference.</p>	1	1%

**Base: All respondents who made comments (n=136)**

Another issue highlighted by those opposed to the removal of the discount was the belief that if second home owners have to pay full council tax this should allow them to have equal rights with other residents and have access to parking permits and be able vote in local elections.

Among those who agreed with the removal of the second home discount the reason given by half of those who commented related to the perceived wealth of the second home owner: 'if someone can afford two homes then they can afford more council tax'.

## 5.2 Proposals to introduce a long term empty property premium.

In order to reduce the number of long term empty properties in the city the council is proposing a 50% premium on top of the standard council tax for properties that have been empty for a minimum of two years. Respondents were asked if they agree that this 'long term empty premium' would act as an incentive for owners to bring their empty properties back into usage more quickly and for any comments they had about the proposal.

<b>Fig 5.2a:</b> Do you agree that a Long Term Empty Premium would act as an incentive for owners to bring their empty properties back into usage more quickly?		
	Frequency	Percentage of respondents
Yes	169	73%
No	64	28%

**Base: All respondent who answered the question (n=233)**

Nearly three quarters of respondents (169 respondents, 73%) agreed that the long term empty premium would act as an incentive for owners to bring back empty properties (fig 5.2a) into use.

A third of respondents (79 people, 32%) made comments about the proposed changes (fig 5.2b below). More comments were made by respondents who disagreed that the premium would have the desired effect, than were made by those who agreed.

Only around a fifth of comments (16, 20%) were about whether the premium would help reduce the number of empty properties; all with the view that this was unlikely. Respondents thought that the premium was too small, that two years was too long before the premium should be paid or that there should be positive incentives rather than penalties.

**“I don't think the premium will encourage properties to be brought back into use more quickly. However I do agree with the premium and think it should be charged. I believe empty property end up costing the city and its resident's money”**

The majority of comments were about the rights and wrongs of properties being left empty and or being charged council tax and the definition of 'empty property' used in the proposal.

**“Yes this is only subject to there being discretion to the application of this premium so that it is only applied to those who are actively keeping a property empty even when they have been made aware of the need and help to get it occupied. There are however many reasons for empty properties and it would be unfair if it were applied to those who are stuck with an inability to sell or stuck in legal wrangling for example upon the death of the owner etc”**

<b>Fig 5.2b: Is there anything we haven't considered or any further comments you'd like to make about the Long Term Empty Premium?</b>		
<b>Comments group by theme</b>	<b>Number of additional comments</b>	<b>Percentage of all respondents who made comments</b>
<p><b>Do not agree with the premium – legitimate reason for property being empty</b> Should not/cannot charge more than 100%, even if long term empty. Rather autocratic/telling people what they can/can't do. Some may have good reason e.g. inability to sell or stuck in legal wrangling following death or owner in care home unwilling to sell. May have had to leave their home for health reasons or to look after someone who lives elsewhere. May take 2 years plus for major refurbishment and put people off.</p>	37	47%
<p>There should be a charge for leaving a property empty for a long time. Should make it more/lump sum. Empty properties end up costing City more. No excuse for long term empty properties.</p>	20	25%
<p><b>Premium will not reduce number of empty property</b> Unlikely to affect owners incapable of paying or wealthy enough not to be concerned. Not sure that 50% extra would be a deterrent to leaving properties empty. Would not encourage properties to be brought back into use more quickly. Incentives are not usually based on a penalty. Need incentive for owner to sell. Property market is the main driver, not the Council Tax.</p>	12	15%
<p><b>Will or maybe problems with the administration of the premium</b> Need definition of empty properties. Need to be sure property empty/keep accurate records. Some second homes may be interpreted as empty when actually part of main home or in use. What about people working away from home for long periods? Couldn't people just live there 1 week a year? How is this to be enforced? What about properties on the market too long?</p>	8	10%
<p>Minimum of 2 years empty seems too long. Make it 1 year.</p>	4	5%
<p>Should use extra income as grants/loans for renovating empty properties. Owners should be loaned funds for renovations.</p>	3	4%
<p>Properties left empty for too long should be seized/compulsorily purchased and used for social housing or sold.</p>	3	4%
<p>Should apply to; completely abandoned and unused properties, commercial buildings if left empty on purpose, business owners, property developers, repossessions.</p>	3	4%
<p>What about all the Council's empty properties? Local authority housing should be reallocated / refurbished.</p>	2	3%
<p>Does new owner of previously empty property get a full 2 years before 50% premium applied?</p>	1	1%

**Base: All respondents who made comments (n=79)**



### 5.3 Proposal to keep existing arrangements for properties undergoing repair or structural alteration (known as 'Class A exemption')

Currently if a property is undergoing repair or structural alteration there is a full 100% exemption for a maximum of 12 months or six months after work is complete. The proposal is to keep this exemption, in part because of the added cost for developers and the current economic climate. Respondents were asked if they agreed with the proposal to keep the Class A exemption and if the right balance had been struck between raising revenue and supporting development in the city.

<b>Fig 5.3a:</b> Do you think that the council should keep the current criteria for properties undergoing structural alteration or repair?		
	Frequency	Percentage of respondents
Yes	190	84%
No	37	16%

**Base:** All respondent who answered the question (n=227)

More than eight out of ten respondents (190 people, 84%) agreed with the proposal to keep the Class A exemption (fig 5.3a above). 22 out of 23 property agent/developer and private/social landlord agreed with the proposal.

Only 17 respondents made comments about the proposal and these are summarised fig 5.3b below.

<b>Fig 5.3b:</b> Is there Anything we haven't considered or any further comment you'd like to make about the 'Class A' discount?	
	Number of additional comments
<b>Not available for:</b> Property developers/large corporate should not get discount. Only for structural repairs of private/family home. Houses undergoing structural repairs put additional pressure on local resources/services. Should not be able to use this as loophole when properties left empty. No discount for insurance work. Only for non-essential projects like charities.	7
Should keep monitoring building works, not just on completion. Needs enforcement/penalties for delays. Need checks to make sure nobody living there while "repairing" it in slow motion.	3
Should keep exemption for 12 months/6 months. Need at least 6 months. Exemption helps owners afford structural alterations to upgrade properties.	3
<b>Available for:</b> Should be available for DIY repairs too. Should be available for new owner of property e.g. when relative dies. Should be able to have same benefits given to larger projects. Non-resident developers get advantage over resident ones.	3
Should reduce discount e.g. to 50%	1

**Base:** All respondents who made comments (n=17)

## 5.4 Proposal to introduce a 35 day maximum discount for empty and unfurnished properties (known as a Class C exemption)

Currently, it is possible to have a 100% exemption for up to six months if a property is empty and unfinished. The proposal is to reduce this to 35 days. The aim of the proposal is to;

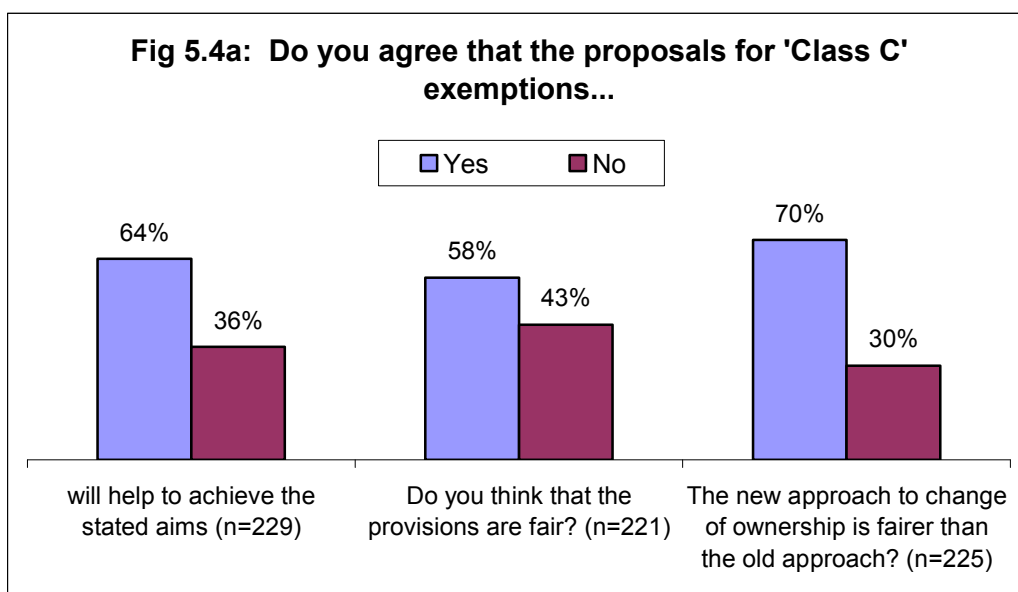
- Provide a reasonable but not excessive protection for standard gaps between occupancy
- Encourage faster turnaround times on empty properties
- Reduce the number of long term empty properties

Under the current scheme if a property changes ownership or liable party, the new liable party may not qualify for a full exemption, as the six months may have already been used up in full or part by the previous person. It is proposed that under the new rules the 35 day exemption period would start again for a new owner.

Respondents were asked if they agreed that the proposals would help achieve the three stated aims, if they thought that the provisions of the proposals are fair and if the proposed approach to change of ownership was fairer than the current approach.

From fig 5.4a below, overall;

- Two third of respondents (146 people, 64%) agreed that the proposals would achieve the three desired aims. However, only 42 of 86 (49%) second home owners in the city agreed and only 6 of 23 (26%) of private/social landlords and property agents/developers agreed.
- Nearly three out of five respondents (127 people, 58%) agreed that the proposed provisions were fair. However, only 4 out of 22 (18%) of private/social landlords and property agents/developers agreed that they were fair.
- More than two thirds of respondents (158 people, 70%) agreed that the proposed approach to the change of ownership is fairer than the current rules.



A third of respondents (92 people, 37%) made comments about the empty and unfurnished discount (see fig 5.4b below). Three quarters of respondents made comments that 35 days will be too short and highlighted why this was.

**“It is quite impossible to market a property for example following the death of the occupier or due to an employment move and expect to find a buyer who can move in 35 days. Even if a buyer is found immediately the legal documentation can take up to three months. Owners of properties to let clearly have an incentive to re-let as quickly as possible in order to maintain their income. It is most unlikely that a new tenant can be found and move in within 35 days. Most let properties require a degree of redecoration, cleaning etc when the tenant moves out, following these works the property has to be marketed, references taken up for the new tenant and legal documentation completed prior to the new tenant moving in. The present six months exemption seems eminently fair”.**

**Fig 5.4b:** Is there anything we haven't considered or any further comments you'd like to make about the empty and unfurnished discount?

Comments group by theme	Number of additional comments	Percentage of all respondents who made comments
<b>35 days is too short.</b> Perhaps 6/8 weeks or 3 months. Keep 6 months. Needs some discretion/flexibility. Needs an appeal system for longer. Might create difficulties for owners. Cannot sell a property within 5 weeks. More pressure on landlords to sign up new tenants quickly/not decorate. 35 days is not long enough if refurbishment needed in between lettings. Students may vacate properties in Summer for longer than 5 weeks. 5 weeks is not long enough for cases awaiting probate or for people who enter care home.	73	78%
Seems fair. Need to have clear/watertight rules. Need to be more rigorous with landlords who might exploit this. Should apply to main residence not second homes.	10	11%
5 weeks exemption to new owners will not alleviate empty properties. It will reduce new homes/increase costs of buying new homes/lead to deterioration in quality. Council must have good plan for future long term use of empty properties.	6	6%
Too complicated. Not for Council to dictate usage of private property.	3	3%
Needs to be even shorter time. Perhaps 2 weeks.	1	1%
Where the main house is occupied and the basement is not?	1	1%
Need same standards/rules applied to all house owners - council, housing associations, private landlords and individuals.	1	1%
What about imposing financial penalties on car owners who fail to use their garage/drive to park in, which leads to them always parking on the road?	1	1%

**Base: All respondents who made comments (n=94)**



## Council Tax Discounts and Exemptions Reform

Report to Policy and Resources Committee (29 November 2012) and Council (13 December 2012)

### Determinations

[NOTE – THE DRAFT BELOW WILL NEED TO BE CHECKED WITH THE NEW REGULATIONS WHICH IT IS HOPED WILL BE MADE SHORTLY UNDER THE AMENDMENTS INTRODUCED BY THE LOCAL GOVERNMENT FINANCE ACT 2012. IT IS LIKELY TO NEED ALTERATION IN THE LIGHT OF THE REGULATIONS AND UNTIL THEY ARE MADE THE COUNCIL WILL NOT BE ABLE TO MAKE FINAL DECISIONS ON THESE MATTERS.]

The determinations and decisions set out below are made by Brighton & Hove City Council (“the Council”) on 13 December 2012. They come into effect on 1 April 2013 for the financial year 1 April 2013 to 31 March 2014. They are made by the Council under its powers in sections 11, 11A, 11B and 13A(1)(c) of the Local Government Finance Act 1992 (“the 1992 Act”) and all other enabling powers. References to the 1992 Act include references to Regulations made under that Act and references to sections are to sections in the 1992 Act .

1. Discount for dwellings which are second homes (current class A and B discounts, revoked and replaced)

The Council revokes the current determination in respect of dwellings within its area which qualify for current class A and B discounts of 10% under the 1992 Act and replaces it with the following determinations:-

(a) That, subject to determination (b), if on any day a dwelling in the Council’s area is within class ?? prescribed under section 11A(4A) the discount under section 11(2)(a) shall not apply.

(a) That if on any day a dwelling in the Council’s area is within class ?? prescribed under section 11A(4A) but is a dwelling used for furnished letting and is vacant between lettings, the discount under section 11(2)(a) shall not apply and the discount shall be 10 percent.

[The effect is to remove the current discount of 10 percent for second homes, so that council tax increases from 90 percent to 100 percent, but to keep the

discount at 10 percent for furnished dwellings which are vacant between lettings so that council tax remains at 90 percent.]

2. Discount for vacant dwellings where major repairs or structural alterations are required (current class A exemption, reintroduced as a discount class ??)

The Council determines that if on any day a dwelling within the Council's area is within class ?? prescribed under section 11A(4A) (vacant and requiring major repairs or structural alterations):

- (a) the discount under section 11(2)(a) shall not apply and
- (b) for a period of up to 12 months, or six months after the relevant major repairs or structural alterations have been completed (whichever is sooner) the amount of discount in respect of that dwelling shall be 100 percent.

[The effect of this is that council tax remains at nil percent.]

3. Discount for vacant dwellings which are empty and substantially unfurnished (current class C exemption, reintroduced as a discount class ?? for a shorter period)

The Council determines that if on any day a dwelling in the Council's area is within class ?? prescribed under section 11A(4A) (empty and substantially unfurnished):

- (a) the discount under section 11(2)(a) shall not apply and
- (b) for a period of up to 6 weeks from the date on which the dwelling first became unoccupied and unfurnished the amount of discount in respect of that dwelling shall be 100 percent.

The following concessions shall also apply in respect of any such dwelling:-

- (a) If during any such 6 week period, there is a complete change in the identity of the person or persons who would be liable to pay council tax in respect of the dwelling if the 100 percent discount did not apply, the period of 6 weeks will begin again on the date of the change.
- (b) At the discretion of the Council in circumstances which it deems to be exceptional, the period of 6 weeks may be extended, but not beyond a maximum of 3 months from the date of commencement of the initial 6 week period. (Possible examples of exceptional circumstances could be dwellings with flood or fire damage which is significant but falls short of entitlement to the new class ?? discount, above.)

[The effect of this is to reduce the period for which council tax is at nil percent from 6 months to 6 weeks, but subject to the two concessions.]

4. Dwellings which are long-term empty (new empty home premium)

The Council determines that if on any day a dwelling in the Council's area is a long-term empty dwelling as defined in section 11B of the 1992 Act

(a) the discount under section 11(2)(a) of 1992 Act shall not apply and

(b) the amount of council tax payable in respect of that dwelling shall be increased by 50 percent.

This determination shall not apply to any dwelling prescribed by the Secretary of State as being in a class in relation to which the Council may not make a determination under section 11B of the 1992 Act.

[The effect of this is to increase council tax from 100 percent to 150 percent.]





<b>Subject:</b>	<b>Council Tax Support – Proposed Final Scheme</b>		
<b>Date of Meeting:</b>	<b>29<sup>th</sup> November 2012 Policy &amp; Resources Committee 13<sup>th</sup> December 2012 Full Council</b>		
<b>Report of:</b>	<b>Director of Finance</b>		
<b>Contact Officer:</b>	<b>Name:</b>	<b>John Francis</b>	<b>Tel: 01273 291913</b>
	<b>Email:</b>	<b>John.Francis@Brighton-Hove.gov.uk</b>	
<b>Ward(s) affected:</b>	<b>All</b>		

**FOR GENERAL RELEASE**

**1. SUMMARY AND POLICY CONTEXT:**

- 1.1 The Government has decided that there will no longer be a national Council Tax Benefits system from 1 April 2013. Instead the council needs to introduce its own local Council Tax Support system. The planning process for this new system commenced with a report to Cabinet on 14<sup>th</sup> April 2012 and authority to progress a draft scheme was given by Policy & Resources Committee on 12<sup>th</sup> July 2012.
- 1.2 The council has taken into account a wide range of policy and financial issues in the design of the new system. The change is one of a number being made to welfare provision over a period of eight years. As such there are important links to wider welfare reforms at a national level and existing council policies such as the Child Poverty Strategy, Housing Strategy, work on Financial Advice and Inclusion, Customer Access and Digital Inclusion. It also has a significant bearing on the council's Corporate Plan objective to reduce inequality.
- 1.3 The timelines and financial parameters set by the Government to develop and implement a new system are very challenging and there are a number of constraints on the choices available to the council which are outside the council's control.
- 1.4 The council has extensively consulted on the proposals in this scheme including contacting every household in receipt of Council Tax Benefit who may be affected by these changes.
- 1.5 In the light of the consultation responses, no changes to the main elements of the draft scheme were felt to be essential. However, on 16<sup>th</sup> October 2012, the government announced that a new transitional grant would be made available to authorities whose schemes satisfied certain criteria. This report examines the changes which would be necessary to the draft scheme, and the financial implications, and recommends making the required amendments to take advantage of the transitional grant.

1.6 The report sets out the proposed final scheme, the results of the consultation exercises, the implications of the government's recent announcement and other relevant information for the council to consider in reaching a decision on its scheme.

## **2. RECOMMENDATIONS:**

2.1 That the Committee notes the Overview and Scrutiny report at appendix 1 and approves the responses at appendix 2.

2.2 That the Committee makes the following recommendation to Council:-

2.2.1 To note the Overview and Scrutiny report at appendix 1, its recommendations and the Committee's responses at appendix 2.

2.2.2 To note the information about the government's October announcement of transition grant at appendix 3.

2.2.3 To note the feedback from consultation and the responses at appendix 5 and section 4 of the report.

2.2.4 To note the Equality Impact Assessment at appendix 6.

2.2.5 To agree that the proposals in the draft scheme published in July be adopted with the amendments necessary to satisfy the criteria for transition grant set out in the October announcement.

2.2.6 To agree that the full text of the final scheme be based on the government's default Regulations with suitable amendments to adapt the scheme as a scheme local to Brighton & Hove.

2.2.7 Accordingly to make the Brighton & Hove City Council (Council Tax) Low Income Discount Scheme 2013 (the main scheme) as set out in Part 1 of appendix 4 and the Brighton & Hove City (Council Tax) Discretionary Scheme 2013 (the discretionary scheme) as set out in Part 2 of appendix 4.

2.2.8 To authorise Director of Finance to take all appropriate steps to implement and administer the main scheme and the discretionary scheme, including (1) publishing the main scheme in accordance with statutory requirements, (2) applying for any funding for which the Council may be eligible, and (3) responding to any other government initiatives or consultation exercises.

2.2.9 To authorise the Head of Law to make suitable amendments to the Council's constitution to reflect the council's new functions in relation to council tax reduction schemes, in particular (1) to indicate in Part 3 (Council Functions) that only the Full Council can make, revise or replace its main scheme and (2) to replace in the Schemes of Delegation to Committees and Sub-committees and to officers any references to council tax benefit with references to council tax reduction schemes.

### **3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS:**

- 3.1 Currently Council Tax Benefits is a national system for low income households. You may get Council Tax Benefit if you pay Council Tax and your income and capital (savings and investments) are below a certain level. You may apply whether you rent or own your home, or live rent-free. You could qualify if you are out of work, or in work and earning a wage. Individuals apply for Council Tax Benefits through a single application process for Housing & Council Tax Benefits. If you are eligible for Council Tax Benefits you will receive a reduction in your council tax bill and the council receives a grant to pay for this. At present there are 10,000 people who receive full council tax benefits because they are on government means tested benefits. Another 3000 people currently receive full council tax benefits, although their award fluctuates through the year meaning they normally have to pay something at some points during the year. Another 4000 people working/on a low income receive partial awards. This is 17,000 households affected by the proposals outlined below.
- 3.2 The Government is making changes, although the financial impact will only affect people of working age and not people of pensionable age. As part of the Comprehensive Spending Review the government announced plans to introduce a localised system of council tax support from 1 April 2013 and that Government expenditure would be reduced by 10% from that date. Rather than receiving a benefit payment, eligible households will receive a discount in their council tax bill. Details of the policy intentions behind the Government's decision were included in the April Cabinet report (available on the council's website).
- 3.3 In May 2012, the government issued a Statement of Intent to help authorities plan their schemes. Since then, the issues to be dealt with have become closer to crystallisation as the Local Government Finance Bill has been progressing through Parliament. The Bill received Royal Assent on 31 October 2012. The government has also published drafts of the Regulations which, it is hoped, will be made in the near future now that the Bill has become law. A fuller summary of the relevant parts of the Act, and the draft Regulations is given in the Legal Implications paragraphs of this report. The following points are particularly important:
- the council has a duty to make a scheme, the purpose of which is to reduce council tax for those in financial need;
  - the main scheme proposed in this report can only be made by the Full Council;
  - the Regulations will require state pensioners to be protected in the scheme at their previous levels of entitlement;
  - for the financial year starting on 1<sup>st</sup> April 2013, the council must make its main scheme no later than 31 January 2013;
  - Regulations will require any authority which does not make a scheme by then to implement a default scheme under which applicants will receive discounts broadly equivalent to current benefits.

Based on the information then available, an initial draft scheme was presented to the Policy & Resources Committee on 12 July 2012. In accordance with the procedures set out in the Bill and now included in the Act, views of the major precepting authorities had already been obtained and the council proceeded to approve the draft for publication and formal consultation. The steps the council has taken to consult on the scheme are set out in section 4 and appendix 5.

### **Approach to designing the scheme**

3.4 In designing the scheme as now proposed, the council has taken into account a wide range of complex issues including:

- The Government's "Statement of Intent" issued in May 2012, the Bill and draft Regulations and other guidance relating to vulnerable people and work incentives
- the feedback received from consultation (section 4 and appendix 5)
- the feedback received from Overview & Scrutiny Committee (appendices 1 and 2 )
- A full assessment of the impact on equalities (Equalities Impact Assessment) (appendix 6)
- Incentivising work and alignment with emerging Universal Credit proposals
- Incorporating, where appropriate, key elements of the current Council Tax Benefits scheme in order to minimise the complexity of the transition process and build on tried and tested national approaches
- Balancing simplicity and transparency in scheme design with a need to meet other policy objectives and legal duties
- The impact on collection rates for council tax (including the impact on major precepting authorities) and the administrative costs of the scheme
- The reduction of 10% in government funding for council tax support nationally and the direct impact on the council's overall financial position (see Financial Implications paragraphs starting at 5.1.1)
- The potential impact on other council services from the implementation of these changes, for example homelessness and social care
- The transition and scheme principles which were agreed at Policy & Resources Committee on 12<sup>th</sup> July 2012 (appendix 7)
- The Government announcement on 16<sup>th</sup> October concerning transitional grant for the first year of the scheme.

### **The proposed scheme**

3.5 The proposed scheme is set out in appendix 4 and is in two parts: (1) A main scheme in compliance with the council's duty to make a scheme and (2) a discretionary scheme to govern the distribution of the proposed £100,000 discretionary fund which will provide additional support in exceptional circumstances to the most vulnerable people. More information about the statutory basis for separating these is given in the Legal Implications paragraphs starting at 5.2.1. In relation to the main scheme, it is possible that it may be further split into two parts, one dealing with working age people and the other with people of pensionable age. Advice is still being sought on this.

- 3.6 The main scheme looks quite different to the draft scheme approved for consultation in July, but in substance the effect is very much the same. The chief reason for the difference is that the proposed scheme now needs to document in full all the very detailed administrative provisions which only needed brief reference in the consultation draft. The most straightforward way to do this, given the time constraints of the slower than expected progress of the Act and associated Regulations, has been to base the main scheme on the government's default scheme, with suitable adaptations to ensure that it implements the council's proposals.
- 3.7 NB, at the time of writing this report the Regulations specifying the default scheme had not been made and so the version of the council's main scheme forwarded with this report will almost certainly change before it is presented to Full Council. There will be an ongoing process of checking and adjusting the scheme to ensure that it is based on the most up to date information possible when it is actually approved.
- 3.8 The discretionary scheme arises from the discretionary fund of £100,000 proposed in the July report to Policy & Resources Committee. The report indicated that the proposals for the operation of the discretionary fund would be developed and that it might not sit directly in the main scheme. It has been established that the appropriate power to operate such a fund is separate from the duty to operate the main scheme. Therefore it has been worked up as a separate document. By being separate, there will be much greater flexibility to adjust it to the circumstances which arise when the main scheme comes into operation.
- 3.9 Taking into account the Equality Implications Assessment, the comments during the consultation period and the government's announcement of transition grant, the key features of the main and discretionary schemes as now recommended, taken together, are:
- council tax support for people of pensionable age will be provided in accordance with the government's Regulations through a means tested discount equivalent to their entitlement entitled to under the previous council tax benefit system\*
  - council tax support for people of working age will be provided through a means tested discount and in 2013/14 will take into account similar criteria to the previous council tax benefits scheme in deciding who is eligible
  - the council tax discount for people of working age will be determined on the basis of 91.5% of council tax liability. The consultation draft scheme set out in the July Policy & Resources report set this figure at 90%. This change will mean the scheme can take advantage of the transitional funding announced on 16<sup>th</sup> October 2012 as such the reduction in support citizens will face will be smaller without adverse impact on council tax payers as a whole. A table setting out the options in respect of this proposal is in appendix 3
  - the earnings disregard for single working age people will be doubled from £5 to £10 per week

- there will be a cap on the maximum detriment that any household faces of £3 per week from 2012/13 to 2013/14 as a result of the replacement of council tax benefit with the council's scheme\*
- up to £100,000 per annum will be made available in a discretionary fund to provide additional assistance in exceptional circumstances to the most vulnerable

\* assuming no other change in circumstances

This means most households of working age will pay something towards their council tax and there will be extra help for the most vulnerable in exceptional circumstances.

### **Administration**

- 3.10 The scheme will continue to be administered by the Revenues & Benefit Service in the same way Council Tax Benefit is now. The key similarities between it and the current Council Tax Benefits Scheme are:

- Council Tax Support can be claimed at the same time on the same form as Housing Benefit and they will be assessed together
- The work will be carried out by the council's Revenues & Benefits Service
- There will be a right of appeal against any decision made.

### **Transitional support**

- 3.11 In addition to the specific transitional elements of the scheme designed to limit the impact in the scheme in its first year of operation, the council is in the process of procuring specific budgeting and financial advice from the third sector to assist individuals and families who need assistance with these changes. This will ensure there is a specific provision in place to which the council can directly refer people who need this help.

### **Publicity and Monitoring**

- 3.12 The council will engage as soon as it practically can with everyone who is directly impacted by these changes once the Council has made its decision. A letter will be written detailing the changes to the individuals affected and the most appropriate forms of communications will be utilised to distribute the information generally.
- 3.13 The council will provide detailed information on the changes to the advice and voluntary sector in the city.
- 3.14 The council will monitor the impact of the changes in the first year of operation including the number of cases which fall into arrears, the number of applications for discretionary funds, the amount of referrals made to advice agencies and the impact on demand of public services access within the Revenues & Benefits team.
- 3.15 This work will fall under the remit of the Welfare Reform Programme led by Valerie Pearce.

### **Fraud**

- 3.16 The changes in the funding provisions for Council Tax Support mean the impact of fraud may have a more direct impact on the councils' financial position. The approach to fraud is being refreshed and tackling it will become part of a joined up corporate fraud function.

## **4. COMMUNITY ENGAGEMENT AND CONSULTATION**

- 4.1 Due to the significant impact this new scheme may have, the council has sought to consult and engage as thoroughly as the limited timescales will allow.
- 4.2 The legal requirements provided by Government are that the authority must (in the following order)
- (a) consult any major precepting authority which has power to issue a precept to it,
  - (b) publish a draft scheme in such manner as it thinks fit, and

- (c) consult such other persons as it considers are likely to have an interest in the operation of the scheme.
- 4.3 Consultation was undertaken with both the East Sussex Fire and Rescue Service and the Police and their responses to the consultation were reported to the July Policy & Resources Committee. In summary, they understand the purpose of schemes is to assist those in financial need and they would like the scheme the council makes to be one which best protects long term council tax yield, reduces potential early year losses to minimum levels and is based on sensible and prudent presumptions so that the projections of yield are reality based and the authorities are not left with collection fund losses to deal with in retrospect.
- 4.4 Pre-consultation on the design of the scheme was undertaken with the assistance of the Community and Voluntary Sector Forum (CVSF) and at an Overview & Scrutiny workshop. Reports detailing this work formed appendices to the July Policy & Resources committee report. At this stage a number of model schemes were under consideration but there was no clear favourite. The effects on young people and of the wider welfare reforms were common concerns. The draft scheme approved by Policy & Resources Committee for formal consultation took account of the preliminary consultation and included a range of features from all the models. It sought to mitigate the uncertain impact of all the welfare reform changes by not passing on the full amount of the likely government 10% grant funding reduction and with the proposal for the discretionary fund of £100,000 to assist the most vulnerable in exceptional circumstances.
- 4.5 The draft Low Income Discount Scheme for Brighton & Hove was published on 13 July 2012. A copy is shown at appendix 5. Formal public consultation commenced on 16<sup>th</sup> July 2012 and ran until 12<sup>th</sup> October 2012.
- 4.6 The consultation questionnaire was available on the consultation portal and in paper form. A great deal of work has been undertaken to publicise the consultation. Full details of the organisations contacted and supplied with publicity are contained in appendix 5.
- 4.7 After the Policy & Resources Committee had endorsed the broad consultation proposals in July, the extent of the consultation was reviewed by the Director of Finance under the powers delegated to her by Policy & Resources Committee. As a result, it was decided to include direct contact with people currently in receipt of benefits who would be adversely affected by the change from Council Tax Benefit to the new local support system. All current working age recipients of Council Tax Benefit were written to and invited to respond to the consultation.
- 4.8 The council also produced a short film to explain the scheme and consultation and a link to this was also distributed across the city to encourage participation.
- 4.9 In addition to extensive consultation with partners and CVSF organisations in the city both in developing the draft scheme and post publication, the council is planning further joint working after the approval of a final Scheme at Full Council. A further event is planned towards the end of the year to focus on the details of implementing the scheme, the best ways to support claimants and how to communicate the changes.



4.10 Further to the Governments announcement on 16<sup>th</sup> October 2012 about the availability of extra transitional funding a recommendation has been made to base low income discount on 91.5% of liability rather than 90% as stated in the draft scheme upon which consultation was based. Consideration has been given as to whether this change necessitates further consultation. The transitional grant the council will receive for making this change will exceed the cost of this change. Recipients on low income discount will receive the same or higher levels of support than they would have done under the 90% provision. Council tax payers who do not receive low income discount will not see a higher proportion of the Council Tax they pay spent on funding the discount. As such no potentially affected group will experience financial detriment as a result of this change; because no group or individual will experience detriment as a result of the proposed change it was concluded that there was no need to re-consult.

4.11 The key findings from consultation and the responses are:

- **FINDING:-** 66% favoured the principles the scheme has been based on and 76% agreed with the transition principles. A common theme amongst those who disagreed with the both sets of principles was concern about how the changes will impact on vulnerable groups including the disabled, those on benefits, single parents and the unemployed.
- **RESPONSE:-** It is recognised that there will be some impact, but it is considered that the financial effects of the scheme as proposed are reasonably balanced between those seeking assistance and the costs to council tax payers as a whole. It is not considered that the impact on any people with protected characteristics under the Equality Act 2010 will be so out of proportion that any changes be made to the consultation draft scheme other than those necessary to obtain transition grant. It will be important for the council to promote the discretionary fund which is a part of these provisions to these vulnerable groups and to individuals when they contact the council. In addition the council must make best use of the advice provision it is commissioning in order to support people through this change.
- **FINDING:-** 49% agreed with the provision to base the discount on 90% of liability with 51% disagreeing. Those who disagree tended to do so on the basis that they thought there were groups of people who would not be able to pay or should not have to pay.
- **RESPONSE:-** Generally as in the first response above, plus the council is now proposing to reduce this amount so that the discount will be based on 91.5% of liability. This will also have the effect that the £100,000 discretionary fund will go further than under the 90% provision.
- **FINDING:-** 84% favoured basing the discount on a means test as is the case with Council Tax Benefit. Most people who offered comments concerned the need for a fair system which could help most people on a low income and there were some specific suggestions about increasing the level of savings which is allowed (currently set at £16,000)

- **RESPONSE:-** Generally as in the first response above, plus although it is not felt appropriate to increase the level of saving for the first year of the scheme, this issue can be re-examined when the scheme is up for review in relation to its second year.
- **FINDING:-** 82% agreed with the principle of doubling the earnings disregard for single people from £5 to £10 and 62% of people thought this will help people moving into work.
- **RESPONSE:-** In this aspect the scheme is more generous than the current benefit provisions and demonstrates that the council is having regard to government guidance on work incentives.
- **FINDING:-** 64% agreed with the provision to limit any detriment a family will face as a result of these changes to £3 per week in the first year, however concern was expressed that £3 was too large an increase for certain groups. Additionally 17% of people thought this cap should be extended for more than one year.
- **RESPONSE:-** Generally as in the first response above plus although it is not felt appropriate to increase the level of detriment protection for the first year of the scheme, the issue of extending it for a further year can be re-examined when the scheme is up for review in relation to its second year.
- **FINDING:-** 81% favoured the principle of having a discretionary scheme to help the most vulnerable in exceptional circumstances. Two clear themes emerged in the comments about this, the first where budget management is affected by disability / vulnerability and the second where people may need immediate assistance for example when affected by a serious illness/accident, redundancy, new single mothers.
- **RESPONSE:-** These points will be taken into account when making decisions on applications made for discretionary funds. Circumstances as described in the second point may also be covered by new Local Welfare Provision the council has responsibility for from April 2013 and customers will need to be accurately signposted.

4.12 A full copy of the consultation report is in appendix 5

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

### Financial Implications:

- 5.1.1 The estimated cost of council tax benefit in 2012/13 is £25m. The proposed scheme will generate total savings against the existing scheme of £1.9m net of discretionary discounts and assuming the council qualifies for transitional grant. Therefore the new scheme will cost £23.1m. If Council tax increases by 2% in 2013/14 this cost will rise to £23.6m
- 5.1.2 The government has announced indicative allocations of council tax support grant to replace the loss of council tax benefit subsidy. The announcement included the planned 10% reduction in resources but also included a reduction

due to a nationally assumed downward trend in claimants which is not borne out locally. Therefore the actual loss of resources is greater than 10%. The indicative allocation also takes no account of any council tax increases in 2013/14 and therefore the additional cost of discounts due to council tax increases will fall to the council.

- 5.1.3 The new council tax support grant will be paid to the council, Sussex Police and East Sussex Fire Authority in proportion to their elements of the overall council tax. The indicative total grant relating to Brighton and Hove Council Tax Benefit is £22.2m of which £18.9m will be received by the council however the actual grant will not be known until the local government finance settlement is announced in mid December 2012. The indicative allocation is a reduction of £2.8m compared with Council Tax Benefit in 2012/13.
- 5.1.4 On the 16<sup>th</sup> October 2012 the government announced a one year £100m transitional grant available nationally to support reducing the impact of introducing local council tax support schemes and set out specific criteria to qualify for the grant. The proposed scheme meets this criteria and an allocation of £0.6m across Brighton & Hove City Council, Sussex Police and East Sussex Fire and Rescue Service is anticipated.
- 5.1.5 At present there are 10,000 people who receive full council tax benefits because they are on government means tested benefits. Another 3000 people currently receive full council tax benefits, although their award fluctuates through the year meaning they normally have to pay something at some points during the year. Another 4000 people working/on a low income receive partial awards. It is anticipated that these additional council tax debts will require additional resources to support collection at an estimated cost of £0.2m. It is also anticipated there will be a marginal reduction in the council tax collection rate.
- 5.1.6 The costs in administering the new scheme have been included in the budget projections for 2013/14. These costs will be funded as a new burden on local authorities although any allocation will be in the context of the government reducing the current level of support for Housing Benefit and Council Tax benefit administration grant. The level of funding has yet to be announced however corporately there is service pressure funding identified to cover the expected reduction in this specific grant.
- 5.1.7 The cost of the new scheme for Brighton and Hove City Council only is £21m. The total grant including the transitional element is £19.4m leaving a shortfall of £1.6m. With the additional costs of debt collection the total cost to the council is £1.8m and this has been factored into the financial projections included in the Budget Update and Budget Savings report elsewhere on this agenda. Any gain the council receives from the transitional grant is not dealt with in this report. It is dealt with in the budget report which is also presented to this meeting.
- 5.1.8 From April 2014 the transitional grant will fall away and consideration will need to be given to amending the scheme to reflect this loss of short term support.

*Finance Officer Consulted: James Hengeveld*

*Date: 01/11/12*

Legal Implications:

- 5.2.1 This report stems from provisions in the Local Government Finance Act dealing with the introduction of localised council tax reduction schemes. The Act received

Royal Assent on 31 October 2012. However, the Council will only have full power to make a scheme when Regulations which need to be taken into account in making schemes have been made. If these have not been made before the date of the Council meeting (13 December) a special meeting of the Council will be needed, but it is hoped that this will not be necessary as the Government is aware of the need for the regulations to be made as soon as possible.

- 5.2.2 The Act amends the Local Government Finance Act 1992 so that the Council has a duty to make a scheme specifying reductions in council tax for (a) persons whom the Council considers to be in financial need or (b) classes of persons generally considered by the Council to be in financial need. The first scheme must be for the financial year beginning on 1 April 2013 and must be made no later than 31 January 2013. It cannot be amended during the financial year for which it is in force. Only the full Council can make the council tax reduction scheme. The function cannot be delegated to a committee or officer. The Act sets out matters which must be dealt with in schemes and the Secretary of State will have power to specify further matters. He has already published draft Regulations which include protection of the position of state pensioners, who will receive as much in discounts as they did in benefits. If the Council fails to adopt a scheme on or before 31 January 2013, Regulations will apply a default scheme which will give discounts broadly equivalent to the current benefits. The scheme proposed in this report is an adapted version of the default scheme and takes account of all the points above.
- 5.2.3 The Act also re-enacts an existing power in the Local Government Finance Act 1992 which gives authorities a general discretion to reduce a person's council tax to such extent as the authority thinks fit or remit it entirely, whether or not the person already receives a discount under a scheme. It is this power which the report proposes to use in connection with the creation of a £100,000 discretionary fund to provide additional support in exceptional circumstances to the most vulnerable. Unlike the main scheme described above, a discretionary scheme can be amended at any time and the function of dealing with it is delegable to committees and officers.
- 5.2.4 The Act lays down 3 steps which must be taken (in the order given) by the Council before a scheme is made:- consultation of major precepting authorities, publication of a draft scheme and consultation of other persons considered likely to have an interest in the operation of the scheme. The Act provides that these three steps can be carried out before the Act became law. The Council has carried out these steps and this report presents the results of the consultation for the Council to take into account before it decides on the final form of its scheme. On making its scheme, the Council must publish it in such manner as it thinks fit.
- 5.2.5 In making its scheme, the Council must have due regard to its general duties under the Equality Act 2010 towards people with particular protected characteristics, (age; disability; gender reassignment; marriage and partnership, pregnancy and maternity; race; religion or belief; sex; and sexual orientation) and the duty to mitigate child poverty under the Child Poverty Act 2010. In connection with council tax reduction schemes, detailed information is given about these duties and the duty to prevent homelessness, in the Government publication "Vulnerable people – key local authority duties" listed as one of the Background Documents to this report and accessible on line at

<http://www.communities.gov.uk/publications/localgovernment/lsc/vulnerablepeople> .

Information about the duties is also given in the Equality Impact Assessment which is appendix 6 to this report. Case law demonstrates that duties such as these are continuing duties. Usually the key is to ensure that equalities implications are properly considered, not that there is no impact.

5.2.6 The Council must also have regard to the guidance in the Government publication "Taking Work Incentives into account" listed as one of the Background Documents to this report and accessible on line at <http://www.communities.gov.uk/documents/localgovernment/pdf/2148501.pdf> . The broad thrust of the guidance is that the Government wants authorities to design schemes which support rather than remove incentives for people to work or to do additional work.

5.2.7 The formulation and drafting of the Council's scheme has had regard to these equality and work incentive matters. The Equality Impact Assessment and the consultations have assisted in identifying issues which need to be taken into account by the Council before any scheme is made.

*Lawyer Consulted:*

*John Heys*

*Date: 26/10/12*

Equalities Implications:

5.3 A full Equalities Impact Assessment has been undertaken as part of this project (appendix 6)

Sustainability Implications:

5.4 There are no direct sustainability implications

Crime & Disorder Implications:

5.5 The Police Authority have been consulted at an early stage of this project and will continue to be involved. The council will take into account any information provided in the ongoing development of this scheme.

Risk and Opportunity Management Implications:

5.6 There is a detailed risk log attached to this project, this covers areas such as:

- Changes in local demographics
- ICT implications
- Last minute legislative alterations
- Financial inclusion
- Procurement

Public Health Implications:

5.7 A public health assessment has been undertaken as a part of the Equality Impact Assessment. (appendix 6)

Corporate / Citywide Implications:

- 5.8 The changes to council tax benefit will impact on BHCC's Corporate Plan commitment to reduce inequality, particularly with regards to improving housing affordability and the city's general health and well being. Coupled with the other aspects of the government's welfare reform programme, which includes changes to housing benefit, Local Housing Allowance and the introduction of a benefit cap, there will be increased pressure on individual and family incomes. There is potential for increased demand for other local authority and public services, as well as advice and support from the third sector. Further information about the impacts across the city is available in the Equality Impact Assessment at appendix 6.

## **6. EVALUATION OF ANY ALTERNATIVE OPTION(S):**

- 6.1 The Council has the principle choice whether maintain current levels of entitlement to Council Tax Benefit and to pay for the shortfall in funding from central government or to pass on some or all of the reductions in government funding to working age people who have previously received Council Tax Benefit. These options were set out in the July Policy & Resources report.
- 6.2 There are a number of ways the council could change the Council Tax Benefit scheme to achieve the level of savings required. The main alternatives were set out in the report to cabinet on 12<sup>th</sup> April. The Overview & Scrutiny draft recommendations notes 'Within the budget and time constraints, the Council Tax Support Scheme cannot be significantly improved. The Panel acknowledges however that the scheme will impact negatively on some residents.'
- 6.3 In terms of the percentage of liability at which low income discount is calculated (91.5%) consideration was given as to whether this value should be calculated on a universal gross percentage (one that would allow the council to meet the criteria for the transitional funding) or whether the percentage should reflect the net liability after other discounts, for example single person discount, had been applied. One of the significant factors in making this decision is the technical risk of either option. Information from software suppliers indicate the gross option would contain a far higher degree of risk in terms of our ability to deliver.

## **7. REASONS FOR REPORT RECOMMENDATIONS**

- 7.1 The recommendations set out in this report have regard to the levels of savings the council needs to make whilst still providing support to working age residents on low incomes with the majority of their council tax.
- 7.2 The Overview & Scrutiny report notes '*Within the budget and time constraints, the Council Tax Support Scheme cannot be significantly improved. The Panel acknowledges however that the scheme will impact negatively on some residents.*'

## **SUPPORTING DOCUMENTATION**

### **Appendices:**

1. Overview and Scrutiny Report
2. OSC recommendations and responses
3. Financial Options of taking up the Government's Additional Grant
4. The Final Scheme
5. Consultation
  - Draft Scheme Report
  - List of organisations consulted with
6. Equalities impact assessment (incorporating public health)
7. Scheme and transitional principles

### **Documents in Members' Rooms**

1. The draft Council Tax Reduction Schemes (Default Scheme) Regulations, 7<sup>th</sup> September 2012 revision (see also Appendix 4).
- 2.

### **Background Documents**

1. Comments made in response to the consultation exercises
- 2.







**Report of the  
Overview & Scrutiny Committee**

**October 2012**

**Council Tax Support  
Scrutiny Panel**

**Panel Members**

**Councillor Alex Phillips (Chair)  
Councillor Graham Cox  
Councillor Anne Pissaridou  
Rosemary Friggens (East Sussex Credit Union)**

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**Volume Two contains all supporting evidence.**

## CHAIR'S FOREWORD

The Council Tax Benefit system is fundamentally changing; from April 2013 the support scheme will be for local determination. However with more localised control comes a reduction in funding of 10%, or about £2.5 million for Brighton and Hove.

Government has set a very challenging timetable for Council Tax Benefit reform, with legislation still going through Parliament as schemes are developed across the country. The Leader of the Council requested that this Scrutiny Panel review the Brighton & Hove Council Tax Low Income Discount Scheme to ensure that it is the best scheme possible.

Witnesses from advice and support agencies gave evidence as to the potential consequences the changes may have for many of the most vulnerable residents of the city. Witnesses from Jobcentre Plus also gave evidence regarding the current state of the jobs market in the city as one of the main motivations of the changes is to move people off benefits and back into work.

The Panel has recognised that the scheme proposed does attempt to mitigate the worst of the possible impacts on residents, placing a £3 weekly limit on the detriment possible in the first year, providing a £100,000 discretionary fund and doubling the earnings disregard from £5 to £10 per week.

However the Panel was still concerned that the impact of the scheme will be heavily felt by some of the most vulnerable residents of our city and has asked the administration to look again to see whether this impact can be reduced further, and the full cost of the changes absorbed by the council.

I'd like to thank my fellow panel members and everyone who attended the panel to provide evidence.



Cllr Alex Phillips  
Scrutiny Panel Chair, Council Tax Support  
October 2012

## 1. EXECUTIVE SUMMARY

- 1.1 From 1 April 2013 the national Council Tax Benefit system will be replaced by a new localised support scheme. The Council has brought forward proposals for a local support scheme, known as the 'Draft Council Tax Low Income Discount Scheme' (referred to in this report as "the Scheme") which is the focus of this scrutiny review.
- 1.2 Council Tax Benefit is a system for low income households. It offers support to those who pay council tax but whose income and capital fall below a set level. It is payable whether an individual rents or owns their own property, is in work or out of work.
- 1.3 Central Government has set out some parameters within which the new scheme has to operate, these are:
- Funding will be reduced by 10% from the current system. This equates to approximately £2.5 million for Brighton and Hove.
  - Pensioners will not be affected by the changes; only working age people will be affected.
  - Work incentives should be maximised.
  - Vulnerable groups should be protected as determined locally.
- 1.4 Proposals for a local scheme have undergone extensive consultation with residents and local community and voluntary groups, many of whom have also given evidence to this scrutiny review.
- 1.5 The draft scheme and transition principles were agreed at the Policy and Resources Committee on 12 July 2012.<sup>1</sup>
- 1.6 The local scheme that has been consulted upon is summarised below:
- Not all of the reduction in funding will be passed on to residents. The council is proposing to meet £1million of the £2.5 million funding shortfall from within its overall budget.
  - The council tax discount for people of working age will be assessed on the basis of 90% of full council tax liability.
  - The earnings disregard for single working age people will be doubled from £5 to £10 per week.
  - There will be a cap on the maximum detriment that any household faces of £3 per week for 2013/14 assuming no other change in circumstances.
  - A £100,000 discretionary fund will be available to support the most vulnerable in exceptional circumstances.<sup>2</sup>
- 1.7 The scrutiny panel, consisting of Councillors Alex Phillips (Chair), Graham Cox and Anne Pissaridou, along with co-optee Rosemary Friggens from the East Sussex Credit Union, held a number of evidence gathering meetings before arriving at eleven recommendations.

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<sup>1</sup> <http://present.brighton-hove.gov.uk/mgAi.aspx?ID=27803#mgDocuments>

<sup>2</sup> <http://present.brighton-hove.gov.uk/mgAi.aspx?ID=27803#mgDocuments>

## 2. RECOMMENDATIONS

1. Absorbing £1million of the £2.5million cost of the council tax support changes is welcomed; consideration should be given to funding the additional £1.5 million required from savings elsewhere in the council's budget.
2. Within the budget and time constraints, the 'Draft Council Tax Low Income Discount Scheme' cannot be significantly improved. The Panel acknowledges however that the scheme will impact negatively on some residents, including vulnerable groups.
3. The Panel supports the £3 per week maximum detriment and £5 per week increase in earnings disregard. The implication of both elements should be reviewed prior to any removal after the transition year.
4. Further representations should be made to central Government to allow councils to alter all elements of the council tax system, such as single person discounts, and the current exclusion of full time students, within their new council tax arrangements.
5. The scheme and specific amounts payable needs to be communicated as early as possible to affected residents. This should be carried out in person, through community & voluntary sector organisations and all available media and marketing channels.
6. To inform the annual review of the scheme, the Panel recommends that a robust mechanism be established, utilising community & voluntary sector organisations and employment agencies, to closely monitor the impact of the changes.
7. Monitoring arrangements should be reported alongside the proposed scheme including timescales and names of those responsible.
8. Administration of the scheme should seek to support residents with wider financial inclusion issues. Work on financial inclusion being developed by the council should progressed as a matter of urgency.<sup>3</sup>
9. Administration and monitoring of the scheme should seek to identify any areas where digital inclusion becomes a barrier to residents engaging with welfare changes and the jobs market. This should also be considered as part of the wider scrutiny review into welfare reform.<sup>4</sup>
10. The City Overview Group- Welfare Reform should be expanded to include landlord representatives.
11. The Panel recommends a further scrutiny review of the impact of wider welfare reforms once implemented.

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<sup>3</sup> Financial inclusion refers to good financial decision-making (the 'demand side' of the equation) and access to suitable products and services (the 'supply side') – JRF 2008.

<sup>4</sup> Digital inclusion relates to the ability to access technology (especially the internet in this case) and the skills to use it successfully. It is also about ensuring that the benefits of technology fully exploited – CLG 2008.

### **3. INTRODUCTION**

#### **Changes to Council Tax Benefit**

- 3.1 The national Council Tax Benefit system is being abolished under the Welfare Reform Act 2012. The Local Government Finance Bill going through its stages in Parliament (at the time of writing) requires local authorities to introduce their own Council Tax Support Scheme by January 2013. With the introduction of the new scheme comes a 10% reduction in funding.
- 3.2 In Brighton & Hove, based on November 2011 caseload, there are nearly 28,000 claimants of Council Tax Benefit at a cost of an estimated £25m. Brighton & Hove City Council will therefore receive approximately £2.5million less money from Government as a result of this change.
- 3.3 Currently Council Tax Benefit is a national system for low income households. Council Tax Benefit is available if you pay council tax and your income and capital (savings and investments) are below a certain level. Individuals apply for Council Tax Benefit through a single application process for Housing & Council Tax Benefits. If you are eligible for Council Tax Benefit you will receive a reduction in your council tax bill and the council receives a grant to pay for this. Home ownership and employment status are not determining factors as to Council Tax Benefit eligibility.
- 3.4 The Government has stated that pensioners should receive the same level of support under the new scheme as at present, but support for people of working age is to be reduced.
- 3.5 The effect of pensioner protection means that the reduction in expenditure will need to be delivered across the other claimant groups. On average this would mean a reduction of at least £145.05 per annum, or £2.79 per working age claimant per week.
- 3.6 The Policy and Resources Committee papers of 12 July 2012 contain detailed contextual information that forms the basis of the scrutiny review; it can be accessed in full under agenda item 25:

<http://present.brighton-hove.gov.uk/ieListDocuments.aspx?CId=689&MId=4315&Ver=4>

## 4. THE PROCESS

- 4.1 Early preparations for a local scheme were agreed at 19 April 2012 Cabinet. The report set out the planning, initial range of potential options and a timescale for multi-phased engagement and consultation processes. The report included a summary of the current Council Tax Benefits claimants workload, vulnerable groups, work incentives and options plus a decision-making timetable.<sup>5</sup>
- 4.2 A scrutiny workshop on designing a scheme was held for Overview and Scrutiny Committee (OSC) members. The workshop heard a presentation from then Director of Finance Catherine Vaughan, considering an initial draft Equality Impact Assessment and discussing feedback from the first phase of consultation with Emma Daniel, Policy and Research Manager for the Community and Voluntary Sector Forum.
- 4.3 The 'Draft Council Tax Low Income Discount Scheme' was agreed for publication and consultation by Policy and Resources on 12 July 2012, noting the results of the first phase of consultation and engagement.<sup>6</sup>
- 4.4 At the request of the Leader of the Council, Councillor Jason Kitcat, the OSC agreed to establish a Scrutiny Panel to consider the proposals regarding changes to the Scheme on 16 July 2012.<sup>7</sup>
- 4.5 The Council Tax Support Scrutiny Panel comprised Councillor Alex Phillips (Chair) and Councillors Graham Cox and Anne Pissaridou together with President of East Sussex Credit Union Rosemary Friggens as an independent co-optee.
- 4.6 The Scrutiny Review was originally scheduled as a one-day event but following legislative delays a second Panel meeting was arranged to hear from further witnesses. Its final report is being referred to 29 November 2012 Policy and Resources Committee (not 11 October P&R as planned) in considering an agreed scheme.
- 4.7 The Panel meetings on 17 September and 1 October heard evidence from representatives of Brighton Housing Trust, Brighton's Women's Centre, Brighton Unemployed Centre Families Project, Welfare Rights, Community and Voluntary Sector Forum, Jobcentre Plus, the Southern Landlords Association and council officers. Written submissions were also received from the Fed Centre for Independent Living and the YMCA. The Sussex Deaf Association arranged a separate meeting to discuss the scrutiny review.

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<sup>5</sup> Agenda item 245. <http://present.brighton-hove.gov.uk/ieListDocuments.aspx?CId=120&MId=3231&Ver=4>

<sup>6</sup> <http://present.brighton-hove.gov.uk/mgAi.aspx?ID=27803#mgDocuments>

<sup>7</sup> Agenda item 9. <http://present.brighton-hove.gov.uk/ieListDocuments.aspx?CId=726&MId=4178&Ver=4>

## 5. THE PROPOSED SCHEME

5.1 Full details of the draft scheme can be found in 12 July 2012 Policy and Resources Committee paper.<sup>8</sup> In summary it includes:

- support for council tax for people of pensionable age will be provided through a means tested discount equivalent to what they would have been entitled to under the previous Council Tax Benefit system
- support for council tax for people of working age will be provided through a means tested discount and in 2013/14 will take into account similar criteria to the old Council Tax Benefits scheme in deciding who is eligible
- the council tax discount for people of working age will be determined on the basis of 90% of full council tax liability
- the earnings disregard for single working age people will be doubled from £5 to £10 per week
- a cap on the maximum detriment that any household faces of £3 per week from 2012/13 to 2013/14 as a result of the replacement of Council Tax Benefits with this new Scheme– so long as there is no other change in circumstance
- up to £100,000 per annum available in a discretionary fund to provide additional assistance in exceptional circumstances to the most vulnerable

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<sup>8</sup> <http://present.brighton-hove.gov.uk/mgAi.aspx?ID=27803#mgDocuments>



## 6. FINDINGS AND RECOMMENDATIONS

### The Proposed Scheme

- 6.1 The Council Tax Support Scrutiny Panel was established with the very tight remit to evaluate the draft scheme. In undertaking this piece of work however the Panel has also been mindful that these changes are part of a wider agenda of welfare reform and localism.
- 6.2 The Panel heard from a number of witnesses, including the CVSF and BHT that there was no 'win: win' solution to the implementation of the scheme. There was a general consensus that the proposed draft scheme cannot be improved within the given budget and time constraints. Any extra provisions intended to help one or other group of vulnerable residents would inevitably be to the detriment of other groups, and the current balance was felt to be about right.
- 6.3 There was a consensus that the proposal, taken as a whole and with its various mitigating elements as outlined in section 5 above, does manage to implement a scheme whilst protecting as far as possible the most vulnerable residents in the city.
- 6.4 The Panel was especially pleased that £1million of the funding gap was being found from within the wider council budget. The Panel had an extended debate as to whether or not to recommend that the full reduction in funding of £2.5 million should be found from within the council budget. There was concern that merely asking for the funding to be found would result in unknown cuts from other important services.
- 6.5 There was also a more fundamental debate as to whether the council should be seeking to implement the scheme at all, or whether it would be counter-productive hitting those households least able to pay and whom the council will have to support in more drastic ways as their circumstances deteriorate due to wider welfare changes. It was noted that a number of councils are looking to absorb the cost of the changes within their budgets in the first year.<sup>9</sup>
- 6.6 Linked to this was the idea that collecting council tax from residents who have never paid it before and may in many cases struggle to pay will negatively impact upon council tax collection rates.
- 6.7 The Panel noted that a number of local authorities are consulting on their council tax support in tandem with the full range of council tax changes. Some local authorities are proposing to meet the cost of any reduction from revenue raised by other council tax changes such as to second and empty home rules.<sup>10</sup> Detailed briefings from Brighton & Hove City Council's finance team indicate that these changes are

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<sup>9</sup> At the time of writing these include West Oxfordshire, South Oxfordshire, Cherwell, Vale of White Horse, Tower Hamlets, Durham, and Nottingham.

<sup>10</sup> Including a number of those above and Breckland, Worcester, Kingston and Corby.

unlikely to raise the full £1.5million required. This briefing is attached in volume 2 to this report.

- 6.8 The Panel also noted that the Local Government Association and a number of councils have lobbied central Government regarding full localisation of council tax. Whilst allowing councils to change some elements of council tax, Government has protected pensioners, and prevented changes to single person discounts, and the exemption for students. The Panel was in agreement that if the council tax system is to be for local determination then all elements of it should be available for change. This would also dovetail with the Government's 'localism' agenda.
- 6.9 The Panel compared the proposed scheme in Brighton and Hove to those in other local authorities. Although our proposed scheme does appear to be relatively generous, there are a number of authorities that, for at least the first year, are absorbing the reduction in funding in full within their budgets.
- 6.10 The Panel felt unable to recommend where the funding to cover the full £2.5million gap might come from without looking at the council budget in its totality. It is fair to reflect that the Panel was somewhat split as to this issue.
- 6.11 One of the stated aims of the changes is to lift 'the poorest off benefits, by supporting them into work' and reduce 'reliance on support for council tax in the long term'.<sup>11</sup> To better understand these aims and the design of the scheme the Panel held a session with Jobcentre Plus representatives. A particular focus was whether there are the jobs available to allow people to find work. The only real win-win situation from the scheme is obtained if people can be found employment.

The Panel was advised that Jobcentre Plus had 336 vacancies in Brighton, of which 261 were permanent and 229 were full time. Hove had 125 vacancies. On a wider catchment area of approximately 90 minutes travel time (reaching eg to Worthing and Crawley) there were 1682 vacancies.

- 6.12 Alongside the actual number of vacancies the issues of skills and matching appropriate people to the right jobs was highlighted as an issue. The Panel noted that due to a lack of suitable jobs, graduates wishing to stay in the city following university were taking jobs that the local population without degrees are also seeking. This obviously has implications for unemployment.

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<sup>11</sup> <http://www.communities.gov.uk/documents/localgovernment/pdf/2146581.pdf>

## **RECOMMENDATION 1**

**Absorbing £1million of the £2.5million cost of the council tax support changes is welcomed; consideration should be given to funding the additional £1.5 million required from savings elsewhere in the council's budget.**

## **RECOMMENDATION 2**

**Within the budget and time constraints, the 'Draft Council Tax Low Income Discount Scheme' cannot be significantly improved. The Panel acknowledges however that the scheme will impact negatively on some residents including vulnerable groups.**

## **RECOMMENDATION 3**

**The Panel supports the £3 per week maximum detriment and £5 per week increase in earnings disregard; the implication of both elements should be reviewed prior to any removal after the transition year.**

## **RECOMMENDATION 4**

**Further representations should be made to government to allow councils to alter all elements of the council tax system, such as single person discounts, and the current exclusion of full time students, within their new council tax arrangements.**

## **Engagement and Communication**

- 6.12 The draft Equalities Impact Assessment (EIA), case studies and anecdotal evidence presented to the Panel gave an indication of those who could be affected by the change. Speakers gave examples of vulnerable groups on low incomes including – amongst others – women, single parents, younger people out of work on means-tested benefits, carers, people with disabilities or mental health problems, families with reduced child maintenance payments, families on benefits living in bigger houses and those for whom English is not their first language.
- 6.13 A lack of suitable information about council tax as a whole was cited by the Brighton Unemployed Centre Families Project as an area of concern, plus a lack of help for people with budgeting and other problems in dealing with benefits at a time of increasing complexity.
- 6.14 The Panel recognised the challenge in contacting those affected by the changes in good time. Timing of information advice and support is particularly important because in the interests of both the council and householders the aim is to issue as many council tax bills as possible at the start of the financial year.

- 6.15 The Panel feel that more basic 'over the fence' communication is also required. Written material alone, either in hard copy or on the internet won't reach all those affected. The Panel asks that 'hard to reach' people are targeted through radio and TV, through the local print media, as well as in person.

## **RECOMMENDATION 5**

**The scheme and specific amounts payable need to be communicated as early as possible to affected residents. This should be carried out in person, through community & voluntary sector organisations and all available media and marketing channels.**

### **Monitoring**

- 6.16 The Panel was concerned that the possible impact of the scheme on vulnerable household groups would not be fully known until after implementation. Monitoring these effects would be central to the review of the scheme after the transition year.
- 6.17 It would be especially important to publicise the scheme in a variety of ways and to advise, help and support residents, in particular the most vulnerable and those who had not paid council tax before.
- 6.18 The EIA gives an indication of the possible effects on different groups of council tax payers at least for the transition year. However it is only through implementing the scheme that the detailed impact on low income households would become apparent, including the nature of the demand for discretionary funds.
- 6.19 Added to this uncertainty the impact of other, perhaps more significant welfare changes, means that a robust monitoring arrangement will be required. This will mean working closely with advice services from the community and voluntary sector to understand how their caseload changes too.
- 6.20 Members were also of the opinion that a review should include evidence from local businesses, landlords and organisations supporting employment.
- 6.21 Panel Members were anxious that details of how a review of the scheme will be undertaken are published as early as possible and allow for a partnership approach to the review. Evidence heard indicated that many community and voluntary sector organisations would welcome a chance to input into monitoring and reviewing the implementation of the scheme.

## **RECOMMENDATION 6**

**To inform the annual review of the scheme the Panel recommends that a robust mechanism be established, utilising community & voluntary sector organisations and employment agencies, to closely monitor the impact of the changes.**

## **RECOMMENDATION 7**

**Monitoring arrangements should be reported alongside the proposed scheme including timescales and names of those responsible.**

### **Support and Advice**

- 6.22 The Panel heard from a number of support and advice groups, whose representatives described disturbing cases of helping households whose outgoings exceeded income.
- 6.23 It was highlighted that many people affected by the changes would not be using support groups and would be particularly hard to reach. It was crucial that council and other staff and volunteers would be available and trained to provide appropriate information, advice, help and support tailored to people's circumstances. This ranged from basic information: 'What is Council Tax?' 'Why do I have to pay and why is it a priority debt?' to specialised interventions at the enforcement stage.
- 6.24 The Panel was reassured that preparatory work on this was in progress between the council and advice services.
- 6.25 Members were aware that some families with multiple needs or struggling to meet their financial commitments were already known by different teams in the council and other organisations. Several speakers referred to the need for more 'joining up' with and between other work areas including integrated families and child poverty. Early intervention is extremely beneficial and can help prevent arrears.
- 6.26 Access to and capability to use on-line financial services (advice, credit, savings and accounts) would be key so digital and financial inclusion measures were needed to be well linked in at an early stage to help vulnerable residents.
- 6.27 Members acknowledged the different interests of the council, landlords, utility and water companies in terms of financial inclusion strategies and recommended a more formalised joined up approach (to include landlords) to the needs of individual residents.
- 6.28 This reform is part of a wider policy of decentralisation, giving councils increased financial autonomy and a greater stake in the economic future of their local area.

## **Financial and Digital Inclusion**

- 6.29 Whilst the Panel has not investigated financial inclusion in any depth, it has gained an understanding of how the council tax reform agenda fits into wider welfare changes and concerns regarding financial inclusion issues.
- 6.30 A number of witnesses highlighted that the opportunity exists, and should be taken, to signpost to wider financial advice and guidance whilst supporting residents with the new Scheme.
- 6.31 Financial inclusion is defined as the ability to access appropriate financial services or products. Without this ability people are often referred to as financially excluded. For example, many services are cheaper when paid for by direct debit; a bank account is required to access this service.
- 6.32 Anyone can be financially excluded, and as a result of the economic downturn many more people than usual are struggling financially. People that are financially excluded might;
- Not be able to access affordable credit
  - Have difficulty obtaining a bank account
  - Be financially at risk through not having home insurance
  - Struggle to budget and manage money or plan for the unexpected
- 6.33 Panel members were advised that a piece of work is ongoing looking at how best the council, advice providers and financial organisations can address some of the financial inclusion issues evident within the city. A report went to Cabinet in April 2012. Members were keen for this to be progressed rapidly with updates provided as part of the monitoring of this report.
- 6.34 Digital inclusion, linked to the issue of financial inclusion, was raised by a number of witnesses. Digital inclusion is about ensuring that all residents have access to technology and the skills to use it to improve their lives. It is also about ensuring that the indirect benefits of technology to improve all aspects of service planning and delivery are fully exploited.
- 6.35 Digital inclusion will be especially important as Universal Credit will be claimed online. Evidence from Jobcentre Plus also highlighted the importance for jobseekers to have good IT skills to be able to fully engage with the jobs market.
- 6.36 Research shows a clear correlation between digital and social exclusion. This means that those already at a disadvantage and arguably with the most to gain from the internet are the least likely to be making use of it and further disadvantaged by not using it.

## **RECOMMENDATION 8**

**Administration of the scheme should seek to support residents with wider financial inclusion issues. Work on financial inclusion being developed by the council should progressed as a matter of urgency.<sup>12</sup>**

## **RECOMMENDATION 9**

**Administration and monitoring of the scheme should seek to identify any areas where digital inclusion becomes a barrier to residents engaging with welfare changes and the jobs market. This should also be considered as part of the wider scrutiny review into welfare reform.<sup>13</sup>**

### **Wider Welfare Reforms**

- 6.37 The Panel focused purely on the changes to Council Tax Support. However members heard potentially worrying evidence on wider changes to welfare and the potential impact of the Welfare Reform Bill 2012 including the total benefits cap and Universal Credit.
- 6.38 Regarding the City's response to the wider welfare reforms, and addressing the needs of individual residents, the Brighton Housing Trust referred to the work of the City Overview Group – Welfare Reform, suggesting that more closely integrated working was needed on financial and digital inclusion, advice, community banking and fuel poverty, plus including key stakeholders such as social and private landlords to ensure a joined up approach.

## **RECOMMENDATION 10**

**The City Overview Group- Welfare Reform should be expanded to include landlord representatives.**

- 6.39 The Panel felt that further scrutiny work would be very timely once the changes have been implemented. The review into the impact of wider welfare changes should also include a look at support for financial inclusion within the city and whether current arrangements are suitable to meet future challenges.

## **RECOMMENDATION 11**

**The Panel recommends a further scrutiny review of the impact of wider welfare reforms once implemented.**

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<sup>12</sup> Financial inclusion refers to good financial decision-making (the 'demand side' of the equation) and access to suitable products and services (the 'supply side') – JRF 2008.

<sup>13</sup> Digital inclusion relates to the ability to access technology (especially the internet in this case) and the skills to use it successfully. It is also about ensuring that the benefits of technology fully exploited – CLG 2008.

## 7. CONCLUSION

- 7.1 Generally the Panel is persuaded that within the given constraints the suggested Scheme for Brighton & Hove cannot be significantly improved.
- 7.2 A more fundamental question as to whether the council should be looking to absorb the 10% reduction in funding resulted in less of a consensus amongst Panel members.
- 7.3 The Panel was content that the proposals for a local scheme have undergone extensive consultation with residents and local community and voluntary groups.
- 7.4 The Panel's eleven recommendations of the panel are set out below.
- 1) **Absorbing £1million of the £2.5million cost of the council tax support changes is welcomed; consideration should be given to funding the additional £1.5 million required from savings elsewhere in the council's budget.**
  - 2) **Within the budget and time constraints, the 'Draft Council Tax Low Income Discount Scheme' cannot be significantly improved. The Panel acknowledges however that the scheme will impact negatively on some residents including vulnerable groups.**
  - 3) **The Panel supports the £3 per week maximum detriment and £5 per week increase in earnings disregard; both elements should be reviewed prior to any removal after the transition year.**
  - 4) **Further representations should be made to government to allow councils to alter all elements of the council tax system, such as single person discounts, and the current exclusion of full time students, within their new council tax arrangements.**
  - 5) **The scheme and specific amounts payable need to be communicated as early as possible to affected residents. This should be carried out in person, through community & voluntary sector organisations and all available media and marketing channels.**
  - 6) **To inform the annual review of the scheme the Panel recommends that a robust mechanism be established, utilising community & voluntary sector organisations and employment agencies, to closely monitor the impact of the changes.**



- 7) Monitoring arrangements should be reported alongside the proposed scheme including timescales and names of those responsible.**
- 8) Administration of the scheme should seek to support residents with wider financial inclusion issues. Work on financial inclusion being developed by the council should progressed as a matter of urgency.**
- 9) Administration and monitoring of the scheme should seek to identify any areas where digital inclusion becomes a barrier to residents engaging with welfare changes and the jobs market. This should also be considered as part of the wider scrutiny review into welfare reform.**
- 10) The City Overview Group- Welfare Reform should be expanded to include landlord representatives.**
- 11) The Panel recommends a further scrutiny review of the impact of wider welfare reforms once implemented.**



Appendix 2 – OSC recommendations and responses

OSC Recommendation	Response Agreed, In progress, Not agreed	Details and reasons
<p>1) Absorbing £1million of the £2.5million cost of the council tax support changes is welcomed; consideration should be given to funding the additional £1.5 million required from savings elsewhere in the council's budget.</p>	<p>in progress</p>	<p>Finance officers have provided members with the information about the financial implications of meeting the cost of the scheme in full and the cost of reduced support at partially supported levels as in the main proposal. The revised scheme is planned to meet the transitional grant conditions and therefore reduce the impact on claimants. Any further funding to cover the loss of government support will increase the requirement for savings for the City Council as well as Sussex Police Authority and East Sussex Fire Authority. The Budget Update and Savings report elsewhere on this agenda provides further financial context and the challenging savings requirements the council is already facing.</p>
<p>2) Within the budget and time constraints, the 'Draft Council Tax Low Income Discount Scheme' cannot be significantly improved. The Panel acknowledges however that the scheme will impact negatively on some residents including vulnerable groups.</p>	<p>agreed</p>	<p>The project is now starting to work with vulnerable households to prepare them for this change. As a part of this work officers are contacting households where there is long term unemployment to help them understand the changes and their new need to make a contribution.</p>
<p>3) The Panel supports the £3 per week maximum detriment and £5 per week increase in earnings disregard; both elements should be reviewed prior to any removal after the transition year.</p>	<p>agreed</p>	<p>The scheme will be reviewed in full before its second year of operation; this review will include the £3 cap and increase in earnings disregards.</p>
<p>4) Further representations should be made to government to allow councils to alter all elements of the council tax system, such as single person discounts, and the current exclusion of full time students, within their new council tax arrangements.</p>	<p>agreed</p>	<p>Cllr Littman has written to the Department of Communities and Local Government to encourage the government to fully localise the control councils have over setting all aspects of council tax discounts and exemptions</p>
<p>5) The scheme and specific amounts payable need to be communicated as early as possible to affected residents. This should be carried out in person, through community &amp; voluntary sector organisations and all available media and marketing channels.</p>	<p>agreed</p>	<p>Direct communication will be undertaken as soon as practicable once a decision on a final scheme has been made. Colleagues in the communications team will undertake work on non-direct communications, the community and voluntary sector forum is hosting an event specifically about communicating this change to its members and the council's welfare rights team will provide training to colleagues in the city on the detail of the change</p>

## Appendix 2 – OSC recommendations and responses

<p>6) To inform the annual review of the scheme the Panel recommends that a robust mechanism be established, utilising community &amp; voluntary sector organisations and employment agencies, to closely monitor the impact of the changes.</p>	<p>agreed</p>	<p>Officers have worked closely with the community and voluntary sector forum in the development of this scheme and have an agreement in place that they and their members will record and feedback the impact of the changes. Job Centre Plus sit on the wider welfare reform project board and will be asked for input into the affect of these changes from an employment perspective</p>
<p>7) Monitoring arrangements should be reported alongside the proposed scheme including timescales and names of those responsible.</p>	<p>agreed</p>	<p>The monitoring arrangements have been included in the main report under section 3.14</p>
<p>8) Administration of the scheme should seek to support residents with wider financial inclusion issues. Work on financial inclusion being developed by the council should progressed as a matter of urgency.</p>	<p>agreed</p>	<p>As part of the implementation of the change to Council Tax Support advice provision (as set out in para 3.11 of the main report) will be commissioned specifically to address the needs of people affected by the changes. In addition the council is establishing new Financial Inclusion Board and a comprehensive project plan to take forward financial inclusion activity, including a targeted financial inclusion commission supporting the implementation of a Community Banking Partnership approach. This programme will be operational in spring 2013 and is being led by Richard Butcher-Tuset and a dedicated project team to ensure the delivery of both urgent and longer term tasks.</p>
<p>9) Administration and monitoring of the scheme should seek to identify any areas where digital inclusion becomes a barrier to residents engaging with welfare changes and the jobs market. This should also be considered as part of the wider scrutiny review into welfare reform.</p>	<p>agreed</p>	<p>The Public Service Board (PSB) has tasked Simon Newell to undertake an evidence gathering exercise to understand the scope and impact of digital inclusion and exclusion in the city. This is due to be reported back to PSB by the end of 2012. The findings will then be used to develop an appropriate approach to the issues found.</p>
<p>10) The City Overview Group- Welfare Reform should be expanded to include landlord representatives.</p>	<p>agreed</p>	<p>A landlords representative and social housing representative have been invited to this group as well as communicating through housing consultative structures.</p>
<p>11) The Panel recommends a further scrutiny review of the impact of wider welfare reforms once implemented.</p>	<p>agreed</p>	<p>OSC agreed that a scrutiny review on the wider welfare reforms would be useful, to include issues of financial and digital inclusion, and added it to their long-term work programme'</p>

Appendix 3 – Transitional Grant Funding  
Council Tax Support – Proposed final scheme P&R 29<sup>th</sup> November 2012

1. On 16<sup>th</sup> October the Government announced the Department of Communities and Local Government (DCLG) was making an extra £100million available to local authorities to support their local Council Tax Support schemes. The value of this grant to Brighton and Hove is £601,000
2. This grant is only available if the council's scheme meet certain requirements, those requirements are:
  - **Those who would be entitled to 100% support under current council tax benefit arrangements pay between zero and no more than 8.5% of their net council tax liability;**
  - **The taper rate does not increase above 25%;**
  - **There is no sharp reduction in support for those entering work.**
3. The proposed scheme set out in the July P&R report would not meet these requirements because it proposed benefit paid up to 90% of liability. The first provision above means this would have to be 91.5% or more.
4. The options as to whether to take advantage of the grant or not are detailed in the table below.
5. The two options which officers consider meet the provisions above with little or no risk of challenge are:
  - a. Basing discount on 91.5% of net liability for all working age recipients; that is after other discounts have been applied.
  - b. Basing discount on 93.625% of gross liability for all working age recipients; that is before other discounts have been applied.

Option a. would result in a stronger financial situation for year 1; however given that the transitional grant will only be in place for the first year option b. is structurally the same as the original proposal (albeit at a different percentage point) and as such there may be less complication in terms of communication should the council need to amend the scheme in the second year back to a figure based on gross liability.

**CTS scheme Combined BHCC, Police and Fire financial implications**

Council Tax discount applied **after** Single Person discount

	Maximum Liability	Cap	Savings generated £m	Complies with Transition grant rule			Grant	Admin difficulty (system does not support)	Total Savings generated
				8.50%	No more than 25% taper restriction	No Sharp reduction entering work			
Scheme proposed in July 2012	90%	£3.00	1.512	No	Yes	Yes	0	Low	1.512
<b>8.5% Max liability reduction</b>	<b>91.5%</b>	<b>£3.00</b>	<b>1.269</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	<b>0.601</b>	<b>Low</b>	<b>1.870</b>
10% max liability with 8.5% cap on benefit reduction for those on 100% benefit	90%	8.5% and £3	1.327	<b>Liable to challenge</b>	Yes	<b>No</b>	0	<b>High</b>	1.327
10% max liability with 8.5% cap for all	90%	8.5% and £3	1.140	<b>Liable to challenge</b>	Yes	Yes	0.601	<b>High</b>	1.741

Council Tax discount applied **before** Single Person Discount

	Maximum Liability	Cap	Savings generated £m	Complies with Transition grant rule			Grant	Admin difficulty (system does not support)	Total Savings generated
				8.50%	25% taper restriction	No Sharp reduction entering work			
Scheme proposed in July 2012	90%	£3.00	1.789	No	Yes	Yes	0	High	1.789
8.5% Max liability reduction	91.50%	£3.00	1.508	No	Yes	Yes	0	High	1.508
6.375% Max liability reduction*	93.625%*	£3.00	1.099	Yes	Yes	Yes	0.601	High	1.700
10% max liability with 8.5% cap for those on 100% benefit	90%	8.5% and £3	1.382	<b>Liable to challenge</b>	Yes	<b>No</b>	0	<b>High</b>	1.382
10% max liability with 8.5% cap for all	90%	8.5% and £3	1.272	<b>Liable to challenge</b>	Yes	Yes	0.601	<b>High</b>	1.873

## Appendix 4 – Proposed final schemes

***NB – (1) PENDING PUBLICATION OF REGULATIONS UNDER THE LOCAL GOVERNMENT FINANCE ACT, BOTH THESE SCHEMES ARE STILL IN DRAFT FORM AND WILL BE FURTHER AMENDED BEFORE P&R COMMITTEE ON 29 NOVEMBER AND COUNCIL ON 13 DECEMBER.***

***(2) CONSIDERATION IS BEING GIVEN TO SPLITTING THE MAIN SCHEME INTO TWO – ONE PART WOULD DEAL WITH PEOPLE OF WORKING AGE: THE OTHER PART WOULD DEAL WITH PEOPLE OF PENSIONABLE AGE.***

***(3) PARAGRAPH 4 BELOW SAYS THAT THE SCHEDULE TO THE COUNCIL TAX REDUCTION SCHEMES (DEFAULT SCHEME) (ENGLAND) REGULATIONS IS ANNEXED. AS THE REGULATIONS HAVE NOT YET BEEN MADE, THEY HAVE NOT BEEN ANNEXED BUT A COPY OF THE DRAFT REGULATIONS WILL BE MADE AVAILABLE IN MEMBERS' ROOMS AND A LINK WILL BE PROVIDED SO THAT MEMBERS CAN ACCESS THEM ON LINE***

### **PART 1**

**Drafts: 1st 19/09/12 / 2nd 05/10/2012 / 3<sup>rd</sup> 16/11/2012**

**Brighton & Hove City Council**

**The Brighton & Hove City (Council Tax)  
Low Income Discount Scheme 2013**

#### **1. Citation**

1.1 This scheme is made on 13 December 2012 in pursuance of the functions of Brighton & Hove City Council under sections 13A(1)(a), 13A(2), 13A(3) and Schedule 1A of the Local Government Finance Act 1992 and all other enabling powers. It may be cited as the Brighton & Hove City (Council Tax) Low Income Discount Scheme 2013.

#### **2. Interpretation**

2.1 Unless the context requires otherwise:-

2.1.1 “the Council” means Brighton & Hove City Council;

2.1.2 “Scheme” means the Brighton & Hove City (Council Tax) Low Income Discount Scheme 2013.

2.1.3 “the 1992 Act” means the Local Government Finance Act 1992

### **3. Commencement of and changes to the Scheme**

3.1 The Scheme comes into effect on 1 April 2013 for the financial year 1 April 2013 to 31 March 2014 and, subject to sub-paragraphs 3.2 and 3.3 of this paragraph, remains in force for subsequent financial years.

3.2 For each financial year after the year 1 April 2013 to 31 March 2014:-

3.2.1 the Council will consider whether to revise the Scheme or replace it with another scheme;

3.2.2 the Council will make any revision to the Scheme or make any replacement scheme no later than 31 January in the financial year preceding that for which the revision or replacement is to have effect;

3.2.3 if any revision to the Scheme or replacement scheme has the effect of reducing or removing a reduction to which any class of persons is entitled, the revision or replacement will include such transitional provision relating to that reduction or removal as the Council thinks fit;

3.2.4 before revising or replacing the Scheme, the Council will (in the following order)

(a) consult any major precepting authority which has power to issue a precept to it;

(b) publish a draft scheme in such manner as it thinks fit, and

(c) consult such other persons as it considers are likely to have an interest in the operation of the scheme; and

3.2.5 a decision to revise the Scheme or make a replacement scheme will be not delegated by the Council to a committee or officer of the Council.

3.3 Amendments may be made by the Council during a financial year to the extent permitted or required by any enactment or subordinate legislation.

### **4. The intention of the Council**

4.1 The Scheme shall be interpreted having regard to paragraph 4.1.

4.2 The intention of the Council is to include provisions in the Scheme which will have the following general effect:-



4.1.1 providing council tax support for people of pensionable age in accordance with the requirements of the Council Tax Reduction Schemes (Prescribed Requirements Scheme) Regulations 2012 (SI number ????)

4.1.2 providing council tax support for people of working age through a means tested discount, which in the 2013/2014 financial year will take into account broadly similar criteria to the previous council tax benefits scheme in deciding eligibility;

4.2.3 determining council tax discount for people of working age on the basis of 91.5 percent of council tax liability

4.2.4 doubling the earnings disregard for single working people from £5 to £10 a week; and

4.2.5 applying a cap of £3 a week on the maximum detriment that any household faces moving from the 2012/2013 financial year to the 2013/2014 financial year, assuming no other change in circumstances.

## **5. The Scheme**

5.1 The Scheme shall be the scheme set out in the Schedule to the Council Tax Reduction Schemes (Default Scheme)(England) Regulations 2012 (SI 21012 number ????, a copy of which is annexed to the Scheme) amended as follows:-

5.1.1 In sub-paragraph 2(1), the following shall be substituted for the definition of “the authority”:-

“ “the authority” means Brighton & Hove City Council”

5.1.2 For sub-paragraph 28(1) the following shall be substituted:-

“28(1) Subject to paragraph 28A and sub-paragraphs (2) to (4), the amount of a person’s maximum council tax liability in respect of a day is (if that person is a pensioner) 100 per cent or (if that person is not a pensioner) 91.50 percent of the amount A/B where –

(a) A is the amount set by the authority as the council tax for the relevant financial year in respect of the dwelling in which he is a resident and for which he is liable, subject to any discount which may be appropriate to that dwelling under the 1992 Act; and

(b) B is the number of days in that financial year.

5.1.3 For paragraph 11 of schedule 7 the following shall be substituted:-

“In a case to which none of the paragraphs 4 to 10 applies, £10.”

5.1.4 *[Need to add a paragraph which has the effect of saying the Council will continue to use its discretion to completely disregard war widows' pensions and refer to relevant part of the default regs]*

5.1.5 After paragraph 28 the following paragraph shall be inserted:-

“28A(1) This paragraph applies as a transitional provision for the financial year beginning on 1 April 2013 and ending on 31 March 2014.

(2) This paragraph applies in relation to any person who:-

(a) is not a pensioner and

(b) is lawfully in receipt of an award of council tax benefit from Brighton & Hove City Council for the benefit week ending Sunday 31 March 2013, and

(c) is assessed by Brighton & Hove City Council as entitled to receive a council tax reduction under this Scheme for any reduction week during the period beginning on Monday 1 April 2013 and ending on Sunday 30 March 2014 and

(d) the person's circumstances relevant to the calculation of council tax benefit in the benefit week ending Sunday 31 March 2013 and to the calculation of council tax reduction under the Scheme during the period 1 April 2013 to 30 March 2014 do not change.

(3) Sub-paragraph (4) applies in relation to any such person who, as result of an award of council tax benefit, had no liability to pay council tax for the benefit week ending Sunday 31 March 2013.

(4) If the amount of such person's maximum council tax reduction, calculated under paragraph 28, results in a liability to pay council tax of more than £3 a week, the amount shall be re-calculated at such percentage greater than 91.50 percent as will limit the person's liability to pay council tax to £3 a week.

(5) Sub-paragraph (6) applies in relation to any such person who, as a result of an award of council tax benefit, had a reduced liability to pay council tax for the week ending Sunday 31 March 2013.

(6) If the amount of such person's maximum council tax reduction, calculated under paragraph 28, results in an increased liability to pay council tax of more than £3 a week compared with the amount payable for the week ending Sunday 31 March 2013, the amount shall be re-calculated at such percentage greater than 91.50 percent as will limit the person's increased liability to pay council tax to £3 a week.”

## **6. Consistency with Prescribed Requirements**

6.1 It is the intention that this Scheme includes all the requirements which a local authority is required to include in a scheme made under sections 13A(2) of the Local Government Finance Act 1992 by regulations made under Paragraphs 2(8) and 2(9) of Schedule 1A of the Local Government Finance Act 1992 and in particular by the Council Tax Reduction Schemes (Prescribed Requirements Scheme) Regulations 2012 (SI number **????**). If any such requirement has been omitted, it shall be deemed to be incorporated in this Scheme and any provision in this Scheme which is inconsistent with any such requirement shall be read in such a way as to make it consistent.

**The making of the Brighton & Hove City (Council Tax) Low Income Discount Scheme 2013 was approved by Brighton & Hove City Council on 13 December 2012.**

DRAFT

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## PART 2

### Brighton & Hove City Council

#### The Brighton & Hove City (Council Tax) Discretionary Scheme 2013

#### 1. Citation and Interpretation

1.1 This scheme is made in pursuance of the functions of Brighton & Hove City Council (“the Council”) under the Local Government Finance Act 1992 (“the 1992 Act”) and all other enabling powers. It may be cited as the Brighton & Hove City (Council Tax) Discretionary Scheme 2013 (“the Discretionary Scheme”).

1.2 Unless the context requires otherwise:-

1.2.1 words and phrases in the Discretionary Scheme shall have the same meaning as in the 1992 Act and any regulations made thereunder and

1.2.2 references to numbered paragraphs are references to paragraphs in the Discretionary Scheme.

#### 2. Principal Statutory Power

2.1 Section 13A subsections (1)(c), (6) and (7) of the 1992 Act (“Section 13A(1)(c)”) empower the Council, as billing authority for the City of Brighton & Hove, to reduce the amount of council tax which a person is liable to pay in respect of any chargeable dwelling and any day (as determined in accordance with sections 10 to 13 of the 1992 Act) in any case to such extent (or if the amount has already been reduced under Section 13A(1)(a) of the 1992 Act, such further extent) as the Council thinks fit. This includes power to reduce the amount to nil.

#### 3. Purpose of the Discretionary Scheme

3.1 The Discretionary Scheme makes provisions in relation to a discretionary fund of a minimum of £100,000 (“the Fund”) set aside by the Council to give additional financial assistance in exceptional circumstances to the most vulnerable council tax payers, pursuant to the Council’s functions and in particular to its powers under Section 13A(1)(c).

#### 4. Commencement and duration of the Discretionary Scheme

4.1 The Discretionary Scheme comes into effect on 1 April 2013.

4.2 Under Section 13A(1)(c), the Council has power to amend, extend or withdraw the Discretionary Scheme at any time. This power may be exercised

by the Council, by the Policy and Resources Committee (or its Urgency Subcommittee) or by the Director of Finance who will keep under review the amount of the Fund.

4.3 Subject to paragraph 4.2, no new applications for assistance under the Discretionary Scheme will be accepted when and if all the Fund has been spent or committed.

## **5. Assistance under the Discretionary Scheme**

5.1 Subject to paragraphs 5.2, 5.3, 5.4 and 6, the Council may, by way of further financial assistance (“a discretionary discount”), reduce to such further extent as it thinks fit the amount of council tax which a person is liable to pay in respect of a chargeable dwelling (as determined in accordance with sections 10 to 13 of the 1992 Act) if that person:-

5.1.1 is (or was) entitled to a reduction in the amount of council tax payable by that person under the Council’s Low Income Discount Scheme (“the Low Income Discount Scheme”) made under Section 13A(2) of the 1992 Act and

5.1.2 appears to the Council to require some further financial assistance (in addition to the discount to which that person is entitled under the Low Income Discount Scheme) in order to meet the costs of that person’s council tax bill.

5.2 Subject to paragraphs 5.3, 5.4 and 6, the Council has a discretion:-

5.2.1 in any particular case, as to whether or not to give a discretionary discount under paragraph 5.1; and

5.2.2 as to the amount of the discretionary discount and the period for, or in respect of which, any such discretionary discount is given.

5.3 The discretion in paragraph 5.2 2 as to the amount of a discretionary discount under paragraph 5.1 includes discretion to reduce to nil the amount of council tax which a person is liable to pay in respect of a chargeable dwelling (as determined in accordance with sections 10 to 13 of the 1992 Act).

5.4 The Council

5.4.1 may restrict the period for or in respect of which a discretionary discount under paragraph 5.1 is given to such period as it considers appropriate in the particular circumstances of a case, but

5.4.2 may only give a discretionary discount under paragraph 5.1 to a person in respect of a period during which that person is or was entitled to a reduction in the amount of council tax payable by that person under the Low Income Discount Scheme.

## **6. Circumstances to be taken into account by the Council in exercising discretion under the Discretionary Scheme**

6.1 A discretionary discount may be given by the Council where the Council considers that it is necessary to give additional financial assistance in exceptional circumstances to the most vulnerable council tax payers who are struggling to pay council tax. Circumstances which could fall within the discretion are:-

6.1.1 families and those who have significant, long term health or mobility problems;

6.1.2 individuals with multiple needs (for example a combination of physical/mental health, language, literacy, substance misuse, debt problems & support requirements);

6.1.3 where the chargeable dwelling has been significantly adapted for someone with a disability and no other dwelling is likely to be easily available;

6.1.4 where the chargeable dwelling is currently under-occupied but this situation is likely to change soon, for example where a young, single pregnant woman needs short-term discretionary discount for a dwelling which will be affordable once the child is born; but (i) discretionary discount will not usually be given by the Council where debt is the sole reason for the application and (ii) satisfying any of the circumstances set out in 6.1.1 to 6.1.4 will not automatically entitle a person to discretionary discount as paragraph 6.1 is subject to paragraph 6.2.

6.2 In deciding whether the criteria in paragraph 6.1 are met, the Council will take into account the financial and personal circumstances of the person in respect of whom an application for discretionary discount has been made.

6.3 In circumstances where the Council decides that a long term discretionary discount would not be appropriate, the Council may be prepared to consider giving a short term discretionary discount, for example to allow time for a move to be made to more affordable accommodation.

6.4 If the Council reaches the conclusion that the shortfall between an applicant's income and outgoings is minimal, discretionary discount will not usually be given.

## **7. Applications and decisions**

7.1 The Council may accept an application for a discretionary discount:-

7.1.1 in such form and manner as it approves;

7.1.2 from—

(i) a person entitled to a reduction in the amount of council tax payable by that person under the Low Income Discount Scheme; or

(ii) where it appears reasonable in the circumstances of a particular case, a person acting on behalf of a person so entitled.

7.2 The Council shall give a person who has applied for a discretionary discount or who has requested a review of a decision made in respect of that person's application, written notice of its decision in respect of that application or review and the reasons for that decision as soon as is reasonably practicable.

## **8. Provision of information**

8.1 A person applying for or receiving a discretionary discount shall provide the Council with the following information:-

8.1.1 particulars of the grounds of application or, as the case may be, particulars of the grounds for a review;

8.1.2 changes in circumstances which may be relevant to the continuance of a discretionary discount, and such other information as may be specified by the Council within such time as the Council thinks appropriate.

## **9. Reviews initiated by the Council**

9.1 The Council may review any decision it has made with respect to the making, cancellation or recovery of a discretionary discount in such circumstances as it thinks fit.

9.2 Without prejudice to the generality of paragraph (1) above, the Council may, on any such review, cancel any further discretionary discount and recover any council tax already remitted because of a discretionary discount where the Council has determined that:-

9.2.1 whether fraudulently or otherwise, any person has misrepresented, or failed to disclose, a material fact and, as a consequence of that misrepresentation or failure to disclose, a discretionary discount has been given; or

9.2.2 an error has been made when determining the application for a discretionary discount, and as a consequence of that error, a discretionary discount has been made which would not have been made but for that error.

## **10. Reviews initiated by a person applying for a discretionary discount**

10.1 A person aggrieved by a decision of the Council in determining an application for discretionary discount may request a review of the decision.

10.2 The Council may accept a request for a review of a decision in such form and manner as it approves.

10.3 The Council will not normally accept a request for a review of a decision if the request is received by the Council more than 28 days after notification of the decision was sent by the Council.

10.4 A review of a decision in accordance with paragraph 10.1 shall be carried out by a different person from the person who made the decision to which the review relates and shall normally be completed within 28 days from the date on which the request for the review was received by the Council.

**The Brighton & Hove City (Council Tax) Discretionary Scheme 2013 was approved by Brighton & Hove City Council on 13 December 2012.**

DRAFT



## **Council Tax Support Consultation**

### **Introduction**

The information set out at **Annex 1** below was provided to Overview and Scrutiny when it reviewed this matter. Subsequently, as mentioned in paragraph 4.7 of the report, the steps taken in relation to consultation were reviewed and a letter was sent to all current benefit recipients (approximately 17,000). The letter included information on how they could get help in responding to the Council. The consultation deadline was extended to 12 October. The report at **Annex 2** deals with the responses received for the whole of the consultation period from 16 July to 12 October.

### **Annex 1 – Supplied to the Overview and Scrutiny Panel**

The council has attempted to engage and provide an opportunity for views to be heard as widely as possible during the draft scheme consultation.

Consultation on the draft Low Income Discount Scheme for Brighton & Hove took place in two distinct stages. In June 2012 work was carried out with the assistance of the Community and Voluntary Sector Forum (CVSF) to obtain guidance from those in the city with experience of working with benefit claimants or advising on welfare rights. The full membership of the CVSF were invited to a pre-consultation event on 13 June, this was followed by the council presenting options and seeking views at the Children & Young People's Network on 20 June. CVSF members were also sent an online survey.

At the same time consultation commenced with major pre-cepting authorities including Sussex Police and East Sussex Fire and Rescue. Responses to this initial consultation were provided as an appendix to the P&R report dated 12 July 2012.

As a result of this early engagement the council published a draft scheme on 13 July and consultation opened via the council's portal and by questionnaire on the 16 July. Consultation on this second stage will be carried out until 7 September 2012. In addition to consultation being publicised with posters around the city and on the council's website, specific organisations and partners were contacted to alert them to the consultation.

The following is a full list of the organisations and partners contacted during this process.

## Appendix 5

### Pre-Consultation

#### 13<sup>th</sup> June

Guinness Partnership  
Knoll Community Association  
RISE (Refuge, Information, Support and Education)  
BHT - Advice Centre  
Welfare Rights Project (Brighton Unemployed Centre Families Project)  
B&H CAB  
Brighton Housing Trust (BHT)  
Sussex Deaf Association  
Community & Voluntary Sector Forum (CVSF)  
Money Advice and Community Support Service  
Advice Strategy Project  
Hanover Community Association  
Brighton Women's Centre  
The Fed: Centre for Independent Living  
Southern Housing Group

#### 20<sup>th</sup> June

Trust for Developing Communities  
Young People's Centre (Impact Initiatives)  
MOSAIC  
Brighton Unemployed Centre's Families Project  
The Young Carers Project (The Carers Centre)  
BHIP  
Allsorts  
MIND B&H  
Hangleton & Knoll Project  
Brighton Oasis Project  
Prince's Trust  
Daybreak  
Adventure Unlimited  
Safety Net  
Dialogue Therapeutic and Family Services  
Fun in Action for Children  
Trust for Developing Communities  
The Bridge  
Tarnerland Youth Project  
Safety Net  
Sussex Clubs for Young People

### **Consultation Information and online consultation links e-mailed to:**

#### Equalities and Liaison Team Mailing List

Brighton University  
All four health trusts covering the city

## Appendix 5

Sussex Police  
Carers' Centre  
Environment Agency  
The Fed: Centre for Independent Living  
Jobcentre Plus  
Sussex University  
Brighton Housing Trust  
CVSF  
LGBT Health Inclusion Project  
City College  
East Sussex Fire & Rescue  
Pensions Regulation Service  
Surrey & Sussex Probation Trust  
South East Coast Ambulance Service  
Black & Minority Ethnic Community Partnership (BMECP)

### BHSP and Partnerships

The members of The Brighton & Hove Strategic Partnership and of all thematic partnerships in the city were e-mailed information and on-line consultation links.

### CVSF

Information and on-line consultation links were sent via the CVSF to their e-mail contact list of over 500 individuals (staff and volunteers) from member organisations.

### Housing Groups and Landlords

Sanctuary Housing  
Hyde Martlet Housing  
Orbit  
Saxon Weald  
Affinity Sutton  
Places for People  
Southern Housing Group  
Guinness  
BHT  
Moat  
Amicus Horizon

### Additional

A link to the on-line consultation and information about the draft scheme was provided on the WAVE, the council internal intranet. Officers who were either residents or worked with residents claiming Council Tax Benefit were encouraged to participate.

## Appendix 5

Additionally emails were sent to:

SPIN (Single Parent Information Network)  
Friends, Families and Travellers  
Rottingdean Parish Council  
City Welfare Group

**Publicity materials including posters and/ or paper questionnaires were sent to the following:**

### CVSF

350 CVSF member organisations were sent posters to display in their offices. In addition publicity was sent to the following voluntary advice organisations as requested by the Advice Services Network.

BHT Legal Advice Centre  
CAB  
MACS (Money Advice and Community Support)  
Brighton Women's Centre  
Brighton Unemployed Centre Families Project  
St Luke's Advice Centre  
AMAZE  
Sussex Deaf Association  
Terrence Higgins Trust  
BHCC Welfare Rights Team  
Age UK Brighton & Hove  
Youth Advice Centre  
Brighton & Hove Unemployed Workers Centre  
Sussex Student Union Advice  
BHT Immigration Legal Service  
RISE  
Brighton and Hove LGBT Switchboard  
MIND in Brighton and Hove  
Young People's Centre  
East Sussex Credit Union

### Council Housing Offices

Lavender Street  
Oxford Street  
Whitehawk Hub  
Selsfield Drive  
Victoria Road

### Public Places

Kings House reception  
Hove Town Hall (external display boards and reception)  
Brighton Town Hall reception

## **Appendix 5**

Bartholomew House Customer Service Centre (including details on the electronic information screens)  
All libraries in Brighton & Hove  
All doctors surgeries in Brighton & Hove

### **Additional events**

The council attended the Equalities Network on 9 August 2012 to seek views on work undertaken on the Low Income Discount Scheme Equalities Impact Assessment. Consultation materials were provided for attending organisations to take away with them.

#### Attendees:

Grace Eyre  
Working 50 Plus  
The Fed Centre for Independent Living  
Metamorphosis Art Group  
West Hove Forum  
Sussex Central YMCA – Reed House  
Moulsecoomb Community Forum and Newsletter  
Southern Housing Group  
MOSAIC Black, Asian & Mixed Parentage Family Group  
Safe & Sorted Youth Advice Centre (Sussex Central YMCA)  
Brighton Unemployed Families Project

#### Apologies from:

Amaze  
Brighton Women's Centre  
Allsorts Youth Project  
Black & Minority Ethnic Community Partnership  
Friends Families and Travellers

Annex 2

**Consultation report: Brighton & Hove  
Council Tax Low Income Discount Scheme**

**July – October 2012**

**Contact**

Policy Performance & Analysis

Brighton & Hove City Council

Tel: 01273 29 1088

e-mail: [consultation@brighton-hove.gov.uk](mailto:consultation@brighton-hove.gov.uk)

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## 1. Executive Summary

In total 282 complete questionnaires were received

Half of people who responded had claimed, or a person in their household had claimed Council Tax Benefit in the last two years and as such people who will be directly affected by these changes have fed into this policy change.

Given the situation the council is in respondents tend to agree with the main proposals the council has put in place for the main scheme.

- Twice as many people agreed (66%) with the principles used to define the draft scheme than disagreed (33%).
- Three quarters of respondents (76%) agreed with the proposal for switching to the new scheme, three times more than disagreed (24%).
- There is a split between those who disagree (51%) with the proposal for a 90% discount scheme and those that agree (49%).
- More than four out of five respondents (84%) agreed that eligibility for council tax support should be based on a person's income and savings. This is five times more than those that disagreed (16%).
- More than four out of five respondents (82%) agree with the principle of an earning disregard, four and a half times more than disagree (18%). Less agreed that the disregard would support people into work and in low paid work, 62% agreeing, 39% disagreeing.
- Just under two thirds (64%) of respondents agreed with the proposal to limit the extra amount of council tax any households has to pay to £3. Just under twice as many as disagreed (36%).
- Four out of five respondents (81%) agree with the principle of having a discretionary fund for the most vulnerable, more than four times more than those that disagreed (19%).

Among respondents who made comments there is a recurring theme that with the changes certain groups of vulnerable people may find these changes hard to manage including disabled people, families with children, those with health problems, those affected by domestic violence and carers.



## 2. Introduction

From 1 April 2013, the government is abolishing the national Council Tax Benefit system and reducing the grants previously given to local authorities for Council Tax Benefit by 10%. Local councils have been asked to introduce a local Council Tax support system to replace the old benefit system.

After obtaining guidance from those in the city with experience of working with benefit claimants or advising on welfare rights including the full membership of the Community and Voluntary Sector Forum as well as the major pre-cepting authorities, the council proposed a preferred draft Low Income Discount Scheme. The purpose of this report is to report on the findings of the city wide consultation on this preferred scheme.

## 3. Methodology

A questionnaire was devised to both inform and give residents an opportunity to comment on the council preferred scheme. Information was provided about the different principles of the scheme, what this would mean and how it would work (including real life examples). Residents were asked whether they agreed or disagreed with the different principles and to make comment.

The questionnaire was made available on the Brighton & Hove Consultation Portal with links from the home page of the council's website and dedicated Draft Council Tax Low Income Discount Scheme web pages.

The consultation was open between 16 July and 12 October 2012. During the fieldwork, in order to advertise, encourage and signpost residents to the questionnaire communications were sent out via;

- social media
- through community and voluntary sector networks
- registered users of the Consultation Portal
- press releases to local media
- posters and leafleting
- a letter sent to every household currently in receipt of Council Tax Benefit.

In order to ensure that resident without access or the opportunity to use the Internet could become involved, paper versions of the questionnaire and pre-paid response envelopes were;

- available at the Council Tax Benefit office and other public council and community buildings
- a dedicated phone line was available for information and to request postal questionnaires.

## 4. Response and respondent's profile

### 4.1 Response

In total 282 complete questionnaires were received, given the methodology it is not possible to calculate an overall response rate.

### 4.2 Respondent's Profile

As part of the questionnaire respondents were asked to complete the council's standard equalities monitoring form and indicate

- if they are or have been in receipt of Council Tax Benefit in the past two years
- if they support or work with someone or people claiming Council Tax Benefit
- how many children and pensioners in their household
- provide their home postcode

#### 4.2.1 Council Wards

<b>Council Wards</b>		
	Number	Percentage
Hanover and Elm Grove	24	13%
Queen's Park	18	9%
St. Peter's and North Laine	16	8%
Preston Park	14	7%
Goldsmid	13	7%
Regency	13	7%
Hollingdean and Stanmer	11	6%
Woodingdean	9	5%
Brunswick and Adelaide	8	4%
Central Hove	7	4%
South Portslade	7	4%
Withdean	7	4%
East Brighton	6	3%
Hangleton and Knoll	6	3%
Moulsecoomb and Bevendean	6	3%
Wish	6	3%
Rottingdean Coastal	5	3%
Westbourne	5	3%
Hove Park	4	2%
North Portslade	3	2%
Patcham	3	2%
Total	191	100.0
Not known	91	
Total	282	

## Appendix 5

Only two thirds of respondents provided full postcodes that could be matched to local wards. Among these, at least three responses (2%) were received from each ward with the most coming from Hanover & Elm Grove ward (24 responses, 13%).

### 4.2.2 Council Tax Benefit

- Half of all respondents (136 people, 50%) had or someone in their household had received Council Tax Benefit in the last 2 years.
- Just under a third of respondents (75 people, 31%) support or work with someone or people who claim Council Tax Benefit.

### 4.2.3 Children and Pensioner Households

- Thirty two respondents (13%) lived in a household with at least one pensioner
- Fifty five respondents (21%) lived in a household with at least one child.

### 4.2.4 Equalities

An unusually high number of respondents did not complete all or some of the equalities questions and given the low number of overall responses it is difficult to determine with accuracy if the respondents profile is representative of the wider city.

Using the tables below it can be shown that the respondents profile is likely to be;

- Representative by gender and those aged 35 to 44,
- Under represented of those aged under 35 and over 64 and BME groups
- Over represented by those of White British / Irish ethnicity, the LGBT community, those aged 45 to 64 and those with a health problem or disability.

<b>Age</b>		
	Number of people	Percentage
20 to 34	49	23%
35 to 44	41	19%
45 to 54	67	32%
55 to 64	48	23%
65 to 74	8	4%
Total	213	100%
Not known	69	
Total	282	

<b>Gender</b>		
	Number of people	Percentage

## Appendix 5

Male	114	48%
Female	124	52%
Total	238	100%
Not known	44	
Total	282	

<b>Lesbian, Gay and Bisexual and transgender (LGBT)</b>		
	Number of people	Percentage
Heterosexual	157	79%
LGBT	42	21%
Total	199	100%
Not known	83	
Total	282	

<b>What is your religion or belief?</b>		
	Number of people	Percentage
No religion	103	48%
Buddhist	5	2%
Christian	54	25%
Muslim	2	1%
Pagan	2	1%
Sikh	1	0.5%
Agnostic	7	3%
Atheist	27	12%
Other	3	1%
Other Philosophical belief	11	5%
Total	215	100%
Not known	67	
Total	282	

<b>Are your day-to-day activities limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months?</b>		
	Number of people	Percentage
Yes	88	36%
No	156	64%
Total	244	100%
Not known	38	
Total	282	

<b>Are you a carer?</b>		
	Number of people	Percentage

## Appendix 5

Yes	35	14%
No	209	86%
Total	244	100%
Not known	38	
Total	282	

<b>Ethnicity</b>		
	Number of people	Percentage
White British / UK	151	66%
White Irish	5	2%
White 'other'	13	6%
White (no further info)	47	21%
BME	12	5%
Total	228	100%
Not known	54	
Total	282	

<b>Are you a carer?</b>		
	Number of people	Percentage
Yes	35	14%
No	209	86%
Total	244	100%
Not known	38	
Total	282	

There is insufficient detail to determine if the profile is representative or not by religion or if they are a carer.

## 5 Results and findings

There is no way accurately gauging whether respondents are representative of resident in the city therefore care should be taken when interpreting these results.

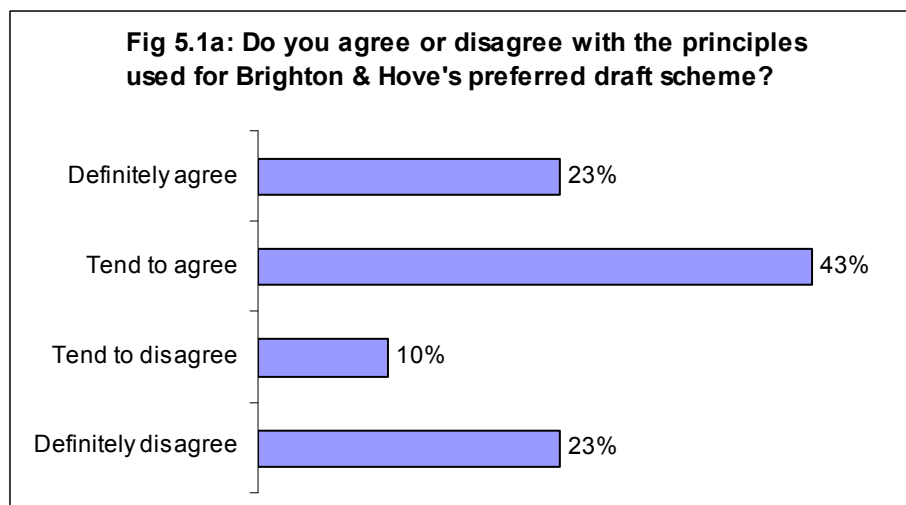
Responses to all questions from the survey have been analysed by the following demographics and equalities (fig 5 below). Relatively high number of respondents did not provide complete data, this combined with the small number of responses from some groups (section 4, above) makes equalities analysis difficult.

Where there is a significant different to the overall responses this will be highlighted within the report. Where there is no difference no mention will be made.

<b>Fig 5: Demographics used for analysis</b>		
Equalities Group	Provided data (n)	% of all respondents
Households with children	261	93%
Pensioner households	262	93%
In receipt of Council Tax benefit with in the past two years	271	96%
Work with or support people in receipt of Council tax benefit	241	85%
Age	213	76%
Gender	238	84%
Lesbian, Gay and Bisexual (LGB)	199	70%
With a health problem or disability	244	86%
Ethnicity	181	64%
Carer	244	86%

### 5.1 Scheme Principles

Respondents were provided with a summary of the principle of the draft scheme and asked if they agreed or disagreed with them, if there was anything that had not been considered and for any comments.



**Base: All respondents who answered the question (n=256)**

From fig 5.1a above, twice as many people agreed (66%) with the principles than disagreed (33%).

### Equalities

Although not mutually exclusive, respondents with a health problem or disability (59%) and respondents in receipt of Council Tax Benefit (59%) were less likely to agree with the draft principles than those without a health problem or disability (77%) or not in receipt of Council Tax Benefit (78%).

## Anything not considered and general comments

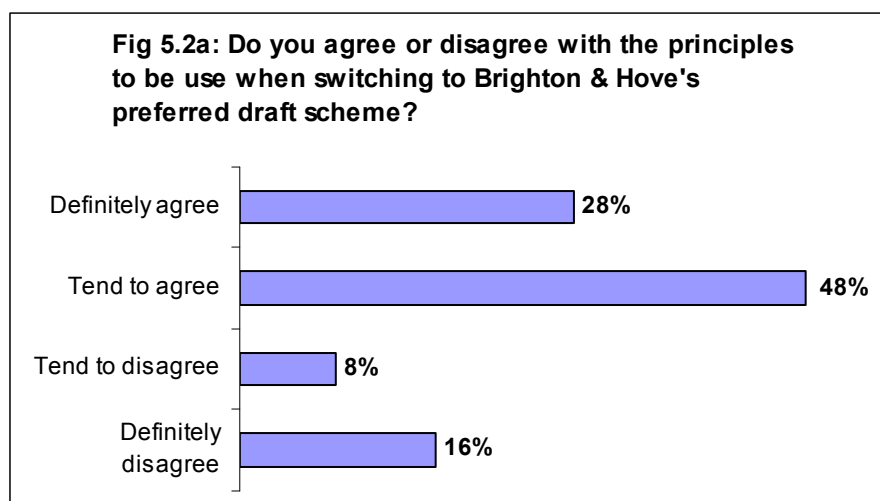
Just under a half of respondents made comments (137 people, 49%).

- One in four of both respondents who agreed and respondents who disagreed with the principles of the draft scheme (38 people, 28%) thought that there was a need to protect people on benefit (IB, ESA, disabled people, lone parents) and that people on benefits could not afford to pay Council Tax.
- Among respondents who agreed with the schemes principles, 14 respondents (26%) did not understand the draft scheme and or thought it unclear.
- Among respondents who disagreed with the schemes principles, 24 respondents (36%) were concerned that it would cost people more and or increase poverty.

### 5.2 Switching to a new system

Respondents were asked if they agreed or disagreed with the proposals for switching to the new scheme, if anything had not been considered and if they had any further comments.

From fig 5.2a below, three quarters of respondents (76%) agreed with the proposal for switching to the new scheme, three times more then disagreed (24%).



Base: All respondents who answered the question (n=261)

## Anything not considered and general comments

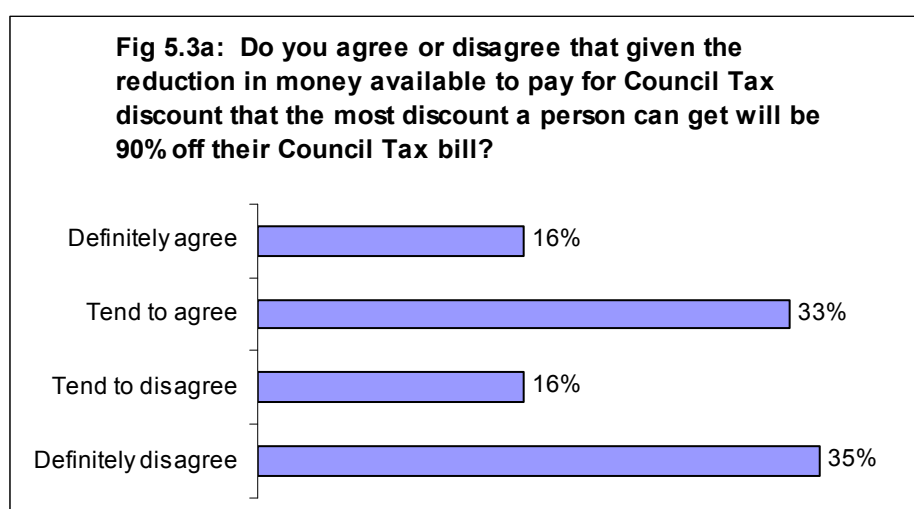
One in four respondents (73 people, 26%) made comments about switching to the new scheme. Regardless of whether respondents agreed or disagreed with the proposals for switching to the new scheme comments followed similar themes.

## Appendix 5

- More than a third of respondents (30 people, 41%) thought there would need to be more / lots of resources for a more complicated scheme.
- A third of respondents (23 people, 32%) mentioned a concern / protect the vulnerable, those on benefits, sick, disabled people. single people, parents, the unemployed.

### 5.3 Council tax discount

It was explained that due to a reduction in funding from central government for Council Tax support that that for people of working age council tax discount will be assessed on the basis of 90% of full Council Tax. Respondents were asked if they agreed or disagreed with this, if anything had not been considered and if they had any further comments.



**Base: All respondents who answered the question (n=257)**

From fig 5.3a above, there is a clear split between those who disagree (51%) with the proposal for a 90% discount and those that agree (49%). However, among those who were definite a third (35%) definitely disagreed compared to only 16% who defiantly agreed.

### Equalities

Although not mutually exclusive, respondents with a health problem or disability (35%) and respondents in receipt of Council Tax Benefit (38%) are much less likely to agree that the most discount a person can get is 90% than are those without a health problem or disability (68%) or not in receipt of Council Tax Benefit (70%).

### Anything not considered and general comments

More than a third of respondents (109 people, 39%) made comments about the Council Tax discount. Four out of five respondents who made comments (91 people, 84%) made comments about their concerns that poor people on

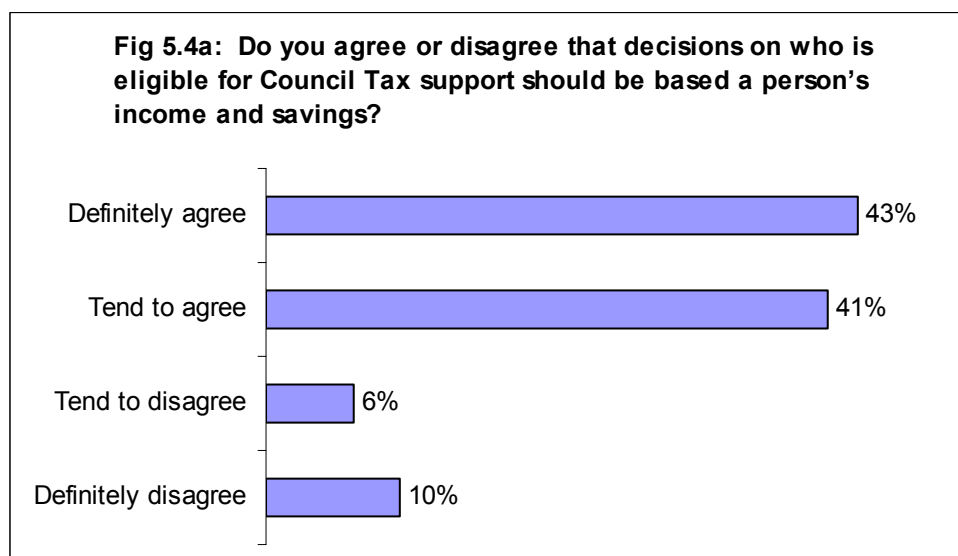


## Appendix 5

benefits / disabled people having to pay more, not be able to pay or should not have to pay.

### 5.4 Council Tax support

The decision on who is eligible to receive help paying their council tax will be based on a person's income and savings in the same way as Council Tax Benefit is worked out. Respondents were asked if they agreed or disagreed with this method, if anything had not been considered and if they had any further comments.



**Base: All respondents who answered the question (n=267)**

From fig 5.4a above, more than four out of five respondents (84%) agreed that eligibility for council tax support should be based on a person's income and savings. This is five times more than those that disagreed (16%).

### Equalities

All 22 respondents who are Carers agree that Council Tax support should be based on a person's income and savings.

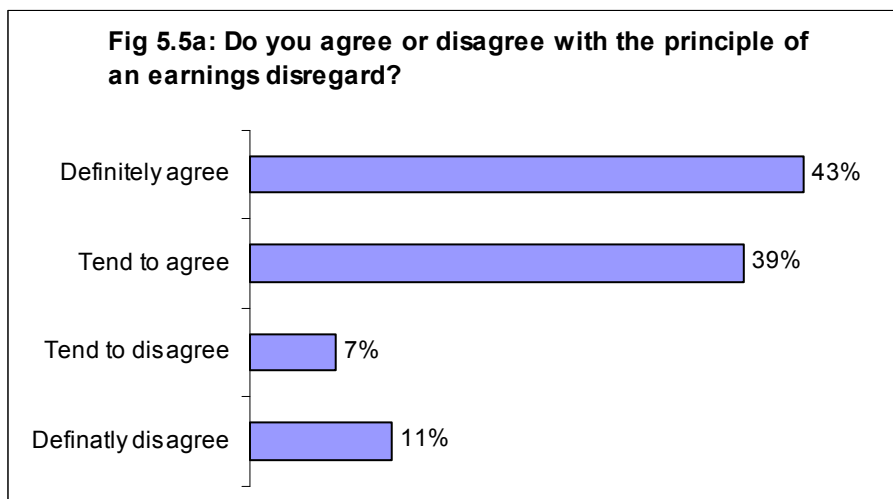
### Anything not considered and general comments

A fifth of respondents (63 people, 22%) made comments about the proposals for council tax support being based on a means tested discount similar to the criteria used in the current benefit system. Most comments (24 people, 38%) concerned a need for a fairer system with more help for different groups of people with low income. The under 35s, single people on benefits, disabled people. Other comments included 'should rise level of saving allowed / disregard savings' (9 people, 13%) and the means testing process needs to be simple / easy to understand (9 people, 13%).

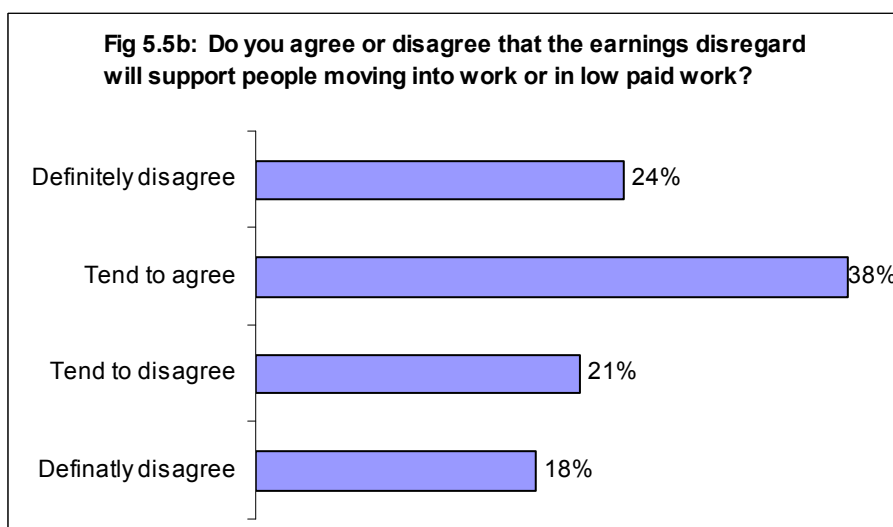
## 5.5 Earning disregard

Where a single person receives income from work, the first £10 will be ignored when Working out how much Council Tax discount they receive. This is double the current amount and is designed as support for the low waged and those returning to work from periods of unemployment. The earnings disregard for couples (£10) or single parent families (£25) will remain the same as under Council Tax Benefit.

Respondents were asked if they agreed or disagreed with the principle of an earning disregard, if the proposed level would support people back to work or those in low paid work, if anything had not been considered and if they had any further comments.



**Base: All respondents who answered the question (n=253)**



**Base: All respondents who answered the question (n=246)**

## Appendix 5

From figs 5.5a & b above. More than four out of five respondents (82%) agree with the principle of an earning disregard, four and a half times more than disagree (18%). Less agreed that the disregard would support people into work and in low paid work, 62% agreeing, 39% disagreeing.

### Equalities

Among LGBT respondents (30 out of 31, 97%) agreed in principle with the earnings disregard compared to 83% of heterosexual respondents.

Although not mutually exclusive, respondents with a health problem or disability (55%) and respondents in receipt of Council Tax Benefit (53%) are less likely to agree that the earning disregard will support people moving into work or in low paid work than are those without a health problem (70%) or not in receipt of Council Tax Benefit (73%).

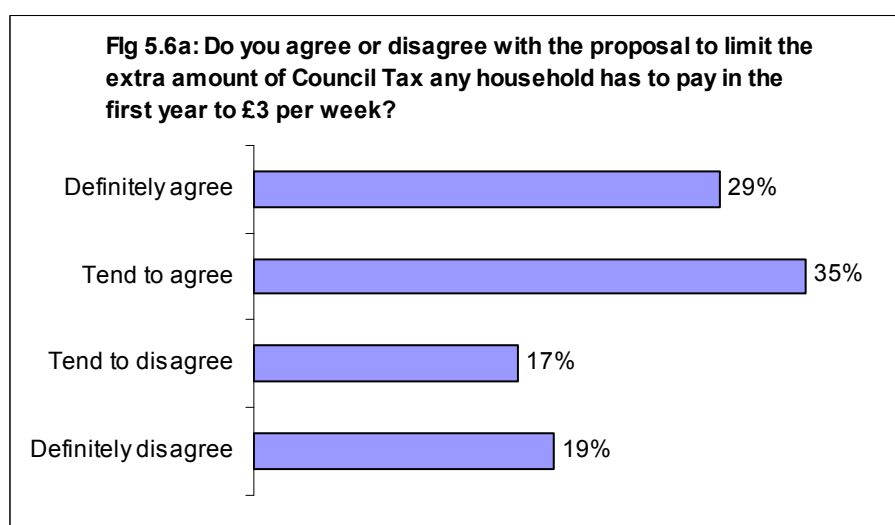
### Anything not considered and general comments

A quarter of respondents (77 people, 27%) made comments about the earnings disregard.

- Nearly a half of respondents (36 people, 47%) thought that the disregard would only be a minor incentive and or a minor impact on people moving into work or on low pay.
- Most other comments were general comment about the disregard being too low, low for certain groups or should be at the same level for everyone.

### 5.6 £3 a week limit

As a result of the change to Council Tax support a limit on the extra amount any household has to pay of £3 per week will be in place for 2012/13 to 2013/14. Respondents were asked if they agreed or disagreed with this proposal, if anything had not been considered and if they had any further comments.



Base: All respondents who answered the question (n=258)

## Appendix 5

From fig 5.6a above, just under two thirds (64%) of respondents agreed with the proposal to limit the extra amount of council tax any households has to pay to £3. Just under twice as many as disagreed (36%).

### Equalities

Four out of five (81%) of female respondents agree with the proposal to limit the extra amount of council tax any households pays compared to only 59% of male respondents

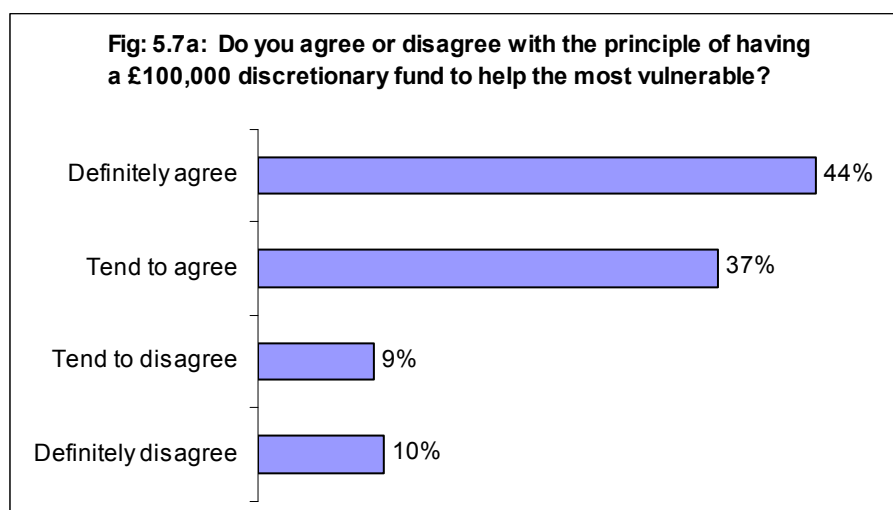
### Anything not considered and general comments

A third of respondents (92 people, 36%) made comments about the £3 limit on the extra amount any household has to pay.

Nearly two thirds of respondents (58 people, 63%) mentioned £3 was too large an increase or too much for certain groups (single people, those on benefits, families). Sixteen respondents (17%) also thought that the cap should last for more than the one year.

## 5.7 Discretionary fund

As part of the proposals a £100,000 per annum discretionary fund will provide additional support in exceptional circumstances to the most vulnerable. Respondents were asked if they agree with this proposal and what type of exceptional circumstances the fund should be used for.



**Base: All respondents who answered the question (n=260)**

Four out of five respondents (81%) agree with the principle of having a discretionary fund for the most vulnerable, more than four times more than those that disagreed (19%).

### Exceptional circumstances that the fund should be used for.

## **Appendix 5**

Nearly a half of respondents (134 people, 48%) made comments about the exceptional circumstances that the discretionary fund should be used for. There were two clear themes;

- Where budget management is affected by disability / vulnerability (48 people, 36%). Those with health, mental health or substance misuse problems. Those affected by domestic violence, with a history of debt or where there is a carer involved.
- Exceptional circumstance / where a change in circumstance requires immediate financial assistance not ongoing assistance (43 people, 24%). Bereavement, serious illness/accident, redundancy, new single mothers.

### **Anything not considered and general comments**

A quarter of respondents (76 people, 27%) made comments about the proposals for a discretionary fund. The majority of comments are around the fund not being enough, likely to be resource intensive, not helping/reaching those in need and a need for the fund to be transparent / fair / impartial.





Brighton & Hove City Council  
**Draft Low Income Discount Scheme**

Published 13 July 2012



Brighton & Hove  
City Council

**Currently Council Tax Benefit is a national system for low income households. You may get Council Tax Benefit if you pay Council Tax and your income and capital (savings and investments) are below a certain level.**

From 1 April 2013, the government is abolishing the national Council Tax Benefit system and asking councils to introduce a local Council Tax support system to replace it. The government is also reducing the grant for Council Tax Benefit by at least 10%, which means a shortfall of at least £2.5 million to help low income households in Brighton & Hove.

There are a number of constraints on what we can do and, after consulting our partners and modelling the likely effects on residents of various options, we have identified a preferred scheme for Brighton & Hove. We need to have an agreed scheme in place by January 2013 and are consulting on our draft proposals.

Our preferred option aims to limit the impact of the government's reduction on the most vulnerable households and keep the switch as simple as possible. The preferred scheme distributes the funds available as widely as possible, will mean people who are less well off will pay the least, and puts a limit on how much existing claimants will pay in the first year. Our proposals also plan for the council to absorb around £1 million of the estimated £2.5 million reduction.

People of pensionable age are protected, and will receive the same amount of discount as they did under Council Tax Benefit.

However, it does mean most households of working age will need to pay something towards their Council Tax, but we are setting up a fund of around £100,000 as extra protection for the most vulnerable in exceptional circumstances.

**Brighton & Hove's preferred draft scheme is based on the below principles:**

- support will be in the form of a discount to Council Tax bills, with entitlement assessed by a means test so that people with the least money will receive the most help
- the means test will be based on your income and savings, similar to how Council Tax Benefit is worked out now
- support will be distributed as widely as possible among people eligible to claim the discount
- we will set up a discretionary fund to help the most vulnerable residents get extra support in exceptional circumstances
- the scheme will support people moving into, and on low paid, work.
- the scheme will be reviewed every year and we'll be able make urgent changes if required by legislation

**To make sure the switch to the new system is as simple as possible for residents:**

- we will provide clear and accessible information to all residents affected by the ending of Council Tax Benefit
- we will ensure people affected can access additional advice and support
- people currently receiving Council Tax Benefit will have their eligibility for the new scheme assessed without having to reapply to the council, unless their circumstances change
- we will put a limit on the amount any household has to pay in the first year, unless their circumstances change



## Draft Brighton & Hove Council Tax Low Income Scheme details

The people entitled to reductions under the Brighton & Hove Council Tax Low Income Discount Scheme, and the amount of discount on the Council Tax bill they will be eligible to receive, will be the same as in the current regulations for Council Tax Benefit, subject to any government requirements for Council Tax reduction schemes and the following provisions.

**Support for Council Tax for people of pensionable age will be provided through a means tested discount equivalent to what they would have been entitled to under the previous Council Tax Benefit (CTB) system.**

The government has committed to protecting pensioners from the impact of changes to Council Tax Benefit. Instead of receiving Council Tax Benefit, eligible pensioners will receive a discount on their Council Tax for the same amount as they received under Council Tax Benefit, assuming no other changes in their circumstances. The only difference they will see is how the discount is shown on their Council Tax Bill. Pensioners who are currently claiming Council Tax Benefit will be automatically transferred to the new scheme and will not need to make a new application.

**Support for Council Tax for those of working age will be provided through a means tested discount and in 2013/14 will take into account similar criteria to the current Council Tax Benefits scheme in deciding who is eligible.**

This means that decisions on who is eligible to receive help paying their Council Tax will be based on a person's income and savings in the same way as Council Tax Benefit is worked out (apart from the changes we have set out) - for example, other state benefits, earned income and savings. It makes the change to the new system as simple and clear as possible for existing claimants and new applications..

**The Council Tax discount for people of working age will be assessed on the basis of 90% of full Council Tax liability.**

Due to the reduction in funding from government for Council Tax support, there will be a shortfall of at least £2.5 million to help low income households in Brighton & Hove pay their Council Tax. We're proposing to absorb around £1 million of this but will need to make savings. To do that, we're proposing that if a household qualifies for Council Tax discount, they will be assessed on the basis of 90% of their full Council Tax bill. The actual amount that they pay will depend on their income and savings and any other discount that may apply.

For example, a household receiving full Council Tax Benefit of £18.95 for a Band A property this year, would get a discount of £17.06 per week under the proposed new scheme, which is 90% of their full Council Tax bill (based on 2012/13 Council Tax rates and assuming no other circumstances change).

**The earnings disregard for single working age people will be doubled from £5 to £10 per week**

Where a single person receives income from work, the first £10 will be ignored when working out how much Council Tax Discount they receive. This is double the current amount and is designed as support for the low waged and those returning to work from periods of unemployment. The earnings disregard for couples (£10) or single parent families (£25) will remain the same as under Council Tax Benefit.

**There will be a limit on the extra amount any household has to pay of £3 per week from 2012/13 to 2013/14 as a result of the change to Council Tax Discount assuming there are no other changes in circumstances**

Some households in higher Council Tax band properties (likely to be larger families) may face a significant increase in the amount they have to pay as a result of the Council Tax discount being calculated at 90% of their full Council Tax liability. Therefore, we are proposing to limit the increase anyone has to pay at £3 per week for the first year for existing claimants where their circumstances don't change.

**There will be a £100,000 per annum discretionary fund to provide additional support in exceptional circumstances to the most vulnerable**

This extra money will available to help households pay their Council Tax in exceptional circumstances. The council has yet to decide whether this fund is directly part of the scheme or separate but supplementary to it, but in either case the final scheme will set out the processes for how to apply, the criteria used, and how decisions will be made.

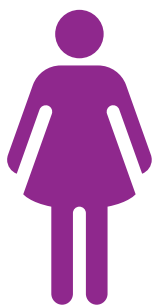
## Examples:

The following examples are made-up cases to help explain how the scheme will work in practice.



**Couple of pensionable age – the same level of support as CTB**

Michael and Pat are 73 and 71 respectively. They currently claim Council Tax Benefit and their award of £17.11 a week is based on means testing their income from state pensions, Michael's work pension and Pat's savings. The full liability for their Band B property is £22.11 per week so they are paying £5.00 a week in Council Tax. When Council Tax discount is introduced, they receive a bill which says they now receive a discount rather than benefit. But the amount they are entitled to is the same at £17.11 and so the £5.00 amount they have to pay also remains the same.



**Laura makes a claim for Council Tax Discount**  
**No Council Tax to pay**

**Pensioner – new claim**

Laura is 68, she moves from Worthing to a new rented flat in Brighton in May 2013. Laura is on Pension Credit Guarantee Credit. Her new flat is a Band A property. When she moves she makes a claim for Council Tax discount, because she is a pensioner and because she is on Pension Credit Guarantee Credit, she receives full Council Tax discount and does not have to pay any Council Tax.



**Couple in Band A property – standard working age case**

Mary lives with her partner in a Band A property and they are both on Job Seekers Allowance. Their Council Tax is £18.95 per week and in 2012/13 they receive full Council Tax Benefit. They will automatically be assessed for Council Tax discount and they will receive a discount of 90% on their full liability which is worth £17.05 per week. They will therefore have to pay £1.90 a week themselves in Council Tax.



**Family in Band F property - £3 limit applies**

James and Danielle live with their four children in a Band F property. James works but is currently sick and receives statutory sick pay, the family also receive child benefit and tax credits. Their Council Tax is £41.06 per week and they currently receive full Council Tax Benefit. They will automatically be assessed for Council Tax Discount and will receive a discount of 90% on their full liability which is worth £36.95 a week. In theory, this would leave them having to pay £4.11 a week in Council Tax, compared with nothing the previous year. However, this would be capped at £3.00 in the first year. Note that if this family had not previously received Council Tax Benefit and were making a new application, they would have to pay all of the £4.11 per week based on a 90% discount.



### **Single person in work – earnings disregard applies**

Ahmed is 23 and shares a Band B flat with one housemate. He earns £100 per week. His share of Council Tax is £11.05 per week. He currently receives partial Council Tax Benefits of £7.75 per week which is calculated on the basis of the first £5.00 of his earnings being disregarded, so he pays £3.30. When Council Tax Discount is introduced the amount he has to pay is calculated in two steps. Firstly the maximum discount he could receive would be 90% of his £11.05 liability. Secondly, the means test is applied. If there was no change to the earnings disregard he would have to pay £4.40 per week. However an increase in the earnings disregard from £5 to £10 means he now has to pay £3.40, only 10p more than under Council Tax Benefit.

## **Draft Principles for administration of the Brighton & Hove Council Tax Low Income Discount Scheme and other supplementary information**

The details below are subject to further government requirements and may change in the final scheme to reflect consultation responses and emerging Universal Credit obligations.

### **Council Tax Low Income Discount Scheme**

#### **1 Principles for administration**

Customers will continue to be required to make applications and provide proof of their circumstances. Likewise there will be obligations on the council to assess those claims, verify the details provided, to give clear decisions and to offer a route for a customer to appeal if they do not agree with the decisions that have been made.

At present Housing Benefit and Council Tax Benefit claims are administered by the Revenues and Benefits team and we are proposing for applications for the new scheme are administered by the same team.

#### **2 Claim process**

##### **2.1 Applications**

At present the council accepts applications for Council Tax Benefit (CTB) and Housing Benefit (HB) on the same form (either paper or electronic). The council also accepts applications made via Job Centre Plus and the Pension Service.

The information requested in current HB/CTB application forms is likely to be very similar if not identical to the information requested under Council Tax Low Income Discount Scheme (CTLID).

The council proposes to change its forms so that customers can make a joint application for HB and CTLID. The council will try to engage the relevant government departments to work with them to allow their stationery to be used for CTLID claims.

## **2.2 Evidence**

Customers for CTLID will be required to verify their income, capital, and identification. Where possible the council will use its internal systems. Where this is not possible, customers will be asked to provide satisfactory documents. If there is a good reason a person cannot provide these documents, the council will consider making payment of CTLID on account until they can be provided.

## **2.3 Time scales**

The council will set clear targets for processing claims and monitor against them. Where insufficient information has been provided to allow a claim to be assessed, a member of staff will contact that customer by phone to explain what information is needed and when it should be provided.

## **2.4 Notification**

Once the council has made a decision and the outcome is that the person is entitled to some discount, they will be sent a new Council Tax Bill which shows the amount of discount and confirms the reduction in their liability. In the case where the application is not successful, a letter will be sent to that person explaining this decision. In both cases rights of appeal will be set out.

## **2.5 Appeals**

The scheme will contain a right to appeal. The government has yet to stipulate the route for appeals. At present Housing and Council Tax Benefit appeals are heard by the Tribunals Service and appeals over Council Tax liability are heard by the Valuation Office Tribunal.

In any case, the first stage of appeal will be review by a council officer who was not involved in the original decision. Further appeal will either be via a statutory route or via a further internal council process, but is expected to be to the Valuation Office Tribunal.

## **2.6 Complaints**

If an applicant wishes to complain about the Council Tax Low Income Discount scheme or their application, the council's normal complaints channels will be open to them.

## **2.7 Prescribed requirements**

In its publication 'Localising Support for Council Tax, A Statement of Intent', the government has indicated that regulations will prescribe various requirements which must be incorporated in all schemes, such as those which will protect pensioners.

These include provisions to permit access to schemes by people with refugee and similar status, whereas certain other foreign nationals who currently are not eligible for benefit will remain ineligible for the discount under the new schemes.

All requirements prescribed by the government will be incorporated in the council's scheme.



## Council Tax Support Equality Impact Assessment (EIA) with Health assessment – APPENDIX 6

(NB: use [hyperlinks](#) in the document to go to the relevant sections or external websites.)

### Why we are changing the Council Tax Benefits system?

The Government has decided that there will no longer be a national Council Tax Benefits system from 1 April 2013. Instead the council needs to introduce its own local Council Tax Support system. The planning process for this new system commenced with a report to Cabinet on 14<sup>th</sup> April 2012 and a draft scheme approved by Policy & Resources Committee on 12<sup>th</sup> July 2012. The council needs to consider a wide range of policy and financial issues in the design of the new system.

### The Law

The [Equality Act 2010](#) says that we (and all statutory services) must work to eliminate discrimination, advance equality of opportunity and foster good relations between groups ([community cohesion](#)). The law says we must do this across a range of 'protected characteristics': [age](#), [disability](#), [ethnicity](#) (or race), [gender](#) (or sex), [gender reassignment](#), [religion or belief](#), [sexual orientation](#), [marriage or civil partnership](#), [pregnancy or maternity](#). The council assessments also cover [other relevant groups](#) and the overall effect on [Families and Children](#).

What this means in practice is that we consider the needs of all individuals in our day to day work – in shaping policy, in delivering services, and in relation to our employees.

The legal duties support us in good decision-making and our commitment to equality. We focus on understanding how different people will or might be affected by our activities so that policies and services are appropriate and accessible to all and meet different people's needs. This means that our services and practices will be fairer, easy to access and make a real difference. They will also be more effective and efficient.

### Equality Impact Assessment and Health Assessment

It is recognised that this Council Tax benefit change requires a robust and detailed Equality Impact Assessment (EIA), including consideration of health and well-being impacts. Whilst some consideration of the wider impacts of welfare reform has been included and actions identified (see below) this EIA focuses on this change. The current document contains data derived from both the current Council Tax Benefit caseload and citywide data. Initial consultation has taken place through the Community and Voluntary Sector Forum to identify issues for all groups to complement data collected on claimants.

Following publication of the draft scheme, formal consultation commenced in July 2012, utilising a combination of the council's on-line consultation portal, CVSF facilitated engagement events and press releases directing the public to the on-line consultation documents. At this point consultees would find it easier to comment on specific equalities issues arising from more detailed proposals rather than principles. Later, letters were sent to all those currently in receipt of council tax benefit to let them know how to comment on the proposals.

Consideration has been given to the needs of different stakeholders in the process. Each of these has been considered in relation to how the changes might differently and / or adversely affect people because of their protected characteristics. Mitigating [actions](#) to avoid negative



impacts or reduce/provide alternatives to them have been identified as part of the on-going process and an assessment has been made on how significant the potential impact is.

## 1. Background and summary of proposed changes

Title of EIA	Brighton & Hove Council Tax Low Income Discount Scheme	Ref No.
<p><b>Delivery / Resource / Finance Unit or Intelligent Commissioning name</b></p>	<p>The Government has decided that there will no longer be a national Council Tax Benefits system from 1 April 2013. Instead the council will need to introduce its own local Council Tax Support system. The Government's assumption following the last Comprehensive Spending Review is that there will be at least a 10% reduction in expenditure through these changes from 1 April 2013 and that it will be for local authorities to determine how to manage that funding reduction. Initial indications were that Brighton &amp; Hove City Council would receive at least £2.5m less money from Government as a result of this change, although subsequently the Government has announced that a one year transition grant will be available for schemes which meet certain criteria. The Council is being recommended to adjust its proposals so that it is eligible for this grant.</p> <p>Currently Council Tax Benefit is a national system for low income households. You may get Council Tax Benefit if you pay Council Tax and your income and capital (savings and investments) are below a certain level. You may apply whether you rent or own your home, or live rent-free. You could qualify if you are out of work, or in work and earning a wage. Individuals apply for Council Tax Benefits through a single application process for Housing &amp; Council Tax Benefits. If you are eligible for council tax benefits you will receive a reduction in your council tax bill and the council has previously received grant from national government to pay for this.</p> <p>The government has stated that council tax support for older people will not be reduced as a result of the introduction of this reform. This is because the government wants to ensure that low income pensioners, who would struggle to pay council tax without additional support, and whom the government does not expect to work to increase their income, will continue to receive support for their council tax. Pensioner protection will be achieved by keeping in place national rules.</p>	
<p><b>Aim of policy or scope of service</b></p>	<p>The Government has decided that there will no longer be a national Council Tax Benefits system from 1 April 2013. Instead the council will need to introduce its own local Council Tax Support system. The Government's assumption following the last Comprehensive Spending Review is that there will be at least a 10% reduction in expenditure through these changes from 1 April 2013 and that it will be for local authorities to determine how to manage that funding reduction. Initial indications were that Brighton &amp; Hove City Council would receive at least £2.5m less money from Government as a result of this change, although subsequently the Government has announced that a one year transition grant will be available for schemes which meet certain criteria. The Council is being recommended to adjust its proposals so that it is eligible for this grant.</p> <p>Currently Council Tax Benefit is a national system for low income households. You may get Council Tax Benefit if you pay Council Tax and your income and capital (savings and investments) are below a certain level. You may apply whether you rent or own your home, or live rent-free. You could qualify if you are out of work, or in work and earning a wage. Individuals apply for Council Tax Benefits through a single application process for Housing &amp; Council Tax Benefits. If you are eligible for council tax benefits you will receive a reduction in your council tax bill and the council has previously received grant from national government to pay for this.</p> <p>The government has stated that council tax support for older people will not be reduced as a result of the introduction of this reform. This is because the government wants to ensure that low income pensioners, who would struggle to pay council tax without additional support, and whom the government does not expect to work to increase their income, will continue to receive support for their council tax. Pensioner protection will be achieved by keeping in place national rules.</p>	



The council needs to give consideration to vulnerable groups in the design of a new system. The government's consultation response appears to be less prescriptive about how this should be done than perhaps originally envisaged. Rather the government draws councils' attention to existing responsibilities including the Child Poverty Act 2010, the Disabled Person Act 1986 and the Housing Act 1996 as well as the public sector equality duty in section 149 of the Equality Act 2010.

A full copy of the draft scheme for Brighton and Hove can be found on the council's website.<sup>1</sup> The full scheme is proposed to be made at a meeting of full Council on 13<sup>th</sup> December, the report will include a copy of the scheme itself. This section of the EIA will be updated once Council has made a decision on the scheme.

Brighton & Hove's preferred draft scheme is based on the following principles:

- Support will be in the form of a discount to Council Tax bills, with entitlement assessed by a means test so that people with the least money will receive the most help. The means test will be based on income and savings, similar to how Council Tax Benefit is worked out now.
- Support will be distributed as widely as possible among people eligible to claim the discount.
- The council will set up a discretionary fund to help the most vulnerable residents get extra support in exceptional circumstances.
- The scheme will support people moving into, and on low paid, work by increasing the earnings disregard for a single person to £10 per week.
- The scheme will be reviewed every year and we'll be able make urgent changes if required by legislation to make sure the switch to the new system is as simple as possible for residents.
- The council will provide clear and accessible information to all residents affected by the ending of Council Tax Benefit.
- The council will ensure people affected can access additional advice and support.
- People currently receiving Council Tax Benefit will have their eligibility for the new scheme assessed without having to reapply to the council, unless their circumstances change.

<sup>1</sup> [www.brighton-hove.gov.uk/draft-cts-scheme](http://www.brighton-hove.gov.uk/draft-cts-scheme)

- The council will put a limit on the amount any household has to pay in the first year to £3 extra, unless their circumstances change. Since further Welfare Reforms are expected to come into effect over the next few years, the annual review described above will consider the additional and cumulative impact of these changes.

The following table summarises the impact on protected groups of the change between the Council Tax Benefit scheme as it currently exists and the proposed Brighton & Hove City Council Low Income Discount Scheme. Details of the data used and the mitigations are set out in section 2 onwards. This table demonstrates that all current working age Council Tax Benefit recipients fall into at least one protected characteristic; it also demonstrates that each case is affected in the same way, as such there is no direct disproportionate impact on any particular group. Using all available data we have assessed potential impact. Where potential negative impacts are identified mitigating actions have been developed – see the “potential actions” columns in the other tables below and in particular note that although the standard loss of benefit is to the value of 8.5% of liability, there will be a cap on the maximum detriment that any household faces of £3 per week from 2013 to 2014 as a result of the replacement of council tax benefit with the council’s scheme, assuming there are no changes in circumstances.

Total Households currently claiming CTB	27,809	
Total people in households claiming CTB adults	49,360	
dependent children	36,915	
	12,445	
<b>households unaffected by changes</b>		<b><u>How these groups are affected?</u></b>
Pensioners households	10,421	Unaffected
<b>households affected by changes</b>		
Non-pensioner households	17,388	Loss of benefit to the value of 8.5% of liability

**Impact per protected group      Percentage      Claimant number**

**Table 1: CTB claimant age profile – under 65 years**

16 to 18	0.05%	8	Loss of benefit to the value of 8.5% of liability
18 to 24	7%	1,304	Loss of benefit to the value of 8.5% of liability
25 to 34	19%	3823	Loss of benefit to the value of 8.5% of liability
35 to 49	30%	6004	Loss of benefit to the value of 8.5% of liability
50 to 64*	43%	8691	Loss of benefit to the value of 8.5% of liability

\*(not all families in this category will be affected because of the shifting pension age, 2,442 are unaffected due to one or member of the household being pension age)

<b>ethnicity (extrapolated)</b>			
White: British	81%	14084	Loss of benefit to the value of 8.5% of liability
<b>All BME</b>	19%	3303	Loss of benefit to the value of 8.5% of liability
White: Irish	1%	173	Loss of benefit to the value of 8.5% of liability
White: Other White	6%	1043	Loss of benefit to the value of 8.5% of liability
Mixed	2%	347	Loss of benefit to the value of 8.5% of liability
Asian or Asian British	5%	869	Loss of benefit to the value of 8.5% of liability
Black or Black British	2%	347	Loss of benefit to the value of 8.5% of liability
Other	2%	347	Loss of benefit to the value of 8.5% of liability

<b>pregnancy</b>		72 households	Loss of benefit to the value of 8.5% of liability
<b>Disabled</b>	19%	3303	Loss of benefit to the value of 8.5% of liability
<b>Severely disabled</b>	12%	2086	Loss of benefit to the value of 8.5% of liability

<b>sex (of claimant of CTB)</b>			
Women	43%	7476	Loss of benefit to the value of 8.5% of liability
Men	56%	9737	Loss of benefit to the value of 8.5% of liability

<p><b>sexual orientation</b> (Lesbian, Gay, Bisexual) or <b>transgender</b> (extrapolated)</p> <p>There are no existing figures for % of the population who are transgender as an individual figure</p>	<p>14%</p> <p>2434</p> <p>Loss of benefit to the value of 8.5% of liability</p>																								
<p><b>religion or belief</b> (extrapolated)</p> <table border="1" data-bbox="699 981 831 2094"> <tr> <td>Christian</td> <td>59%</td> <td>10258</td> <td>Loss of benefit to the value of 8.5% of liability</td> </tr> <tr> <td>Muslim</td> <td>1.50%</td> <td>260</td> <td>Loss of benefit to the value of 8.5% of liability</td> </tr> <tr> <td>Jewish</td> <td>1.40%</td> <td>243</td> <td>Loss of benefit to the value of 8.5% of liability</td> </tr> <tr> <td>Buddhist</td> <td>0.70%</td> <td>121</td> <td>Loss of benefit to the value of 8.5% of liability</td> </tr> <tr> <td>Hindu</td> <td>0.50%</td> <td>86</td> <td>Loss of benefit to the value of 8.5% of liability</td> </tr> <tr> <td>Sikh</td> <td>0.10%</td> <td>17</td> <td>Loss of benefit to the value of 8.5% of liability</td> </tr> </table>	Christian	59%	10258	Loss of benefit to the value of 8.5% of liability	Muslim	1.50%	260	Loss of benefit to the value of 8.5% of liability	Jewish	1.40%	243	Loss of benefit to the value of 8.5% of liability	Buddhist	0.70%	121	Loss of benefit to the value of 8.5% of liability	Hindu	0.50%	86	Loss of benefit to the value of 8.5% of liability	Sikh	0.10%	17	Loss of benefit to the value of 8.5% of liability	<p>Loss of benefit to the value of 8.5% of liability</p>
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<p><b>other relevant groups:</b></p> <p>Carers, people experiencing domestic violence, substance misusers, homeless people, looked after children etc</p> <p>% of CTB cases receiving carers allowance</p> <p>the council does not hold any other data on these categories</p>	<p>4%</p> <p>695</p> <p>Loss of benefit to the value of 8.5% of liability</p>																								

## 2. Record of data/engagement; impacts identified; and potential actions to meet the Duties.

	Data <sup>1</sup> that you have	Community engagement exercises or mechanisms <sup>2</sup>	Impacts identified from analysis (actual and potential)	Potential actions to advance equality of opportunity, eliminate discrimination, and foster good relations (You will prioritise these below)
<p><b>Consider:</b></p> <ul style="list-style-type: none"> <li>• <i>How to avoid, reduce or minimise negative impact (if you identify unlawful discrimination, including victimisation and harassment, you must stop the action and take advice immediately).</i></li> <li>• <i>How to promote equality of opportunity. This means the need to:</i> <ul style="list-style-type: none"> <li>– <i>Remove or minimise disadvantages suffered by equality groups</i></li> <li>– <i>Take steps to meet the needs of equality groups</i></li> <li>– <i>Encourage equality groups to participate in public life or any other activity where participation is disproportionately low</i></li> <li>– <i>Consider if there is a need to treat disabled people differently, including more favourable treatment where necessary</i></li> </ul> </li> <li>• <i>How to foster good relations between people who share a protected characteristic and those who do not. This means:</i> <ul style="list-style-type: none"> <li>– <i>Tackle prejudice</i></li> <li>– <i>Promote understanding</i></li> </ul> </li> </ul>	<p>Note – There are gaps in the equality data collected on CTB claimants. Ways to request and collect equalities data on all ‘protected characteristics’ will be explored as part of the development of the new system.</p>			

<sup>1</sup> ‘Data’ – combination of existing CTB caseload data extracts and Brighton & Hove city wide data as held by the Council Performance & Analysis Team

<sup>2</sup> The Council has engaged and worked alongside the CVSF and Advice Strategy project on the pre-consultation stage of this policy work. It is a complex subject and very difficult to engage those who are not already familiar with the language of welfare benefits. However, a sector conference was held on 13 June 2012 and presentation was made to the Children & Young People’s Network on 20 June. A briefing and a survey was also circulated to the CVSF membership and to the Advice Services Network. The comments from this pre-consultation work were collated into a report by the CVSF and are attached to this document. Unless stated otherwise the comments included within ‘Community engagement exercises or mechanisms’ come from this report.

### **Impacts on all current claimants**

A direct consequence of the changes to support for Council Tax will be increased pressure on individual and family incomes. This change comes in conjunction with other changes to welfare provision including reductions in general levels of Housing Benefit for people who live in private sector accommodation which started in April 2011; restrictions to the amount of benefit single people who are under 35 can receive from January 2012; restrictions to Housing Benefit from April 2013 for people who live in social accommodation where they have spare bedrooms and an overall cap on benefit to £26,000 per year for families who are not working.

### **Summary of actions to mitigate / reduce negative impacts**

The Council is working to mitigate the impacts of these changes in a variety of ways from case by case support for the most significantly affected, general publicity and communications, staff and third sector training, specific communications to those affected, agreeing and providing advice and support signposting information with the Advice Services Network; commissioning advice to address some of the specific changes and rationalising what discretionary support options are available through the local authority. It should be noted however that the scope of this EIA is focused on the changes to Council Tax Support and the mitigations available are limited to the provisions of the scheme and the changes the council can influence within this.

### **Advice and support**

Financial advice and support will be a key support element for those people who will be faced with the change from Council Tax Benefit to the local Council Tax Support provision. In addition to advice on budgeting and priority payments it will be essential for customers to have access to good quality free banking products so payment methods such as direct debits and standing orders can be used to enable people to meet their new financial commitments which the changes to Council Tax support will create. There will be provision in place by April 2013 to assist customers in accessing these facilities. Information which has been provided as part of the consultation and information which has been identified as part of this process will help create the specification for the commissioning of advice services. This information is available in different formats to meet different needs. For example, we have produced a short film on the Council's You Tube site that provides a short summary of the scheme: <http://www.youtube.com/user/BrightonandHoveGovUk?gl=GB&hl=en-GB>

### **Collection and recovery processes**

The changes in their present draft form will mean that approximately 10,000 people who receive full council tax benefits because they are on government means tested benefits will now have to pay a contribution; another 3000 people on low incomes currently receive full council tax benefits, (although their award fluctuates through the year meaning they normally have to pay something at some points during the year) will have to make an increased contribution; and another 4000 people working/on a low income receive partial awards will also have to make an increased contribution.. On the whole the amounts owed are likely to be small. The Revenues department within the Council will review its collection and recovery processes to make sure they fit with this type of bill profile because historically the average bill profile will have been significantly higher. This will mean a review of internal processes and methods of communications and working with collection partners in the City, for example the magistrates courts.

**Overall actions to reduce and/or mitigate negative impacts**

	<b>Data that you have</b>	<b>Community engagement</b>	<b>Impacts identified</b>	<b>Potential actions</b>
<p><b>Community Cohesion</b> (what must happen in all communities to enable different groups of people to get on well together.)</p>	<p>Council Tax Benefit (CTB) is a household benefit in which one adult makes a claim on behalf of a given household.</p> <p>There are 27,809 households in the city claiming CTB, approximately 23% of all households. 7,278 (26%) of those households contain at least one dependent child.</p> <p>49,360 people live in households in receipt of CTB, 18% of the city's population. This comprises of 36,915 adults, 12,445 dependent children of which 11,830 are aged under 18. This is 17% of the city's adult population and 22% of children aged under 18.</p> <p>All current and potential CTB claimants are protected by the Equality Act 2010 in relation to their protected characteristics. Therefore in developing the new, local scheme we aim to avoid disproportionate negative impact related to protected characteristics.</p> <p>The work to consult on the changes and then communicate the chosen option will include explanation of the rationale and evidence that every effort has been made to develop a fair system. This enables us to explain our legal duty to give 'due regard' to the</p>	<p>The primary concern from consultation has been to protect vulnerable groups and make the scheme as fair as possible and communicate it effectively so that people understand it. There have been no concerns expressed that relate to community cohesion.</p> <p>The only potential cohesion issue has been in relation to students (not a protected group in their own right): pre-consultation via the CVSF revealed concern about students not paying council tax, however there is indirect payment via rent levels and landlord's obligations. Information about this may be included in any publicity about the new scheme to avoid</p>	<p>When introducing a new scheme it is important to ensure that it is fair and is perceived to be fair by people with a stake in it. This EIA is part of the process of evidencing that we have considered the needs of all groups covered in law and others who may be affected by the change, to ensure that no group faces disproportionate impact. Communicating this process and the reasoning behind the scheme agreed at the end of the process will be an important element in increasing acceptance of it across communities.</p> <p>Concerns have been expressed in the consultation about the fairness of the national government proposals and suggestions made that they should be contested. Whilst not a role for local government officers, policy-makers and members should be aware of these concerns and able to respond to them</p>	<p>Our preferred option aims to limit the impact of the government's reduction on the most vulnerable households and keep the switch as simple as possible. The preferred scheme distributes the funds available as widely as possible, will mean people who are less well off will pay the least, and puts a limit on how much existing claimants will pay in the first year.</p> <p>It will be important locally to provide accurate factual information to encourage an informed debate on this subject and to prevent a negative impact on community cohesion.</p> <p>A similar process of accurate information provision will need to occur to ensure that no positive or negative bias is identified based on 'protected characteristic' (these are the groups covered by the Equality Act 2010 and listed below).</p>



	<b>Data that you have</b>	<b>Community engagement</b>	<b>Impacts identified</b>	<b>Potential actions</b>
	<p>needs of 'protected characteristics' groups.</p> <p>Geographical distribution of CTB is also potentially important to community cohesion, in relation to the possible impact on large percentages of ward populations. Distribution of households in receipt of CTB is not evenly distributed across the city. More than two out five households in East Brighton ward (42%) get CTB compared to only one in ten households in Hove Park ward (10%). See <a href="#">Table 6</a> at the end of this document.</p>	<p>misconceptions.</p>	<p>appropriately.</p>	
<p><b>Age</b> (people of all ages)</p>	<p>Age data is only available for the CTB claimant and their partner (32,825, 89% of all adult household members).</p> <p>The government has decided that people of pension age are protected from the changes which means that there is no adverse impact on them. The table below shows only claimants aged under 65 years (total 19,830 people).</p> <p>For details of the impact on children please see the families and children</p>	<p>At the CVSF conference significant weight was given to the effect of the overall welfare reforms on young people (aged 16-35). Reference was made to single young people now being one of the most vulnerable groups. On the day feedback indicated that a large proportion of attendees felt that younger people would be more affected by</p>	<p>Feedback from the community and voluntary sector suggests a shift in which benefited claimants may be considered vulnerable. As well as impacts on disabled people and out of work families with children the CVS consultees suggested that single job seekers are also likely to experience negative impacts.</p> <p>Single job seekers do not receive levels of protection afforded in terms of</p>	<p>Discretionary fund of £100,000 to be established to help those in exceptional hardship. Guidance will be given to staff administering the scheme to ensure that claims from under 35's are supported appropriately.</p> <p>We will also work with relevant CVS organisations to ensure information about the scheme is communicated effectively.</p> <p>Increase in the earnings disregard for single people from £5 to £10 per week</p>



	Data that you have	Community engagement	Impacts identified	Potential actions																		
<p><b>Disability</b> (a person is disabled if they have a physical or mental impairment which has a substantial and long-term</p>	<p>section below.</p> <table border="1" data-bbox="264 1352 571 1890"> <caption><b>Table 1: CTB claimant age profile – under 65 years</b></caption> <thead> <tr> <th>Age</th> <th>Number</th> <th>%</th> </tr> </thead> <tbody> <tr> <td>16 to 18</td> <td>8</td> <td>0.05%</td> </tr> <tr> <td>18 to 24</td> <td>1,304</td> <td>7%</td> </tr> <tr> <td>25 to 34</td> <td>3,823</td> <td>19%</td> </tr> <tr> <td>35 to 49</td> <td>8,038</td> <td>30%</td> </tr> <tr> <td>50 to 64*</td> <td>8,691</td> <td>43%</td> </tr> </tbody> </table> <p>With the likely cumulative impact of the wider welfare changes affecting young people (under 35) the impact of changes to CTB is of particular concern. Nearly 30% of people affected by the change are under 35.</p> <p>*(not all families in this category will be affected because of the shifting pension age, 2,442 are unaffected due to one or member of the household being pension age)</p> <p>Disability data is only available for the CTB claimant and their partner (32,826 or 89% of all adult household members). In this instance a person is defined as disabled if they are in receipt of Disability Living Allowance</p>	Age	Number	%	16 to 18	8	0.05%	18 to 24	1,304	7%	25 to 34	3,823	19%	35 to 49	8,038	30%	50 to 64*	8,691	43%	<p>the change than some other groups.</p> <p>People with mental health problems and people with learning difficulties were identified as two groups that would potentially be affected by the change. Concern was raised about communicating</p>	<p>premiums, earnings disregards, child care assistance and a generally sympathetic approach from discretionary schemes, which may benefit disabled people and out of work families with children. Therefore they are particularly vulnerable to relatively small reductions in income.</p> <p>Present levels of unemployment amongst individuals who are under 25 in this group are also limiting the option of finding work as a way of mitigating against these changes.</p> <p>Research<sup>2</sup> suggests that the cumulative impacts of this change and other national benefits changes will have a disproportionately larger impact on disabled people (and carers, see below) than others.</p> <p>Disabled people are</p>	<p>Transitional Protection for the first year fixed at £3 extra per week, which may allow some young people more time to adjust to the new system.</p> <p>There is no change to the government requirement of a 100% exemption on grounds of severe mental impairment.</p> <p>Communicating these changes as early and as clearly as possible will allow disabled people and their families time to prepare and adapt.</p>
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	<p>adverse effect on their ability to carry out normal day-to-day activities<sup>1)</sup></p>	<p><b>Data that you have</b></p> <p>(DLA), Severe Disability Allowance and / or Attendance Allowance.</p> <p><b>Table 2: CTB claimant by age and disability</b></p> <table border="1" data-bbox="300 533 863 1310"> <thead> <tr> <th rowspan="2">Age</th> <th colspan="2">Disabled</th> <th colspan="2">Severely disabled</th> </tr> <tr> <th>N</th> <th>% of age group</th> <th>N</th> <th>%</th> </tr> </thead> <tbody> <tr> <td>16 - 18</td> <td>2</td> <td>18%</td> <td>2</td> <td>18%</td> </tr> <tr> <td>18 - 24</td> <td>147</td> <td>10%</td> <td>102</td> <td>7%</td> </tr> <tr> <td>25 - 34</td> <td>479</td> <td>10%</td> <td>315</td> <td>7%</td> </tr> <tr> <td>35 - 49</td> <td>1,702</td> <td>18%</td> <td>1,049</td> <td>11%</td> </tr> <tr> <td>50 - 64</td> <td>2,048</td> <td>28%</td> <td>1,227</td> <td>17%</td> </tr> <tr> <td>65 and over</td> <td>2,269</td> <td>22%</td> <td>1,714</td> <td>17%</td> </tr> <tr> <td>Total</td> <td>6,647</td> <td>20%</td> <td>4,409</td> <td>13%</td> </tr> </tbody> </table> <p>A fifth of adult living in a CTB household (6,647, 20%) are disabled with 4,409 (13%) severely disabled.</p> <p>One in ten adults (626, 10%) aged 18 to 34 living in a CTB household are disabled (417 (7%) severely disabled).</p> <p>More than a quarter of adults aged 50 to 64 (2,048, 28%) living in a CTB household are disabled. Proportionally this is more than for adults aged 65 and over (2,269, 22%).</p> <p>Among the 7,278 CTB households with at least one dependent child, 577</p>	Age	Disabled		Severely disabled		N	% of age group	N	%	16 - 18	2	18%	2	18%	18 - 24	147	10%	102	7%	25 - 34	479	10%	315	7%	35 - 49	1,702	18%	1,049	11%	50 - 64	2,048	28%	1,227	17%	65 and over	2,269	22%	1,714	17%	Total	6,647	20%	4,409	13%	<p><b>Community engagement</b></p> <p>with vulnerable groups especially in families with multiple vulnerability.</p>	<p><b>Impacts identified</b></p> <p>particularly affected by the difficult economic climate as a result of lower income, higher costs, fewer support services, and unpredictable health conditions.</p> <p>Reductions in funding affecting both statutory and CVS services can leave disabled people without support.</p> <p>People with mental health issues and/or Learning Disabilities are likely to need additional support to understand these changes and how to appropriately respond to them, through support workers, carers and families.</p>	<p><b>Potential actions</b></p> <p>Discretionary fund of £100,000 to be established to help those in exceptional hardship.</p>
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<p><b>Gender reassignment</b> (a transsexual person is someone who proposes to, starts or has completed a process to change his or her gender. A person does <u>not</u> need to be under medical supervision to be protected)</p>	<p>households (8%) have at least one dependent child who is who is receipt of disability related benefits.</p> <p>No information is collected on the gender reassignment status of CTB claimants.</p> <p>Local Count Me In Too research and national data show that Trans people experience higher levels of disadvantage and social / financial exclusion.</p>	<p>Survey circulated via LGBT Health Inclusion Project (LGBT HIP) and through the Equalities Network – comments and suggestions included in the EIA.</p>	<p>Trans people experience high levels of disadvantage and vulnerability. They are more likely to be on low incomes and therefore likely to be in receipt of benefits including CTB.</p>	<p>Ways to request and collect equalities data on all ‘protected characteristics’ will be explored as part of the development of the new system.</p> <p>Discretionary fund of £100,000 to be established to help those in exceptional hardship.</p> <p>We will work with relevant CVS organisations to ensure that Trans people are aware of this scheme and able to apply.</p>																
<p><b>Race</b> (this includes ethnic or national origins, colour or nationality, including refugees and migrants; and Gypsies and Travellers)</p>	<p>There is no robust and or comprehensive data available from the CTB database about a claimant’s ethnicity.</p> <p><b>Estimated resident population by broad ethnic group mid-2009:</b></p> <table border="1" data-bbox="1161 1361 1449 1881"> <thead> <tr> <th data-bbox="1161 1361 1236 1881"><b>Table 3</b></th> <th data-bbox="1236 1361 1295 1881"><b>Brighton and Hove ethnicity</b></th> <th data-bbox="1295 1361 1355 1881"><b>number</b></th> <th data-bbox="1355 1361 1414 1881"><b>%</b></th> </tr> </thead> <tbody> <tr> <td data-bbox="1295 1496 1355 1630">All persons</td> <td data-bbox="1295 1496 1355 1630"></td> <td data-bbox="1295 1496 1355 1630">256.4</td> <td data-bbox="1295 1496 1355 1630"></td> </tr> <tr> <td data-bbox="1355 1496 1414 1630">White: British</td> <td data-bbox="1355 1496 1414 1630"></td> <td data-bbox="1355 1496 1414 1630">208.1</td> <td data-bbox="1355 1496 1414 1630">81%</td> </tr> <tr> <td data-bbox="1414 1496 1449 1630"><b>All BME</b></td> <td data-bbox="1414 1496 1449 1630"></td> <td data-bbox="1414 1496 1449 1630">48.3</td> <td data-bbox="1414 1496 1449 1630">19%</td> </tr> </tbody> </table>	<b>Table 3</b>	<b>Brighton and Hove ethnicity</b>	<b>number</b>	<b>%</b>	All persons		256.4		White: British		208.1	81%	<b>All BME</b>		48.3	19%	<p>Survey circulated via Black and Minority Ethnic Community Partnership (BMECP) and through the Equalities Network – comments and suggestions included in the EIA.</p> <p>Feedback also from FFT (Friends, Families and Travellers)</p>	<p>Members of some ethnic groups are less likely to be well networked and therefore less easily able to learn about changes like this. They are also less likely to find it easy to access support schemes or advice. Where people have English as an additional language completing official forms can be a significant barrier.</p> <p>The Council Tax change will</p>	<p>Ways to request and collect equalities data on all ‘protected characteristics’ will be explored as part of the development of the new system.</p> <p>Discretionary fund of £100,000 to be established to help those in exceptional hardship. We will work with relevant CVS organisations and through other means to ensure that BME people are aware of this scheme and able to apply.</p>
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<p data-bbox="1195 1912 1444 2134"><b>Religion or belief</b> (religion includes any religion with a clear structure and belief system. Belief</p>	<p data-bbox="1195 1346 1444 1895">Over a quarter of our residents said they had no religion in response to the 2001 census. 59% of our residents (146,466) were Christian, 1.5% were Muslim (3,635), 1.4% were Jewish (3,558), 0.7% were Buddhist (1,747), 0.5% were Hindu (1,300) and 0.1%</p>	<p data-bbox="1211 987 1430 1301">Survey circulated via the 'religion and belief' rep on the Equalities Network – comments and suggestions included in the EIA.</p>	<p data-bbox="1195 577 1444 958">As with ethnicity some religious groups are more effectively linked into statutory and support services and therefore will know more about the changes and be able to</p>	<p data-bbox="1195 69 1374 524">Ways to request and collect equalities data on all 'protected characteristics' will be explored as part of the development of the new system.</p> <p data-bbox="1412 69 1444 524">Discretionary fund of £100,000</p>																		

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<p>means any religious or philosophical belief. The Act also covers lack of religion or belief.)</p>	<p>were Sikh (237). We have no data on the religion or belief of CTB claimants locally and the census data for 2011 will not be available in time for this project. However, as for ethnicity, some religious groups experience different levels of disadvantage</p>	<p>access support better.</p>	<p>to be established to help those in exceptional hardship. We will work with relevant CVS organisations to ensure that people from different faith groups and of no faith are aware of this scheme and able to apply.  Communicating these changes as early and as clearly as possible will allow people of all faiths and none time to prepare and adapt.</p>																																												
<p><b>Sex</b> (both men and women are covered under the Act)</p>	<p>Gender data is only available for the CTB claimant and their partner (32,805, 89% of all adult household members)</p> <table border="1" data-bbox="858 1323 1278 1890"> <thead> <tr> <th rowspan="2">Age</th> <th colspan="2">Male</th> <th colspan="2">Female</th> </tr> <tr> <th>n</th> <th>%</th> <th>n</th> <th>%</th> </tr> </thead> <tbody> <tr> <td>16 - 18</td> <td>4</td> <td></td> <td>7</td> <td></td> </tr> <tr> <td>18 - 24</td> <td>479</td> <td>32%</td> <td>1,032</td> <td>68%</td> </tr> <tr> <td>25 - 34</td> <td>1,751</td> <td>37%</td> <td>2,980</td> <td>63%</td> </tr> <tr> <td>35 - 49</td> <td>4,141</td> <td>44%</td> <td>5,234</td> <td>56%</td> </tr> <tr> <td>50 - 64</td> <td>3,504</td> <td>49%</td> <td>3,591</td> <td>51%</td> </tr> <tr> <td>65 and over</td> <td>3,888</td> <td>39%</td> <td>6,200</td> <td>61%</td> </tr> <tr> <td><b>Total</b></td> <td><b>13,763</b></td> <td><b>42%</b></td> <td><b>19,037</b></td> <td><b>58%</b></td> </tr> </tbody> </table> <p>Among CTB claimants and their partners, 58% are female and 42% male. This compares to a city profile of residents aged over 16 of 50% males</p>	Age	Male		Female		n	%	n	%	16 - 18	4		7		18 - 24	479	32%	1,032	68%	25 - 34	1,751	37%	2,980	63%	35 - 49	4,141	44%	5,234	56%	50 - 64	3,504	49%	3,591	51%	65 and over	3,888	39%	6,200	61%	<b>Total</b>	<b>13,763</b>	<b>42%</b>	<b>19,037</b>	<b>58%</b>	<p>Lone parents are a group that loses a particularly large amount from tax and benefit changes to be introduced after 2012—13. Because more than 90% of lone parents are women this drives the overall difference in the impact of reforms between single men and single women. Much of the remaining difference between single men and women without children arises because of</p>	<p>Communicating these changes as early and as clearly as possible will allow women and their families time to prepare and adapt.  We will ensure that all Children Centre staff are well informed of the changes and work with partners to offer appropriate advice and share knowledge of support services.  We will work with women's sector organisations in the city and men's groups to publicise these changes and the support available.  Discretionary fund of £100,000</p>
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	<p>and 50% females.</p> <p>Nearly two-thirds of adults in CTB households aged under 35 yrs are women (64%).</p> <p>The vast majority of single parent families in receipt of CTB in the city are headed by women: 94.4%. In one in twenty single parent households (263, 5.4%) the single parent is male.</p> <p>See also the section below on Families and Children.</p>	<p>differences in the average income of men and women living alone: women tend to do fewer hours of paid work than men, on average, and earn less per hour of paid work.</p> <p>Domestic violence which disproportionately affects women was highlighted as an additional vulnerability</p>		<p>to be established to help those in exceptional hardship.</p>

	Data that you have	Community engagement	Impacts identified	Potential actions
<p><b>Sexual orientation</b> (the Act protects bisexual, gay, heterosexual and lesbian people)</p>	<p>We have no data on the sexual orientation of CTB claimants locally.</p> <p>Brighton &amp; Hove's State of the City report estimated that at least 14% (38,000 of the 2011 census population) of Brighton &amp; Hove's adult residents are lesbian, gay, bisexual or transgender.</p>	<p>Count Me In Too research and national data demonstrate that many LGB people experience higher levels of disadvantage and financial exclusion than other groups.</p> <p>Survey circulated via LGBT Health Inclusion Project (LGBT HIP)</p>	<p>Many LGB people experience significant social exclusion and vulnerability due to hate crime and harassment. This can have an impact on their education, employment and earning ability and can therefore increase their likelihood of social-economic disadvantage.</p> <p>It can also increase their vulnerability to mental health issues and impact upon their capacity to work, thereby increasing their likelihood of claiming benefits.</p>	<p>Ways to request and collect equalities data on all 'protected characteristics' will be explored as part of the development of the new system.</p> <p>Discretionary fund of £100,000 to be established to help those in exceptional hardship. We will work with relevant CVS organisations to ensure that LGB people are aware of this scheme and able to apply.</p> <p>Communicating these changes as early and as clearly as possible will allow LGB people and their families time to prepare and adapt.</p>

	Data that you have	Community engagement	Impacts identified	Potential actions														
<p><b>Marriage and civil partnership</b> (only in relation to due regard to the need to eliminate discrimination)</p>	<p>NB: figures below for single households where the person is aged over 65 (therefore will not be affected by the CTB changes are shown separately and for reference only.)</p> <table border="1"> <thead> <tr> <th colspan="2">Table 5: Household composition</th> </tr> <tr> <th></th> <th>% of all households</th> </tr> </thead> <tbody> <tr> <td>Single person households aged under 65 yrs</td> <td>34%</td> </tr> <tr> <td>Single person households aged over 65 yrs</td> <td>23%</td> </tr> <tr> <td>Two or more adults with at least one dependent child</td> <td>9%</td> </tr> <tr> <td>Single parent with at least one dependent child</td> <td>17%</td> </tr> <tr> <td>Two or more adults with no dependent children</td> <td>16%</td> </tr> </tbody> </table>	Table 5: Household composition			% of all households	Single person households aged under 65 yrs	34%	Single person households aged over 65 yrs	23%	Two or more adults with at least one dependent child	9%	Single parent with at least one dependent child	17%	Two or more adults with no dependent children	16%		<p>Issues for single parents are addressed in the 'families and children' section below.</p> <p>No impacts are identified relating to marriage or civil partnership status.</p>	<p>No actions identified.</p>
Table 5: Household composition																		
	% of all households																	
Single person households aged under 65 yrs	34%																	
Single person households aged over 65 yrs	23%																	
Two or more adults with at least one dependent child	9%																	
Single parent with at least one dependent child	17%																	
Two or more adults with no dependent children	16%																	



	<b>Data that you have</b>	<b>Community engagement</b>	<b>Impacts identified</b>	<b>Potential actions</b>
	More than a half (57%) of all households in receipt of CTB are single person households, of which 6,104 (22%) are single pensioner households.			
<b>Pregnancy and Maternity</b>	Among all households in receipt of CTB, for 72 households at least one person is also in receipt of statutory maternity pay.		Issues related to single parents and families and children are identified and addressed in other sections of this document.	See other relevant sections.
<b>Other relevant groups</b> eg: Carers, people experiencing domestic violence, substance misusers, homeless people, looked after children etc	Among all households in receipt of CTB, for 1,071 households (4%) at least one person is also in receipt of Carers Allowance.  Research suggests that the cumulative impacts of this change and other national benefits changes will have a disproportionately larger impact on disabled people (see above) than others. This has an impact on carers too.  We have no data locally on these issues for CTB claimants.		Issues such as caring responsibilities, substance misuse, domestic violence, being ex-armed forces, or an ex-offender can also have a significant impact on income and other aspects of financial exclusion.	Discretionary fund of £100,000 to be established to help those in exceptional hardship. We will work with relevant CVS organisations to ensure that all potentially vulnerable people are aware of this scheme and able to apply.  Communicating these changes as early and as clearly as possible will allow potentially vulnerable people and their families time to prepare and adapt.
<b>Effect on Families and Children</b> (including	The latest figures for children living in poverty (2009) show 22% of children in Brighton and Hove live in poverty; approximately 10,555 children. Of those 72.8% live in lone parent	The Brighton & Hove Child Poverty Needs Assessment 2011 and the Brighton & Hove Child Poverty	The Brighton & Hove Child Poverty Commissioning Strategy identifies welfare reform as a key imminent pressure on family income	Operational actions: <ul style="list-style-type: none"> <li>Welfare reform briefings for key Children Centre staff</li> <li>Children's Centre programme with Brighton</li> </ul>

	<b>Data that you have</b>	<b>Community engagement</b>	<b>Impacts identified</b>	<b>Potential actions</b>
Child Poverty)	<p>households and 77.5% live in out of work families.</p> <p>East Brighton ward has the highest poverty with 46.9% percent of children living in poverty. The Brighton &amp; Hove Child Poverty Needs Assessment 2011 shows in addition that some families have a higher risk of living in poverty, most notably families with a child or parent with a disability, families with larger numbers of siblings, and some BME families.</p>	<p>Commissioning Strategy 2012-15 included an extensive consultation on the drivers and the experience of poverty in the City with statutory and CVS organisations supporting children and families and through CVS organisations with families and young people.</p>	<p>and family health. This was based upon both local consultation as detailed previously. There is also significant national research about both the effects of poverty and persistent poverty on children and families (there are medium and long term impacts of deep and persistent poverty on children's cognitive development, their educational attainment and their health and wellbeing ); and specifically the disproportionate impact of welfare reform on children and families.</p> <p>JSNA highlights links between child poverty and families with disabled children e.g. higher proportion of children with disability in East Brighton and Moulsecoomb and Bevendean</p>	<p>Housing Trust advice team to advise on money issues</p> <ul style="list-style-type: none"> <li>• Money Matter campaign pilot using the Family Information Service and health professionals</li> <li>• Family Information Service pilot of health visitor referral for targeted families.</li> <li>• Children's Centre Programme to undertake joint training with Housing and Social Exclusion staff to improve joint knowledge of services.</li> <li>• Promote uptake of free school meals and breakfast clubs in most affected areas.</li> <li>• Promotion of Brighton and Hove Living Wage.</li> </ul> <p>Strategy and Planning actions:</p> <ul style="list-style-type: none"> <li>• Identification of vulnerable children and families as a group facing significant pressures as a result of welfare reform within: EIAs, Strategies, Plans and Actions that seek to mitigate the impact of welfare reform.</li> <li>• Considering cumulative impacts of changes, and medium/long term impacts of deep and persistent poverty.</li> </ul>

	Data that you have	Community engagement	Impacts identified	Potential actions
<p><b>Health Impact Assessment</b></p>	<p>The social model of health (see diagram below) emphasises the impacts that socio-economic factors have on peoples living and working conditions and their health, wellbeing and lifestyles. The current financial recession, welfare reforms and implications for household income and resulting health inequalities are of public health concern.</p> <p>Evidence shows that level of household income affects household health. A review of the impact of the economic downturn and policy changes indicated that the key issues are:</p> <ul style="list-style-type: none"> <li>• <b>Relationship between poverty and mental ill health</b>, particularly among women. The relationship is bi-directional: those with mental health problems are more likely to get into debt and debt is associated with increased risk of mental ill health.</li> <li>• <b>Impact of child poverty on the health and development of children</b>. Including increased risk of mortality in first year of life, lesser personal social emotional development at school start; significantly increased risk of behaviour disorders. These factors consequently impact on educational attainment and mental health throughout the life course.</li> <li>• <b>Impact of low income on healthy living</b>. Households on low incomes are more likely to have insufficient resources to live a healthy life e.g. <ul style="list-style-type: none"> <li>○ food options/choices – may be inclined to buy more of the many highly processed ‘unhealthy’ foods which are sold at reduced prices</li> <li>○ reductions in money spent in physical activity pursuits e.g swimming,</li> <li>○ reductions in expenditure on hobbies, creative pastimes and social activities which have protective effects</li> <li>○ increase use of unhealthy coping mechanisms to (seemingly) alleviate stress: alcohol, tobacco and drugs</li> </ul> </li> </ul> <p>Within the population, groups such as disabled people, those with long term conditions and households in fuel poverty are vulnerable to being disproportionately affected.</p> <ul style="list-style-type: none"> <li>• Association between income, debt and mental health (bi-directional)</li> <li>• Brighton and Hove Joint Strategic Needs Assessment (JSNA) highlights higher than average prevalence of mental health problems in City</li> <li>• JSNA and mental health needs assessment identifies needs highest in East of City where proportion of residents affected by changes is highest</li> </ul>		<p>Debt associated with increased risk of mental health problems e.g. stress and anxiety</p> <p>Additional stress on those already managing mental health problems</p> <p>Increased risk of unhealthy coping mechanisms e.g. alcohol, substance misuse, tobacco.</p>	<p>Communication with key health workers i.e. primary care mental health workers, Integrated Primary Care Teams, GPs, health trainers to alert them to potential impacts on people with mental health problems and the areas and population groups most affected.</p> <p>Communication on sources of advice and support, including</p>

	Data that you have	Community engagement	Impacts identified	Potential actions
	<p>JSNA identifies health and wellbeing inequalities and needs in groups identified as most affected by the implementation of council tax support scheme including:</p> <ul style="list-style-type: none"> <li>• Vulnerable groups including LGB people, disabled people, carers</li> <li>• Inequalities associated with socioeconomic deprivation and areas of deprivation (e.g. East Brighton)</li> </ul>		<p>Stress on family relationships</p> <p>Potential increase in need / demand for primary care mental health services.</p> <p>Effect of budgeting – reductions in income forces people to invest time and effort in managing the ramifications and means they have less to spend on supportive behaviours, positive health choices for example:</p> <ul style="list-style-type: none"> <li>• food options/choices – may be inclined to buy more of the many highly processed ‘unhealthy’ foods which are sold at reduced prices</li> <li>• reductions in money spent in physical activity pursuits e.g. swimming,</li> </ul>	<p>debt management, to key health workers.</p> <p>MIND, CRI, Carers Centres East Brighton public health commissioned services informed of changes and sources of further information.</p> <p>In longer term ensure future Mental Health Promotion Strategy under development recognises socioeconomic impacts, including debt, and targets action accordingly.</p> <p>In addition to the actions identified in the EIA, ensure effective targeting of healthy living services to most affected groups and areas e.g. active living, food projects, healthy eating on a budget information, stop smoking services.</p> <p>Integrate with other initiatives e.g.</p> <ul style="list-style-type: none"> <li>• families with complex and multiple needs</li> <li>• carers needs assessments.</li> <li>• Promotion of free swimming for under 16s.</li> </ul>

	Data that you have	Community engagement	Impacts identified	Potential actions
			<ul style="list-style-type: none"> <li>• reductions in expenditure on hobbies, creative pastimes and social activities which have protective effects</li> <li>• increase use of unhealthy coping mechanisms to (seemingly) alleviate stress alcohol, tobacco and drugs</li> </ul> <p>Long term impact on increased risk of development of long term conditions including diabetes and cardiovascular disease, potentially increasing health inequalities</p>	

### 3. Prioritised Actions:

NB: you should also highlight here if there is potential for cumulative impact across the service or for a specific group.

Action	Timeframe	Lead Unit	Evidence of progress	Success measure
ADDITIONAL / FULL DETAILS WILL BE ADDED AFTER COUNCIL APPROVAL ON 13 DEC 2012				
Case by case support for the most significantly affected.	Dec 2012 – April 13	CTS Project team	Providing advice provision	
Provide general publicity and communications, staff and third sector training.		CTS Project Team Comms Revs & Bens		
Agree and provide advice and support signposting information with the Advice Services Network.		Revs & Bens		
Use the EIA information to help create the specification for the procurement of advice services to address some of the specific changes.		Equalities & Inclusion Revs & Bens		
We will also work with relevant CVS organisations to ensure information about the scheme is communicated effectively to enable informed decision-making.	Underway	Revs & Bens		
The Revenues department within the Council will review its collection and recovery processes to make sure they fit with this type of bill profile. This will mean a review of internal processes and methods of communications and working with collection partners in the City, for example the magistrates courts.	Underway	Revs & Bens		

Explore ways to request and collect equalities data on all 'protected characteristics' as part of the development of the new system.		Equalities & Inclusion		
Provide accurate factual information to encourage a constructive debate on this subject, ensure that no positive or negative bias is perceived, and to prevent a negative impact on community cohesion.	Underway	Revs & Bens Comms		
Discretionary fund of £100,000 to be established to help those in exceptional hardship. Guidance will be given to staff administering the scheme to ensure that claims are supported appropriately.		Revs & Bens	Work will be undertaken in conjunction with the CVSF on the administration of the discretionary fund.	
<b>Actions addressing potential impacts of wider welfare reform</b>				
Continue welfare reform briefings for key children centre staff to ensure trusted workers that link with vulnerable families are aware of the arriving and expected financial pressures upon families and may better sign post to advice agencies for benefits and debt.	Complete	Sure Start	All key staff in children's centres are aware of key Welfare Reform changes	The additional knowledge has led to new initiatives e.g. initiation of Fareshare food pick up point at Moulseccomb Children's Centre
Money Matter campaign pilot (Tarnar Children's Centre) using the Family Information Service and health professionals to gateway booked appointment with advice agencies at the Centre and in the local area.	Complete	Sure Start	Marketed campaign complete. FIS continuing to gateway advice needs from Brighton Housing Trust Advice Team in Autumn 2012	Evaluation from clients shows reduction/management of debt, additional benefits gained, reduced stress as a result.
Family Information Service pilot has tested a health visitor referral for targeted families. FIS offering a range of support, advice and signposting to advice on money matters, benefits, housing and cost of living issues.	Complete for Tarnar now extended for East Brighton to commence October 2012	Sure Start	FIS completed 3 month pilot offering targeted families using Tarnar Children's Centre services a range of support centred around	Very positive results. The work is now being extended to Roundabout Children's Centre in Whitehawk. Feasibility of expanding it to all parts of

			debt, housing, cost of living and benefit issues	the City now being considered
Children's Centre Programme to undertake joint training with Housing Needs and Social Inclusion. Staff to facilitate better joint knowledge of services and develop deeper knowledge around financial inclusion and money matters – Autumn 2012	November 2012	Sure Start Housing Needs and Social Inclusion		
Communication with key health workers i.e. primary care mental health workers, Integrated Primary Care Teams, GPs, health trainers and other health and wellbeing services to alert them to potential impacts and available support, including debt management.	January 2013	Public Health		
Mental Health Promotion Strategy under development recognises socioeconomic impacts, including debt, and targets action accordingly.	March 2014	Public Health		
Integrate with other initiatives e.g. <ul style="list-style-type: none"> <li>• families with complex and multiple needs</li> <li>• Carers' needs assessments.</li> <li>• Promotion of free swimming for under 16s</li> <li>• Promote uptake of free school meals among those currently eligible</li> </ul>				

### Signing of EIA:-

**Lead Equality Impact Assessment Officer:**

**Tracey Wallace**

**Date: 9<sup>th</sup> Oct 2012**

**Head of Unit**

**Valerie Pearce**

**Date: 10<sup>th</sup> Oct 2012**

**Communities and Equality Team**

**Sarah Tighe- Ford**

**Date: 9<sup>th</sup> Oct 2012**



**NB: Actions must now be transferred to service or business plans**

**You must also complete and submit a summary of the EIA in the Publication Template (see below)**

**4. Attach data and/or engagement lists as appendices.**

Title (of data or engagement)	Date	Main findings	Gaps in data	Contact

**Table 6**

This shows that the distribution of households in receipt of CTB is not evenly distributed across the city. More than two out five households in East Brighton ward (42%) get CTB compared to only one in ten households in Hove Park ward (10%).

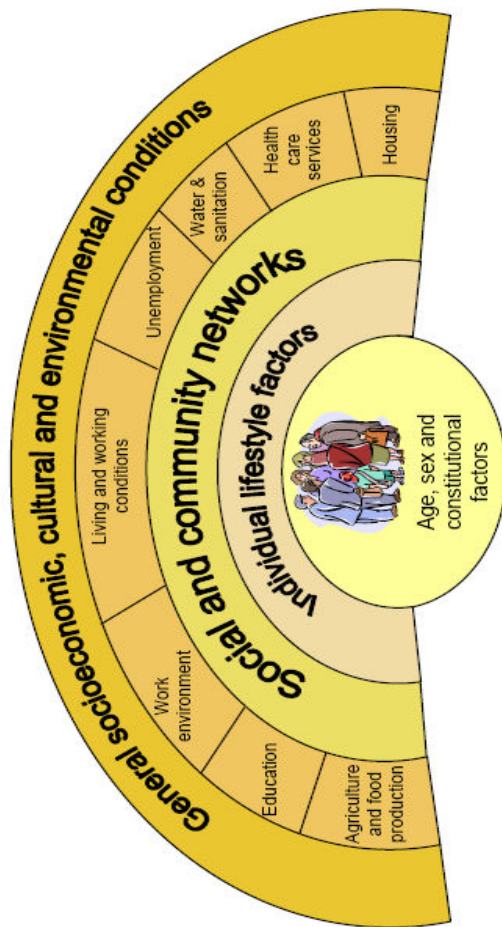
<b>Data Source: Data extract 1578 from the CTB Database, 7 June 2012</b>						
	<b>Households in receipt of CTB</b>	<b>All household (2001 Census)</b>	<b>Percentage of all households</b>	<b>Claimants aged 65 and over</b>	<b>Claimant aged under 65</b>	<b>Percentage of households affected</b>
East Brighton	2,706	6,468	42%	750	1956	30%
Moulsecoomb and Bevendean	1,991	5,601	36%	504	1486	27%
Hollingdean and Stanmer	1,847	5,029	37%	533	1313	26%
Queen's Park	2,580	7,408	35%	877	1702	23%
St. Peter's and North Laine	1,866	7,154	26%	388	1477	21%
Hangleton and Knoll	1,813	5,931	31%	721	1092	18%
Hanover and Elm Grove	1,449	6,101	24%	361	1088	18%
South Portslade	1,011	3,830	26%	350	660	17%
North Portslade	1,051	4,155	25%	363	688	17%
Regency	951	4,980	19%	189	762	15%
Brunswick and Adelaide	1,085	5,426	20%	260	824	15%
Westbourne	953	4,315	22%	303	650	15%
Woodingdean	957	3,822	25%	398	559	15%
Central Hove	986	5,052	20%	284	701	14%
Goldsmid	1,516	7,368	20%	496	1019	14%
Wish	865	3,899	22%	355	510	13%
Preston Park	1,032	6,142	17%	294	738	12%
Patcham	1,041	5,790	18%	430	611	11%
Rottingdean Coastal	812	5,907	14%	333	479	8%
Withdean	749	6,139	12%	294	455	7%
Hove Park	386	3,961	10%	153	233	6%
Not known	162			53	108	
<b>Total</b>	<b>27,809</b>			<b>8689</b>	<b>19111</b>	

Note: the Index of Multiple Deprivation (IMD) 2010 is considered the official measure of deprivation for England. IMD 2010 is based on the small area geography known as Lower Super Output Areas (LSOAs). There are 164 LSOAs in Brighton & Hove. 37 (22%) of Brighton & Hove's LSOAs are in the 20% most deprived areas in England.

Over a third of households (10,553, 38%) in receipt of CTB live in one of these 37 LSOAs.

### The Social Model Of Health

The social model of health emphasises the impacts that socio-economic factors have on peoples living and working conditions and their health, wellbeing and lifestyles. The current financial recession, welfare reforms and implications for household income and resulting health inequalities are of public health concern.



Reference: Whitehead and Dahlgren<sup>3</sup>

## **Appendix 7 – transitional and scheme principles**

### **Transition Principles**

- the council will provide clear and accessible information to all those affected by the ending of Council Tax Benefit
- the council will ensure those affected by the ending of Council Tax Benefit can access additional advice and support
- those people who are currently receiving Council Tax Benefit will have their eligibility for Council Tax Support assessed without having to reapply to the council\*
- eligibility for Council Tax Support in 2013/14 will be determined on the basis of the same factors as for Council Tax Benefit in 2012/13
- there will be a cap on the maximum detriment that any household faces in the transition period\*

\* assuming no other changes in their circumstances

### **Scheme Principles**

- Council Tax Support entitlement will be assessed by a means test so that those with the least ability to pay will receive the highest levels of assistance.
- Council Tax Support resources will be distributed as widely as possible amongst those eligible to claim the discount
- There will be a discretionary discount fund to ensure that the most vulnerable can access additional support in exceptional circumstances
- The Scheme will support people moving into, and on low paid, work.



<b>Subject:</b>	<b>Approval for the city council to be the Accountable Body for the £24m prize from the Technology Strategy Board Future Cities Competition</b>		
<b>Date of Meeting:</b>	<b>29 November 2012</b>		
<b>Report of:</b>	<b>Strategic Director Place</b>		
<b>Contact Officer:</b>	<b>Name:</b>	<b>Emma McDermott</b>	<b>Tel: 29-6805</b>
	<b>Email:</b>	<a href="mailto:emma.mcdermott@brighton-hove.gov.uk">emma.mcdermott@brighton-hove.gov.uk</a>	
<b>Key Decision:</b>	<b>Yes</b>		
<b>Ward(s) affected:</b>	<b>All</b>		

**FOR GENERAL RELEASE**

**1. SUMMARY AND POLICY CONTEXT:**

- 1.1 In August, the Council secured £50,000 from the Technology Strategy Board (TSB) to carry out a feasibility study on integrating city systems and producing a bid for £24m of grant funding to be used to fund demonstration projects which show how the integration of multiple city systems can be used to deliver a strong local economy, improve citizens quality of life, reduce the city's ecological footprint and increase its resilience to environmental change.
- 1.2 The feasibility study and bid was submitted to the TSB by its deadline of 14 November 2012. Brighton and Hove is one of thirty cities competitively bidding to be the sole beneficiary of the £24m funding allocation. If successful, the funding would need to be spent by March 2014.
- 1.3 Shortlisted local authorities will be interviewed by the TSB during the first week of December and the decision is expected in early January 2013.
- 1.4 If the bid is successful, the city council would be required to be the Accountable Body for the £24m.

**2. RECOMMENDATIONS:**

That the Policy and Resources Committee:

- 2.1 Agree to the council adopting the role of Accountable Body for the £24m grant funding to the council from the Technology Strategy Board in connection with the Future Cities Large Scale Demonstrator initiative, should the council's funding bid be successful.

### **3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS:**

- 3.1 At the Eco Technology Show in June this year, the TSB approached the city council to submit a proposal for feasibility funding under their Future Cities Large Scale Demonstrator initiative. The Council's proposals, set out in Annex 1, were submitted 5th July and an award of feasibility funding was confirmed 1<sup>st</sup> August. During August the Council canvassed a range of organisations (public, private and third sector) to register their interest in being involved in developing potential projects for inclusion in the feasibility study and bid. At the end of August a briefing session was held with over 30 participants setting out the timescales, project governance and process for delivering the feasibility study and the bid.
- 3.2 Consistent with TSB eligibility criteria, the £50,000 of feasibility funding was used to:
- Fund a project manager
  - Fund technical consultants to produce the feasibility study and write the final report and bid.
- 3.3 The council's initial proposal is summarised as:  
'Towards a One Planet Super City: Embracing and stimulating business and community innovation in designing and managing city systems that drive economic prosperity, health and social well being within the principles of an accredited sustainable development methodology - One Planet Living - accessible and visible to a wide range of audiences and with global appeal.'
- 3.4 In early September, the council put out an open call for proposals for city systems integration and received eighteen in total. All these proposals have been assessed against the TSB competition criteria, the city council's priorities, their deliverability within the timescale for the demonstrator and their feasibility.
- 3.5 The city systems considered for integration and subject of the feasibility study were:
- Engagement systems;
  - Creative & digital economy systems;
  - Tourism & visitor systems;
  - Transport systems;
  - Adult social care systems.

### **4. COMMUNITY ENGAGEMENT AND CONSULTATION**

- 4.1 A range of consultation events, workshops and one-to-one interviews with interested parties and key stakeholders took place as part of the feasibility study and bid development.
- 4.2 An event to feed back to interested parties on the final bid was held on 12<sup>th</sup> November.



## 5. FINANCIAL & OTHER IMPLICATIONS:

### Financial Implications:

- 5.1 The Council secured £50,000 from the Technology Strategy Board (TSB) which funded the production of a feasibility study and bid which was submitted to the TSB in November (as detailed in the report to Environment & Sustainability Committee on 17 October 2012).. The TSB anticipates awarding the £24m as a lump sum to the successful local authority and this is due to be announced in January 2013.
- 5.2 If the bid is successful the council would be required to be the Accountable Body for the £24m funding. The cost associated with the duties required as Accountable Body will be met through the grant funding. A detailed breakdown of the use of funding is required and must be included in the final bid. The TSB Guidance makes no mention of a fixed percentage of the funding for overall management although the direct costs of officers working exclusively on the programme will be eligible. Other eligible costs include: Overheads, Materials Consumed, Capital Equipment, Sub-contracts, Consultancy Fees (including Fees for Trial and Testing)
- 5.3 The grant funding associated with delivering the Future Cities Demonstrator must be delivered by March 2014 although there is likely to be some flexibility to this deadline and the TSB is awaiting further clarification from the Treasury.

*Finance Officer Consulted: Rob Allen*

*Date:31/10/2012*

### Legal Implications:

- 5.2 If the council is awarded the TSB grant of £24m and assumes the role of Accountable Body for those funds, it will need to comply with the obligations and any other terms and conditions imposed by TSB relating to that role, and needs to have regard to any risks or liabilities associated with the appointment including for example, appropriate expenditure of the funding.

*Lawyer Consulted: Oliver Dixon*

*Date: 05/11/12*

### Equalities Implications:

- 5.3 Equalities impact is being considered as part of the feasibility study.

### Sustainability Implications:

- 5.4 The feasibility bid headlines the council's commitment to using the One Planet Living framework. This is consistent with the bidding guidance which is seeking to allocate the funding to an initiative which delivers a strong local economy and excellent quality of life, whilst reducing the ecological footprint and increasing resilience to environmental change.

### Business impact

- 5.5 The 'One Planet Smart City' bid is likely to present considerable business opportunities, particularly to the digital and creative media industries in Brighton and Hove.
- 5.6 The Brighton and Hove Business Forum, the Economic Partnership and the Coast 2 Capital Local Enterprise Partnership have contributed to the development of the bid and are fully supportive of it.

### Crime & Disorder Implications:

- 5.7 None specific at this stage.

### Risk and Opportunity Management Implications:

- 5.8 The bid must set out a structured approach to risk management and include a detailed risk register.
- 5.9 The chances of success are 1:30. Should the final bid be unsuccessful there is an intention to re-use proposals in other guises including the refresh of the city's economic strategy and other emerging funding opportunities.

### Public Health Implications:

- 5.10 A proposal from the Food Partnership, working with the NHS, is being tested as part of the feasibility study.
- 5.11 The feasibility of a project to improve adult social care services is also currently being tested.

### Corporate / Citywide Implications:

- 5.12 The Council has an important facilitating role to play in supporting submission of a bid that offers economic, social and environmental benefits to the city.
- 5.13 If the bid is successful, delivery partners' and city council's policies will need to be aligned in order to deliver the outcomes set out in the bid.

## **6. EVALUATION OF ANY ALTERNATIVE OPTION(S):**

- 6.1 If the city council is successful, it will be required by the TSB to be accountable for the funds. Not submitting a bid would be the only alternative option.

## **7. REASONS FOR REPORT RECOMMENDATIONS**

- 7.1 To seek the approval of the Committee for the Strategic Director Place to put in place the necessary structures and resources for the city council to act as the accountable body in order to implement the demonstrator between January 2013 and March 2014.

## **SUPPORTING DOCUMENTATION**

### **Appendices:**

Appendix 1: Extract from the proceedings of the Environment & Sustainability Committee meeting to be held on the 28<sup>th</sup> November 2012 (to be circulated), together with a report of the Strategic Director; Place -Brighton & Hove Future Cities Demonstrator Bid and Feasibility Study (copy attached).

Appendix 2: Extract from the proceedings of the Environment & Sustainability Committee meeting held on the 17<sup>th</sup> October 2012, together with a report of the strategic Director; Place - Update on Technology Strategy Board: Future Cities Demonstrator – Brighton & Hove City Council Feasibility Study and Bid (copies attached).

### **Documents in Members' Rooms**

Technology Strategy Board Bidding Guidance.



<b>Subject:</b>	<b>Future Cities Demonstrator Feasibility Study and Bid Update – Report to the Environment &amp; Sustainability Committee</b>		
<b>Date of Meeting:</b>	<b>28 November 2012</b>		
<b>Report of:</b>	<b>Geoff Raw, Strategic Director Place</b>		
<b>Contact Officer:</b>	<b>Name:</b>	<b>Emma McDermott</b>	<b>Tel: 29-6805</b>
	<b>Email:</b>	<a href="mailto:emma.mcdermott@brighton-hove.gov.uk">emma.mcdermott@brighton-hove.gov.uk</a>	
<b>Key Decision:</b>	<b>No</b>		
<b>Ward(s) affected:</b>	<b>All</b>		

## FOR GENERAL RELEASE

### 1. SUMMARY AND POLICY CONTEXT:

- 1.1 In August 2012, the Council secured £50,000 from the Technology Strategy Board (TSB) to carry out a feasibility study on integrating city systems and to produce a bid for £24m of grant funding to be used to fund demonstration projects which show how the integration of multiple city systems can be used to deliver a strong local economy, improve citizens quality of life, reduce the city's ecological footprint and increase its resilience to environmental change. The city council's bid is entitled 'Brighton and Hove – One Planet Smart City'.
- 1.2 The core of the city council's proposal centres on using open data (including real time data) to encourage the integration and efficient use of all systems in Brighton and Hove.
- 1.3 There is already evidence that open data and the technologies associated with it can unlock untold opportunities for businesses, citizens and governments - to create value, to connect people and to drive efficient and resilient systems. The TSB bid proposal is designed to test and expand this evidence.
- 1.4 An open data platform will provide a 'test-bed' for innovative companies to test their ideas, encouraging innovation and demonstrating technology that can be exported, one of the TSB's core objectives.
- 1.5 The bid sets out how the demonstrator will pilot 3 projects which exemplify the potential benefit from integrating city-wide systems.
- 1.6 The three demonstrator projects, chosen to address key challenges in the city and capable of being delivered within the timeframe, are:
  - Open House: integrated service delivery for elderly people (linked to NHS Sustainable Development Route Map and building on the success of the Patchwork Pilot);
  - Open Trading: food supply chain – closing the loop on food waste and addressing the issue of food waste from the hospitality sector; and
  - Open Ticket: integrated transport (trains, buses, car parking, traffic management, cycling etc) to encourage a model shift from private car use to public transport and/or walking and cycling.

- 1.7 Supporting the overall vision for a Smart City, the bid also proposes an engine of learning, research and collaboration: The Power House. It will have both a physical and virtual presence within the city, building on the experience of the Brighton Fuse, Wired Sussex, the University of Brighton and others.
- 1.8 The Power House will focus on smart city systems. It will bring the digital and creative industries together with expertise in smart technologies to bring solutions to the city – and create new business opportunities here and abroad. It will be more than a standard enterprise hub – providing a much richer, more integrated experience – in order to boost collaboration.
- 1.9 The Final Report of the Feasibility Study and the bid were submitted by the 14<sup>th</sup> November 2012 deadline.
- 1.10 The £50,000 grant to undertake the feasibility study and write the final report will be claimed once the TSB has approved it. It is anticipated that this will be by the end of November.
- 1.11 The TSB will shortlist the Stage 2 applications for the £24m and interview shortlisted authorities on the 5<sup>th</sup> and 6<sup>th</sup> December 2012. The winner of the competition is expected to be announced at the end of December 2012 or beginning of January 2013.
- 1.12 The winning authority will be awarded £24m to implement the demonstrator between January 2013 and March 2014.

## **2. RECOMMENDATION:**

That the Environment & Sustainability Committee note the report.

## **3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS:**

- 3.1 Following the successful Stage 1 application and the award of £50k, a project manager was appointed in September 2012 to act on behalf of the council, and technical consultants were appointed to undertake the feasibility study and write the report.
- 3.2 A Project Board was established in September to oversee and guide the development of the bid and a project manager was appointed to act on behalf of the city council.
- 3.3 In late August, the Strategic Director for Place held an open briefing session that was attended by 30 people representing local businesses, technology companies, consultancy firms, the universities, partnerships and community groups.
- 3.4 In early September, the council issued an open call for proposals for city systems integration and received 18 submissions.
- 3.5 The submissions proposed a range of systems for integration including transport, public health, energy, tourism, food, water and engagement systems.

- 3.6 Several submissions proposed the use of open data (and an open data platform) as an enabler for systems integration.
- 3.7 The proposals were assessed against the following criteria:
- The TSB criteria (set out in the report to the committee for its 17 October meeting)
  - The extent to which they addressed challenges in the city and identified in existing city strategies and action plans
  - The feasibility of delivering the work within the short timeline for the demonstrator
- 3.8 The council is developing plans to establish a Local Investment Board as a delivery vehicle for Future Cities funding and other investment funds. It is proposed that the Local Investment Board will be supported by a new Future Cities Unit within the council.

#### **4. COMMUNITY ENGAGEMENT AND CONSULTATION**

- 4.1 Since the beginning of September, a range of events, face-to-face interviews and telephone interviews were held with:
- 25 organisations that included both universities, the NHS and city's Clinical Commissioning Group (CCG), several technology companies, local partnerships and several community groups; and
  - Over 35 individuals were interviewed.
- 4.2 An event to feed back to interested parties on the final bid was held on Monday 12<sup>th</sup> November and attended by 16 people.
- 4.3 Letters of support for the bid were received from: Dr Caroline Lucas MP, Simon Kirby MP, The C2C LEP, the Economic Partnership, the Food Partnership, the Clinical Commissioning Group, The NHS Sustainable Development Unit, Wired Sussex, Open Knowledge Foundation, University of Brighton, Ricardo plc, Amercian Express.
- 4.4 Once approved by the TSB, the Final Report on the Feasibility Study will be made publicly available on the TSB website.

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

##### Financial Implications:

- 5.1 The final report on the Feasibility Study was completed in accordance with the TSB guidance and submitted before the deadline of midday on 14<sup>th</sup> November.
- 5.2 The claim for the £50,000 will be submitted following the TSB confirming their satisfaction with the final report. The £50,000 will support the funding of the Feasibility Study.
- 5.3 A report is being presented to the Policy & Resources Committee on 29<sup>th</sup> November 2012 requesting approval for the council to act as the accountable body for the £24m if the bid is successful. The cost to the Council associated with the duties of Accountable Body would be met through the grant funding. If the bid is successful the grant funding associated with the Future Cities Demonstrator

must be delivered by March 2014 although there is likely to be some flexibility to this deadline and the council is awaiting further clarification from the Treasury.

*Finance Officer Consulted: Rob Allen*

*Date: 15/11/12*

Legal Implications:

- 5.4 There are no legal implications arising directly from this report as it is for noting only. If and when the council's bid is successful, legal issues concerning any terms and conditions attached to the funding will be considered at the relevant time.

*Lawyer Consulted:*

*Oliver Dixon*

*Date: 15/11/2012*

Equalities Implications:

- 5.5 Equalities impact was considered as part of the feasibility study.

Sustainability Implications:

- 5.6 The feasibility bid headlines the council's commitment to using the One Planet Living framework. This is consistent with the bidding guidance which is seeking to allocate the funding to an initiative which delivers a strong local economy and excellent quality of life, whilst reducing the ecological footprint and increasing resilience to environmental change.

Business impact

- 5.7 The 'One Planet Smart City' bid is likely to present considerable business opportunities, particularly to the digital and creative media industries in Brighton and Hove.
- 5.8 The Brighton and Hove Business Forum, the Economic Partnership and the Coast 2 Capital Local Enterprise Partnership have contributed to the development of the bid and are fully supportive of it.

Crime & Disorder Implications:

- 5.9 None specific at this stage.

Risk and Opportunity Management Implications:

- 5.10 The bid included a detailed risk register.
- 5.11 The chances of success are 1:30. Should the final bid be unsuccessful there is an intention to re-use proposals in other guises including the refresh of the city's economic strategy and other emerging funding opportunities.

Public Health Implications:

- 5.12 The project team worked with the Sussex Community NHS Trust, the CCG and the NHS Sustainable Development Unit alongside the University of Sussex to



develop a project that, if implemented, would improve outcomes for elderly people being cared for in their home whilst delivering efficiencies and cost savings.

Corporate / Citywide Implications:

- 5.13 If the bid is successful, delivery partners' and city council's policies will need to be aligned in order to deliver the outcomes set out in the bid.

**6. EVALUATION OF ANY ALTERNATIVE OPTION(S):**

- 6.1 N/A

**7. REASONS FOR REPORT RECOMMENDATIONS**

- 7.1 The report is for noting only.



<b>Subject:</b>	<b>Update on Future Cities Demonstrator Competition – Extract from the Environment &amp; Sustainability Committee Meeting held on the 17 October 2012</b>		
<b>Date of Meeting:</b>	<b>29 November 2012</b>		
<b>Report of:</b>	<b>Strategic Director: Resources</b>		
<b>Contact Officer:</b>	<b>Name: Mark Wall</b>	<b>Tel: 29-1006</b>	
	<b>E-mail: mark.wall@brighton-hove.gov.uk</b>		
<b>Wards Affected:</b>	<b>All</b>		

**BRIGHTON & HOVE CITY COUNCIL  
ENVIRONMENT & SUSTAINABILITY COMMITTEE**

**4.00pm 17 OCTOBER 2012**

**COUNCIL CHAMBER, HOVE TOWN HALL**

**DRAFT MINUTES**

**Present:** Councillor West (Chair)

**Also in attendance:** Councillor Sykes (Deputy Chair), Janio, Mitchell (Opposition Spokesperson), Cobb (Opposition Spokesperson), Deane, Pissaridou, G Theobald, Wakefield and Powell

**PART ONE**

**24. UPDATE ON FUTURE CITIES DEMONSTRATOR COMPETITION**

- 24.1 The Committee considered a report of the Strategic Director, Place that provided an update on the feasibility study and bid for grant funding under the Future Cities Demonstrator Competition.
- 24.2 The Strategic Director, Place supplemented that the feasibility study process had progressed very well and officers were increasingly optimistic that the bid would be successful.

- 24.3 Councillor West thanked officers for the huge amount of work that had carried out in a short timeframe. He added that even if the bid was not successful, the feasibility study had developed a strong network of co-operation.
- 24.4 Councillor Janio noted that if the bid was successful, there was only a fifteen month period in which to spend the grant. He asked for assurances that an organisation was in place to ensure all the projects were completed within timescales.
- 24.5 The Strategic Director, Place explained that the Council were the accountable body should funding be secured. He added that the bid put forward had to include how the grant would be spent and this would be assessed by the Technology Strategy Board.
- 24.6 Councillor Janio stated that he hoped there would be no prejudice against large companies being involved with the funding.
- 24.7 The Strategic Director, Place explained that there would be no prejudice and if the authority were successful with the bid, it would return to Committee for assessment and ratification.
- 24.8 **RESOLVED-** That the Environment & Sustainability Committee:
1. Grant delegated authority to the Strategic Director Place to finalise the feasibility study and, if considered appropriate, submit a bid for grant funding under the large scale Future Cities Demonstrator competition.
  2. Note the progress on this project to date.

The meeting concluded at 6.10pm

# ENVIRONMENT & SUSTAINABILITY COMMITTEE

## Agenda Item 24

Brighton & Hove City Council

<b>Subject:</b>	<b>Update on Technology Strategy Board: Future Cities Demonstrator – Brighton &amp; Hove City Council Feasibility Study and Bid</b>		
<b>Date of Meeting:</b>	<b>17 October 2012</b>		
<b>Report of:</b>	<b>Strategic Director Place</b>		
<b>Contact Officer:</b>	<b>Name:</b>	<b>Emma McDermott</b>	<b>Tel: 29-6805</b>
	<b>Email:</b>	<a href="mailto:emma.mcdermott@brighton-hove.gov.uk">emma.mcdermott@brighton-hove.gov.uk</a>	
<b>Key Decision:</b>	<b>No</b>		
<b>Ward(s) affected:</b>	<b>All</b>		

### FOR GENERAL RELEASE

#### 1. SUMMARY AND POLICY CONTEXT:

- 1.1 The Council has successfully secured £50,000 from the Technology Strategy Board (TSB) to carry out a feasibility study on integrating city systems and producing a bid for £24m of grant funding to be used to fund demonstration projects which show how the integration of different city systems can be used to deliver a strong local economy, improve citizens quality of life, reduce the city's ecological footprint and increase its resilience to environmental change.
- 1.2 The feasibility study and bid must be submitted by 14 November 2012. Brighton and Hove is one of thirty cities competitively bidding to be the sole beneficiary of the £24m funding allocation. If successful, the funding would need to be spent by March 2015.

#### 2. RECOMMENDATIONS:

That the Environment & Sustainability Committee:

- 2.1 Grant delegated authority to the Strategic Director Place to finalise the feasibility study and, if considered appropriate, submit a bid for grant funding under the large scale Future Cities Demonstrator competition.
- 2.3 Note the progress on this project to date.

#### 3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS:

- 3.1 The Technology Strategy Board (TSB) is an executive non-departmental public body, established by the Government in 2007 and sponsored by the Department for Business, Innovation and Skills (BIS).

- 3.2 At the Eco Technology Show in June this year, the TSB approached the city council to submit a proposal for feasibility funding under their Future Cities Large Scale Demonstrator initiative. The council's proposals, set out in Appendix 1, were submitted on 5 July 2012 and an award of feasibility funding was confirmed on 1 August 2012. During August the council canvassed a range of organisations (public, private and third sector) to register their interest in being involved in developing potential projects for inclusion in the feasibility study and bid. At the end of August a briefing session was held with over 30 participants setting out the timescales, project governance and process for delivering the feasibility study and the bid.
- 3.3 Consistent with TSB eligibility criteria, the £50,000 of feasibility funding is being used to:
- Acquire a project manager
  - Appoint a technical consultant to produce the feasibility study and final bid;
  - Support development of work packages.
- 3.4 The initiative is being supported by the Corporate Policy, Economic Development and Sustainability teams, with input from teams across the council, for example, transport and tourism as well as from public health colleagues. An external project manager (Julia Reddaway) has been appointed to provide the required capacity to ensure the council as the accountable and lead body delivers a viable feasibility study and bid in the short timescale set by the TSB. The Real Economy has been appointed as the technical consultant to produce the feasibility study and the bid which includes evaluating and developing the detailed system integration projects required for the bid. A project board with cross party representation and representatives from the key city partnership is being convened although due to tight timescales they are likely to meet only twice to comment on the first draft and the final draft of the study and bid. However, there will be electronic communication through the process with board members.
- 3.5 The council's initial proposal is summarised as:  
'Towards a One Planet Super City: Embracing and stimulating business and community innovation in designing and managing city systems that drive economic prosperity, health and social well being within the principles of an accredited sustainable development methodology - One Planet Living - accessible and visible to a wide range of audiences and with global appeal.'
- 3.6 The city systems the council has initially proposed to integrate are broad ranging and include:
- Engagement system;
  - Creative & digital economy system;
  - Tourism & visitor systems;
  - Infrastructure systems - energy, development, housing & transport systems;
  - Food & public health systems.
- 3.7 The TSB has produced further guidance for the feasibility study and final bid submission. There is clearly a strong emphasis on 'market making' for new

technology for businesses involved in city management. The guidance also requires us to:

- describe the city systems that we propose to integrate and explain how these will help to deliver the city vision;
- show the integration of multiple systems in novel ways;
- tackle specific challenges in the host city;
- describe the approach that we will take to integrating the city systems and explain how the impact of integrating the city systems will be measured and how success will be judged;
- have the potential for a large impact on the economy, quality of life and environmental impact of the city;
- combine recent or current investment in city infrastructure with the demonstrator funding to create a more effective test environment;
- detail how the demonstration project will link to, add value to, and make more effective use of existing projects underway, or recently completed, to effectively leverage the demonstrator funding;
- provide a platform that allows innovative companies, particularly SMEs, to test their ideas;
- offer the potential for innovations in how services are delivered;
- have the potential for further development and use beyond the initial two years of funding;
- explain how we will engage with and involve the people of our city and the business community in the demonstrator;
- Specify how systems integration will help achieve a 'one planet city'.

#### **4. COMMUNITY ENGAGEMENT AND CONSULTATION**

- 4.1 The timescales for the bid are very challenging in terms of the technical submission and the ability to engage the local community. That said, the council has sought to publicise the bid opportunity and has scheduled open briefing sessions, the first of these having taken place on 29 August.

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

##### Financial Implications:

- 5.1 The Council was successful in its bid to the Technology Strategy Board to secure funding of £50,000 to carry out a feasibility study on integrating city systems. The council is required to complete the feasibility and failure to do so will require the funding to be repaid to the TSB. The outcome of the feasibility may result in a bid being submitted for grant funding of up to £24.0m to fund demonstration projects throughout the city. The Council is not obliged to submit a final bid, should it be determined that the proposals are not sufficiently robust or manageable in terms of financial or reputational risk to the Council.

The feasibility funding requires no match funding but must meet the following criteria:

- be incurred between the project start and end dates.
- can include Labour Costs, Overheads, Materials Consumed, Capital Equipment, Sub-contracts, Consultancy Fees (including Fees for Trial and Testing).

It is proposed that the £50,000 feasibility funding will be used to appoint a project manager, a technical consultant and support development of the work packages. Preparation of the feasibility will also require officer support.

The Strategic Director of Place will consult with the Acting Chief Executive, the Acting Director of Finance and the Chair of Environment & Sustainability on any potential financial liabilities to the Council arising from proposals for the final bid.

*Finance Officer Consulted: Rob Allen*

*Date: 27/9/12*

Legal Implications:

- 5.2 The council is permitted to submit a Future Cities Demonstrator bid using its general power of competence.

The Environment and Sustainability Committee is the appropriate council body to agree the recommendations in this report, exercising its function of co-ordinating the council's role and response to cross-cutting sustainability issues.

*Lawyer Consulted: Oliver Dixon*

*Date: 25/09/12*

Equalities Implications:

- 5.3 Equalities impact will be considered as part of the feasibility study when exploring how the integration of city systems will improve the quality of citizens lives.

Sustainability Implications:

- 5.4 The feasibility bid headlines the council's commitment to using the One Planet Living framework. This is consistent with the bidding guidance which is seeking to allocate the funding to an initiative which delivers a strong local economy and excellent quality of life, whilst reducing the ecological footprint and increasing resilience to environmental change.

Business impact

- 5.5 The potential of these will be determined in the final bid.

Crime & Disorder Implications:

- 5.6 None specific at this stage.

Risk and Opportunity Management Implications:

- 5.7 The bid must sets out a structured approach to risk management and include an initial risk register.
- 5.8 The chances of success are 1:30. Should the final bid be unsuccessful there is an intention to re-use proposals in other guises including the refresh of the city's economic strategy and other emerging funding opportunities.

Public Health Implications:



- 5.9 An initial expression of interest to work up a proposal has been signalled by the food partnership working in collaboration with the NHS.

Corporate / Citywide Implications:

- 5.10 The Council has an important facilitating role to play in supporting submission of a bid that offers economic, social and environmental benefits to the city.

**6. EVALUATION OF ANY ALTERNATIVE OPTION(S):**

- 6.1 The feasibility process designed by the council, allows for a range of proposals to be submitted from interested parties across the city and beyond and to be evaluated and shortlisted for the final bid.

**7. REASONS FOR REPORT RECOMMENDATIONS**

- 7.1 To seek the approval of the Committee for the Strategic Director Place to finalise the feasibility study and final bid submissions and to ensure Members of the Committee are able to influence the bid and be informed of the process.

**SUPPORTING DOCUMENTATION**

**Appendices:**

Appendix 1: Brighton & Hove Feasibility Funding Submission

**Documents in Members' Rooms**

TSB Bidding Guidance.

**Background Documents**

None.



# Technology Strategy Board

Driving Innovation

## Help with completing this form

### Notes on completion and submission of this form

**Before completing this form, please refer to the document “Guidance for Applicants” for this Competition.** Competition requirements change between each competition, so please review this document even if you have entered other Technology Strategy Board competitions. The Guidance for Applicants and other competition documentation is available on the secure competition website (access details for which are included in the email to which this application form was attached).

**Check what constitutes a complete submission for this stage of the competition.** Details of any additional documentation required (which could include appendices and finance forms etc) are included in the Guidance for Applicants.

**Completion of this form:** The text entry areas within this form are fixed sizes. Applicants must ensure that their content is contained within the boundaries of the text areas as shown in **PRINT VIEW** or in the printed version of the application form. Any content entered which is not visible on the form or which goes beyond the page length indicated in the Guidance for Applicants will not be passed to the assessors of the application. The typeface, font size and colour for the text entry areas are predetermined and must not be changed. The document must be saved as **Microsoft Word** document (.doc or .docx), prefixed with the word FINAL – only the last version marked FINAL will be assessed.

**Please note that this application can be used for a single proposal ONLY.**

<b>Competition</b>	<b>Future Cities Demonstrator – Feasibility Studies</b>
<b>Study title:</b>	One Planet Super City: Brighton & Hove

## Feasibility Study Abstract

The abstract should provide a short summary of the content and objectives of the project. **Please refer to the Guidance for Applicants**

Towards a One Planet Super City: Embracing and stimulating business and community innovation in designing and managing city systems that drive economic prosperity, health and social well being within the principles of an accredited sustainable development methodology - One Planet Living - accessible and visible to a wide range of audiences and with global appeal.

## Application Details

Lead organisation name	Brighton & Hove City Council		
Address 1	King's House		
Address 2	Grand Avenue		
Address 3			
Town	Hove	County	East Sussex
Postcode	BN3 2LS	Country	England
<b>Lead Person contact details</b>			
Name:	Geoff Raw		
Email:	geoff.raw@brighton-hove.gov.uk		
Phone:	01273 290726		
Document ID:	1206_FCD_FSApplication.doc		
Project Number (internal use only):	23492-162370		

## Feasibility Study Details

The aim of this feasibility study grant is to help cities evaluate the potential benefits of integrating their city systems and to develop a full proposal for a large scale city demonstrator project. The project will culminate in a short report, and will provide critical information for any full scale application.

In the space below please provide an outline description of:

- 1) The urban area that will be the subject of the feasibility study; its approximate population and the size of its economy (GVA)
- 2) What challenges can you tackle and opportunities realise by integrating city systems?
- 3) Which systems do you plan to integrate and how will you approach the integration?
- 4) Existing relevant infrastructure projects – description, size of investment and planned delivery date

**Please clearly number your answers to cover all 4 areas outlined above.**

## Feasibility Study Details

1. **URBAN AREA:** Brighton and Hove is a compact city of global appeal and accessibility drawing up to 8m annual visits and inspiring the highest number of business start ups outside London. A city of rich heritage, culture and arts, Brighton is an impressive platform for the UK to demonstrate the very best in creating a 'sustainable super city'. The city continues to exhibit strong growth potential. It ranks first in total private sector employment growth 1998- 2008, with a GVA of £5,244m (2008). Its population is estimated at 256,000 (2009). A recent 'Sustainable City of the Year', the City Council is championing One Planet Living as a driver of business creativity, public service innovation and community health and well-being.

### 2. CHALLENGES AND OPPORTUNITIES

Our State of the City Report provides an intelligent snapshot of our city challenges and their impact <http://www.bhlis.org/news/item?itemId=65>. It underpins the work of the City Council, an integrated Public Service Board and a Local Strategic Partnership all signed up to the 10 principles of One Planet Living. Transforming the city on these principle rests in large part on integrating city systems and spurring innovation in the public and private sector.

**ENGAGEMENT SYSTEMS:** Driving innovation by engaging the business sector in developing and improving systems for engaging our local community and businesses in city service design and budget making, and releasing community capacity and solutions.

**CREATIVE & DIGITAL ECONOMY SYSTEM:** 23,600 jobs and 18% of the local economy (2010) are in the knowledge sector. We are aiming to foster growth and productivity in this sector supporting existing business mentoring and networks (e.g. Wired Sussex) and creating affordable, high quality managed work space offices, integrated with our universities and serviced by new and integrated system of city wi-fi and ultrafast broadband.

**TOURISM SYSTEM:** reinventing city's tourism offer through development of its eco-tourism credentials realising the opportunities as a city gate way to the South Downs National Park and an emerging Biosphere reserve, linked to accelerated investment in a city-wide sustainable transport system.

**ENERGY, DEVELOPMENT, HOUSING & TRANSPORT SYSTEMS:** In developing a new 'City Deal' underpinned with a new City Plan, we are aiming to bring together a basket of public sector funds and physical development investment opportunities to transform the physical fabric and public realm of the city within geographically focused corridors and areas and in so doing aims to demonstrate how innovative funding and development agreements can create the conditions for economic growth but reduce long term environmental impacts.

**FOOD & PUBLIC HEALTH SYSTEMS:** An unhealthy relationship to food in our city currently means 43,600 adults are obese and of these 6,400 are morbidly obese. 30% of Year 6 children are also obese or overweight cost the NHS system £78.1 million in 2010. Connecting health and food systems to spur commercial innovation and foster a wide range of benefits.

### 3. APPROACH TO SYSTEMS INTERGRATION

The council has shortlisted 5 study areas for further investigation supported with feasibility funding. Subject to the findings of the feasibility study stage, the council in conjunction with its bid partners and TSB officer advice, will review the focus of the final bid submission taking into account deliverability, impact and quality of outputs.

Integration of the the identified systems will be overseen and co-ordinated through the city's existing and well-established city governance. A new city council Sustainable City Unit will provide the day-to-day management of the project and a web platform will be set up as a resource to support the feasibility study, capture information and visualise a wide range of perspectives on what constitutes an intergated systems 'One Planet Living super city'.

## Feasibility Study Details (continued)

Additionally, a multi-agency and sector working group would be established to steer and guide the project and the project team, including reviewing existing systems and proposals and generating priorities for system integration. The group would also be critical in devising the engagement plan for the project.

The systems we plan to integrate include:

Engagement systems; Creative & digital economy system; Tourism & visitor; infrastructure systems; Energy, development, housing & transport systems; and, Food & public health systems.

### 4. EXISTING INFRASTRUCTURE PROJECTS

City governance & engagement systems

Existing city governance, public led engagement and information systems.

Creative & digital economy eco system

Ultrafast broadband and city centre wi-fi infrastructure to underpin sustainable business growth. Up to £10m government and private sector investment from Nov 2012;

City Centre Block J Site Redevelopment – Sussex Innovation Centre managed new creative and digital work space hub premises, £3m from Sep 2012;

Tourism & visitor infrastructure systems

Southern Water's new wastewater treatment plant including recent renewal of 30 miles of water mains. £300 million 2012-2014.

The 'i360' a new sustainable international visitor attraction. Over £35m of public loan financing and private equity investment from 2012/13.

Energy, development, housing & transport systems

E.ON's Rampion offshore windfarm. £1 billion investment commencing 2013/14;

Shoreham Port renewable energy plan including a new 32 megawatt electricity generating station using waste and industrial oils delivered by ship; four-six medium sized wind turbines and a large solar PV array, all being investigated by MITIE, a FTSE 250 company from 2012.

Housing Estate Regeneration programme. Up to £100m from Autumn 2012-17;

Food & public health systems

A new trauma, teaching and tertiary (3Ts) hospital, with an investment value of approx £420 million, due to start on site in 2013/14 with a 10 year build;

'Harvest Brighton & Hove' food production & consumption in the city initiative. National Lottery 'Local Food' £235K to 2014.

## Public Description of the Project

**If your application is successful, the Technology Strategy Board will publish the following summary of your proposal to comply with government requirements. Provision of this summary is mandatory but will not be assessed. Please ensure it is suitable for public disclosure.**

Three and half planets; the number of planets required if everyone consumed the same level of resources as the city of Brighton & Hove. The city council and its partners have committed to making Brighton & Hove a one planet super city. It is a trailblazing initiative. A One Planet Super City is only achievable with a coherent integration of systems where the aims and objectives of raising prosperity and social well being is balanced with management of the environment and economic growth. All overseen by a governance and engagement system that facilitates collaboration and co-production for the goal of a one planet city.

<b>Subject:</b>	<b>Three Year Strategic Grants 2013-16: Decision on Full Bid Applications</b>		
<b>Date of Meeting:</b>	<b>P&amp;R Committee 29 November 2012</b>		
<b>Report of:</b>	<b>Interim Lead: Chief Executive's Services</b>		
<b>Contact Officer:</b>	<b>Name:</b>	<b>Jonathan Best: Grants Officer</b>	<b>Tel: 29-1114</b>
	<b>Email:</b>	<b><u><a href="mailto:jonathan.best@brighton-hove.gov.uk">jonathan.best@brighton-hove.gov.uk</a></u></b>	
<b>Ward(s) affected:</b>	<b>All</b>		

**FOR GENERAL RELEASE**

**1. SUMMARY AND POLICY CONTEXT:**

- 1.1 Council's Corporate Plan 2011-15 sets out the priorities of tackling inequality, creating a more sustainable city and engaging people who live & work in the city. This includes support for a resilient and vibrant community & voluntary sector.
- 1.2 Cabinet on 19 January 2012 agreed to recognise the role of the discretionary grants programme in underpinning council's working relationship with, and sustainable success of, Brighton and Hove's third sector organisations. This included vision, criteria and process for Annual Grants 2012-13 and a full cycle of Three-Year Grant funding: Strategic & Annual 2013-16.
- 1.3 This report is part of the agreed decision-making process requesting decision on recommendations made by the cross party Member Advisory Group for allocation of Three Year Strategic Grant funding 2013-16 to community groups, voluntary organisations & not-for-profit social enterprise with an income of over £35,000 pa excluding council grant.

**2. RECOMMENDATIONS:**

- 2.1 That Members support the recommendations of the cross party Member Advisory Group and agree award of Three Year Strategic Grant 2013-16 to 69 applicant organisations, subject to recommendation 2.2 below, and that a further 10 applicant organisations receive an alternative package of support.
- 2.2 That the final decision of the level of grant award for each of the three years will be made at Budget Council for the relevant year.
- 2.3 To note that given the budget position of the Council grant recipients will be advised that payment of grant monies will be subject to the city council having available funds.

Please see Appendix 1: "Full Bid Recommendations".

### 3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS:

- 3.1 Decision on Three Year Strategic Grants 2013-16 is supported by a two stage application process defined as Outline & Full Bid stages. P&R Committee 12 July 2012 agreed to invite 80 of 103 Outline Bid applicants to Full Bid stage.

For key dates in the Full Bid process please see Appendix 2: "Decision Making Timetable"

- 3.2 79 of those organisations invited subsequently submitted Full Bids by the application deadline of 4 September 2012. A total of £2,148,355 pa 2013-16 has been requested. It is anticipated that the available budget will be £1,250,000 pa. (please see 5.1: Financial Implications).

The following appraisal process was undertaken for each application:

- **Initial eligibility check** covering nature of organisation, criteria fit & area of benefit
- **Technical appraisal** covering governance arrangements, finances / accounts & funding relationships with council / other major funders
- **Consultation with commissioners, service heads & specialist officers** to address the applicant organisation's wider strategic impact, equal opportunities, council links & partnership working etc. framed within 'discussion groups' and covering 18 specific service specialisms.

Please see Appendix 3: "Officer Engagement & Consultation"

- 3.3 Members of the Communities & Equality Team (CET) met with the Members Advisory Group for Grants (MAG) on 19 September 2012. MAG provides cross-party challenge & support in relation to the discretionary grants programme. MAG was thus asked to consider engagement & consultation so far. Broad themes emerged to help frame clear & coherent rationale for later recommendations:

- Need for key strategic investment / interventions around advice services, local infrastructure & provision of training / adult learning
- Opportunities to reflect council priorities such as promoting resident engagement, building community resilience & supporting independence
- Certain applicants would be best supported by an alternative package (including annual grant, in-kind and / or fundraising support & commissioner networks) which had proven value

- 3.4 Officer consultation progressed as above and CET / MAG met again on 18 October 2012. Using the strategic themes / priorities outlined & agreed at 3.3 above suggested recommendations on allocation of specific grant aid were considered. MAG noted:

- Need to ensure equitable provision of support across large-scale organisations, emerging consortia and smaller partners
- Value of grant in terms of core investment, potential for 'leverage' of additional monies & promotion of innovation



MAG also supported final recommendations to P&R Committee on each of the 79 Full Bids as at 2.1 above, outlined in Appendix 1 and summarised below:

- Three Year Strategic Grant 2013-16 **69**
- Alternative Support Package **10**

#### **4. COMMUNITY ENGAGEMENT AND CONSULTATION**

- 4.1 Evaluation of process from previous Three Year Grant cycles documents substantial assurance from applicant organisations. Internal consultation with both Members and officers is described above in paragraph 3.

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

##### **5.1 Financial Implications:**

The budget available for the Full Bids will be considered as part of the emerging budget strategy by Policy and Resources Committee and the amount for 2013/14 awards will be confirmed by Budget Council in February 2013. For the current three year grant programme which ends in April 2013 the amount allocated was £1.25 million pa. In the light of the Council's financial position, and the uncertainty of future funding over the three year period, grant recipients will be advised that their individual awards will be subject to the availability of funds. It is the intention to confirm the amount for each year of the three year period after Budget Council each year.

*Finance Officer Consulted: Anne Silley – Head of Business Engagement  
Date: 31/10/12*

##### **5.2 Legal Implications:**

Previous reports explained the revised vision for the discretionary grants programme and the updated eligibility criteria to reflect corporate priorities. The recommendations in the report accord with agreed policies and represent a reasonable approach. The form of grant agreement will reiterate the point set out in the recommendations that funding is not guaranteed and is subject to review at Budget Council meetings.

*Lawyer Consulted: Bob Bruce - Principal Solicitor* *Date: 30-10-12*

##### **5.3 Equalities Implications:**

Actions to promote equalities issues are prioritised in the vision & criteria for grant aid as outlined above.

Around half of the 18 service specialism groupings outlined at Appendix 3: Engagement & Consultation are aimed at increasing involvement, support and opportunities for people protected by the Equality Act 2010.

A number of Three Year Strategic Grant recommendations directly address & support equalities issues. In addition specialist annual grant schemes identified

as part of an alternative support package also address key council strategies in this regard.

Equality Impact Assessment has been undertaken as part of the process to ensure no negative impact on 'protected characteristic groups' and to maximise positive impact. This included a focus on equal opportunities in the technical appraisal / officer consultation and a cumulative impact of the awards to organisations specifically targeting the 'protected characteristics groups'.

#### 5.4 Sustainability Implications:

Actions to promote sustainability issues are prioritised in the vision & criteria for grant aid as outlined above.

A number of Three Year Strategic Grant recommendations directly address sustainability issues. In addition specialist annual grant schemes identified as part of an alternative support package also address key council strategies in this regard.

#### 5.5 Crime & Disorder Implications:

Actions to address crime & disorder issues are prioritised in the vision & criteria for grant aid as outlined above.

A number of Three Year Strategic Grant recommendations directly address crime & disorder issues. In addition specialist annual grant schemes identified as part of an alternative support package also address key council strategies in this regard.

#### 5.6 Risk and Opportunity Management Implications:

Promotion of opportunity is prioritised in the vision & criteria for grant aid outlined above. Mechanisms for the appropriate management of associated risk underpin outlined process and are acknowledged / addressed in the recommendations made.

In addition associated terms & conditions for each Three Year Strategic Grant 2013-16 will help manage risk & maximise opportunity around investment in both new ways of working as well as established models for delivery.

#### 5.7 Public Health Implications:

Actions to address public health issues are prioritised in the vision & criteria for grant aid as outlined above.

A number of Three Year Strategic Grant recommendations directly address public health issues. In addition specialist annual grant schemes identified as part of an alternative support package also address key council strategies in this regard.

## 5.8 Corporate / Citywide Implications:

Recommendations made support a number of council priorities as outlined.  
For example:

- Our Corporate Plan 2011-15
- Creating a City of Opportunities: a sustainable community strategy for Brighton & Hove

## 6. **EVALUATION OF ANY ALTERNATIVE OPTION(S):**

- 6.1 Alternative options have been considered and where appropriate identified as part of the consultation exercise outlined in this report.

## 7. **REASONS FOR REPORT RECOMMENDATIONS**

- 7.1 Reasons for recommendations are documented throughout the appraisal process, outlined in this report & supported by the attached appendices.

## **SUPPORTING DOCUMENTATION**

### **Appendices:**

1. Full Bid Recommendations
2. Decision Making Timetable
3. Officer Engagement & Consultation

### **Documents in Members' Rooms**

1. na

### **Background Documents**

1. Overview & Scrutiny Commission Report 13 December 2011 - The Future for Discretionary Grants 2012-13 & Beyond
2. Cabinet Report 19 January 2012 - The Future for Discretionary Grants 2012-13 & Beyond
3. P&R Committee Report 22 July - Three Year Strategic Grants: Decision on Outline Bid
4. BHCC Discretionary Grant: Vision, Criteria & Practical Examples
5. 'At a Glance' - Guide to Grants from Brighton & Hove City Council
6. Our Corporate Plan 2011-15
7. Creating a City of Opportunities: a sustainable community strategy for Brighton & Hove



**Appendix 1 BHCC Three Year Strategic Grants 2013-16 P&R Committee Full Bid Recommendations**

Organisation / Project	Grant 2010-13 pa	Requested 2013-16 pa	Recommended 2013-16 pa
Adventure Unlimited	£10,000	£15,000	£13,000
Age UK Brighton & Hove	£30,000	£60,000	£30,000
Albion in the Community	£15,000	£15,000	£5,000
Allsorts Youth Project	£22,000	£25,000	£22,000
Amaze	£0	£20,000	£5,000
AudioActive	£0	£20,000	£5,000
Basement	£12,000	£20,000	£12,000
BHT Legal Services (BHT)	£70,000	£112,000	£80,000
Black Minority Ethnic Community Partnership	£8,000	£30,000	£10,000
Black Minority Ethnic Young Peoples Project	£15,000	£25,000	£18,000
Brighton & Hove Food Partnership	£0	£25,000	£5,000
Brighton & Hove Inclusion Project (BHIP)	£5,000	£25,000	£5,000
Brighton and Hove 10:10	£0	£35,355	£0
Brighton Festival Fringe	£10,000	£20,000	£10,000
Brighton Peace & Environment Centre	£5,000	£25,000	£5,000
Brighton Youth Centre	£0	£50,000	£5,000
Brunswick Older People's Project (Impact)	£8,000	£8,000	£8,000
Carers Centre	£11,000	£12,000	£12,000
Carousel	£32,000	£35,000	£32,000
CEDP Chinese Centre	£5,000	£6,000	£6,000
Cinecity	£10,000	£12,000	£12,000
Citizens Advice Bureau	£100,000	£125,000	£100,000
Cornerstone Community Centre	£10,000	£10,000	£10,000
Credit Union East Sussex	£10,000	£40,000	£10,000
Crew Club	£0	£20,000	£5,000
Community & Voluntary Sector Forum	£27,000	£40,000	£30,000
Deans Youth Project	£20,000	£25,000	£20,000
Early Childhood Project	£8,000	£12,000	£8,000
Extratime	£10,000	£15,000	£10,000
Fabrica	£20,000	£30,000	£20,000
Fareshare (Citygate)	£12,000	£15,000	£12,000
Federation of Disabled People (B&H)	£20,000	£30,000	£20,000
First Base Day Centre (BHT)	£20,000	£22,000	£20,000
Food Matters	£6,000	£15,000	£6,000
Fun in Action for Children	£10,000	£25,000	£10,000
Grassroots Training	£0	£10,000	£0
Hangleton & Knoll Project	£5,000	£12,000	£12,000
Hangleton Community Association	£0	£10,000	£5,000
Knoll Community Association	£0	£12,000	£0
Komedia	£10,000	£35,000	£0
LGBT Switchboard	£28,000	£35,000	£28,000
Lighthouse	£5,000	£20,000	£5,000
Low Carbon Trust	£0	£45,000	£0
Money Advice Community Support	£10,000	£15,000	£15,000
Mediation Service (B&H)	£5,000	£10,000	£5,000
Mind in B&H	£15,000	£30,000	£10,000
Mind Out	£0	£25,000	£5,000
Mosaic	£27,000	£35,000	£22,000
Neighbourhood Care Scheme (Impetus)	£25,000	£25,000	£25,000
Oasis	£20,000	£45,000	£25,000
Off The Fence Trust	£10,000	£11,000	£0
Phoenix Brighton	£0	£15,000	£0
Poets Corner Community Society	£5,000	£8,500	£0
Queenspark Books	£5,000	£8,000	£5,000
Resource Centre	£90,000	£90,000	£90,000
RISE (Womens Refuge)	£95,000	£95,000	£95,000
Safety Net	£0	£20,000	£5,000
Samaritans (B&H)	£0	£10,500	£0
Same Sky	£35,000	£50,000	£35,000
Somerset Day Centre	£5,000	£12,000	£5,000
South East Dance	£15,000	£30,000	£18,000
Speak Out	£10,000	£20,000	£10,000
St Luke's Advice Service	£8,000	£10,000	£8,000
Stopover (Impact)	£12,000	£9,500	£9,000
Survivors Network	£20,000	£40,000	£20,000
Sussex Beacon	£0	£10,000	£5,000
Sussex Interpreting Services	£8,000	£24,000	£10,000
Tarnerland	£10,000	£38,000	£10,000
The Bridge	£0	£15,000	£5,000
Threshold (BHT)	£20,000	£22,500	£20,000
Trust For Developing Communities	£10,000	£27,000	£10,000
Unemployed Centre Families Project	£43,000	£41,000	£41,000
Volunteer Centre (Impetus)	£23,000	£35,000	£30,000
WASP (Impact)	£0	£10,000	£0
Whitehawk Inn	£7,000	£24,000	£20,000
Women's Centre	£10,000	£25,000	£12,000
Young People's Centre (Impact)	£19,000	£19,000	£19,000
Youth Advice Centre (Sussex Central YMCA)	£15,000	£25,000	£17,000
Youth & Sport (Sussex Central YMCA)	£11,000	£20,000	£13,000
Indicative budget pa 2013-16			£1,250,000
Total requested pa 2013-16			£2,148,355
Total recommended pa 2013-16			£1,250,000
Indicative budget reminder pa 2013-16			£0





## Brighton & Hove

### Discretionary Grants Programme

#### Three Year Strategic Grants 2013-16 P&R Committee Full Bid Decision-Making Timetable

<b>ACTION</b>	<b>DATE</b>
Three Year Full Bid Application Deadline	4 September 2012
Officer Assessment/Prioritisation of Full Bids	September / October 2012
Member Panel (MAG 1) Strategic Issues	19 September 2012
Member Panel (MAG 2) Grant Recommendations	18 October 2012
Strategic Leadership Team (SLT) Report Deadline	22 October 2012
SLT Meeting	24 October 2012
Informal Chairs Report Deadline	1 November 2012
Informal Chairs Meeting	7 November 2012
Chairs Pre-Meeting Report Deadline	9 November 2012
Chairs / Opp Spokes Pre-Meeting	14 November 2012
P&R Committee Report Deadline	16 November 2012
P&R Committee FULL BID DECISION	29 November 2012
Notification to Full Bid applicants (Compact Code of Practice: Three month notice of decision to take effect from April 2013)	Early December 2012





## **Three Year Strategic Grants Outline & Full Bid 2013-16 Engagement & Consultation**

### **Service Specialism**

- **Advice, Guidance, Legal**
- **Arts**
- **BME**
- **Children**
- **Community Based**
- **Community Safety**
- **Disabled People & Health**
- **Environment & Sustainability**
- **Gender**
- **Housing & Homelessness**
- **LGBT**
- **Mental Health**
- **Older People**
- **Sport**
- **Substance Misuse**
- **Third Sector Infrastructure**
- **Training & Adult Learning**
- **Youth**

### **Wider consultation list**

Abraham Ghebre-Ghiorghis – Head of Legal and Democratic Services/Interim Lead Chief Executive's Services  
 Adam Bates – Head of Tourism and Leisure  
 Alistair Hill – Public Health Officer  
 Alix Macfarlane – Media Officer  
 Andy Glover – Senior Economic Development Officer  
 Andy Hudson – Revenues Team Leader  
 Angela Dymott – Head of Property & Design  
 Angela Gaitani – Economic Development Officer  
 Anne Hagan - Head of Commissioning and Partnerships  
 Anne Silley – Head of Finance- Business Engagement  
 Ann Stevens – Programme Support Manger Brighton & Hove CCG  
 Annie Alexander – Public Health Programme Manager  
 Becky Purnell – Policy and Performance Officer  
 Becky Woodiwiss – Health Promotion Specialist  
 Bernadette O'Donoghue – Welfare Rights Officer  
 Brian Doughty – Head of Adults Assessment  
 Carl Sims – Out of School and Childcare Development Officer  
 Caroline Parker – Head of Service: Surestart  
 Catherine Vaughan – Director of Finance / Interim Chief Executive  
 Charlie Stewart – Strategic Director - Resources  
 Charlotte Thomas – Head of Human Resources and Organisational Development  
 Cheryl Finella – Economic Development Manager



**Brighton & Hove**

Chris Parfitt – Integrated Youth Support Area Manager  
Christian Smith – Contracts Officer  
Christopher Coleman – Senior Finance Officer  
Clair Hopkins – Equalities & Inclusion Officer  
Clara Donnelly – Welfare Rights Officer  
Clare Mitchison – Public Health Specialist  
Claudia Rees – Community Engagement Officer  
David Brindley – Health Promotion Specialist  
David Larkin – Countryside Ranger  
David Murray – Strategic Director - Communities  
Denise D'souza – Director of Adult Social Services/Lead Comm ASC and Health  
Diana Bernhardt – Lead Commissioner Learning Disabilities  
Diane Coe - Equalities and Inclusion Officer  
Donna Close - Arts & Cultural Projects Manager  
Donna Edmead –Communities & Equality Team Administrative Officer  
Elizabeth O'kane – Welfare Rights Officer  
Ellen Jones – Head of Service – Integrated Area Working – S&C  
Emma Mcdermott – Central Policy Development Manager  
Eric Page – Hate Crime Officer – LGBT  
Francesca Iliffe – Sustainability Officer – Planning Projects  
Garry Meyer – Acting Ranger Manager  
Geoff Raw – Strategic Director – Place  
Gil Sweetenham – Strategic Commissioner- Planning & Contracts  
Gillian Marston – Head of City Infrastructure  
Giles Hippisley – Community Engagement Officer  
Helen O'Connell – Business Improvement Manager  
Hugh Taylor – Out of School and Childcare Development Officer  
Ian Shurrock – Commissioner – Sports & Leisure  
Ian Taylor – Events Manager  
Ian Withers – Head of Audit and Business Risk  
James Crane – Service Improvement Manager  
James Dougan – Head of Children & Families  
Jan Jonker – Head of Strategy and Projects  
Jane Macdonald – Joint Commissioner Older People  
Jan Sutherland – Sports Development and Physical Activity Manager  
Jane Simmonds – Senior Finance Officer  
Jayne Babb – Service Improvement & 2012 Legacy Manager  
Jenny Brickell – Head of Service/Integrated Children's Development & Disability  
Jenny Knight – Commissioning Officer, Housing Commissioning Unit  
Jessica Harper – Performance and Development Officer  
Jo Lyons – Lead Commissioner – Schools, Skills and Learning  
Jo Osbourne – Events Officer  
John Barradell – Chief Executive  
John Beard – Revenues Team Leader  
John Shewell – Head of Communications  
Jugal Sharma – Lead Commissioner – Housing  
Julie Bates - Childcare Business Manager  
Karen Leenders – Direct Access Hostel Manager  
Karin Divall – Head of Adults Provider  
Kerry Clarke – Children's Services Commissioner



**Brighton & Hove**

Linda Beanlands – Commissioner – Community Safety  
Liza Kite – Communities & Equality Senior Assistant  
Lucy Bryson – Asylum Seekers & Refugees Policy Co-ordinator  
Lydie Lawrence – Public Health Development and Improvement Manager  
Mark Ireland – Head of Strategic Finance and Procurement  
Mark Jago – Capital Projects Team Manager  
Mark Prior – Lead Commissioner – City Regulation and Infrastructure  
Mark Wall - Head of Democratic Services  
Martin Randall – Head of Planning & Public Protection  
Mary Evans – Commissioner – Communities & Equality  
Michael Nix – Post 16 Development Manager  
Michelle Johnson – Resident Involvement Officer  
Michelle Pooley – Community Engagement Co-ordinator  
Mita Patel – Sustainability Co-ordinator  
Neil Clark- European Officer  
Nick Hibberd – Head of Housing and Social Inclusion  
Nicky Cambridge – People and Place Co-ordinator  
Nicky Salmon – Sports Development Officer  
Nigel Manvell – Acting Director of Finance/Head of Financial Services  
Paul Colbran – Head of ICT  
Paul Martin – Adults Assessment General Manager  
Paul Waller – Play Development Manager  
Paula Black – Head of Analysis and Performance  
Paula Murray – Commissioner – Culture  
Peter Mustow – Resident Involvement Officer  
Philip Ward – Service Manager Employability  
Richard Butcher Tuset – Head of Policy & Performance  
Richard Davies – Project Manager – Major Projects  
Rob Dawson – Economic Development Officer  
Rob Dumbrell – Parks Development Manager  
Robert Walker – Parks and Green Spaces Operations  
Ruth Allsop – Marketing Officer Tourism  
Ryan Edwards – Sports Development Manager  
Sam Warren – Community Engagement Co-ordinator  
Sarah Crowe - Personal Assistant Learning Disabilities  
Sarah Tighe-Ford – Equalities Co-ordinator  
Scott Martin – Senior Finance Officer  
Simon Bannister – Environment Improvement Officer  
Simon Newell – Head of Partnerships and External Relations  
Steve Barton – Lead Commissioner – Children, Youth & Families  
Sylvia Peckham – Head of Temporary Accommodation & Allocations  
Thurstan Crockett – Head of Sustainability & Environmental Policy  
Terry Parkin - Strategic Director - People  
Tom Hook – Head of Overview & Scrutiny  
Tom Scanlon – Director of Public Health  
Valerie Pearce – Head of City Services  
Vicky Jenkins – Early Years & Childcare Strategy Manager



<b>Subject:</b>	<b>City Performance Plan and Organisational Health Report 2012/13 6 Month Update</b>		
<b>Date of Meeting:</b>	<b>29<sup>th</sup> November 2012</b>		
<b>Report of:</b>	<b>Interim Lead, Chief Executive's Services</b>		
<b>Contact Officer:</b>	<b>Name:</b>	<b>Paula Black</b>	<b>Tel: 29-1740</b>
	<b>Email:</b>	<b>paula.black@brighton-hove.gov.uk</b>	
<b>Ward(s) affected:</b>	<b>All</b>		

**FOR GENERAL RELEASE**

**1. SUMMARY AND POLICY CONTEXT:**

- 1.1 This report provides updates on the City Performance Plan and the Organisational Health Report for the 6 months from April-September 2012.
- 1.2 There are three appendices to this report:
  - The CPP 2012-13 6 monthly Performance Indicators headline report in **Appendix 1** contains information on key indicators selected from each priority area.
  - The 6 monthly Organisational Health Report 2012-13 in **Appendix 2** provides a six month update on the key organisational indicators agreed by Strategic Leadership Board and Cabinet.
  - The City Performance Plan Headline Performance Indicators Definitions in **Appendix 3**

**2. RECOMMENDATIONS:**

- 2.1 That P&R notes the areas of progress made in the City Performance Plan (CPP) progress report, the Performance Indicators Headline report Appendix 1, and in the Organisational Health Report Appendix 2.
- 2.2 That P&R uses the resources at their disposal to maintain progress and tackle issues of concern highlighted in the CPP and in the Organisational Health Report (OHR).
- 2.3 That P&R notes new lines of accountability in the CPP following the departure of Strategic Directors who were accountable for outcomes across the city.
- 2.4 P&R notes the incorporation of city-wide risk measures into the CPP headline indicator report Appendix 1.
- 2.5 P&R notes that performance improvement work will be undertaken in the three areas highlighted as issues of concern in the CPP annual report (youth employment; alcohol; housing). More details of this process are outlined below.

### 3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS:

#### 3.1 Performance and Risk Management Framework

3.1.1 The component parts of the Performance and Risk Management Framework (PRMF) are:

- Sustainable Community Strategy
- City Performance Plan
- BHCC Corporate Plan
- Business Plans and Risk Register
- Individual Performance Reviews (all staff)

3.1.2 **City Performance Plan:** This plan reports on how the city is doing in terms of achieving its key objectives. Previously, the Local Area Agreement (LAA) was used as a tool to measure performance on city issues. Following the abolition of the LAA the council and its partners have taken the opportunity to create a new much more localised and outcome driven performance plan. The City Performance Plan is led by the priorities and outcomes defined in the Sustainable Community Strategy (SCS) which was refreshed in 2010. There is no financial reward attached to the City Performance Plan. The Strategic Partnership is not required to report progress against the plan to Government.

Targets for relevant indicators in the CPP were set with responsible officers, thematic partnerships and partner organisations and agreed by Cabinet in January 2012.

3.1.3 The CPP Performance Indicators Headline report (Appendix 1) now incorporates reporting on city-wide risks as identified by the Public Service Board and Thematic Partnerships. This avoids duplicate reporting on a risk register.

3.1.4 Some data is missing from this initial set of reports due to time lags in data being available, or analytical work being carried out on the data. Where this is the case, dates where the data is expected are included.

3.1.5 Clear lines of accountability were allocated in the previous CPP reports. Each Strategic Director and other directors where relevant were named for each outcome area. Given that Strategic Directors held accountability and led on city-wide outcomes, this process was fully in keeping with the Performance and Risk Management Framework. However, given that roles at this level have now shifted in many areas, some of the accountable leads have changed.

3.1.3 **BHCC Organisational Health Report:** This plan reports on how the organisation is doing in terms of key measures around our finance and general organisational management, our workforce and meeting the needs of our customers, and some sustainability measures. It is reviewed by senior management on a monthly basis to identify areas of good and poor performance and monitor how improvement actions are working.

## **3.2 Key Performance Issues in the City Performance Plan and Organisational Health Report**

3.2.1 A range of indicators underpin the outcomes in the CPP. Key headline indicators have been selected from these and are shown in Appendix 1 Headline Performance Indicators report. A more detailed and comprehensive set will be reported to, and discussed with, thematic partnerships whose responsibility it is to oversee their areas within the Sustainable Community Strategy and the CPP.

### **3.2.2 Progress has been made in the following areas:**

The number in brackets refers to the progress update reference shown in Appendix 1 Headline Indicators report. This report highlights performance at 6 months, but much data upon which indicators are based is available annually. For this reason, a limited number of areas will be highlighted here with a fuller report coming forward at year end. Where there is a reference at the end of each paragraph this relates to the longer, narrative update on progress in the area as contained in CPP progress report which was made available in the members room.

(CPP 3.3) Stability of placements of looked after children: % of children with three or more placements

The percentage of children placed three or more times during the year is 10.1% as at September 2012. This is an improvement from 12.7% as at March 2011 and 11.5% at March 2010. Current performance is now better than the national average for 2010/11 (10.7%) and our statistical neighbour average (10.5%).

(CPP 4.7) % social care clients receiving Self Directed Support

Target 75% at year end, 75.9% result at 6 months. This is a significant increase in the percentage of social care clients being offered self directed support. We are required by the Department of Health to offer self directed support to 100% of social care clients by 2013/14. *(see ref 3.2.2 of the CPP progress report)*

(CPP 5.1) % council homes that meet the Decent Homes Standard

There has been consistent improvement in the number of council homes meeting the Standard. The target for 2012/13 is 95% (current performance 91.9%), rising to 100% by December 2013. *(see ref 5.2.3 of the CPP progress report)*

(CPP 5.3) Total households where homelessness was prevented by BHCC and partner agencies through housing advice case work.

Result 1,071 households helped at six months. This is ongoing good performance, preventing significant numbers of households from becoming homeless. There is ongoing high demand in this area for the council and its partners, Brighton Housing Trust and the Youth Advice Centre. The annual target of 2200 was set in Brighton & Hove's Housing Strategy 2009-2014. *(see ref 5.3.3 of the CPP progress report)*

### **3.2.3 Areas for possible concern and performance improvement:**

Whilst progress has been made on key activities some issues remain of concern despite the positive work which is on-going. Three issues of concern were

outlined in the 2011-12 annual CPP report: Youth Employment and those Not in Education, Employment or Training (NEETs); Housing; Alcohol.

Youth Employment and those Not in Education, Employment or Training (NEETs) was highlighted as an issue of concern in the annual CPP for the following reasons:

- Youth unemployment is rising in Brighton & Hove
- Recent increases in worklessness have been fastest among young people under the age of 24
- unemployment in this group was rising prior to the recession
- 1,630 people aged 18-24 years old are claiming out-of-work benefits.
- 7.9% of young people aged 16-18 who are not in education, training or employment (NEET) (8.4% are NEET in our statistical neighbouring authorities)

Housing:

- Work to prevent homelessness and rough sleeping: While the work to prevent homelessness in the city continues to help significant numbers of households and is an example of good performance, barriers to future progress are evident. The numbers of rough sleepers around the country are rising, and the changes to the Local Housing Allowance are expected to impact on housing affordability for those receiving benefits (see 5.3.3 of *the CPP progress report*).
- Pressures on availability of housing in the city. The supply of affordable rented accommodation in the city is significantly off track, due to the economic downturn and consequent lack of new house building (see 5.1.1 of *the CPP progress report*).

Alcohol:

- The number of people admitted to hospital for alcohol related reasons continues to rise. Projections for the coming year are based on lowering the rate of increase. There is significant activity in the city, led by the Partnership's Alcohol Programme Board, to address the issues around alcohol misuse and alcohol-related disorder (see 2.1.1 of *the CPP progress report*) but many of the problems faced by the city relate to national challenges and embedded social norms.

Following a discussion at Public Service Board in September 2012, a piece of performance improvement work is planned in these areas, starting with youth employment. A report to PSB in December will set out the context to the issue and provide an analysis of why this is a key area of concern for the city and also highlight work already underway in the area. It will present the outcome of a 'performance challenge' process. This will involve an initial workshop with key stakeholders to map what activity is currently underway and which client groups are being focused on. The workshop will also give agencies with responsibility in this area an opportunity to share information on their current activity and future plans. A second more focused meeting will be chaired by the chair of the Brighton and Hove Strategic Partnership in order that those with key accountabilities may agree on an action plan for going forwards which addresses the issues raised in the first meeting, and others identified through the performance challenge process. This will then be discussed by PSB who will hold



responsibility for overseeing the priority actions identified. PSB will also address their own accountabilities in relation to what is brought to them.

### **3.2.4 Key Performance Issues in the BHCC Organisational Health Report BHCC**

#### *Areas of possible concern:*

The pattern in the areas of poor performance remains consistent with previous monthly reports (Top 5% of earners who declare they have a disability; Spend on and numbers of agency staff; and stage 1 complaints) and work continues to support improvement.

#### *Areas to monitor:*

Average days lost due to sickness is an area of concern that may not achieve target if previous years patterns of sickness are repeated. This will be monitored closely in the coming months.

#### *Positive trends and good performance:*

Invoice payments to all and smaller organisations continue to show positive year to date performance levels and other financial indicators are on track.

More detailed figures will be released from the 2011 census between November and February. These will give us new baseline figures for BME groups within the city population and may therefore impact upon the targets set for Organisational Health Report indicators in this area.

## **4. COMMUNITY ENGAGEMENT AND CONSULTATION**

Each thematic partnership was responsible for contributing and confirming the outcomes and indicators for their relevant parts of the City Performance Plan. In addition, BHCC Lead Commissioners and Heads of Delivery were given opportunity to contribute and clarify the outcomes and indicators relevant to their responsibilities. Discussion was also held with the Third Sector Reference Group for Intelligent Commissioning and the three political groups within the council. The outline Plan was also discussed at the Overview and Scrutiny Commission. Data for each area in the report has been provided by the responsible officer.

- 4.1 All members of the Corporate Management Team were given the opportunity to comment on the indicators for inclusion in the Organisational Health Report during it's development. In addition, individual meetings were held between the corporate performance team and officers across Resource and Finance Units to challenge and clarify the indicators for inclusion in the OHR. All three political groups within the council also had opportunity to comment on the OHR. The OHR was also discussed by an Overview and Scrutiny Commission.

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

### Financial Implications:

- 5.1 The City Performance Plan is part of the Performance & Risk Management Framework and enables progress against targets to be reviewed with strategic partners. It supports the identification of all potential financial impacts of risks which need to be considered in the development of budget strategies and medium term financial plans for the Council and partners.

*Finance Officer Consulted: Anne Silley*

*Date: 22/10/12*

Legal Implications:

- 5.2 There are no legal implications arising from this progress report. The annual City Performance Plan is one of the plans and strategies the Council has agreed should be approved by full council.

*Lawyer consulted:*

*Elizabeth Culbert*

*Date: 22/10/12*

Equalities Implications:

- 5.3 An underlying principle of the city performance plan is that it focuses on the significant issues for the city, some of which are about tackling the inequality experienced by of our residents. The Organisational Health Report includes indicators on equalities measures for the organisation. These have been advised and recommended by the commissioner for equalities and communities.

Sustainability Implications:

- 5.4 The City Sustainability Partnership contributed to the sustainability outcomes and indicators for inclusion in the City Performance Plan. These are most notable in the section 'Living within Environmental Limits'. However, as reported in the Sustainable Community Strategy sustainability issues are embedded across the strategy's priorities and as such are reported across various parts of the City Performance Plan i.e. transport and the economy.
- 5.5 The BHCC Organisational Health Report includes specific sustainability indicators that will measure the organisation's performance on sustainability. These have been advised by relevant officers in the Finance and Resource Units.

Crime & Disorder Implications:

- 5.6 The City Performance Plan includes a specific section on outcomes and indicators for crime and disorder. These have been suggested and confirmed with the Crime and Disorder Reduction Partnership.

Risk and Opportunity Management Implications:

- 5.7 Accompanying the City Performance Plan a city risk register has been developed. Reporting of these citywide risks has been incorporated into the CPP.

Corporate / Citywide Implications:

- 5.8 The City Performance Plan is a partnership document. It is owned by, and the responsibility of, the Local Strategic Partnership and the Public Service Board. Therefore, CPP progress reports have implications for all public sector partners in the city.

5.9 Performance reporting on the council's Organisational Health Report will have specific implications for the council's target operating model as well as for specific teams within Resource and Finance Units as well as Delivery Units and the Commissioning Unit.

## **6. EVALUATION OF ANY ALTERNATIVE OPTION(S):**

6.1 Through consultation with CMT and SLB the proposed Performance and Risk Management Framework was deemed to be the most suitable model. This was agreed by Cabinet and the Public Service Board.

6.2 Possible alternative options to developing the City Performance Plan included not developing a plan. This was deemed unsafe and unwise by the PSB.

6.3 Possible alternative options to developing an Organisational Health Report for the council included not developing a plan. This was deemed unsafe and unwise by the Corporate Management Team.

## **7. REASONS FOR REPORT RECOMMENDATIONS**

7.1 The council needs to ensure that it has a robust performance and risk management framework that meets the needs of its structure and model of working.

7.2 The reports contain performance information upon which the recommendations are based.

## **SUPPORTING DOCUMENTATION**

### **Appendices:**

1. The CPP annual Performance Indicators headline report
2. The 6 monthly Organisational Health Report 2012-13
3. The City Performance Plan Headline Performance Indicators Definitions in

### **Documents in Members' Rooms**

CPP progress update report

### **Background Documents**

None



## 2012-13 City Performance Plan - Appendix 1 Headline Performance Indicators

Indicator	Unit	Target	Result	Status
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### Economic Partnership (Accountable Officer: Geoff Raw)


#### CPP 1.1

<b>Improve the visitor economy</b>	£	<b>732m</b>	<b>722.6m</b>	 <b>AMBER</b>
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The latest economic impact assessment is from 2011. Total expenditure by visitors to Brighton & Hove is estimated to have been in the region of £722.6m in 2011; a growth of 0.6% compared to 2010. This expenditure supported 13,695 FTE jobs and 18,634 actual jobs. The target for 2012 is £746m.  
(see ref 1.1.3 of the CPP progress report)

### Safe in the City Partnership (Accountable Officer: Tom Scanlon)

#### CPP 2.1

<b>Police recorded total crime</b>	No.	<b>12,288</b>	<b>12,505</b>	 <b>AMBER</b>
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The annual target is to remain below the number of police recorded total crimes during 2011/12, which is 23,688 total crimes. In the first six months of 2012/13 there were a total of 12,505 police recorded crimes, 1.8% more than the same months of 2011/12. This suggests that the year on year downward trend experienced in total crimes over the last five years may have now 'bottomed out'. Since the end of June, Brighton and Hove has slipped from ranking just above to just below the middle position, in a benchmarking family of fifteen 'most similar partnerships' on total crimes per resident.

Theft and handling offences (which made up 42% of total crimes over April, May and June 2012) showed an annual increase of 11% in 2011/12. Latest data show that the first six months of 2012/13 have seen a further increase of 9% compared to the same months in 2011/12. This crime group is the predominant reason for the drop in performance in total crime. Among the types of theft offences which have seen an increase are theft from the person, shoplifting, and fraud and forgery. Theft of unattended property, particularly in the context of the night time economy, is an ongoing problem and has been the subject of a number of police and partnership initiatives to tackle the issue. On a more positive note, more serious acquisitive crimes as a whole have continued to show a decrease.

Other main crime groups show a mixed picture. Criminal damage continues to show a strong downward trend. However, the long term decrease in violence against the person has recently begun to show possible signs of an upturn. (see ref 2.1 – 2.5 of the CPP progress report )

#### CPP 2.2

<b>Police recorded assaults with injury (proxy for alcohol related crime)</b>	No.	<b>792</b>	<b>828</b>	 <b>AMBER</b>
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The number of assaults with injury recorded by the police has dropped steadily over recent years, with 2011/12 recording 17% fewer crimes than in 2010/11 and 34% fewer than in 2007/8. In the first six months of 2012/13 (April to September) there has been a slight increase of 1.3% compared with the same months in 2011/12 against a reduction targeted at 3%. Projections based on rolling 12 month data

## 2012-13 City Performance Plan - Appendix 1 Headline Performance Indicators

Indicator	Unit	Target	Result	Status
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from the last 6 months are suggesting a flattening out of the downward trend or a possible upturn, but data in the coming months will tell whether this trend is confirmed.

Latest data show Brighton and Hove ranking 8th (mid point), out of 15 'most similar partnerships' in terms of the number of police recorded assaults with injury. (see ref 2.1.1 of the CPP progress report )


<b>CPP 2.3</b>				
<b>Number of drug related deaths</b>	<b>No.</b>	<b>29</b> <b>(2011)</b>	<b>38</b> <b>(2011)</b>	<b>GREEN</b>

The number of drug related deaths was compiled annually as part of a national monitoring programme up until 2009. There has been an interruption in funding for this work to be carried out nationally, however a local count has been undertaken for 2010 and 2011, using the same methodology to enable consistent monitoring of progress. The number of deaths was 45 in 2008, 50 in 2009, 36 in 2010 and 29 in 2011, which shows good progress towards an average of 38 deaths per year between 2012 and 2014. If funding is resumed for the national monitoring programme, the national data will replace that counted locally for 2010 and 2011. (see ref 2.1.2 of the CPP progress report )

<b>CPP 2.4</b>				
<b>Percentage of adults leaving drug treatment who do so as a planned exit</b>	<b>%</b>	<b>50</b>	<b>65</b>	<b>GREEN</b>

There were 89 adults who left treatment during the first quarter of 2012/13 of whom 65% (58) completed their treatment programme and exited in a planned way. This is a very positive start to the year, exceeding the target of 50% and represents improved performance compared with previous performance levels, 50% in 2011/12 and 35% in 2010/11.

This indicator sits alongside a measure to ensure that there is an ongoing focus on getting people into effective drug treatment if they need it. There were 1,459 individuals in effective treatment during 2011/12, representing a 2.6% increase on the number in 2010/11, and there is a target to increase this again by 1.5% in 2012/13, although it is too early to report data on progress for this measure. In addition, a further measure has been introduced for 2012/13, which is monitored nationally, around the extent to which individuals who have successfully left treatment in a planned way go on to re-present for treatment within six months. Quarter 1 data on this measure show that 92% did not go on to re-present within six months, better than the 90% target and in line with the performance levels for 2011/12. (see ref 2.1.2 of the CPP progress report)

<b>CPP 2.5</b>				
<b>First time entrants to the Youth Justice System aged 10-17</b>	<b>No.</b>	<b>See</b> <b>commentary</b>	<b>38</b>	<b>GREEN</b>

In 2011/12 Brighton & Hove had 87 first time entrants into the Youth Justice System. This works out to be 481 young people per 100,000 population (aged 10-17) compared with an average of 698, and ranking

## 2012-13 City Performance Plan - Appendix 1 Headline Performance Indicators

Indicator	Unit	Target	Result	Status
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22nd, placing Brighton and Hove in the top 15% of Youth Offending Teams (YOTs).

This year's target is to remain within the top 25% performing YOTs. In the first six months of 2012/13 there have been 38 young people entering the Youth Justice System for the first time. This is 8 fewer than the number recorded in the same period in 2011/12 (46), (*see ref 2.3.1 of the CPP progress report*)

### CPP 2.6

**% of domestic violence victims seen at the Multi-Agency Risk Assessment Conference (MARAC) who are repeat cases**

%

28.0

29.4



Domestic violence usually exhibits a pattern of sustained abuse, and partnership work is focused on reducing the risk of further harm according to the individual needs of the victims. This measure focuses on the extent to which high risk victims of domestic violence are re-referred to the Multi-Agency Risk Assessment Conference (MARAC) process because abuse is continuing.

There is a target that no more than 28% of MARAC referrals should have been referred within the previous 12 months. During 2011/12 27% of referrals were repeat clients and in the first six months of 2012/13 the repeat rate has risen to 29%, just above the target.

The capacity for clients to be seen at a MARAC has been increased since October 2011, when the frequency of MARAC meetings was increased from monthly to fortnightly. The number of clients seen in the 12 months ending September 2012 was 312, in comparison with 251 clients seen in the previous 12 months. (*see ref 2.4.1 of the CPP progress report*)

### CPP 2.7

**Number of racist and religiously motivated hate incidents and crimes**

No.

200  
Full year 400


146



A measure of racist and religiously motivated incidents was previously collected through the pan-Sussex multi-agency Hate Incident Report Form and central reporting process, but this has now been discontinued. As an alternative to this, incident information is being sought from different agencies individually. The number reported here is the sum of the number of racist or religiously motivated incidents or crimes recorded and reported by the police (98), the Anti Social Behaviour and Hate Incident Duty Line (from May 2012) (37); and council housing (11). Work is taking place to increase the range of agencies from which data is gathered and whilst this process is established there may be significant movement in these numbers as more Agencies participate, there is also a double counting issue that needs to be addressed. This represents the best information currently available.


In the first six months of 2012/13 32 out of 38 racist or religiously motivated crimes finalised through the prosecution process (84%) have had a successful outcome (ie. mostly resulting in a conviction). This is roughly on a par with the last two financial years (82% in 2010/11 and 89% in 2011/12). (*see ref 2.4.3 of the CPP progress report*)

## 2012-13 City Performance Plan - Appendix 1 Headline Performance Indicators

Indicator	Unit	Target	Result	Status
<b>CPP 2.8</b>				
<b>No of disability motivated hate incidents and crimes</b>	No.	30 Full year 60	14	 GREEN

A measure of disability hate incidents was previously collected through the pan-Sussex multi-agency Hate Incident Report Form and central reporting process, but this has now been discontinued. As an alternative to this, incident information is being sought from different agencies individually. The number reported here is the sum of the number of disability incidents or crimes recorded and reported by the police (4), the Anti-Social Behaviour and Hate Incident Duty Line (from May 2012) (10) and council housing (0 reported). Work is taking place to increase the range of agencies from which data is gathered and whilst this process is established there may be significant movement in these numbers as more Agencies participate, there is also a double counting issue that needs to be addressed. This represents the best information currently available.

The history of partnership work to tackle disability hate incidents and to encourage reporting is not as well established as with racist and religiously motivated incidents and the focus remains very much on increasing reporting of incidents and offering support to victims and bringing perpetrators to account. (see ref 2.4.3 of the CPP progress report)

<b>CPP 2.9</b>				
<b>% of LGBT hate crime prosecutions that result in conviction</b>	%	85.0	87.5	 GREEN

Between April and September 2012 there were 16 prosecutions for homophobic, biphobic or transphobic crimes and 14 of these (87.5%) had a successful outcome (this normally means that there was a conviction). This is roughly on a par with or slightly above performance for the previous two financial years and exceeds the target of 85%.

As with the racist and religiously-motivated and disability motivated hate incidents, the underlying focus for partnership work is to reduce the number of incidents occurring in the city, of which the successful prosecution of offenders is a part. Although data are available from some agencies on the number of incidents reported to them (for example the police have recorded 41 crimes and incidents in the first six months of 2012/13), it is difficult to be sure that they reflect the actual incidence of crimes and incidents and they sometimes lack consistency for a variety of reasons, which makes it difficult to monitor levels and trends in a reliable way. Work continues to find a more reliable measure of the prevalence of hate crime incidents. (see ref 2.4.3 of the CPP progress report)



Indicator	Unit	Target	Result	Status
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## Children and Young People committee (Accountable Officer: Heather Tomlinson)

### City wide Risk – CW4 School leavers’ attainment and job prospects

Residual Risk Score = 15

RED

**Background** – School leavers in the city have lower educational attainment compared to similar local authorities (third quartile). Some school leavers are displaced from the job market if they have low educational attainment; city residents as a whole have high skills levels and there are high levels of competition at entry and intermediate levels of the labour market. This could be affected by the school leaver age (properly known as “education participation age”) increasing.

**Potential Risk Scenario** – *a potential or actual risk or opportunity which needs to be managed in order to better achieve the Sustainable Community Strategy objectives*

Some residents of the city may not be in a position to take advantage of available employment opportunities. A variety of companies and industries may not then set up in the City due to lack of good secondary schools to send their workforce’s children to. It could become less attractive for families to settle in Brighton & Hove with a resultant impact on the population profile and city residents’ wealth levels.

### CPP 3.1

**Achievement of 5 or more A\*- C grades at GCSE or equivalent including English and Maths**

%	56	55.4 (provisional)	
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Secondary schools in the city have agreed a target that overall performance against this measure should be in the top quartile of our statistical neighbours by 2014. To achieve this, the overall figure for the city will need to be in the region of 62-65%. (see ref 1.3.1 of the CPP progress report)

### CPP 3.2

**16 to 18 year olds who are not in education, employment or training**

%	9	8	
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This is the result for August 2012 of the percentage of young people in the city who are not in education, employment or training; it represents 546 people. While this area is a cause for concern the proportion is a little lower than our statistical neighbouring authorities (8.4%). (see ref 1.3.1 of the CPP progress report)

### CPP 3.3

**Stability of placements of looked after children: % of children with three or more placements**

%	11	10.1	
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The percentage of children placed three or more times during the year is 10.1% as at September 2012. This is an improvement from 12.7% as at March 2011 and 11.5% as at March 2010. Current performance is now better than the national average for 2010/11 (10.7%) and our statistical neighbour average (10.5%).

Indicator	Unit	Target	Result	Status
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## Healthy City Partnership (Accountable Officers: Tom Scanlon and Denise D’Souza)

**City wide Risk – CW3 City Services for “high end users” may increase to the detriment of other citizens**

**Residual Risk Score = 15**

**RED** 

**Background** – Some residents and visitors to the city have high levels of need, e.g. drug and/or drink dependency, or existing (or developing) mental health needs. These factors combined can lead to social issues such as domestic violence and very high numbers of children (around 2000) under the supervision of the state. Alcohol and drugs separately or together account for around four out of five referrals to social care.

**Potential Risk Scenario** – *a potential or actual risk or opportunity which needs to be managed in order to better achieve the Sustainable Community Strategy objectives*

If due to economic and societal conditions which prevail, there is an increase in levels of need and social care referrals it may result in: \* higher demands on the city’s public services e.g. A&E and ambulance services’ \* diversion of capacity to service those with “high end” needs; \* reduced resources available for other city residents and visitors.

It could also impact on the city’s environment and people’s perception of safety.

### CPP 4.1

**Alcohol related hospital admissions per 100,000 population**

**No.**

**2,665**

**366.75  
(May 2012)**

 **AMBER**

The number of alcohol related hospital admissions continues to rise each year; in 2011-12 the result was 2,274. The forecast for 2012/13 is 2,665; this is a 2% decrease in the projected increase in alcohol related hospital admissions, based the historical rate of increase. This forecast has been agreed by the city’s Alcohol Programme Board. (see ref 2.1.1 of the CPP progress report)

### CPP 4.2

**Stopping smoking (4 week smoking quitters)**

**No.**




**2,000**

**599**

 **AMBER**

In 2011/12 2,353 people were helped to quit smoking in the city. These people were shown to have stopped smoking for a period of at least 4 weeks. The latest result shows that 599 people have quit for 4 weeks or more so far this year. (see ref 3.1.2 of the CPP progress report)

## 2012-13 City Performance Plan - Appendix 1 Headline Performance Indicators

Indicator	Unit	Target	Result	Status
<b>CPP 4.3</b>				
<b>Obesity in primary school age children in Reception - percentage of children measured this year who are obese</b>	%		<b>December 2012</b>	
In line with Department of Health guidance, National Child Measurement Programme Results cannot be made available publically until released by the Information Centre for Health and Social Care. The release of 2011/12 information is due in December 2012. Provisional results for 2011/12 show that obesity levels in the city for both reception and Year 6 are in line with the previous year.				
<b>CPP 4.4</b>				
<b>Obesity in primary school age children in Year 6 (10–11 years) -percentage of children measured this year who are obese</b>	%		<b>December 2012</b>	
In line with Department of Health guidance, National Child Measurement Programme Results cannot be made available publically until released by the Information Centre for Health and Social Care. The release of 2011/12 information is due in December 2012. Provisional results for 2011/12 show that obesity levels in the city for both reception and Year 6 are in line with the previous year.				
<b>CPP 4.5</b>				
<b>Reduction in the number of under 18 conceptions per 1000 15-17 year olds</b>	No.	26.4	31.3	 RED
Target is taken from the NHS Vital Signs strategy (a 45% reduction from the baseline result of 48.1 in 1998). (see ref 3.2.5 of the CPP progress report)				
<b>CPP 4.6</b>				
<b>Delayed transfers of care</b>	No.	11	11.7	 AMBER
The target of 11 for 2012-13 has been agreed by Brighton & Hove City Council and NHS Brighton and Hove, both engaged in reducing delayed transfers of care in the city. (see ref 3.3.4 of the CPP progress report)				
<b>CPP 4.7</b>				
<b>% Social care clients receiving Self Directed Support</b>	%	75	75.9	 GREEN
This is a significant increase in the percentage of social care clients being offered self directed support. We are required by the Department of Health to offer self directed support to 100% of social care clients by 2013/14. (see ref 3.2.2 of the CPP progress report)				

## 2012-13 City Performance Plan - Appendix 1 Headline Performance Indicators

Indicator	Unit	Target	Result	Status
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### Strategic Housing Partnership (Accountable Officer: Geoff Raw)

#### City wide Risk – CW9 Housing pressures

**Background** – The amount of available land for housing is limited but housing need continues to rise, and some sections of the community are more in need than others.

Initial Risk Score = 12

AMBER



**Potential Risk Scenario** – *a potential or actual risk or opportunity which needs to be managed in order to better achieve the Sustainable Community Strategy objectives*

If the current level, and ways of providing and approving housing continues, then City needs will not be met with an impact on the wider society of the City and community relations.

#### CPP 5.1

**% council homes that meet the Decent Homes Standard**

%

95

91.9



GREEN

There has been consistent improvement in the number of council homes meeting the Standard. The result from the end of September shows the council is on track to meet the target of 95% by the end of March next year. The council aims for all its housing to meet the Standard by December 2013. (see ref 5.2.3 of the CPP progress report)

#### CPP 5.2

**Private sector vacant dwellings returned into occupation or demolished**

No.

76

59



AMBER

The target for the year is to bring 153 empty properties back into occupation. The latest result is expected to rise as data becomes available from other sources, verifying that properties are occupied once more. Last year 160 properties in the city were brought back into use. (see ref 5.2.4 of the CPP progress report)

#### CPP 5.3

**Total households where homelessness was prevented by BHCC and partner agencies, through housing advice case work**

No.

2,200

1,071



GREEN

So far this year 1,071 households have been helped to avoid homelessness; during 2011-12 in total 2,542 households were helped. There is an ongoing high demand for help in this area for the council and its partners, Brighton Housing Trust and the Youth Advice Centre. The target of 2200 was set in Brighton & Hove's Housing Strategy 2009-2014. (see ref 5.3.3 of the CPP progress report)

## 2012-13 City Performance Plan - Appendix 1 Headline Performance Indicators

Indicator	Unit	Target	Result	Status
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### CPP 5.4


<b>Number of affordable homes delivered (gross)</b>	<b>No.</b>	<b>230</b>	<b>April 2013</b>	
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The latest projection is for 99 affordable homes to be delivered in 2012-13, below target but an improvement on the 2011-12 total of 58. This target was published in Brighton & Hove's Housing Strategy 2009-2014.

(see ref 5.1.1 of the CPP progress report)

## Sustainability Partnership (Accountable Officer: Geoff Raw)

### CPP 6.1

<b>Percentage reduction in CO2 emissions per person in Brighton &amp; Hove</b>	<b>%</b>	<b>20</b>	<b>12.3</b>	 <b>RED</b>
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Emissions are compared with the baseline year 2005 of 5.7 tonnes CO2 per person. Data is time-lagged for this indicator; the target and result are for 2010. There were large reductions in carbon emissions in 2009 enabling Brighton and Hove to almost meet the targets set for that year. This trend was reversed in 2010, with increases in both domestic and Industrial and Commercial sector emissions. These increases have largely been put down to the severe cold weather during 2010, which increased energy consumption. This means that so far the city has made just over half the reductions in emissions that were hoped for since 2005. Similar trends in reduction since 2005 are apparent for the South East (13.41%) and nationally (13.85%).


(see ref 6.1.1 of the CPP progress report)

### CPP 6.2

<b>Residual household waste per household</b>	<b>kg</b>	<b>602</b>	<b>203.2</b>	 <b>AMBER</b>
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Residual household waste is above the level targeted so far this year. The result is for the period April to July 2012; the target for that period is 200.7kg per household. The BHCC waste strategy sets out the targets for this measure. (see ref 6.3.1 of the CPP progress report)

### CPP 6.3

<b>Percentage of household waste sent for reuse, recycling and composting</b>	<b>%</b>	<b>32</b>	<b>28.2</b>	 <b>AMBER</b>
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This result is provisional, subject to sign off by DEFRA. The BHCC waste strategy sets out targets for household waste sent for reuse, recycling and composting. (see ref 6.3.1 of the CPP progress report)

Indicator	Unit	Target	Result	Status
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## Transport (Accountable Officer: Geoff Raw)

### City wide Risk – CW1 Traffic Congestion

Residual Risk Score = 20

RED 

**Background** – There are recognised traffic, parking and travel congestion issues within the city. As well as being an unwelcome feature of a visit to the city, it affects the ability of emergency services to respond to an incident.

**Potential Risk Scenario** – *a potential or actual risk or opportunity which needs to be managed in order to better achieve the Sustainable Community Strategy objectives*

Traffic/travel issues constrain the city's appeal and affects the city's economic well-being and ability to attract investment. An emergency response may fail to reach its destination in good time due to traffic; this could prolong injury and suffering, increase fire damage and financial loss, and even result in deaths.

### CPP 7.1

**Local bus passenger journeys originating in the authority area (millions)**

<b>No.</b>	<b>44.55m</b>	<b>June 2013</b>
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Brighton and Hove is one of the best performing authorities in terms of bus passenger journeys; in 2011-12 there were 43 million passenger journeys that started in the city. The 'Transport Strategy' department of the council proposes a target of an average increase of 800,000 passenger journeys per year. (see ref 7.1.1 of the CPP progress report)

### CPP 7.2

**Carbon Dioxide emissions in the local authority area (attributed to transport)**

<b>Kilo tonnes</b>	<b>306</b>	<b>317</b>	
			<b>AMBER</b>

The result and target reflect 2010 carbon emission estimates for the city, these were released September 2012. The target is based on estimated reductions necessary to meet carbon dioxide emissions per capita reduction targets. While transport emissions are estimated to have reduced from 320kt in 2009, this is not as much as is needed to meet the total carbon emissions reduction target. (see ref 7.1.1 of the CPP progress report)

### CPP 7.3

**The number of people killed or seriously injured in road traffic accidents in the calendar year**

<b>No.</b>	<b>141 (forecast)</b>	<b>June 2013</b>
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6 people were killed, and 166 people seriously injured in road traffic accidents during the calendar year 2011. The number of deaths and serious injuries during 2012 will be confirmed in mid 2013.

## 2012-13 City Performance Plan - Appendix 1 Headline Performance Indicators

Indicator	Unit	Target	Result	Status
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141 is the number of people forecast to be killed or seriously injured in road traffic accidents in Brighton and Hove in the calendar 2012. It is important to note that this is a forecast and not a target, and is calculated using methodology provided by the Department for Transport.

*(see ref 7.3.1 of the CPP progress report)*







# Brighton & Hove City Council Performance Report Oct 11 - Sep 12

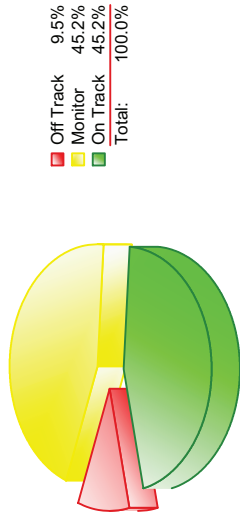
Organisational Structure

Related Plan : Organisational Health Report - Quarterly  
Staff : ALL  
Display off track actions only:OFF  
Budget Type : ALL  
Committee : ALL

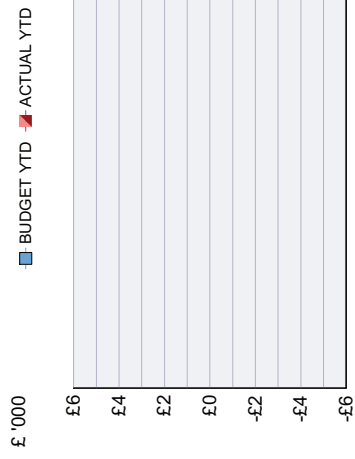


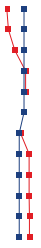





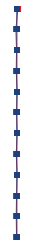

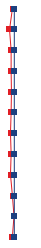





ORGANISATION





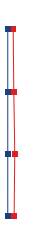







KPI Status




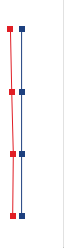


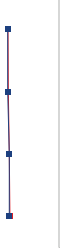

Financial Summary



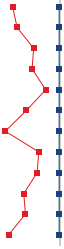

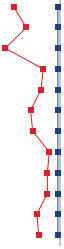
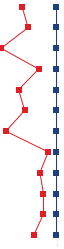

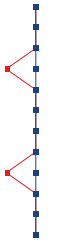

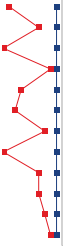


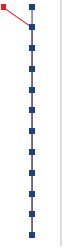

Performance Indicators	Oct 11 - Sep 12	Unit	Target	Actual	
A01 - Progress towards achieving value for money savings target (£ million)		£	6.93	9.87	
<b>Latest Comment</b> The proportion of the total savings target of £6.933 considered uncertain is 3% (£0.209m).					
A02 - Percentage variance to budget		%	0.00	-1.00	
<b>Latest Comment</b> The Total Council Controlled Budget outturn is -0.7 (£2.1) underspend at TBM month 6					
A03 - Percentage variance on corporate critical budgets		%	0.00	-7.10	
<b>Latest Comment</b> The council controlled corporate critical budgets at TBM month 6 are projected to come in under budget at £3.632m underspend (-7.1%).					
BV008 - The percentage of all supplier invoices that are paid within 30 calendar days of receipt (monthly)		%	94.00	92.54	
<b>Latest Comment</b> During September 15,644 of the 16,905 invoices received (92.54%) were paid within 30 days. The year to date result is 94.58% and ahead of target.					
BV008 Local - Percentage of invoices from SME (Small or Medium Enterprises) and individuals that are paid within 10 working days of receipt (monthly)		%	80.00	83.33	
<b>Latest Comment</b> During September 11,620 of 13,945 invoices (83.33%) were paid within 10 days. The year to date result is 85.84% and ahead of target.					
BV009 - % of council tax collected monthly		%	9.13	8.97	
<b>Latest Comment</b> Council tax collection at the end of September stands at 56.57% and is slightly down (0.16%) on the year to date cumulative target of 56.73%. The monthly collection rate for September is 8.97%, compared with 9.12% for the same period last year.  We are expecting any slight current underachievement (due to the completion of a single person discount correction exercise that has introduced additional debt to collect) to be more than compensated by the end of the year. This is due to the increased take up of 12 month payment options. Graham Bourne					
BV010 - % of non-domestic rates collected monthly		%	9.70	8.76	
<b>Latest Comment</b> The cumulative result up to the end of September is 61.25% which is 1.33% up on the 59.92% cumulative target. The result for September stands at 8.76% compared with 9.71% for the same period last year.  The position looks incredibly healthy but as ever the payment profile for NNDR is differing from previous years and we fully expect the end of year position to be considerably nearer the set target. Graham Bourne					

Performance Indicators	Oct 11 - Sep 12	Unit	Target	Actual	
BV011a - % of top 5% of earners that are women		%	52.00	54.47	
<b>Latest Comment</b> At the end of September, 134 of the 246 top earners i.e. 54.47% are female compared with 53.57% at the end of June 2012.					
BV011b - % of top 5% of earners who declare that they are from an ethnic minority		%	3.50	5.31	
<b>Latest Comment</b> At the end of September, 12 of the 226 top earners (who declared information) i.e. 5.31% were from an ethnic minority compared to 3.95% at the end of June 2012. Four new BME starters in the top 5% bracket in this last quarter and only one leaver provides a large percentage increase due to the small numbers involved. This target will be updated when information is made available from the 2011 census in November 2012.					
BV011c - % of top 5% of earners who declare that they have a disability		%	5.50	4.93	
<b>Latest Comment</b> At the end of September, 11 of the 223 top earners (who declared information) i.e. 4.93% have a disability compared with 4.89% at the end of June 2012. There are 246 top earners but 23 (9.3%) have not declared whether they have a disability. This target will be updated when information is made available from the 2011 census in November 2012.					
BV011d - % of top 5% of earners who declare that they are LGBT		%	15.20	16.67	
<b>Latest Comment</b> At the end of September, 16.67% of the top 5% of earners (27 out of 162 who declared their sexuality) were LGBT. The number of staff declaring their sexuality as unknown was 84 out of a total of 246 staff. Therefore 34% of staff have not declared their sexuality.					
BV012a - Average number of working days / shifts lost per Full Time Equivalent (FTE) due to sickness absence (not including schools)		No.	0.84	0.79	
<b>Latest Comment</b> The result is the average days lost due to sickness per Full Time Equivalent (FTE) employee. The 2011/12 overall result was 9.13 days against a target of 10. The year to date total for 2012/13 is 4.8 days, compared to 4.4 days for the same period of 2011/12. During September, 3,324 days were lost due to sickness from a total of 4,208 FTE's (0.79 days). The second quarter's sickness (2.38 days) was slightly better than the first quarter (2.42 days). Last year September to November saw the highest levels of sickness absence, if that trend is seen this year the full year target will not be achieved.					
BV012b - Average number of working days / shifts lost per Full Time Equivalent (FTE) due to short term sickness absence (not including schools)		No.	0.42	0.36	
<b>Latest Comment</b> Short term sickness is defined as any sickness under the 28 day long term sickness trigger point. The year to date average days lost due to short term sickness is slightly lower than it was last year being 1.85 days compared to 1.91 days. In September 1,510 days were lost due to sickness from a total of 4,208 FTE's (0.36 days per FTE). The target here is half of the overall sickness target, this needs to be reviewed as the split between long and short term sickness is more like 39% short term 61% long term.					

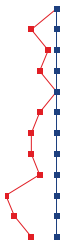

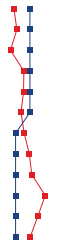

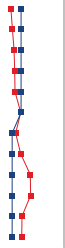

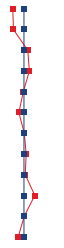

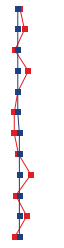

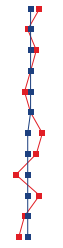





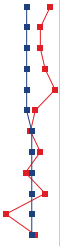
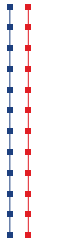

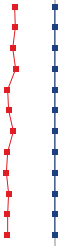






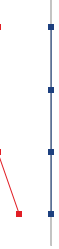


Performance Indicators	Oct 11 - Sep 12	Unit	Target	Actual
BV012c - Average number of working days / shifts lost per Full Time Equivalent (FTE) due to long term sickness absence (not including schools)		No.	0.42	0.43
<b>Latest Comment</b> Long term sickness is defined as any sickness absence beyond 28 days.  The year to date average days lost due to long term sickness is higher than it was last year being 2.95 days compared to 2.31 days. In September 1,814 days were lost due to sickness from a total of 4,208 FTE's (0.43 days per FTE). The target here is half of the overall sickness target, this needs to be reviewed as the split between long and short term sickness is more like 39% short term 61% long term.				
BV016a - % of employees who declare that they have a disability as a percentage of the total workforce who declare whether they have a disability (not including schools)		%	5.00	6.33
<b>Latest Comment</b> At the end of September, 6.33% of employees (249 of 3,931 staff who declared their disability) declared that they met the disability definition. This compares with 6.17% at the end of June 2012. 19.5% (950 of 4,881 staff) did not declare whether or not they had a disability.				
<i>This target will be updated when information is made available from the 2011 census in November 2012.</i>				
BV017 - Staff who declare that they are from an ethnic minority as a % of the total workforce (not including schools)		%	5.00	5.52
<b>Latest Comment</b> At the end of September, 5.52% of employees (225 of 4,076 staff who declared their ethnicity) declared that they were from an ethnic minority. This compares with 5.47% at the end of June 2012. 16.5% (805 of 4,881 staff) did not declare their ethnicity.				
<i>This target will be updated when information is made available from the 2011 census in November 2012.</i>				
BV017 Local - % of staff who declare themselves to be LGBT		%	12.30	12.14
<b>Latest Comment</b> At quarter 2, 12.14% (367 of 3022 staff who declared their sexuality) were LGBT. 38.1% (1859 of 4,881) of the workforce did not declare their sexuality.				
BV156 - % of authority buildings open to the public with all public areas suitable for and accessible to people with disabilities (calc)		%	88.00	87.41
<b>Latest Comment</b> Total buildings/areas within buildings/open spaces currently available to the general public in Brighton & Hove is 135. This is one less than last quarter as Parker Court Meeting Room is no longer open to the general public. The total Public Buildings audited and currently accessible (DDA standards) is 118. This now means that 87.41% of our public buildings meets this standard. Lesley Hughes 18.10.12				
C01 - The number of leavers from the council (permanent staff)		No.	0.00	26.00
<b>Latest Comment</b> There were 26 leavers in September compared with 38 in August. So far this year there has been 157 leavers (compared with 162 this time last year) and 95 starters.  There is no specific target set against this indicator, information is presented for comparison against other indicators like the new starters and Agency workers employed.				



Performance Indicators	Oct 11 - Sep 12	Unit	Target	Actual	
C02 - The number of leavers from the council (all staff)		No.	0.00	56.00	 YELLOW
<b>Latest Comment</b> There were 56 leavers in September and 51 in August. So far this year there has been 228 leavers (compared with 255 this time last year) and 180 starters. There is no specific target set against this indicator, information is presented for comparison against other indicators like the new starters and Agency workers employed.					
C03 - The number of new starters at the council (permanent staff)		No.	0.00	22.00	 YELLOW
<b>Latest Comment</b> There were 22 new starters in September and 16 in August. So far this year there have been 95 starters (compared with 52 this time last year) and 157 leavers.					
<i>There is no specific target set against this indicator, information is presented for comparison against other indicators like the leavers and Agency workers employed.</i>					
C04 - The number of new starters at the council (all staff)		No.	0.00	30.00	 YELLOW
<b>Latest Comment</b> There were 30 new starters in September and 25 in August. So far this year there has been 180 starters (compared with 153 this time last year) and 228 leavers.					
<i>There is no specific target set against this indicator, information is presented for comparison against other indicators like the leavers and Agency workers employed.</i>					
C05 - New HR cases: Capability		No.	0.00	0.00	 GREEN
<b>Latest Comment</b> There were no new capability cases during September. There has been 4 so far this year.					
C06 - New HR cases: Disciplinary		No.	0.00	9.00	 YELLOW
<b>Latest Comment</b> There were 9 new disciplinary cases in September. There have been 40 so far this year. There is no target set for these HR case indicators.					
C07 - New HR cases: Grievance		No.	0.00	3.00	 YELLOW
<b>Latest Comment</b> There were 3 new grievance cases in September. There have been 18 so far this year. There is no target set for these HR case indicators.					
C08 - New HR cases: Probation		No.	0.00	2.00	 YELLOW
<b>Latest Comment</b> There were 2 new probation cases during September. There has been 3 so far this year. There is no target set for these HR case indicators.					



Performance Indicators	Oct 11 - Sep 12	Unit	Target	Actual	
C09 - New HR cases: Sickness		No.	0.00	1.00	
<b>Latest Comment</b> There was 1 new sickness cases in September. There have been 13 so far this year. There is no target set for these HR case indicators					
C10 - Spend on agency workers (£,000's)		£	290.50	412.04	
<b>Latest Comment</b> Overall spend saw an increase on the prior month. Of the total spend, £22,000 was on the Payroll Only basis for interim workers, separate to the £390,000 spend on agency. ICT & Schools saw an increase of 5k and 6k respectively. Additionally, we have 4 new ICT vacancies to cover short-term, so this is set to increase further. Spend on Admin & Care has increased due to demand whilst we wait for newly inducted CareCrew and AdminAllAreas staff to come through. Simon Coulson - Carlisle Managed Solutions					
C11 - The number of posts occupied by agency workers		No.	205.00	254.00	
<b>Latest Comment</b>					
D01 - Total number of Stage 1 complaints		No.	136.00	170.00	
<b>Latest Comment</b> No Stage One complaint during August and September have increased overall by about 35% compared to the previous two months. Services that stand out as having higher levels of complaint than usual include: <ul style="list-style-type: none"> <li>o Sustainable Transport where increases in complaints about policy and consultation issues, charges and trade permits have contributed to the increase.</li> <li>o Revenues and Benefits where there has been an increase in complaints primarily about slow responses and longer than usual waiting times to speak to staff. This situation is expected to improve as the service has now completed a recruitment round and also completed a training programme for existing staff. This will ensure that as many customers queries as possible are dealt with at first contact, removing the need for customers having to contact the section again unnecessarily.</li> <li>o Tourism and Leisure where a large high number of complaints were received about a single subject concerning the council's decision to allow a circus to take place that featured the use of live animals.</li> </ul> Brian Foley - Standards and Complaints Manager					
D02 - % of Stage 1 complaints upheld or partially upheld		%	29.00	27.65	
<b>Latest Comment</b> Despite increased numbers of complaints the proportion upheld at stage 1 has remained lower than this time last year.					
D03 - Total number of Stage 2 complaints		No.	14.00	11.00	
<b>Latest Comment</b> So far this year 72 Stage 2 complaints have been received compared to 80 for the same period last year.					
D04 - % of Stage 2 complaints upheld or partially upheld		%	24.00	9.09	
<b>Latest Comment</b> This year so far the % of stage 2 complaints upheld or partially upheld has been much lower than last year.					

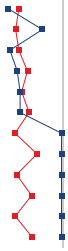
Performance Indicators	Oct 11 - Sep 12	Unit	Target	Actual	
D05 - Total number of LGO complaints		No.	6.75	2.00	
<b>Latest Comment</b> So far this year the total LGO complaints (17) is better than half of what it was for the same period last year (36).					
D06 - Number of LGO complaints upheld or partially upheld		No.	1.50	0.00	
<b>Latest Comment</b> There has been no LGO complaints upheld or partially upheld so far this year.					
D08 - Health Safety and Wellbeing - Total Incidents - including near miss reports		No.	0.00	69.00	
<b>Latest Comment</b> The key health & safety management tool to ensure health & safety compliance across the Council is 'Team Safety'. This system provides an assurance mechanism in relation to health and safety management arrangements across the organisation.					
D09 - Health Safety and Wellbeing - RIDDOR reported incidents		No.	0.00	6.00	
<b>Latest Comment</b> 4 of these were non staff taken straight to hospital and 2 were over 7 day injuries to staff.					
ICE1a - Number of telephone calls answered by public-facing services monthly		#	0.00	39,530.00	
<b>Latest Comment</b> The services included in this indicator are Benefits, Cityclean, Cityclean, Development Control, Family Information Service, Housing Management, Libraries, Museums, Parking Services, Revenues, School Admissions, Sure Start and Visitor Information. Contacts are over 20,000 more than this month last year.					
SU01 - Organisation Wide Electricity Usage (not including schools) kWh		#	0.00	5,819,673.00	
<b>Latest Comment</b> This is reported in arrears and reflects Q1 consumption which is in part based on estimated use, supplier credits will reduce this over time.					
SU02 - Organisation Wide Gas Usage (not including schools) kWh		#	0.00	8,992,025.00	
<b>Latest Comment</b> This is reported in arrears and reflects Q1 consumption which is in part based on estimated use, supplier credits will reduce this over time.					
SU03a - Average daily water usage at Hove Town Hall		m <sup>3</sup>	9.67	8.84	
<b>Latest Comment</b> Average water consumption per day for the period 04/09/12 - 01/10/12. Target shows the usage for broadly the same period last year.					



**Performance Indicators**

SU03b - Average daily water usage at the Brighton Centre

Oct 11 - Sep 12



Unit

m<sup>3</sup>

Target

37.00

Actual

30.00



**Latest Comment**

Average water consumption per day for the period 03/09/12 - 16/10/12. Target shows the usage for approximately the same period last year.





## City Performance Plan - Headline Performance Indicators definitions

Indicator	Unit
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### Economic Partnership

#### CPP 1.1

**Improve the visitor economy** £

**Definition:**

The Visitor Economy measures the direct contribution made by tourism activities; the value added generated by the provision of tourism related goods and services. An Economic Impact Assessment produced for us on an annual basis by Tourism South East (TSE) which runs from Jan – Dec which details visitor numbers / spend generated / employment supported. The assessment also includes

- Enhanced skills within the sector
- Entrepreneurship and enterprise
- Inward investment
- Regeneration

This is generated using data from IPS and UKTS plus locally collected occupancy data and visitor services. Data from the Economic Impact Assessment is time-lagged to the preceding calendar year.

### Safe in the City Partnership

#### CPP 2.1

**Police recorded total crime** No.

**Definition:**

The total number of notifiable crimes recorded by Sussex Police which take place in Brighton & Hove. The list of notifiable offences comprises all offences which can be tried at Crown Court, as well as a small number of summary offences included to ensure completeness and integrity of the overall recorded crime series.

#### CPP 2.2

**Police recorded assaults with injuries (proxy for alcohol related crime)** No.

**Definition:**

The number of crimes of assault involving injury taking place in Brighton & Hove as recorded by Sussex Police

#### CPP 2.3

**Number of drug related deaths** No.

**Definition:**

The number of deaths to people normally resident in Brighton & Hove where any of the following criteria are met:

- One or more psychoactive substances directly implicated in death
- History of dependence or abuse of psychoactive drugs
- Presence of Controlled Drugs at post mortem, or
- Cases of deaths directly due to drugs but with no inquest.

## City Performance Plan - Headline Performance Indicators definitions

Indicator	Unit
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(These data have been collected as part of a national programme until 2009 and the data methodology has been replicated locally in the absence of national data. Deaths where solvents and other volatile substances are implicated alone are not included.)

### CPP 2.4

**Percentage of adults leaving drug treatment who do so as a planned exit** %

#### Definition:

The percentage of people aged 18 and over leaving drug treatment who do so in a planned way i.e. either drug-free or (if non opiate or cocaine users) occasional use

### CPP 2.5

**First time entrants to the Youth Justice System aged 10-17** No.

#### Definition:

The number of first time entrants to the criminal justice system, where first time entrants are defined as young people (aged 10-17) who receive their first substantive outcome (relating to a reprimand, a final warning with or without an intervention, or a court disposal for those who go directly to court without a reprimand or final warning)

### CPP 2.6

**% of domestic violence victims seen at the Multi-Agency Risk Assessment Conference (MARAC) who are repeat cases** %

#### Definition:

A repeat MARAC case is one where a high or very high risk victim has been referred again to a MARAC and at some point in the twelve months following the date of the previous referral.

### CPP 2.7

**Number of racist and religiously motivated hate incidents and crimes** No.

Definition: To Be Advised

### CPP 2.8

**No of disability motivated hate incidents and crimes** No.

Definition: To Be Advised

## City Performance Plan - Headline Performance Indicators definitions

Indicator	Unit
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### CPP 2.9

**% of LGBT hate crime prosecutions that result in conviction** %

**Definition:**

The percentage of defendants whose prosecution case for one or more homophobic, biphobic or transphobic crimes has been finalised where the outcome was a conviction.

## Children and Young People committee

### CPP 3.1

**Achievement of 5 or more A\*- C grades at GCSE or equivalent including English and Maths** %

**Definition:**

The percentage of pupils achieving 5 or more A\*-C grades at GCSE or equivalent, including English and Maths at Key Stage 4 (aged 16). (NI075)

### CPP 3.2

**16 to 18 year olds who are not in education, employment or training** %

**Definition:**

The indicator is a measure of all those in full or part time education or Work Based Learning in a Local Authority at academic age 17 and 18. Participation is measured as a snapshot at the end of the calendar year, from a variety of administrative data sources (described under 'Data Source'). (NI091)

### CPP 3.3

**Stability of placements of looked after children: % of children with three or more placements** %

**Definition:**

The percentage of looked after children with three or more placements during the year. Rationale: to measure the stability of care that a child has experienced. Stability is generally associated with better outcomes, and instability has been highlighted as a key barrier to improving educational outcomes for looked after children. (NI062)

## Healthy City Partnership

### CPP 4.1

**Alcohol related hospital admissions per 100,000 population** No.

**Definition:**

## City Performance Plan - Headline Performance Indicators definitions

Indicator	Unit
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This indicator measures the rate of alcohol related admissions per 100,000 population using Hospital Episode Statistics. Includes the following:

- Adoption of the alcohol attributable conditions and fractions published by the North West Public Health Observatory.
- Conditions are no longer excluded if the attributable fraction is less than 0.2, although negative attributable fractions are still not applied.
- The indicator counts finished admissions, rather than finished in-year admissions as before. This follows the standard practice recently adopted by the Information Centre.
- Children aged under 1 are now included.
- Maternities are included in addition to ordinary and day cases – again, in line with IC practice.
- All non-residents of England are now excluded, whereas before those resident outside the UK/Isle of Man/Channel Islands were included in the national totals.

(NI039)

### CPP 4.2

**Stopping smoking (4 week smoking quitters)** **No.**

#### Definition:

This indicator relates to clients receiving support through the NHS Stop Smoking Services. A client is counted as a self-reported 4-week quitter if they have been assessed 4 weeks after the designated quit date and declares that he/she has not smoked even a single puff on a cigarette in the past two weeks. The indicator is a count of treatment episodes rather than people: so, if an individual undergoes two treatment episodes and has quit at four weeks in both cases, they are counted twice. (NI123)

### CPP 4.3

**Obesity in primary school age children in Reception - percentage of children measured this year who are obese** **%**

#### Definition:

The percentage of children in reception year (age 5) who are obese, as shown by the National Child Measurement Programme. Children are defined as obese if their body mass index exceeds reference levels for their age and sex. (NI055)

### CPP 4.4

**Obesity in primary school age children in Year 6 (10–11 years) -percentage of children measured this year who are obese** **%**

#### Definition:

The percentage of children in year 6 (age 10-11) who are obese, as shown by the National Child Measurement Programme. Children are defined as obese if their body mass index exceeds reference levels for their age and sex.

## City Performance Plan - Headline Performance Indicators definitions

Indicator	Unit
-----------	------

(NI056)

### CPP 4.5

**Reduction in the number of under 18 conceptions per 1000 15-17 year olds** No.

#### Definition:

The change in the rate of under-18 conceptions per 1000 girls aged 15-17 as compared with the 1998 baseline rate (expressed as a percentage of the 1998 rate). To measure progress towards the national target of reducing the under-18 conception rate by 50% by 2010 (compared to the 1998 baseline rate). (NI112)

### CPP 4.6

**Delayed transfers of care** No.

#### Definition:

The average weekly rate of delayed transfers of care from all NHS hospitals per 100,000 population aged 18 or over. A delayed transfer of care occurs when a patient is ready for transfer from a hospital bed but is still occupying the bed. (NI131)

### CPP 4.7

**% Social care clients receiving Self Directed Support** %

#### Definition:

Number of adults, older people and carers receiving social care through a Direct Payment and/or an Individual Budget per 100,000 population aged 18 or over. (NI130)

## Strategic Housing Partnership

### CPP 5.1

**% council homes that meet the Decent Homes Standard** %

#### Definition:

The percentage of the council's homes that do not meet the government's Decent Homes Standard. (NI158)

### CPP 5.2

**Private sector vacant dwellings returned into occupation or demolished** No.

#### Definition:

The number of vacant private sector dwellings that have been returned into occupation or demolished. (BV064)

## City Performance Plan - Headline Performance Indicators definitions

Indicator	Unit
-----------	------

### CPP 5.3

**Total households where homelessness was prevented by BHCC and partner agencies, through housing advice case work**

No.

**Definition:**

The number of households considering themselves homeless for whom housing advice casework intervention, by the council and partner agencies, resolved their situation.

### CPP 5.4

**Number of affordable homes delivered (gross)**

No.

**Definition:**

The number of affordable homes delivered. This includes social rented housing and intermediate housing, which is housing at prices or rents above those of social-rent but below market prices or rents. (NI155)

## Sustainability Partnership

### CPP 6.1

**Percentage reduction in CO2 emissions per person in Brighton & Hove**

%

**Definition:**

The percentage reduction in CO2 emissions per person in the Brighton and Hove area, compared to baseline data from 2005. The Sustainable Community Strategy (SCS) commits the City to reducing carbon emissions by 42% by 2020, and by 80% by 2050, from the 2005 baseline of 5.7 tonnes per person.

### CPP 6.2

**Residual household waste per household**

kg

The number of kilograms of residual household waste collected per household. Residual waste is defined as the total kilograms of household waste less any arisings sent for reuse, recycling, composting or anaerobic digestion. (NI191)

### CPP 6.3

**Percentage of household waste sent for reuse, recycling and composting**

%

**Definition:**

The percentage of household waste arisings which have been sent for reuse, recycling, composting or anaerobic digestion. (NI192)



## City Performance Plan - Headline Performance Indicators definitions

Indicator	Unit
-----------	------

### Transport

#### CPP 7.1

**Local bus passenger journeys originating in the authority area (millions)** **No.**

**Definition:**

The total number of bus passenger journeys originating in the local authority area in the year. (NI177)

#### CPP 7.2

**Carbon Dioxide emissions in the local authority area (attributed to transport)** **Kilo tonnes**

**Definition:**

Reduction in carbon dioxide (CO<sub>2</sub>) emissions attributable to transport in the Brighton & Hove area. DECC Produce CO<sub>2</sub> emission data on an annual basis. This data includes estimates of CO<sub>2</sub> emissions created from transport within Local Authority areas, specifically those created on Motorways and A and B roads.

#### CPP 7.3

**The number of people killed or seriously injured in road traffic accidents in the calendar year** **No.**

**Definition:**

The number of people killed or seriously injured in road traffic accidents in Brighton & Hove during the preceding calendar year.



<b>Subject:</b>	<b>Draft Sustainability Action Plan</b>		
<b>Date of Meeting:</b>	<b>29 November 2012</b>		
<b>Report of:</b>	<b>Strategic Director, Place</b>		
<b>Contact Officer:</b>	<b>Name:</b>	<b>Head of Sustainability &amp; Environmental Policy</b>	<b>Tel: 29-2503</b>
	<b>Email:</b>	<b>thurstan.crockett@brighton-hove.gov.uk</b>	
<b>Ward(s) affected:</b>	<b>All</b>		

**FOR GENERAL RELEASE**

**1. SUMMARY AND POLICY CONTEXT:**

- 1.1 Creating a more sustainable city is one of the council's five key priorities in its Corporate Plan, as is being a more efficient and effective council, using the One Planet Living principles.
- 1.2 Working with city partners a draft three-year Sustainability Action Plan (SAP) based on these principles has been developed setting out what can be done to help the city become more sustainable and the council more efficient.
- 1.3 The purpose of this report is to set out how the draft Sustainability Action Plan can be further developed using the One Planet approach to ensure Brighton & Hove will improve energy security and become more resilient to shortages and price hikes in energy and other resources; and to take opportunities for growth in environmental sector jobs, setting out a unique vision for smart city development that appeals strongly to both local business leaders and the Government in the context of the Future Cities Demonstrator bid and City Deal proposals. At a time when Ofgem has raised the spectre of serious UK energy problems by 2015 and costs of energy, fuel, food and other resources are rising, this work provides a framework for resilience for the city's residents, through a short term plan and a route map to increasing self-reliance through efficiency, technology and behaviour change which should serve residents well during a time of austerity.

**2. RECOMMENDATIONS:**

That Policy & Resources Committee:

- 2.1 Approves the Sustainability Action Plan at Appendix 1 as a draft for further development between 1 December 2012 and 7 February 2013.
- 2.2 Instructs the Strategic Director, Place –
  - (i) to revise the draft Sustainability Action Plan in response to the development phase referred to in 2.1;
  - (ii) to seek approval from Policy & Resources Committee and the city's Public Service Board in early 2013 for the revised draft to be implemented

- (iii) on obtaining such approval, to submit it to BioRegional for independent assessment, with a view to the council and the city being endorsed as a “One Planet City”.

### **3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS:**

- 3.1 The Council’s agreed Corporate Plan 2011-15 says: “We will be using the One Planet Living Framework to guide our actions toward a more sustainable city. The One Planet Living approach to sustainability was developed by Bioregional and WWF to help people and organisations live and work within a fair share of our planet’s resources. Research shows that in order to achieve this we need to work on reducing our ecological footprint, with particular focus on carbon emissions, transport, food, waste and the materials we use. So, for example, we need to rethink how we create and use energy, how we move our goods and ourselves around the city, and how waste and materials are produced, used and disposed of. We are also committed to continuing our work to promote a Fair-trade city.”
- 3.2 It was agreed by Cabinet on April 19, 2012 that a Sustainability Action Plan would be drawn up with a view to ensuring all appropriate council efforts were co-ordinated and focused on achieving the priority of a more sustainable city and a more sustainable council. Furthermore, that through this process the city council and its partners would seek to achieves endorsement for Brighton & Hove as a One Planet City by the independent charity BioRegional. The benefits seeking One Planet Living endorsement are listed in Appendix 3.
- 3.3 The plan drafting process has involved a range of city partners, a number of them as authors; for example the city Economic Partnership co-commissioned the Equity & Local Economy section; the Food Partnership has had a significant input on the Local & Sustainable Food section; the industry-led Sustainable Energy Working Group the city Zero Carbon section; and City Sustainability Partnership representatives have worked on many of the sections.
- 3.4 It is proposed that they and other city partnerships now have an opportunity to further develop the plan over the forthcoming months through a process of engagement and discussion; it is their plan as much as the council’s. It is complex and needs time because it cuts across 10 principles, involves new players, partnerships and stakeholders and much more than environment; and it has to align with budget-setting processes, not just for the council but for other bodies too. There are also sections that need further development, such as Zero Carbon and Zero Waste, and plans are in place to achieve this; the plan would also benefit from further work to assess the impact of the actions proposed against the targets and to further establish priorities. The development phase will be an opportunity for this further work to be undertaken
- 3.5 The plan drafting process has already led to new approaches, collaboration opportunities and a wider recognition of where council and city challenges and opportunities lie. For example, the council’s focus on domestic waste means there is a need to focus more attention on city-wide waste reduction, re-use, repair and recycling issues, connected to far greater use of sustainable materials;

that the Zero Carbon targets require a step change in council and city approaches to energy efficiency, sustainable and renewable energy generation; and that local businesses and the whole city economy stand to gain from a focused approach to environmental efficiency and a growth in the environmental sector.

3.6 The One Planet approach breaks down sustainability into ten principles. These have provided the framework for producing the SAP.

<b>Zero carbon</b> Making buildings more energy efficient and delivering all energy with renewable technologies
<b>Zero waste</b> Reducing waste arisings, reusing where possible, and ultimately sending zero waste to landfill
<b>Sustainable transport</b> Encouraging low carbon modes of transport to reduce emissions, reducing the need to travel
<b>Sustainable materials</b> Using sustainable products that have a low embodied energy
<b>Local and sustainable food</b> Choosing low impact, local, seasonal and organic diets and reducing food waste
<b>Sustainable water</b> Using water more efficiently in buildings and in the products we buy; tackling local flooding and water course pollution
<b>Land use and wildlife</b> Protecting and expanding old habitats and creating new space for wildlife
<b>Culture and community</b> Reviving local identity and wisdom; support for, and participation in, the arts
<b>Equity and local economy</b> Inclusive, empowering workplaces with equitable pay; support for local communities and fair trade
<b>Health and happiness</b> Encouraging active, sociable, meaningful lives to promote good health and well being

- 3.7 The principles apply to both the council's activity in the city and to the council's corporate work internally; in the 2011-15 Corporate Plan the council has signed up to "Working to achieve One Planet Living principles", adding:  
"If we are to create a more sustainable city then the council needs to lead by example, reducing its environmental impact, through adopting One Planet Living Principles. We will embed these principles throughout the work of the council and, where appropriate, through our procurement practices. Our areas of focus will include:
- Making buildings more energy efficient and using renewable energy solutions where appropriate
  - Developing more sustainable transport options for our services and staff
  - Reducing the amount of waste we produce, and increasing its reuse and recycling where possible
  - Working with suppliers and contractors to reduce the environmental impact of goods and services we purchase
  - Using water more efficiently in our buildings
  - Protecting biodiversity and creating new spaces for wildlife
  - Continuing our support for a Fair Trade City
  - Strengthening and extending our environmental management system"

3.8 Governance arrangements for implementing the SAP are still being developed and will be finalised during the development phase; they will aim to:

- Define accountability for the SAP as a whole and individual principles
- Define responsibilities for implementing the SAP - for the Council and for the city;
- Define how the SAP will be reviewed.
- Make best use of the existing strong partnership structures and performance management framework and processes in the council and the city

For example, the existing City Performance Plan will be the source of the headline Sustainability Indicators to measure progress against the Sustainability Action Plan. An agreed set of 'SAP Headline indicators' will be reported to the council, Brighton & Hove Strategic Partnership, City Sustainability Partnership and Public Service Board. Detailed indicators relating to each One Planet Principle (drawn from the existing indicator set) will also be reported to the relevant thematic partnerships

## **Role of BioRegional**

- 3.9 BioRegional owns the One Planet Living brand and provides independent endorsement and verification against targets and requirements for UK regions, based on common international targets (See Appendix 2). BioRegional currently charges an annual fee of £10,000 for access to resources, network, training and support materials and network (though this may soon be reduced) plus a fee of £2,500 to review the plan every 18 months. The cost benefit analysis of One Planet City endorsement is favourable and this has been demonstrated in number of ways by the London Borough of Sutton which has benefitted from substantial external funding successes.

- 3.10 The endorsement process is about stretching our existing performance and achieving sustainability excellence as a council and city. The council's progress towards achieving this would be monitored using wherever possible the authority's existing performance management systems. Some targets required by BioRegional under the principles are much tougher than others and progress by the council and city is greater under some than others.

#### **4. COMMUNITY ENGAGEMENT AND CONSULTATION**

- 4.1 Several city partnerships played key roles in producing the draft SAP, especially the Transport Partnership, Food Partnership, City Sustainability Partnership and Economic Partnership. Others will be engaged and involved during the development phase. The Draft SAP also builds on and refines much of the engagement activity carried out in 2011 on developing a One Planet Plan for the city and the developing a One Planet Framework.
- 4.2 A core group of senior officers from the council were also responsible for drafting and liaising with relevant partners to produce the draft plan, with a focus on the council corporate sections. These included: Director of Finance (Zero Carbon), head of Property & Design (Zero Waste and Sustainable Water), Lead Commissioner City Regulation & Infrastructure (Sustainable Transport), Head of Strategic Finance & Procurement (Sustainable Materials), Head of Planning & Public Protection (Local & Sustainable Food), Head of City Infrastructure (Land Use & Wildlife), Commissioner for Culture (Culture & Community), Strategic Director Place (Equity & Local Economy), Head of HR & Organisational Development (Health & Happiness).
- 4.3 The next stage of development, between December 2012 and February 2013, will involve detailed discussions with a range of stakeholder organisations and partnerships to refine, clarify and confirm the actions, their timescales and financial implications, as well as the governance arrangements for the whole plan as well as for each of the ten principles. This will link to other parallel engagement activities for connected work such as the Biosphere Reserve bid and the refresh of the Economic Strategy, to avoid duplication.
- 4.4 Staff engagement has begun under a One Planet Council banner, developed to tie all of the elements together. A 'One Planet Week' internal communications campaign earlier this year and an internal campaign is mainly about drawing together previously un-coordinated sustainability messages going out to employees on water use, waste management, recycling, carbon reduction, climate change, fair trade, energy use and employee transport under a simple 'One Planet Council' campaign.
- 4.5 Continual engagement and support for the community is one of the ten key milestones of the One Planet approach identified by Bioregional (see Background documents): "There must be an ongoing programme of community engagement and involvement to make a region truly One Planet: this process is about everyone living in the region working together, including businesses, households, individuals, community bodies, strategic partners and other government bodies; in line with the administration's priority to involve everyone. This will be set out in the Sustainability Action Plan."

## 5. FINANCIAL & OTHER IMPLICATIONS:

### 5.1 Financial Implications:

Every action in the Plan has been selected because of its social, environmental or economic return on that investment, for example the Health and Happiness work, the city-wide Living Wage policy, and the actions to promote the Food Strategy.

Enclosure 1 details each action and identifies the specific financial implications of each action identified within the Plan. The cost of each action, where known, is detailed alongside the source of funding or funding options available and also where savings can be expected.

The short-term actions are met from a combination of funding including existing budgets, government grants, commercial partners and specific reserves. For the medium-term and longer-term actions (beyond 2016) there is greater uncertainty around costs and funding options. Some of the medium term to long term actions are expected to be met from existing budgets whilst some will require funding options to be explored either from internal or external sources such as bids for grants or working with partners. The report describes how the Plan is governed and reviewed and thus how these medium and long term actions could continue to justify their place in the Plan.

A One Planet fund of £250,000 has been allocated by the Council, with a decision to spend part of this for the essential requirement of water metering and for corporate energy surveys to enable greater progress against the council's Zero Carbon plans. A balance of £90,000 remains and will be allocated against projects essential to meet endorsement, against clear criteria. This will include an element to support a behaviour change campaign which Bioregional expects and which is essential to the plan being effective.

*Finance Officer Consulted: Rob Allen*

*Date: 29/10/12*

### Legal Implications:

- 5.2 Policy & Resources Committee has authority to agree the recommendations at paragraph 2 of this report. As noted at 2.2(ii), subsequent approval of the revised draft SAP will be required both from P & R and the Public Service Board.

*Lawyer Consulted:*

*Oliver Dixon*

*Date: 24/10/12*

### Equalities Implications:

- 5.3 An Equality Impact Assessment is being carried out. Social justice is at the heart of sustainability and one Planet Living endorsement means the council showing how it will develop further work to tackle inequality. In particular the focus under the Equity and Local Economy section of the council and its key partners being living wage employers will help support the Living Wage Campaign and an improvement in the wages of many low paid city workers.



#### Sustainability Implications:

- 5.4 The One Planet framework is an established operating model for sustainability.

#### Crime & Disorder Implications:

- 5.5 Initial Evidence suggests people living in One Planet communities know more neighbours than in standard communities and that crime and fear of crime may reduce as a result.

#### Risk and Opportunity Management Implications:

- 5.6 There are a range of Risks and Opportunities relating to this work:

5.6.1 A number of actions are funded from within existing budgets; however some are subject to final budget setting decision in February 2013. These have been identified in the plan. A number of others are dependent on securing external funding. And the requirement to show medium and long-term actions in this plan requires an acknowledgement that at this stage these actions are necessarily not yet funded. Close work with Strategic Finance and with external funders and partners should reduce the risk to the plan of many actions being unmet due to inadequate resourcing.

5.6.2 BioRegional endorsement risk: it is conceivable that the final plan may not sufficiently meet the standards and targets set out at Appendix 2 to secure endorsement. However, the feedback from BioRegional recently was: *“It really is an impressive first draft, and sets you up for not only endorsement by us but for actual and practical low-impact living and working in your city. I know how hard everyone has been working on this and it comes across in the draft. Even at this early stage, it is very comprehensive.”*

5.6.3 Partnership buy-in risk; the extent towards this is a Council Corporate Plan-led programme risks distancing or alienating partners who may also feel One Planet Living is an abstract and unaffordable concept in the current financial climate; the practicality of the plan, authorship by a wider range of external partners and the buy-in of established city partnerships to date should reduce this risk but further work needs doing.

5.6.4 Opportunities:

- financial/resilience: resource efficiency particularly in energy, water and waste will reduce costs across the board
- economy: the city’s growing environmental industries and services sector has the potential to both support and benefit from local procurement and activity in these areas
- communication: One Planet Living is both a concept that is easy to grab and an effective framework and brand for communicating sustainability at all levels
- reputation – the city’s brand and reputation stands to benefit from One Planet Living, as potentially the first “One Planet City” with a USP that is good for the city’s image as a forward thinking “smart” city that is looking to

the future, and for our inward investment offer – both the kind of businesses we want to set up here and their role in our community.

#### Public Health Implications:

- 5.7 Health and Happiness is one of the ten principles and there is an extensive section addressing the following requirements set by Bioregional in their Regions Targets (at Appendix 2):

“Local authorities will encourage employees to take responsibility for their wellbeing, health and happiness, as well as supporting this through provision of activities and resources. A methodology for monitoring employee wellbeing and satisfaction will exist, with evidence of work-based improvements where appropriate. Local authorities will design services with well-being in mind and encourage the community in activities that increase health and happiness, with the following measures in place:

- A method for monitoring and improving both community and employee wellbeing and satisfaction.
- Evidence of embedding wellbeing into the design of services across major service areas.
- Community involvement and participation in shaping well-being.

One Planet Regions are expected to complete two showcase major initiatives to promote health and happiness in the community. Suitable projects should be identified using baseline data to benchmark the local context, identifying specific areas of need. The approach and level of support will be determined on a project by project basis but will be provided at a scale compatible with the scale of the region.”

#### Corporate / Citywide Implications:

- 5.8 This is a corporate change programme and operating model and will therefore have significant implications, which are set out in the Sustainability Action Plan. All of the ten principle targets have a city-wide focus too (see Appendix 2) and the impact therefore on the city will be significant.

### **6. EVALUATION OF ANY ALTERNATIVE OPTION(S):**

- 6.1 Adopt the principles without going for endorsement – this would mean the council would not have external independent assessment and endorsement for its approach and that quality assurance, nor access to BioRegional’s experience and networks; the council could not call itself a One Planet Living council or use the main branding for this. The opportunities set out above would not be realised.
- 6.2 The council could adopt a different framework or operating model for sustainability, most obviously “Natural Step” – but this is much more scientific in approach and less engaging.

### **7. REASONS FOR REPORT RECOMMENDATIONS**

- 7.1 The minutes of the Cabinet meeting of April 19, 2012 “RESOLVED:

- (1) That Cabinet authorises the Strategic Director responsible for Resources to develop a Sustainability Action Plan, as specified in paragraphs 3.8 and 3.13 of the report, that sets out the work required to seek endorsement for Brighton & Hove City Council as a One Planet Council; and
- (2) That the Strategic Director; Resources, be instructed to submit a follow-up report at the appropriate time and to the relevant council decision-making forum, seeking approval for the Sustainability Action Plan against which the endorsement decision (referred to in recommendation 1 above) will be taken.”

7.2 It is proposed that (2) is dealt with once consultation on the draft plan is complete.

## **SUPPORTING DOCUMENTATION**

### **Appendices:**

1. One Planet Living Sustainability Action Plan consultation draft 8
2. 2011 – One Planet Regions Targets
3. Benefits of One Planet Living endorsement

### **Documents in Members' Rooms**

None

### **Background Documents**

1. [One Planet Framework for Brighton & Hove \[PDF 2.92mb\]](#)
2. [Ten Steps to becoming a One Planet Region](#)

## **Brighton & Hove's Sustainability Action Plan – Draft 12**

### **Introduction**

This is the draft of a city 3-year plan of action to create a more sustainable city and council. It's a draft for further development and the development phase will run from the start of December 2012 to February 7, 2013 – we'd welcome your involvement in this (see below).

The plan is designed to help us reduce the city's ecological footprint – the amount of natural resources the city needs – and to make Brighton & Hove a more resilient city with a better quality of life, fit for the future through ingenuity, efficiency, technology, partnership working and behaviour change.

It incorporates some existing plans but also sets out a longer-term vision and a wide range of new measures that stretch the ambition in all areas of activity. It's a platform for securing new investment and grant funding by setting out more of our vision for the city's sustainable future and what the key projects we need are.

The plan belongs partly to the council and partly to the city's strategic partnerships – together they will oversee its continued development, its implementation and monitoring to check what the actions in it achieve. They'll review it every 18 months, checking progress,

The plan as drafted so far is full of practical measures that will make a real difference; but it's also intended to be visionary and really ambitious, to meet city partners' sustainability aspirations as well as the tough requirements of an independent charity, BioRegional. As an internationally-respected sustainable development organisation, it is uniquely placed to judge early next year if our plan is strong enough to secure endorsement for Brighton & Hove as the first One Planet City.

So it's a short term plan of action as well as a long term vision, to reduce the ecological footprint of the city to One Planet from three and a half; and so has short term actions to 2015/16, Medium Term ones (2016-20) and Long Term (2020-30).

It's a draft we want to discuss with you and get your thoughts on: have we got the introduction to each section about right? Have we missed anything vital? Is it ambitious enough? Too ambitious?! We want to work with you, hear what you have to say about this draft plan and develop further practical relationships now and in the future using this draft plan as the basis for that.

Would you like someone to come and discuss it with your organisation or partnership? Let us know by email at [sustainability@brighton-hove.gov.uk](mailto:sustainability@brighton-hove.gov.uk) or ring 01273 293833.

We'll take this draft to the council's Policy & Resources Committee on November 29 and then to the Brighton & Hove Strategic Partnership on December 4 before starting a further plan development phase. This will involve discussing it with a range of partnerships and stakeholders up until the beginning of February 2013. We need to take this time because it is big, complex, broad in its scope and ambition and needs widespread buy-in to be effective. Also because the council and other organisations need to consider and set budgets for 2013/14 onwards that will affect it. And because there are some sections and linkages we know need improving – like city Zero Waste – which we have plans in place to develop.

### The One Planet Living approach

The One Planet approach breaks down sustainability into ten principles, developed by BioRegional with WWF, that provide a clear framework for action,

<b>Zero carbon</b>	Making buildings more energy efficient and delivering all energy with renewable technologies
<b>Zero waste</b>	Reducing waste arisings, reusing where possible, and ultimately sending zero waste to landfill
<b>Sustainable transport</b>	Encouraging low carbon modes of transport to reduce emissions, reducing the need to travel
<b>Sustainable materials</b>	Using sustainable products that have a low embodied energy
<b>Local and sustainable food</b>	Choosing low impact, local, seasonal and organic diets and reducing food waste
<b>Sustainable water</b>	Using water more efficiently in buildings and in the products we buy; tackling local flooding and water course pollution
<b>Land use and wildlife</b>	Protecting and expanding old habitats and creating new space for wildlife
<b>Culture and community</b>	Reviving local identity and wisdom; support for, and participation in, the arts
<b>Equity and local economy</b>	Inclusive, empowering workplaces with equitable pay; support for local communities and fair trade
<b>Health and happiness</b>	Encouraging active, sociable, meaningful lives to promote good health and well being

“One Planet Living” status will be granted to the city by BioRegional if they asses the plan to be sufficiently strong and visionary and meeting the common international targets and requirements across all ten of these principles – as set out in their One Planet Regions paper:

[http://www.brighton-hove.gov.uk/downloads/bhcc/sustainability/2011\\_-\\_One\\_Planet\\_Regions\\_Targets.pdf](http://www.brighton-hove.gov.uk/downloads/bhcc/sustainability/2011_-_One_Planet_Regions_Targets.pdf)

These apply to both the council itself and to the city as a whole, so we have set most sections out in both One Planet Council and One Planet City parts.

Beneath this high level plan, which represents a summary of the main actions proposed under each principle, are a whole series of further ideas and ambitions which we'll be working through to see if and how they can be delivered. But this plan really represents the main ones - what we think will make the biggest difference, can be achieved, and need doing to secure endorsement – though further prioritising is necessary.

At a time of serious pressure on public finances including reducing budgets, it's a mixture therefore of actions already planned but essential to meet the standard; and new activity necessary to meet the requirement for greater ambitions. Much of it can be achieved within currently planned budgets; some things require further work to finance them through investment or external funding bids and this will be our focus. There are some mainly medium and long term actions that it's too early to have fully costed or have resources allocated to them. We will be working through the new council Regeneration unit with city partners to identify and secure resources for these.

Alongside the plan we will be launching a behaviour change campaign to involve both residents, city organisations and staff within the council - particularly to improve efficiency and to help save money on energy, water, waste and purchasing – while increasing resource efficiency and cutting carbon emissions.

We need to work up more detailed plans for One Planet Living community engagement and neighbourhood work that meet local people's priorities, within a limited budget. And to further develop headline indicators and performance monitoring.

The scope of the plan means it will help implement the city's Climate Change Strategy's next steps in actions spread across strands, including low carbon economy, low carbon homes and buildings', low carbon transport, sustainable energy and a city adapting well to climate change.

A large number of city stakeholders and groups as well as council staff – some taking on additional responsibilities as “Principle leads” and authors – have contributed to this already – a big thank you to all of them.

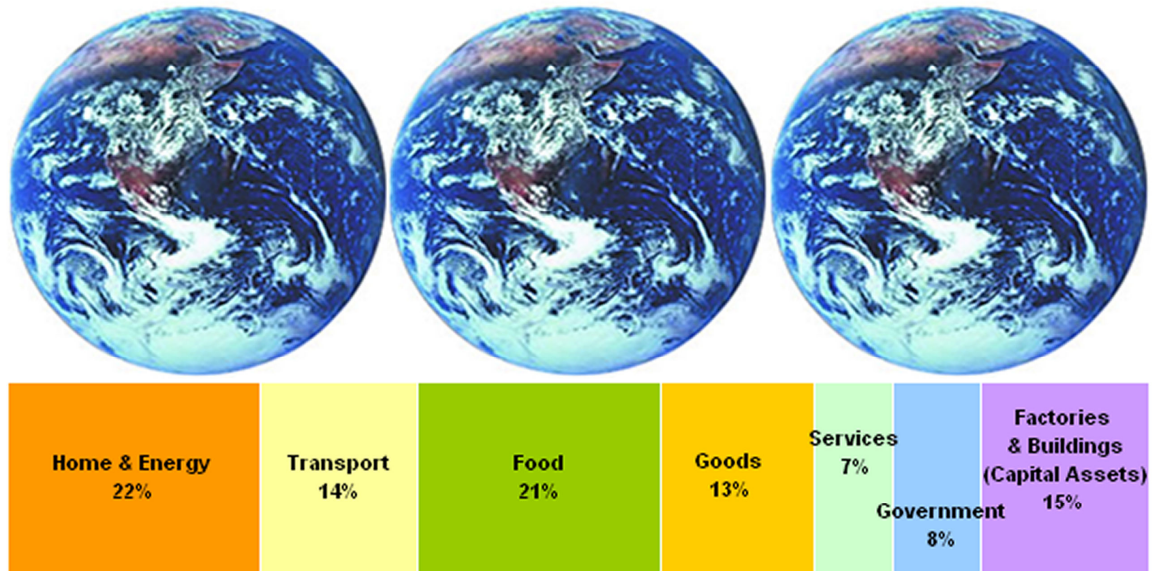
We need their involvement in overseeing this plan and making sure it gets implemented – revised governance proposals will be discussed with partners and worked up during the plan development phase too.

We hope you support the plan and will give us some feedback on this draft.

Thurstan Crockett, Head of Sustainability & Environmental Policy

## One Planet Living – the case for action

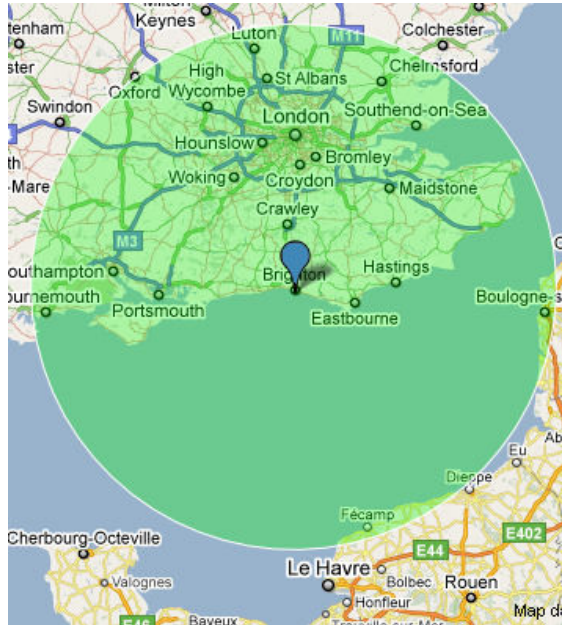
If everyone lived like we do in the UK we would need more than three planets.



In Brighton and Hove its estimated we live like there are three and a half planets – we have one of the biggest “ecological footprints” in the country – and hence in the world.

The City's One Planet Framework agreed by the Brighton & Hove Strategic Partnership last year showed the following area of productive land would be needed to support the city population's consumption patterns:





So the City Sustainability Partnership has chosen Ecological Footprint as its headline sustainability indicator for Brighton and Hove.

The overarching goal is to ensure that Brighton and Hove can exist within its ecological means. That means aiming for a balance between what the environment can provide and what people consume: One Planet Living

The city's planned trajectory i.e. doing all the things we've *already* set out in all our existing plans and strategies

- won't meet our ecological footprint targets
- Is about incremental change
- Is already challenging!

A 'One Planet' trajectory:

- is what is required to meet our EF targets.
- goes beyond existing commitments
- requires big 'step' changes in the way we do things
- depends largely on more vigorous / ambitious interventions.
- means deep partnership working
- is very challenging!

- The city's One Planet Framework is here:

[http://www.brighton-hove.gov.uk/downloads/bhcc/sustainability/Extended\\_Report\\_Revised\\_Final\\_amended.pdf](http://www.brighton-hove.gov.uk/downloads/bhcc/sustainability/Extended_Report_Revised_Final_amended.pdf)

This plan begins to set out how the city can become more sustainable and move towards One Planet Living by 2050.

*'The aim of the One Planet Initiative is to create a future where it is easy, attractive and affordable for people to lead healthy and happy lives within a fair share of the earth's resources – One Planet Living' – BioRegional*

**The following sections, set out against each of the ten One Planet Living Principles and usually with sections for both the council and the city, show how we're performing already, what our ambition should be and what we're proposing to do to meet that ambition.**

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## **Zero Carbon**

This follows Bioregional guidance to focus on energy efficiency and renewable energy, with a vision for all council-owned buildings to be net zero carbon, powered and heated by renewable energy by 2025 and the city adopting a zero carbon trajectory.

### **Zero Carbon – One Planet Council**

This work is led by Property Services in the council, which has been closely involved in drafting this section and is reported through the council's Organisational Health Report and in Carbon Budget information for budget reports to councillors.

#### **High level objectives – where we want to get to**

##### *One Planet Council:*

- Target: The council will set an accurate energy consumption baseline for its buildings and then look to set specific reduction targets
- Short term target: continue to set annual 4% reduction target via council carbon budgets
- Buildings over which the council has direct influence will be energy efficient
- New buildings will be designed to minimise energy demand
- The council will set an accurate renewable energy baseline
- On-site renewable energy technologies will feature in new build and existing buildings where economically and practically feasible.
- Electricity supply will be sourced from genuine renewable sources

#### **Where we are now**

##### *One Planet Council:*

- 3.3% reduction of total CO2 emissions between 2010/11 and 2011/12 (buildings, fleet, travel, street lights)
- Carbon footprint for our buildings is based on both actual meter readings and estimated readings which means we still have a partial picture of actual energy consumption
- Good practice energy efficient design standards and low and zero technologies applied to some new build school extension projects
- Flexible working programme underway to reduce energy consumption in offices
- Top quartile SAP(energy) rating across council housing stock and successful annual energy efficiency programmes, including solar PV on 30 homes. Successful community energy saving partnerships schemes.
- Investment in street lighting to enable energy efficiency

**What we're going to do**

<b>Action</b>	<b>Dates</b>	<b>Led by</b>	<b>Financial Implications</b>
<b>One Planet Council:</b>			
Implement Building Sustainability Healthchecks programme and action plan and set in place SMART targets for monitoring actions.	Short term 2013, ongoing	Property & Design Team and (Sustainability Team, BHCC)	Costs will be built into reactive and term maintenance budgets.  Officer time absorbed into current budgets.  Will result in ongoing savings.
Implementation of Automated Meter Reading programme within prioritised council premises portfolio. This will enable us to have better understanding of consumption.	Short term, 2013	Property & Design Team, Housing, Schools, BHCC	Total of £500,000: £307,000 investment from reserves, £90,000 from schools and £100,000 OPL reserve. Savings will be generated through more efficient monitoring and a reduction in CRC, the government carbon tax (£250,000 in 2012).
Continue to deliver the street lighting energy efficiency programme and review after 2014/15.	Short & Medium term	Street Lighting Team, BHCC	£3.0 million LTP (12/13-14/15) and £300,000 spend to save investment in current year.
Develop and implement new build and refurbishment energy efficient design standards for all council building projects	Short term 2013	Property & Design Team, BHCC	Unknown until projects established.
Develop detailed council building energy	Medium term	Property & Design, BHCC, Schools	One off £60,000 from existing One Planet Living allocation, for

efficiency plans (incl. renewables) to set out how zero carbon targets will be achieved.			<p>technical corporate energy surveys.</p> <p>Further investment will be required on a case by case basis, likely to be spend to save.</p> <p>Officer time absorbed into current budgets.</p> <p>Will result in ongoing savings.</p>
Deliver energy efficiency programmes for council housing stock, via capital investment and engagement with tenants	Short term	Housing, BHCC	<p>Housing Revenue Account. Spend to save where appropriate.</p> <p>Will result in ongoing savings.</p>
Investigate range of models for installing renewable technologies in the council housing stock	Medium term	Housing, BHCC	<p>Housing Revenue Account. Spend to save where appropriate. Will result in ongoing savings.</p>
Appraise options for encouraging additional renewable energy generation through our electricity and gas suppliers, options to be considered when procuring utility contracts.	Medium term	Property & Design Housing, Street Lighting, BHCC	To be determined.
Investigate and evaluate potential for using council buildings and council housing stock in district heating networks	Long-term	Property & Design, Housing, Planning, BHCC	<p>To be determined.</p> <p>Strategic City Energy Study - £25,000 committed.</p>

<p>Develop and implement a Sustainable ICT strategy for the council in line with the Greening Government ICT strategy, including: rationalisation, consolidation and information management.</p>	<p>Long-term</p>	<p>ICT, BHCC</p>	<p>Funded through ICT strategy. Will result in ongoing savings.</p>
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## **Zero Carbon – One Planet City**

This follows Bioregional guidance to focus on energy efficiency and renewable energy in all buildings.

It is proposed that this work is led by the City Sustainability Partnership, through its Sustainable Energy Working Group which worked to develop this. The Group would work collaboratively, especially with the other Principles where they have a carbon impact.

### **High level objectives – where we want to get to**

#### Vision:

- The energy hierarchy (demand reduction, energy efficiency, renewable energy) is applied to all areas of consumption and wasteful consumption is avoided
- Energy efficiency and Low and Zero Carbon technology is promoted in new buildings and all existing buildings, where practically and economically feasible

#### New build:

- Ensure new domestic developments meet Code for Sustainable Homes level 4 from 2012 and level 5 from 2016
- By 2018 new developments and new homes in particular should emit no net CO<sub>2</sub> from energy use over the course of a year, thus meeting Code for Sustainable Homes level 6

#### Existing buildings:

- Existing domestic and commercial properties will significantly increase energy efficiency via retrofit solutions funded by the Green Deal or similar funding mechanisms.

#### Renewables:

- On-site renewable energy technologies will feature in new build and on existing buildings where economically and practically feasible
- 15% of the city's energy to be generated from renewable technologies by April 2020 using a combination of solar PV, renewable heat, wind, combined heat and power, anaerobic digestion and biomass. This will be informed by results of the city Sustainable & Renewable Energy Study produced by AECOM, in Jan 2013.

#### Overall:

- As a One Planet community we will reduce CO<sub>2</sub> emissions by supporting projects across the City that help individuals, organisations, local community groups and companies adopt a trajectory towards zero carbon
- Present aims are to achieve, from a 2005 baseline of 5.7 tonnes per capita, a 42% reduction by 2020 and an 80% reduction by 2050. This will need revisiting in the light of the 2005-10 city performance and data changes, alongside improved modelling of the impact of proposed measures in this plan. We need to establish a cross-sector working group from large city

employers and organisations to improve understanding of CO<sub>2</sub> reduction in the city on a practical level, e.g. by sharing annual results from partners to help illustrate contribution to CO<sub>2</sub> reduction targets, mapping the impact of CO<sub>2</sub> reduction projects in the city and building up a picture of the gaps and priorities.

\* NB. BioRegional's target is net zero carbon for local authority buildings by 2025. In order to achieve this for the wider City we need to quantify the trajectory of the existing CO<sub>2</sub> reduction plans and that needed to achieve net zero carbon and then identify projects, solutions & budget to achieve this. The energy study due to be published by AECOM in Jan 2013 will help identify potential local renewable energy projects.

Heating and powering our homes, businesses, and the other buildings we use creates carbon dioxide (CO<sub>2</sub>). In Brighton & Hove we want to make it easier for people to reduce the environmental impacts of the buildings they use, reduce CO<sub>2</sub> and save themselves some money too. Planning policies help ensure that new developments and buildings are energy efficient. However, we have a large number of poorly insulated flats and houses and approximately 42% of city carbon emissions come from our housing stock, so we need to find ways of making existing buildings Zero Carbon too.

### **Where we are now**

#### **One Planet City:**

- Fuel poverty rose to 13.5% in Brighton & Hove in 2010, this is higher than the South East average
- In the five years 2005 to 2010, the city's measured CO<sub>2</sub> emissions fell by 12.28% against a target of 20%.
- The reduction in domestic CO<sub>2</sub> emissions was 7.77% against 5.17% for the SE and 6.34% for England as a whole.
- Homes contribute around 42% to Brighton & Hove's measured carbon footprint, or 514,000 tonnes per year compared to 31% nationally.
- This is because the age profile of Brighton & Hove's housing is older than the national picture with 66% built before 1945 compared to 43% in England as a whole. Many of the older homes have solid walls so it's harder to improve energy efficiency. There are significantly more converted flats and fewer owner occupied homes (62% compared to 71% for England) and a much higher privately rented sector at 23% compared to 11% for England.
- Because of these characteristics many of the private sector properties are seen as 'hard to treat' in relation to standard energy efficiency measures, and the number of heritage buildings in the city is also a factor in this.
- The city council has a strong role in delivering home energy efficiency improvements across both the council housing stock and the private sector. Across private sector housing the BEST programme has funded the Brighton & Hove Energy Action Partnership (BHEAP) which has delivered home energy efficiency measures to some of the most vulnerable residents in private sector housing, including more than: 1400 loft insulations; 1100 cavity wall insulation; 1500 heating measures; and 150 solar water heating systems recently.



- Following the Comprehensive Spending Review in 2010 funding for private sector housing renewal ended, a grants and assistance programme has been maintained over the last two years through carry over of funding and borrowing, however there is no funding identified for a programme in 2013-14 and so Green Deal/ECO programmes are being developed.
- Brighton & Hove City Council, Brighton Permaculture Trust and Low Carbon Trust run an award winning annual event called Eco Open Houses that aims to inspire the uptake of energy efficiency measure by opening up houses that demonstrate best practice in the area.
- A Low Carbon Essentials programme using European funding has delivered a series of workshops to small and medium sized businesses in the city.
- Public service organisations in the city, including Sussex Police, the University of Brighton and the Sussex Community NHS Trust, and social housing providers are amongst the large employers all running significant carbon management programmes and there is real potential for further collaboration, with the bigger private sector employers too,.

This principle is about CO<sub>2</sub> emissions from buildings but we are also working to reduce CO<sub>2</sub> from lots of different sources,-. CO<sub>2</sub> from transport is addressed in the Sustainable Transport principle, CO<sub>2</sub> from food in the Local and Sustainable Food principle and the CO<sub>2</sub> used to make goods is covered in the Local and Sustainable Materials principle.

### **What we're going to do**

<b>Action</b>	<b>Dates</b>	<b>Implementation by</b>	<b>Financial Implications</b>
<b>One Planet City:</b>			
Ensure optimal use of short-term CERT free insulation funding and Green Deal / Energy Company Obligation funds (short-medium term) to retrofit energy efficiency in homes to achieve CO <sub>2</sub> reductions	Short term	BHCC, Climate Energy, Community Matters, Downs Energy	Within existing budgets.
Work with developers to ensure best practice in energy efficiency and the use of renewable energy – revise SPD for sustainability standards and adopt enhanced standards through the City Plan	Short term 2013 – 2014	Planning, BHCC	Within existing budgets.
Set up a sustainable energy group across public, private and community sector organisations to enable sharing of best practice, resources and knowledge. This should initially look to involve the energy managers from large employers	Short term	CSP	Within existing budgets.

such as BHCC, Brighton & Sussex Uni, NHS Trust, Police, Amex, Bupa etc.			
Expand and improve Eco Open Houses events to support householders to reduce carbon emissions across the city. Annual event to be delivered and a visitor support programme. Partnership planned with the Eco Technology Show for June 2013.	Short term	Eco Open Houses team; Low Carbon Trust, Brighton Permaculture Trust, BHCC Planning	External funding to be sought and options being explored - £20,000 per annum.
Deliver a programme of workshops for city businesses to deliver actual measured carbon savings. Organisations that could deliver training include: Flash +, WSSBN, Sussex Enterprise, B&H Chamber of Commerce	Short term	CSP, Sustainable Business Partnership, Chamber	External funding to be sought with funding options being explored.
Develop Green Deal Programme: - Decide BHCC role - Develop procurement programme - Awareness raising and promote uptake, for example with educational campaign to private landlord groups and letting agents in liaison with strategic housing partnership	Short – Medium term	Housing Commissioning, BHCC	Within existing budgets and using GD loan finance for householders.
Develop feasibility study for Anaerobic Digestion plant linked to city food waste collection plans. This has started as of October 2012, with possibility of community partial ownership of the energy generation.	Medium Term	BHCC, Food Partnership, Sustainable Energy Working Group	Approach energy companies, apply for WRAP grants
Set up a citywide energy buying club which will enable householders to collectively switch to get better prices for electricity and gas and potentially secure energy efficiency and renewable investment	Medium term	Energy buying club to be launched 2013	Business model being developed. DECC funding being applied for.
Look to put into practice the recommendations of the City Energy Study, seeking funding to deliver recommendations for micro-generation and district heating and power networks. An	Long term	BHCC	To be determined. Schemes to be commercially viable to secure

example would be installing a district heating system as part of the new proposed development at Toad's Hole valley.			significant investment.
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## **Zero Waste**

This follows BioRegional guidance to follow a vision of efficient use of resources, reducing waste levels close to zero, and ultimately to send no waste to landfill.

### **Zero Waste – One Planet Council**

This work is led by Property Services in the council, which drafted this section - and is reported through the Organisational Health Report.

#### **High level objectives – where we want to get to**

##### One Planet Council:

- Waste reduction programme to be implemented with waste reduction targets set and reviewed annually
- Resource efficiency implemented across the organisation
- 85% recycling rate on internal operations within 3 years
- At least 90% of waste by weight generated by council construction and demolition work will be reclaimed or recycled.

#### **Where we are now**

##### One Planet Council:

- Corporate waste contract includes the collection of most waste streams including: paper, cardboard, plastic bottles, glass, & hazardous waste
- All non-recyclable waste from council buildings is transferred to the Energy Recovery Facility in Newhaven – the council is sending zero waste to landfill
- Under the council's Strategic Construction Partnership led by Property & Design all projects have a Smart Waste plan with calculated site specific waste analysis data.
- To date, detailed data on actual waste produced from council buildings has not been known as the technology has not been in place to be able to provide accurate waste information. However, the weigh bridge technology is being installed on the waste trucks now, so we will have this information imminently.

- The council has received a national award for cutting waste from construction and demolition sites plus getting contractors to reuse and recycle timber, metal, hardcore, soil and packaging.
- Waste recycling in all council construction projects currently measured and independently verified

### What we're going to do

Action	Dates	Led by	Financial Implications
<b>One Planet Council:</b>			
Identify how much waste is currently produced in all council buildings including schools (that have signed up to corporate contract). New contractor weighing equipment will provide actual data on how much waste we are producing and recycling (monthly, broken down by building and type - comprising paper cardboard, glass and mixed recycling ('all' plastics, tin, and foil)) to get %.	Short - 2016	BHCC Premises Team	None to BHCC. Any additional expenses will be picked up by waste contractor.
Design and implement a waste reduction programme using baseline data and set annual waste reduction targets.	Short - 2016	Premise team, Comms team, BHCC	Funded from existing budgets with savings anticipated.
Audit other waste contracts to ensure all are working to meet council waste reduction targets.	Short - 2016	BHCC Premises Team	None expected – but there could be minimal costs that are picked up by existing Premises Team budget.
Implement Building Sustainability Healthchecks programme and action plan and set in place SMART targets for monitoring actions	Short term 2016, ongoing	Property & Design Team and Sustainability Team, BHCC	Costs will be built into reactive and term maintenance budgets. Officer time absorbed into current budgets.

			Will result in ongoing savings.
Improve reuse and recycling facilities including council wide food waste collections, and increase type of materials currently recycled, in all council buildings.	Short - 2016	Property & Design, BHCC	Currently not known, business cases to be developed. Costs will be considered annually.
Extend the average lifespan of desktops to 7 years from 5.	Short - 2016	Corporate ICT team, BHCC	None expected – savings anticipated. This will be included in Workstyles 'Phase 2' and accelerated Workstyles Strategy & longer term ICT strategy
Best practice standards in waste minimisation during construction will be promoted and employed.	Short - 2016	Property & Design, BHCC Strategic Construction Partnership	Varies from project to project
Council funded construction projects will apply best practice standards during construction and a Reuse - Deconstruct - Demolish hierarchy for all construction waste, so waste from demolition will be retained and reused on site wherever possible. Best practice case studies will be shared.	Short - 2016	Property & Design, BHCC Strategic Construction Partnership, BHCC Planning.	Varies – aim is to achieve 90% reuse/recycle.
Promote this approach to all construction projects taking place in the city.	Short and Medium term - 2020	Architecture & Design Team, Strategic Construction Partnership.	Within existing resources

## **Zero Waste – One Planet City**

This section currently reflects too little of the city's wider waste stream yet as it was drafted using the council's waste strategy, which applies largely to domestic waste only; this is acknowledged by all involved and more city leadership on this is now needed.

It is proposed that this will be led by the City Sustainability Partnership (CSP), through a new Waste and Materials group which would replace an existing Waste Advisory Group. The new group would need to develop its remit and membership to better reflect the full scale of the city's wider waste stream and is proposed to lead on city Sustainable Materials work as well due to the strong links.

### **High level objectives – where we want to get to**

#### *One Planet City*

- Promote reuse and recycling to high value uses, including closed loop recycling (see also Sustainable Materials)
- By 2025, 70% of domestic waste by weight will be reclaimed, recycled or composted. The target is that residual waste will reduce by 10% per household by 2025.
- By 2025, no more than 2% of waste by weight will be sent to landfill.
- Develop the infrastructure to enable recycling of commercial waste to achieve a trajectory towards zero waste by 2025.

### **Where we are now**

#### *One Planet City:*

- Residential Waste Management Strategy adopted (reviewed May 2012)
- Residual waste per household reduced from 656kg to 577kg over the last 5 years.
- 28.1% of household waste was recycled or composted in 2011/12.
- 45% of household waste was diverted to energy recovery in 2011/12
- 25% of household waste was sent to landfill in 2011/12, down from 45.6% in 2010/11.
- Built comprehensive waste infrastructure to divert waste from landfill – Materials Recovery Facility; composter; Energy Recovery Facility.
- Ongoing work to reduce food waste with the Food Partnership.
- Brighton Paper Round is now operating a food waste collection service with 60 businesses signed up so far. The target is to divert 1200 tonnes pa of food from landfill.
- Trialled communal recycling for 3,200 households with 70% increase in recycling weight collected.
- The council will be trialling commercial waste recycling collections and assessing feasibility of a larger scale service.

- Effective planning policies are in place for construction and demolition waste, to promote re-use, recycling and waste reduction, and to promote sustainable design.

### **What we're going to do**

<b>Action</b>	<b>Dates</b>	<b>Led by</b>	<b>Financial Implications</b>
<b>One Planet City:</b>			
<p><u>Increasing Re-use</u> Work with the charities and community sector to promote re-use, through online schemes and business partnerships. Maximise re-use and local income from textiles via bring banks and local charities.</p>	Short term 2016	BHCC & others	Funded from within existing budgets.
<p>Open further re-use facility at Brighton Household Waste and Recycling Centre. Promote re-use charities and partners, e.g. working with Universities.</p>	2013	Veolia	Funded from within existing contract budget.
<p><u>Increase recycling rates</u> Roll out communal recycling to the whole of the communal bin area, subject to the outcome of the Brunswick and Adelaide trial, consultation and funding. Add aluminium foil to list of materials that can be collected for recycling. Assess feasibility of collecting mixed plastics and other materials.</p>	Short term 2016 Medium term target of 50% recycling and composting by 2020/21	BHCC	£44 is saved for every tonne recycled rather than used to generate energy. Business case for mixed plastics being developed.
<p><u>Increase recycling rates (contd.)</u> Campaign to increase recycling in worst performing areas, working with community and voluntary sector where appropriate.</p>	Short term 2016 Medium term target of 50% recycling and composting by 2020/21	BHCC	£44 is saved for every tonne recycled rather than used to generate energy.  Business

			case for mixed plastics being developed.
<p><u>Increase composting rates</u></p> <p>Kitchen and garden organics account for 45% of household waste thrown away.</p> <p>Trial Food Waste collections subject to funding</p> <p>Commercial food waste collection offered by Brighton Paper Round. Target: 1200 tonnes pa).</p>	<p>Long term</p> <p>Short term 2016</p>	Brighton Paper Round	Funded by businesses paying costs.
<p><u>Commercial and other Waste producers</u></p> <p>Launch council commercial refuse collection trial in August 2013.</p> <p>Trial commercial recycling service.</p> <p>Develop joined up approach with the SE7 group of neighbouring authorities to improve sustainability of managing all waste streams – household, commercial, industry and construction waste to identify infrastructure, material flows and opportunities for recycling and re-use of materials.</p>	<p>Short term.</p> <p>Medium term.</p> <p>Long term.</p>	BHCC	<p>Self-funded.</p> <p>Recycling trial self-funding.</p> <p>Developing business case for joint working.</p>
<p><u>Waste Minimisation and Prevention</u></p> <p>(Significant cross-over here with Sustainable Materials which covers re-use)</p> <p>Food waste reduction campaign with Food Partnership.</p> <p>Contact at least 20 community or Friends groups within city parks to encourage community composting schemes for food and garden waste. Increase home composting – promotion</p>	<p>Short – 2016</p> <p>Medium term target (2020/21) of 571kg residual waste per household (602 kg in</p>	BHCC	Funded from within existing budgets.



<p>campaign with Food Partnership and subsidised provision of composters and digesters.</p> <p>The council will engage with retailers and trading standards to reduce packaging, but its most effective actions will be around consumer behaviour campaigns – reduce consumption, buy durable products and re-use where possible.</p>	<p>2010/11)</p> <p>Long term target of 542 kg residual waste per household by 2025/26</p>		
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NB: Monitoring arrangements for the actions above are set out in the Municipal Waste Management Strategy – Summary and Action Plan, reviewed in 2012.

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## **Sustainable Transport**

This follows BioRegional guidance for a vision that seeks to reduce the need to travel; to establish walking and cycling as the norm, and where low and zero carbon modes of transport are provided. Transport plans contribute to the overarching carbon reduction target. The section has been produced by officers in the council's Sustainable Transport team.

### **Sustainable Transport – One Planet Council**

For the council, this work is lead by Transport Planning and Policy, and reported through the Organisational Health Report and the City Performance Plan.

#### **High level objectives – where we want to get to**

##### One Planet Council

- The council will provide opportunities for staff to travel more sustainably throughout the working day
- It will promote a hierarchy of travel will make it easier and safer to travel by foot cycle, by public transport or to car share.
- The council will be able to influence contractors, businesses and local organisations to travel sustainably by leading by example.

Target: Year on year reductions in carbon emissions resulting from work-related travel and the council's vehicle fleet, targets set via council carbon budgets.

#### **Where we are now**

##### One Planet Council:

- Nearly three-quarters of staff travel to work by sustainable modes, including over a quarter of staff walking to work and approximately a fifth travelling by bus. More staff travel to work by car (alone) than any other mode and collectively a car is used for over a third of all commuting journeys. Over a tenth of staff travel to work by bicycle and a small percentage travel by train or motorbike.
- 70% of staff travel is by sustainable modes for work-related journeys, with more staff travelling by bus for work than any other mode. A fifth of staff travel by foot for work-related journeys and a similar percentage travel by private vehicle. The council's carbon footprint for work-related travel in 2011/12 is 836 t CO<sub>2</sub>.
- The council has an on-going fleet vehicle replacement programme to ensure vehicles at the end of their life are replaced with the latest standards and lower CO<sub>2</sub> emission vehicles.
- Increasingly flexible working is being introduced which will reduce the need to travel for work in some instances, using ICT and remote working

**What we're going to do**

<b>Action</b>	<b>Dates</b>	<b>Implementation by</b>	<b>Financial Implications</b>
<b>One Planet Council:</b>			
<i>Sustainable Transport Standards</i> Offices to meet sustainable transport standards for staff to be able to travel sustainably	Short term: Agreed by 2013.  Delivery: medium-long term	Transport Planning, Property & Design, Sustainability	An estimated £400,000 over 3 years, including: cycle facilities, locker facilities, pool bikes, Real Time Information monitors, showers, electric bays. To be funded through charges for council staff parking permits.
<i>Governance</i> Revise and adopt internal travel policies and Department Travel Plans	Short term: Department Travel Plans by 2014 with ongoing review. Medium term: Review and implement council travel policies	Transport Planning, Human Resources, Sustainability	Absorbed within existing budgets.
<i>Cycling Initiatives</i> Provide initiatives to enable staff to cycle.	Short term: Delivered at set periods throughout the year until 2016.	Transport Planning, HR, Finance, Environment Initiatives.	circa £6,000 over 3 years, including: cycle training and personalised travel plans. To be funded through charges for council staff parking permits.
<i>Public Transport</i> Provide opportunities for staff to travel by public transport.	Short term: Smart tickets for bus travel to be delivered 2013.	Transport Planning, HR, Finance.	Costs to be determined for smart tickets. Will result in ongoing savings.

	Travel Loans will continue to be offered		
<i>Alternative to Private Vehicle</i> Explore taxi and car club contracts and fleet services to make effective use of resources.	Short term: Explore and consider options by 2014	Transport Planning, Planning & Contracts, Fleet.	Absorbed within existing budgets.
<i>Efficient Private Vehicles</i> Offer driver trainer and improve mapping and claim processes.	Short term: Deliver Driver Training from 2014 – 2016. Make changes to claim process by 2014.	Transport Planning, HR.	Circa £5,000 over 3 years, including: Driver Training and Mapping. To be funded through charges for council staff parking permits.
<i>Alternatives to Travel</i> Introduce new technology to reduce the need to travel.	Medium term	ICT, Transport Planning	Funded through ICT strategy. Will result in ongoing savings.
<i>Promoting Walking</i> Provide initiatives to encourage and support staff to walk.	Short term: Delivered at set periods throughout the year until 2016.	Transport Planning, Sports Development, Communications.	Circa £1,600 over 3 years. To be funded through charges for council staff parking permits.
<i>Smarter Choices</i> Information & staff engagement through PTP and travel packs	To be developed by 2014. PTP for new staff to be continuously delivered.	Transport Planning, Communications, Sustainability	Travel packs £4,000 over 3 years. To be funded through charges for council staff parking permits.
<i>Eco tracking</i> Will be used to give drivers a report on their driving behaviour to	Short term	Fleet Unit, BHCC	Funded from existing budgets, i.e. system in place.

assist in reducing fuel consumption.			
<i>Energy efficient vehicle replacement programme:</i> Replacement of end of life fleet with newer efficient vehicles.	Short to medium term	Fleet Unit and service areas, BHCC.	Funded from existing budgets. Will result in ongoing fuel and maintenance savings.
<i>Begin rationalisation of school transport in the city.</i>	Short to medium term	Transport and Schools Commissioning, BHCC.	Funded from existing budgets. Will result in ongoing savings.
<i>Pilot low and zero carbon (LZC) vehicle technology.</i>	Short term	Fleet Unit and service areas.	Funded from existing budgets and government grants. Likely to result in ongoing revenue savings.
<i>Review options for the vehicle replacement policy and LZC technology.</i>	Long term	Sustainability, Fleet Unit, BHCC.	Costs of vehicles unknown at this stage.

### **Sustainable Transport – One Planet City**

This follows BioRegional guidance that seeks to reduce the need to travel; to establish walking and cycling as the norm, and where low and zero carbon modes of transport are provided. Transport contributes significantly to local emissions that affect climate change (26% of annual CO<sub>2</sub> emissions) and transport investment and initiatives are focussed on helping to achieve the overarching carbon reduction target. It is therefore one of five strategic goals in the city's Local Transport Plan.

This work is led by the city's existing Transport Partnership.

### **High level objectives – where we want to get to**

#### One Planet City

- To reduce the need to travel for some journeys and enable people to travel more sustainably
- Increase the use of low emission forms of transport and support the use of associated technologies
- To minimise the impacts of transport-related air and noise pollution on people, and the natural and built environments

- To encourage and enable greater levels of active and healthy travel, such as cycling and walking, especially for shorter journeys.

### **Where we are now**

#### One Planet City

- The council has developed a broad programme of measures to promote changes towards more sustainable patterns of travel behaviour across the city. These include promotion and provision for cycling and walking, workplace, school and personalised travel planning, travel awareness campaigns and marketing, car clubs, electric vehicle charging points, and measures to reduce the need for travel. Additionally, public transport has a significant role to play in reducing emissions from transport and investment in public transport services, vehicles and passenger facilities gives people an alternative option to using a car for some journeys.
- The approach taken to delivering sustainable transport in the city has been recognised in the UK, Europe and also internationally through the receipt of awards
- 'JourneyOn' is the city council's main transport brand that helps to identify and promote transport measures and projects in the city; a JourneyOn website provides travel and route planning information for residents and visitors to the city.
- The planning system is used to ensure sustainable transport infrastructure is integrated into significant new developments.
- Cycling routes and facilities have improved significantly since Brighton & Hove was successfully designated as a Cycling Town by the government and received additional funding and support, enabling the completion of the two key missing links in the city's core cycle network (NCN2 & NCN20).
- Brighton & Hove recently came second (behind London) out of 26 cities scored by the Campaign for Better Transport for having least dependency on the car. There are more than double the numbers of trips taken by bus within Brighton and Hove, when comparing to the next best performing comparable authority. There is one car club operating with over 80 vehicles across the city.
- To encourage people to help contribute towards a cleaner and energy efficient transport system in the city, the first on-street Electric Vehicle Charging Points were installed in the city in February 2010. 8 on-street points have been installed in the city so far.
- The first Pedal Cycle Parking Bay was introduced in 2008 and there are now over 30 locations. Their popularity is demonstrated by their constant use and additional requests for more and the council has aspirations to deliver up to 100 spaces per year.
- The council has also successfully become a partner in two EU-funded projects which aim to provide cleaner and better transport in the city. One project has enabled the council to secure £2.2 million to invest in small-scale transport projects and is

the only UK authority participating in the project, which involves working with five other cities in Europe to share best practice, experience and skills.

- The council participates in two successful Quality Bus Partnerships with operators that have contributed to the city being one of the best performing in terms of bus passenger journeys. Numbers have almost doubled since the mid-1990s to 43 million in 2011/12 and a target of an average increase of 800,000 passenger journeys per year has been set. The results of the National Transport and Highways (NHT) Network survey has also shown that levels of satisfaction with local bus services in the city are the highest in the country
- In addition, the council has successfully secured 'Better Bus Area' funding in 2012 for £3.4 million to be spent over 3 years for improved, sustainable bus travel.
- The main bus company in the city launched its first two hybrid vehicles on the popular Number 7 route in the city in March 2012. They combine an electric motor and battery pack which runs alongside with a small Euro 5 standard diesel engine, It has also secured finance from the government's Green Bus Fund to increase the number of buses that run on renewable fuels and produce less harmful emissions.
- Local Sustainable Transport Funding has been bid for and secured from the government for 4 years (from 2011), delivering £4 million worth of investment for improving sustainable transport facilities within the city along the A270 Lewes Road corridor. It includes dedicated bus & cycle priority, improving links to the South Downs National Park, pedestrian wayfinding, improving access to rail stations, more bus shelters, and upgrading / new bus passenger real time information.
- A successful bid secured £3.4 million worth of 'Better Bus Area' funding from the government for improvements in bus travel starting in 2012, and focuses on the A23/Edward Street & Eastern Road corridor.
- The ongoing management of public car parking, including enforcement, charges and driver information, plays an important role in making streets safer, encouraging sustainable travel to and within the city and reducing congestion.
- In 2012, the council has indicated its commitment to significant investment in this area by approving a £10.45 million programme to deliver integrated/sustainable transport measures over the next three years as part of its Local Transport Plan, subject to annual budget decisions.

### **What we're going to do**

<b>Action</b>	<b>Dates</b>	<b>Implementation by</b>	<b>Financial Implications</b>
<b>One Planet City:</b>			
Local Sustainable Transport	Short	Transport	£4 million

Fund – Lewes Road improvements for local people including; public transport facilities, pedestrian and cycle ways, provision of sustainable transport information	term	Planning, BHCC and various key partners from across the city.	Local Sustainable Transport Fund.
Better Bus Area project - A23/Edward Street & Eastern Road corridor	Short term	Transport Planning, BHCC	£3.4 million
Improvements to the city's walking network to improve accessibility	Short term	Transport, BHCC	£160,000 LTP over 3 years (12/13 to 14/15)
Improvements to pedestrian and cycle signage for convenient navigation around the city	Short term	Transport, BHCC	£200,000 LTP over 3 years (12/13 to 14/15)
Increase cycle parking facilities across the city	Short term	Transport, BHCC	£80,000 LTP over 3 years (12/13 to 14/15)
Cycle route improvements	Short term	Transport, BHCC	£160,000 LTP over 3 years (12/13 to 14/15)
Continue to assess the implications of planning applications and request and secure travel plans through the planning system	Short term	Travel Planning & Projects, BHCC	Funded from existing budgets.
Incentivise and encourage businesses to develop sustainable travel plans. Via travel partnership and development planning.	Short term	Transport, BHCC	£90,000 LTP over 3 years (12/13 to 14/15)
Work with schools in the city by promoting travel planning and other incentives	Short term	Transport, BHCC	£60,000 LTP over 3 years (12/13 to 14/15)
Encourage residents to travel sustainably through personalised travel planning (via targeted door knocking)	Short term	Transport, BHCC	£120,000 LTP over 3 years (12/13 to 14/15) Plus Local Sustainable Transport Fund.
Installation of more electric	Short	Transport	£40,000 LTP



vehicle charging points following review of how future provision can be developed	term	Planning, BHCC	over 3 years (12/13 to 14/15).
Incentivise bus and taxi providers to move towards using Low and Zero Carbon vehicle fleet	Medium – Long term	Transport Dept, BHCC Hackney Carriage Licensing Bus providers	To be determined.
Pedestrianise parts of the city to encourage walking and reduce congestion e.g. the 'Old Town Transport Plan'	Medium term	Transport, BHCC	To be determined.
Lobby for essential train services to be maintained during weekend periods	Medium term	Transport, BHCC	None expected.
Develop new public realm improvement projects for Brighton Station Gateway, Valley Gardens and Seven Dials to encourage and provide for increased sustainable, healthy (and safer) travel, especially walking and cycling	Medium term	Multi-team, BHCC Rail, bus and taxi providers	To be determined.
Develop new Sustainable Transport policy as part of draft City Plan, supported by Transport Assessment using transport model	Medium term	Transport, Planning Policy BHCC	To be determined.
Encourage car club to include electric vehicles in its fleet.	Medium term	Transport, BHCC	To be determined.
Use the Workplace Travel Plan Partnership to explore ways in which businesses can introduce flexible working and technologies to reduce the need to travel	Medium term	Workplace Travel Plan Partnership	To be determined.
Review the current (2011) Local Transport Plan 3 against One Planet objectives to produce long term vision for city transport infrastructure	Review – short term Delivery – long term	Transport Partnership	No costs in the short term with long term costs to be determined.

## Sustainable Materials

This follows BioRegional guidance that focuses on the use of renewable or waste resources with low embodied energy, and, wherever possible, sourced locally. This applies to construction and consumer goods.

### **Sustainable Materials – One Planet Council**

Bioregional guidance is for the council to focus on the environmental impact of goods and services procured, through a robust strategy and involving guidance, promotion and case studies for staff, suppliers and partners.

This is led by the Procurement Team in the council - which drafted this section - working closely with purchasers and suppliers, and reported through the council's Organisational Health Report.

#### **High level objectives – where we want to get to**

*One Planet Council:*

The council is embedding the principles of sustainability throughout its procurement activities through balanced consideration of the social, ethical, environmental and economic impacts of the products and services that it buys. In order to deliver on this commitment Brighton & Hove City Council will;

- Apply its [Sustainable Procurement Policy](#) and [Sustainable Procurement Toolkit](#) to all contracts and develop ways to monitor progress on what these achieve.
- Ensure that the organisation as a whole takes responsibility for what it procures.
- Ensure that our operations, service delivery and the products we buy actively work towards achieving carbon reduction targets.
- Reduce the amount of waste created by encouraging reuse and recycling, the use of recycled products and products derived from reclaimed materials.
- Develop more sustainable transport within the city, by ensuring that the vehicles we buy and use in the course of delivering our services have the minimal impact on the environment, consider their emissions, the use of alternative fuels and the whole life cost of the vehicle, as a minimum.
- Only buy sustainable and efficient products and materials, selecting those which have a minimal effect on the environment over their whole life.
- Buy goods from fair, ethical and sustainable sources when local products are not available, where appropriate.
- Ensure that water is used more efficiently in the production and use of the products we buy, the services we deliver and in our buildings and facilities.

- Develop a supply chain that maximises opportunities for community benefit and economic gain and reduces inequality and financial exclusion within the city.

### **Where we are now**

#### *One Planet Council:*

Effective procurement and contract management is helping to deliver value for money and on the council priorities on sustainability. The council introduced a sustainable procurement policy and toolkit that is based on the One Planet Principles in 2012. This is helping to support council staff to make responsible purchasing decisions. Through the council's procurement procedures, it encourages tendering organisations to provide details of their sustainability and equalities programmes; including asking for their environmental policy and details of environmental management programmes.

### **What we're going to do**

<b>Action</b>	<b>Dates</b>	<b>Implementation by</b>	<b>Financial Implications</b>
<b>One Planet Council:</b>			
Carry out a review of stationery spend across the Council, identifying areas of non compliance and implement systems and procedures to ensure that the use of 100% recycled / Forest Stewardship Council paper is maximised.	Short term – March 2013	Corporate Procurement	funded from existing budgets
Ensure that procurement and contracting documentation contains relevant clauses in relation to timber products and set up a system of monitoring compliance with these requirements.	Short term - December 2012	Corporate Procurement	funded from existing budgets
Carry out a review/analysis of corporate stationery to identify possible opportunities for moving to more	Short term - December 2012	Corporate Procurement/Supplier	funded from existing budgets

environmentally friendly products.			
Work more effectively with diverse suppliers. For example by providing briefing / training events for SME's and the Third Sector. Examples include the Ride to Wave events and the CVSF Training.	Short term - March 2013	Corporate Procurement	funded from existing budgets
Continue with training / briefing sessions on sustainable procurement, highlighting the use of the toolkit and the links to the Council Sustainable Procurement Policy.	Short term – March 2013	Corporate Procurement	funded from existing budgets
Develop closer internal links between the Procurement and Sustainability function through the setup of a Sustainability Working Group.	Short term - 2013	Corporate Procurement/ Sustainability	funded from existing budgets
Explore methods of ensuring that the Council and its suppliers comply with the Ethical Trade Initiative's base code, look at inclusion within contracts, purchase order terms and conditions etc.	Short/Medium term – March 2015	Corporate Procurement/ Legal	funded from existing budgets
Based upon the findings of the review/analysis, implement changes to move office stationery spend to more environmentally friendly products.	Short/Medium term - March 2015	Corporate Procurement/Supplier	funded from existing budgets
Carry out a review of current and future contracts to ensure	Short/Medium term - March 2015	Corporate Procurement/ Contract Officers	funded from existing

that where appropriate Government Buying Standards are incorporated into specifications and contracts to ensure compliance with the mandatory requirements of the standard.			budgets
Incorporate into specifications where appropriate sustainability criteria and appropriate weightings that promote reuse and recycling. Key performance indicators also developed that focus on this area.	Short/Medium term - March 2015	Corporate Procurement / Sustainability	funded from existing budgets
Ensure that sustainability is a standing item on relevant SE7 meeting agendas and that a collaborative approach to sustainable procurement is adopted across the Council.	Short/Medium term - March 2015	Corporate Procurement / SE7	funded from existing budgets
The Strategic Partnership contract with Westridge will have its KPI in relation to waste directed from landfill updated from 50% to 90%.	Short/Medium term - March 2015	Corporate Procurement	funded from existing budgets
Introduction of an e-sourcing system for use in the administering of procurements.	Short/Medium term – March 2015	Corporate Procurement	funded from existing budgets
Look at how planning processes etc can be used as a mechanism to enable the	Medium term - March 2017	Corporate Procurement	funded from existing budgets

incorporation of requirements that meet the Common International Targets. Building on the work that has already taken place on the introduction of the Supplementary Planning Document.			
Mears – Looking at refreshing KPI's that focus on the redirecting of waste from landfill in addition to other sustainable targets. Contract is to be re-tendered in 2020.	Medium/Long term - March 2020	Corporate Procurement/ Sustainability	funded from existing budgets

### **Sustainable Materials – One Planet City**

This follows BioRegional guidance that focuses on the use of renewable or waste resources with low embodied energy, and, wherever possible, sourced locally. This applies to construction and consumer goods.

This is relatively undeveloped work strategically for Brighton & Hove. So it is proposed that the City Sustainability Partnership will lead it, through a new joint Waste and Materials group (see Zero Waste section). It also means we have included more detail in this section – developed by a leading Waste Advisory Group member - at this stage.

### **High level objectives – where we want to get to**

*One Planet City:*

- Taking sustainability into account when deciding which products and services to buy can help to contribute to the local economy, reduce environmental impacts and deliver social benefits to residents.
- There are pockets of excellence, expertise and innovation around sustainable and low carbon materials, supply chains, design, reprocessing and reuse in Brighton & Hove. This action plan aims to unite these pockets of good practice and develop them through projects, case studies, sector collaboration, sharing of good practice and production of guidelines and resources. It focuses particularly on promoting existing services that facilitate the reuse and sharing of goods and services, particularly those with high embodied energy.
- Recognising that construction and building refurbishments have a large impact on the environment, this plan seeks to minimise the

impact of materials used, extend the lifespan of existing buildings and materials, ensuring that buildings are designed so that the materials can be recovered, re-used or recycled when they are demolished – or rather “deconstructed”.

- Ultimately creating a circular (materials) economy rather than our current linear model of ‘take, make, waste’.

### **Where we are now**

*One Planet City:*

*Households and Business:*

- The current economic climate is an incentive to repair, reuse, share, consume collaboratively and generally be more resourceful. The immediate challenge is to better inform residents and businesses of all our local sustainable options around how and what we consume and to inspire mainstream uptake.
- In the medium term low carbon materials and associated services, skills and projects need to expand, adapt, improve and make best use of emerging technologies. Already in the city we have well established community and online services, social enterprises, businesses and clubs that facilitate reuse and sharing (e.g.: City Car Club, Emmaus, Fare Share, Freegle, Netcyclor, Eco Bees, Green Centre, Magpie, My Swish, Resource Centre, Shwopping, Toy Libraries, Wood Store, YMCA; hundreds of businesses facilitating the handling of second hand goods (charity and vintage stores, auctions, boot markets, car breakers, salvage and reclamation yards) and many repair and maintenance providers. Bicycles are re-used through local organisations such as Cranks and the YMCA.
- The council has dedicated re-use webpage to help inform residents of other organisation and charity re-use schemes available in the city. Residents are able to re-use items, such as furniture and electrical items from home collections run by the YMCA, Martlets and Emmaus charities and Magpie for example. Re-use items can be bought from these charities and organisations at a lower cost and Emmaus and Magpie (at Shabitat) for example have been ‘up-cycling’ some of these items for years.
- There are also an ever growing number of online portals facilitating reuse, sharing and resale (Bla Bla Car, Ebay, Ecomodo, Liftshare, Streetbank, The People Who Share, Swishing, Gumtree, Warp It and the more traditional Friday-Ad). and a plethora of artists and an increase in emerging businesses making or selling products made from recycled materials (New Life Paints, Paper Round, and Ecologicool).
- The council's waste management strategy contains a dedicated reuse policy and actions to further promote and increase re-use and networks in the city working with the Community Waste Forum and Waste Advisory Group.
- Brighton and Hove has world class academic and arts expertise that can underpin the acceleration of resourcefulness with innovative design, new products, systems and eco building practices (Brighton University Arts dept IF Lab, Sussex Innovation Centre, Architects,

Green Building Partnership, Fab Lab). The Brighton and Hove Chamber of Commerce's Green Collective and the local Environmental Industries Working Group are already disseminating information, case studies, training and inspiration to cultivate sustainability into the local commercial sector and encouraging entrepreneurship.

- Currently we do not collate reuse data properly (probably because there are no national targets to fulfil). Nor do we know what recycled materials are produced or available to consume locally. Though we know for example up to 10 tonnes of household goods are reused by residents via Freegle monthly across the city and that a wide variety of recycling, processing and sharing enterprises are economically viable and create much social and economic benefit. Measuring and mapping these are important to establishing baselines and will better inform our city sustainable materials targets.

### *Construction*

- Brighton & Hove Planning Authority has had policy on the sustainability of materials proposed in planning applications since 2005. This expects the use of construction materials with low embodied energy; reduction of raw material inputs; and use of recyclable and/or recycled materials. This policy is being carried forward into the City Plan and will be further developed in further Planning Documents.
- In response to this policy, Brighton & Hove Local Planning Authority created and adopted a tool for estimating embodied carbon of building materials (new residential developments): it is the only UK planning authority to take this step. The tool is incorporated into the 'Sustainability Checklist'. Use of the tool is a requirement for planning applications. It aims to raise awareness in the construction sector of the embedded carbon impacts of design choices. Results are monitored and assessed as part of the assessment against local sustainability policy.
- The B&H Planning Authority encourages use of sustainable materials within all planning applications. The authority requires assessment of new and refurbished buildings under BREEAM and Code for Sustainable Homes for all development that is 'medium scale' and larger, and for all new dwellings. This includes assessing all major building components and finishing elements under the 'Green Guide': an environmental profiling system for building materials and components using life cycle assessment methodology. Use of materials is being monitored through the 'Sustainability Checklist' page for 'Materials' for Planning Applications in order that further policy requirements may be developed on this in future.
- Green infrastructure rather than hard landscaping is encouraged through existing and draft planning policy. Planning applicants are asked via the 'Greening' page of the Sustainability Checklist the extent of green roofs and walls incorporated into proposals. This information is assessed on considering each planning application. The data is being monitored for future policy creation.



- Maintaining rather than removing and replacing historic elements of existing buildings is a key underpinning policy that is applied where planning applications concern historic buildings. This approach seeks the continued maintenance of materials rather than further raw material inputs. In particular the use of uPVC windows is discouraged in Conservation Areas and on Listed Buildings: replacement with matched timber windows or refurbishment of existing rather will always be encouraged.
- Brighton and Hove is home to cutting edge eco designers, academics, architects, students, developers, builders and entrepreneurs. They are already addressing resource scarcity, material challenges and changing consumer and environmental demands.
- Brighton University Arts dept has planning permission to erect a demonstration building: – “The House That Kevin Built” (THTKB) built entirely from local waste materials. The project is due to start building in November over a 6 month period in collaboration with Mears, City Council, ReMade South East, Waste Works, Freegle and BioRegional. The house is carbon neutral, will be monitored and changed over time to take advantage of new innovations - this could be one model for local house building with sustainable materials at its heart and a pilot for viable locally sourced and affordable housing.

### What we're going to do

Action	Dates	Led by	Financial Implications
<b>One Planet City:</b>			
<i>Community &amp; Business:</i>			
<i>Short term target: increase by 20% the reused and recycled materials used in local production of goods</i>	<i>By April 2016</i>		
Audit and map city reuse activity and use of recycled materials in local production to establish baselines.	Short term	BHCC, Economic Development Team; Chamber of Commerce ; Veolia; Waste Action Group	£5,000, external funding sought
Collate data from materials/goods producers, reuse services and waste companies.	Year 1	As above	

<i>Long term target: increase by 50% the reused and recycled materials used in local production of goods</i>	By 2020		
<p>Create City One Planet Consumer Guide: Collate information of locally designed, reused, made, sourced, upcycled, rentable, recycled products and related (e.g.: repair) services.</p> <p>(Wider communications and behaviour change work under this principle to be developed under wider OPL campaign)</p>	Short	BHCC Chamber of Commerce Economic Development Team Brighton Peace & Environment Centre Wired Sussex Cat Fletcher	£10,000 external funding to be sought
<i>Target is 50% Increase in consumption of locally sourced, low carbon goods and services.</i>	Year 3		
Establish one temporary central materials depot (already planned, space available in Oct12 to be piloted and monitored with The House That Kevin Built (THTKB) project and establish spaces for reuse, repair, upcycling and materials depots.	Year 1 (starts Oct 12)	Brighton University Cat Fletcher BHCC	Funded as part of THTKB
Establish 3 neighbourhood reuse, repair and up-cycling depots	Year 1-3	Neighbourhood centres Cat Fletcher BHCC	Business cases and sites being identified.
Establish permanent central materials depot/sustainable centre (already in the planning stage)	Year 2	Brighton University Cathedral BHCC CVSF orgs (TBC)	Potential site identified – external funding sought
Use unused buildings, unoccupied space and community space for pop up initiatives	Year 2 Years 1-3	Cat Fletcher CVSF orgs BHCC	sites mapped; external funding requirements

		Empty Spaces org Universities (TBC)	ts vary from project to project
Upgrade Freegle Brighton to provide means of easier distribution for depot materials and develop a 'One Stop Reuse Online Shop' mapping all city reuse options and improving efficiencies'	Year 1	Freegle	£10,000 – external funding sought – prototype built
Warp It Get businesses and institutions to join and use it (organisational materials reuse).	Short term	Warp It (already started) BHCC and 2 universities to join	Within existing budgets
Run workshops and onsite training.	Years 1-2	Warp It	No cost
100 small businesses to sign up, 50 medium businesses to sign up, 10 largest (by # employers) businesses to sign up	Years 1-2	Warp It	No cost
Collate Warp It data and for incl. in city 'reuse' data.	Year 1>>	Warp It Cat Fletcher	No cost
Sign up 100 local suppliers, retailers, services to campaign	Year 2	Resources Coordinator	Subject to funding for Resource Co-ordinator
<i>Construction &amp; Design</i>			
Build a house from waste. <a href="http://arts.brighton.ac.uk/business-and-community/the-house-that-kevin-built">http://arts.brighton.ac.uk/business-and-community/the-house-that-kevin-built</a>	Short term Year 1	Brighton University Arts Dept, Mears, ReMade South East, Waste Works, Green Building Coop, Freegle	£150,000 (already funded via Brighton University)
Organise 6 supply chain workshops per year for trade.	Short term Years 1-3	Cat Fletcher. Green Collective	Self funding
Create 6 Localised Reuse Depots for trade use.	Short term Years 1-3	Mears, B&Q,	Commercially funded

		Kingspan, Veolia, Builders merchants, Bricks and Bread	
Create new materials from waste: Use audit and campaign to explore opportunities. Work already on going at sustainable design department and on construction materials pilot.	Short term	Brighton Uni, existing industry, NISP, CRR, Fab Lab	£300,000 funding identified, plus £10,000 for coffee waste
Local Housing development of affordable homes made from waste.	Long term	Council, Developers , Stakeholders	Investment required
Establish local reprocessing plants and supply chains to make low carbon and recycled materials accessible for local residents and business to use. There is a capacity gap in material recovery and re-manufacturing of materials currently burned, buried or exported. e.g.: bulky textiles (mattresses and sofas), tyres, plastics, WEEE, demolition materials.	Medium-long	Economic Development Partnership Environmental and Construction Industries Waste Management companies	Investment required
Have a recycling and reprocessing system in place for sofas and mattresses	Medium term	Waste management companies Social enterprise	Investment required
Resources Coordinator: to get 'sustainable materials action plan' off the ground, coordinate and drive forward the short term actions and the forge collaborations and synergies required for it to continue into the future.	Short Term – to help implement above	Waste Advisory Group	£30,000 p.a External funding being sought

## Local and Sustainable Food

### One Planet Council and City

This follows BioRegional guidance that enables people to eat diets high in local, seasonal and organic produce, as well as healthy diets higher in vegetable protein and lower in animal protein than is the norm in the UK.

For the council, the actions below are delivered by a range of services – Estates; Procurement; Planning; Schools; CityClean. It is proposed that these will be co-ordinated and led by the Planning and Public Protection Team,

The City-wide actions will be led by the Food Partnership, which worked closely with council officers on the drafting of this whole section.

### High level objectives – where we want to get to

- All residents have better access to nutritious, affordable, sustainable food
- The city has a vibrant, sustainable food economy of thriving local businesses, local products and employment opportunities (link to Equity and Local economy principle)
- Public organizations have healthy, ethical and environmentally responsible food procurement policies and practices
- More food consumed in the city is grown, produced and processed locally using methods that protect biodiversity and respect environmental limits
- Waste generated by the food system is reduced, redistributed, re-used and recycled (link to Waste principle)

These areas have been chosen from the Food Strategy for their strong correlation with the One Planet Food principle and have been further developed for this Plan as areas where the Council can have greatest impact.

### Where we are now

- ✓ Brighton & Hove's current food system is unsustainable, responsible for 26% of the city's ecological footprint<sup>i</sup>. Translated this is 1.43 global hectares per capita but according to current calculations, a fair share of the earth's resources would be no more than 1.2gha per person by 2020 for all needs not just food<sup>ii</sup>. Food impacts are mainly due to fossil fuelled long distance transport systems and polluting production methods. The UK imports 40% of its food.
- ✓ The city has a strong tradition of community led food work and benefits from the influence and expertise of two independent

organizations: the Brighton & Hove Food Partnership and Food Matters. The city Food Strategy launched 2006 with cross sector buy in has improved partnership working and provided a strategic framework for sustainable food work for which the council has been a key partner.

- ✓ Diet: 50,000 Adults are obese or morbidly obese (estimated cost to NHS in Brighton & Hove £78.1 million in 2010). 14,000 Aged 2-19 year olds are overweight which is likely to increase to 16,400 by 2020. There is a strong correlation between deprivation and obesity. Research shows that food that is healthier for us is also healthier for the planet. Our ecological footprint for food can be reduced 22% by eating a 'healthy' diet (lower in sugary fatty foods)<sup>iii</sup>.
- ✓ Brighton & Hove research from 2011 echoes national research that the overwhelming issue when shopping for food is the cost. Household incomes are going down and food prices going up.
- ✓ Land use: The Allotments service is one of the largest in the UK and last year increased availability of plots by 4% yet the city has 2000 people on the waiting list. The council supports the ambitious urban food-growing programme 'Harvest Brighton & Hove'<sup>iv</sup> aimed at getting people growing food, and finding more space for growing food. Now more than 100 community food projects exist including 60 growing spaces. Brighton & Hove is the first local planning authority to develop guidance and processes to encourage food growing on development sites. Housing will support any tenants who approach the council seeking land for food growing on their housing estate. CityServices deliver a community supported 'SheepShare' project, and 'Conservation Grazing' which includes community shepherds.
- ✓ Local Food: The city has 4,400 hectares of farmland but very little produce from this comes into the city. Local fisheries at Shoreham export 40% of fish caught out of the city, but are keen to supply all fish to local markets.
- ✓ The Council published a Revised Procurement Code of Practice and Toolkit in January 2012 providing overarching guidance on procuring sustainable food but identified need for specific minimum buying standards. Best practice in the School Meals Contract has achieved 'Bronze' Food for Life Standard and being the first in Sussex to achieve Marine Conservation Society certification (autumn 2012). 23 Nurseries have achieved the Healthy Choice Award for catering provision.
- ✓ Waste: 35 % of what households throw away is food waste (most of which could have been eaten). Few council buildings offer composting facilities for staff use despite biodegradable waste being a significant element of waste from offices. A waste audit at a council office building revealed organic waste to be the largest element at an estimated 40% or 2 tonnes per year (Hove Town Hall 2004<sup>v</sup>).

### **What we're going to do**

These high level objectives are taken from city's food strategy Spade to Spoon (2012) agreed by Brighton & Hove City Council and adopted by the Local Strategic Partnership. People in Brighton & Hove eat a healthier and more sustainable diet (link to Health and Happiness principle)

Action	Dates	Led by	Financial Implications
<b>One Planet Council</b>			
<i>Procuring healthy sustainable food</i>			
Develop minimum buying standards for sustainable healthy food and monitoring processes for all council catering contracts.	Nov 2012	Procurement; catering contract managers; Food Partnership.	Within existing budgets
Adopt minimum buying standards on renewal of catering contracts: Kings House and Brighton Town Hall Staff and Civic Catering Contract 2013; Brighton Centre 2014; and Hove Centre 2013; Community Meals Contract 2013; School Meals 2015.	Dates indicated in action column	Procurement Team. Relevant contract officers. Food Partnership, Women's Royal Voluntary Service	Within existing budgets
School Meals contract. Implement School Meals Contract to Bronze Standard 2012 (Achieved); Increase seasonal menus April 2013; Explore use of lamb from B&H Conservation Grazing project/Farms for incorporation by Spring 2014.	Short Term Dates indicated in action column	Susie Haworth, School Meals Contract Manager.	Within existing budgets
Include within Healthy Choice Award (HCA) sustainability criteria and update assessment for cafes and restaurants by summer. Increase sign up: 30 nurseries/year, 6 breakfast clubs/year, 20 care homes/year.	Short Term Annual targets from 2012-2016	Jo Burchell Collins Food Safety Team; Food Partnership.	External funding being sought for incorporating new criteria into HCA & reviewing commercial award. Other actions to be delivered within existing budgets.
<i>Increase local food production</i>			
Identify land suitable for food	Short Term:	Food Matters,	£40K Funding

growing. Produce a series of land use maps exploring barriers and opportunities for food growing e.g. planning and ecological designations; soil quality; aspect; capability for food growing; access; land ownership, legal issues etc. Map Urban Fringe by summer 2013; Map urban areas/city centre by end 2013; Rural hinterland/agricultural estate by end 2014	Dates indicated in action column	Food Partnership, Francesca Iliffe, Jessica Hamilton.	required to deliver studies Internal and external funding to be sought
In response to findings from mapping, deliver an increase in food production on land found suitable for growing. By 2020 deliver growing on 50% of identified land By 2025 deliver growing on 100% of identified land.	Medium term and Long term:	City Council (many departments). Food Partnership. Community & Voluntary Sector. Private Sector.	Funding may come from variety of external funding sources and opportunities for social enterprise, community supported agriculture.
Estates Team to publish information clarifying when council owned land suitable for food growing on short or long terms leases become available following mapping work.	On publication of land maps 2013 and 2014	Estates Team	Within existing budgets
Increase food growing on Agricultural Estate: ensuring support for farmers to diversify via new 2013 contract as per 'City Downland Estate Policy'. Follow up progress at monthly meetings with agent.	2013	Estates Team, Land Management Agent,	Within existing budgets
Work with one farmer to become a beacon farm, developing projects within the farm based on One Planet approach to food, water, wildlife, health by end 2014.	2014	Food Partnership, Food Matters, Estates Team, Land Management Agent,	External funding to be sought.
Increase number of allotments available to local residents: <ul style="list-style-type: none"> <li>▪ 100 new 125m2 plots by 2014</li> </ul>	Actions 2012-2014	Allotments Service, Allotments Federation	Within existing budgets



<ul style="list-style-type: none"> <li>Develop further targets to increase number of plots and/or expand existing allotments. Allotment Strategy started Nov 2012, completed by 2014.</li> </ul>			
All schools to have access to land for food growing: Establish number of schools without food growing within school grounds by end 2012. All schools to either have food growing within grounds or access to food growing by 2015.	2012-2015	Schools, Food Partnership, Environmental Education contractors, Planning & Contract Team (school grounds).	Within existing budgets
Encourage planning applicants to incorporate food growing in proposed development. Over 50% of all residential and mixed use development to propose food growing each year from 2012.	Short Term	Planning. Development community.	Within existing budgets
Increase food growing projects in city: deliver at least 2 community orchards each year starting 2014; deliver one further demo garden every year to 2016; deliver 5 new food growing projects on council housing land by 2016.	2013-2016	City Parks. City Planning. Housing Community & Voluntary Sector. Food Partnership	Some projects delivered within existing budgets. External funding to be sought.
<i>Creating a vibrant, sustainable food economy</i>			
Ensure development of Local Food Economy identified in strategic studies and policies:  Employment Study for LDF to be completed by end 2012. Economic Strategy refresh 2013 City Plan 2, Drafting begins 2014.	2012-2014	LDF Team. Economic Development.	Within existing budgets
Undertake Feasibility Study for increasing sale and consumption of local produce: what are the barriers and opportunities for products? (E.g. fish, milk, fresh fruit and vegetables, cereals etc). By	2013	Food Partnership, Food Matters, Economic Development	Subject to funding

end 2013			
Provide support to local businesses with free workshops ('Ride the Wave' Campaign) to strengthen the local food and drinks supply chain. Deliver one workshop on methods of marketing local produce. Deliver one workshop where buyers can meet local producers.	By end 2012	Responsibility Food Partnership, Food & Drinks Festival, ED	Within existing budgets
Investigate opportunities to increase sales of locally caught fish and strengthen supply chain to increase access to local, sustainable fish and encourage marketing as part of Eco Tourism.	2012-14	Adam Bates. Economic Development. Food Partnership	Within existing budgets
<i>Reducing, redistributing, re-using and recycling waste from the food system</i>			
Develop staff campaign for food waste reduction to support behaviour change and reduce waste Deliver campaign to avoid use of disposable packaging at work by end 2014. Two workshops delivered by Food Partnership to staff & public by 2013 minimising food waste. Ensure fruit trees on council land where fruit is not used be linked with Harvest 'Scrumping Project' (Promote as part of communications campaign by end 2014.	Short Term Delivered between 2012-2014	Communications Team, Susie Haworth, Food Partnership, Catering Contracts	Within existing budgets. Subject to support from Comms.
Deliver increase in number of council buildings offering composting to staff. Minimum of 3 buildings with new composting facilities annually.	2013-2016	CityClean, Comms, Food Partnership, Property, Francesca Iliffe	Within existing budgets.
Deliver 'FoodWise' pilot to collect and reuse biodegradable food waste generated at 5 large public events and the hospitality sector in the city using anaerobic digestion.	2013-14	Shelaine Siepel, Events Team. Paula Murray. Kent Remade.	Subject to ERDF 'Foodwise' funding. Success will be known in November 2012.
Minimise amount of food waste	2013-2015	Catering	Within existing

produced by council catering contracts via minimum standards introduced when retendered (contracts and renewal dates referenced in procurement actions).		Contract managers.	budgets
Pilot food waste collections in Moulsecoomb as part of municipal waste contract with Cox.	2013	Premises Team.	Within existing budgets
All public institutions to have composting facilities or access to biodegradable food waste collections by end 2020.	Medium Term	Premises management. Communications. CityClean.	To be determined
<i>All residents have better access to nutritious, affordable, sustainable food</i>			
Reduce the element of the ecological footprint related to food from the current level of 1.43 global hectares per person to 0.67 global hectares per person <sup>vi</sup> .	Long Term by 2025	All sectors.	Long term funding to be determined

<b>One Planet City:</b>			
<i>Procuring healthy sustainable food</i>			
A Large Caterers group currently is lead by Food Partnership to develop best practice in sustainable procurement within catering Contracts. Work with large caterers group to: develop a Sustainable Food Charter for the city; to establish current practice; share good practice in sustainable procurement; engage them in the 'Sustainable Fish City Campaign' <sup>vii</sup> (MSC certified fish).	Target TBC by Food Partnership	Food Partnership. BHCC School Meals and Adult Social Care, University Brighton, University Sussex, Sussex Partnership Trust.	Food Partnership has resources to support 2 meetings of the Large Caterers Group between now and March 2013. Seeking ongoing resources for this work from Esmee Fairbairn Foundation.
Recruit further public sector caterers to the 'Large Caterers' group: other Brighton Hospitals, Secondary School catering; catering providers within large employers with staff canteens.	Target TBC by Food Partnership	Food Partnership. Private and public sector caterers.	Food Partnership to determined
Pilot 'Foodprinting' tool with	Target TBC	Food	Food Partnership

one large caterer before summer 2013	by Food Partnership	Partnership and Food Matters	to determine
Work with NHS colleagues on the adoption of minimum standards into hospital catering contracts via 'Healthy Hospital' approach. Secure sign up 2013	Target TBC by Food Partnership	Lydie Lawrence, Food Partnership, BSUH contracts management	Food Partnership to determine
<i>Creating a vibrant, sustainable food economy</i>			
Work with the Directors of the Open Market CIC to embed One Planet food principles in the running of the Open Market and secure a permanent stall for local producers when the market re-opens August 2013.	August 2013	(Open Market CIC / BHCC Major Projects/ Food Partnership)	Subject to negotiation
Support the development of a locally skilled workforce for the sustainable food sector. Agree Action Plan with academic partners.	Target TBC by Food Partnership	BACA, Food Partnership, City College	Funding implications being assessed
Develop local food promotional campaign which promotes local food experiences for tourists and conference visitors.	Target TBC by Food Partnership	Food Partnership, Tourism Alliance and Visit Brighton	Within current resources
<i>Reducing, redistributing, re-using and recycling waste from the food system</i>			
Work with the city's hotels / restaurants and cafes to understand the barriers to reducing the amount of food wasted and the potential to treat waste produced as a resource. Work with local organizations that reuse waste products such as oil.	Target TBC by Food Partnership	Food Partnership with e.g. Brighton Energy Co-op, Paperound, Big Lemon, Universities,	<i>Potential to attract external resourcing if an infrastructure response is required.</i>
<i>All residents have better access to nutritious, affordable, sustainable food</i>			
Undertake study of known food deserts e.g. North Moulsecoomb in order better understand how to increase supply of affordable local food to vulnerable communities,	Target TBC by Food Partnership	Food Matters. Food Partnership. Public Health Team	External funding to be identified

those living in deprivation, and/or food deserts (no fresh food outlets within 500m of home).			
Secure funding to develop business plan/ feasibility study for fleet of vans to supply local communities with affordable, fresh, local produce run on a cooperative basis and connected to local producers.	Target TBC by Food Partnership	Food Matters. Food Partnership. BHCC	External funding to be identified
Work alongside the newly established Obesity/Healthy Weight Programme Board which reports into the Health and Wellbeing Board to develop and fund programmes to promote how to eat healthily and sustainably on a budget.	Target TBC by Food Partnership	Food Partnership, Health & Wellbeing Board	Funding to be sought

DRY

## **Sustainable Water**

This follows guidance from BioRegional that focuses on using water much more efficiently, in buildings and in the products we buy. This supports healthy land use as well as avoiding pollution and flooding.

### **Sustainable Water – One Planet Council**

This is led by Property and Estates in the council, which was closely involved in the drafting of this section, reporting through the Organisational Health Report.

#### **High level objectives – where we want to get to**

*One Planet Council:*

- Efficient water use across councils buildings and schools
- Reduction and better management of water leaks
- Land management – protect water quality for the city through management of the Downland estate

#### **Where we are now**

*One Planet Council:*

- Some good practice examples where water use is currently being measured include Brighton Centre and Hove Town Hall. This has contributed to significant water savings.
- Undertaking a mapping exercise of water meters across the council property portfolio.
- Early identification of water leakage at some council sites.
- Training and supporting tenant farmers to ensure quality of groundwater
- Production of a Corporate Water Strategy and Action Plan.
- Officer water group overseeing council and city water action plans

#### **What we're going to do**

<b>Action</b>	<b>Dates</b>	<b>Implementati on by</b>	<b>Financial Implications</b>
<b>One Planet Council</b>			
Implementation of Automated Meter Reading (AMR) programme within prioritised council premises portfolio. This will enable us to have better understanding of water consumption across all council operations and enable early identification of water leaks	Short term - 2016	Energy & Water Team, BHCC	Total of £500,000: £307,000 investment from reserves, £90,000 from schools and £100,000 OPL reserve. Savings will be generated through more

			efficient monitoring. HRA's are self funding. Annual running costs to be met from existing budgets.
Implement Building Sustainability Healthchecks programme and action plan and set in place SMART targets for monitoring actions	Short term - 2016	Energy & Water Team, Sustainability Team, BHCC	Costs will be built into reactive and term maintenance budgets. Officer time absorbed into current budgets. Will result in ongoing savings.
Implementation of corporate water strategy.	Short term - 2016	Energy & Water Team, Sustainable Officer Water Group, BHCC	None expected.
Planned programme for closer monitoring/ site-checks of 'non' AMR sites providing manual meter reads, and relevant Health & Safety training	Short term - 2016	Energy & Water Team	Within existing budgets
Develop and implement new build design standards for all council building projects which include: <ul style="list-style-type: none"> <li>• Sustainable urban drainage systems</li> <li>• Green roofs</li> <li>• Grey water recycling</li> <li>• Rain water recycling</li> </ul>	Short term – 2016	BHCC	Implementation will vary project by project
Provide a ground water quality workshop for farmers in partnership with the EA. Introduce methods for reducing inputs on arable land and precision farming techniques on our tenant farms.	Short term	BHCC Estates Team	Funding received under Water Framework Directive from Environment Agency (£28,000).

Continue to work with the EA and contribute to the Adur and Ouse Catchment project (Groundwater Task and Finish Group).			
Identify targets for reducing inputs on all council owned land including highways, parks, cemeteries, housing land, allotments & community gardens, schools and farms.	Medium Term	Sustainable Water Officer Group, BHCC	To be determined.

## **Sustainable Water – One Planet City**

The Environment Agency led the drafting of this section. It is proposed that the City Sustainability Partnership will work closely with the ES to lead this work, potentially through a new 'Sustainable Water Working Group' and ultimately through the Biosphere Reserve partnership as this has a big focus on water.

### **High level objectives – where we want to be**

#### *One Planet City:*

- Reduce pollution of urban drainage networks and the sea
- Have best practice approach to water drainage and storm water in refurbishments and new builds
- Have city wide water re-use and reduction campaigns and projects in place to support communities in reducing water consumption.

#### *Surface water:*

- Reduce Flood Risk to homes vulnerable to surface water flooding.
- Slow water entering the drainage network to reduce flooding.
- Reduce urban pollution sources watercourses and the sea.

#### *Groundwater:*

- Improve groundwater quality which is a requirement of the Water Framework Directive.
- Reduce flood risk to sites at risk from groundwater flooding.

#### *Drinking water:*

- Reduce water demand in new housing and current housing.
- Reduce demand from business.

#### *Seawater:*

- Using evidence we will better understand the marine environment and its pressures.
- We will reduce our impact on sea water quality and maintain recreation and local fisheries.
- Manage the coastline to protect properties from tidal flooding.

### **Where we are now**

#### *One Planet City:*



- Climate Change Adaptation scrutiny panel provided clear recommendations for how city needs to adapt and prepare for severe weather events including flooding and drought.

#### *Surface Water:*

- Initial stages of Surface Water Management Plan undertaken.
- The EU Water Framework Directive (WFD) aims to get all water bodies and groundwater in the UK to good ecological status. The EA and its partners have identified which water bodies are failing and what needs to be done to improve them. Solutions include measures to reduce flooding, creation of habitat and restoring our rivers to a more natural state. All of which will help to reduce flood risk and improve water quality as well as providing important habitat for wildlife.

#### *Groundwater:*

- BHCC Downland groundwater project initiated with funding from WFD, aims to reduce fertilizer application by BHCC tenant farmers. A reduction in Nitrate, Potassium and Phosphate's will improve the quality of the groundwater in the area.

#### *Drinking water:*

- The water we drink in Brighton and Hove comes from the groundwater in our chalk downland aquifers. These underground stores of water are under pressure from our demand for clean water. Managing this demand is key to sustaining our water supply and protecting the downs themselves. The BHCC groundwater project seeks to improve groundwater quality in the area.

#### *Seawater:*

- We are working in partnership with the Sussex Inshore Fisheries and Conservation Authority (IFCA), Sussex Wildlife Trust and others to develop a better and shared understanding of the habitats, species and pressures on the Sussex coastal water body. The project will create a habitat map for the Sussex coastal water body, which will be far more accurate and detailed than anything else that currently exists. Knowing what habitats are where is vital to direct management to where it's most needed.

### **What we're going to do**

<b>Action</b>	<b>Dates</b>	<b>Implementation by</b>	<b>Financial Implications</b>
<b>One Planet City</b>			
Water metering to be rolled out in nearly all housing properties the City. Engagement to raise awareness of water efficiency opportunities for all.	2012/13  Short term	Southern Water, BHCC, Biosphere Project	To be funded by Southern Water.
Continuation of development of Surface Water Management Plan and associated action	Short Term - 2016	Sustainable Transport,	£270,000 secured from Defra.

plans for all flood prone areas in the city		BHCC. Environment Agency	
Work with businesses and other stakeholders to prevent pollution. Ensure sewerage connections are effective.	Short – Medium term 2020	BHCC and Southern Water	To be determined .
Work with planning authorities and developers to include Sustainable Urban Drainage schemes and create more green roofs. Work with businesses and other stakeholders to prevent pollution.  Work closely with Southern Water to ensure pollution events are kept to a minimum. Carry out visits to give pollution prevention guidance and advice to business.	Short term 2016.  Short – medium term 2020	Environment Agency Natural England Wildlife Trust RSPB Rivers Trusts Southern Water	Work with partners to identify options for delivering the WFD.
Work with EA groundwater team to target groundwater improvements. Deliver the Brighton & Hove City Council Downland Project in partnership with the Environment Agency and others.	Short-medium term	BHCC Environment Agency SDNP Biosphere partnership	
Water neutrality concept. All new commercial buildings to meet BREEAM standard of 'excellent'. Water metering to be rolled out in the City. Aim to become 'water neutral': <a href="http://www.environment-agency.gov.uk/research/library/publications/40737.aspx">http://www.environment-agency.gov.uk/research/library/publications/40737.aspx</a>		Environment Agency DEFRA	
Deliver the Sussex coastal habitat project (Environment Agency and Sussex IFCA). Support the Sussex IFCA Management Plan. Maintain appropriate sea defences. Use the coastal habitat project maps to target appropriate		BHCC Environment Agency Inshore Fisheries & Conservation Authorities (IFCA)	

<p>management of habitats in line with sustaining sea defences.  <a href="http://www.environment-agency.gov.uk/research/planning/140252.aspx">http://www.environment-agency.gov.uk/research/planning/140252.aspx</a></p> <p>Continue to sample bathing water and advise on best practice for improving bathing waters with the view to achieving blue flag status.  <a href="http://www.blueflag.org/">http://www.blueflag.org/</a></p>			
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## Land use and Wildlife

This follows guidance from BioRegional that focuses on protecting and increasing biodiversity and biological productivity, and supporting beautiful landscapes while protecting 'ecosystem services'.

### Land use and Wildlife – One Planet City

It's proposed that this work would be led by the CSP and then the Biosphere Reserve Partnership, as the actions below all contribute to the Biosphere's wider goals for the region. There are no distinct 'council' objectives separate from the city as a whole, though the council's staff are of course central to delivering the Plan, which they drafted.

#### High level objectives – where we want to get to

##### *One Planet City:*

- An overall increase in biodiversity and biological productivity, as well as supporting beautiful landscapes
- Locally significant species are protected, and a planting and selection process benefits local wildlife.
- We adopt a Local Biodiversity Action Plan (LBAP) that clearly sets out how the important habitats and species in the city will be conserved;
- The LBAP is adequately supported by the council and other bodies in the city and progress is regularly reported. through an inclusive and multi-agency approach.
- Projects have a positive impact on ecosystem services.
- Educational materials on land use and ecosystems are available to all.
- A major biodiversity project publishes actions and learning on biodiversity.
- Opportunities are followed up to regenerate degraded natural resources.
- The city contributes to the global need for 0.3ha of wildlife habitat per resident somewhere in the world.

**Where we are now***One Planet City:*

- Our city is bounded by the sea and the South Downs National Park (SDNP)
- Over 40% of Brighton & Hove is in the SDNP
- Sites of Special Scientific Interest are the country's very best wildlife & geological sites & we have two within the city. These are rated as being in "favourable condition" which means that the land is being adequately conserved for their special qualities. They are located at Castle Hill & the Marina to Newhaven cliffs
- We have five Local Nature Reserves spanning 1.1% of land within the city boundary and three more proposed, covering a further 7.1% of the city
- We have six Green Flag parks in the city, which have been recognised for their environmental standards and the service they provide for their communities.
- We have 62 wildlife sites across the city which are important in a local context & have significant nature conservation value.
- We have a *draft* local Biodiversity Action Plan which sets out our programme for conserving biodiversity and is due for adoption in Spring 2013
- A Brighton & Hove and Lewes Downs Biosphere partnership project is underway which aims to achieve international recognition from the United Nations for the special nature of our local environment
- A number of important conservation and ancient chalk Downland areas in the city are grazed with sheep to improve the open space for both wildlife and people.
- Rangers, nature conservation volunteer service and friends of groups all work very closely to improve the management of our countryside and parks
- 3 year access to nature project underway to encourage people from all backgrounds to understand, access and enjoy our natural environment
- Wildflower sowing programme in place across the city to encourage networks of wildlife
- Award winning 'Supplementary Planning Document' on nature, conservation and development, giving practical advice on how to include nature conservation into new development proposals.
- A ranger service and 'CityWildlife' website in place to promote public engagement in local biodiversity
- Secured Higher Level Stewardship (HLS) funding for improved management of many chalk grassland areas
- Nature Improvement Funding (NIA) in place to improve biodiversity within most of the city's greenspace and in the SDNP
- Schools environmental education contract run in partnership with Sussex Wildlife Trust

Action	Dates	Led by	Financial Implications
<b>One Planet City:</b>			
Achieve UNESCO Biosphere	2013	CityParks,	Funded

status		BHCC	from existing budgets.
Implementation of the Local Biodiversity Action Plan, this identifies the most important habitats and species locally, assesses their nature conservation status and sets out the actions needed to ensure a favourable conservation status is achieved for them. This plan supports collaboration, utilises local groups to monitor species and habitats.	2013	CityParks, BHCC	Internal and HLS funding.
Restoration of species-rich, semi-natural grassland. Improved maintenance for target features (ancient monument) & successional areas and scrub. New orchard and potential to reopen some of the old Allotments	Short term, ongoing	CityParks, BHCC Various Community and Friends of Groups	Funded from existing budgets.
Improve the cities chalk grassland and increase the biodiversity value of other green spaces, principally through grazing and management of scrub	Short – medium term	CityParks, BHCC	Internal funding, HLS and NIA funded.
Creation of new urban chalk grassland by converting mown amenity grass areas to species rich chalk grassland	Short - medium term	CityParks, BHCC	Internal funding, HLS and NIA funded.
Replace water-intensive planting with wildflowers and herbaceous shrubs, to encourage wildlife and become more resistant to drought	Short term, ongoing	CityParks, BHCC	Funded from existing budgets. Ongoing savings.
Promote the effective provision of biodiversity, wildlife features and open space opportunities within new development schemes and to set out a schedule of specified projects to which developer contributions / Community Infrastructure Levy could be directed towards	Medium term	Planning, BHCC	Funded from existing budgets.
Expand allotment provision to	Medium	CityParks,	Costs to be

support sustainable food growing in the city	term	BHCC Federation of Allotments	determined with funding options to be explored.
Refresh and implementation of the City Downland Policy to increase conservation of habitats and species on the council farmland estate.	Medium term	Property & Design, BHCC	None expected
Development and implementation of detailed Biosphere reserve action plan	Long term	CityParks, BHCC	To be determined.
Create a sustainable, community-based and self-sustaining estate at Stanmer Park which links the city to the national park	Long term	Multi-team, BHCC	External funding options to be explored.
Seek funding to build and run a 'Big Nature Centre' at a local school to encourage residents and school children to reconnect with nature	Long term	Dorothy Stringer School	External funding options to be explored.

## **Culture and Community**

### **Culture and Community – One Planet Council and City**

Becoming a One Planet City will mean focusing on nurturing a culture of sustainability, community and a sense of place which builds on local cultural heritage to foster a sense of identity and connectedness.

The plan for the council's own objectives and programmes will be overseen by Arts and Culture and the resource savings will be monitored through the Organisational Health Report. For the city, a request will be made to the Arts and Creative Industries Commission working with the Commissioner for Culture to oversee the work.

#### **High level objectives – where we want to get to**

##### *One Planet Council:*

- Unusually for a local authority, Brighton and Hove City Council owns and directly manages a number of the city's major venues and attractions, including the Brighton Centre and the Royal Pavilion and Museums. The council also owns a number of other important city venues such as the Dome that are leased out and run by third parties.
- To meet One Planet objectives, all major venues and destinations owned or managed by the council will have a sustainability action plan or a robust Environmental Management System.
- Organisers and promoters of events at council venues and at events on outdoor land owned by the council will be encouraged and supported to make the most sustainable choices for their events meaning less waste, more local & sustainable food, using local suppliers and more people travelling by public transport.

##### *One Planet City:*

- Brighton & Hove has a long established and well deserved reputation for being a leader in sustainability. The choices that residents and visitors make everyday in the city can make big improvements to the environment and the local economy.
- Nowhere has sustainability been more evident than at London 2012, where many people were struck by the pride in our culture, the efforts made to maximise recycling and the successful movement of huge numbers of people by public transport. This is where Brighton & Hove is heading and by showcasing the city and its attractions to the growing number of people who take sustainability into account when deciding what to buy or where to go, the city could become known across the UK and the world as a sustainable destination, especially given its position on the doorstep of the UK's youngest National Park on the beautiful South Downs.

- We will work with major cultural partners and other venues to support the development of Environmental Management Systems and sustainable practice.

### **Where we are now**

#### *One Planet Council:*

##### *The Royal Pavilion and Museums:*

- All buildings have sustainability plans in place that focus on energy use, lighting, materials and water consumption and recycling.
- The city's galleries are working towards having flexible and changeable spaces to ensure best use of space and much of the material used is from local collections. There are plans for lighting in the Royal Pavilion Gardens which will draw on the latest technology in terms of sustainability.
- The Keep is a capital development of an archive centre which will be an excellent model of sustainability and create much better access for the public to materials.

##### *Outdoor Events:*

- Through its Sustainable Events Programme, the council works in partnership with event organisers to help them improve the sustainability of their events.
- Outdoor events are a major part of the city's cultural offer to residents and visitors. The city has a good track record and expertise in producing sustainable events and we are working to improve sharing of good practice, information and resources amongst event producers.

##### *Venues:*

- The city council-run venues, the Brighton Centre and Hove Centre, also work with event organisers to help them improve the sustainability of their events, and there has been significant investment in the Brighton Centre to reduce energy use, water use and increase recycling. The city's Jubilee Library is an award winning environmental building. Both could be trailblazers for planning and building sustainable venues and making existing ones as sustainable as possible.
- We will also work with major cultural partners and other venues to support the development of Environmental Management Systems and sustainable practice.

##### *One Planet City:*

- The city is internationally recognised for its arts and cultural offer and the crucial role the sector plays in driving the city's economy, identity and way of life. Creative entrepreneurs and artistic practitioners forge networks with each other and with organisations to develop innovative ways of working and create solutions. These networks reach out way beyond the city, nationally and internationally helping to disseminate good



practice on a much larger scale than the city's compact size would suggest.

*Partnership working and a local plan for local culture*

- Community involvement and participation are central to designing and delivering cultural activities across the city. All Brighton & Hove engagement initiatives and programmes are developed in consultation with various community and participant groups. This ethos underpins all of the programmes, proposed and under development. The success of this partnership approach is evidenced by the vibrant festival programme including the world renowned Brighton Festival, Brighton Photo Biennial and Cine City. The approach was also adopted for the Biosphere bid: Following an initial presentation to the city's independent cultural partnership, a wider meeting was held (February 2012) which included attendance from the creative industries, schools, council teams, venues, festivals, individual artists, museums, the National Park and National Trust. This generated a two year calendar of engagement events for the Biosphere bid.
- Collaboration in planning and delivery can also draw on extensive networks of creative and cultural organisations both directly and through the Brighton & Hove Arts & Creative Industry Commission. This is the key thematic partnership working on local culture. Independent from the council, but with its identity guaranteed in the council's constitution, the Commission is a powerful partnership from the arts and creative industries to develop policy, raise funds, and deliver programmes, including leading significant cultural events that tackle key strategic issues for the city - such as White Night, which was designed to provide a cultural solution to social issues arising from the city's late night economy. The success of the approach was acknowledged in the city winning a Beacon award for managing the night time economy.

**What we're going to do**

<b>Action</b>	<b>Dates</b>	<b>Led by</b>	<b>Financial Implications</b>
<b>One Planet Council</b>			
Further develop sustainable events programme to achieve new ISO 20121 events standard as well as maintaining the ISO 14001 Environmental Management Systems certification.	By Dec 12	Brighton Centre Outdoor Events Team Sustainability Team	No additional cost - existing commitment on EMS (annual audit £1,200 pa)

Develop guidance for events organisers with things they can do to make their events more sustainable and link them up with local suppliers	By Dec 12	Brighton Centre Outdoor Events Team Sustainability Team	Funded from existing staffing resources.
Ensure that council owned venues run by third parties have Sustainability Action Plans or Environmental Management Systems in place. Include this as a requirement of management contracts of these venues as they come up for renewal or retender.	By July 13	Culture, Procurement & Sustainability Teams	Funded from existing budgets.

<b>One Planet City</b>			
Create an ongoing environmental exhibition by underpinning our calendar of engagement events for the next 12–18 months with accessible information on One Planet Living.	Short term	BHCC	Funded from existing budgets.
Work with the University of Brighton and other partners on their showcase project 'The House that Kevin Built'. This is a high profile publicly accessible initiative in the city centre. The project will be a research and testing ground for all aspects of sustainable building and living, a live case study rising out of the ground in full public view as the house is built.	Short Term	BHCC	Externally funded
Develop a permanent city centre location which houses material from the city's considerable natural history collections in an accessible and engaging way. The venue would also function as a parallel visitor centre for the South Downs National Park and a centre for information on environmental issues and sustainable living.	By 2025	BHCC, South Downs National Park	To be determined
<b>Showcase projects</b>			
<i>Festival of Walking</i> Based on a successful model, to include urban, coastal and rural walks with scientists, artists, historians and anthropologists to enrich participants' relationships to the area.	April 2013		£18,000; £10,000 Arts Council England (to be applied for), £3,000 in kind; £5,000 bid to OPL reserve.

<p><i>Whitehawk Hill project</i> A collaboration between landscape artists Red Earth, archaeologists and the council that seeks to reanimate one of the most significant land monuments of North West Europe. The project may include an innovative scheme to involve and mentor young men living in Whitehawk.</p> <p><i>'EcoFocus' Photofringe Biosphere project</i> Creating an online gallery and visual map of how people see and celebrate their local landscape.</p> <p><i>Brighton's Ice Age</i> Exhibition to tell the story of human origins and global climate change, including artefacts from extinct species of human, telling a local/global story of universal relevance.</p>	<p>Autumn 2013</p> <p>March 2013</p>		<p>£25,000; £10,000 Arts Council England, £5,000 in kind, £10,000 bid to OPL reserve.</p> <p>£12,500; £5,000 from Photofringe and £7,500 bid to OPL reserve.</p> <p>£69,000; £20,500 Renaissance funding; £24,000 in kind, £25,000 bid to OPL reserve</p>
<p><i>The sea</i> The relationship we have with the sea is key; our use of the sea, our enjoyment of the sea, taking care of the sea. Develop projects to explore this important theme, based around:</p> <ul style="list-style-type: none"> <li>• Fish festival and becoming a sustainable fish city</li> <li>• Heritage of the sea</li> <li>• The windfarm</li> <li>• The piers and i360</li> </ul>	<p>Long term</p>		<p>To be determined</p>

## **Equity and Local Economy**

### **Equity and Local Economy – One Planet Council and City**

This follows guidance from BioRegional that works towards a future where thriving, diverse and resilient local economies support fair employment, inclusive communities and international fair trade.

For the council, the equalities objectives are led by the Equalities Steering Group.

It is proposed that the city-wide work could be jointly led by the City Inclusion Partnership, and the Economic Partnership. The Fairtrade Steering Group also has a key role.

#### **High level objectives – where we want to get to**

*One Planet council:*

- Equity and Inclusiveness physically and socially
- Living Wage

*One Planet city:*

- Employment, in particular promoting jobs in the green economy
- Equity and Inclusiveness physically and socially
- Living Wage
- Participation
- Supporting fair trade

#### **Where we are now**

*One Planet council:*

*Equity and Inclusiveness physically and socially:*

- The council has an Equality and Inclusion Policy and Action Plan, June 2012
- Equalities impact assessments are done on all policy documents, budget and reports.
- The council supports and encourage staff to join staff groups (Including Black and Minority Ethnic Workers Forum, the Disabled Workers Forum and the Lesbian Gay Bisexual & Transgender (LGBT) Workers Forum) which enable individuals to share experiences, raise awareness on the effects of discrimination, have a collective voice with the council in terms of best practice, i.e. policy, procedures and service delivery, and provide networking and information sharing opportunities.
- The council achieved an excellence award from the 2011 Equality Framework for Local Government Diversity Peer Challenge.

*Living Wage:*

- The council raised its minimum rate of pay to £7.19 per hour for staff and casual workers on standard rates of pay.

*One Planet city:*

*Employment, in particular promoting jobs in the green economy:*

- 1) Employment, in particular promoting jobs in the green economy
- Our city has been relatively resilient to recession in recent years but cannot be complacent and we still have a very significant number of people out of work.
  - A City Employment and Skills Plan (2011-14) and a Local Employment Scheme have been developed – the latter is a free recruitment service for local people looking for work and for developers needing the right staff for contract delivery
  - A 2009 council inquiry into the economic potential of the environmental industries and services sector in the city led to a sector development role being developed; more recently a 70-people sector Open Space event led to a feasibility study into establishing an environmental sector development agency for the city. A partnership working group is taking this forward.
  - An Eco Technology Show at the Amex stadium had 100+ environmental sector companies exhibiting, 800 Companies attending, 3000 public visitors and 450k worth of marketing value across over 100 trade and consumer press articles, with a national spotlight on sustainability initiatives and environmental businesses locally
  - Recent successes have included the retention of American Express in a new building and the Amex Community Stadium development
  - A City Investment Prospectus has been produced.
  - The council and other agencies have provided support for businesses in carbon reduction, and tailored sustainability business advice; business networking and resource efficiency workshops.
  - Other organisations have also developed support programmes notably the extensive Wired Sussex network and programme
  - Brighton & Hove Chamber of Commerce has set up a [Green Chamber Collective](#) with the aim of promoting the benefits of green business.
  - UTILISE workshops on environmental management for SME's and focusing on energy, water and waste efficiency have been run successfully by the Sustainable Business Partnership CIC
  - The [Brighton & Hove 10:10](#) campaign has a business strand, encouraging businesses to sign up and cut their carbon and has developed a comprehensive set of case studies; and supporting Albion in the Community in their "Want to Work" Green Champion scheme.
  - Business Directories have been developed e.g. the Green Chain website: A directory of businesses offering low carbon technologies and services; and the Brighton Peace and Environment Centre published a [Green Guide](#) to local suppliers and services.
  - A [Green Brighton Guide](#) for visitors has been produced with the support of Visit Brighton and Visit Britain as the first part of a new city eco tourism strategy

- An ultrafast broadband bid has been submitted by the city to government
- Government funding has been secured for a study looking into the feasibility of integrating city systems as a Future Cities Demonstrator and a bid submitted to do this in three key areas.

*Equity and Inclusiveness physically and socially:*

- The issues of Digital and Financial inclusion have been identified as requiring a strategic approach.

*Living Wage:*

- In October 2011, a Living Wage Commission for the city was established
- Brighton & Hove Chamber of Commerce has developed a two year Living Wage Campaign

*Participation:*

- The [City Engagement Partnership](#) has been established
- The city's [Community Engagement Framework](#) has been signed up to by all the city's key public sector bodies and the family of partnerships
- A new community development commissioning programme has been established
- Council annual budget setting has been done with new processes to ensure wider public participation
- The Community and Voluntary Sector Forum in the city is supported to have a leading role in developing and challenging for wider participation in city decision-making

*Supporting fair trade:*

- We are a Fair Trade city: Fair Trade is about better prices, decent working conditions, local sustainability, and fair terms of trade for farmers / workers in the developing world
- A city Fair Trade Steering Group has been re-established
- A visitor guide to leading fair trade outlets has been produced
- A new website has been developed
- Fairtrade fortnight and other promotional events have been organised

**What we're going to do**

Action	Dates	Implementation by	Financial Implications
<b>One Planet Council</b>			
Implement Brighton & Hove City Council Equality and Inclusion Policy, Action Plan June 2012	2012-2015	BHCC, Strategic Partnership and Public Service Board	Within existing resources.
<b>One Planet City</b>			
Review and revise the city's economic	By	Economic	Within

strategy using One Planet Living principles	March 2013	Partnership, BHCC	existing resources.
Implement priorities in the City Employment & Skills Plan.	Now-2014	City Employment & Skills Group	EU and external funding bids.
Business Plan for setting up an agency to develop the city's environmental industries and services sector	2012/3	Env Industries Working Group BHCC	Funded from within existing resources.
<p>Launch city Eco Tourism strand</p> <p>Develop Strategy</p> <p>Evaluate a more radical re-branding of visitor services and the profile of the city as a destination in line with Brighton &amp; Hove as the number one eco-destination of choice.</p> <p>Develop a visitor (and resident) offer which would enhance the city's status as an eco-tourism destination by the development of a city centre interactive biodiversity /environmental interpretation centre.</p>	<p>2012/13</p> <p>Medium Term</p> <p>Long term</p>	<p>Visit Brighton, BHCC</p> <p>South Downs National Park</p> <p>Private sector</p>	<p>Existing budgets &amp; commercial funding</p> <p>Long term funding to be determined.</p>
<p><i>Ultra Fast Broadband based on bid to government :</i></p> <p><i>Wireless City</i> - roll out of outdoor web access for phones, tablets and other portable devices within the central commercial and business districts of the city, including the sea front. Investment will include a network of low voltage wireless units mounted primarily on council property assets notably lamp columns and buildings.</p> <p><i>100% coverage of superfast broadband:</i></p> <p>This will accelerate and extend the roll out of new exchange cabinets across the city providing more extensive fibre optic cabling.</p> <p><i>Commercialisation of 'dark fibre'</i></p> <p>To improve connectivity and capacity.</p>	Short Term	Wired Sussex BHCC	<p>Commercially sponsored.</p> <p>Subject to match funding commitments from the main infrastructure providers.</p>
The City's overarching cross sector working forums, the Brighton & Hove Strategic Partnership and the Public	2012/13	BHCC BHSP	Within existing resources.

Service Board to formally endorse £7.20 as a living wage for the city Implement the Living Wage Commission recommendations of March 2012	Medium Term	PSB BHCC BHSP PSB	within existing resources
Develop Fair Trade action plan and programme with city Fairtrade Steering Group	Short Term	Fair Trade SG BHCC	within existing resources.
Embed engagement into decision-making processes by supporting the work of the City Engagement Partnership	Short/ Medium Term	CEP Communities & Equalities Team	within existing resources to 2016.
Pilot neighbourhood governance models in Hollingdean & Stanmer ward; and Whitehawk & Bristol Estate.  Assess the impact of the two pilots and propose further activity across the city  Alongside the pilots the City Council will continue to support community development work and other community initiated work such as developing neighbourhood plans and activities associated with localism.	Short term – June 2013  Medium term  Short term	Communities & Equalities Team	within existing resources.
Support community and voluntary sector organisations by agreeing a package of three year discretionary support for the sector for 2013-16. Agreed support and funding for the Transforming Local Infrastructure Project to include effective support for volunteers and implementation of Citywide Volunteering Strategy	Short term	Communities & Equalities Team	within existing resources.

## Health & Happiness

### Health & Happiness – One Planet Council

One Planet Living is defined as a future where it is easy, attractive and affordable to people to lead happy and healthy lives within a fair share of the earth's resources. This principle is focused on initiatives which promote health and happiness.



Within the council, this work is led by its Human Resource team.

**High level objectives – where we want to get to**

One Planet Council:

- Colleagues design and deliver services with sustainability in mind.
- Colleagues are encouraged to be healthy.
- Colleagues take personal accountability for their health and happiness.
- ‘Respect’ is an organisational value.
- Council colleagues respect each other and their perceptions confirm this.

**Where we are now**

- ✓ The People Strategy 2011-15 outlines senior leadership commitment to; providing clarity on organisational vision and values, a behaviour framework, a revised individual performance management system that measures the ‘what’ and the ‘how’ of delivery and a supportive learning & development programme.
- ✓ The wellbeing of the council's staff is defined in the council's People Strategy. For the organisation, wellbeing is not just about quality of life, but also about the organisation's culture, its leadership and its resources.
- ✓ Feedback from the staff survey demonstrated that the council has flexible working arrangements that are recognised and appreciated by the workforce.
- ✓ We have recently selected a new occupational health provider and will be looking to make appropriate services available from 2012 to support colleagues to manage their own physical and mental health and wellbeing.
- ✓ The council monitors employee wellbeing and satisfaction and can provide evidence of work-based improvements.
- ✓ The council monitors colleague's perceptions on dignity and respect in the workplace.
- ✓ Better colleague involvement and engagement has taken place over 2011/12, for example, the People Strategy was produced and designed through a collaborative and open process, where engagement was both an ‘outcome’ and a ‘process’ and the 2011 Staff Survey had the highest response rate ever at 51%.
- ✓ We continue to develop our employment policies to retain skills and experience and meet the needs of all generations in the workforce and working patterns and styles.

**What We’re Going to Do:**

Action	Dates	Implementation by	Financial Implications
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1. Introduce a framework which describes the behaviours and standards required of colleagues working at different levels across the organisation. *	Jan – Mar 2013	Human resources and Organisational Development (HR&OD), working in partnership with the Strategic Leadership Team (SLT) and Corporate Management Team (CMT)	Budgets being developed
2. Promote greater flexibility around how, when and where we work to improve efficiency and effectiveness, to improve customer service, to reduce the impact on our environment and to conserve natural resources.	tbc	Workstyles Programme Board	Budgets being developed
3. Wellbeing initiatives will be beneficial to both colleagues and the Authority by improving attendance whilst at the same time raising morale and promoting good physical and mental health.	tbc	HR&OD	Budgets being developed
4. Maintain our solid commitment to dignity, respect and equality at work so it remains constant, and we will review the 'Dignity at Work' procedure with trade unions and colleagues across the council to ensure it is effective	tbc	HR&OD	Budgets being developed
5. Introduce a system of appraisals that measures 'what' gets delivered (outcome) and 'how' it gets delivered (behaviour). *	tbc	Orchestrated by HR&OD Working in partnership with SLT and CMT	Budgets being developed
6. Introduce a learning and development programme that supports colleagues to demonstrate the skills and behaviours outlined in the behaviour framework.*	2013	Orchestrated by HR&OD Working in partnership with SLT and CMT	Budgets being developed

\*Note: currently being discussed with SLT

## **Health and Happiness – One Planet City**

It is proposed that the Healthy City Partnership is invited to lead on this city-wide work, supported by the Public Health Directorate.

### **High level objectives – where we want to get to**

*One Planet city:*

- The One Planet vision is to make it easy, attractive and affordable for people to lead happy, healthy lives within their fair share of the earth's resources.
- The Council, partner organisations, communities, residents work together to support people to achieve and maintain a healthy life and to reduce health inequalities across the City.
- Brighton and Hove makes the most of assets throughout the community and environment in order to improve health and wellbeing.
- Local services are designed with physical and mental well-being in mind and local people and communities will be involved and participate in shaping wellbeing. This will be demonstrated through initiatives such as achieving the World Health Organisation's Age Friendly City status and development of alcohol and substance misuse services.
- Progress towards achieving the One Planet vision in Brighton and Hove will be demonstrated by monitoring health and wellbeing outcomes including self reported wellbeing, active living, and health inequalities. This intelligence will be used to tackle local inequalities by targeting specific action to those most in need.

### **Where we are now**

*One Planet city:*

- Brighton and Hove residents are happier, more satisfied & feel their life is more worthwhile compared with the UK average according to data published by the Office for National Statistics in 2012. However, the Brighton and Hove Joint Strategic Needs Assessment 2012 highlights that the City has higher than average mental ill health needs and persistent health inequalities.<sup>viii</sup>
- The local City Tracker survey shows a high level of satisfaction with Brighton and Hove, and the local area, as a place to live.
- The newly established shadow Health and Wellbeing Board has begun to develop a Health and Wellbeing Strategy for Brighton and Hove. This will be published in 2013. Five priorities been selected, including Emotional Health and Wellbeing (including Mental Health), dementia, smoking, healthy weight and nutrition, and cancer & cancer screening.
- A draft mental health promotion strategy for the City is under development to support the Emotional Health and Wellbeing action plan.
- Improving health and wellbeing outcomes is an aim of action under other One Planet Principles such as Local and Sustainable Food and Sustainable Transport.

- Brighton and Hove is a member of the World Health Organisation (WHO) Healthy City programme. The Healthy City Partnership has overseen action to promote active living, healthy workplaces and healthy urban environments.
- Programme Boards for alcohol, substance misuse and obesity have recently been established to coordinate tackling these challenging areas.
- Membership of WHO Global Network of Age Friendly Cities has been agreed by the council as part of plan to achieve Age Friendly City Status.

### **What we're going to do**

<b>Action</b>	<b>Dates</b>	<b>Led by</b>	<b>Financial Implications</b>
<b>One Planet City</b>			
<b><i>Develop and deliver a mental health promotion strategy</i></b>			
Engage local people about happiness and wellbeing, to inform development of the strategy action plan, focusing on the 'five ways to wellbeing': connect; be active; take notice; keep learning; give.	2013	BHCC; Clinical Commissioning Group; and partners	within existing budgets.
Measure local baseline against <i>No Health Without Mental Health</i> (the national strategy – will include determinants of mental wellbeing such as parenting, green spaces, older people at risk of isolation).	2013	As above	within existing budgets.
Launch and delivery of strategy action plan.	2014-19	As above	within existing budgets.
<b><i>Promote active living</i></b>			
Deliver a programme to increase active living (including activities such as Active for Life, Healthwalks, TakePart) that: <ul style="list-style-type: none"> <li>• Addresses inequalities</li> <li>• Meets the needs of priority groups for active living</li> <li>• Is informed by public consultation</li> <li>• Is evidence based and consistently evaluated, including making use of segmentation and social marketing insights</li> </ul>	Short term and ongoing	BHCC, in partnership with providers	within existing budgets.
Work towards increasing active living as	Medium	BHCC	within

Action	Dates	Led by	Financial Implications
measured by the following indicators from national Public Health Outcomes Framework: <ul style="list-style-type: none"> <li>• Increase the proportion of physically active adults</li> <li>• Decrease the proportion of physically inactive adults</li> <li>• Utilisation of green space for exercise / health reasons</li> </ul>	m term; annual monitoring		existing budgets.
Implement the new 'Sports Facilities Plan 2012-2022'	2012-22	BHCC Sports facilities team; Freedom Leisure	To be determined
Increase the number of children and young people using active travel as their main method of travelling to and from school.	Ongoing	BHCC (sustainable transport; Public Health; Healthy Schools Team)	within existing budgets.
Develop an Active Travel Forum to increase levels of active travel through promotion of positive behaviour change	Short Term	BHCC	within existing budgets.
Increase the capacity of sports clubs and organisations to provide opportunities and engage local residents of all ages.	Ongoing	BHCC Sports Development	within existing budgets.
Implementation of the Sport and Physical Activity Strategy to: <ul style="list-style-type: none"> <li>▪ Inspire more people to participate;</li> <li>▪ Optimise the social and health benefits;</li> <li>▪ Improve equality of access &amp; remove barriers to sporting opportunities.</li> </ul>	Short to medium term: 2013-18	BHCC	
<b>Age-friendly city:</b> ensure our physical and social environment promotes			

Action	Dates	Led by	Financial Implications
healthy and active ageing and a good quality of life for older residents.			
Establish multi-agency steering group to oversee programme to achieve World Health Organisation (WHO) Age-friendly City status	2013	Led by Public Health with CVS, NHS, BHCC	within existing budgets.
Lead self assessment of City's current position against WHO Age-friendly City framework.	Short term 2013-14	AFC Steering Group	within existing budgets.
Public Debate at Peoples Day and Older Peoples Day 2013/14.	2013	AFC Steering Group	within existing budgets.
Multi-agency sign up to an agreed 'Active Ageing' strategy and action plan. Prioritisation of actions is subject to outcomes of local consultation and engagement.	TBC	AFC Steering Group	To be determined.
<b>Development of alcohol and substance misuse services (major initiative)</b>			
Deliver the post-Big Alcohol Debate action plan to change the drinking culture in the city focusing on the following themes: <ul style="list-style-type: none"> <li>• Alternatives to alcohol</li> <li>• Availability</li> <li>• Price</li> <li>• Education</li> </ul>	Medium and long term outcomes (updated annually)	Alcohol Programme Board	within existing budgets.
Embed wellbeing into the design and delivery of alcohol services (outcomes tracked using SMART measures)	Short term	Alcohol Programme Board	within existing budgets.
Ongoing development of service user involvement in alcohol and substance misuse services e.g. <ul style="list-style-type: none"> <li>• Annual consultation event</li> <li>• Nine different service user forums</li> <li>• Service User Involvement Worker</li> </ul>	Ongoing	Alcohol and Substance Misuse Programme	within existing budgets.

Action	Dates	Led by	Financial Implications
		Boards	
'Golden Thread' Action Plan to support recovery and reintegration of people with alcohol or substance misuse issues. Health trainer service to support people leaving drug and alcohol services to remain substance free.	Ongoing	Alcohol and Substance Misuse Programme Boards	within existing budgets.
<b>Improve health and wellbeing through the workplace</b>			
Healthy City Partnership (HCP) to promote the Workplace Wellbeing Charter to business, with advice and support to achieve charter status.	Medium term	HCP workplace health sub-group	within existing budgets.
Continue to promote NHS Health Checks to business.	Medium term	HCP sub-group Economic Partnership	within existing budgets.
Promote and provide opportunities for business/employees to take part in physical activity at work.	Short and medium term	HCP workplace health sub-group Health Development Team	within existing budgets.
<b>Integrate evidence on wellbeing into local needs assessment and decision making</b>			
Integrate an 'assets approach' into the Joint Strategic Needs Assessment (JSNA)	By 2014	City Needs Assessment Steering Group	within existing budgets.
Repeat Health Counts survey (including measurement of self reported wellbeing)	Long term	Public Health	To be determined

Action	Dates	Led by	Financial Implications
Health Impact Assessments for major building projects	Ongoing	Planning Public Health Transport	within existing budgets.

<sup>i</sup> Best Food Forward Report on the Ecological Footprint for Brighton & Hove. This analysis is more comprehensive than the analysis in Bioregional Regional Targets as it incorporates impacts from transportation of food.

<sup>ii</sup> Bioregional/WWF Common International targets

<sup>iii</sup> *The Ecological Footprint of what we eat*. Stockholm Environmental Institute. Frey and Barrett  
<http://www.sustainablefood.com/Foodfootprint-How.htm>

<sup>iv</sup> Harvest Brighton & Hove, Lead Partners: B&H Food Partnership and Food Matters [www.harvest-bh.co.uk](http://www.harvest-bh.co.uk). BHCC is a project partner

<sup>v</sup> Environment Champions Report 2004

<sup>vi</sup> REAP data 2011

<sup>vii</sup> The **Sustainable Fish City Campaign** is a Food Partnership campaign:  
<http://www.bhfood.org.uk/sustainable-fish>

<sup>viii</sup> Brighton and Hove Joint Strategic Needs Assessment 2012 <http://www.bhlls.org/jsna2012>





# One Planet Regions

## UK Targets



# Introduction

The aim of the One Planet Initiative is to create a future where it is easy, attractive and affordable for people to lead happy and healthy lives within a fair share of the earth's resources – One Planet Living. The initiative uses 10 guiding principles as a framework to help our partners examine the sustainability challenges they face and to develop appropriate solutions.

As part of the One Planet Regions programme, BioRegional uses the 10 One Planet principles to support the development of flagship sustainable regions across the UK. These One Planet Regions are intended to be places where it is easy for residents to live a one planet lifestyle by 2025, should they choose to.

This document is aimed at local and regional government and strategic partnerships starting out on the journey of joining the One Planet Regions network and as a reference document for existing members. Although local authorities are typically the lead partners, One Planet Regions can also be led by local strategic partners. The UK Targets are supported by a set of detailed guidance notes and position papers which cover the application of these targets in more detail.

## Environmental drivers behind the One Planet initiative

A sustainable future will need to consider environmental, social and economic factors and the 10 One Planet principles and their associated targets have been developed in recognition of this. However, we subscribe to the view that society and the economy cannot exist long-term outside a healthy environment. Consequently there are three overarching environmental drivers behind the One Planet initiative:

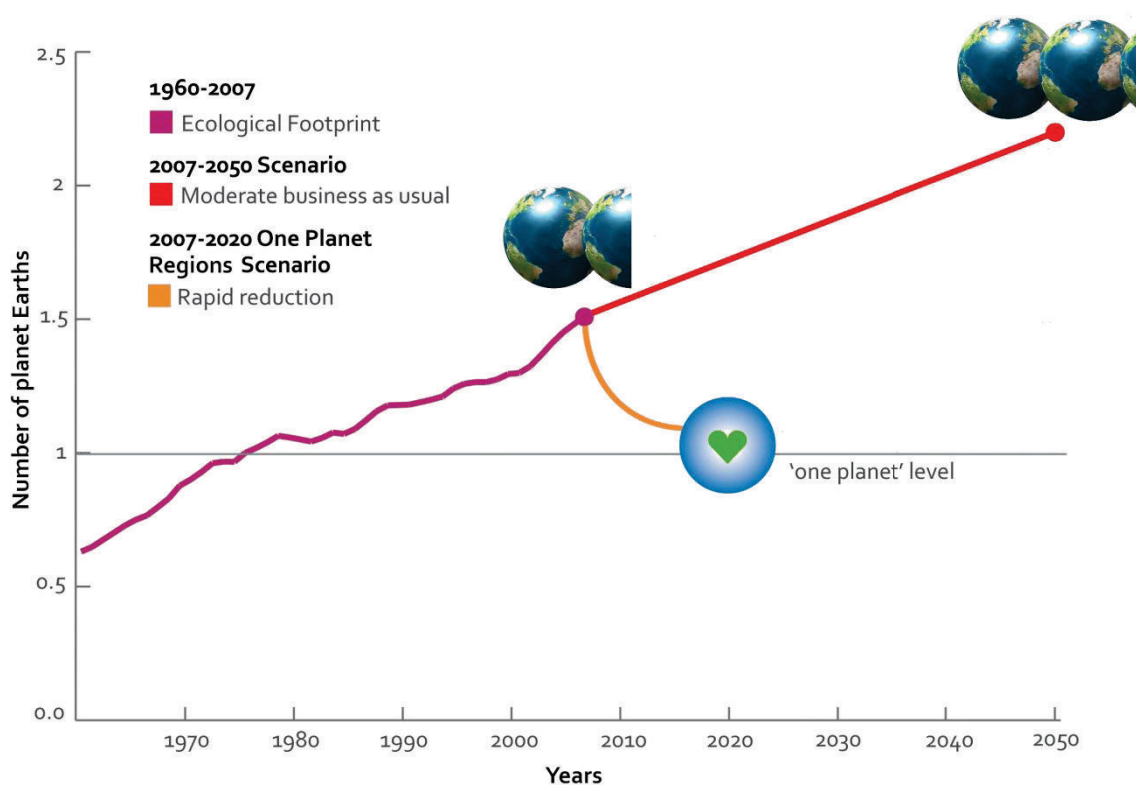
- Sustainable ecological footprint;
- Sustainable carbon footprint; and
- Clean (non-polluting) activities

## Sustainable ecological footprint

Ecological footprinting measures our consumption of natural resources in global hectares of land and sea – its biocapacity. Research tells us that our global footprint now exceeds the Earth's capacity to regenerate its biocapacity, by about 50%. If our demands on the planet continue at the same rate, by 2030 we will need the equivalent of two planets to maintain our lifestyles.

One Planet Regions make it easy, attractive and affordable for their residents to live within a fair share of the Earth's resources which, according to current calculations, will be no more than 1.2gha per person by 2025<sup>1</sup>. In the UK, the current average footprint is 4.9 gha/cap; this compares to China where it is 2.2 gha/cap and USA where it is 8.0 gha/cap.

The graph below shows the trajectory for the global ecological footprint if we continue to consume at current levels in comparison to a rapid or slow reduction in footprint.



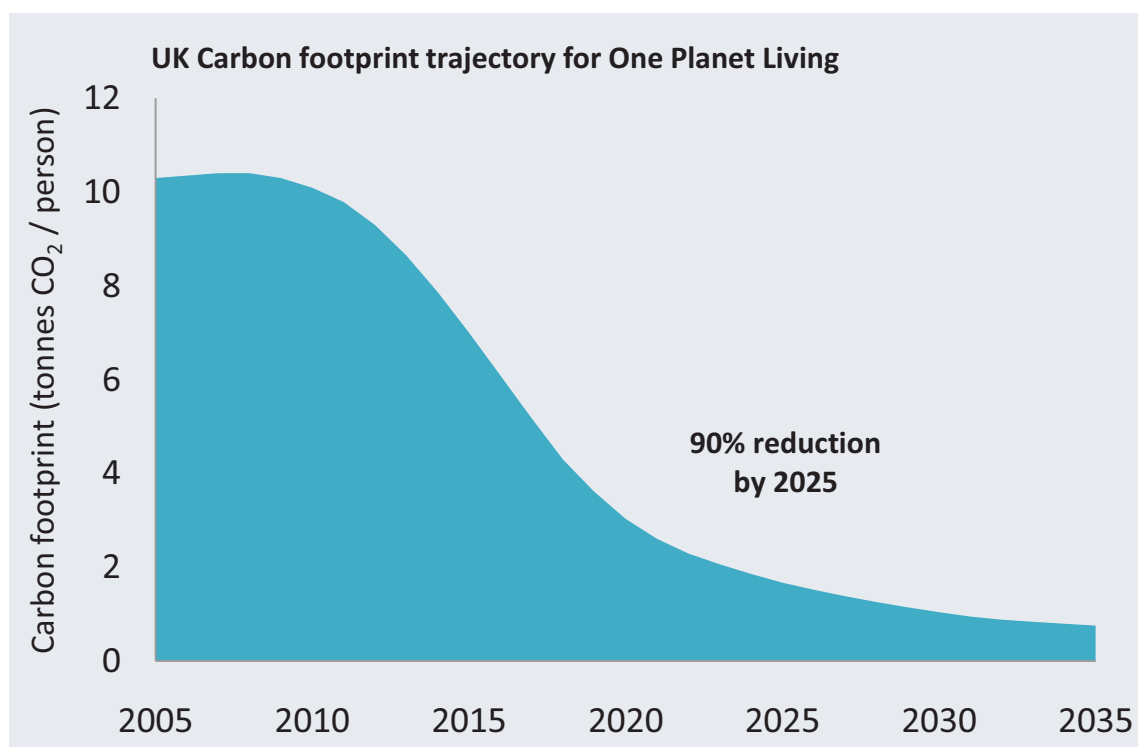
<sup>1</sup> based on a population of 7.67 billion, a biocapacity of 1.6gha per person and allowing 20% space for wildlife

## Sustainable carbon footprint

The One Planet Initiative uses 'consumption-based' carbon footprinting to inform a holistic picture of what causes our greenhouse gas emissions and the most appropriate strategies for reducing them. Consumption-based emissions are those that arise all the way through the supply chain. These include not just 'direct emissions' caused by fuel and energy consumption, but also embodied emissions in goods and services purchased, for example food, manufactured items and construction materials.

The reduction in global carbon emissions, which is needed to stay within acceptable limits of climate change, is between 50-85% by 2050<sup>2</sup>. Subscribing to the idea of "contraction and convergence," which means that all countries aim eventually to have equal per-capita emissions, the UK would need to aim for cuts above 80. The Committee on Climate Change suggests an 80% target by 2050 – and this target has been enacted in law through the Climate Change Act 2008, with an interim target of 40% by 2020<sup>3</sup>.

We know that emissions are building up cumulatively in the atmosphere. Therefore the faster emissions cuts can be made, the greater chance there is of stabilising atmospheric concentrations<sup>4</sup>. As the aim of the One Planet Initiative is to lead the way and achieve the highest levels of sustainability, in the case of the UK, endorsed One Planet Regions will enable a trajectory resulting in a 90% cut in consumption-based emissions by 2025.



<sup>2</sup> Climate change publications often suggested 50%, although some suggest 70-80%. McKay, D. Sustainability without the hot air (2010), <http://bit.ly/ghmaDk>

<sup>3</sup> Climate Change Committee (2010), Climate targets and global emissions trajectories. Available at: <http://bit.ly/fW3ZDV>

<sup>4</sup> Based on work done by both the Tyndall Centre on UK carbon budgets and Meinshausen et al. on the global budget.

## Clean technologies

Each One Planet Region has an ongoing and evolving strategy for avoiding pollution to air, land or water as a result of activities associated with the region. Energy generation equipment, construction and refurbishment activities, transport vehicles, domestic and non-domestic activities all aim to meet international best practice on pollution prevention. Purchasing systems for materials, equipment, goods or food should check for pollution impacts upstream and choose suppliers with strong environmental track records supporting the emergence of a green supply chain.

## Climate change adaptation

One Planet Regions will have a strategy for climate change adaptation that is updated regularly. The strategy will assess the vulnerability of the region to current and future climate change, including consideration of flooding, drought and heatwaves. The community groups, activities and natural resources most vulnerable to climate change should be recognised and recommendations put forward for helping adaptation measures.

For further information about climate change adaptation, please refer to BioRegional's briefing paper on Climate Change Adaptation.

## Behaviour change

One Planet Regions explore ways to help the local community make decisions that have a positive impact on the environment, together with improving health and wellbeing. Local authorities will draw from best practice in their approach to behaviour change, considering how methods such as 'choice architecture' can be used fairly, and social and culture norms developed to achieve a One Planet economy.

For further information about fostering pro-environmental behaviour, please refer to BioRegional's briefing paper, outlining best practices approaches to behaviour change.

## Communications

The success of a One Planet Action Plan is often determined by the way it is communicated – this might be across the organisation, or to outside audiences. Sustainability communications is a specialist area and it is expected that endorsed partners will pay careful attention to communication and audience engagement. If done correctly, the One Planet approach can be an extremely powerful communications tool. BioRegional can provide some communications guidance however do not specify particular approaches, as partner regions will be best placed to consider this. However One Planet Regions will always ensure communications are honest and free of jargon and greenwash.

## Applying the targets

The programme uses a set of common targets against each of the 10 One Planet principles to ensure regions are guided towards a shared goal. These also determine what level of performance is required for a region to be eligible to be an endorsed One Planet Region. The targets in this document are consistent with that of One Planet Communities and One Planet Companies but variations that do exist are due to communities and businesses having different degrees and spheres of responsibility, flexibility and influence.

In recognition that the solutions for a sustainable future are context specific, the targets are not intended to be prescriptive but instead provide directions of how the vision of a One Planet Region can be translated into reality. The targets can be applied flexibly to cope with the unique challenges faced and be expanded upon to develop more detailed targets for specific regions.

Applying the targets is achieved through a One Planet Action Plan that sets out the short and long-term aspirations across each of the principles.

## Writing a One Planet Action Plan

One Planet Regions should have a published work plan that addresses each of the 10 One Planet principles and the associated UK Targets detailed in this document. This Action Plan, and its response to the UK Targets, forms the basis of BioRegional's decision to grant endorsement and the 'planet with a heart' logo to partner region.

Endorsement is a stamp of recognition and reserved for exemplary communities, businesses and regions. However, the One Planet principles are freely available for anyone to use and it is not a requirement for organisations that use the One Planet approach to seek endorsement.

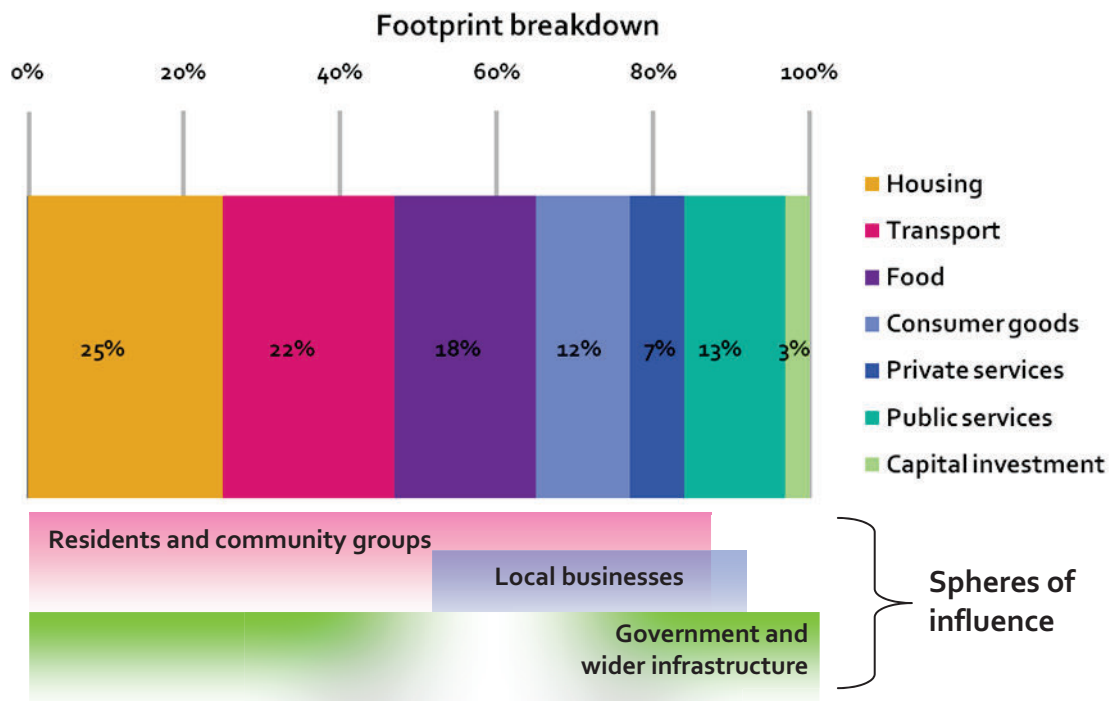
For regions that are endorsed, monitoring is essential to understand and evaluate progress. To ensure minimal additional workloads for partners, wherever possible monitoring a One Planet Action Plan uses the partner's existing environmental performance management systems. A separate guidance note covers development of a monitoring plan.

For full details on the endorsement process and progress monitoring please refer to the One Planet Endorsement and Quality Assurance document.

# Spheres of influence

It is understood that in some cases it may not be possible for our partners to meet some aspect of the targets because of factors outside their control. In these instances, BioRegional’s approach is to document the barrier and support the partner in their attempts to overcome it, for example by engaging with central government or by disseminating information and securing wider support.

Where necessary, UK Targets distinguish between the performance of the local authority (or other local bodies such as a Local Strategic Partnership) and the role they take in influencing the activities of other stakeholders in their region. This is in recognition of the fact that the One Planet Living vision requires participation from companies, community groups and individuals, as illustrated in the diagram.





# The UK Targets

## Zero carbon



**The One Planet vision is that all buildings will be energy efficient and run completely from renewable energy.**

Local authorities endorsed as One Planet Regions will lead by example in addition to working with the rest of the community in a transition towards zero carbon buildings. There are targets for local authorities outlined below that cover their own operations, after which local authorities are expected to promote and enable zero carbon targets for all new and existing infrastructure in their region.

### Local authority operations

All buildings and structures over which the local authority has direct influence will be 'net zero carbon' powered and heated by a renewable energy supply, using fossil fuels only as back up by 2025. A detailed pathway to achieving zero carbon by 2025 will be put in place within 3 years of writing the One Planet Action Plan.

#### New buildings

Any new buildings and structures will be designed to meet energy efficient good or best practice standards. Having minimised energy demand through good design and energy efficiency measures, all the remaining energy demand should be met by renewables, for example wind, solar and biomass. Consideration should be given to energy generated by onsite renewables, particularly heat and hot water, as far as is practically and economically feasible. Adequate levels of onsite generation will be assessed on a building-by-building basis but all opportunities for on-site renewable generation should be considered.

There should be no fossil fuel energy supplies onsite, except as backup to a renewable supply. Any remaining energy demands may be met using offsite renewable energy that, where possible, represents new installed capacity, or through renewable energy power purchase agreements which are guaranteed through mechanisms such 'renewable energy guarantees of origin' or purchase of 'renewable energy certificates'. Many green electricity tariffs do not stand up to scrutiny so One Planet Regions are advised to exercise due care, with further information is given in a guidance note.

#### Existing buildings

For existing buildings, a quantified baseline is expected with a work plan to retrofit buildings with energy efficiency and renewable energy technologies, to reduce demands as far as is economically and technically feasible. Measures delivering a pay back on investment within 10 years would be expected. Guidance notes provide more detailed advice about permitted renewable energy sources and feed in tariff mechanisms which may apply.

## Community engagement

Local authorities will support projects that help individuals, local community groups and companies adopt a trajectory towards zero carbon. The support helps enable zero carbon lifestyles and the local context will determine the types and level of support required by the community; this will be taken into account during the endorsement process.

# Zero waste



**The One Planet vision is of a future where resources are used efficiently, waste levels are close to zero and ultimately zero waste is sent to landfill.**

The waste management systems in a region must be designed around the waste hierarchy, prioritising waste prevention first, then re-use, recycling and composting, before energy recovery and lastly disposal to landfill.

## Local authority operations

There is a presumption of promoting resource efficiency and avoiding wasteful consumption. Local authorities will lead by example, achieving an 85% recycling rate on internal operations within 3 years of endorsement.

### Construction activities

For Council funded construction projects, the approach to construction waste will include application of a Reuse - Deconstruct - Demolish hierarchy, meaning waste from existing buildings will be retained and reused in situ wherever possible. Best practice standards in waste minimisation during construction will be promoted and employed. At least 95% of waste by weight generated by construction and demolition will be reclaimed or recycled. The Council will also promote this approach to all construction projects taking place in the region.

## Community engagement

Endorsed regions promote reuse and recycling of waste to high value uses, promoting 'closed loop' recycling and avoiding down-cycling to lower value uses. By 2025, at least 70% of domestic waste by weight generated will be reclaimed, recycled or composted. Ideally no more than 2% of waste by weight will be sent to landfill.

Clean energy from waste plants may form part of the zero waste strategy, provided international best practice standards on operations and emissions are employed. Energy from waste treatment methods are only appropriate if treating truly residual waste and therefore not compromising reuse or recycling.

### Businesses and industries

Businesses and industries can typically achieve even higher recycling rates than domestic properties. For local businesses, consideration will given to the provision of recycling facilities and training provided to ensure the waste hierarchy is followed and the local authority is expected to ensure the enabling infrastructure is provided and promoted so that organisations in the region can follow a trajectory towards zero waste by 2025.

# Sustainable transport



**The One Planet vision of the future is one where walking and cycling are the norm, the need to travel has been reduced and low and zero carbon modes of transport are provided. Regions create a green transport plan that results in carbon emissions consistent with the overarching greenhouse gas emissions reduction target.**

A sustainable transport strategy is heavily dependent on planning and providing public transport and One Planet Regions commit to promoting an integrated, long term approach in their own operations and with stakeholders in their region.

## Local authority operations

The local authority will promote good practice in reducing the need for staff travel (such as when deciding on locations for offices) and providing sustainable alternatives. This is applicable for the Council's own fleet and transportation used by employees and contractors. Monitoring - including of emissions where appropriate - is expected, with targets that align or exceed the long term vision for sustainable transport in the region.

## Community engagement

Transport plans will consider how best to promote walking and cycling and reduce the need for people to travel. This considers how the local community can live in close proximity to local services such as schools, healthcare, business districts, shops and leisure facilities. In any new build developments, on site facilities must complement local facilities as appropriate.

Having reduced the need to travel, One Planet Regions provide access to sustainable transport. Pedestrian and cycle networks, public transport hubs, car clubs and car sharing will be prioritised.

Consideration is also given to future technologies and how the region could be developed to enable these technologies to be incorporated at a later date – for example by installing electric vehicle charging points.

Biofuels may be used to help meet the transport target, but there must be robust proof it is derived from sustainable sources, to be assessed on project by project basis. For example biofuels locally grown on marginal land or waste cooking oil could be considered sustainable.

# Sustainable materials



**The One Planet vision is one where all goods and materials used - for construction or consumer goods - are made from renewable or waste resources with low embodied energy and, wherever possible, sourced locally.**

## Local authority operations

One Planet Regions recognise the environmental impacts of goods and services procured. They will establish mechanisms to record and reduce these impacts by having a robust strategy for sustainable materials and procurement. Guidance, promotion and case studies of sustainable procurement activities will be disseminated across employees, suppliers and other partners.

## Community engagement

### Households

Strategies to enable households and businesses to reduce consumption and choose low impact goods will be implemented. Options include:

- Making sure information on reducing the impact of goods is disseminated effectively through community information services;
- Attracting, promoting or providing services that facilitate the reuse and sharing of goods, especially goods that are used infrequently but have a high embodied energy for example power tools and cars. Examples of services that may be promoted include Freecycle, charity shops, car clubs, repair and reuse centres.

### Construction activities

Construction and refurbishment activities are designed to minimise the impact of the materials used and the long term management required. Project specific targets should be developed for these strategies. Wherever possible local authorities will use planning powers and information to:

- Make optimum use of all existing buildings and infrastructure;
- Promote creative thinking to design out the need for some conventional built requirements which often save money as well as reduce environmental impact – e.g. reducing paved areas and hard landscaping, avoiding suspended ceilings, etc;
- Promote and enable construction projects to have access to construction materials that are low impact, durable, local and reclaimed. Where possible high impact or polluting materials (for example PVC, aluminium) should be avoided. The key impact areas should be identified and plans developed to reduce the impact of these materials;
- Consider the life cycle impact of buildings in design. This means design and materials choices that enable easy maintenance and longevity. Buildings will be designed considering deconstruction, so that on decommissioning, the materials can be recovered and re-used or recycled.

# Local and sustainable food



**The One Planet vision is one where people are able to eat diets high in local, seasonal and organic produce, as well as healthy diets high in vegetable protein and lower in animal protein than is the norm in the UK.**

## Local authority operations

Transparent purchasing systems will be established by local authorities and Public Health Trusts to ensure that the food provided does not contribute to deforestation, over-fishing or pollution and minimises other negative impacts, for example, through sourcing Marine Stewardship Council seafood or sustainably sourced palm oil. Local authorities will also work with local suppliers through the procurement process, ensuring the process is accessible and not prohibitive for smaller, local businesses and suppliers.

Catering facilities provided or procured by local authorities will minimise packaging, in line with zero waste targets, and minimise consumption of processed food which is shown to have a high ecological footprint.

## Community engagement

Endorsed regions will develop strategies to enable and encourage businesses and the community to adopt a sustainable food practices that lead to a low impact diet, through education, innovative projects and agreements with retailers and caterers.

Food waste is minimised and targets are put in place to enable the region to recycle all food waste generated. Food growing is to be integrated across the region where appropriate, such as through space for 'urban farming', allotments and window boxes. Strategies will enable and encourage residents to take up food growing by providing the resources where possible. Local food mapping will be undertaken and links developed with local producers to establish regular supplies and also to work with them to further reduce their impacts.

A One Planet Region will have on-going initiatives that promote healthy low-impact eating, aiming to reach out and influence all members of the community.

# Sustainable water



**The One Planet vision is one where we use water much more efficiently in buildings and in the products we buy; and manage water in such a way as to support healthy land-use, avoid local flooding and avoid pollution to watercourses.**

## Local authority operations

Local authorities are expected to implement a water reduction and re-use strategy for all properties. This includes a strategy for monitoring and detecting leaks.

## Community engagement

Best practice standards in water conservation, water efficiency and recycling, and surface water management are adopted taking into account the local context. Key activities include:

- Ensuring that water reduction and re-use targets and activities exist for the local community. This may be facilitated by the local authority or local water company;
- Regions in areas of flood risk have in place an acceptable 200 year flood risk strategy;
- Regions consider adaptation to climate change and the effects it will have on water supply and management;
- Where possible, water treatment techniques that have minimum environmental impacts;
- In refurbishments and new build developments, particularly in areas prone to flood risk, One Planet Regions will adopt a best practice approach to water drainage and storm water, ensuring that peak run off rates and annual run off volumes will not cause any increase in environmental rise. Examples of these systems include Sustainable Urban Drainage Systems, Water Sensitive Urban Design and Best Management Practice.

It is acknowledged that the emerging concept of 'embodied water' (water used in the production of food and manufactured goods) is becoming more important and should be a consideration as part of the Sustainable Food and Sustainable Materials principles.

# Land use and wildlife



**The One Planet vision is of regions that contribute to an overall increase in biodiversity and biological productivity, as well as supporting beautiful landscapes.**

## Local authority operations

Local authorities will identify and protect locally significant species on managed sites, and ensure a comprehensive planting scheme and selection process exists that benefits local wildlife, addresses local climate issues (e.g. drought tolerance) and avoids invasive species.

## Community engagement

To ensure a net positive contribution to local native biodiversity and natural habitats, a Biodiversity Action Plan will exist to:

- Support collaboration between professional ecologists/biodiversity officials and local conservation groups;
- Ensure that local groups are identifying key species that are either protected or locally significant and monitoring these to increase their presence;
- Ensure projects have a demonstrable positive impact on of the ecosystem services<sup>5</sup> provided by the region such as carbon sequestration or water management;
- Provide educational materials on land-use and ecosystems available to all in the region.

At least one opportunity must be identified as a major showcase project, to publicly report on actions taken and on lessons learned, to benefit biodiversity within the region. In addition, at least one major opportunity must be identified to regenerate degraded local natural resource stocks (soils, trees, fisheries, etc) either and a plan implemented.

Leading ecologists suggest that there is a global need for 20% of biologically productive land to be left for wildlife, this would equate to 0.3 ha of wildlife habitat per resident somewhere in the world. Regions should look for ways to showcase how they are contributing to this global target by facilitating the establishment or enhancement of valuable local wild space either within the region or by twinning with a project further afield.

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<sup>5</sup> Benefits people obtain from ecosystems e.g. provision of food, timber, fibre; regulating services that affect climate, floods, water quality; recreational, aesthetic, and spiritual benefits; soil formation, photosynthesis, and nutrient cycling.



# Culture and community



**The One Planet vision is one where a culture of sustainability, community and a sense of place has been nurtured. Endorsed regions build on local cultural heritage to foster social capital and connectedness.**

## **Local authority operations**

All major culture and heritage venues and destinations owned or managed by the Council should be working towards sustainability through a One Planet Living plan or other robust environmental management system.

## **Community engagement**

It is essential that a local plan to maintain and enhance or revive valuable aspects of local culture and heritage exists. Community involvement in the writing and delivery of the plan will be considered as central to the process.

A One Planet Centre or equivalent environmental exhibition will be provided to inform local residents and help create a culture of sustainability.

Each One Planet Region endeavours to develop a thriving sense of place and sense of community. In addition, two locally specific showcase projects will be identified and delivered that deepen the local sense of culture and heritage. The approach and scale of the showcase projects will be agreed on a project-by-project basis and will be at a scale compatible with that of the region.

# Equity and local economy



The One Planet vision is where thriving, diverse and resilient local economies support fair employment, inclusive communities and international fair trade.

## Local authority operations

The council and its key partners will be Living Wage employers, appropriate to that region, and aspire to create a working environment that supports equity and inclusiveness. One Planet Regions will support and promote and purchase certified Fairtrade goods and take action by choosing products that adhere to its principles.

## Community engagement

One Planet Regions promote activities to support the key themes below, aspiring to global best practice:

- **Employment, in particular promoting jobs in the green economy.** Local authorities promote projects and activity that creates local jobs supporting the transition to a low carbon economy.
- **Equity and inclusiveness - physically and socially.** Responses to environmental sustainability and climate change will be fair, equitable and socially just. A project appraisal process will include evaluation of equity and inclusiveness on the community.
- **Living Wages.** If there is a regional Living Wage, it should be promoted across the region, with a method for promoting the Living Wage in place, for example, via an employer's certification or awards process.
- **Participation.** Local authorities will promote exemplary approaches to enable the community to influence decisions affecting their neighbourhoods. To ensure this process occurs, local authorities will have a clearly defined engagement strategy<sup>6</sup>.
- **Supporting Fair Trade.** Local authorities should support and promote the principles of Fair Trade and purchase and promote certified Fairtrade goods.

One Planet Regions will ensure there is always at least one major showcase project that is working to narrow an inequality gap within the local context, identified through discussion and community engagement, with actions taken to improve welfare. The approach and level of support will be determined on a project by project basis but should be provided at a scale compatible with the scale of the One Planet Community.

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<sup>6</sup> For further guidance, refer to Briefing Paper: BioRegional's approach to fostering pro-environmental behaviour.

# Health and happiness



**The One Planet vision is to create a future where it is easy, attractive and affordable for people to lead happy and healthy lives within a fair share of the earth's resources.**

## Local authority operations

Local authorities will encourage employees to take responsibility for their wellbeing, health and happiness, as well as supporting this through provision of activities and resources. A methodology for monitoring employee wellbeing and satisfaction will exist, with evidence of work-based improvements where appropriate.

## Community engagement

Local authorities will design services with well-being in mind and encourage the community in activities that increase health and happiness, with the following measures in place:

- **A method for monitoring and improving both community and employee wellbeing and satisfaction.**
- **Evidence of embedding wellbeing into the design of services across major service areas.**
- **Community involvement and participation in shaping well-being.**

One Planet Regions are expected to complete two showcase major initiatives to promote health and happiness in the community. Suitable projects should be identified using baseline data to benchmark the local context, identifying specific areas of need. The approach and level of support will be determined on a project by project basis but will be provided at a scale compatible with the scale of the region.

Examples of showcase projects could include:

- Helping the community take greater responsibility for supporting each other and the local environment;
- Supporting people in overcoming chronic illness and unhealthy lifestyles through promoting active travel and healthy diets;
- Facilitating inter-generational skills sharing or activities;
- Promoting positive psychology, meditation and other scientifically proven ways to increase mental well-being; and
- Provide the tools and facilities to create an enterprising community that benefits the local economy.

## Further reading

This document is also supported by a set of guidance notes and position papers that cover the application of these targets in further detail. To obtain copies of these documents, please contact BioRegional:

- **Guidance:** Ten steps to becoming a One Planet Region (2010)
- **Information:** One Planet Endorsement and Quality Assurance (2010)
- **Guidance:** Development of a monitoring plan for developments (2010)
- **Briefing paper:** Climate change adaptation – recommended approaches (2010)
- **Briefing paper:** Fostering pro-environmental behaviour: BioRegional's experience and approach to behaviour change (2010)

## Benefits to Brighton & Hove of endorsement as a One Planet City

- The experience of other endorsed partners B&Q, London Borough of Sutton and Middlesbrough Council is that the public accountability of the endorsement process drives and supports delivery of sustainability objectives and their benefits. These benefits include being able to deliver real cashable savings through resource and activity efficiencies, service innovation and invest-to-save initiatives.
- It helps make sense of sustainability and creating a more sustainable city by breaking it down into ten understandable principles that are simpler to understand, with a very clear branding approach.
- It helps explain that creating a more sustainable council and city is about more than tackling environmental issues; it includes work on the economy, culture and communities, health and happiness, and reducing inequality.
- It is an integrated system that embeds sustainability throughout an organisation by looking at the big picture, not working in silos. It makes sustainability the job of lots of people, not just the Sustainability Team.
- Existing internal systems can be tied in and incorporated, so it doesn't generate a lot of extra work.
- It opens up connections and possibilities across the city, within the council, and with the council's partners via the ten principles, leading to innovation and more partnership working. It is appealing to funders because they know that it signifies a long-term commitment as well as being highly distinctive.
- It is backed by science rather than being arbitrary government targets - so will not need to be changed to suit national indicators etc.
- It provides a way to communicate in an easily understandable way about the ISO14001 Environmental Management System.
- It will enable the council to lead and will inspire people internally to go further than they thought possible (BioRegional have seen this in the London Borough of Sutton with Zero Carbon).
- It is flexible and adaptable and works across sectors - government, business, new developments and communities. This means that these different sectors can come together and speak the same language using the same framework, without being bound by bureaucracy or unable to evolve their own systems that suit them
- BioRegional's international links and standing have strong reputational benefits for the council and city e.g. the council jointly developed an e-learning programme and film which was launched at the Rio+20 Earth Summit this year. A leadership role to inspire others regarding UN Sustainable Development goals is one possibility, tie into One Planet Smart City work.



<b>Subject:</b>	<b>Brighton &amp; Hove City Council Living Wage Accreditation</b>		
<b>Date of Meeting:</b>	<b>29<sup>th</sup> November 2012</b>		
<b>Report of:</b>	<b>Acting Chief Executive</b>		
<b>Contact Officer:</b>	<b>Name:</b>	<b>Matthew Wragg</b>	<b>Tel: 29-3944</b>
	<b>Email:</b>	<b>matthew.wragg@brighton-hove.gov.uk</b>	
<b>Ward(s) affected:</b>	<b>All</b>		

**FOR GENERAL RELEASE**

**1. SUMMARY AND POLICY CONTEXT:**

- 1.1 In September 2011 the council made a commitment to the principle of a Living Wage by increasing pay for the lowest paid employees to be in line with the UK Living Wage. Subsequently, Cabinet endorsed the recommendation by the local Living Wage Commission, in March 2012, that the council should explore the possibility of formal Living Wage accreditation from the Living Wage Foundation.
- 1.2 Living Wage accreditation requires that, in addition to paying its own employees the Living Wage, the council puts plans in place to pay relevant contracted staff the Living Wage as well as a commitment to meet any annual increases in the Living Wage rate (both for council and relevant contracted staff). In November 2012 the UK Living Wage rate increased from £7.20 per hour to £7.45.

**2. RECOMMENDATIONS:**

- 2.1 That the Committee instructs officers to seek agreement from the Living Wage Foundation to the proposed procurement approach and exemptions set out in this report.
- 2.2 Subject to the agreement by the Living Wage Foundation to the matters set out at recommendation 2.1 above, that the Committee agrees that the council should formally apply to the Living Wage Foundation to become an accredited UK Living Wage employer from 1<sup>st</sup> April 2013.

**3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS:**

**Background**

- 3.1 The Living Wage is a commitment by an employer to pay a minimum hourly rate to its employees that provides for the basic cost of living. It is a voluntary commitment and is separate from the National Minimum Wage which employers

are required to pay by law. The UK Living Wage campaign is run by the Living Wage Foundation.

- 3.2 Studies by the Greater London Authority (GLA) and Queen Mary's University have found that, where a Living Wage has been introduced, employers and employees believe that paying the Living Wage increases the quality of work. Employers also felt that paying the Living Wage has reduced absenteeism, improved recruitment and retention, and enhanced their reputation.
- 3.3 The UK Living Wage rate is based on the average price of a minimum acceptable basket of goods and services to provide a basic quality of life, including housing and childcare costs. London is excluded from the UK Living Wage and has its own, higher figure which is calculated by the GLA.
- 3.4 The Living Wage is not a fixed amount and will fluctuate over time with changes in the price of goods and inflation. During Living Wage Week 2012 (5<sup>th</sup> to 10<sup>th</sup> November) it was announced that the UK Living Wage rate has risen from £7.20 per hour to £7.45 to reflect an increase in the basic cost of living. The London figure also rose from £8.30 to £8.55.
- 3.5 Brighton & Hove experiences higher living costs than many other parts of the UK. A particular combination of high private sector housing costs and low wages in key sectors of the local economy means that many of the city's residents already face even greater pressure to meet living costs than those in other parts of the country.
- 3.6 The Living Wage is an important step toward achieving the priorities in the council's Corporate Plan, in particular to tackle inequality within the city and also to act as a responsible and empowering employer. The Living Wage is also a contributor to the council's definition of sustainability under the One Planet Living principles.
- 3.7 In September 2011 the council raised its minimum wage for the lowest paid employees. The minimum hourly rate was increased from £6.62 to £7.19 per hour, by deleting Spinal Column Points 7 to 9 of the grading structure, to be in line with the UK Living Wage (at that time of £7.20 per hour), affecting 339 staff.
- 3.8 In October 2011 a local Living Wage Commission was also instigated by the council. Public, private, community and voluntary sector representatives and trade unions worked together to consider the benefits and challenges of establishing a living wage for the city. For full information see [Brighton & Hove Living Wage Commission](#).
- 3.9 In March 2012 the Living Wage Commission concluded that the city should adopt the (then) UK Living Wage rate of £7.20 and, although it was recognised that this would be challenging for many employers, this should be seen as a first step towards a potentially higher figure that fully reflects the cost of living in Brighton & Hove.



3.10 The findings and recommendations of the Living Wage Commission were endorsed by Cabinet in May 2012 with agreement to carry out the following specific recommendations for the local authority and to take learning from the process back to partner organisations via the Public Service Board:

- Brighton & Hove City Council, within its procurement process, to trial requesting contractors to submit a living wage and a non living wage bid as mandatory. With partners the council will share learning and help develop approaches to include the Living Wage in the procurement work of other public bodies in the city. (Recommendation 4)
- Brighton & Hove City Council to lead by example in the public sector and, as part of this, explore the possibility of gaining formal accreditation as a Living Wage employer from the Living Wage Foundation. (Recommendation 5)

### **Findings on accreditation**

3.11 This report presents the findings of investigation by the council into Recommendation 5 of the Living Wage Commission's final report (concerning accreditation). Recommendation 4 (concerning procurement) is in progress and fits with the proposed procurement approach as outlined in this report (paragraphs 3.23 to 3.34)

3.12 Simply described, Living Wage accreditation, which is issued by the Living Wage Foundation (part of Citizens UK), requires an employer to pay all employees the current Living Wage as a minimum and increase this amount in line with any future annual increases in the Living Wage.

3.13 For the purposes of accreditation employees fall into two separate groups, those who work directly for the council and those employed by contractors providing services on its behalf (and their sub-contractors). Findings for each group are set out accordingly below.

3.14 Annual increases in the Living Wage will inevitably present financial implications beyond 2013-14 that cannot be accurately predicted. The council has an obligation to protect its own financial interests, especially in the current climate, and therefore must periodically review and reassure itself on costs related to future increases in the Living Wage.

3.15 However, a growing number of councils around the UK are successfully looking into and signing up for Living Wage accreditation. As of Living Wage week 2012 the following councils had secured accreditation; Birmingham City Council, London Borough (LB) of Camden, LB Hounslow, LB Islington, LB Lambeth, LB Lewisham, LB Southwark, Oxford Council, Preston Council. Others are in the process of acquiring accreditation.

3.16 There will be an annual fee to the council of £400 for accreditation which is paid to the Living Wage Foundation. Fees are charged on a sliding scale and this amount is based on the size of the organisation and also the fact that the council is a public sector organisation.

## LIVING WAGE ACCREDITATION CRITERIA 1 – COUNCIL EMPLOYEES

- 3.17 The new Living Wage would be implemented for council employees from 1<sup>st</sup> April 2013 to align with the financial year. The bottom of Spinal Column Point (SCP) 10 would be increased from £7.19 to £7.45. This would mean a departure from the National Joint Council for Local Government Services (NJC) pay grading structure.
- 3.18 The current estimated costs to raise council employees to the Living Wage are £67,200, as described below, which may be subject to slight variation dependant on staffing changes between now and implementation of the Living Wage. This represents 0.02% of the total salaries budget in 2012/13. Additional costs should be absorbed within all existing budgets.

	<b>Number of staff</b>	<b>Cost</b>
<b>Non-schools staff</b>	42	£19,800
<b>Schools staff</b>	138	£16,100
<b>Casual staff</b>	-	£31,300
<b>Total</b>	180	£67,200

- 3.19 It is expected that the Living Wage will continue to rise on an annual basis, broadly in line with variations in inflation. Accreditation requires that any annual increase to the UK Living Wage is expected to be passed on to staff within 6 months of the date of the official announcement. Any future increases will also need to be absorbed within existing budgets.
- 3.20 Over time, as the UK Living Wage rate increases, it can be expected that a point will be reached where increasing pay for those on the lowest Spinal Column Points will start to erode the differential between them and supervisory staff on the next column points. This has been identified as a particular issue for certain groups of schools staff.
- 3.21 While this issue of differentials is not a problem with the recent increase in the Living Wage, and is not anticipated to be a pressing problem in terms of salaries in the immediate years, this will be closely monitored and the council will seek to minimise the risk of any implications for particular staff groups as they unfold.
- 3.22 The costs of meeting the Living Wage for council staff outlined in paragraph 3.18 above would be reduced if any cost of living award is negotiated nationally by the NJC for 2013/14, thereby lifting the council's pay rates and reducing the gap between the current lowest pay rate and the Living Wage.

## LIVING WAGE ACCREDITATION CRITERIA 2 – PROCUREMENT

- 3.23 Following Recommendation 4 of the Brighton & Hove Living Wage Commission (concerning procurement) the council already assesses whether a Living Wage bid is to be included within the tender process, on a case by case basis. It would be unlawful for the authority to adopt a blanket approach, based on the legal

position regarding Living Wage which is set out in Section 17 of the Local Government Act 1988 (non-commercial considerations).

- 3.24 With regard to European Union procurement arrangements, the risk of challenge to a local authority is greater where there is a possibility that a contractor established in another Member State may wish to bid for a contract in the area, and the possibility that such a contractor is likely to post workers to the UK for the purpose of delivering the contract.
- 3.25 Where a contract meets Official Journal of the European Union (OJEU) thresholds and is identified as having cross border interest officers should, in the first instance, contact Corporate Procurement and Legal Services who will assist in the decision whether to include a Living Wage bid or not.

### **Future Procurement practice**

- 3.26 Procurement criteria within the Living Wage accreditation agreement require that, to the extent permitted by law, contractors (and their subcontractors) providing a service on the council's behalf, should pay their employees the Living Wage and also meet any annual increases in the Living Wage rate.
- 3.27 Therefore, within the terms of accreditation, the council can exempt cases where it would not be lawful to consider contracts for Living Wage bids, as is already practice. In addition, the accreditation agreement stipulates that the Living Wage only applies for contractors' employees who work for 2 or more hours on any day of the week, for 8 or more consecutive weeks in a year.
- 3.28 A high level review of Brighton & Hove City Council contracts coming up for renewal or tender over the next 36 months has highlighted a number of contracts where the Living Wage could be applied. These contracts are within the cleaning, catering and social care markets.
- 3.29 Due to the general complexity and potential cross-over with contractor staff servicing neighboring authority contracts, it is recommended that social care contracts be initially excluded. However, contract officers within these service areas would still be required to conduct a best value assessment on social and economic grounds in advance of any tendering activity.
- 3.30 The proposed procurement practice for the remaining opportunities is as follows. Two prices are sought from contractors during the tender process, a 'Living Wage' and 'non-Living Wage' bid. The quality criteria within the tender documentation will remain the same.
- 3.31 Contractor bids will then be ranked accordingly and clearly set out within an evaluation report produced by Corporate Procurement with support from the client lead and finance officers as required. The decision to award either the Living Wage price option or the non-Living Wage price option is taken by the relevant Strategic Director or Director.

3.32 The key benefits and risks are set out below:

#### Benefits

- Clear visibility of the actual financial impact of a 'Living Wage' contract.
- The competitive process may minimise impact of contractors passing on any increased costs of the Living Wage.
- An audit trail of the decision making process.
- The evaluation process will be based on the most economically advantageous tender therefore always having a quality/cost split. Therefore evaluation should not be on price alone.

#### Risks

- Adds potential complexity to the evaluation process.
- Some contractors may decide not to submit a Living Wage bid.
- A decision to award a 'non-Living Wage' contract may result in the authority compromising the terms of its Living Wage accreditation.
- Potential impact on small and medium businesses who may not have sufficient resources to absorb an increase in staff pay and therefore are unable to participate in contracts where a Living Wage variant bid is a requirement.

3.33 It should be noted that a number of existing contracts have significant remaining contract terms, therefore application of the Living Wage on renewal of these contracts will take a few years to implement. This has been recognised by the Living Wage Foundation as an issue for other authorities.

3.34 It will be very difficult to apply the Living Wage to existing contracts, but where the opportunity presents itself to do so (e.g. if the contract includes an extension clause) then this will be implemented if possible.

#### **Agency staff**

3.35 Increases to the Living Wage will also have an impact on workers employed through the Carlisle Management Solutions (CMS) agreement, where CMS are the suppliers of the council's agency staff. There are currently 54 workers at the council who are engaged on the current £7.19 rate.

3.36 It is impossible to give an accurate figure of the likely increase in costs associated with agency staff, as numbers and length of engagement vary significantly from week to week. However it should be noted that there will be an increase in costs associated with these contracts, although it is not expected to be significant.

### **4. COMMUNITY ENGAGEMENT AND CONSULTATION**

4.1 Dialogue with Trade Unions and schools on the proposals within this report are in progress. This will be continued through the period leading up to Living Wage accreditation to make sure any concerns can be raised and considered.

## 5. FINANCIAL & OTHER IMPLICATIONS:

### Financial Implications:

- 5.1 The annual fee for Living Wage accreditation is £400 and will be met from the Policy budget.
- 5.2 It is currently estimated that increasing the minimum hourly rate of council staff from £7.19 to £7.45 in line with Living Wage requirements will cost approximately £0.067 million per annum and these costs will need to be absorbed within existing budgets. £0.021 million of this estimate relates to schools budgets. It is expected that the Living Wage will continue to rise on an annual basis, broadly in line with any increases in inflation, and any future increases will also need to be absorbed within existing budgets.
- 5.3 It is difficult to accurately estimate the additional costs with respect to staff employed through contracts as the pay rate information needed to undertake this assessment is not necessarily available to the council. Assuming all care and schools contracts are excluded from Living Wage requirements (and a specific plan of those contracts included is agreed) this may cost up to £0.700 million per annum once all contracts have been retendered. If however, there are no exclusions, additional costs once all contracts have been retendered may cost over £4 million per annum.

*Finance Officer Consulted: Sue Chapman*

*Date: 6/11/12*

### Legal Implications:

- 5.4 There are a number of Council staff whose pay will be affected by the adoption of the Living Wage. At current rates, this will not impact on the Council's pay and grading structure beyond the proposed uplift to Spinal Column Point 10.
- 5.5 The EU procurement rules and the Local Government Acts 1988 and 1999 impose restrictions which would mean that adopting a blanket policy of applying the Living Wage to all contracts would be unlawful. This is recognised by the Living Wage Foundation, whose licence requires the Living Wage to be considered "to the extent permitted by law". For some services, in particular where there is likely to be cross border interest, a requirement to submit a Living Wage bid could be a barrier to potential suppliers. The risk can be minimised if the decision to apply a living wage requirement is approached on a case by case basis. An assessment will be required in each case prior to tendering a contract as to whether a Best Value case can be made for imposing a Living Wage for a particular contract. The assessment will include linking the Living Wage requirement to the subject matter of the contract. An audit trail of the decision making and reasons for it will need to be maintained. Guidance from the Council's Corporate Procurement and Legal Team will need to be sought to assist contract officers in identifying appropriate contracts to which the Living Wage can be applied.

- 5.6 Where the Living Wage is to be applied, effective contract clauses and contract monitoring arrangements will need to be put in place in order to ensure that the Living Wage is applied fairly and effectively across the whole of the supply chain.

*Lawyer Consulted:*

*Elizabeth Culbert*

*Date: 22/10/12*

Equalities Implications:

- 5.7 Research by Queen Mary, University of London for the Living Wage Foundation finds that 45,000 UK families have been lifted out of working poverty to date as a result of employers signing up to pay the Living Wage. The recommendations in this report contribute to the council's priority to tackle inequality as well as being a responsible and empowering employer.

Sustainability Implications:

- 5.8 The council's approach to sustainability, to become a One Planet Council', includes the principle of Equity and Local Economy, and a commitment to pay employees a Living Wage and aspire to create a working environment that supports equity and inclusiveness.

Crime & Disorder Implications:

- 5.9 There are not considered to be any crime and disorder implications associated with this report.

Risk and Opportunity Management Implications:

- 5.10 Risks around procurement and undue influence on local labour markets are covered in the report. The recommendations aim to mitigate this by approaching contracts on a case by case basis and by negotiating appropriate exemptions. The increased cost associated with increasing pay for council staff will be mitigated to some extent by improved performance and better retention. Making a formal commitment to the Living Wage is an opportunity to strengthen the council's position as an ethical employer.

Public Health Implications:

- 5.11 The Living Wage is shown to improve the standard of living for families. A better wage can contribute to increased job satisfaction and so too to employees' overall health and wellbeing. The aim of the Living Wage is to reduce working poverty, a significant issue in terms of the causes of child poverty in the city and the associated health risks and reduced life chances associated with growing up in poverty.

Corporate / Citywide Implications:

- 5.12 The Living Wage contributes to council priorities for the city around equality and sustainability, and also to be a progressive employer. The council was asked by the local Living Wage Commission to report back on the findings of this report to the Public Service Board. The council will share its findings with a view to help

support the local Living Wage campaign and to encourage other organisations to pay a Living Wage to their staff.

## **6. EVALUATION OF ANY ALTERNATIVE OPTION(S):**

- 6.1 The report describes the financial and other implications, including those around future procurement process, of applying for Living Wage accreditation according to the terms set out in the accreditation licence. Considerations were given as to how other councils are introducing Living Wage contracts and the recommended procurement method and exemptions are based on that research.

## **7. REASONS FOR REPORT RECOMMENDATIONS**

- 7.1 In May 2012 Cabinet endorsed the findings of the Brighton & Hove Living Wage Commission and agreed to recommendation 5 of the commission's final report, instructing officers to explore the possibility of the council gaining Living Wage accreditation. This report details the findings and recommends the council formally apply to the Living wage Foundation for accreditation as described.

## **SUPPORTING DOCUMENTATION**

### **Appendices:**

None

### **Documents in Members' Rooms**

None

### **Background Documents**

1. Findings and Recommendations of the Brighton & Hove Living Wage Commission, Cabinet Report, May 2012
2. Brighton & Hove Living Wage Commission, Final Report, March 2012
3. Living Wage, Governance Committee report, 20 September 2011





<b>Subject:</b>	<b>Local Sustainable Transport Fund – GPRS Upgrade of the Real Time Passenger Information (RTPI) System</b>		
<b>Date of Meeting:</b>	<b>29<sup>th</sup> November 2012</b>		
<b>Report of:</b>	<b>Strategic Director, Place</b>		
<b>Contact Officer:</b>	<b>Name:</b>	<b>Rob Dickin</b>	<b>Tel: 292233</b>
	<b>Email:</b>	<b>Rob.dickin@brighton-hove.gov.uk</b>	
<b>Ward(s) affected:</b>	<b>All</b>		

**FOR GENERAL RELEASE**

**1. SUMMARY AND POLICY CONTEXT:**

- 1.1 Bus usage in Brighton & Hove is continuing to increase year on year, with the number of journeys increasing from 30 million in 2000/01 to nearly 43 million in 2010/11. This is against the national trend for decreasing bus use for everyday travel. Brighton & Hove is one of a few local authorities outside London seeing bus patronage increase by this degree. The high levels of bus patronage across the city contributes to the city's sustainable transport targets set out in the Local Transport Plan (LTP), and contributes to national carbon reduction targets set out in the Climate Change Act 2008.
- 1.2 The current Real Time Passenger Information (RTPI) system provides reliable bus information direct to bus stops and encourages the use of public transport across Brighton & Hove and East Sussex. However, the Council's system is now dated, utilising increasingly obsolete Private Mobile Radio (PMR) technology, which is becoming prohibitively expensive to 'patch up' and repair. The existing service and maintenance contract for the system expires in July 2013. There is a consensus between all the current stakeholders that the current system needs to be updated to ensure a more modern and fit for purpose service, utilising General Packet Radio Service (GPRS) technology. It is essential that a new contract is agreed to ensure the system continues to operate and it is anticipated that by using this opportunity to upgrade the system to GPRS technology, significant cost savings can be realised over the lifespan of the new contract, as well as ensuring the expansion of the system becomes more financially viable.

**2. RECOMMENDATIONS:**

That the Policy & Resources Committee:

- 2.1 Grants delegated authority to the Strategic Director Place to award a contract for five years for the upgrade, expansion and maintenance of the RTPI system to the successful supplier following the OJEU tendering process previously approved at

the Environment, Transport and Sustainability Cabinet Member Meeting on 4<sup>th</sup> May 2012.

- 2.2 Grants delegated authority to the Strategic Director Place to approve a maximum of five 12-month extensions to the contract following the initial 5-year period, subject to the supplier meeting agreed performance targets.

### **3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS:**

#### **Background**

- 3.1 The current Real Time Passenger Information (RTPI) system, being one of the first in the UK, was installed in 2001 and utilises Private Mobile Radio (PMR) technology to communicate the location of buses, providing Real Time Information at bus stops. Currently there are 169 RTPI signs at bus stops across the city, and 11 in East Sussex. There are approximately 280 buses equipped with the onboard hardware required to transmit their geographical location across the radio system and out to the bus stop displays.
- 3.2 The current system is operated and maintained by Trapeze ITS, with Brighton & Hove City Council (the 'Council') managing the contract on behalf of the other users of the system; Brighton & Hove Bus and Coach Company and East Sussex County Council. The three users contribute to the financial cost of the ongoing service and maintenance of the system.
- 3.3 Due to its age, the current system is beginning to experience increasing levels of signal degradation, high levels of failure and increased levels of radio interference from Europe. There is also a strong possibility that in the immediate future OFCOM will serve notice to sell off the frequency currently used by the system, which would result in a compulsory upgrade to GPRS as the communication method for the system.
- 3.4 The success of the current system, which is recognised nationally as a best practice example of partnership working, can be attributed to the strong working relationship between the council and Brighton & Hove Bus and Coach Company. Both organisations have jointly fund the system since 2001 and the commitment of Brighton & Hove Buses is key to making it so successful.
- 3.5 The New GPRS system will retain existing levels of functionality and reliability for Brighton & Hove Buses, as well as providing lower cost access onto the system for small and medium bus operators to display their services in real time on the existing bus stop displays. This will ensure that Compass, Big Lemon, Stagecoach, Metrobus and Heritage services will have the opportunity to provide reliable real time information to the public across the city for the first time. The upgraded GPRS system also locks in further investment from the bus companies, including the upgrade of on-board systems, with revised Service Level Agreements to be negotiated with each bus company.

## **Procurement Process**

- 3.6 In June 2011 Brighton & Hove City Council was successful in receiving funding from the Local Sustainable Transport Fund (LSTF) for the Lewes Road Corridor project. The upgrade of the RTPI system to GPRS was included in the bid. The LSTF budget is a ring-fenced DfT grant and can only be spent on the specific projects contained within the LSTF bid. Additional funding has also been committed from the 2012/13 LTP capital budget to support the upgrade, with indicative allocation from the 2013/14 and 2014/15 LTP capital budgets.
- 3.7 East Sussex County Council (ESCC) is a committed member of the consortium that utilises the current system and has committed to a joint funding arrangement when the system is upgraded to GPRS. ESCC was awarded funding in July 2012 from the Local Sustainable Transport Fund to upgrade, expand and maintain the elements of the system within their administrative boundary. In order to obtain value for money through the procurement process, the Council and ESCC agreed to undertake a joint procurement exercise (with the Council as the lead), with both Councils' Procurement departments being involved in the process from the start.
- 3.8 Authority to procure the new GPRS service and maintenance contract was obtained from the Environment, Transport & Sustainability Cabinet Members Meeting on 4<sup>th</sup> May 2012. Since that time the Pre-Qualification Stage of the OJEU process has been completed, with thirteen suppliers submitting a pre-qualification questionnaire and four tenderers proceeding onto the Invitation to Tender stage. Evaluation of bids is due to be completed by the end of November 2012.
- 3.9 Policy & Resources Committee is asked to grant delegated authority to award the contract. Once authorised, officers aim to award the contract before the end of December 2012. The roll out of the new system and the upgrade of existing on-street equipment is planned across three phases during 2013 and will be implemented on a route by route basis. This is expected to be completed by the end of 2013. As the existing on street displays are upgraded, it will be possible for the other bus operators across the city, including those that operate cross boundary services, to have their service information displayed in real time on the upgraded signs for the first time.

## **4. COMMUNITY ENGAGEMENT AND CONSULTATION**

- 4.1 An internal consultation has been undertaken with officers from Procurement, ICT, Transport Operations and Public Transport teams.
- 4.2 An external consultation has also been undertaken with key stakeholders that support the upgrade to GPRS, this includes:
- Brighton & Hove Bus and Coach Company
  - East Sussex County Council
  - West Sussex County Council
  - Stagecoach
  - The Big Lemon
  - Countryliner
  - Metrobus

- Compass

## 5. FINANCIAL & OTHER IMPLICATIONS:

### Financial Implications:

- 5.1 Capital: Brighton and Hove City Council was awarded a DfT capital grant of £1,840,000 being The Local Sustainable Transport Fund, which covers the four years from 2011/12 to 2014/15. Within this, the sum of £250,000 has been specifically set aside to fund the upgrade of the RTPI system to GPRS. In addition an amount of £50,000 has been allocated from within the 2012/13 LTP capital budget to support the upgrade. It is also intended that there will be further allocations of £200,000 in 2013/14, and £100,000 in 2014/15. Brighton & Hove Bus and Coach Company have also committed to contribute £400,000 to upgrade their onboard equipment and implement new GPRS signs in residential areas along the Lewes Road LSTF corridor. East Sussex County Council has committed to fund the costs of the upgrade within their administrative boundary and to contribute towards the project costs.
- 5.2 Revenue: There is a budget of £200,000 within the Transport Operations revenue budget, to pay for the annual service and maintenance charges.

*Finance Officer Consulted: Name Karen Brookshaw Date: 13/11/12*

### Legal Implications:

- 5.3 Policy & Resources Committee is the appropriate body to approve the report recommendations as the value of the proposed contract could have corporate budgetary implications. In addition, Policy & Resources Committee has a general power to discharge any Council function not specifically delegated to another Committee, which is the case here.
- 5.4 As the value of the proposed contract is above the EU procurement threshold, the opportunity has been advertised by an OJEU notice and the tender process is being undertaken in accordance with the Council's Contract Standing Orders and the Public Contract Regulations 2006. In accordance with the Council's Contract Standing Orders, the contract will need to be in a form approved by the Head of Law and shall be given under the Common Seal of the Council.

*Lawyer Consulted: Oliver Dixon Date: 11/10/12*

### Equalities Implications:

- 5.5 The upgrade of the RTPI system to GPRS will improve accessibility for all groups to public transport services in isolated areas of the city. This will also improve access to services and employment centres. The new GPRS system will also be compatible with the REACT Talking Bus Stops system, providing text to speech functionality for blind and partially sighted users.

#### Sustainability Implications:

- 5.6 Sustainability is promoted within all contract procurement. The upgrade to GPRS will help to promote sustainable transport use, thereby decreasing carbon emissions across the city.

#### Crime & Disorder Implications:

- 5.7 None identified directly in relation to this report.

#### Risk and Opportunity Management Implications:

- 5.8 None identified directly in relation to this report.

#### Public Health Implications:

- 5.9 Promoting sustainable transport use assists in promoting physical activity and active lifestyles.

#### Corporate / Citywide Implications:

- 5.10 Improving accessibility to public transport assists in improving access to employment and services

### **6. EVALUATION OF ANY ALTERNATIVE OPTION(S):**

- 6.1 The current PMR system could be maintained and 'patched up' as required, but this would require an increasing maintenance budget to repair an ageing system. It would not improve the coverage of the system to areas that currently can not be served due to poor radio strength and if OFCOM sells the radio frequency currently used, an upgrade would be essential. Therefore this option has been discounted.
- 6.2 If a decision to proceed with the GPRS upgrade was not taken, a procurement process would still need to be undertaken to secure a new contract for ongoing service and maintenance. It is more cost effective to proceed with the upgrade as proposed.

### **7. REASONS FOR REPORT RECOMMENDATIONS**

- 7.1 To obtain delegated authority to award the contract for the upgrade of the current system to GPRS, along with the first five years of service and maintenance.
- 7.2 If the system performs as expected, and to all consortium members expectations and the supplier meets performance targets to extend the service and maintenance contracts on an annual basis following the first five years, through years six to ten.
- 7.3 To proceed with the roll out of the new system during 2013.

## **SUPPORTING DOCUMENTATION**

### **Appendices:**

1. Cabinet Members Meeting Report – 4<sup>th</sup> May 2012

### **Documents in Members' Rooms**

None

### **Background Documents**

None

# CABINET MEMBER MEETING

## Agenda Item

Brighton & Hove City Council

<b>Subject:</b>	<b>Local Sustainable Transport Fund – GPRS Upgrade of the Real Time Passenger Information (RTPI) System</b>		
<b>Date of Meeting:</b>	<b>Friday 4<sup>th</sup> May 2012</b>		
<b>Report of:</b>	<b>Strategic Director, Place</b>		
<b>Contact Officer:</b>	<b>Name:</b>	<b>Rob Dickin</b>	<b>Tel: 292233</b>
	<b>Email:</b>	<b>Rob.dickin@brighton-hove.gov.uk</b>	
<b>Key Decision:</b>	<b>Yes</b>	<b>Forward Plan No: <i>To be inserted by Democratic Services</i></b>	
<b>Ward(s) affected:</b>	<b>All</b>		

## FOR GENERAL RELEASE

### 1. SUMMARY AND POLICY CONTEXT:

- 1.1 Bus usage in Brighton & Hove is increasing by approximately 5% per year, with the number of journeys increasing from 30 million in 2000/01 to nearly 43 million in 2010/11. This is against the national trend for decreasing bus use for everyday travel. The high levels of bus patronage across the city contributes to the city's sustainable transport targets set out in the Local Transport Plan (LTP), and contributes to national carbon reduction targets set out in the Climate Change Act 2008.
- 1.4 The current Real Time Passenger Information (RTPI) system provides reliable bus information direct to bus stops and encourages public transport use. However, it is a dated system, utilising increasingly obsolete Private Mobile Radio (PMR) technology, which is becoming prohibitively expensive to 'patch up' and repair. The existing service and maintenance contract for the system expires in July 2013. There is a consensus between all the current stakeholders that the current system needs to be updated to ensure a more modern and fit for purpose service, utilising General Packet Radio Service (GPRS) technology. By tendering for a new system and service provider, significant cost savings can be realised over time, contributing to the council's Value for Money programme.

### 2. RECOMMENDATIONS:

- 2.1 That the Cabinet Member for Transport & Public Realm supports the upgrade of the RTPI system to GPRS and grants permission for officers to begin the Official Journal of the European Union (OJEU) tendering process to secure a provider of a GPRS system and an ongoing maintenance contract.
- 2.2 That the Cabinet Member for Transport & Public Realm grants permission for officers to plan for the rollout of the new system by July 2013.

### **3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS:**

- 3.1 The current Real Time Passenger Information (RTPI) system being one of the first in the UK was installed in 2001, and utilises Private Mobile Radio (PMR) technology to communicate the location of buses, providing Real Time Information at bus stops. Currently there are 169 RTPI signs at bus stops across the city, with two in West Sussex, and seven in East Sussex. There are 280 buses with the onboard equipment required to transmit their location onto the system.
- 3.2 The success of the current system, which is recognised nationally as a best practice example of partnership working, can be attributed to the strong working relationship between the council and Brighton & Hove Bus and Coach Company. Both organisations have committed to joint fund the system since 2001, and the commitment of Brighton & Hove Buses is key to making it work.
- 3.3.1 East Sussex County Council (ESCC) is also a committed member of the consortium that utilises the current system, and they remain committed to a joint funding arrangement when the system is upgraded to GPRS. Brighton & Hove City Council is currently in discussion with ESCC to explore if a joint procurement process will lead to further cost savings.
- 3.4 The contract for the service and ongoing maintenance is currently held by Trapeze ITS, and is due to expire in July 2013. The proposed procurement of the new GPRS system is bringing forward a retendering process that will have to take place in 2013.
- 3.5 Due to its age, the current system experiences increasing levels of signal degradation, high levels of failure, and increased levels of radio interference from the continent. There is also a strong possibility that in the immediate future OFCOM will serve notice to sell off the frequency currently used by the system, which would mean a compulsory upgrade to GPRS.
- 3.6 There is a shared objective by all of the consortium members to upgrade the current system to GPRS technology, which would improve the coverage across Brighton & Hove, as well as securing future compatibility across administrative boundaries. Other local authorities across the country with successful bus Real Time systems are also beginning to upgrade their systems to GPRS, to ensure that the technology is fit for purpose and able to continue working effectively into the future.
- 3.7 The new GPRS RTPI system may also lead to substantial cost savings over time, with expected savings to be made by undertaking a competitive tendering process to procure the latest GPRS technology, cheaper Real Time signs at bus stops, cheaper onboard equipment, lower maintenance costs, and lower costs for transmitting data by GPRS rather than PMR.
- 3.8 A new GPRS RTPI system will also enable other bus operators running buses in Brighton & Hove, as well as any future operators, to have their services included on the Real Time system at a lower cost to them, as it requires cheaper onboard



equipment than the current system. At present other operators have declined to invest in onboard equipment for the PMR system due to the prohibitively high cost. Through £1.2m secured by Brighton & Hove City council from the Shoreham Harbour Community Infrastructure Fund (CIF) for public transport improvements Stagecoach were able to equip the service 700 buses with GPRS equipment, enabling this service to be Real Time enabled on a select number of signs along the A259, Churchill Square and the Old Steine. This is a good indication of how a new GPRS system will improve other bus operator access onto the citywide network.

- 3.9 The project to update the system to GPRS was included in the successful bid to the Department for Transport under the Local Sustainable Transport Fund, which was awarded in July 2011, and runs through to 2015.

#### **4. COMMUNITY ENGAGEMENT AND CONSULTATION**

- 4.1 An internal consultation has been undertaken with officers from Procurement, ICT, Transport Operations and Traffic Systems, and Public Transport.
- 4.2 An external consultation has also been undertaken with key stakeholders that support the upgrade to GPRS, this includes:
- Brighton & Hove Bus and Coach Company
  - East Sussex County Council
  - West Sussex County Council
  - Stagecoach
  - The Big Lemon
  - Countryliner
  - Metrobus

#### **FINANCIAL & OTHER IMPLICATIONS:**

##### Financial Implications:

- 5.1.1 The Local Sustainable Transport Fund covers the four years from 2011/12 to 2014/15. The sum of £650,000 has been set aside in the capital budget to fund the upgrade of the RTPI system to GPRS. Brighton and Hove Buses have committed to contribute £400,000 to upgrade their onboard equipment and implement new GPRS signs in residential areas along the Lewes Road LSTF corridor.
- 5.1.2 The indicative savings to be made from the upgrade of the system to GPRS is projected to be approximately £500,000 over five years, through reduced maintenance costs, and a reduction in ongoing costs resulting from the removal of the PMR infrastructure.

*Finance Officer Consulted: Karen Brookshaw*

*Date: 19/04/12*

##### Legal Implications:

- 5.2 As the value of the proposed contract is above the EU procurement threshold, the opportunity to tender will need to be advertised by an OJEU notice, and the timescales set out in the Public Contract Regulations 2006 will be followed. In accordance with the Council's Contract Standing Orders, the Contract will need to be in a form approved by the Head of Law.

*Lawyer Consulted: Jill Whittaker*

*Date: 30/03/12*

Equalities Implications:

- 5.3 The upgrade of the RTPi system to GPRS will improve accessibility for all groups to public transport services in isolated areas of the city. This will also improve access to services and employment centres. The new GPRS system will also be compatible with the Talking Bus Stops system, providing text to speech functionality for blind and partially sighted users.

Sustainability Implications:

- 5.4 Sustainability is promoted within all contract procurement. The upgrade to GPRS will help to promote sustainable transport use, thereby decreasing carbon emissions across the city.

Crime & Disorder Implications:

- 5.5 None identified directly in relation to this report.

Risk and Opportunity Management Implications:

- 5.6 None identified directly in relation to this report.

Public Health Implications:

- 5.7 Promoting sustainable transport use assists in promoting physical activity and active lifestyles.

Corporate / Citywide Implications:

- 5.8 Improving accessibility to public transport assists in improving access to employment and services

**6. EVALUATION OF ANY ALTERNATIVE OPTION(S):**

- 6.1 The current PMR system could be maintained and 'patched up' as required, but this would require an increasing maintenance budget to repair an ageing system. It would not improve the coverage of the system to areas that currently can not be connected due to poor radio strength, and if OFCOM sells the radio frequency currently used, then an upgrade would be essential. Therefore this option has been discounted.

## **7. REASONS FOR REPORT RECOMMENDATIONS**

- 7.1 As the current service and maintenance contract is coming to an end, the consortium members need to begin planning for a new contract. The LSTF funding provides a perfect opportunity to begin the process.
- 7.1 To gain permission to begin the OJEU tendering process to secure a new service provider to upgrade the RTPi system to GPRS.
- 7.2 To begin planning for the rollout of the new GPRS system.

### **SUPPORTING DOCUMENTATION**

#### **Appendices**

None

#### **Documents in Members' Rooms**

None

#### **Background Documents**

None



<b>Subject:</b>	<b>Procurement of Temporary Accommodation - Framework Agreements and Approved list of Providers</b>		
<b>Date of Meeting:</b>	<b>29<sup>TH</sup> November 2012</b>		
<b>Report of:</b>	<b>Strategic Director of Place</b>		
<b>Contact Officer:</b>	<b>Name:</b>	<b>Sylvia Peckham</b>	<b>Tel:</b> 29-3319
	<b>E-mail:</b>	<b>Sylvia.peckham@Brighton-hove.gov.uk</b>	
<b>Key Decision:</b>	<b>Yes</b>	<b>Forward Plan No.</b>	
<b>Wards Affected:</b>	<b>All</b>		

**FOR GENERAL RELEASE**

**1. SUMMARY AND POLICY CONTEXT:**

- 1.1 The council has a large leasing programme to accommodate statutory homeless households to whom it has a housing duty, and also for providing accommodation for Adult Social Care and Children's Services. The Council is also working jointly with the two universities in the City under Head Leasing to provide for student accommodation.
- 1.2 The demand for accommodation is anticipated to increase substantially over the next few years as a result of the welfare reforms, the economy and the housing market, as the cost of renting privately are increasing at approximately 7%pa, making it more difficult for households on lower incomes to secure accommodation for themselves.
- 1.3 In order to meet this level of demand and ensure we have obtained value for money, we are looking to approach procurement by developing Framework Agreements under EU regulations, where required. This will qualify potential providers in advance and we can then call them off the Framework to provide accommodation as/if demand increases, without the need to re-tender each time.
- 1.4 To address the demands for accommodation over the next 4 years, taking into account the various contracts that are also due to expire and the needs of potential providers, it is agreed that the sensible approach is to have separate Framework Agreements to cover:-

- i) B&B type accommodation
- ii) leased accommodation where the management of it will also be undertaken by the provider on behalf of the council.
- iii) approved list of providers of blocks of leased accommodation that can be managed by the council.

## **2. RECOMMENDATION**

- 2.1 That delegated authority be granted to the Strategic Director of Place in consultation with the Director of finance to set up:
- i) a framework agreement for the provision of B&B type accommodation, for a duration of four years.
  - ii) a framework agreement for the provision of managed leased accommodation, for a duration of up to four years and
  - iii) an approved list of providers of blocks of leased accommodation that can be managed by the council, for a duration of up to four years .
- 2.2 That delegated authority be granted to the Strategic Director of Place to call off from those framework agreements and the approved list in order to award contracts as required following the recommendations of the evaluation panel and the results of the tendering process.

## **3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS:**

### **3.1.1 B&B Type accommodation.**

In summer 2013, the current contracts that we have with our B&B providers are due to expire. This is an opportunity for us to re-set the standards of accommodation and what our expectations are of the providers in terms of management. B&B type accommodation is emergency accommodation which generally consists of a lockable bedroom. It may have en suite bathroom facilities or there may be shared facilities. There may be basic cooking facilities. Meals are not provided. The Framework Agreement will give the Council the opportunity to consolidate these requirements, through one formal procurement activity, and benefit the Council by providing a simpler mechanism for meeting future needs for this type of accommodation. If we didn't have a Framework Agreement for this activity, then we would have to undertake a formal tendering exercise. A Framework Agreement enables us to call off , through a pre agreed process, a qualified provider from the providers on the framework to provide additional accommodation up to the value of the overall Framework.

- 3.1.2 Leased accommodation that would be managed on behalf of the council.  
We came across the advantages of a Framework Agreement in October 2010. This enabled the council to achieve benefits in terms of costs and value without having to go through our own tendering exercise. The properties have been leased by the landlord to the council with a third party Orchard and Shipman providing acquisitions and housing management role. This provides landlords with an alternative to the council as their management agent and creates a more diverse and competitive market place within which the council can still achieve its objectives of housing vulnerable homeless families.
- 3.1.3 Approved list of providers of blocks of leased accommodation that can be managed by the council.  
In 2015 our 10 year contracts with KEM and Sanctuary Housing Association come to an end under which they have provided significant units of accommodation in blocks. This potential to lease a block to us rather than individual units within a block, enabled those providers to secure funding at competitive rates and hence provide cost effective accommodation. Those contracts are coming up for expiry and so we need to qualify a list of potential providers to re-provide. In addition we have been approached by several developers who own large amounts of accommodation that could be accessed. The advantages of us being able to lease a block rather than individual flats also means that we can take on the management of the common areas that would otherwise sit outside of the agreement and creates difficulties over responsibilities for cleaning and maintenance.
- 3.2 A full list of expiring contracts across the three distinct accommodation and associated service provisions are contained in Appendix 1. In the past we have embarked on numerous tendering exercises to procure these units. The consolidate approach of the proposed framework agreements and approved list is intended to meet the shortfall in demand that the individual leasing route cannot provide for. Appendix 2 contains the Demand profile for the next 4 years. This is based on demand as at 01.04.12 and projected forward at the rate that homeless acceptances are forecast at. Appendix 3 contains the supply profile to meet demand together with projected costs.
- 3.3 We have also been in talks with neighbouring authorities as the boundaries in which to obtain accommodation are blurring due to difficulties in supply and changes to welfare benefits. One of the advantages of Framework Agreements is that we can qualify providers to meet the accommodation needs of other local authorities if they quantify the amount they may wish to call off the Framework at the beginning, so that we can build this in. This means that they would not have to undertake a separate tendering exercise but can call off the providers we have qualified up to the value they have asked for. They would enter into contracts of their own with the provider. This creates efficiencies across councils by avoiding duplication in tendering and it may attract a broader range of providers who are interested in working across boundaries. Lewes District Council, Mid Sussex District Council and Adur and Worthing Councils have all

expressed an interest in being involved in the Framework Agreement. Details of their precise needs for accommodation and how they would draw down from the Framework will be discussed and agreed with them.

- 3.4 Framework Agreements and an approved list of providers for blocks of flats are therefore viewed as the most efficient and effective method of procuring temporary accommodation. The maximum length of time of a Framework is 4 years and it's proposed to enter into framework agreements for this maximum period.
- 3.5 Leases will include adequate break clauses to protect the Council's interest and the Council would not take on any responsibility for major repairs to property structure, exterior or installations. The Council's Head of Law will continue to be closely consulted on the leases in order to ensure the Council's position is properly protected particularly in relation to potential liabilities such as claims for dilapidations/disrepair and rent issues arising during the lease or at lease end.
- 3.6 Previous agreements with housing providers have increased the Council's ability to provide accommodation eg. KEM Properties Ltd have delivered 140 units of emergency accommodation leading to a significant decrease in the number of people living in expensive Bed & Breakfast Accommodation and Sanctuary Housing Association have delivered 37 houses of good quality accommodation.
- 3.7 It is anticipated that initiatives to prevent homelessness will help manage the growth in demand that the council is experiencing due to the current economic climate. Factors such as the high cost housing market, restrictions on mortgage lending and uncertainty in the employment market, as well as the continuing need to meet statutory obligations under the Housing Act, Children Act, and NHS and Community Care Act will continue to put pressure on the council's ability to deliver sufficient temporary accommodation.

#### **4. COMMUNITY ENGAGEMENT AND CONSULTATION**

- 4.1 None. Provision of Temporary Accommodation for homeless households is a statutory duty. There will be tendering exercises to qualify potential providers.

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

##### Financial Implications:

- 5.1 The 2012/13 gross budget for Temporary Accommodation and Allocations is £11.983 million and is offset by an income budget (mainly housing benefit) of £11.003 million. This budget is used to acquire accommodation including spot leases and emergency accommodation.



It is anticipated that the Framework Agreement will provide cost effective accommodation and will support the management of expected demand and existing contracts that are due to expiry within the 4 year period. The associated costs of establishing the Framework Agreement will be met from existing resources.

The maximum value for each of the 3 Framework Agreements range from £23.485m to £25.730m over the 4 year period. This is based on 750 properties assuming 414 new properties/units to cover demand and 336 properties/units for those contracts that expiry within the 4 year period. A further 410 properties/units are expected to be acquired through individual leases outside of the Framework Agreement (as detailed in Appendix 2). The Framework Agreement is calculated at a maximum value over the 4 year period and can be called off subject to adequate budget resources and authorisation. Monitoring of the values called off against the Framework Agreement will be completed by the Temporary Accommodation team and reflected in budget monitoring. The values anticipated for 2013/14 will be reflected in the budget strategy.

*Finance Officer Consulted: Anne Silley      Date:22/10/12*

Legal Implications:

5.2 The Council has a statutory obligation to provide accommodation to statutory homeless households.

The frameworks will enable the Council to have sufficient and appropriate properties in place under separate lots to discharge its legal obligations.

The frameworks are being let in accordance with the applicable EU Regulations and the Council's Contract Standing Orders.

Letting of these frameworks will not incur any recurring expenses as the Council would not be bound to use these frameworks and any financial liability shall arise only on award of a specific contract.

The award of frameworks agreements shall enable the Council to meet its housing/accommodation needs in a legally compliant manner

*Lawyer Consulted: Oliver Dixon      Date: 22/10/12*

Equalities Implications:

5.3 Equalities Impact Assessment is attached in Appendix 4 and will be reviewed when we call off to let contracts.

Sustainability Implications:

- 5.4 This proposal will support the commissioning of accommodation locally and working in partnership with the private sector to provide good quality accommodation to meet the corporate needs of the Council. Furthermore it will enable the accommodation needs of our partner councils to also meet their accommodation requirements without the need for them tendering separately. This should encourage a wider range of providers to come forward. This will enable people to become settled.

Crime & Disorder Implications:

- 5.5 None.

Risk and Opportunity Management Implications:

- 5.6 The proposal will contribute to the council's strategic priorities of obtaining better use of public money and contribute towards reducing inequality by providing good quality accommodation suitable for meeting households' needs. Working across geographical boundaries may encourage more providers and hence improve competition. There is a risk that we won't attract any new providers but that would be a greater risk if we were just tendering for one service.

Corporate / Citywide Implications:

- 5.7 We are anticipating an increase in homelessness over the next few years as a result of the economy, housing market and welfare reforms. We have a statutory duty to provide accommodation for those qualifying homeless households and so will need to procure additional accommodation to meet this increasing demand and as it is becoming more difficult to access the private rented market.

**6. EVALUATION OF ANY ALTERNATIVE OPTION(S):**

- 6.1 The alternative would be to tender separately for each type of accommodation when a) current contracts expire and b) to obtain additional types of accommodation. This would mean that if demand then increases we would have to re-tender again. In addition neighbouring councils would also have to tender for temporary accommodation that they needed and hence it wouldn't be as efficient.

**7. REASONS FOR REPORT RECOMMENDATIONS**

- 7.1 The recommendations have been made so that we can procure accommodation in a more planned and efficient way that will also benefit our partner neighbouring councils.

## **SUPPORTING DOCUMENTATION**

### **Appendices:**

1. Contracts due to expire within the Framework/Approved list period
2. Demand profile
3. Temporary Accommodation supply profile Business Plan
4. Timeline
5. Equality Impact Assessment

### **Documents in Members' Rooms**

1. None

### **Background Documents - None**

## APPENDIX 1: List of expiring contracts

Address of Units	No of Units	Expiry Date
Cinderella	11	14/10/2012
The Heathers	18	31/07/2013
Percival Terrace, 3-5	53	25/08/2013
Grand Parade, 17-19	35	16/09/2013
Brunswick Place, 68	18	28/09/2013
Windsor Court	50	29/09/2013
26 Chatsworth Road	9	19/01/2014
Olympus House	38	31/01/2015
16-17 St Georges Place	6	30/09/2015
61 St Aubyns	10	21/10/2015
SHA 10 Yr	39	02/11/2015
40 Brunswick Place	10	21/08/2016
50 Brunswick Place	10	30/10/2016
41 Eaton Place	12	01/07/2019

## APPENDIX 2 – Demand profile

This shows the shortfall in supply for each of the 4 financial years and also a further split for the reason i.e. Contract Expiry or New Demand.

Financial Year	Description	1 Bed	2 Bed	3 Bed	4 Bed	5 Bed	Total
2013/14	Contract Expiry	261	0	0	0	0	261
	New Demand	86	65	37	11	1	200
	Individual Leases Acquisitions	-64	-53	-29	-8	-1	-154
	<b>Units Required through Framework</b>	<b>284</b>	<b>12</b>	<b>9</b>	<b>4</b>	<b>0</b>	<b>308</b>
2014/15	Contract Expiry	0	0	0	0	0	0
	New Demand	80	73	33	10	1	197
	Individual Leases Acquisitions	-20	-71	-33	-7	-1	-131
	<b>Units Required through Framework</b>	<b>61</b>	<b>2</b>	<b>1</b>	<b>4</b>	<b>0</b>	<b>67</b>
2015/16	Contract Expiry	16	15	21	3	0	55
	New Demand	106	84	37	11	1	239
	Individual Leases Acquisitions	-11	-75	-24	-8	-1	-118
	<b>Units Required through Framework</b>	<b>112</b>	<b>24</b>	<b>35</b>	<b>7</b>	<b>0</b>	<b>177</b>
2016/17	Contract Expiry	20	0	0	0	0	20
	New Demand	162	71	40	12	1	286
	Individual Leases Acquisitions	-11	-65	-24	-7	-1	-107
	<b>Units Required through Framework</b>	<b>172</b>	<b>6</b>	<b>17</b>	<b>6</b>	<b>0</b>	<b>200</b>
<b>Grand Total</b>		<b>627</b>	<b>44</b>	<b>60</b>	<b>19</b>	<b>0</b>	<b>750</b>

Key to table: -

Contract Expiry = those contracts identified with end dates over the next 4 years

New Demand = based on recent trends of increasing acceptances of homeless.

Individual Leases = this is the number of properties that the Acquisitions Team can acquire each year through individual leases, therefore not going through the framework.

This shows that we are anticipate acquiring 750 units against the Framework, (414 new units & 336 for contracts due to expiry) on top of the individual leases of 410 meaning that we will have an additional 824 (414 new units + 410 individual leases) units/properties over the 4 year framework agreement.

**APPENDIX 3- Supply profile and Business plan**

**Supply Profile** - This shows the current supply profile (2012/13 Projection) with the anticipated growth in demand / reduction for contract that expiry for each of the 4 financial years.

Framework Agreement	Supplier	Property Size / Name	2012/13 (Projection)	2013/14	2014/15	2015/16	2016/17	
Individual Agreements  Not included in Framework but required to calculate the shortfall in supply	PSL	1 Beds	189	199	208	218	227	
		2 Beds	292	316	340	364	388	
		3 Beds	200	220	239	259	278	
		4 Beds	49	56	62	69	75	
		5 Beds	8	9	10	11	12	
	<b>PSL Total</b>			<b>738</b>	<b>799</b>	<b>859</b>	<b>920</b>	<b>980</b>
	KEM 3yr Managed Leases	1 Beds	41	42	43	44	45	
		2 Beds	42	46	50	54	58	
		3 Beds	12	15	18	21	24	
		4 Beds	17	18	18	19	19	
	<b>KEM 3 Yr Managed Lease</b>			<b>112</b>	<b>121</b>	<b>129</b>	<b>138</b>	<b>146</b>
	BHSCH	1 Beds	137	190	199	199	199	
		2 Beds	91	116	159	206	243	
		3 Beds	34	40	50	51	52	
		4 Beds	5	5	5	5	5	
	<b>BHSCH Total</b>			<b>267</b>	<b>351</b>	<b>413</b>	<b>461</b>	<b>499</b>
	<b>Individual Agreements Total</b>			<b>1,117</b>	<b>1,271</b>	<b>1,401</b>	<b>1,519</b>	<b>1,625</b>
Fully Managed Service	Orchard & Shipman	1 Beds	17	17	17	17	17	
		2 Beds	41	41	41	41	41	
		3 Beds	19	19	19	19	19	
		4 Beds	15	15	15	15	15	
	<b>Orchard &amp; Shipman</b>			<b>92</b>	<b>92</b>	<b>92</b>	<b>92</b>	<b>92</b>
	SHA	2 Beds	15	15	15	0	0	
		3 Beds	21	21	21	0	0	
		4 Beds	3	3	3	0	0	
	<b>SHA</b>			<b>39</b>	<b>39</b>	<b>39</b>	<b>0</b>	<b>0</b>
	Windsor Court	1 Beds	50	0	0	0	0	
	<b>Windsor Court</b>			<b>50</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	Kem Block Booked	1 Beds	21	21	21	21	21	
		2 Beds	37	37	37	37	37	
		3 Beds	9	9	9	9	9	
<b>KEM Block Booked</b>			<b>67</b>	<b>67</b>	<b>67</b>	<b>67</b>	<b>67</b>	
<b>Fully Managed Service Total</b>			<b>248</b>	<b>198</b>	<b>198</b>	<b>159</b>	<b>159</b>	
Emergency Accommodation  (Bed & Breakfast - Part Managed Service)	Block Leases	Brunswick Place, 68	18	0	0	0	0	
		Grand Parade, 17-19	35	0	0	0	0	
		Percival Terrace, 3-5	53	0	0	0	0	
		The Heathers	18	0	0	0	0	
		Cinderella	11	0	0	0	0	
		Olympus House	38	0	0	0	0	
	<b>Block Leases Total</b>			<b>173</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Spot Purchase	1 Beds	40	0	0	0	0		
<b>B&amp;B Spot Purchase</b>			<b>40</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Emergency Accommodation Total</b>			<b>213</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
Accommodation Only	KEM 10 Yr Leases	41 Eaton Place	12	12	12	12	12	
		61 St Aubyns	10	10	10	0	0	
		40 Brunswick Place	10	10	10	10	0	
		50 Brunswick Place	10	10	10	10	0	
		26 Chatsworth Road	9	0	0	0	0	
		16-17 St Georges Place	6	6	6	0	0	
<b>KEM 10 Yr Leases Total</b>			<b>57</b>	<b>48</b>	<b>48</b>	<b>32</b>	<b>12</b>	
<b>Accommodation ONLY Total</b>			<b>57</b>	<b>48</b>	<b>48</b>	<b>32</b>	<b>12</b>	
Total Supply	1 Bed	685	517	536	531	521		
	2 Beds	518	571	642	702	767		
	3 Beds	295	324	356	359	382		
	4 Beds	89	97	103	108	114		
	5 Beds	8	9	10	11	12		
<b>Total Supply</b>			<b>1,595</b>	<b>1,517</b>	<b>1,647</b>	<b>1,710</b>	<b>1,796</b>	

**Business plan** - This shows the maximum value for each of the 3 Framework Agreements.

Description	Financial Year	1 Bed (£'000)	2 Bed (£'000)	3 Bed (£'000)	4 Bed (£'000)	5 Bed (£'000)	Total (£'000)
Fully Managed Service, or	2013/14	1,565	181	145	65	0	<b>1,956</b>
	2014/15	4,372	226	164	138	0	<b>4,900</b>
	2015/16	6,037	505	608	248	0	<b>7,398</b>
	2016/17	8,982	813	1,251	430	0	<b>11,476</b>
Fully Managed Service Framework Maximum Cost		20,956	1,725	2,167	881	0	<b>25,730</b>
Emergency Accommodation, or	2013/14	1,419	258	274	151	0	<b>2,102</b>
	2014/15	3,703	301	291	301	0	<b>4,596</b>
	2015/16	4,779	629	1,008	506	0	<b>6,922</b>
	2016/17	6,645	947	1,938	818	0	<b>10,348</b>
Emergency Accommodation Framework Maximum Cost		16,546	2,136	3,511	1,776	0	<b>23,968</b>
Accommodation Only	2013/14	1,390	253	269	148	0	<b>2,060</b>
	2014/15	3,628	295	285	295	0	<b>4,504</b>
	2015/16	4,683	616	988	495	0	<b>6,782</b>
	2016/17	6,511	928	1,898	802	0	<b>10,139</b>
Accommodation Only Framework Maximum Cost		16,212	2,093	3,440	1,740	0	<b>23,485</b>

Example: If all of the 750 properties were acquired under the Accommodation Only Framework Agreement then the maximum that can be called against the Agreement is £23.485m, where as, if the Fully Managed Service Framework was used instead then the maximum that can be called against the Agreement is £25.730m

## APPENDIX 4: TIMELINE

### 1. Fully Managed Service



Specification drafted	22.10.2012
Place Advert	06.12.12
Closing date	30.01.13
Evaluation	Feb 2013
OJEU award notice	13.05.13
Contract start	May 2013

## **2. Emergency B&B type accommodation**

Specification drafted	Jan 2012
Place advert	25.01.13
Closing date	22.03.13
Evaluation	April/May 2013
OJEU award notice	30.06.13
Contract start	04.07.13

## **3. Accommodation only (blocks)**

Specification drafted	April 2013
Place advert	20.05.13
Closing date	18.06.13
Evaluation	July 2013
Contract start	20.09.13

## APPENDIX 5 – EQUALITY IMPACT ASSESSMENT

### 1. Front sheet

<b>Title of EIA</b>	Temporary Accommodation Providers List & Frameworks	<b>Ref No.</b>	
<b>Delivery / Resource / Finance Unit or Intelligent Commissioning name</b>	Housing Commissioning		
<b>Aim of policy or scope of service</b>	<ul style="list-style-type: none"> <li>• To provide more temporary accommodation to house vulnerable homeless households</li> <li>• This is a statutory service, funded through Housing Benefit in a service area experiencing demand growth.</li> <li>• The new properties will benefit vulnerable people, avoiding unnecessary nightly booked hotel accommodation and saving the council the extra expense of this.</li> <li>• The contract will achieve longer term, settled accommodation, more suited to the household's needs.</li> <li>• The current contract for provision of this accommodation will end in 2013</li> </ul>		

2. Record of data/engagement; impacts identified; and potential actions to meet the Duties.

	Data <sup>1</sup> that you have	Community engagement exercises or mechanisms <sup>2</sup>	Impacts identified from analysis (actual and potential) <sup>3</sup>	Potential actions to advance equality of opportunity, eliminate discrimination, and foster good relations (You will prioritise these below)
<p><b>Community Cohesion</b> (what must happen in all communities to enable different groups of people to get on well together.)</p>	<p>PI's showing increasing number of service users and homeless people. Accommodating vulnerable homeless people means less rough sleeping, fewer anti-social problems and increased safety for vulnerable people and communities.</p>	<p>This is a statutory service and must be provided. Providers will work closely with the Community safety team.</p> <p>Neighbours forums and one off meetings Service users groups</p>	<p>Emergency and temp. accommodation provides marginalised and vulnerable groups with suitable, safe accommodation.</p> <p>There is the potential risk of disturbance to neighbours if the location of new blocks or groups of properties is not considered adequately</p> <p>Properties should be acquired throughout the city promoting mixed communities</p> <p>ASB officers will help to</p>	<p>Assess the impact of blocks or groups of temporary accommodation on the local community, in which the properties are located prior to acquisition, to seek to minimise their impact upon the neighbourhood</p> <p>Prior to acquisition, to identify if there are other blocks or groups of properties in the area where their occupants may have a detrimental effect on the wellbeing of the Council's service users</p>

<sup>1</sup> 'Data' may be monitoring, customer feedback, equalities monitoring, survey responses...

<sup>2</sup> These may be ongoing links that you have with community and voluntary groups, service-user groups, staff forums; or one-off engagement sessions you have run.

<sup>3</sup> If data or engagement are missing and you can not define impacts then your action will be to take steps to collect the missing information.

	<b>Data<sup>1</sup> that you have</b>	<b>Community engagement exercises or mechanisms<sup>2</sup></b>	<b>Impacts identified from analysis (actual and potential)<sup>3</sup></b>	<b>Potential actions to advance equality of opportunity, eliminate discrimination, and foster good relations (You will prioritise these below)</b>
			<p>mediate in the event of any complaints from the community based on behaviour of tenants.</p> <p>Neighbours and communities may be unhappy with the location of Framework properties</p>	<p>The location of potential properties to be assessed to ensure that areas in which the properties are located retain a mix of housing</p> <p>Set up liaison and complaints processes for neighbours of Framework properties</p>
<b>Age</b> (people of all ages)	<p>Temporary Accommodation will provide housing for younger people, older people, children and other groups for whom there is a statutory obligation.</p>	<p>Service users groups</p> <p>Service users completion of equalities monitoring form</p>	<p>The Framework will need accommodation suppliers to provide a range of accommodation suitable for all ages</p> <p>The framework will need to provide specialised units for younger people and those with specific identified needs</p>	<p>Accommodation suppliers to seek to procure properties suitable for all ages</p> <p>Accommodation suppliers will have to evidence their compliance with Age equality legislation.</p>

	<b>Data<sup>1</sup> that you have</b>	<b>Community engagement exercises or mechanisms<sup>2</sup></b>	<b>Impacts identified from analysis (actual and potential)<sup>3</sup></b>	<b>Potential actions to advance equality of opportunity, eliminate discrimination, and foster good relations (You will prioritise these below)</b>
<b>Disability</b> (a person is disabled if they have a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities <sup>1</sup> )	Temporary Accommodation caters for people from all backgrounds in line with Homelessness legislation. This will include people with disabilities who would be considered vulnerable and in need of housing.	Service users groups Service users completion of equalities monitoring form	The Framework will need to provide more accommodation that is or can be adapted for disabled people  The framework will need to provide accommodation in locations that are suitable for service users with disabilities  Ensuring those with specific identified needs are supported	Accommodation suppliers to identify and seek properties, which can be adapted to suit specific service users disability needs  Accommodation suppliers to identify and seek properties, which are in locations that are appropriate for specific service users disability needs  Accommodation suppliers will have staff trained and committed to ensuring equality for disabled customers.
<b>Gender reassignment</b> (a transsexual person is someone who proposes to, starts or has completed a process to change his or her	Providing Temporary Accommodation which caters for people from all backgrounds in line with Homelessness legislation	Equalities monitoring forms provide details of service users particular needs and status.	Service users need safe and secure accommodation with direct access to support services	Accommodation suppliers may be requested to provide accommodation that is safe and secure

<sup>1</sup> The definition includes: sensory impairments, impairments with fluctuating or recurring effects, progressive, organ specific, developmental, learning difficulties, mental health conditions and mental illnesses, produced by injury to the body or brain. Persons with cancer, multiple sclerosis or HIV infection are all now deemed to be disabled persons from the point of diagnosis.

	<b>Data<sup>1</sup> that you have</b>	<b>Community engagement exercises or mechanisms<sup>2</sup></b>	<b>Impacts identified from analysis (actual and potential)<sup>3</sup></b>	<b>Potential actions to advance equality of opportunity, eliminate discrimination, and foster good relations (You will prioritise these below)</b>
gender. A person does <u>not</u> need to be under medical supervision to be protected)	this includes vulnerable groups such as the gender reassignment community		Ensuring those with specific identified needs are supported	accommodation with direct access to support services  Accommodation suppliers will have to evidence their compliance with Gender reassignment equality legislation
<b>Pregnancy and maternity</b> (protection is during pregnancy and any statutory maternity leave to which the woman is entitled)	Providing Temporary Accommodation which caters for people from all backgrounds in line with Homelessness legislation particularly pregnant and nursing mothers to ensure the safety and security of both parent and child.	Equalities monitoring forms provide details of the status of women who are vulnerable through pregnancy or maternity periods. This enables the council to ensure that the woman's statutory needs are being met.		The framework will aim to provide accommodation that enables all service users to have fair and equal access to services.  Allocation policies ensure that pregnant women and nursing mothers are prioritised for suitable accommodation  Accommodation suppliers will have to evidence their compliance with pregnancy and maternity equality legislation

	<b>Data<sup>1</sup> that you have</b>	<b>Community engagement exercises or mechanisms<sup>2</sup></b>	<b>Impacts identified from analysis (actual and potential)<sup>3</sup></b>	<b>Potential actions to advance equality of opportunity, eliminate discrimination, and foster good relations (You will prioritise these below)</b>
<b>Race</b> (this includes ethnic or national origins, colour or nationality, including refugees and migrants; and Gypsies and Travellers)	Temporary Accommodation caters for people from all backgrounds in line with Homelessness legislation regardless of race, ethnicity, nationality or colour.	Equalities monitoring forms provide details of tenants which are used to monitor race, ethnicity, nationality and colour and ensure fairness of practice..	Tenants will be allocated to properties ensuring that known ASB/Racial aggravation hotspot areas are avoided	<p>The framework will aim to provide accommodation that enables all service users to have fair and equal access to services.</p> <p>Specialist Temporary Accommodation ASB officer will casework with families if discriminations occurs and re-house them if required</p> <p>Accommodation suppliers will have to evidence their compliance with Age equality legislation</p>
<b>Religion or belief</b> (religion includes any religion with a clear structure and belief system. Belief means any religious or philosophical belief. The Act also covers lack of religion or belief.)	Temporary Accommodation caters for people from all backgrounds in line with Homelessness legislation and regardless of belief system.	Equalities monitoring forms provide details of tenant's requirements in this respect.	Where necessary, tenants will be allocated to properties ensuring that known ASB areas are avoided	<p>The framework will aim to provide accommodation that enables all service users to have fair and equal access to services</p> <p>ASB officer can casework with families if discriminations occurs and re-house them if required</p>

	<b>Data<sup>1</sup> that you have</b>	<b>Community engagement exercises or mechanisms<sup>2</sup></b>	<b>Impacts identified from analysis (actual and potential)<sup>3</sup></b>	<b>Potential actions to advance equality of opportunity, eliminate discrimination, and foster good relations (You will prioritise these below)</b>
				Accommodation suppliers will have to evidence their compliance with equality legislation regarding religion/belief.
<b>Sex</b> (both men and women are covered under the Act)	Temporary Accommodation caters for people from all backgrounds in line with Homelessness legislation	Equalities monitoring forms provide details of tenant's sex.	Housing allocations will be appropriate to individuals' requirements in terms of sex e.g. We have temporary accommodation units which are single sex units.	The framework will aim to provide accommodation that enables all service users to have fair and equal access to services.  Accommodation suppliers will have to evidence their compliance with equality legislation regarding sex.
<b>Sexual orientation</b> (the Act protects bisexual, gay, heterosexual and lesbian people)	Temporary Accommodation caters for people from all backgrounds in line with Homelessness legislation including those from the LGBT community	Equalities monitoring forms provide details of tenant's orientation.	Service users will be allocated to properties ensuring that known ASB areas are avoided.	The framework will aim to provide accommodation that enables all service users to have fair and equal access to services.  ASB officer can casework with families if discriminations occurs and re-house them if



	Data <sup>1</sup> that you have	Community engagement exercises or mechanisms <sup>2</sup>	Impacts identified from analysis (actual and potential) <sup>3</sup>	Potential actions to advance equality of opportunity, eliminate discrimination, and foster good relations (You will prioritise these below)
				<p>required</p> <p>Accommodation suppliers will have to evidence their compliance with equality legislation regarding sexual orientation.</p>
<p><b>Marriage and civil partnership</b> (only in relation to due regard to the need to eliminate discrimination)</p>	<p>Temporary Accommodation caters for people from all backgrounds in line with Homelessness legislation</p>	<p>Equalities monitoring forms provide details of tenant's marital and partnership status.</p>	<p>People from all backgrounds will have access to properties to suit to their particular needs.</p>	<p>The framework will aim to provide accommodation that enables all service users to have fair and equal access to services.</p> <p>Accommodation suppliers will have to evidence their compliance with equality legislation regarding marriage and civil partnership status.</p>

	<b>Data<sup>1</sup> that you have</b>	<b>Community engagement exercises or mechanisms<sup>2</sup></b>	<b>Impacts identified from analysis (actual and potential)<sup>3</sup></b>	<b>Potential actions to advance equality of opportunity, eliminate discrimination, and foster good relations (You will prioritise these below)</b>
<p><b>Other relevant groups</b> eg: Carers, people experiencing domestic violence, substance misusers, homeless people, looked after children etc</p>	<p>Temporary Accommodation caters for people from all backgrounds in line with Homelessness legislation particularly vulnerable groups.</p>	<p>Equalities monitoring forms provide details of tenant's particular needs and status. This information is used to ensure the most suitable property available is offered to them.</p>	<p>The framework will help to free up the move-on pathway enabling homeless people to receive the support they need</p>	<p>The framework will aim to provide accommodation that enables all service users to have fair and equal access to services.</p> <p>Accommodation suppliers will have to evidence their compliance with equality legislation regarding other relevant groups and evidence what appropriate training has been provided.</p>

3. Prioritised Actions: NB: you should also highlight here if there is potential for cumulative impact across the service or for a specific group.

Action	Timeframe	Lead officer	Evidence of progress	Success measure
Increase the number of framework properties that are suitable or can be adapted for disabled service users	From summer 2013	Acquisitions Manager	A reduction in the number of disabled people are living in unsuitable temporary accommodation or specialist hotel rooms	All disabled people are living in suitable temporary accommodation
Increase the number of framework properties in locations suitable for disabled service users	From summer 2013	Acquisitions Manager	A reduction in the number of disabled people are living in unsuitable temporary accommodation or specialist hotel rooms	All disabled people are living in suitable temporary accommodation
Increase the number of Framework properties that can be used for service users of all ages and families of all sizes	From summer 2013	Acquisitions Manager	Decrease number of nightly booked hotels used for temporary accommodation	All service users are living in temporary accommodation suitable for their needs
Prior to acquisition assess the impact of Framework properties and their occupants (particularly blocks or groups of properties) upon the local community	From summer 2013	Acquisitions Manager	Reduction in the number on neighbours complaints	Minimal or no neighbours complaints
Prior to acquisition assess the impact of anti-social behaviour from existing residents on vulnerable service users in Framework properties	From summer 2013	Acquisitions Manager	Reduction in the numbers of service user complaints of ASB	Minimal or no service user complaints of ASB
Increase the number of safe and secure properties available to vulnerable service users	From summer 2013	Acquisitions Manager	Increased well being of vulnerable service users	
Set minimum standards of management for all accommodation suppliers	April 2013	Acquisitions Manager	Improved management standards, reduction in complaints from service users	All Framework accommodation suppliers adhere to the minimum management standards

Set minimum standards for all properties acquired under the Framework agreement	April 2013	Acquisitions Manager	Improved property standards, less complaints from service users	All properties are maintained to the minimum standard
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**Signing of EIA:-**

**Lead Equality Impact Assessment Officer:**

**Date:**

**Head of Service Delivery Unit**

**Date:**

**Lead Commissioner (if required):**

**Date:**

**Communities and Equality Team**

**Date:**

**NB: Actions must now be transferred to service or business plans**

**You must also complete and submit a summary of the EIA in the Publication Template (see below)**

**4. Attach data and/or engagement lists as appendices.**

<b>Title</b> (of data or engagement)	<b>Date</b>	<b>Main findings</b>	<b>Gaps in data</b>	<b>Contact</b>

**Equalities Impact Assessment  
Publication Template**

<b>Name of review:</b>	Procurement of Temporary Accommodation - Framework Agreements and Approved List of Providers
<b>Period of review:</b>	January – August 2012
<b>Date review signed off by Head of Unit / Lead Commissioner:</b>	
<b>Scope of the review:</b>	<p>This Equalities Impact Assessment has been made in relationship to the structured means of procuring temporary accommodation over the next four years using a Framework agreement. This Framework agreement is in addition to the ongoing programme of leasing individual properties.</p> <p>The Council has a large leasing programme to accommodate statutory homeless families, to whom is has a duty of care, and to provide accommodation For Adult Social Care, children's services and the two universities in the City.</p> <p>The demand for temporary accommodation is anticipated to increase substantially over the next few years and from 2013 current contracts on properties will start to end. In order to address the projected shortfall, to meet the level of demand and to ensure we get value for money we are seeking to qualify temporary accommodation suppliers in advance of using their services. We will do this by setting up a Framework agreement to which accommodation suppliers are invited, approved and signed up to. This will allow us to ask accommodation suppliers to provide us with additional</p>

	<p>accommodation as contracts end and as demand increases, without the need to re-tender.</p> <p>To address the varying demands for accommodation over the next four years it is proposed that there are separate Framework Agreements to cover the three areas where temporary accommodation will be required.</p> <p>These three areas are:-</p> <ul style="list-style-type: none"> <li>• Emergency accommodation</li> <li>• Leased accommodation where the properties are managed by the supplier on behalf of the Council</li> <li>• Blocks of leased accommodation managed by the Council</li> </ul>
<b>Review team:</b>	Sylvia Peckham, John, Maguire, Martin McCurdy; Luke Taylor
<b>Relevant data and research:</b>	<p>Temporary Accommodation Strategy</p> <p>Provider List and Managed properties reports</p> <p>Service user feedback data by equalities streams</p> <p>Staff consultation</p>

<p><b>Consultation:</b> indicate who was consulted and how they were consulted</p>	<p>Consultation with was carried out with service users, potential emergency accommodation suppliers and current temporary accommodation providers.</p> <p>Service user information is obtained from their equalities monitoring forms and regular service user communications</p> <p>Potential emergency accommodation providers were consulted through a pre-tender approval process</p> <p>Current temporary accommodation providers have been consulted through regular liaison meeting and communications</p>
<p><b>Assessment of impact, outcomes and key follow-up actions:</b></p>	<p>The assessment of the 'Procurement of Temporary Accommodation - Framework Agreements and Approved List of Providers' is looked at in terms of its impact upon the on the differing groups within the diverse community within our accommodation. The Priority Equality strands are;</p> <ul style="list-style-type: none"> <li>• Age</li> <li>• Disability</li> <li>• Ethnicity</li> <li>• Gender (including transgender)</li> <li>• Religion of Belief</li> <li>• Sexual orientation</li> </ul> <p>In addition to the above this structured means of acquiring temporary accommodation is directly aimed at some of the most socially excluded groups that are found within the Social Exclusion Key Groups, namely:</p> <ul style="list-style-type: none"> <li>• Homeless people</li> <li>• Unemployed people</li> <li>• People employed on a part time, temporary or casual basis</li> </ul>



- People with mental health needs
- People with substance misuse issues
- People with HIV
- Refugees and Asylum seekers
- Ex-offenders and people with unrelated convictions

The Temporary Accommodation service deals with service users who come from the six equality strands and the eight social exclusion groups mentioned above. The aim of the Framework agreement is to provide good quality temporary accommodation to service users that meet their needs, requirements and expectations.

This Equalities Impact Assessment is designed to highlight the issues affecting any of the priority equality groups, or social excluding groups and ensure that, within the bounds of legislation and the availability of properties, these issues can be addressed.

As the property market in the South East continues to remain strong the acquisition of temporary accommodation will continue to be largely supply led. Thus, it is anticipated that the use of the Framework Agreement for the acquisition of properties is unlikely to have an adverse impact upon service users. However, within the Framework Agreement structure and the specification for the accommodation providers there is the opportunity to have a positive impact on the temporary accommodation that is available for service users.

The following key actions are intended to be embodied in the specification for the accommodation providers and in the instruction to suppliers:-

- Suppliers to seek and identify properties that have level access or are suitable for adaptations so that temporary accommodation can provide homes to service used in wheel chairs and/or those who have a disability and have difficulty in negotiating steps and stairs

	<ul style="list-style-type: none"> <li>• Prior to acquisition, suppliers and temporary accommodation to assess the impact of blocks or groups of temporary accommodation on the local community to seek to minimise their impact upon the neighbourhood.</li> <li>• Prior to acquisition, suppliers and temporary accommodation to identify if there are other blocks or groups of properties in the area where their occupants may have a detrimental effect on the wellbeing of the Council's service users</li> <li>• Suppliers to ensure all properties acquired under the Framework agreement are of a minimum physical standard to protect the health and wellbeing of the Council's service users</li> <li>• Suppliers to seek to acquire a variety of types and sizes of properties that provide accommodation suitable for all ages and all sizes of family</li> <li>• Suppliers and temporary accommodation to seek to acquire properties under the Framework agreement that give the Council value for money</li> <li>• Suppliers to avoid acquiring properties in areas known to have ASB racial aggravation issues</li> <li>• Temporary Accommodation to monitor potential properties through the pipeline to ensure that areas retain a mix of housing promoting community cohesion</li> <li>• Set standards of management will be required for all accommodation suppliers who have 'signed up' to the Framework agreement.</li> </ul>
<p><b>Name and contact details of lead officer responsible for follow-up action:</b></p>	<p>Martin McCurdy – Acquisitions Manager  Tel: 01273 293786  Mobile: 07825 862501  Email; <a href="mailto:martin.mccurdy@brighton-hove.gov.uk">martin.mccurdy@brighton-hove.gov.uk</a></p>

**For further information  
on the assessment  
contact:**

Martin McCurdy



<b>Subject:</b>	<b>Insurance Tender</b>		
<b>Date of Meeting:</b>	<b>29 November 2012</b>		
<b>Report of:</b>	<b>Acting Director of Finance</b>		
<b>Contact Officer:</b>	<b>Name:</b>	<b>Steve Frost</b>	<b>Tel: 291634</b>
		<b>Mark Ireland</b>	<b>Tel: 291240</b>
	<b>Email:</b>	<a href="mailto:steve.frost@brighton-hove.gov.uk">steve.frost@brighton-hove.gov.uk</a>	
		<a href="mailto:mark.ireland@brighton-hove.gov.uk">mark.ireland@brighton-hove.gov.uk</a>	
<b>Key Decision:</b>	<b>Yes</b>	<b>Forward Plan no. 32401</b>	
<b>Ward(s) affected:</b>	<b>All</b>		

**FOR GENERAL RELEASE**

**1. SUMMARY AND POLICY CONTEXT**

- 1.1 To seek approval of the Policy & Resources Committee to arrange insurance cover for the council's property portfolio, motor, liability and leaseholder risks following a tendering exercise. The property portfolio incorporates additional risks including, but not restricted to, business travel, money, contract works, business interruption, engineering and fidelity guarantee. A separate claims handling tender will be run, and evaluated separately, in conjunction with the main tender.

**2. RECOMMENDATIONS:**

- 2.1 Policy & Resources Committee agree the following:

- a) The procurement of a contract for insurance cover for the council's property portfolio, motor liability and leaseholder risks for a term of 3 years and 7 months for the reasons set out in paragraph 3.3.
- b) The procurement of a contract for insurance claims handling for a term coterminous with the insurance cover contract with an option to extend for a further 2 years.
- c) That the Director of Finance be given delegated powers, following consultation with the Chair, to award the contract or contracts referred to in recommendations a) and b) above and take all other steps necessary for the implementation of the contract or contracts and any extension in accordance with recommendation b) above.

**3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS:**

- 3.1 The council's main insurance arrangements last went to tender in 2008. At this time the council entered into 3-year long term agreements, with an optional further 2 years, with Zurich Municipal in respect of our property portfolio and motor, with Travelers Insurance Company Ltd for the liability requirements, with Ocaso SA for domestic leasehold property and with Aviva for commercially let properties. The option to extend the long term agreement was exercised in 2006

and the current agreement will expire on 31 March 2013 with the exception of the Aviva policy where the agreement expired in 2012 and the policy was placed with Aviva for one year only, following a tender exercise, to fall in line with the remainder of the arrangements.

- 3.2 The premiums, including Insurance Premium Tax paid to the insurers for the period 1 April 2012 to 31 March 2013 were:

Property & Motor	£821,299
Liability	£220,328
Domestic Leaseholder	£335,107
Commercial Leaseholder	£293,817

The fee for a liability claims handling service for the same period was £35,000.

- 3.3 The tender documents for the provision of external insurance have been prepared by Jardine Lloyd Thompson (JLT), the council's retained insurance advisors. JLT, who specialize in insurance arrangements for the public sector, will also undertake the initial evaluation of the tender responses on behalf of the council. In discussions with JLT it was felt that changing the renewal date from 1 April to 1 November would potentially offer better value for money for the council as the insurance companies are less busy at that time of year and would be able to take more account of the effective risk management procedures implemented by the council and the good claims history. Hence the proposed tender period of 3 years plus 7 months.
- 3.4 The tender documents for the claims handling service have been prepared by the Insurance Team. The evaluation will also be carried out by the Insurance Team as JLT has a vested interest as claims handlers and are expected to submit a bid.

### **Insurance Market**

- 3.5 There is limited competition for public sector risks as these are seen as an unattractive proposition by many insurers. The public sector insurance market is in the midst of challenging times, with the rising cost of liability claims and soft market conditions causing one of the largest insurers in the sector to pull out.
- 3.6 After a lengthy period of declining rates we are starting to see signs of market hardening for public sector risks, in particular for motor and liability and two consecutive harsh winters in 2009/10 and 2010/11, as well as increasing frequency and severity of personal injury claims are also behind the hardening in liability insurance rates.
- 3.7 External cost of risk financing is volatile and driven by cost of capital and the laws of supply and demand, as well as "industry group" and individual loss experience. Rates are likely to begin rising again and therefore entering into a long term agreement will afford some protection against increases.
- 3.8 There is now far more scrutiny of individual exposures, and insurers are being more selective and discriminate more against poor risks. The council however benefits from an improving claims history and it is hoped that this will be reflected in the overall cost following tender and will help to keep any increase to a minimum.

## **Reason for requesting delegated authority**

- 3.9 There is an obligatory ten day cooling off period between making a decision on which provider or providers the council should enter into a contract with and the commencement of insurance cover on 1 April 2013. The next Policy & Resources Committee meeting following the evaluation falls on 21 March and the contract will need to be awarded before this date.
- 3.10 In view of this and to avoid any potential gaps in cover it is requested that authority be delegated to the Director of Finance in consultation with the Chair.

## **4. COMMUNITY ENGAGEMENT AND CONSULTATION**

- 4.1 All domestic leaseholders have been advised of the plans to seek alternative quotations and a second period of consultation will be undertaken once the evaluation has been completed.

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

### Financial Implications:

- 5.1 The provisional insurance budget for 2013/14 was £3.487m. However, a saving of £0.3m has now been built into the latest forecast shown in the Budget Update report elsewhere on the agenda. The latest outturn spending projection for 2012/13 is £3.084m so provision of just over £0.1m may be available next year to meet possible increases in premiums following the tender exercise. This is equivalent to an increase of approximately 6% and assumes that there are no increases in claims or other costs next year. Paragraph 3.6 of the report refers to a potential hardening within the insurance market potentially leading to increased costs but it is hoped that improvements in the claims history of the council will largely offset these costs. It remains to be seen whether the huge costs of Super Storm Sandy in the United States will have an impact through the reinsurance market.

*Finance Officer Consulted:* Mark Ireland

*Date:* 2/11/2012

### Legal Implications:

- 5.2 The authority of Policy & Resources Committee is required for matters with corporate budgetary implications, such as the procurement of the Council's insurance and claims handling contract(s) for which the costs are likely to exceed £500,000. Accordingly the committee is entitled to agree the recommendations at section 2 above.
- 5.3 The procurement of the insurance and claims handling contract(s) must comply with all relevant European and UK public procurement legislation, as well as the Council's own Contract Standing Orders (CSOs).

*Lawyer Consulted:*

Isabella Sidoli

*Date:* 9/11/12

#### Equalities Implications:

- 5.4 An Equality Impact Analysis has been carried out on the service provided by the Insurance Team.

#### Sustainability Implications:

- 5.5 There are no direct sustainability implications arising from this tender.

#### Crime & Disorder Implications:

- 5.6 There are no direct crime and disorder implications arising from this tender.

#### Risk and Opportunity Management Implications:

- 5.7 External Insurance is one way of managing risk but does not always offer the council the best value for money in managing risk. The council can also self-insure and holds an insurance fund to cover claims and officers will review the balance between external insurance cover and self-insurance as part of the tender evaluation process. The council has a strong track record in identifying and managing risks that has contributed to a good claims history and keeping premiums down. The Risk & Opportunity Manager has been consulted during the tender preparation.

#### Public Health Implications:

- 5.8 There are no direct public health implications arising from this tender.

#### Corporate / Citywide Implications:

- 5.9 The council has a need to insure assets and liabilities. This need is satisfied by the purchase of external insurance and self-insurance with an independently assessed insurance fund which is audited every 2 years.

### **6. EVALUATION OF ANY ALTERNATIVE OPTION(S):**

- 6.1 The option of collaborative working and purchasing arrangements with other authorities has been considered. A national report, due to be published shortly, concludes that there would be little benefit or added value to be gained from pursuing this option.

### **7. REASONS FOR REPORT RECOMMENDATIONS**

- 7.1 These are set out in the report with specific reasons for delegation given in paragraphs 3.9 and 3.10 of the report.



## **SUPPORTING DOCUMENTATION**

### **Appendices:**

None

### **Documents in Members' Rooms**

None

### **Background Documents**

These are held in the Insurance Team.



**Subject:** Royal Pavilion & Museums Catering  
**Date of Meeting:** 29<sup>th</sup> November 2012  
**Report of:** Interim Lead Culture  
**Contact Officer:** Name: Janita Bagshawe Tel: (29)2840  
E-mail: Janita.bagshawe@brighton-hove.gov.uk  
**Wards Affected:** All

**FOR GENERAL RELEASE**

**1. SUMMARY AND POLICY CONTEXT**

- 1.1 The Royal Pavilion & Museums (RPM) has catering operations at the Royal Pavilion, Hove Museum and Brighton Museum. At Hove Museum and the Royal Pavilion these are run in-house, the Café at Brighton Museum is operated under a licence agreement which is now up for renewal. RPM also runs a series of Functions and events across all its sites with event catering provided by an approved list of caterers.
- 1.2 The RPM sites receive approximately 700,000 visitors annually, with sites with public catering open all year. Catering is usually a significant contributor to the funding of museums and heritage attractions nationally.
- 1.3 Catering at the RPM over the last four years has generally operated at a loss, adding a budget pressure with losses being offset by improvements in admissions income.
- 1.4 RPM is working jointly with Brighton Dome & Festival Ltd (BDFL) in a number of areas relating to economic sustainability. These include commercial improvements in catering; corporate and conference hires across the estate; business marketing and fundraising. The two organisations tendered jointly for catering services and this report is bringing forward the results of that process for approval.

**2. RECOMMENDATIONS**

That the Committee:

- 2.1 Approve the award of the tender for catering services to the Royal Pavilion & Museums to Peyton & Byrne.
- 2.2 Notes that that the contract has been tendered jointly with Brighton Dome & Festival and will be managed under a Partnership Agreement.

- 2.3 Notes that staff currently working at Hove Museum Tearoom and the Royal Pavilion Tearoom will be subject to Transfer of Undertakings (Protection of Employment) Regulations 2006 ("TUPE") arrangements, and to give delegated authority to the Head of Royal Pavilion and Museums in consultation with the Director of Finance, the Head of Law, the Head of Human Resources and the Chair of Economic Development and Culture Committee, to resolve TUPE and pensions arrangements following staff consultation and to authorise the Head of Law to complete all the necessary documentation regarding such matters and the award of this contract.

### **3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS**

- 3.1 In September 2011, with funding from the national body Museums Libraries & Archives Council (MLA) under a programme called Renaissance in the Regions and the institutional transformation strand, and as part of RPM and BDFL's on-going partnership work, RPM embarked on a joint catering review with BDFL. This was the first time the combined catering strands at RPM had been strategically reviewed. The terms of reference were:

- Assess current offer, facilities and performance
- Research and analyse the current food and drinks market in Brighton and Hove to help identify trends, target customer groups and competitors etc
- Generate and assess options for future catering provision to generate the best model for future operations (e.g. joint venture, independent models, in-house versus outsourcing models, etc)
- Develop a business case for the preferred model indicating levels of investment required and the return on that investment

The report highlighted that the Brighton café market is second only to London in terms of fashion, quality and quirkiness. Standards of food and presentation are high with a strong local preference for the privately run "individual" outlets operated by catering entrepreneurs, as opposed to major high street branded cafés, coffee shops, sandwich shops. Without specialist knowledge and experience, as well as the ability to provide major investment to improve the offer, it would be difficult to build a successful café and bar business in these venues.

The final report offered both organisations practical advice on short term improvements that could be made. However the longer term recommendation was that all of the catering services at all sites be put out to tender, as both organisations lacked the investment potential, staff capacity needed and the specialist catering expertise required to meet their shared vision of running a successful catering and hospitality offer at the heart of Brighton's Cultural Quarter to complement the City's unique cultural offer.

- 3.2 In June 2012 a report was taken to Economic Development & Culture Committee and approval given for;

The seeking of tenders in respect of all catering provision for RPM under contractual arrangements which will subsist for a period of five years with an option to extend for up to a further two years.

With delegated powers given to:

- determine how the tendered opportunities should be packaged eg. whether there should be division into lots;
- whether the tender should take place jointly with Brighton Dome and Festival Ltd (BDFL) and if so, how best to structure the tender/ contractual arrangement.

It was agreed the result of the process would be brought back to Policy & Resources Committee for approval.

3.3 The procurement exercise was led by the Council on behalf of the two organisations, with specialist independent advice from Turpin Smale, a consultancy with catering expertise in visitor attraction/venue market to assist with specialist catering input.

3.3.1 The tender was structured so that companies (including social enterprises) could tender for all of the business across all sites or for individual outlets or for groups of outlets. The following Lots were identified and outlined in the Preliminary Qualification Questionnaire and anticipated investment levels were also specified :

- LOT 1: All requirements across all venues. Estimated investment £260k-£300k
- LOT 2: Royal Pavilion Tearoom & Hove Museum Tearoom (daytime catering). Estimated investment £140k-£160k
- LOT 3: Functions at BDFL & Royal Pavilion, Brighton Museum, Preston Manor
- LOT 4: Brighton Gallery Café & Cart, Dome Foyer New Café, Pavilion Theatre Café – daytime & performance times. Estimated investment £120k-£140k
- LOT 5: Brighton Dome & Festival Performance Bars - performances and when required for functions

3.3.2 Expressions of interest were sought from suitably qualified contractors including social enterprises through the Official Journal of the European Union (OJEU). The Contract Notice generated 26 expressions of interest from a wide range of potential suppliers. Following completion of the Pre-Qualification process, 9 potential suppliers were sent an Invitation to Tender (ITT). The ITT was issued on 7<sup>th</sup> August 2012. Three tender responses were received by the deadline of 10<sup>th</sup> September 2012. Those who declined to bid cited similar factors in impacting their decision to pull out of the process including:

- Lack of local base - some of the bigger competitors felt they could not compete on a sustainability front as they could not afford to move away from their large national suppliers.
- Investment Levels – some of the larger companies felt that significantly more investment would be required
- Complexity – feedback focussed on the complex nature of the business across two organisations with multiple sites and multiple audience profiles.
- At the time of the tender a number of other attractive contracts came on to the market.

3.3.3 Each tender submission was evaluated on price (40%) and quality (60%) and the evaluation occurred on a lot by lot basis. Each contractor was instructed to submit a written statement for ten quality related questions covering their overall approach to;

- Catering Offer & Concepts
- Creativity / innovation
- Service Delivery Style and Level
- Operational Systems / KPI's
- Marketing & Sales approach
- Sustainability
- Contract Delivery and Management
- Contract Mobilisation

For reasons of commercial sensitivity some financial information is contained within a Part II report elsewhere on this agenda.

#### 3.4. **Experience**

Peyton & Byrne (P&B) is a family owned and operated business with strong links to Brighton. The family moved to Brighton in 1979 from Ireland and opened and ran The Can – a hiphop club - in the town before expanding into other areas. The family still have a home within the city.

The company has grown over the past ten years and is now an established supplier of catering to a number of iconic arts institutions in London and the South East. It operates a well established mix of day time public catering, performance venue catering, events and conference catering and high street bakeries.

- The Royal Academy of Arts
- Inn the Park, St James' Park
- National Café and National Dining Rooms, The National Gallery
- The Wallace Restaurant, The Wallace Collection
- The Orangery and Pavilion, Kew Gardens
- The ICA Bar and Café

- Peyton & Byrne Bakeries at Heals Tottenham Court Road, St Pancras and St Giles
- The Wellcome Collection Cafe
- The British Library (London and York) Cafés
- Victoria Gate and White Peaks Café, Kew Gardens

### 3.4.3 **Creativity, quality and innovation**

The company demonstrated their proven track record in working with clients to develop bespoke, venue sympathetic and commercially successful outlets. Their tender response included design concepts and menus which distinctly reflect the personality and the different target audiences of each of the sites. The pricing of menus is based on current pricing and benchmarked favourably against local operators. The tender document demonstrated the company's commitment to sustainability, with all menus focussed on seasonal produce and local suppliers to reduce food miles, many local suppliers named within menu's themselves and systems and procedures to manage waste, minimise packaging and reduce energy consumption.

The company evidenced their commitment to community engagement through work in the neighbourhoods of other venues in which they operate including, schools programmes, cookery courses for target groups and close working with local colleges and universities, as well as local jobcentres to offer internships and apprentice schemes in all areas of the operation.

They demonstrated innovation in areas for example running a vegetable garden on one of its client's grounds to provide vegetables and herbs for its restaurants, and the company's long term commitment in selling Thirsty Planet Mineral Water in all its outlets to support the building of wells in Africa.

## 4. **OTHER CONSIDERATIONS**

### 4.1 **Partnership Agreement**

For the two separate legal entities, BDFL and RPM as part of the council to jointly contract, a formal partnership agreement is required. This agreement is currently being drafted and is the subject of a report to the Economic Development & Culture Committee which meets on 15<sup>th</sup> November.

### 4.2 **Staffing considerations**

RPM has 4 permanent staff and 3 casual/temporary staff for which the Transfer of Undertakings (Protection of Employment) Regulations 2006 (TUPE) will apply. The Committee is asked to delegate to the consultation with staff and unions regarding the terms of TUPE and any other staffing implications to the Head of RPM in consultation with officers and members referred to in Recommendation 3.

P&B is offering an extensive training programme for all transferred staff and new employees. There are limited career opportunities at present for catering staff within the museum/council organisation. The benefits of working for a

specialist catering contractor include broader training and development and improved opportunity for career progression.

## 5. CONSULTATION

- 5.1 Initial discussions have taken place with Trade Unions and the members of staff working at the RPM regarding the likelihood of TUPE transfers. The Trade Unions and individual staff have been informed that a preferred bidder has been selected and will be consulted formally alongside the due diligence process.
- 5.2 Independent sector expertise in the form of the consultancy Turpin Smale was used by both BDFL and RPM throughout the tender and evaluation process to provide sector specific expertise. Their recent clients have included The Natural History Museum, The Museum of London and Historic Royal Palaces, The Royal Society for the Arts, Birmingham Rep and Birmingham City Council on a joint redevelopment, Fulham Palace and the Royal Albert Hall
- 5.3 Solicitors have been appointed by both BDFL and BHCC to frame the contract for the tender and the partnership agreement to ensure that the process is favourable to both parties.
- 5.4 A number of local and national museums and historic houses have been consulted as to how they run their catering offers. Very few run in-house catering businesses, as they are difficult to operate effectively and can involve a lot of special arrangements. Most comparator services have found their strengths to be a focus on their core activities and harnessing external expertise to drive the catering specialism. To meet the demand for catering within the sector, a considerable number of specialist catering contractors have grown over the past decade.

The main advantage of such an approach is that the financial and qualitative outcomes are more predictable without the host organisation having to employ specialists or becoming involved in the very time consuming minutiae of catering. A specialist contractor has the advantage of improved buying power, sector knowledge, the ability to attract skilled expertise, access to investment funding and commercial drive to improve the profitability.

Organisation	Location	Caterer
Pallant House	Chichester	Field & Fork
Towner	Eastbourne	About to tender
De la Warr Pavilion	Bexhill	<i>Internal</i>
Turner Contemporary	Margate	Alfresco
National Gallery	London	Peyton & Byrne
National Portrait Gallery	London	Searcy's
V&A	London	Benugo
Tate	London	<i>Internal</i>
Royal Academy	London	Peyton & Byrne
British Museum	London	Benugo



## **6. FINANCIAL & OTHER IMPLICATIONS**

### **6.1 Financial Implications**

The 2011/12 outturn position across the catering outlets was a net deficit of £16k compared to a budgeted net surplus of £39k, thus a shortfall in funding of £55k.

The budgeted net surplus for 2012/13 is £43k and the forecast outturn position for 2012/13 is also expected to result in a shortfall in funding of approximately £55k should the service continue unchanged.

The recommendations of this report would deliver a significant income stream which would address the funding issue, improve value for money and contribute to the future sustainability of the RPM services. The details are given in Part 2.

Finance Officer Consulted: Anne Silley

Date: 22<sup>nd</sup> October 2012

### **6.2 Legal Implications**

- 6.2.1 The council's procurement process has been properly applied and, as a result of that exercise, P&B are considered the best qualified supplier, having submitted the most economically advantageous tender. The contract is for an initial period of 5 years, with an option to extend for further 2 years.
- 6.2.2 The transfer of staff currently working at the Royal Pavilion Tearoom will be subject to the Transfer of Undertakings (Protection of Employment) Regulations 2006, the details of which as well as Pension have yet to be finalised, pending the relevant staff consultation and negotiations with the new employer.

Lawyer consulted: Bob Bruce

Date: 22<sup>nd</sup> October 2012

### **6.3 Equalities Implications**

In framing the tender, care has been taken to ensure that adequate provision is made for special dietary needs related to health and to ideological or religious observance. The contract tendering process required potential service providers to demonstrate that they have policies in place to ensure that staff and customers are treated in such a way as to support their rights in equalities legislation.

The option of providing a second catering outlet in the Royal Pavilion on the ground floor with street access will significantly improve accessibility for visitors. The current first floor tearoom is inaccessible for visitors with mobility difficulties.

#### 6.4 Sustainability Implications

Commercial services at RPM exist to generate income in order to contribute towards the costs of the provision of core services. If the current catering provision for RPM is not addressed to enable it to generate more income and overcome its losses, the service to the public is placed at risk.

The specification and evaluation criteria of the tender included reference to local and sustainable sourcing including food miles, food provenance and the use of seasonal ingredients and food produced using sustainable practices.

#### 6.5 Crime & Disorder Implications

None

#### 6.6 Risk & Opportunity Management Implications

Failure to address current catering provision will jeopardise the service's ability to meet income targets and efficiency savings.

#### 6.7 Corporate / Citywide Implications

The Royal Pavilion & Museums play a vital role in the cultural, learning and economic life of the city, and its visitor offer. Commercial income is essential to the business case for running these services.

### 7. **EVALUATION OF ANY ALTERNATIVE OPTION(S)**

#### **Options Financial Summary**

Please Refer to the Part II Report

### 8. **REASONS FOR REPORT RECOMMENDATIONS**

Recommendations are made on a financial basis. The Council cannot continue to underwrite what should be a service generating income to enable core museum services to operate. Even with investment, repayment costs would still mean that catering would not achieve income targets. Tendering the business jointly with the BDFL provides opportunity to maximise income and encourage much needed investment into areas of the service that lack investment and are not in keeping with the quality expected from major museums and heritage attractions.

<b>Subject:</b>	<b>Highway Gully and Soakaway Cleansing Contract. Re-tendering of service</b>		
<b>Date of Meeting:</b>	<b>29 November 2012</b>		
<b>Report of:</b>	<b>Strategic Director, Place</b>		
<b>Contact Officer:</b>	<b>Name:</b>	<b>Jan Jonker</b>	<b>Tel: 29-4722</b>
	<b>Email:</b>	<b>Jan.jonker@brighton-hove.gov.uk</b>	
<b>Ward(s) affected:</b>	<b>All</b>		

**FOR GENERAL RELEASE**

**1. SUMMARY AND POLICY CONTEXT:**

- 1.1 Gullies collect surface water from the highway and drain it to the main sewer networks or where there is no sewer network the water drains in to a soakaway. Over time gullies and soakaways will fill with silt and other materials and require cleaning out to ensure they continue to work effectively.
- 1.2 The existing contract includes a requirement for sustainable practices. The new contract document will look for innovation around sustainable improvements to our existing service. We expect that throughout the contract all correspondence will be conducted electronically and all waste collected will be recycled. Recycling of waste may include composting, separation and any other forms of treatment that will put the waste to use, rather than disposal to Landfill.
- 1.3 This report sets out the current position in relation to highway gully and soakaway cleansing in Brighton and Hove, and recommends a procurement strategy for the continuation of the service from June 2013 when the current contract comes to an end.

**2. RECOMMENDATIONS:**

- 2.1 That the Committee authorises the Head of City Infrastructure:
- 2.2 to seek tenders in respect of highway gully and soakaway cleansing in Brighton and Hove for a period of five years from June 2013, with an option to extend for up to a further three years; and
- 2.2 to accept tender(s) in accordance with officer recommendations following the tendering exercise and to seek delegated authority for the Strategic Director - Place to approve and award the resultant contract accordingly on terms approved by the Head of Law.

### **3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS:**

- 3.1 The Highway Gully and Soakaway Cleansing Contract is currently held by FM Conway Limited. The contract was awarded in 2008 for a period of five years and is due to end on 25 June 2013.
- 3.2 The Contract includes a requirement for gullies and soakaways to be geo referenced when emptied. This provides silt levels for each visit which enables targeted cleansing including increasing or reducing the frequency of cleaning as necessary. It also requires defects to be reported on each visit. This information is then available for Highways engineers to carry out any necessary repairs or reactive works.
- 3.3 Consideration has been given to supplying the service in-house however it would require the purchase of two gully & soakaway tanker vehicles, as one would be necessary to cover emergencies and breakdowns. It is not believed that this would provide value for money as a contractor would be able to spread their costs across several contracts and the council is not in a position to do this.

### **4. CONSULTATION**

- 4.1 At this stage, consultation in relation to the proposed renewal of the contract is not necessary.

### **5. FINANCIAL & OTHER IMPLICATIONS**

#### Financial Implications

- 5.1 For the current financial year, there is a revenue budget of £193,340 to fund gully and soakaway cleansing.. In addition to the cyclical work, this needs to cover emergency or reactive works, averaging £2,000 per month.

*Finance Officer Consulted Karen Brookshaw*

*Date 07/09/12*

#### Legal Implications

- 5.2 Policy & Resources Committee is the appropriate decision-making body in respect of the recommendations at paragraph 2 above, given that the value of the contract which is the subject of the proposed tendering exercise is likely to have corporate budgetary implications.
- 5.3 The Council is under a statutory duty to maintain all highways that are maintainable at the public expense. This duty extends to maintaining an adequate system of drainage for the highway. Failure to comply with the duty would leave the Council liable to a claim for damages in the event of any accident caused as a result.
- 5.4 The value of the proposed contract means that the Procurement Rules will govern the process to be followed in awarding the contract. The contract will

need to be advertised in OJEU. Contract Standing Orders also require that the form of Contract is approved by the Head of Law.

*Lawyer consulted* Oliver Dixon

*Date* 29 August 2012

Equalities Implications

5.5 None.

Sustainability Implications

5.6 Sustainability issues will be addressed in the service specification and evaluation.

Crime & Disorder Implications

5.7 None.

Risk & Opportunity Management Implications

5.8 Failure to tender the service will ultimately lead to gully and soakaway blockages. This will have a direct impact on to possible flooding of properties and therefore increase the risk of claims against the council.

Corporate / Citywide Implications

5.9 None.

**6. REASONS FOR REPORT RECOMMENDATIONS**

6.1 Recommendations are made on a financial basis. It is proposed that the new contract allows for cleansing frequencies to be altered based upon the geo referencing information supplied. Frequencies can be targeted at those sites requiring more frequent emptying than others. This should enable costs to be lowered.

**SUPPORTING DOCUMENTATION**



<b>Subject:</b>	<b>Voice and Unified Communications Services Procurement</b>		
<b>Date of Meeting:</b>	<b>29<sup>th</sup> November 2012</b>		
<b>Report of:</b>	<b>Director of Finance</b>		
<b>Contact Officer:</b>	<b>Name:</b>	<b>Paul Colbran</b>	<b>Tel: 29-0283</b>
	<b>Email:</b>	<b>Paul.Colbran@brighton-hove.gov.uk</b>	
<b>Ward(s) affected:</b>	<b>All</b>		

**FOR GENERAL RELEASE**

**1. SUMMARY AND POLICY CONTEXT:**

- 1.1 The Council has an extensive telephony network providing voice services to over 4000 users. Telephony remains one of the key communication channels between services and the public and features as a key requirement for major incident planning.
- 1.2 The existing contract between the Council and Virgin Media Business (VMB) for the provision of Voice and Data Services is due to expire in August 2013.
- 1.2 The Council is seeking to re-procure voice and data services separately in order to access “best of breed” offerings at competitive rates. Through the Sussex LINK Partnership a procurement has already taken place for data services. A new contract or contracts are required for the maintenance and development of desktop telephony and related tools such as instant messaging, voice/email integration, conferencing etc (“Unified Communications”). The contracts will support and develop the Council’s core platform and allowing elements of the current voice provision provided by VMB to be decommissioned.
- 1.3 Procuring with public sector partners across Sussex using the LINK partnership the Council will seek to reduce the cost of the current services by consolidating as much of the current provision as possible, delivering a flexible and sustainable voice provision to meet the changing needs of the Council and its’ partners and to provide a service that meets our quality and compliance requirements.
- 1.4 This report seeks approval from Policy & Resources Committee to procure new Voice and Unified Communications Services contract(s) for support and maintenance and supplies and services in compliance with EU and UK Public Procurement legal requirements.

**2. RECOMMENDATIONS:**

- 2.1 That approval be given to procure Services (Voice and Unified Communications and Collaboration), consisting of Annual Maintenance and Support, Supplies and

Services, to replace the existing voice element of the current VMB contract which expires in 2013.

- 2.2 That delegated authority to award a 3-year Voice and Unified Communications Services contract(s), with an option to extend for up to 2 years (3+1+1), be granted to the Director/Strategic Director responsible for ICT.

### **3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS:**

- 3.1 The services that are currently delivered by VMB will become out of contract in August 2013, therefore the Council is seeking one or more partner suppliers that can support and develop our platform cost effectively while delivering on the short to medium term requirements of Workstyles and Customer Access.
- 3.2 The telecoms market has matured considerably since the contract with VMB was let in 2006. Specialist suppliers can now offer cost effective products and services that support our new ways of working (Workstyles and ICE).
- 3.3 Contact centre technology (how our customers interact with us by phone) has also moved on considerably and is an increasingly important plank of the Council's Customer Access approach. Voice services integrated with other forms of communication – "Unified Communications" – and collaboration software that lets us communicate with partners securely is a growth area too, and can help with efficient ways of working so these need to form part of our ongoing provision.
- 3.4 Our ICT strategy roadmaps, which describe a "LINK Community" approach, would ultimately see the Council and its partner organisations procuring services together, ideally as a managed service from a single supplier, across a whole range of communication functions. In addition we are also developing partnerships with potential consumers of our services. Although the supplier market is developing consumer services for the Public Sector it is not yet supplying sets of these types of products in the way we wish to buy them. As a result the Council may need more than one supplier in the short to medium term.
- 3.5 A procurement for a Hosted (ie installed off site in supplier premises) Voice service is being run at the moment through the LINK partnership. This may meet some of the Council's needs in the medium term, but not all – this is an unknown at present and depends on the capability of the successful bidder. The ICT Strategy roadmaps take this into account and show that when a single supplier is able to meet all our needs, further consolidation of the products and suppliers we use will take place, with preparation for this commencing during 2014-15.
- 3.6 The Council is dependent on the provision of robust and consistent voice services to operate. Without high performance telephony to all its sites, the Council would be unable to operate its business or deliver its services, either through its contact centres or through self service. The resilience of the service is also key to Business Continuity and Disaster Recovery Plans.
- 3.7 Following an independent review of options we now have a clear path for the development of a consolidated platform, wholly delivered across the data



network, that is consistent with our ICT strategy and will enable competitive pricing to be obtained. We are carrying out work on the local area network to support this consolidation.

3.8 Procurement options for the new services are expected to consist of a combination of one or more of the following:

- a) Jointly with the “LINK” stakeholder organisations within Sussex,
- b) With other public sector partners (eg SE7 authorities) under suitable contractual and partnership arrangements,
- c) Independently through Council procurement.

The multiple options provide flexibility, with the Council retaining the option to source all or some of its services from alternative partners based on need.

#### **4. COMMUNITY ENGAGEMENT AND CONSULTATION**

- 4.1 Regional SE7 partners have been informed of the proposed approach which will be conducted in line with a set of agreed principles so that opportunities for further regional collaboration are not missed or prohibited.
- 4.2 Consultation with local public sector partners including Schools, Universities, Police, Health and Fire and Rescue services has taken place and will continue to do so during the procurement process.
- 4.3 There is no direct community impact except to potentially enable service transformation. Where service delivery impacts are identified it is recommended that business owners consult with representatives of the communities affected.

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

##### Financial Implications:

- 5.1 The spend for the provision of the voice services under the current contract is approximately £0.500m per annum.

The new contract arrangements will seek to reduce the cost of the current voice services by at least 10% ensuring best value is maximised and help contribute to the council’s Value for Money programme, as reflected in the budget strategy. The flexible procurement options set out in section 3.9 will help to both contain the costs of the procurement itself and help to support the council’s key objectives.

There will be some resultant capital costs up to a potential of £0.100m associated with the required upgrades to the Local Area Network, referred to in section 3.7. It is anticipated that these additional costs will be met as a first call from the ICT fund, however this is subject to other commitments against the annual allocation of £0.500m included in the capital investment programme for 2013/14 and 2014/15 and may put pressure on other aspect of the ICT Strategy. Any additional costs will need to be considered alongside the latest ICT strategy and referred back to Policy and Resources Committee.

*Finance Officer Consulted:* Name Mike Bentley  
2012

*Date:* 25th October

Legal Implications:

- 5.2 The services to be procured are categorised as 'Part A' services for the purposes of the Public Contracts Regulations 2006 and therefore the procurement process must be undertaken in full compliance with the Regulations. In addition the arrangements with Sussex LINK stakeholders and any other public sector partner with whom the services are to be jointly procured should be documented in order to ensure clear allocation of responsibilities and costs.

*Lawyer Consulted:* Name Oliver Dixon

*Date:* 26/10/2012

Equalities Implications:

- 5.3 An Equalities Impact Assessment (EIA) will be conducted against any implementation which results in a change to user functionality or customer access channels. The procurement does not of itself introduce such change.

Sustainability Implications:

- 5.4 When reprocurring contract(s) of this nature it is policy to specify sustainable products and services wherever possible. Depending on a range of factors such as cost, functionality and risk, the Council may select local suppliers or those hosting services in green data centres. Some of the provision delivered under the contracts may help to reduce the number of face to face meetings and officer travel by encouraging conferencing and online secure collaboration.

Crime & Disorder Implications:

- 5.5 The proposal removes technical barriers to collaboration and working with Public Sector partners over time, potentially aiding prevention of Crime & Disorder.

Risk and Opportunity Management Implications:

- 5.6 The risk to essential services is high if there is no further development or support and maintenance of these key services. Without reliable telephony, in particular as a contact channel for vulnerable citizens, lives could be put at risk. There is an opportunity with the proposed procurement to improve both back and front office functions, leading to service improvement and potentially efficiency savings.

Public Health Implications:

- 5.7 The proposal removes technical barriers to collaboration and joint working over time, which has a potential benefit for Public Health.

Corporate / Citywide Implications:

5.8 The proposal supports the Corporate Plan objectives and removes barriers to service transformation.

## **6. EVALUATION OF ANY ALTERNATIVE OPTION(S):**

6.1 Do nothing: This is not considered a viable option as the council must maintain voice services for staff and provide voice based customer channels.

6.2 Further extension of existing contract: There is no provision for further extension of the contract with VMB and it no longer offers best value for money.

## **7. REASONS FOR REPORT RECOMMENDATIONS**

7.1 Voice and unified communications services are essential to the Council's daily business, and are also key access channels. Procurement of the contract(s) as proposed assures the availability of the tools and functions used by staff and customers, and supports business continuity across the Council's services.

## **SUPPORTING DOCUMENTATION**

### **Appendices:**

None

### **Documents in Members' Rooms**

None

### **Background Documents**

1. Brighton & Hove City Council ICT Strategy 2011-2016



<b>Subject:</b>	<b>Metro Wireless Network</b>		
<b>Date of Meeting:</b>	<b>29<sup>th</sup> November 2012</b>		
<b>Report of:</b>	<b>Strategic Director Place</b>		
<b>Contact Officer:</b>	<b>Name:</b>	<b>Paul Colbran</b>	<b>Tel: 29-2983</b>
	<b>Email:</b>	<b>Paul.colbran@brighton-hove.gov.uk</b>	
<b>Ward(s) affected:</b>	<b>All</b>		

**FOR GENERAL RELEASE**

**1. SUMMARY AND POLICY CONTEXT:**

- 1.1 Wireless solutions are increasingly beginning to form a key layer in how the retail and tourism and public sectors engage with customers through the delivery of digital services and applications. With the provision of a digital platform this can start to deliver commercial, operational and value added opportunities for both the public and private sectors.
- 1.2 Wireless is a key component of a digital platform for the city and presents an opportunity for the Council to be an enabler for enhancing the customer, visitor and retail experience, supporting economic development and for driving social and economic value.
- 1.3 As access to the internet via mobile handsets and devices increases, wireless networks have increasingly moved away from a chargeable subscription model for internet access towards a value added free service with revenue being derived from sponsorship, advertising and other digital services.
- 1.4 To deploy a city wireless network there is a requirement for access to numerous sites at street level. As an owner of such assets including street furniture, the Council is ideally placed to enable the delivery of such a network.
- 1.4 This report seeks Policy & Resources Committee approval to appoint a network preferred partner to develop a Next Generation Wireless network within Brighton & Hove under a service concession contract which requires the operator to pay the Council a concessionary licence fee and a percentage share of the total revenue.

**2. RECOMMENDATIONS:**

- 2.1 That approval be given to let a service concession for the use of council owned assets (primarily street furniture) to deliver a Wireless Network for a 5 year initial period with the option to extend for 2 years plus a further period of up to 12 months (5 plus 2 plus 1)

- 2.2 That the Strategic Director Place be granted delegated authority to award a service concession contract to deliver a Metro Wireless network and, subject to satisfactory performance of the appointed contractor, to extend the 5-year contract by a maximum of 3 years (2 years, then 12 months).
- 2.3 That the Head of ICT in conjunction with the Strategic Director Place be authorised to agree any minor amendments to the draft contract deemed necessary and to conclude the contract accordingly.

**3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS:**

- 3.1 Reports indicate that 1 in 7 adults globally now have a mobile smartphone and this is expected to double in the next 3 years. Increasing use of smart phones connecting to the Internet is generating increasing demand for wireless network capacity. From the point of view of residents, business and visitors, mobile access to the internet, especially where free of charge, is very valuable, and can bring economic benefits. In particular for visitors to the City, being able to have mobile access to information and services around travel, events, accommodation and entertainment is a great benefit
- 3.2 In terms of the end user greater emphasis is now being placed on delivering free access to the end user through a variety of commercial models including unlimited free access to local information including tourism. It is anticipated that multiple commercial services could be delivered to mobile handsets and digital screens all of which could generate a potential revenue stream.
- 3.3 In this respect it is envisaged that by supporting the enablement of a digital platform, Brighton & Hove City Council will promote an enhanced visitor experience; supporting retailers and other business to advertise, present promotions etc; drive economic development by supporting Digital SME's and attracting inward investment; and delivering social and economic value, for example, by supporting channel shift for the delivery of council services and addressing digital exclusion. This approach has been reflected in a recent SOCITM report on the role of local government and enabling 4G.
- 3.4 The increasing demand for Wireless broadband, public space WiFi, 3<sup>rd</sup> and 4<sup>th</sup> Generation (3G and 4G) mobile internet services in the City and the emergence of new commercial offerings from leading telecommunication companies offers a real opportunity for the Council to embrace metro wireless opportunities by becoming the catalyst for deployment. By providing access to its assets including street lighting/cctv, infrastructure/property assets through a concessionary agreement the Council seeks to:
- Develop a long term partnership through a public service concession which is excluded from the scope of the 2006 Public Contracts Regulation
  - Generate long term revenue through an annual rental and revenue share agreement
  - Enable the development of a digital platform to support business, retail, tourism and community engagement.

- 3.5 The opportunity exists through partnership for the Council to deliver a metro wireless network within Brighton & Hove which be driven by commercial opportunities from the private sector rather than through public financial investment.
- 3.6 The contract will be structured so that the contractor can generate income revenue for the Council by the service concession through activities such as wholesaling spare network capacity to other mobile network operators, and Internet based advertising.
- 3.7 The Next Generation Wireless network is to be rolled out and bedded-in by a date to be agreed with the successful Bidder. The installation, support, maintenance and monitoring (capital and on-going revenue) of the network shall be at no cost to the Council. The contractor will be required to fully fund an assurance team to support the Council during the installation process.
- 3.8 It is envisaged that the initial coverage will be in high footfall areas including the Seafront, major tourist destinations, and the main retail areas of Brighton and Hove however the concession is not prescriptive to these areas.
- 3.9 The proposal will provide the facility for an option of exclusivity which will form the basis of the tender responses and negotiation. The provision of exclusivity will be on the basis that the long term interests of the Council are maintained. In consideration for this access, the contractor will pay the Council a fee and a percentage share of the total gross revenue. The contractor will operate open-book accounting and will be liable for all costs.
- 3.10 The concession holder will be required to meet the Council's competency requirements to work on the wireless network, e.g. HERS (NHSS8) accreditation, plus CDM 2007 (if applicable). Further details of the Councils' requirements will be included in the specification, which shall form part of the Invitation to Tender ('ITT') documentation issued to shortlisted suitably qualified bidders.
- 3.11 The wireless network shall be made available, accessible and usable to all individuals, regardless of the identity of their network provider. The user experience and quality of service shall be the same for all users, regardless of the identity of their network provider. Further details of the Council's requirements in this regard will be included in the specification.

#### **4. THE PROCUREMENT PROCESS**

- 4.1 The structure of the Metro Wireless contract will be that of a public service concession, i.e the Council grants an operator the right to use Council assets and street furniture to develop a wireless communications network. Rather than pay the operator for providing the network, the Council transfers the opportunity to exploit the market to the operator, along with the demand risk (the risk that there will be little or no market to exploit). Revenue from fees paid by third party users to the operator is then used to meet the costs incurred and to make a profit.
- 4.2 Public service concession agreements are excluded from the scope of the 2006 Public Contracts Regulations and are therefore not formally regulated, although

the EC Treaty principles of proportionality, mutual recognition, transparency, non-discrimination and equal treatment apply to the procurement process. The Council is therefore free to negotiate with tenderers, is not bound by minimum tender periods, is not required to adhere to a standstill period and is not obliged to advertise in the OJEU.

- 4.3 However, as a matter of good commercial practice the Council is advised to follow a structured competitive tendering process, including an OJEU notice and incorporating elements of competitive dialogue. Dialogue meetings will take place with each bidder before final tenders are submitted, in order to discuss the bidders draft proposals and to provide an opportunity for commercial negotiations. Each bidder's proposals will be treated confidentially and a robust evaluation process followed to ensure that equal treatment of bidders can be demonstrated. Feedback will be provided to all bidders upon announcement of the decision to award.
- 4.4 This approach to procurement allows the Council to test the market, ensures that the Council benefits from the maximum possible revenue, and that future technology developments be included in any proposals. Given the specialist nature of these services a technology expert, Regional Network Solutions (RNS) have been engaged to support the procurement.
- 4.5 The preferred bidder will be identified as the supplier capable of meeting the Councils' requirements through a Service Concession Tender Process.
- 4.6 A Pre-Qualification Questionnaire ('PQQ') was published to the market on 15<sup>th</sup> October following a supplier briefing day on 25<sup>th</sup> September. The key objective of this PQQ is to assess evidence provided by bidders of their experience in designing wireless networks using street furniture assets and working with Planning Authorities. Shortlisted Bidders will be issued with an ITT including further information on the concession and requested to submit initial bids. There will be an initial evaluation in line with the criteria set out in the ITT documentation and each bidder will be invited to participate in a 'dialogue' phase. Following this, bidders will be invited to submit their final bids.
- 4.7 The PQQ sets out the information which is required by the Council in order to assess the suitability of potential bidders in terms of its technical knowledge and experience, capability/capacity, organisational and financial standing to meet the requirement and select Bidders to proceed to the next stage of the process.
- 4.8 During the PQQ stage, the intention is to arrive at a shortlist of 6 qualified providers for formal Invitation To Tender ('ITT') against the requirement as advertised in the voluntary OJEU Notice 2012/S 198-326014 dated 11.10.12
- 4.9 The indicative timetable for this process is outlined below:

Supplier Engagement Day	25 <sup>th</sup> Sep 2012
PQQ Issued	15 <sup>th</sup> Oct 2012
Evaluation of PQQ submissions	15 <sup>th</sup> Nov 2012
Issue of Invitation to Tender	1 <sup>st</sup> Dec 2012
Evaluation of Tender Submission	End Jan 2013
Concession commencement	Mar 2013



## 5. COMMUNITY ENGAGEMENT AND CONSULTATION

- 5.1 Extensive engagement has taken place with both internal and external stakeholder groups with a view to sharing the proposed wireless strategy and gaining a shared understanding of the benefits for the City resulting in a good level of support from local business partners, community and voluntary groups. These include the universities of Brighton and Sussex, local Chamber of Commerce, CVSF, Brighton BID and the Federation of Small Business.
- 5.2 A process of due diligence has been undertaken with internal stakeholders with regard to detailed planning, asset management and procurement. This information will be provided to potential operators as part of the procurement process.
- 5.2 On 25<sup>th</sup> September a number of local and national suppliers were invited to attend an Information Day entitled Enabling Wireless Next Generation Access to Brighton and Hove. The event served to share with attendees the Councils vision for achieving a wireless digital platform and was supported by local business and community group representatives.

## 6. FINANCIAL & OTHER IMPLICATIONS:

### Financial Implications:

- 6.1 There are no tax and accounting implications relating to this recommendation.
- 6.2 The cost of consultancy services provided by Regional Network Solutions will not exceed £15,000. This cost will be offset against the income generated.

*Finance Officer Consulted: Michael Bentley Date: 19/10/12*

### Legal Implications:

- 6.3 The legal position regarding the procurement process is fully set out in paragraph 4 above.

If the appointed provider requires access to council-owned assets to install, maintain and repair the equipment providing the wireless network, all necessary land-owner consents will need to be included in the contract.

*Lawyer Consulted: Oliver Dixon Date: 19/10/12*

### Equalities Implications:

- 6.4 Equalities and diversity policies will be considered as part of the process to confirm selection of the operator.

#### Sustainability Implications:

- 6.5 The wattage on the equipment deployed is low. The operator will meet all power costs. Sustainability has formed part of the weighting criteria outlined in the PQQ and will include power, recycling, use of local businesses and innovative ways for reducing carbon footfall.

#### Crime & Disorder Implications:

- 6.6 There are no crime and disorder implications associated with this contract.

#### Risk and Opportunity Management Implications:

- 6.7 By adhering to a structured competitive tendering process, incorporating elements of competitive dialogue the risk of a successful challenge to the process by a disappointed bidder will be minimal and would almost certainly need to be brought within 30 days of the announcement of the decision to award.
- 6.8 The possible application of state aid to the project has been reviewed but is not considered to arise because:
- 6.8.1 The Council will receive the market value based on open market validation for access to its street furniture
- 6.8.2 The Council will have run a competition to establish the identity of the operator.
- 6.9 The Council will receive a share of the revenue generated by the operator from the exploitation of the Metro Wireless network. This payment forms part of the consideration payable by the operator in exchange for the right to use Council property and therefore does not amount to trading by the Council.
- 6.10 The level of exclusivity in the conditions will be drafted so as not to create a conflict with the Council's other contractual and statutory obligations.
- 6.11 Risks associated with the legal and finance implications of this contract are noted in the relevant sections of this report.

#### Public Health Implications:

- 6.12 In May 2000, the Independent Expert Group on Mobile Phones (IEGMP) chaired, by Sir William Stewart, concluded that the balance of evidence to date indicates there is no general risk to the health of people living near base stations as RF exposures are small fractions of international public exposure guidelines. His subsequent report has not changed this view.
- 6.13 The wireless units operate at very low power. An individual wireless antenna will typically operate at just 2 watts, about the same power output as a mobile phone. Even at full capacity, with server mobile operators using the same network, the power output is just 6 watts, resulting in emissions at street level between a thousand and a million times below that of a mobile phone, and typically 100 times below the established guidelines set by the International Commission on Non-Ionizing Radiation Protection (ICNIRP). The ICNIRP guidelines –

recognised as a standard for safety by the World Health Organisation – are designed to protect everyone and include a large safety margin as a precautionary measure.

- 6.14 The typical exposure is 1% of the ICNIRP standards even on a fully loaded Wi-Fi system with several operators using each antenna. This has been independently verified using power levels equivalent to several operators using each antenna, on a 10 meter high lamppost installation. The results indicated a maximum exposure at the base of the lamppost of 0.14% of the ICNIRP standards.
- 6.15 Due to the nature of this contract, health and safety in relation to service supply and maintenance of software is not a relevant factor. The Metro Wireless evaluation criteria will require Tenderers to provide Health and Safety working policies and insurances. These will be assessed as part of the pre-qualification process.
- 6.16 In both the PQQ and ITT Health and Safety will be a compliant or non-compliant issue in respect to the type of hardware being proposed.

Corporate / Citywide Implications:

- 6.17 The Council is committed to enhancing the availability of wireless broadband across the city. Creating a seamless digital zone at the heart of the city will help to drive economic growth, stimulate regeneration and enable more effective delivery of public services.
- 6.18 It is envisaged that an Assurance Team consisting of one member of staff will be funded by the Operator during the implementation period. This is an additional cost to the contractor and is not included in the guaranteed concession fee.
- 6.19 The contract is at no cost to the Council. The preferred bidder will incur all relevant costs.

**7. EVALUATION OF ANY ALTERNATIVE OPTION(S):**

- 7.1 The Council could opt to invest in providing its own Wireless network infrastructure by running a procurement and selling wireless services using its own assets. The telecommunications market place is a heavily regulated, specialist and dynamic environment. Adopting this option would require significant investment by the council and adoption of the risk of managing such a service.

**8. REASONS FOR REPORT RECOMMENDATIONS**

- 8.1 Benefits from this recommendation can be directly quantified in terms of potential revenue streams. In addition the creation of such a digital platform will deliver benefits which are less tangible in commercial terms but potentially will add value to the way public services are delivered, the way in which digital inclusion is addressed and local business benefits from improved broadband connectivity.

## **SUPPORTING DOCUMENTATION**

### **Appendices:**

. None

### **Documents in Members' Rooms**

Photographs of the wireless equipment

### **Background Documents**

None

<b>Subject:</b>	<b>Wide Area Network - Sussex Public Services Network ("The LINK")</b>		
<b>Date of Meeting:</b>	<b>29<sup>th</sup> November 2012</b>		
<b>Report of:</b>	<b>Acting Director of Finance</b>		
<b>Contact Officer:</b>	<b>Name:</b>	<b>Paul Colbran</b>	<b>Tel: 29-0283</b>
	<b>Email:</b>	<b>Paul.Colbran@brighton-hove.gov.uk</b>	
<b>Ward(s) affected:</b>	<b>All</b>		

**FOR GENERAL RELEASE**

**1. SUMMARY AND POLICY CONTEXT:**

- 1.1 The Council is dependent on data networks to deliver information systems and communication services to over 240 sites including approximately 66 schools connections. Services such as internet, email and telephony are essential to the delivery of Council services.
- 1.2 The existing contract between the Council and Virgin Media Business (VMB) for the provision of voice and data services is due to expire in August 2013. The Council is seeking to re-procure voice and data services separately in order to access "best of breed" services at competitive rates. On the 14<sup>th</sup> July 2011 Cabinet authorised the procurement of a shared Wide Area data network through the Sussex "LINK" Partnership.
- 1.3 By connecting Council sites to the LINK core network BHCC will continue to provide connectivity and communications between its sites and the outside world including government networks via the Public Services Network (PSN). The PSN is a government programme to unify the provision of network infrastructure across the public sector into an interconnected 'network of networks' to increase efficiency and reduce overall public expenditure.
- 1.4 The migration to a Public Services Network is essential to achieving a joined up 'network of networks' across the Southeast region using existing public sector infrastructure within each authority, a primary objective of the Southeast7 (SE7) collaboration of local authorities. Linking separate networks will deliver a communications base upon which future shared services can be delivered to all public service agencies regardless of geographic boundaries.
- 1.5 This report seeks approval from Policy & Resources Committee for the Council to join the LINK data network and in so doing join the PSN. This means placing orders with the preferred bidder in order to meet the requirement to have the new network in place before the expiry of the existing contract, in compliance with public procurement legal requirements.

## **2. RECOMMENDATIONS:**

- 2.1 The Head of ICT be granted authority to join the council to the LINK network, and transition all existing Council and Schools networked sites to it in advance of the expiry of the Virgin Media Business contract in August 2013 to ensure continuity of service.
- 2.2 That the delegated authority to award contracts granted to the Director/Strategic Director responsible for ICT by Cabinet in July 2011, be used and that in addition the Director/Strategic Director responsible be granted delegated authority to sign the subsequent Accession Agreement with East Sussex County Council.
- 2.3 Approve the additional one off and recurrent resources required to implement the new data network as set out in paragraphs 5.1 to 5.5.

## **3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS:**

- 3.1 The services that are currently delivered by VMB will become out of contract in August 2013, therefore BHCC needs a new Wide Area Network contract in order to maintain its data communication links.
- 3.2 The procurement of a new Wide Area Network approved at Cabinet in July 2011 has been carried out in accordance with the public procurement regime. The preferred bidder now needs to receive firm commitment from the LINK partners who wish to participate in the first phase in order to build the LINK core network and prepare to migrate those partners' sites to it within a constrained time frame. Provision has been made for other stakeholders, namely all Sussex public and voluntary sector organisations, to be able to join the new network as their current contracts expire.
- 3.3 A number of different drivers (contractual, financial, national/ governmental/ regional and business transformation drivers) have informed the Councils approach to procuring a Wide Area Network with local partners through the LINK partnership. The proposed approach does not simply deliver a data network, but delivers additional opportunities within the Council's business areas that are not available with the current arrangements.
- 3.4 The key benefits of joining the Sussex LINK PSN are listed below. A glossary of Terms indicated by an (\*) below can be found at Appendix 1.
  - Continued connectivity for our sites to each other and the outside world
  - Cleaner, simpler and more flexible network design that means we can link up new sites or decommission and close sites quickly and cheaply whilst removing the current dependency on key sites.
  - The Council will join the Public Services Network (PSN), a prerequisite for communicating securely with government agencies and taking G-Cloud\* services from next year

- Enables the participating organisations to make savings by sharing secure gateways\* to government networks and potentially other services such as Internet
- Aggregation of provision under a single supplier (a “systems integrator”\*) who will supply a managed service to a deeper level than our current supplier. This will remove complexity and cost
- The network uses a protocol called MPLS\* which makes the network and how services run across it more flexible and secure, and will bring us up to date technically
- Letting a contract with other public bodies and third sector partners has enabled the council to obtain very much better pricing through economies of scale and the ability to share the costs of managing the contract, the delivery and the supplier relationship
- The Sussex LINK\* will be a secure foundation upon which to procure and deliver other Sussex public and third sector services, or to co-locate\* with those organisations because our data networks will be physically joined although logically separated
- Removes some key technical barriers to business transformation
- Mitigates the risk of increased cost from:
  1. Maintaining an outdated network design and not taking advantage of the latest technology
  2. Loss of flexibility/agility for the organisation in the way we can commission or decommission data services at various sites – both BHCC’s own and those of our partners - in support of Workstyles, ICE, regional and local partnership working, accessing Govt/G-Cloud\* services, developing local and regional markets for services that could support BHCC’s own costs.

#### **4. COMMUNITY ENGAGEMENT AND CONSULTATION**

- 4.1 Regional SE7 partners have been informed of the proposed approach in line with a set of agreed principles so that opportunities for further regional collaboration are not missed or prohibited.
- 4.2 Public sector partners including Schools, Universities, Police, Health and Fire & Rescue services have all been consulted and their representatives maintain an active role in The LINK stakeholder governance arrangements.
- 4.3 There is no direct community impact except to potentially enable service transformation. Where service delivery impacts are identified it is recommended that business owners consult with representatives of the communities affected.

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

##### Financial Implications:

- 5.1 The council spends £0.95m per annum for the provision of Voice and Data services under the current contract. Approximately £0.3m per annum is for Data services that will be replaced through the LINK.

- 5.2 The new data contract will provide additional functionality and the opportunity for medium and long term savings, for example through aggregated procurement of ICT services and reduced total cost of ownership. In addition, the flexibility and functionality of the PSN will support transformation projects across council services and with partners to generate savings that are not feasible with the current data services. The new data service is a building block to achieving savings from buildings rationalisation, closer partnership working and productivity gains, for example by supporting a mobile workforce. The LINK will immediately avoid £0.1m cost of relocating a network hub as part of the Workstyles 2 programme and this reduction was factored into the Workstyles business case. The new data service is a step change from the current arrangements and this means a step increase in costs.
- 5.3 Procuring data services with partners has helped to contain the costs and the costs of the procurement itself estimated as a saving of £0.200m. The LINK PSN procurement has been undertaken alongside a concurrent process by Surrey CC (project UNICORN). Through close collaboration the LINK has been able to reuse learning and content from Surrey CC and previous procurements by Kent CC (KPSN) and Hampshire CC (HPSN2).
- 5.4 The cost to the council of the LINK PSN are split into 2 elements - one off upfront costs including building the network and the transition; and ongoing costs of the network including managing the contract. The following table shows the soft market testing costs as a benchmark and then the range of costs the council will incur depending on the final specification of requirements.
- 5.5 The cost of the Link is driven by the options selected for each site, and could be expected to fall approximately in the middle of the range given.

	<b>Install (£,000)</b>	<b>Transition Cost (est)</b>	<b>Recurrent (£,000)</b>	<b>7 Years (£,000)</b>
Soft market testing comparator	£979	£560	£779	£6,992
Provisional LINK pricing Low	£625	£560	£570	£5,175
Provisional LINK pricing High	£1,271	£560	£771	£7,228

Additional LINK stakeholders are expected to join over time, and as they do so the unit cost is expected to fall for all users as shared fixed costs are spread more widely. The level of this reduction will depend on the type of services selected, but calculations based on a typical basket of services indicate reductions of around 1-2% for every additional 100 sites added. The LINK is expected to grow from around 600 to over 1600 sites during its lifetime, holding the possibility of additional cost reductions for anchor tenants of 10% or more in future years.

The estimated one off costs shown in the table range from £1.185m to £1.831m; on the 14<sup>th</sup> June 2012 this committee approved the allocation of £1m to support these costs and £0.5m funding has been earmarked from unallocated reserves and factored into the budget setting process for 2013/14.

The range of recurrent costs is £0.57m to £0.77m per annum. The council's current budget is £0.30m for data lines of which £0.10m is recharged to schools.



The increase in costs is estimated to be £0.27m to £0.47m and this range is expected to reduce as new partners join the LINK to an additional cost range of £0.21m to £0.39m. Part of these additional costs are likely to be met from schools funding although this will not be known until the final specification and service provision is agreed with each establishment. The council will also have opportunities to share some of these costs with partners where there is co-location.

To cover these additional costs £0.25m recurrent funding has been allocated from the general fund service pressure funding included in the medium term financial strategy for 2013/14.

Finance Officer consulted: James Hengeveld

Date 6/11/2012

Legal Implications:

- 5.6 The services which have been procured are categorised as 'Part A' services for the purposes of the Public Contracts Regulations 2006 and therefore the procurement process must be undertaken in full compliance with the Regulations. In addition the arrangements with Sussex LINK stakeholders and any other public sector partner with whom the services are to be jointly procured should be documented in order to ensure clear allocation of responsibilities and costs.

*Lawyer Consulted: Name* Oliver Dixon

*Date:* 06/11/2012

Equalities Implications:

- 5.7 An Equalities Impact Assessment (EIA) will be conducted against any implementation which results in a change to user functionality or customer access channels. The procurement does not of itself introduce such change.

Sustainability Implications:

- 5.8 When re-procuring a contract of this nature it is policy to specify sustainable products and services wherever possible, and this policy has been made clear during the procurement process. Depending on a range of factors such as cost, functionality and risk, the preferred bidder may select local suppliers or those using green data centres or other low carbon initiatives. Services enabled through the Sussex LINK may help to reduce the number of face to face meetings and officer travel by encouraging conferencing and online secure collaboration. This would be the subject of a separate project, "LINK Community".

Crime & Disorder Implications:

- 5.9 The proposal removes technical barriers to collaboration and working with Public Sector partners over time, potentially aiding prevention of Crime & Disorder.

Risk and Opportunity Management Implications:

- 5.10 The risk to essential services is high if there is no further investment in this key service. Without reliable telephony, in particular as a contact channel for

vulnerable citizens, lives could be put at risk. There is an opportunity with the proposed procurement to improve both back and front office functions, leading to service improvement and potentially efficiency savings.

#### Public Health Implications:

- 5.11 The proposal removes technical barriers to collaboration and joint working over time, which has a potential benefit for Public Health.

#### Corporate / Citywide Implications:

- 5.12 The proposal supports the Corporate Plan objectives and removes barriers to service transformation.

### **6. EVALUATION OF ANY ALTERNATIVE OPTION(S):**

- 6.1 Do nothing: This is not considered a viable option due to expiry of the current contract as the council must maintain data services for staff and the data network also supports voice based and online customer channels.
- 6.2 Further extension of existing contract: There is no provision for further extension of the contract with VMB and it no longer offers best value for money and cannot enable the council to achieve potential future efficiencies for the reasons set out above.
- 6.3 Do not transition to LINK and procure separately: Whilst in theory not transitioning to the LINK is an option, it is not viable because the Council would still need to address the issues with the inflexibility and outdated nature of the network which, if done alone, would result in higher project and operating costs than the LINK option. The Council would increasingly have to invest in tactical solutions in order to realise the benefits and mitigate the risks outlined in 3.4. In addition, the Council would have to procure services itself, which would incur very substantial additional costs due to the complexity of the procurement.

### **7. REASONS FOR REPORT RECOMMENDATIONS**

- 7.1 The Council is dependent on the provision of robust and consistent data connectivity between its sites and the outside world in order to operate. Without this, the Council would be unable to operate its business or deliver its services. The resilience of the service is also key to Business Continuity and Disaster Recovery Plans. The LINK network is a means of meeting these needs and moving the Council on in its transformation of services at the same time, and is consistent with the councils' ICT Strategy and Roadmaps.

## **SUPPORTING DOCUMENTATION**

### **Appendices:**

Appendix 1 Glossary of terms

### **Documents in Members' Rooms**

None

### **Background Documents**

1. Brighton & Hove City Council ICT Strategy 2011-2016

## Appendix 1

### Glossary of terms

- The Sussex LINK

A partnership of Sussex public and voluntary sector organisations which is procuring and implementing ICT services jointly, not as separate instances of the same service that are separately owned and managed but as a genuinely shared commodity. The first project "*The LINK*" network, will see a supplier build a core Wide Area Network and deploy it to the partners, with ESCC and BHCC, the two anchor tenants, being the first to take it up.

- Wide Area Network

A network of connected computing devices covering a wider geographical area than just a single locality, site or campus.

- Hub Site

A site which is connected directly into the network core and via which a number of satellite sites are connected to the rest of the network and each other. If connectivity to the hub site is interrupted then connectivity to all the satellites fails.

- PSN (Public Services Network)

The aim of the Public Sector Network (PSN) programme is to create a network of networks providing secure fixed and mobile communications operating to common standards. It takes the procurement of network services into the 21st century, by creating a centrally managed standard design to save time and money and enable Government to safely share services to collaborate in new ways, more effectively and efficiently than ever before. PSN is a set of technical and security standards that remove barriers to sharing between Central & Local Government, Health & Blue Light services.

- G-Cloud

Cloud computing is a model for enabling convenient, on-demand network access to a shared pool of configurable computing resources (e.g. networks, servers, storage, applications, and services) that can be rapidly provisioned and released with minimal management effort or cloud provider interaction.

The G-Cloud approach is to create procurement frameworks of suppliers who can provide Cloud services, so that public sector organisations can get access to the services without having to do full and expensive OJEU procurements.

- Secure gateway

For example, the Government Gateway, the central registration and authentication point (manages access based on knowing and trusting the person

or organisation attempting access) for secure online government services. Provides citizens, business and government employees with access to a wide range of services offered by central government, government agencies and local authorities.

- Systems Integrator

A systems integrator is a person or company that specialises in bringing together component subsystems into a whole and ensuring that those subsystems function together, a practice known as systems integration. In the case of the LINK the systems integrator will bring together products and services from different suppliers into one delivery and pricing structure under one management umbrella.

- MPLS

Multiprotocol Label Switching (MPLS) is a standards-approved technology for speeding up network traffic flow and making it easier to manage. In addition to moving traffic faster overall, MPLS makes it easy to manage a network for quality of service ([QoS](#)). For these reasons, the technique is being readily adopted as networks begin to carry more and different mixtures of traffic (eg telephone calls as well as data files and packets).

- Co-locate

To share space, power, air conditioning, and security facilities in a computer room between local authorities or in a PSN supplier's data centre. For instance making use of the spare capacity in Surrey County Council's new purpose built data centre.



<b>Subject:</b>	<b>Local Discretionary Social Fund (Local Welfare Provision)</b>		
<b>Date of Meeting:</b>	<b>29<sup>th</sup> November 2012 Policy &amp; Resources Committee</b>		
<b>Report of:</b>	<b>Director of Finance</b>		
<b>Contact Officer:</b>	<b>Name:</b>	<b>John Francis</b>	<b>Tel: 01273 291913</b>
	<b>Email:</b>	<b>John.Francis@Brighton-Hove.gov.uk</b>	
<b>Ward(s) affected:</b>	<b>All</b>		

**FOR GENERAL RELEASE**

**1. SUMMARY AND POLICY CONTEXT:**

- 1.1 The Government has abolished Community Care Grants and Crisis Loans from April 2013. These national schemes were administered by the Department of Works and Pensions (DWP). A budget which reflects the 2005/6 expenditure for these schemes will be given to local authorities to use from April 2013. The Government is referring to this as Local Welfare Provision. Councils are expected, but not prescribed, to have a suitable scheme in place and to use these funds to 'give flexible help to those in genuine need'. The DWP have said they expect to audit and publish details of how councils choose to do this.
- 1.2 This provision is another aspect of the Government's welfare reform programme and one of a number for which the council has been given the responsibility to deliver. Others include council tax support, various changes to housing benefit and Local Housing Allowance.
- 1.3 This report sets out the council's proposed scheme to administer this budget to address the needs of the most vulnerable in the city in a way which supports the council's strategic objectives.

**2. RECOMMENDATIONS:**

- 2.1 That the feedback from consultation be noted.
- 2.2 That it be agreed an interim scheme for Local Welfare Provision will be set up for the first year and the information and evidence gathered from this first year be used to review and update the scheme for year 2.
- 2.3 That the proposed interim scheme as set out in paragraph 3.17 and appendix 1 be agreed.
- 2.4 That the Director of Finance, the Head of City Services and other officers exercising relevant functions be authorised to take all appropriate steps to develop, implement and administer the scheme.

- 2.5 That the Head of Law be authorised to amend the Scheme of Delegations to Officers as appropriate to refer to the Local Welfare Provision.

**3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS:**

- 3.1 Currently Crisis Loans are available nationally from Jobcentre Plus for people who face a short term emergency, where they face a realistic prospect of harm. These payments are made on the basis of loans and claimed back via reductions against national benefits. Community Care Grants also available nationally for people who need help to return to or remain in the community and are often used to buy items such as furniture and white goods.
- 3.2 As part of the Government's welfare reform programme Crisis Loans and Community Care Grants are being abolished from April 2013. The DWP expect to reduce expenditure on these items in 2012/13 to 2005/6 levels. The budgets passed to councils will be based on the actual level of expenditure the DWP will pay in 2012/13. DWP officials have stated they expect to meet their target to reduce expenditure to 2005/06 levels.
- 3.3 The indicative budget for 2013/14 is £629,487 with £133,015 for administration; for 2014/15 the budget is £629,487 with £121,923 for administration. These amounts are based on 2005/06 spend. Broadly, we will have at least £400,000 less money to pay out than people in the city currently received in 2010/11 through these means from Jobcentre Plus and £100,000 less than 2011/12. (Figures for expenditure in 11/12 were published on 29<sup>th</sup> October 2012).

**Legislation and guidance**

- 3.4 The Welfare Reform Act 2012 abolished Crisis Loans and Community Care Grants. The budgets are being handed to councils probably under section 93 of the Local Government Act 2000 (grants for welfare services).
- 3.5 The budget does not come with any new duties, as such it is for the council to determine how it is used.
- 3.6 It is the Government's intention that we use this in such a way as to help genuinely vulnerable people. The following is from the DWP settlement letter dated 6<sup>th</sup> August 2012;

*As you are aware, the Government has decided that it would not be appropriate to place a new duty on local authorities/devolved administrations in respect of the new provision you are planning. You need to be able to flex the provision in a way that is suitable and appropriate to meet the needs of your local communities.*

*However, whilst we do not want or expect you to replicate the current scheme in either whole or part, it is incumbent upon me to say that it is the intention of the Government that the funding is to be used to provide the new provision. Whilst the Government recognises the difficulties relating to the boundary between providing financial support and social services, we expect the funding to be concentrated on those facing greatest difficulty in managing their income, and to*



*enable a more flexible response to unavoidable need, perhaps through a mix of cash or goods and aligning with the wider range of local support local authorities/devolved administrations already offer. In short, the funding is to allow you to give flexible help to those in genuine need.*

*I would add that spending decisions are, and will continue to be, a matter for local authorities and the Government does not intend to start placing restrictions on any future decisions they may make on funding*

A copy of the full letter is included in appendix 2

### **The Budget**

- 3.7 It is the DWP's intention to return to 2005/06 levels of funding for Community Care Grants and Crisis Loans for Local Welfare Provision in 2013/14. The DWP have stated this will only be the case for 2013/14 if they can achieve these levels in 2012/13.
- 3.8 The DWP released the settlement letters to all upper tier Local Authorities on 6<sup>th</sup> August 2012. The letter states that the indicative Social Fund budget for Brighton & Hove in 2013/14 will be £629,487. The program funding is a proportion of the total expenditure for the Discretionary Social Fund, based on the spend for each area for 2011/12. These are indicative figures and final figures are expected in November 2012.
- 3.9 The New Burdens Funding has also been announced. Brighton & Hove has been awarded set-up funding of £6,295 and administrative funding of £133,015 for 2013/14. In 2014/15 the administrative funding will be reduced to £121,923. After this point the administrative funding is likely to be part of the wider Local Authority Grant Settlement
- 3.10 It is important to note that Crisis Loans are currently made as a loan payment with repayments made through reductions in state benefits. The council will not have this latter option and has no powers, for instance, to make deductions from housing benefit to take repayment of a crisis loan.

### **Demand**

- 3.11 DWP information shows that there were around 9,650 applications for Crisis Loan and Community Care Grants in 2010/11 and 7420 in 2011/12.
- 3.12 The reduction in grant between that paid out in 2010/11 and the amount which is due to be given to the council is £403,613; the reduction between that which was paid out in 2011/12 and the amount due to be given to the council is £112,213.
- 3.13 Because of the reduction in money the council will not be able to make payments at the same level or to make the same number of awards as have been made in the last six years by the DWP.
- 3.14 In addition, the level of administrative funding which has been provided to the council will mean dealing with the same level of demand as for the last two years for which there are figures will be very challenging. There is also a significant risk

that demand for discretionary funds will increase as levels of statutory benefits, specifically housing benefit and council tax support decrease from April 2013.

- 3.15 As such, it is absolutely essential the council prioritises cases with the most need and signposts those who could access other statutory funds to mitigate the situation they are in to the appropriate agencies. Officers have worked with partners in the city and undertaken consultation to develop an approach which will achieve this. The most effective way of doing so will be to provide a service with acute response times which delivers provisions in kind.

### **Approach to designing the scheme**

- 3.16 In designing the scheme the council has taken into account a wide range of complex issues including:
- Feedback from initial consultation with stakeholders including prior recipients of crisis loans and community care grants.
  - Feedback from formal consultation.
  - Information provided by the DWP about Crisis Loans and Community Care Grants.
  - Information provided by the local Jobcentre Plus.
  - The interaction with other discretionary funds available in the city.
  - Government guidance.
  - An assessment on the impact on Equalities (Equality Impact Assessment appendix 3).
  - Management of expectation and demand.

### **The proposed Scheme**

- 3.17 The following criteria are suggested for the scheme. The first two mirror the policy intentions of Crisis Loans and Community Care Grants
- To allow people to return to or remain in the community without the need for extra care.
  - To support the most vulnerable in urgent situations through signposting to appropriate support services, advice, or through provision and access to goods.
  - To use the funds in the short term to prevent further and higher impacts on other service budgets in the city.
  - To engage individuals with appropriate support services where needed to prevent repeat applications.
  - To support the most vulnerable in a holistic way which will have a positive effect, without the use of cash.
  - To meet standing statutory duties under Homeless, Equalities, Human Rights Act and Child Protection legislation.

### **The Scheme**

- 3.18 The proposed scheme is set out in appendix 1; its key features include:

- A holistic approach to support an individual or family in crisis including advice and referral to other agencies as an alternative to, or in addition to, the provision of emergency goods.
- Assistance by goods in kind, direct referral to local retailers and in very rare cases use of payment cards. Generally, the council does not propose to make cash payments available through this scheme. The council is committed to avoiding stigmatising anyone who needs support from this service; the council is working to ensure payments cards will not allow retailers or other customers to identify that these have been provided through this service.
- Awards will be made where people have undergone an unforeseeable emergency or crisis and as a result they or their family face significant harm which may be alleviated by assistance from this fund. In addition, assistance will be made where a person needs help moving into the community, or staying in the community where otherwise they would not be able to do so.
- Utilising the trade in quality second hand and refurbished goods from charitable partners in the city and county.
- The assistance will be strategically aligned to other statutory and discretionary funds which are available to customers in the City to avoid repeat applications and duplication of provision.
- The cost to the council of the assistance will, in principle, be an interest free loan. This will maximise the number of people the council can help. However an individual and their family's circumstances will be taken into account when deciding whether it is reasonable to recover that amount. (Subject to further research on the legal mechanics of this approach)
- Given the cash limited nature of the budget, the cost to the council of assistance made will need to be flexible according to demand and take up.
- Where appropriate make direct specific provision through other agencies.

### **Administration**

- 3.19 The proposed administration of the service will be run from within the Revenues & Benefits Service. Due to the level of funding given for the administration costs it is likely this will be a phone and online service in all but the most exceptional cases.
- 3.20 Feedback from consultation has suggested there is no requirement for an out of hours service for these provisions, as cases can be picked up by the police and social services as they would be now.

### **Interim scheme for year one**

- 3.21 The council will keep this scheme fully under review during its first year of operation. As such, details will be retained on numbers of applications, the reasons for applications, number of successful applications and the value of those awards. In addition, details will be kept of unsuccessful applications and the reasons they were unsuccessful. The council will continue to engage with and learn from colleagues in the voluntary and charitable sectors about the impact of these changes.

## **4. COMMUNITY ENGAGEMENT AND CONSULTATION**

- 4.1 The council has sought to consult as widely as the very tight timescales will allow on this issue.
- 4.2 There are no requirements accompanying this budget specifying a requirement to consult.
- 4.3 Early consultation was undertaken widely with voluntary agencies, charities, council services, Jobcentre Plus and prison support staff that support customers who have in the past applied for Crisis Loans and Community Care Grants. A full list is in appendix 4.
- 4.4 Public consultation opened on 26<sup>th</sup> September 2012 and ran until 24<sup>th</sup> October 2012. A copy of the full consultation report is in Appendix 4.
- 4.5 Voluntary agencies agreed to engage with customers of Crisis Loans and Community Care Grants to assist them to complete the consultation so we can ensure we have information from the people who may use the service.
- 4.6 Of the people who responded to the consultation, 37% have had direct personal experience of applying for Community Care Grants or Crisis Loans. Additionally, a further 27% of respondents did so on behalf of organisations which support people in applying.
- 4.7 The key findings from the consultation are:
  - Administration: 36% were in favour of running the scheme via a telephone service; 30% as an online service; 20% face-to-face and 14% via paper application only. From April 2013 it is likely the scheme will be run predominantly as a telephone based service with some facility for face-to-face provision where the needs of the customer means this is required. In addition, 77% of respondents agreed to the proposed review process if a person disagreed with a decision the council made.
  - 64% are in favour of providing food as an in-kind payment rather than giving cash for food. 24% disagreed with this. The council is continuing to look for opportunities to work with local food providers and voluntary schemes to enable this, however this work is ongoing and will continue to be developed through the first year of the scheme. From April 2013 it is likely the council will need an expedient solution to this issue which is likely to mean direct referral agreements with some supermarket branches and the use of shop payment cards.
  - 79% are in favour of furniture and white goods being provided directly to applicants where they are required. In addition 85% were in favour of the proposal to use good quality second hand and recycled goods to meet this need. Officers have met and are working with charities in the city and East Sussex who specialise in the provision of second hand furniture to meet this need. In addition they have identified a charitable supplier who can source new white goods at a 'social tariff' should there at any time not be sufficient second hand resources.

- 70% are in favour of making larger payments on the basis of a loan rather than a grant. It is proposed that payments are made in principle on the basis that they are a loan for the key reason that any money paid back to the council can be used again to help other vulnerable people and families. However in deciding whether to recover a payment from an individual, the council will need to be very sensitive to the impact that recovery may have on that individual in terms of their economic sustainability. There is a wide range of opinion over what level of award should be recovered. 34% thought this should start at £100, however 10% thought this should not be repayable until awards were over £500.
- 94% were in favour of further sign-posting and advice being available via the service which will administer this scheme. This will be the key element of the service which is developed. It is imperative the council can assist individuals and families in addressing underlying issues in addition to meeting the needs of an acute emergency or crisis.
- The grants for this fund are not ring-fenced and do not come with any new duties. Therefore the council could choose to use them to provide support by absorbing the funding into other services. Only 16% were in favour of this approach. Fears expressed centred around lack of transparency and the potential exclusion of individuals and families who are not engaged, or will be, with other council services.
- 82% agreed with the criteria (set out in para 3.17). Some people felt they should specifically mention some vulnerable groups such as survivors of domestic violence and those with mental health or disability needs.
- The consultation asked if people thought the scheme should be limited to people who are on income related benefits. 49% disagreed with this, with only 40% agreeing. The main thrust of the arguments against this was that there will always be people 'on the edge' of categories and this definition could exclude a number of people who may still face crisis or emergency situations. In response to this the proposals have been changed to include people who have an entitlement to Working or Child Tax credits.
- 84% of people agreed that the scheme should be limited to residents of Brighton & Hove. All local authority areas will have their own version of a scheme and therefore it is appropriate that these funds should be focussed on people who live in Brighton & Hove. Residency may be very short term, for example in the case of people moving here because they are fleeing domestic violence or for those without a permanent residence. The council will need to be sensitive to these issues when deciding whether a person is resident.
- 46% agreed that funding should be used to help people accept work opportunities and 42% disagreed with this proposal. The disagreements were mainly on the basis that there are already funds in place to assist people in this situation from Jobcentre Plus. As such, the council is working closely with Jobcentre Plus so our staff have a clear understanding of these funds and can refer people as appropriate.

- 73% favoured limiting the number of successful awards a person could receive in a year while only 55% favoured limiting the number of applications a person could actually make. Opinion varied on the actual number of maximum successful awards a person should be able to receive in a year but 63% thought it should be three or less. This mirrors the current national provisions.
- 72% felt there should be a limit on the value awards over a year and 68% that there should be a limit to the value of single awards. Opinions on the amount of that limit in either case varied from £200 to £1,750. Given the range of replies it is not possible to use these figures to draw out a sensible level to limit awards to, however the council will have to be mindful in each case that the budget for this fund is limited needs to be managed to help as many people as have a requirement for it as it can.
- Several suggestions were given for the name of the scheme including the existing 'Social Fund', 'Brighton & Hove Discretionary Fund', 'Catch' and 'Brighton & Hove Social Support Scheme'. However the name with the highest level of support was 'Brighton & Hove Community Support Scheme'. Officers are working with colleagues across the city to make sure this does not overlap or duplicate the name of any other provisions in the city.

A copy of the full consultation report is in appendix 4

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

### **5.1 Financial Implications:**

- 5.1.1 The indicative 2013/14 funding levels for this scheme are £629,487 for the programme and £133,025 for administration and £6,295 set up costs. The administration funding will be used to pay for the staff costs to run this service and the programme funding issued as payments in kind. There will be a requirement for a clear paper and audit trail between applications from customers through to payments; and a reconciliation process to account committed expenditure against payments made. Internal Audit will need to be consulted as part of the process of setting this service up.
- 5.1.2 The proposal to administer this service through the Revenues & Benefits team will mean that there will not be significant additional support costs such as Finance, ICT & HR.
- 5.1.3 The budget provided by DWP is non-ring fenced and limited. As such there is a risk that changes in demand on the service could result in an under or overspend. The budget will therefore need to be monitored throughout the year and reported as part of the council's Targeted Budget Management (TBM) process. This reporting will need to cover any factors affecting the level of demand and actions taken to mitigate any potential overspend.
- 5.1.4 In addition to this fund, this council is responsible for administering other discretionary funds including Discretionary Housing Payments, Section 17 funds and the new fund to support Council Tax Support. To avoid duplication of

payments and to make furthest use of the funds these payments must work in a way which complement but do not overlap one another.

- 5.1.5 Indicative funding levels have been provided for 2013/14 and 2014/15. The council has received no specific details on how funding will be provided after this although discussion papers have proposed it may be included as part of the councils' overall settlement. This needs careful oversight until the position is clear.

*Finance Officer Consulted: Jeff Coates*

*Date: 31/10/2012*

## 5.2 Legal Implications:

- 5.2.1 The Department for Work and Pensions has confirmed that no new duty will be placed on local authorities to distribute the funds which they will receive when the two government run schemes end, but it is intended that authorities will use the money to set up new flexible arrangements. Therefore it is necessary to identify existing statutory powers under which the proposals in this report can be progressed.
- 5.2.2 Where the giving of advice is not sufficient, the proposals contemplate that help will usually be by securing the provision of goods or services. The value of such assistance in any particular case will usually be regarded as an interest-free loan, which may not be recovered depending on the circumstances.
- 5.2.3 To assist with the type of crisis or emergency contemplated in this report, there will be a number of statutory provisions available to the Council. These include: - (a) in connection with people living in Council accommodation, the welfare provisions in Section 11A of the Housing Act 1985, (b) if the need is to safeguard or protect a child, section 17 of the Children Act 1989 which specifically includes assistance in kind or cash and (c) more widely, the general power of competence in section 1 of the Localism Act 2011.
- 5.2.4 The Council cannot use the general power of competence to do anything which would be (1) contrary to any restriction in earlier overlapping legislation, (2) contrary to limitations in other legislation, or (3) other than through a company if it is for a commercial purpose, and there are also restrictions if it is intended to make charges. For the proposals in this report, it appears that none of these restrictions or limitations will come into play to rule out reliance on the general power of competence. However, as the Children Act provision is a statutory duty, where it applies in any particular case it should be used in preference to the general power of competence or the Housing Act power.
- 5.2.5 The mechanics of giving assistance by way of loan will need further investigation. Also there will be circumstances where loans are not possible – for example in most cases where the Children Act duty is engaged.
- 5.2.6 In creating this scheme, the Council must have regard to its general duties under section 149 of the Equality Act 2010 towards people with protected characteristics (age; disability; gender reassignment; marriage and partnership; pregnancy and maternity; race; religion or belief; sex; and sexual orientation) and

the duty to mitigate child poverty under the Child Poverty Act 2010. Case law demonstrates that these are continuing duties.

*Lawyer Consulted:*

*John Heys*

*Date: 30/10/12*

### 5.3 Equalities Implications:

5.3.1 An Equalities Impact assessment has been undertaken as a part of this work and is included in appendix 3.

### 5.4 Sustainability Implications:

5.4.1 The scheme is proposing to maximise the use of good quality second hand and refurbished items in the city.

### 5.5 Crime & Disorder Implications:

5.5.1 Officers have met with colleagues from the Probation Service, the Crime Reduction Initiative, representatives of the Inspire project (which helps resettle female ex-offenders) and the local Prison Service. The main implications of these changes are the scrapping of Community Care Grants which are very commonly taken up by prisoners on release. Officers are working with colleagues to make sure the replacement provisions which are being put in place do not increase the risk of immediate re-offending of prisoners on release.

### 5.6 Risk and Opportunity Management Implications:

5.6.1 There is a detailed risk register attached to this project, this covers areas such as:

- Changes in local demographics
- ICT implications
- Last minute legislative alterations
- Financial inclusion
- Procurement

### 5.7 Public Health Implications:

5.7.1 The health implications of the broader welfare reform programme have been assessed as part of the welfare reform projects work. An assessment of these implications can be found within the Equalities Impact Assessment (appendix 3)

### 5.8 Corporate / Citywide Implications:

5.8.1 Between 2011 and 2018 the Government's Welfare Reform programme is fundamentally changing the way welfare benefits are delivered. Most national provision will be provided remotely via Universal Credit with a larger proportion of discretionary funds being directed to councils to deliver. The city will see a direct impact on the funding of some specific provisions, for example rent and council tax through reductions in housing and council tax benefit. In addition some families will see reductions in their overall levels of income. The provisions proposed in this report need to be seen in this context.



## **6. EVALUATION OF ANY ALTERNATIVE OPTION(S):**

- 6.1 Whilst there is the option of not running a scheme with an excess of 10,000 applications from people a year, there is a clear demand for this type of payment in the city.

## **7. REASONS FOR REPORT RECOMMENDATIONS**

- 7.1 The council considers that the provisions set out in this report are the best way to meet the need of vulnerable people in emergency or crisis in the city whilst keeping demand for the service at levels which the budget can meet.

## **SUPPORTING DOCUMENTATION**

### **Appendices:**

1. The Proposed Scheme
2. Brighton & Hove Settlement Letter from DWP
3. Equalities Impact Assessment (EIA)
4. Consultation report with list of organisations specifically consulted

### **Documents in Members' Rooms**

1. None

### **Background Documents**

1. Responses to the consultation exercises



# Appendix 1 - Scheme Details

This appendix sets out how the scheme will work in detail and will form the basis of the procedures and guidance given the staff who will be administering it.

## Criteria

Assistance from this fund will be guided by the following criteria:

- To allow people to return to or remain in the community without the need for extra care
- To support the most vulnerable in urgent situations through signposting to appropriate support services, advice, or through provision and access to goods.
- To use the funds in the short term to prevent further and higher impacts on other service budgets in the city
- To engage individuals with appropriate support services where needed to prevent repeat applications
- To support the most vulnerable in a holistic way which will have a positive effect without the use of cash
- To meet standing statutory duties under Homeless, Equalities, Human Rights Act and Child Protection legislation.

## Route In

The council will provide a process for people to make an application to this fund. In addition, where the council identifies specific cohorts of users who have historically accessed the support provided by Community Care Grants who will continue to need the support which the council now provides, elements of the budget may devolved to and directly administered by services that already support those cohorts. (For example most prisoners apply successfully for a CCG when they are discharged so the council is working with services which support prisoners in this process and is considering devolving an element of the budget directly to them to work with the prisoners).

## Basic Criteria

In order to make a decision to give assistance, staff will need to be satisfied that one of the following has occurred or is occurring:

- A) There has been an unforeseeable serious and significant emergency or crisis; and:

Failure to give assistance will mean there is a serious risk of significant harm coming to the person or the person's family

Examples of emergencies or crisis:

- A family member has been taken seriously ill or died
- A member of the family has been a victim of crime
- Family possessions have been destroyed in a fire

- B) The person requires assistance moving into, or remaining in the community with the consequence that they will no longer need, or will not need to engage with further statutory care; and:

Giving assistance will mean that the person will not need the statutory care they otherwise would

### **Circumstances in which no assistance will be given**

Assistance will not be given for, or in, the following circumstances:

1. Where other statutory provisions are in place; including but not restricted to:
  - Department of Work & Pensions (DWP) budgeting loans
  - DWP benefit alignment payments
  - DWP statutory social fund payments (for example winter fuel allowance)
  - The requirements under Fair Access to Care Services (FACS); for example, the statutory duty to provide medical equipment
2. Where the applicant could gain assistance privately, either from their own money or resources, or where other people can support them.
3. Rent in advance: this should be applied for from Discretionary Housing Payment
4. Where the applicant has had three payments from the fund already in the last year.
5. For items other than that which the council can provide
6. Where private insurance should cover costs of damages
7. Where liability exists elsewhere which addresses the issue (for example if a ceiling comes down because of a leak in the flat above)
8. Solely due to unexpected budgeting issues without a causal emergency or crisis.
9. To make up for the reduction in another benefit which has been sanctioned

### **Personal Eligibility Criteria**

A person is only entitled to assistance from this fund in the following circumstances:

1. They are resident in the City of Brighton & Hove and must not have moved there predominantly for the purpose of accessing these funds
2. They are in receipt of, or have applied and are likely to be entitled to, means tested benefits or tax credits.
3. Where they do not have the personal means, or cannot otherwise get access to the means, for the provisions required.

### **Verification**

An applicant is required to provide documentation or other evidence which is reasonably required to demonstrate their circumstances; this will include:

- Identification
- Income, savings and bank accounts
- Where crime or lost property is involved, evidence these have been reported to the police
- Other evidence as may be reasonably required to demonstrate the circumstances surrounding an application; for example photographic evidence of fire damaged items
- A council officer may visit a person's property to establish the circumstances of a case
- The council will always seek to verify these items itself before asking the applicant to do so

## **Provisions**

Where a decision is made to give assistance, the council will usually provide it in one or more of the following ways:

1. Direct referral to a list of suppliers who have an account with Brighton & Hove City Council
2. Bus and train tickets from the council's own offices
3. Shop specific vouchers (in the form of pre-paid cards) for clothes and food. These will be standard 'gift cards' and as such not identifiable as originating from this service avoiding any stigmatisation.
4. Payment cards. These will be standard payment cards and are currently in common private use and as such should not be identifiable as originating from this service avoiding any stigmatisation.
5. Payments directly to utility companies via a corporate purchasing card with the ability to make payments onto key and card meters.

In all cases the council will make a decision as to whether it is appropriate to refer an applicant on to other support services where there may be other issues in which they demonstrate they need that support. It is anticipated that there will be cases where a referral to other support services will be an appropriate course of action, where payment from the fund is not.

## **Award limit**

It is not possible to predict every circumstance against which an application to this fund will be made. As such there will be no absolute limit to the level of assistance which may be made. However any assistance which is agreed will reduce the budget and as a consequence reduce the funds available to help other vulnerable people. As such it will be vital to ensure only genuine need is addressed and value for money achieved.

## **Recovery**

In principle the council will treat the value of the assistance given in each case as a loan. However given that this is the first year of the scheme the council will need to maintain a flexible approach as to whether to seek recovery of the value of assistance given on a case to case basis, in terms of what that would mean for the long term sustainability of that individual's financial sustainability and the cost value of that process.

## **Appeals**

An applicant who disagrees with a decision not to give assistance or the level of assistance which has been approved will be able to ask for that decision to be reviewed. A member of staff who was not involved in the original decision will review the original decision.



6 August 2012

Dear Chief Executive

**Abolition of the discretionary Social Fund and transfer of funding for a new provision**

I am writing in respect of earlier correspondence on the provisions in the Welfare Reform Act that abolish the current Community Care Grant and Crisis Loan schemes. As you know these schemes will be abolished in April 2013 and in order to avoid a gap in support for vulnerable people new arrangements will need to be in place from April 2013.

I know from discussions your officials have had with my Department that your planning for a new provision is well under way. This letter is to inform you of the indicative amount of programme funding you will receive for your new provision and the amount of set up and administration funding to enable you to do that. Programme funding is indicative because the final figure will be based on discretionary Social Fund spend in your area for the 2012 – 2013 year.

The programme funding has been calculated by looking at the legitimate demand, for those aspects of the discretionary Social Fund being abolished, for your area. We then applied that as a percentage of the Department's allocated £178.2 million to arrive at your figure. For administration funding we are transferring the amount the Department for Work and Pensions spends on administering them. This works out at approximately twenty per cent of the transferred programme spend. For start up funding, we listened to what authorities have told us. The amount to be transferred therefore allows a degree of flexibility according to your intentions, and is in line with expectations that the programme funding will be, in most cases, aligned with existing provisions.

Community Care Grants were awarded for a range of expenses, including household equipment, and were intended to support vulnerable people to return to or remain in the community or to ease exceptional pressure on families. They were also intended to assist with certain travel expenses. Crisis Loans were made to meet immediate short-term needs in an emergency or as a consequence of a disaster when a person had insufficient resources to prevent a serious risk to the health and safety of themselves or their family.

Although you are not expected to replicate the previous Community Care Grant and Crisis Loan schemes, I attach for information a brief reminder of their purposes at Annex A.

RESTRICTED

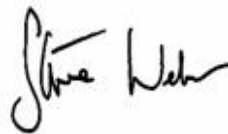
As you are aware, the Government has decided that it would not be appropriate to place a new duty on local authorities/devolved administrations in respect of the new provision you are planning. You need to be able to flex the provision in a way that is suitable and appropriate to meet the needs of your local communities.

However, whilst we do not want or expect you to replicate the current scheme in either whole or part, it is incumbent upon me to say that it is the intention of the Government that the funding is to be used to provide the new provision. Whilst the Government recognises the difficulties relating to the boundary between providing financial support and social services, we expect the funding to be concentrated on those facing greatest difficulty in managing their income, and to enable a more flexible response to unavoidable need, perhaps through a mix of cash or goods and aligning with the wider range of local support local authorities/devolved administrations already offer. In short, the funding is to allow you to give flexible help to those in genuine need.

I would add that spending decisions are, and will continue to be, a matter for local authorities and the Government does not intend to start placing restrictions on any future decisions they may make on funding.

Funding transfer details.

<b>Brighton and Hove</b>	
<b>Local Authority:</b>	Brighton and Hove
<b>2012/13</b>	
Set-up funding	£6,295
<b>2013/14</b>	
Programme funding	£629,487
Administrative funding	£133,015
<b>2014/15</b>	
Programme funding	£629,487
Administrative funding	£121,923



**STEVE WEBB MP**  
**MINISTER OF STATE FOR PENSIONS**



## **Annex A - Former Purpose of Community Care Grants and Crisis Loans**

**Community Care Grants** were primarily intended to help vulnerable people live as independent a life as possible in the community. They were awarded to households receiving means-tested benefits such as Jobseekers Allowance. The prime objectives were to:

- help people to establish themselves in the community following a stay in institutional or residential care;
- help people remain in the community rather than enter institutional or residential care;
- help with the care of a prisoner or young offender on release on temporary licence;
- ease exceptional pressures on families e.g. the breakdown of a relationship (especially if involving domestic violence) or onset of a disability, or a calamity such as fire or flooding;
- help people setting up home as a part of a resettlement programme following e.g. time in a homeless hostel or temporary accommodation; or
- assist with certain travelling expenses e.g. for funerals of a family member or hospital visiting.

**Crisis Loans** were intended for applicants who are unable to meet their immediate short term needs in an emergency or as a consequence of a disaster. They were awarded for immediate living expenses in order to avoid serious damage or risk to the health or safety of the applicant or a member of the family.



# Appendix 3 - Equalities Impact Assessment

## Local Welfare Provision

### Preface:

The Local Welfare Provision to replace Community Care Grants and Crisis Loans from April 2013 will be a new service for Brighton and Hove City Council. As such, there is no specific data to represent the users of the scheme as it will be. The equalities data contained in this document has been gathered from other financial schemes for low income households, in the understanding that the represented client groups may be similar. However, we are mindful that this new service may not mirror the way in which other services currently operate or would necessarily be accessed in the same way by certain groups within our community. This will be a discretionary fund and as such the users may not replicate that of statutory benefits, such as Council Tax Benefit.

The national data that we have used from the Department of Work and Pension's (DWP) existing Discretionary Social Fund is not considered representative of Brighton and Hove's local population and cannot be used to identify potential disproportionate impacts. Lastly, the equalities data gathered by the DWP falls within broader categories than those used within this document.

It is intended that year one of the new scheme will be used to monitor and gather equalities information on our applicants, to feed into and update this working document throughout the year. By the implementation of year two, this EIA will be representative of who is accessing these funds locally in Brighton & Hove, and who may be under represented. This document is therefore presented as a live draft.

A Health Impact Assessment is also included at the end of this assessment. This is not legally required, but is regarded as best practice. Conclusions within it will inform the development of a scheme which takes account of the health and well-being of potential applicants to and beneficiaries of the scheme.

### Local EIA information gathering exercise:

Due to the lack of local data specific to the Social Fund, an information gathering request was sent out to the CVSF equalities network. Some of the responses received have fed into the Community Engagement section in the analysis of this document. The questions asked were as follows:

- Do you currently signpost or assist clients to apply for Community Care Grants or Crisis Loans? If so, please tell me which fund you feel is more commonly used by your client group.
- If you do not feel CCGs and CLs are commonly used by your client group, I'd appreciate your opinion on why you think this might be? e.g. Lack of accessibility; access to alternate financial assistance that is more targeted to your client group; lack of communication or awareness; low rate of success/award etc
- Please tell me approximately how many such cases occur in a month/year
- Please let me know what you feel are the main barriers, if any, to this fund.

### **Aim of Policy or Scope of Service:**

From April 2013 the Government is abolishing Community Care Grants and Crisis Loans for general living expenses and the budget will be passed, non-ring-fenced to Local Authorities to administer.

The Council is looking to introduce its own local discretionary service to administer these funds. The Government will be reducing the budget in an attempt to align expenditure based on the DWPs 2005/2006 expenses. It will then be for local authorities to determine how to manage that funding reduction. The government's intention in localising the support that has previously been provided by Crisis Loans and Community Care Grants is that local authorities are better placed to provide assistance in these circumstances. Many of the reasons for making an application will be linked to wider services that the council already provides, such as moving on from care. It is also hoped that longer term support will be easier to access through local authorities. Finally, local control of a budget will ensure that best use is made of the limited funding.

The government have announced a provisional budget for Brighton & Hove of £630,000. In 2010/11, more than a million pounds was spent on Community Care Grants and Crisis Loans in this city in 10/11. This means we are dealing with a budget that is approximately 40% less than it was two years ago. The discretionary scheme was designed to help people on low incomes manage large items of expenditure and cope with emergencies. Each element of the discretionary scheme has a distinct purpose and eligibility criteria. The council needs to give consideration to vulnerable groups in the design of a new system.

The government's consultation response is not prescriptive about how this should be done. Rather the government draws councils' attention to existing responsibilities including the Child Poverty Act 2010, the Disabled Person Act 1986 and the Housing Act 1996 as well as the public sector equality duty in section 149 of the Equality Act 2010.

By moving away from a remote model of central administration to local delivery, customers will be better served as we know that those accessing the current service have complex needs (long-term benefit claims, lower incomes) and may benefit from an integrated, locally-delivered approach which will deliver a more responsive, better targeted and relevant service to the most vulnerable. We are considering basing our local scheme on the following foundations:

- To allow people to return to or remain in the community without the need for extra care
- To support the most vulnerable in urgent situations through signposting to appropriate support services, advice, or through provision and access to goods
- To use the funds in the short term in order to prevent further and higher impacts on other service budgets in the city
- To engage individuals with appropriate support services, where needed, to help identify underlying causes for needing assistance
- To meet standing statutory duties under Homeless, Equalities, Human Rights Act and Child Protection legislation

### **Principles of the scheme:**

Due to the limited amount of money we have available for the scheme, we will be unable to replicate the provisions currently in place by the DWP. We need to make sure we are achieving best value for money and helping as many people as possible in sustainable and appropriate ways. As such, a set of standards are being considered to reduce spending and ensure needs are targeted, while fitting in with the council's wider commitments to sustainability and tackling inequality. These are:

- where possible to provide applicants with the items that they have requested directly.
- where possible, to provide quality second hand items and through this, to ensure that full use is made of the funding
- to offer support, advice and signposting that will meet longer term needs
- to use the service to promote the use of recycling schemes in the city
- that the funding should be available only to people who are current residents of Brighton & Hove.

Since further Welfare Reforms are expected to come into effect over the next few years, the annual review of any scheme we deliver will have to consider the additional and cumulative impact of these changes. The consultation report on the Social Fund is clear that the proposed new structure does not deliver the necessary changes by itself; it is only a proposed way of organising services to help facilitate a move to a new way of working that is fit for purpose going forward.

Following restructure, there will still be a lot of work to do to fully achieve a redesigned service that is able to deliver the desired service improvements and organisational effectiveness. The proposals set out a new structure for the service and the associated implications for staffing, roles and responsibilities. However, the proposals do not attempt to resolve all of the detailed changes that will be necessary.

This impact assessment is a 'live' document and will be updated and focus on details of the proposals once the consultation period is complete and final service model agreed.

**Current Scheme based on national data**

Community Care Grants and Crisis Loans are two of the discretionary funds administered by the Department for Work and Pensions (DWP) under the Social Fund. The DWP has produced an Equalities Impact Assessment on the localisation of these funds, published in October 2011.

This EIA document uses data gathered from Crisis Loan and Community Care Grant applications made in 2009/10, as summarised in the Social Fund Annual Report 2010 and DWP data from May 2010. The data provided in the EIA is national and therefore it is difficult to predict local demand based on the information provided.

As such, this section will deal with the scheme as it is currently delivered, based on national trends in equalities data relating to these schemes.

**Localised Data based on general population census and Council Tax Benefit records**

Applicants to the current discretionary Social Fund are low income households.

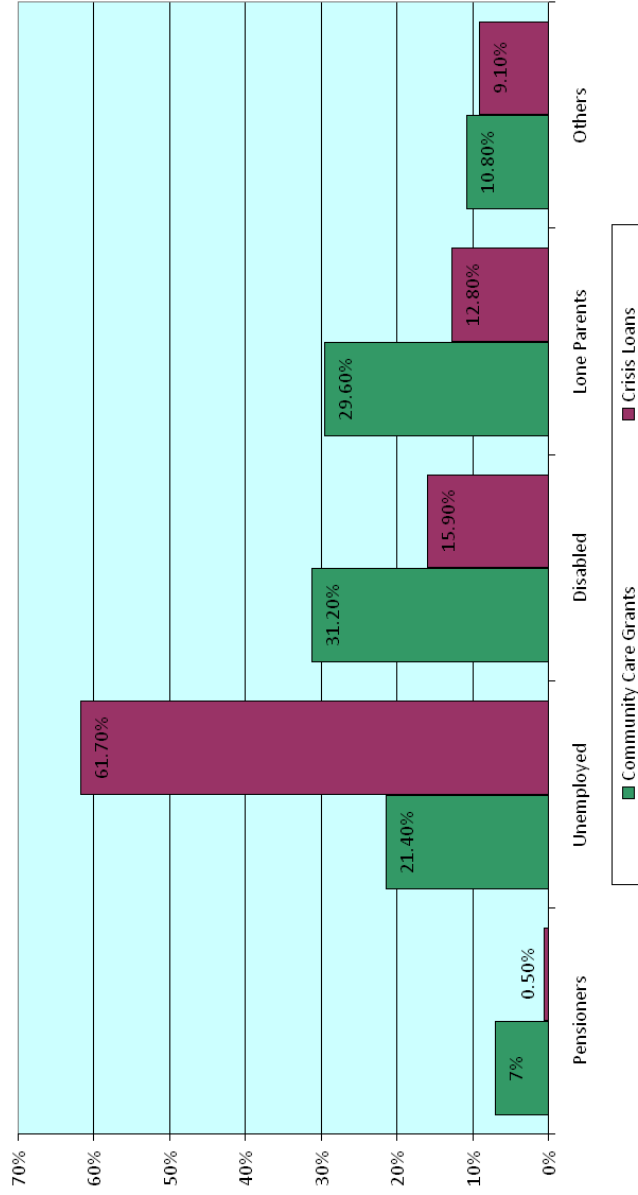
All applicants to Community Care Grants must be in receipt of a means-tested benefit and 61% of all requests for a Crisis Loan come from an unemployed person.

As such, we have mostly used local equalities information from our Housing and Council Tax Benefits caseload.

# ALL GROUPS

## National Data (DWP table)

2011-12 Total Expenditure by Client Group



## Analysis

National data on Discretionary Social Fund usage reveals that the two funds are primarily accessed by different groups of the population. Crisis Loans are primarily accessed by young, unemployed individuals whilst Community Care Grants have a strong representation from Disabled people and Lone Parents. It could be considered that young, unemployed people receive the lowest proportional benefit income and therefore may be more likely to struggle to budget for their needs appropriately and find themselves in financial crisis more easily.

Disabled people and lone parents may be more frequently in need of Community Care Grant assistance due to the principle eligibility criterion of the scheme, namely to enable a person to return to or remain in the

ALL GROUPS

## Localised Data

### Crisis Loans

<b>Brighton &amp; Hove</b>	<b>2005-2006</b>	<b>2009-2010</b>
Number of applications	2,440	7,270
Number of Awards	1,910	5,530
Total Spend	£111,200	£284,500
Average Award	£58	£51

### ALL GROUPS

### Community Care Grants:

<b>Brighton &amp; Hove</b>	<b>2005-2006</b>	<b>2009-2010</b>
Number of applications	2,160	2,480
Number of Awards	1,120	1,370
Total Spend	£529,900	£537,600
Average Award	£472	£394

There are 27,809 households in the city claiming Council Tax Benefit (CTB), approximately 23% of all households. 7,278 (26%) of those households contain at least one dependent child. 49,360 people live in households in receipt of CTB, 18% of the city's population. This comprises of 36,915 adults, 12,445 dependent children of which 11,830 are aged under 18. This is 17% of the city's adult population and 22% of children aged under 18.

All current and potential CTB claimants are protected by the Equality Act 2010 in relation to their protected characteristics. Therefore in developing a new local scheme to assist those on low incomes we aim to avoid disproportionate negative impact related to protected characteristics.

The work to consult on the changes and then communicate the chosen option will include explanation of the rationale and evidence that every effort has been made to develop a fair system and to avoid unlawful discrimination. This enables us to explain our legal duty to give 'due regard' to the needs of 'protected characteristics' groups.

Geographical distribution of CTB is also potentially important to community cohesion, in relation to the possible impact on large percentages of ward populations. Distribution of households in receipt of CTB is not evenly distributed across the city. More than two out five households in East Brighton ward (42%) get CTB compared to only one in ten households in Hove Park ward (10%). See [Table 6](#) at the end of this document.

community, or to ease exceptional pressure on families. Additionally these two groups may be more likely to require large scale expenditure items that are difficult to budget for on a low income, such as disability equipment or children's provisions.

Importantly people of pensionable age are represented very poorly in the national data. It could be considered that people of pensionable age receive, per head, the highest level of benefit income, in comparison to a family unit or young single person. Although the poor representation may also mean that they may be receiving less sign posting to the service through their avenues of support, or it could be related to other difficulties.

Community engagement	Impacts Identified	Potential Actions
<p>Extensive engagement carried out as pre consultation with the third sector agencies, currently supporting applications to these funds.</p> <p>Widespread communication of the consultation through the CVSF and the CVSF equalities network, individual communication alerts with charities and support groups throughout the city, emailshots to 3,000 Council Housing tenants, as well as various other departments, agencies and groups as listed in appendix 1.</p>	<p>There is an under representation of applications from those people of pensionable age.</p> <p>There is a higher level of applications from unemployed, single people. We have been advised from those administering and supporting the current scheme that these are commonly men.</p> <p>There is a disproportionate representation of women amongst applicants from single parent families (in Brighton and Hove 94% of single parents are women)</p> <p>There is a disproportionate number of applications from Disabled people.</p>	<p>Ensure the new scheme is widely promoted throughout the CVSF, Social Care Services and all internal departments particularly dealing with households on low incomes and older people. This can be through the Adult Learning Centres in the community, such as Hangleton and Knoll, The Bridge and Whitehawk Inn</p> <p>Maintain linkages with schools and youth centres and feed into advice services in relation to what is provided to young people around budgeting advice.</p> <p>Ongoing engagement with the Advice Services Network.</p> <p>Applications must be clear, simple and transparent.</p>

ALL GROUPS



# AGE

## National Data

Crisis Loan award and success rates based on final decisions by age

Age band	Number of Applications	% of Total	Number of Awards	Success rate
Under 18	89,110	3%	67,110	75%
18 to 24	1,283,090	37%	942,990	73%
25 to 34	1,007,410	29%	773,410	77%
35 to 44	655,930	19%	515,070	79%
45 to 49	216,170	6%	170,720	79%
50 to 54	129,410	4%	102,200	79%
55 to 59	75,090	2%	59,170	79%
60 to 64	23,700	1%	17,710	75%
65 to 69	8,150	0%	5,600	69%
70 to 79	5,280	0%	3,370	64%
80 to 89	730	0%	430	59%
90 and over	40	0%	20	55%
Total	3,494,110	100%	2,657,790	76%

AGE

## Analysis

The national DWP data shows that there working age people are strongly represented in both applications types, although this tapers off significantly for those aged 45+. There is a significantly lower level of applications from people of pensionable age. Whilst award rates for Crisis Loans are lower amongst older people, younger people are less likely to receive an award for Community Care Grants.

Local data from the census identifies that Brighton & Hove has a greater proportion of younger people living in the city, particularly those aged 20-24. This is likely to be due to the presence of the city's two universities.

The age profile for those in receipt of CTB, shows that there is a larger proportion, in relation to percentages of the city's population, of people living on a low income between the ages of 35 and 64.

Community Care Grants final award and success rates based on final decisions by age

Age band	Number of Applications	% of Total	Number of awards	Success Rate
Under 18	8,490	1%	3,700	44%
18 to 24	152,250	24%	57,530	38%
25 to 34	167,460	26%	73,970	44%
35 to 44	133,970	21%	66,800	50%
45 to 49	50,760	8%	25,990	51%
50 to 54	36,570	6%	19,500	53%
55 to 59	27,020	4%	14,990	55%
60 to 64	21,490	3%	12,810	60%
65 to 69	13,730	2%	8,420	61%
70 to 79	15,600	2%	10,260	66%
80 to 89	4,390	1%	3,130	71%
90 and over	490	0%	350	70%
Total	632,220	100%	297,440	47%

**Localised Data**

**Brighton & Hove (Census 2011)**

People age	Count	Percentage	People age	Count	Percentage
0-4	15300	5.60%	50-54	15300	5.60%
5-9	13300	4.86%	55-59	12600	4.61%
10-14	13400	4.90%	60-64	12700	4.65%
15-19	18000	6.58%	65-69	9500	3.47%
20-24	28100	10.28%	70-74	7900	2.89%
25-29	23000	8.41%	75-79	6700	2.45%
30-34	21900	8.01%	80-84	5600	2.05%
35-39	21800	7.97%	85-89	3800	1.39%
40-44	21900	8.01%	90+	2200	0.80%
45-49	20400	7.46%	All people	27,3400	100.00%

AGE

Age data is only available for the claimant and their partner (32,825, 89% of all adult household members). The table below shows only Housing and Council Tax Benefit claimants

**Table 1: CTB claimant age profile**

Age	Number	%
16 to 18	47	0.1%
18 to 24	1,864	6%
25 to 34	5,193	15%
35 to 49	9,860	30%
50 to 64	6,843	21%
65-79	5,774	18%
80 and above	3,273	10%
Total	32,854	100%

NB: Percentages have been rounded

Over 30% of people affected by the abolition of Council Tax Benefit and changes to Housing Benefit are under 35. As such, the likely cumulative impact of the wider welfare changes are disproportionately affecting young people (under 35) and so they are more likely to be living on a lower relative income than other age groups. In light of this, there may be an increased demand for emergency financial assistance from younger people.

**Community engagement**

Community engagement	Impacts Identified	Potential Actions
<p>Consultation invitations sent out to all charitable and support services through the CVSF equalities network.</p> <p>Representation at the Advice Services Partnership and Advice Services Network meetings to ensure the communication around the consultation and set up of any new service is shared with advisors working across all age groups.</p>	<p>People of pensionable age are under represented in the national data</p> <p>Those aged 80 and over are less likely to receive an award for a Crisis Loan</p> <p>Younger people are less likely to receive an award for Community Care Grants</p>	<p>Clear communication strategy to promote the new scheme city wide, focusing particular engagement with those advising and supporting older people, ie Social Care Services, Sheltered Housing, Age UK, Housing and Social Inclusion and the Revenues and Benefits Service.</p> <p>To gather and monitor equalities data on applicants to this new service, adjusting the policy and promotion of the scheme to enable fair and even distribution of the funds, as necessary and appropriate.</p>
<p>Summary of feedback from the community and voluntary sector</p> <p>In relation to people of pensionable age:</p> <ul style="list-style-type: none"> <li>-People of pensionable age are more likely to apply for community care grants than crisis loans.</li> <li>-Brighton fund applications must be preceded by a community care grant application.</li> <li>-Community care grants are essential for people with no other money but loans may make people worry</li> <li>-Often other avenues for support are sought because community care grants take too long to process</li> </ul>		<p>Cumulative Impacts from the Welfare Reforms to be considered within the criteria for awards under the new scheme.</p> <p>To appreciate the need for speedy resolutions to the request for assistance in cases of urgency.</p> <p>Engagement with Age UK and other services primarily dealing with older people to ensure that the new scheme is well communicated and access by this group.</p>

AGE

# DISABILITY

## National Data

### Crisis Loan applications awards and success rates based on final decisions by disability

Disability status	Number of Applications	% of total	Number of Awards	Success rate
Not disabled	2,334,300	66%	1,766,750	76%
Disabled	1,096,270	31%	844,360	77%
Not considered	5,650	0%	4,260	75%
Unknown	76,690	2%	54,460	71%
All	3,512,920	100%	2,669,830	76%

## Analysis

There does not appear to be a clear disadvantage for award and application levels for Disabled people in accessing either Community Care Grants or Crisis Loans

As this is national Data we are unsure as to the cause of the lower rates of success for those who have stated whether or not they have a disability in comparison to those who have not stated.

### Community Care Grants applications awards and success rates based on final decisions by disability

Disability status	Number of Applications	% of total	Number of Awards	Success rate
Not disabled	358,890	57%	155,980	43%
Disabled	210,620	33%	101,540	48%
Not considered	4,850	1%	3,120	64%
Unknown	59,560	9%	37,190	62%
All	633,930	100%	297,830	47%

DISABILITY

### **Localised Data**

Disability data is only available for the CTB claimant and their partner (32,826 or 89% of all adult household members). In this instance a person is defined as disabled if they are in receipt of Disability Living Allowance (DLA), Severe Disability Allowance and / or Attendance Allowance.

**Table 2: CTB claimant by age and disability**

Age	Disabled		Severely disabled	
	N	% of age group	N	%
16 - 18	2	18%	2	18%
18 - 24	147	10%	102	7%
25 - 34	479	10%	315	7%
35 - 49	1,702	18%	1,049	11%
50 - 64	2,048	28%	1,227	17%
Over 65	2,269	22%	1,714	17%
Total	6,647	20%	4,409	13%

### DISABILITY

A fifth of adults living in a CTB household (6,647, 20%) are disabled, with 4,409 (13% of the full caseload) being severely disabled. In the CTB and HB caseload is defined by what type and elements of disability benefits they receive.

One in ten adults (626, 10%) aged 18 to 34 living in a CTB household are disabled (417 (7%) severely disabled).

More than a quarter of adults aged 50 to 64 (2,048, 28%) living in a CTB household are disabled. Proportionally this is more than for adults aged 65 and over (2,269, 22%).

Among the 7,278 CTB households with at least one dependent child, 577 households (8%) have at least one dependent child who is who is receipt of disability related benefits.

**Community engagement**

Community engagement	Impacts Identified	Potential Actions
<p><b>Summary of feedback from the community and voluntary sector</b></p> <ul style="list-style-type: none"> <li>- Long complex forms are a barrier to disabled people</li> <li>- The current telephone/call centre application process for crisis loans is a barrier to disabled people.</li> <li>- Not everyone can access Job Centre Plus to use their facilities</li> <li>- Lack of accessibility is a general problem</li> </ul>	<p>Long on hold times mean Crisis Loans applications can be expensive to make. Many people travel to access free phones from the JobCentrePlus or Brighton Unemployed Centre, for example. This option may not be possible for some disabled people.</p>	<p>Proposed new scheme will provide combine the two funds and provide one route of access to the fund.</p> <p>Multiple ways to access the scheme must be available – though phone, on-line, paper forms and face-to-face interviews.</p> <p>Ensure the process of application is simplified and that notifications are clear and transparent for customers.</p>
<p>-Lack of awareness of the entire system is frequently encountered</p>		<p>CVSF event to communicate new scheme and representation on Advice Services Network meetings before April 2013.</p> <p>Ensure that advice and support services, internally and externally, are well informed of the changes and how to access the service.</p> <p>Clear public communication strategy and signposting throughout council services.</p>
<ul style="list-style-type: none"> <li>▪ CCGs are discretionary and budget limited</li> </ul>	<p>Disabled people are less likely to apply for Crisis Loans than they are to Community Care Grants</p>	<p>Through data gathering on applications in year one this under representation can be monitored. Further engagement with the Disabled community could be carried out to identify if they are less likely to be found in financial crisis or if the current application process (phone) is posing a barrier to their accessing this particular fund.</p> <p>Parents of Disabled children can apply to</p>

**DISABILITY**

- (though not repayable) and parents of disabled children find them hard to get or inflexible.
- Advice is often given to find alternatives to community care grants.

the Family Fund – a national charity – when in need of large scale items that would alleviate need within that household. This alternative route of funding will be communicated to relevant customers to the new service.

# GENDER REASSIGNMENT

## National Data & Localised Data

The Department for Work and Pensions does not hold information on its administrative systems on this diversity group.

No information is collected on the gender reassignment status of CTB claimants.

Local 'Count Me In Too' research and national data show that Trans people experience higher levels of disadvantage and social / financial exclusion.

## GENDER REASSIGNMENT

### Analysis

Community engagement	Impacts Identified	Potential Actions
	Lack of relevant data to identify representational issues	To gather and monitor equalities data on applicants to this new service, adjusting the policy and promotion of the scheme to enable fair and even distribution of the funds, as necessary and appropriate.

# RACE

## National Data

### Crisis Loan awards and success rates based on final decisions by ethnicity

Ethnic group	Number of applications	% of total	Number of awards	Success rate
White	2,777,560	79%	2,130,500	77%
Mixed	69,020	2%	51,460	75%
Asian or Asian British: Indian	19,790	1%	14,090	71%
Asian or Asian British: Pakistani	31,230	1%	21,240	68%
Asian or Asian British: Bangladeshi	9,740	0%	6,200	64%
Asian or Asian British: Other Asian	9,830	0%	6,920	70%
Black or Black British: Black Caribbean	78,920	2%	58,310	74%
Black or Black British: Black African	61,830	2%	44,000	71%
Black or Black British: Other Black	21,270	1%	15,580	73%
Chinese or Other Ethnic Group: Chinese	1,040	0%	710	68%
Chinese or Other Ethnic Group: Other Ethnic Group	30,050	1%	21,090	70%
Prefer not to say	178,790	5%	134,080	75%
Unknown	223,840	6%	165,640	74%
All	3,512,920	100%	2,669,830	76%

## Analysis

National DWP data identifies that Community Care Grant success rates are fairly evenly distributed among ethnicity groups, however Chinese ethnic groups do have a slightly higher representation of successful applications for Community Care Grants. Bangladeshi, Pakistani and Chinese ethnicity groups have experienced a slightly lower rate of success than other ethnic groups for Crisis Loans.



**Community Care Grant final awards and success rates based on final decisions by ethnicity**

<b>Ethnic group</b>	<b>Number of applications</b>	<b>% of total</b>	<b>Number of awards</b>	<b>Success rate</b>
White	413,490	65%	180,470	44%
Mixed	10,650	2%	4,680	44%
Asian or Asian British: Indian	3,080	0%	1,340	43%
Asian or Asian British: Pakistani	6,970	1%	3,100	44%
Asian or Asian British: Bangladeshi	2,260	0%	1,000	44%
Asian or Asian British: Other Asian	2,270	0%	1,070	47%
Black or Black British: Black Caribbean	14,030	2%	5,940	42%
Black or Black British: Black African	15,010	2%	6,900	46%
Black or Black British: Other Black	3,760	1%	1,670	44%
Chinese or Other Ethnic Group: Chinese	480	0%	280	58%
Chinese or Other Ethnic Group: Other Ethnic Group	8,710	1%	3,900	45%
Prefer not to say	32,830	5%	15,250	46%
Unknown	120,400	19%	72,240	60%
All	633,930	100%	297,830	47%

There is no robust and or comprehensive data available from the CTB database about a claimant's ethnicity.

**Estimated resident population by broad ethnic group mid-2009:**

<b>Table 3</b>	<b>Brighton and Hove ethnicity</b>	
	number	%
All persons	256.4	
White: British	208.1	81%
<b>All BME</b>	48.3	19%
White: Irish	3.3	1%
White: Other White	15.7	6%
Mixed	5.9	2%
Asian or Asian British	12.5	5%
Black or Black British	5.8	2%
Other	5.1	2%

We know that employment patterns and earning levels are different for different ethnic groups. We don't know the ethnicity of people locally claiming CTB, but we would expect that members of some ethnic groups will be disproportionately represented as claimants.

**Community engagement**

<b>Community engagement</b>	<b>Impacts Identified</b>	<b>Potential Actions</b>
RACE	National Data shows that there is a proportionally lower success rate for people of a Bangladeshi or Chinese ethnicity for community care grants.	To gather and monitor equalities data on applicants to this new service, adjusting the policy and promotion of the scheme to enable fair and even distribution of the funds, as necessary and appropriate.

# RELIGION

## National Data & Localised Data

The Department for Work and Pensions does not hold information on its administrative systems on this diversity group. Over a quarter of our residents said they had no religion in response to the 2001 census. 59% of our residents (146,466) were Christian, 1.5% were Muslim (3,635), 1.4% were Jewish (3,558), 0.7% were Buddhist (1,747), 0.5% were Hindu (1,300) and 0.1% were Sikh (237). We have no data on the religion or belief of CTB claimants locally and the census data for 2011 will not be available in time for this project. However, as for ethnicity, some religious groups experience different levels of disadvantage

RELIGION

Community engagement	Impacts Identified	Potential Actions
	Lack of relevant data to identify representational issues	To gather and monitor equalities data on applicants to this new service, adjusting the policy and promotion of the scheme to enable fair and even distribution of the funds, as necessary and appropriate.

# SEX

SEX

## National Data

### Crisis Loans

From the DWP EIA on Localisation of the Social Fund: In 2009/10 58% of final decisions for Crisis Loans were made in respect to single males, 34% made in respect to single females and 8% made in respect to couples. The success rates were the same for single males and females (76%) and 74% for a couple.

The majority of applications are made by unemployed recipients<sup>1</sup> and the award rate is a reflection of the profile of customers who currently claim JSA as 28% of the JSA caseload are female without children<sup>2</sup>.

In the current system there are no differences between male and female success rates and no indication this would change if a similar assessment of eligibility is applied using a similar criterion in a locally-delivered system.

### Crisis Loan award success rates based on final decisions by gender category

	Number of applications	% of total	Number of awards	Success rate
Couple	292,960	8%	217,720	74%
Single Female	1,182,720	34%	902,330	76%
Single Male	2,018,430	58%	1,537,740	76%
Total	3,494,110	100%	2,657,790	76%

### Community Care Grants

From the DWP EIA on Localisation of the Social Fund: In 2009/10 49% of Community Care Grant final decisions made in respect to single females, 36% made in respect to single males and 15% made in respect to couples. The success rates for single females were higher (49%) than single males (42%) but lower than couples (53%).

During the assessment stage higher number of women than men are seen as having sufficient needs to be awarded a Community Care Grant. There is no evidence to suggest that this will change under a locally-delivered system using similar criteria.

## Analysis

There is a stronger representation of male applicants to Crisis Loans, whilst women are more commonly reflected in the applications for Community Care Grants. This increased requirement under Community Care Grants could stem from the higher percentage of applications for this fund received by lone parents. (94% of lone parents in Brighton and Hove are women)

There is no clear distinction between the sexes in award rates.

<sup>1</sup> Social Fund Annual Report <http://www.dwp.gov.uk/docs/2010-annual-report-social-fund.pdf>

<sup>2</sup> Using DWP data from May 2010 and DWP online tab tool [http://83.244.183.180/100pc/dla/tabtool\\_dla.html](http://83.244.183.180/100pc/dla/tabtool_dla.html)

**Community Care Grant applications by gender Category (award rates not supplied by the DWP)**

	Number of applications	% of total	Number of awards	Success rate
Couple	92,540	15%	Not supplied	Not supplied
Single Female	311,590	49%	Not supplied	Not supplied
Single Male	228,090	36%	Not supplied	Not supplied
Total	632,220	100%	Not supplied	Not supplied

**Local Data**

Gender data is only available for the CTB claimant and their partner (32,805, 89% of all adult household members)

Table 4 Age	Male		Female	
	n	%	n	%
16 - 18	4		7	
18 - 24	479	32%	1,032	68%
25 - 34	1,751	37%	2,980	63%
35 - 49	4,141	44%	5,234	56%
50 - 64	3,504	49%	3,591	51%
65 and over	3,888	39%	6,200	61%
<b>Total</b>	<b>13,763</b>	<b>42%</b>	<b>19,037</b>	<b>58%</b>

Among CTB claimants and their partners, 58% are female and 42% male. This compares to a city profile of residents aged over 16 of 50% males and 50% females. Nearly two-thirds of adults in CTB households aged under 35 yrs are women (64%). The vast majority of single parent families in receipt of CTB in the city are headed by women: 94.4%. In one in twenty single parent households (263, 5.4%) the single parent is male. See also the section below on Families and Children.

**Community engagement**

**Community engagement**

**Impacts Identified**

**Potential Actions**

SEX

To monitor data on this diversity group to establish any change in representation once the two funds are combined into one service.

# SEXUAL ORIENTATION

## National Data & Local Data

The Department for Work and Pensions does not hold information on its administrative systems on this diversity group. We have no data on the sexual orientation of CTB claimants locally.

Brighton & Hove's State of the City report estimated that at least 14% (38,000 of the 2011 census population) of Brighton & Hove's adult residents are lesbian, gay, bisexual or transgender.

## Analysis

### Community engagement

### Impacts Identified

Lack of relevant data to identify representational issues

### Potential Actions

To gather and monitor equalities data on applicants to this new service, adjusting the policy and promotion of the scheme to enable fair and even distribution of the funds, as necessary and appropriate.

SEXUAL ORIENTATION

# MARRIAGE & CIVIL PARTNERSHIP

## National Data & Local Data

The Department for Work and Pensions does not hold information on its administrative systems on this diversity group.

## Analysis

### Community engagement

### Impacts Identified

Lack of relevant data to identify representational issues

### Potential Actions

To gather and monitor equalities data on applicants to this new service, adjusting the policy and promotion of the scheme to enable fair and even distribution of the funds, as necessary and appropriate.

MARRIAGE & CIVIL PARTNERSHIP

# PREGNANCY & MATERNITY

## National Data & Local Data

The Department for Work and Pensions does not hold information on its administrative systems on this diversity group. The Department only holds information where it is the primary reason for incapacity. It cannot therefore be used to accurately assess the quality impacts. The Social Fund has a specific fund for this group of people, the Sure Start Maternity Grant.

Among all household in receipt of CTB, for 72 households at least one person is also in receipt of statutory maternity pay.

## Analysis

### PREGNANCY & MATERNITY

#### Community engagement

#### Impacts Identified

#### Potential Actions

Lack of relevant data to identify representational issues

To gather and monitor equalities data on applicants to this new service, adjusting the policy and promotion of the scheme to enable fair and even distribution of the funds, as necessary and appropriate.

To gather and monitor equalities data on applicants to this new service, adjusting the policy and promotion of the scheme to enable fair and even distribution of the funds, as necessary and appropriate.

# OTHER RELEVANT GROUPS

### OTHER RELEVANT GROUPS

Among all household in receipt of CTB, for 1,071 households (4%) at least one person is also in receipt of Carers Allowance.

Research suggests that the cumulative impacts of this change and other national benefits changes will have a disproportionately larger impact on disabled people (see above) than others. This has an impact on carers too.

We have no data locally on these issues for CTB claimants.

#### Community engagement

#### Impacts Identified

#### Potential Actions

Lack of relevant data to identify representational issues

To gather and monitor equalities data on applicants to this new

<p>service, adjusting the policy and promotion of the scheme to enable fair and even distribution of the funds, as necessary and appropriate.</p>		
<p>The application system needs to be accessible to ensure that a person with a learning disability can accurately communicate their situation.</p> <p>Staff to be trained in communicating complex application processes in a universally comprehensible way.</p>	<p>Difficulty in communicating their needs appropriately.</p> <p>Difficulty in completing the application process without assistance.</p>	
<p>We are currently working with Adult Social Care to develop better signposting and cross working</p>		<p><u>Learning Disability:</u>  <b>Summary of feedback from the community and voluntary sector</b></p> <ul style="list-style-type: none"> <li>- People with mild learning difficulties find the most helpful way to access services is face to face. People find using the telephone easier than computer or paper applications.</li> <li>- People who will need most help accessing these funds will not have 'critical or substantial needs' because people in these groups will tend to receive significant support.</li> <li>- People with learning difficulties who will need most help accessing these funds may be those people with less critical needs and therefore do not receive any support</li> </ul> <p>• <u>Refugees and Migrants</u>  <b>Summary of feedback from the community and voluntary sector</b></p> <ul style="list-style-type: none"> <li>- People who have been granted leave to remain have 28 days to claim benefits. It is common during this period for individuals to face problems accessing funds to meet their day to day living costs</li> <li>- In these cases Job Centre Plus often recommend people apply for a crisis loan where they should receive an alignment payment from. Council and Job Centre staff will need to be clear on the difference.</li> <li>- Concern was expressed at how local residence will be established because this is not currently a part of the national scheme.</li> </ul>



Single People

<p>Single people contribute to almost 60% of the Council Tax and Housing Benefit caseload.</p>	<p>Consideration of the cumulative impact of the Welfare Reforms on young single people will be taken into account by the decision maker.</p> <p>We will continue to work closely with advocates for this client group.</p>
<p><u>Issue around domestic violence.</u></p> <p><b>Summary of feedback from the community and voluntary sector</b></p> <ul style="list-style-type: none"> <li>- community care grants are commonly applied for by people moving out of refuges.</li> <li>- 50% of refuge users apply for crisis loans but the process is complex and often social services bridge the gap so crisis loans can be avoided</li> <li>- Women who flee sometimes do so without adequate ID which makes applications humiliating and difficult</li> <li>- Financial abuse can make the need for these payments more urgent.</li> <li>- Most clients need help with the application process</li> <li>- Evidential requirements, long phone waits, language barriers, mental health support needs and learning difficulties are all barriers to applications. Without advocacy only 5% of clients would be able to make a successful application without support.</li> <li>- The current timescale for turnaround of decisions makes financial planning difficult</li> <li>- Current staff who deal with crisis loans do not have enough awareness of DV issues</li> <li>- Some women still live with the alleged perpetrator and this can mean they do not qualify for an award.</li> <li>- Amounts are nominal in comparison with the amounts needed to set up a new home.</li> <li>- There is a lack of awareness about crisis loans and community care grants</li> <li>- The paid for telephone service for crisis loans can be a barrier</li> <li>- Methods of payment can be a barrier where a woman does not have a bank account, this has occurred where they have insecure immigration status.</li> </ul>	

# EFFECTS ON FAMILIES & CHILDREN

## Local Data

Data for Housing And Council Tax Benefit Claimants:

Family Type	No of CTB Claims	%
Single claimant	19318	58%
Couples with no children	5185	16%
Couples with Children	2773	8%
Single Parents with Children	5578	18%
<b>Grand Total</b>	<b>32854</b>	<b>100%</b>

NB: Percentages have been rounded.

The latest figures for children living in poverty (2009) show 22% of children in Brighton and Hove live in poverty; approximately 10,555 children. Of those 72.8% live in lone parent households and 77.5% live in out of work families. East Brighton ward has the highest poverty with 46.9% percent of children living in poverty.

## EFFECTS ON FAMILIES & CHILDREN

The Brighton & Hove Child Poverty Needs Assessment 2011 shows in addition that some families have a higher risk of living in poverty, most notably families with a child or parent with a disability, families with larger numbers of siblings, and some BME families.

## Analysis

Community engagement	Impacts Identified	Potential Actions
	<p>Single parents are approximately twice as likely as couples to be living on a low income and claiming Council Tax Benefit. Women make up 94% of single parent families in Brighton and Hove.</p> <p>Single parents also made up close to 30% of awards to Community Care Grants in 2010/11</p>	<p>Overall welfare reform impacts will be taken into consideration by the decision maker when calculating affordability and household income.</p>

# HEALTH IMPACT ASSESSMENT

This Health Impact Assessment is not legally required, but is regarded as best practice. Conclusions within it will inform the development of a scheme which takes account of the health and well-being of potential applicants to and beneficiaries of the scheme.

The social model of health (see diagram below) emphasises the impacts that socio-economic factors have on people’s living and working conditions and their health, wellbeing and lifestyles. The current financial recession, welfare reforms and implications for household income and resulting health inequalities are of public health concern.

Evidence shows that level of household income affects household health. A review<sup>3</sup> of the impact of the economic downturn and policy changes indicated that the key issues are:

- Relationship between poverty and mental ill health, particularly among women. The relationship is bi-directional: those with mental health problems are more likely to get into debt and debt is associated with increased risk of mental ill health.
- Impact of child poverty on the health and development of children. Including increased risk of mortality in first year of life, lesser personal social emotional development at school start; significantly increased risk of behaviour disorders. These factors consequently impact on educational attainment and mental health throughout the life course.
- Impact of low income on healthy living. Households on low incomes are more likely to have insufficient resources to live a healthy life e.g.
  - food options/choices – may be inclined to buy more of the many highly processed ‘unhealthy’ foods which are sold at reduced prices
  - reductions in money spent in physical activity pursuits e.g swimming,
  - reductions in expenditure on hobbies, creative pastimes and social activities which have protective effects
  - increase use of unhealthy coping mechanisms to (seemingly) alleviate stress: alcohol, tobacco and drugs

Within the population, groups such as disabled people, those with long term conditions and households in fuel poverty are vulnerable to being disproportionately affected.

<ul style="list-style-type: none"> <li>● Association between income, debt and mental health (bi-directional)</li> <li>● Brighton and Hove Joint Strategic Needs Assessment (JSNA)<sup>4</sup> highlights higher than average prevalence of mental health problems in City</li> <li>● JSNA and mental health needs</li> </ul>	<p>Debt associated with increased risk of mental health problems e.g. stress and anxiety. Additional stress on those already managing mental health problems and stress on family relationships</p> <p>Increased risk of unhealthy coping mechanisms e.g. alcohol, substance misuse, tobacco. Potential increase in need /</p>	<p>Communication with key health workers i.e. primary care mental health workers, Integrated Primary Care Teams, GPs, health trainers to alert them to potential impacts on people with mental health problems and the areas and population groups most affected.</p> <p>Communication on sources of advice and support, including debt</p>
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<sup>1</sup> UCL Institute of Health Equity. 2012. The impact of the economic downturn and policy changes on health inequalities in London

<sup>4</sup> Brighton and Hove Joint Strategic Needs Assessment Summary 2012 (draft available at <http://www.bhllis.org/jsna2012>)

<sup>5</sup> Winters S, McAteer S, Scott-Samuel A. Assessing the impact of the economic downturn on health and wellbeing. Liverpool Public Health Observatory report 88. 2012.

<p>assessment identifies needs highest in East of City where proportion of residents affected by changes is highest</p> <p>JSNA identifies health and wellbeing inequalities and needs in groups identified as most affected by the implementation of local discretionary social fund scheme including:</p> <ul style="list-style-type: none"> <li>• Vulnerable groups including LGB people, disabled people, carers</li> <li>• Inequalities associated with socioeconomic deprivation and areas of deprivation (e.g. East Brighton)</li> </ul>	<p>demand for primary care mental health services.</p> <p>Effect of budgeting – reductions in income forces people to invest time and effort in managing the ramifications and means they have less to spend on supportive behaviours, positive health choices<sup>5</sup> for example:</p> <ul style="list-style-type: none"> <li>• food options/choices – may be inclined to buy more of the many highly processed ‘unhealthy’ foods which are sold at reduced prices</li> <li>• reductions in money spent in physical activity pursuits e.g. swimming,</li> <li>• reductions in expenditure on hobbies, creative pastimes and social activities which have protective effects</li> <li>• increase use of unhealthy coping mechanisms to (seemingly) alleviate stress alcohol, tobacco and drugs</li> </ul> <p>Long term impact on increased risk of development of long term conditions including diabetes and cardiovascular disease, potentially increasing health inequalities</p>	<p>management, to key health workers.</p> <p>MIND, CRI, Carers Centres East Brighton public health commissioned services informed of changes and sources of further information.</p> <p>In longer term ensure future Mental Health Promotion Strategy under development recognises socioeconomic impacts, including debt, and targets action accordingly.</p> <p>In addition to the actions identified in the EIA, ensure effective targeting of healthy living services to most affected groups and areas</p> <p>e.g. active living, food projects, healthy eating on a budget information, stop smoking services.</p> <p>Integrate with other initiatives e.g.</p> <ul style="list-style-type: none"> <li>• families with complex and multiple needs</li> <li>• carer’s needs assessments.</li> <li>• Promotion of free swimming for under 16s.</li> </ul>
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**Table 6**

This shows that the distribution of households in receipt of CTB is not evenly distributed across the city. More than two out five households in East Brighton ward (42%) get CTB compared to only one in ten households in Hove Park ward (10%).

Data Source: from the CTB database 7/06/12

	Households in receipt of CTB	All household (2001 Census)	Percentage of all households
East Brighton	2,706	6,468	42%
Moulsecoomb and Bevendean	1,991	5,601	36%
Hollingdean and Stanmer	1,847	5,029	37%
Queen's Park	2,580	7,408	35%
St. Peter's and North Laine	1,866	7,154	26%
Hangleton and Knoll	1,813	5,931	31%
Hanover and Elm Grove	1,449	6,101	24%
South Portslade	1,011	3,830	26%
North Portslade	1,051	4,155	25%
Regency	951	4,980	19%
Brunswick and Adelaide	1,085	5,426	20%
Westbourne	953	4,315	22%
Woodingdean	957	3,822	25%
Central Hove	986	5,052	20%
Goldsmid	1,516	7,368	20%
Wish	865	3,899	22%
Preston Park	1,032	6,142	17%
Patcham	1,041	5,790	18%
Rottingdean Coastal	812	5,907	14%
Withdean	749	6,139	12%
Hove Park	386	3,961	10%
Not known	162		
Total	27,809		

Note: the Index of Multiple Deprivation (IMD) 2010 is considered the official measure of deprivation for England. IMD 2010 is based on the small area geography known as Lower Super Output Areas (LSOAs). There are 164 LSOAs in Brighton & Hove. 37 (22%) of Brighton & Hove's LSOAs are in the 20% most deprived areas in England.

Over a third of households (10,553, 38%) in receipt of CTB live in one of these 37 LSOAs.



# Appendix 4 - Consultation Report

## Consultation report: Local Discretionary Social Fund October 2012

### Contact

Policy Performance & Analysis

Brighton & Hove City Council

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# 1. Executive Summary

- In terms of service delivery, telephone and online were the preferred channels, although a fifth felt it was important to have a face to face option, particularly for those who may not have online or telephone access
- The majority (64 per cent) agreed with the direct provision of food to applicants instead of money for food, although vouchers for food were favoured as a middle way
- A larger majority (79 per cent) were in favour of the direct provision of furniture and white goods
- Still more (85 per cent) were in favour of the proposal to source reliable second hand goods
- Seven in ten thought that larger amounts of money should be repayable
- The overwhelming majority (94 per cent) felt that applicants should be directed to further support to tackle underlying issues
- A third felt that a separate fund should be retained
- The proposed foundations were widely supported (82 per cent agreed)
- Views were divided as to whether the fund should be limited to people on income-based benefits – 40 per cent felt the restriction should be applied and 49 per cent felt it shouldn't
- A large majority (84 per cent) felt the fund should be protected for residents of Brighton and Hove
- There were mixed views about whether there should be a limit to applications to the fund per individual per year and/or a limits to the amount of successful applications per individual per/year
- Likewise, respondents did not agree about whether there should be a financial limit on awards per individual per year or per award, or what level the limits should be
- The favoured name for the fund was "Brighton & Hove Community Support Scheme"

# 2. Introduction

## What's happening

As part of the wider welfare reforms, the government will be abolishing Crisis Loans and Community Care Grants in April 2013. At the moment, the government administers these schemes as discretionary elements of the Social Fund through the Department for Work and Pensions (DWP).

The government's intention in localising the support for Crisis Loans and Community Care Grants is that local authorities are better placed to provide assistance in these circumstances, as many of the reasons for making an application will be linked to wider services that the council already provides, such as moving on from care. It is also hoped that longer term support will be easier to access through local authorities.

Finally, local control of a budget will ensure that best use is made of the limited funding.

There is not a requirement from the government for local authorities to deliver a service with the budget provided. However, if councils do seek to introduce a replacement scheme, they will be doing so with less funding than has previously been available.

The government have announced a provisional budget for Brighton & Hove of £630,000. In 2010/11, more than a million pounds was spent on Community Care Grants and Crisis Loans in this city. This means we are dealing with a budget that is approximately 40% less than it was two years ago.

### **Why we consulted on a scheme for Brighton & Hove**

We consulted on how we can best design a local service for Brighton & Hove that will meet similar needs to those currently provided. Namely this will be: to meet short term needs in the event of a crisis or emergency to support vulnerable people to remain in, or return to, the community, and to ease exceptional pressure upon families.

The budget is much reduced and fixed, which means there will be no additional funding available if we were to run out. So, the service we provide must make the money available to help as many people as widely as we can, throughout the year.

We needed to explore a range of ideas to help us make sure we make the best use of the limited funding available. The timescales are also extremely tight to set up a new service in the city. As such, it is possible that we will not be able to deliver all the options agreed in the first year. However, the scheme will be reviewed throughout the first year to ensure we are using local information from applications to refine the scheme as we go.

## **3. Methodology**

This was both an on line and paper consultation. A direct line phone number was provided to those requesting a paper copy of the questionnaire or for those who had any queries about the changes. Paper versions of the questionnaire were also provided through support and advice agencies in the city, who were encouraged to ask people who were being supported through applications to the current schemes to respond to the consultation. The Citywide focus group for Welfare Reform made a suggestion that the consultation may be deemed to lengthy by some vulnerable groups and that this may impact upon the overall number of responses received. As such, with consultation from the Advice Services Network and Brighton Housing Trust, a shortened version of the questionnaire was produced and distributed.

The Consultation was widely communicated both publicly and through the community and voluntary sector to our advice services in the city. The CVSF distributed information to their membership relating to information gathering around current use of the funds. The CVSF and the Advice Services Network also promoted the public consultation through email broadcasts.

Brighton & Hove City Council issued a press release on 26<sup>th</sup> September and the consultation was advertised on the Brighton & Hove City Council website and through

Social Media. An internal email bulletin was sent to all staff in Adult Social Care, Children’s Services, Housing Commissioning and Housing and Social Inclusion. The email encouraged staff to alert their customers to the changes and the consultation.

Housing and Social Inclusion sent an email alert to 3,000 council tenants to advise them that the consultation was underway.

Multiple meetings were set up between the Social Fund Project Team and various advice services, external providers, stakeholders and partners, charities and Council services. The purpose of these meetings was to communicate the upcoming changes, the public consultation and to gather vital local information on the way in which the funds are currently applied for and awarded in the city. More detail on these engagements are detailed below.

The CVSF equalities network was asked to feed into the Equalities Impact Assessment of the replacement scheme and to provide equalities data on current use of the funds.

We recognised that it would be very difficult to engage users of the Social Fund in the public Consultation. As this is currently a discretionary and generally an emergency need fund, a person may have applied once in the past and would not *intend* to have to make an application again in the future. Similarly a person would not necessarily identify themselves as a user of the funds, but may well be put into a situation where assistance is unexpectedly required in the future. Additionally, users of the fund tend to be among the most vulnerable groups in our community who are ordinarily a difficult demographic to encourage consultation responses from. As such, continued and close engagement was maintained with the following organisations, in particular, throughout the consultation period in order to offer any assistance necessary to encourage responses from all representative groups in the city, where possible.

- Mind in Brighton & Hove
- The Fed
- Rise
- MACS
- Terence Higgins Trust
- Sussex YMCA, YAC services
- BHT
- CAB

The advice services were asked to focus their support on those who might require assistance in order to respond to a consultation questionnaire. For example, those facing barriers such as literacy problems, language difficulties or disabilities.

Other organisations also promoted the public consultation via their own social media and email distribution lists. The charity, Amaze, alerted its readers to the consultation via their Compass E-Bulletin, whilst the Whitehawk Inn Adult Learning Centre promoted the consultation via their own facebook and twitter accounts.

The following organisations and services were engaged with regards to Localisation of the Social Fund

<b>Name of Service</b>	<b>Detail</b>
Adult Social Care Services	Attendance at Social Fund scoping meetings

Age UK	Response made to feed into EIA
Amaze	Engagement around consultation. Response made to feed into EIA. Notification of social fund consultation included in e-bulletin, sent to subscribers.
ASC – financial assessment team	Attendance at Social Fund scoping meetings
Advice Services Network (ASN)	Attending their meetings
Advice Services Partnership	Attending their meetings
Black and Minority Ethnic Community Partnership (BMECP)	Response requested to feed into EIA
Brighton Housing Trust – Private Rented Sector Team	Meet with Liz Duff, further engagement through wider group meetings. Invited to offer voucher incentives to any of their clients who wished to respond but needed assistance to do so.
Brighton Unemployed Centre Families Project	Various engagement, including external focus meetings. Invited to offer voucher incentives to any of their clients who wished to respond but needed assistance to do so.
Brighton Voices in Exile	Fed into joint consultation feedback from Community and Safety Partnership
CAB - Brighton & Hove Citizens Advice Bureau	Various engagement. Invited to offer voucher incentives to any of their clients who wished to respond but needed assistance to do so.
Carers' Centre	Engagement around consultation and EIA
Children's Services (B&HCC)	Attendance at Social Fund scoping meetings
City Mission (Basics Food Bank)	Meeting and shadowing
City Wide Focus Group on Social Fund	Invitees included: Southdown Housing, The Fed, JobCentrePlus, CAB, Brighton Unemployed Centre Families Project, CVSF, Money Advice Community Support (MACS)
City Wide Overview Group for Welfare Reform	Invitees include: Sussex Central YMCA, Rise, CVSF, JobCentrePlus, Brighton Housing Trust, ASN, B&H Economic Partnership, B&H Citizens Advice Bureau (CAB)
Community Safety Partnership	Ongoing engagement with various specialist teams
Community and Voluntary Sector Forum (CVSF)	CVSF have been assisting with the distribution of information relating to pre-consultation and the formal consultation process out to their members. CVSF email contact list encompasses over 500 individuals from member organisations.
Crime Reduction Initiative	Meeting to discuss impacts of the changes and use of the current system by ex-offenders returning to the community
East Sussex County Council	Attended a meeting and ongoing communication
Emmaus	Attended meeting
FareShare	Attended meeting and shadowing
The Fed	Assistance with user engagement around the

	consultation. Invited to offer voucher incentives to any of their clients who wished to respond but needed assistance to do so.
The Food Partnership	Attended meeting
Freegle (exchange of second hand goods on the internet)	Attended meeting
Integrated Support Pathway	Attended meeting with Stuart Kitchenside (Sanctuary Housing) from The Foyer.
JobCentrePlus	Have met regularly with Graham Widdowson from JobCentrePlus Brighton and subsequent involvement with the JC+ through the citywide group. Also met with JobCentrePlus Hove
Housing Options	Attendance at Social Fund scoping meetings
Housing And Social Inclusion	Attendance at Social Fund scoping meetings
Mind	Alerted to the Social Fund Consultation and invited to offer voucher incentives to any of their clients who wished to respond but needed assistance to do so.
Money Advice Community Support (MACS)	Attended meeting and shadowing. Invited to offer voucher incentives to any of their clients who wished to respond but needed assistance to do so.
Offender engagement work	Engagement through meetings with POAL project officer and JC+ offender specialist working in Lewes and Ford Prisons.
Probation Service	Attended meeting
Public Health	Attended meeting
Resident groups	Housing and Social Inclusion have sent an email notification to 3,000 B&H council tenants in regards to the Social Fund consultation. This mailing list includes representatives from the various resident groups within the city.
Revenues and Benefits (B&HCC)	Attendance at Social Fund scoping meetings
Rise	Various engagement. Invited to offer voucher incentives to any of their clients who wished to respond but needed assistance to do so.
Speak Out, Brighton & Hove	Response made to feed into EIA
Sussex Partnership (mental Health Services)	Attended meeting
Supporting People	Attended meeting
Sussex YMCA	Various engagement. Invited to offer voucher incentives to any of their clients who wished to respond but needed assistance to do so.
Terrence Higgins Trust	Assistance with user engagement around the consultation - Invited to offer voucher incentives to any of their clients who wished to respond but needed assistance to do so. Ongoing engagement in regards to their advice service provision.
West Sussex County Council	Ongoing communication

Welfare Rights Team (B&HCC)	Involvement in all WR project boards and various meetings
Whitehawk Inn	Twitter and Facebook alert to followers in regards to Social Fund consultation

The consultation was open for five weeks between 26 September and 24 October 2012. The consultation paper is appended to this report.

## 4. Response and respondent profile

### 4.1 Response rate

In total 122 responses were received.

### 4.2 Respondent Profile

At the end of the consultation questions people were asked whether they were completing the survey on behalf of an organisation that supports people to make applications to Crisis Loans and Community Care Grants. Thirty-three respondents said that they were, so 89 completed the survey as individuals.

People were also asked, if they felt comfortable, to say if they had previously applied for a Community Care Grant or Crisis Loan, and to say whether or not their application was successful. Forty five people said that they had applied before but not all went on to say whether the application was successful or unsuccessful.

As part of the questionnaire respondents were asked to complete the council's standard equalities monitoring questions.

The results below do not include the responses of those people who answered on behalf of an organisation, so the maximum number of responses is 89.

In summary:

- A wide range of ages are represented in the respondent profile
- More females than males completed the survey
- A quarter of respondents identified as lesbian, gay, bisexual or transgender
- Almost half said they had no religion; the largest religion represented was Christian (28 per cent)
- Almost a third said that their day-to-day activities were limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months

- Ninety-two per cent identified their ethnicity as White, White Irish or White other
- Twelve per cent said they were carers

Age band	Number of people	Per cent
20 to 34	15	19
35 to 44	22	28
45 to 54	15	19
55 to 64	21	27
65 to 74	6	8
Total	79	100
Not known	10	

Gender	Number of people	Per cent
Male	32	39
Female	50	61
Total	82	100
Not known	7	

LGBT	Number of people	Per cent
Heterosexual	56	74
LGBT	20	26
Total	76	100
Not known	13	

Religion or belief	Number of people	Per cent
No religion	38	49
Buddhist	3	4
Christian	22	28
Jewish	2	3
Pagan	1	1
Agnostic	4	5
Atheist	5	6
Other	1	1
Other Philosophical belief	2	3
Total	78	100
Not known	11	

Health problem?	Number of people	Per cent
Yes	25	32
No	54	68
Total	79	100
Not known	10	

<b>Ethnicity</b>	<b>Number of people</b>	<b>Per cent</b>
White - British	57	70
White - Irish	1	1
White - 'other'	1	1
White - no further info	16	20
Other ethnicity	6	7
Total	81	100
Not known	8	

<b>Carer?</b>	<b>Number of people</b>	<b>Per cent</b>
Yes	11	12
No	70	79
Total	81	91
Not known	8	

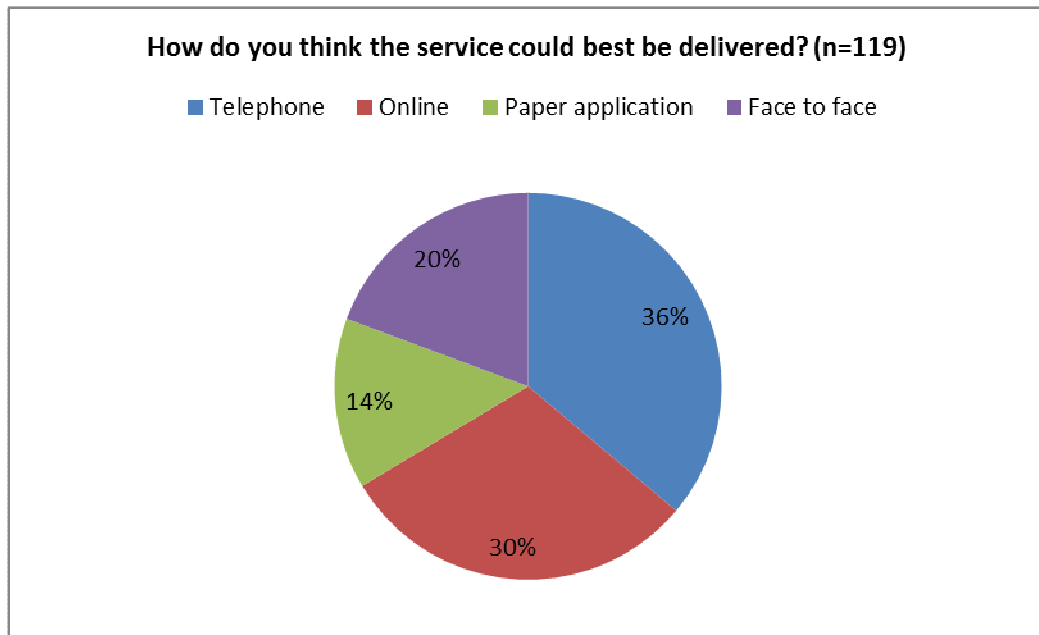
## 5. Results and findings

Please note that there is no way of accurately gauging whether respondents are representative of residents in the city therefore care should be taken when interpreting these results.

### 5.1 Service delivery

After a short introduction respondents were asked to select how they thought the service could best be delivered from a list of four options. Respondents were asked to select only one answer.





Just over a third thought that telephone would be the best way to deliver the service, with only slightly fewer thinking an online service would be best. Paper application was the least favoured option, with only 14 per cent thinking this would be the best way to deliver the service.

A fifth thought that face to face would be best. These respondents were asked to give ideas about how the service might be run face to face and where the funding could be found to run the service on this basis.

Reasons people gave for their preference for a face to face service centred on the immediacy of applicants' needs and their vulnerability; they may not be able to afford phone calls, have access to the internet or have the literacy skills to complete a paper application. Language barriers and issues associated with comprehension were felt to be less of a problem in a face to face setting. A few referred to the opportunity that a face to face service offered in terms of referring people to other forms of support that might be needed, perhaps to address an underlying issue and a couple also noted that it was easier to judge the authenticity of the applicant in a face to face setting.

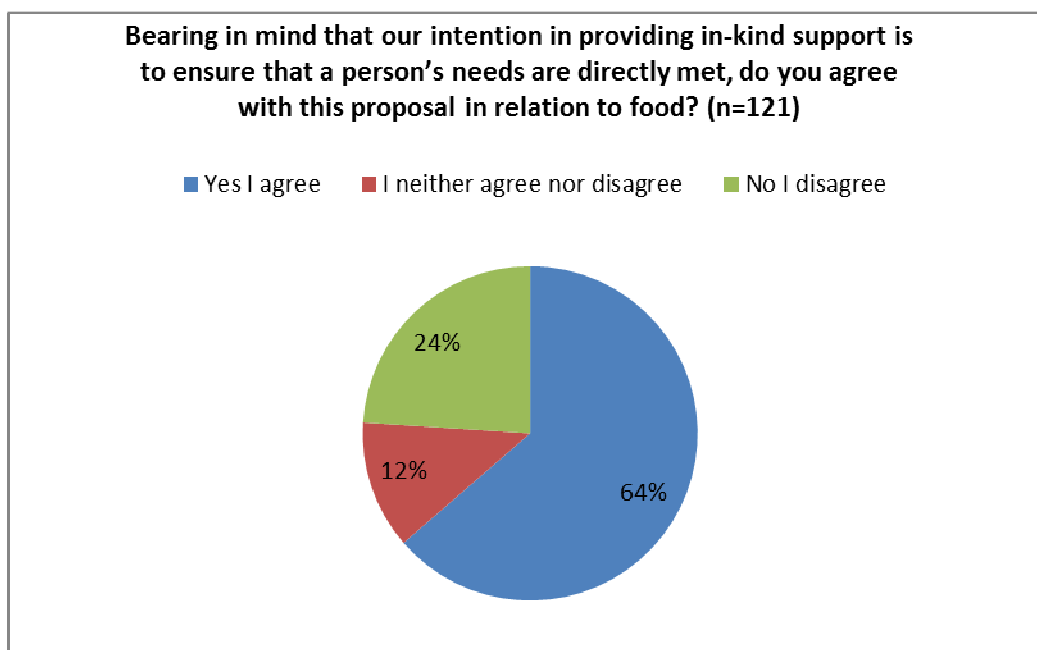
*"Face to face is always best as the potential recipients are often not of fixed abode, sometimes illiterate and may have no access to a phone or internet linked computer."*

The most common view from these respondents was that the service could be run face to face as part of an existing service; housing and council tax benefit services were mentioned as possible services it could be run through as were Jobcentre Plus and the Citizen's Advice Bureau.

*"From local offices, staff could run it alongside their usual jobs."*

## **5.2 Provision of in-kind and direct support rather than money**

The idea of providing in-kind support to those people most in need was then explained before people were asked whether they agreed with the provision of in-kind support for food.



The majority of respondents agreed with the direct provision of food to applicants rather than money for food. However, almost a quarter disagreed.

Those who neither agreed nor disagreed tended to think supermarket vouchers were a better option, as long as they couldn't be used to buy tobacco, alcohol or lottery tickets or they felt that food banks should be used instead.

*“Rather than directly purchasing the food of her choice, why not supermarket vouchers for the supermarket of her choice? And maybe you could make sure they're vouchers specifically for food so they can't be spent on other things the supermarket provides.”*

Those who disagreed did so for a variety of reasons. Some felt that it would be too resource intensive for the council to provide food directly. Others felt it was demeaning to people, and it was disempowering as it removed their ability to choose. A couple felt that food should not be part of the offer as people should be able to rely on existing networks for support in this regard, and a few mentioned food banks as an alternative. Supermarket vouchers were also mentioned as being preferable to in-kind provision.

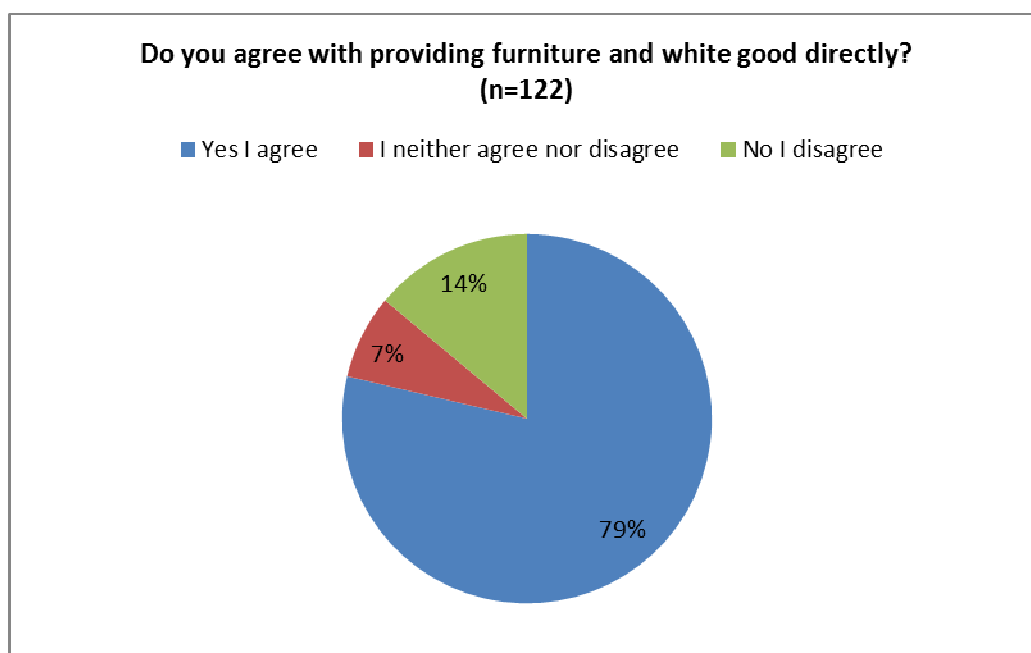
*“There is no chance that the council would be able to cope with supplying food that's suitable. It is also demeaning to ask people to list what they need... Make a reasonable payment and butt out.”*

People were asked for any ideas about how best to provide food as an in-kind service.

Again many referred to setting up a food voucher scheme as being preferable to the direct provision of food. Ideas included having a central store, possibly run by a charity, which stocked basic food stuffs that people could exchange vouchers for, or setting up arrangements with local food shops.

Reservations centred on the cost of administering such a service.

Respondents were then asked if they agreed with the provision of furniture and white goods directly to applicants.



A larger majority agreed with the proposal to provide furniture and white goods directly than agreed with the in-kind provision of food. Only 14 per cent disagreed with this proposal.

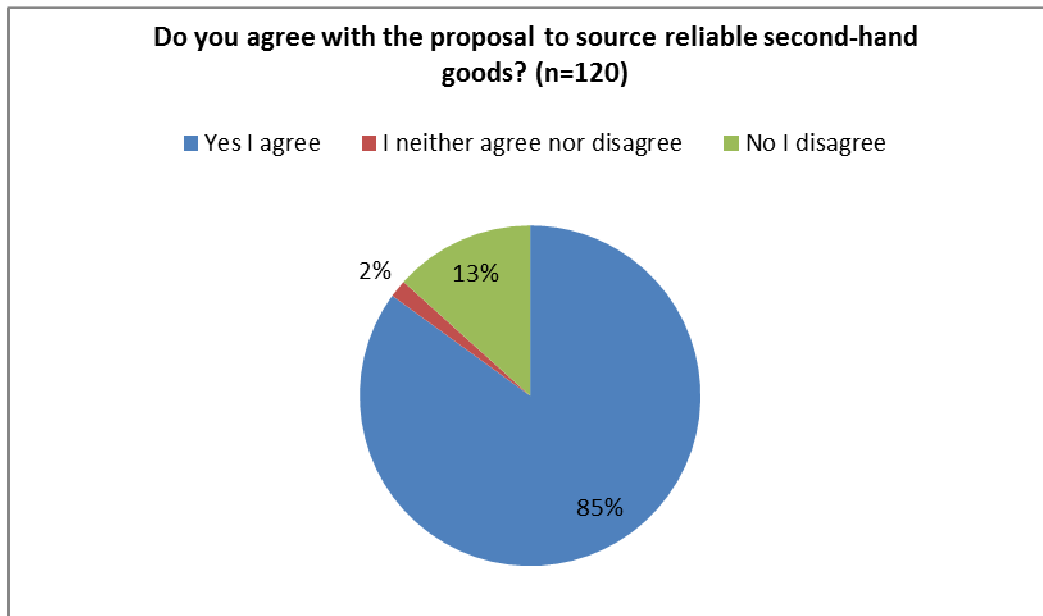
When asked to elaborate on their views reservations centred on concerns about the Council's ability to broker the best deals and on the right of the applicant to choose goods that best suit their needs.

*"I have doubts that any supplier to B&H will deliver this stuff cheaper than people can source it for themselves."*

People who agreed with the proposal felt that it would be efficient as it would cost less, people would not have to spend money on fares to go looking for items and it would ensure people's genuine needs were met quickly, as well as minimising the scope for fraud. Many suggested using second hand stores such as YMCA, Magpie and Shabitat.

*"If white goods and other furniture could be delivered in a more timely fashion than the currently incredibly long wait for a cash payment then this would be a positive step."*

People were then asked if they agreed with the provision of quality, second hand goods, to help maximise the reach of the budget.



An even larger majority, 85 per cent, agreed with the proposal to source reliable second-hand goods. Thirteen per cent disagreed and only a very small proportion, two per cent, neither agreed nor disagreed.

Reflecting the level of agreement with this proposal most felt it was a really good idea as people would get what they needed, local charities could benefit if they helped by providing the goods, it would be environmentally friendly and it would leave more money in the fund to help more people.

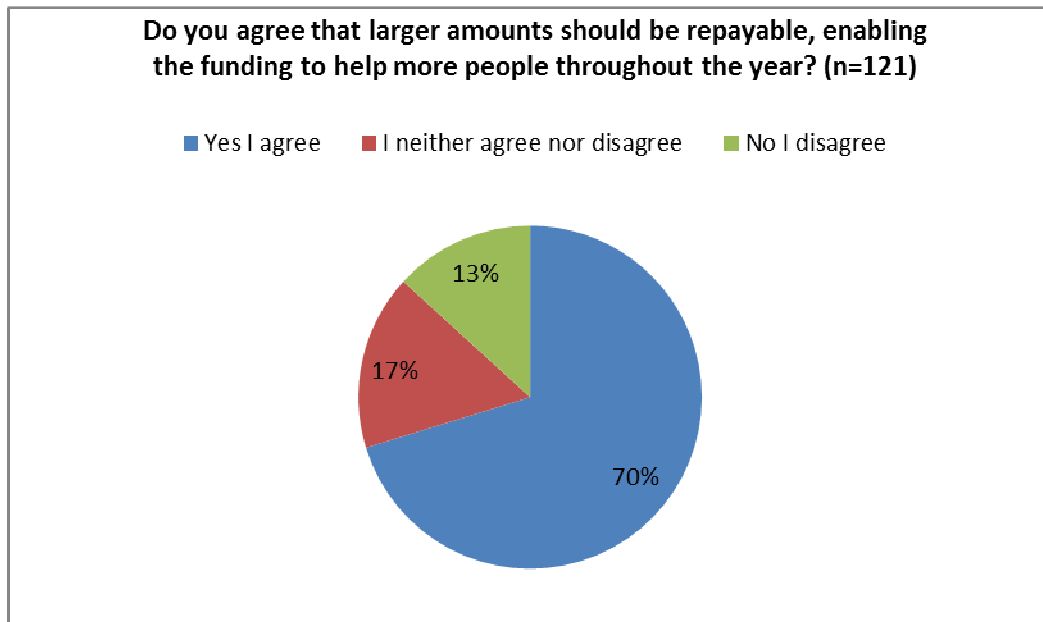
*“Great, great, great idea. Why buy a few new gifts for a few when you can buy used for many. its also environmentally friendly, and, I assume it will keep money in the local area rather than giving it to a white goods company! Really good idea!!!!”*

Concerns centred on the safety of such items and the need for guarantees, and a couple mentioned that some new goods were so cheap nowadays that there wouldn’t be any saving in buying second hand.

### **5.3 Grants and loans**

One way to make the limited budget go further would be to make interest-free loans for larger applications for assistance. Smaller amounts could still be given as grants, with no repayments necessary, whilst larger awards would need to be repaid.

Respondents were asked “Do you agree that larger amounts should be repayable, enabling the funding to help more people throughout the year?”



The majority, 70 per cent, agreed that larger amounts should be repayable, with only 13 per cent disagreeing. A fairly large proportion, 17 per cent, neither agreed nor disagreed.

Concerns about this proposal centred on the fact that it wouldn't always be appropriate to ask all people to make repayments on larger amounts.

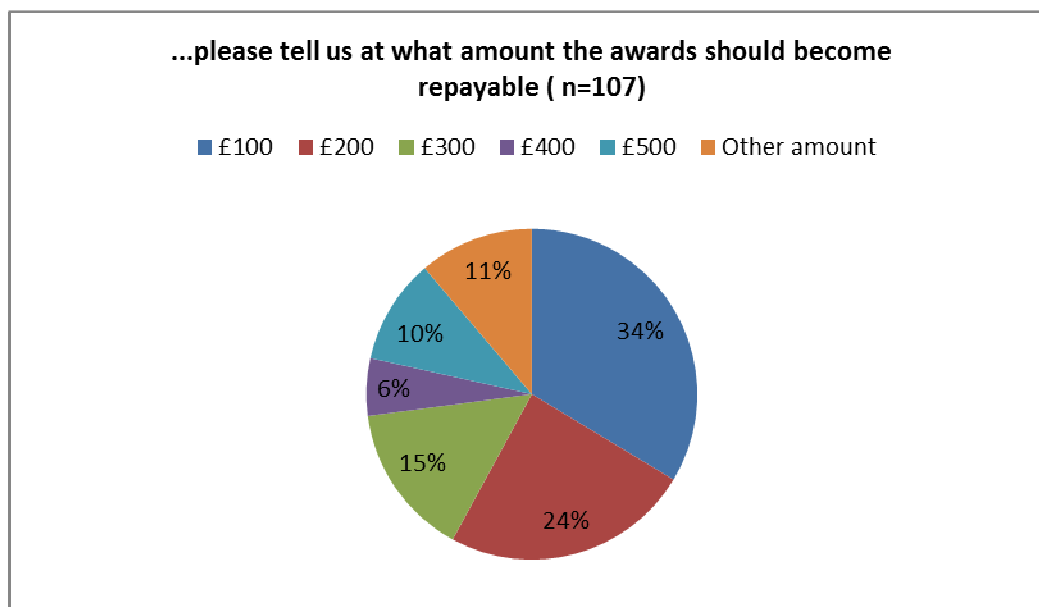
*"I do agree that some people would be in a position to pay back a larger loan, but some might not and it would be an extra burden. For instance a disabled person, or a parent of a disabled child might not have capacity to get work or otherwise increase their income to pay back a loan."*

Those in favour of larger amounts being repayable felt it would be good to give people the responsibility and it might help with financial literacy, if support were administered to help people make repayments.

*"This should be linked into receiving budgeting support and advice to help the applicant manage their money better."*

They felt some people would be in a position to repay the amounts and therefore should do so to ensure the fund is kept at a level where it can help the most vulnerable.

Respondents were then asked to select at what level they felt an award should become repayable.



Most felt that the threshold for making awards repayable was relatively low, with 58 per cent thinking it should be £200 or less. However ten per cent felt that awards should not be repayable up to £500.

Those who specified another amount tended to think it should vary depending on the means and income of the individual, and did not actually specify a different amount.

Respondents who felt that awards should be repayable at lower levels tended to think that people should take responsibility for managing their finances, although most also felt that repayment schedules would need to be tailored to be affordable.

*“I think even small amounts should be repaid even if a small amount at a time or over a long period to ensure people have a sense of ownership/responsibility for their finances.”*

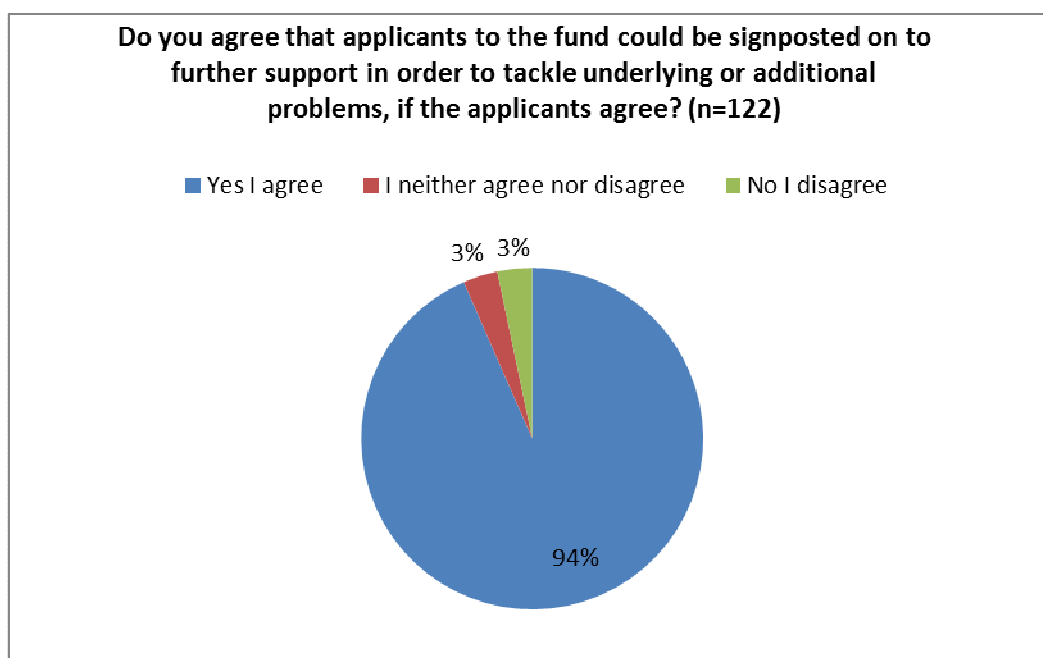
Those who were in favour of a higher amount being the threshold for repayment commented on the need to look at individual circumstances, and a couple said that people could end up making lots of applications for smaller loans, under the threshold, to avoid having to pay them back, making more administrative work and not necessarily meeting their needs.

*“Putting a limit on the award, may mean that people will apply for lesser amounts more often to stop the penalty of paying back.”*

Asked if they had any concerns about the provision of loans, comments centred on the council’s ability to recover them and its lack of experience as a loan provider.

## 5.4 Further support

After a case study of circumstances in which an applicant to the fund might also benefit from additional support, people were asked to say whether they agreed that applicants should be signposted to further support with the applicant's agreement.



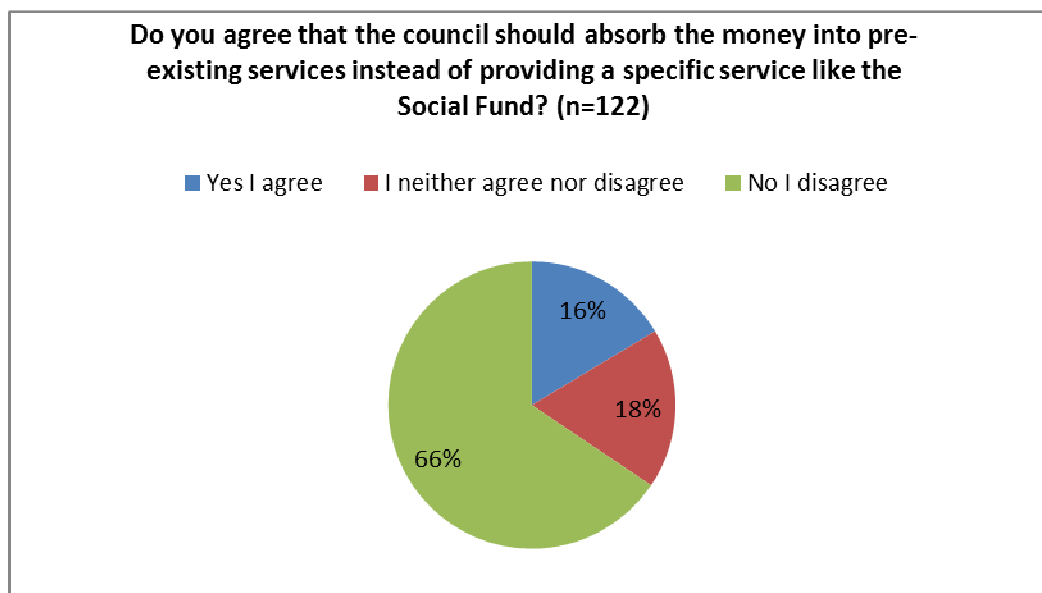
A huge majority, 94 per cent, agreed that applicants should be signposted to further support with the applicant's consent.

Although most felt it was a good idea in theory there were concerns about whether the council would be able to resource this adequately as the quote below demonstrates.

*"Addressing the root cause rather than providing a short term fix will always be preferable but I can't see how the council would have the resources for effective care and support."*

## 5.5 Provision of a separate fund

As the government has given local authorities the freedom to choose what they will do with the social fund budget there is an option that the fund money is used to top up other existing funds in Brighton and Hove that already help people on low incomes. Respondents were asked whether they agreed that this should happen, instead of retaining a separate social fund.



Two thirds, 66 per cent, are in favour of the Social Fund being retained as a separate service. Just 16 per cent felt that the money should be distributed across other existing funds designed to help those on low incomes.

Comments related to the transparency of keeping a separate fund, both for applicants but also when balancing the books internally. There was widespread sentiment that this “last resort” fund should be retained and be open to anyone, as the comment below shows.

*“The social fund is designed that anybody can apply if they need it for emergencies/budgeting, alot of the other services are only for people on benefits so if it was absorbed by other funds would exclude people.”*

Those who were undecided tended not to know enough about the other funds to be able to judge whether the fund should be retained as a separate one.

Those who were in favour of spreading the fund through pre-existing services tended not to make comments to explain their answers.

## 5.6 Foundations of the service

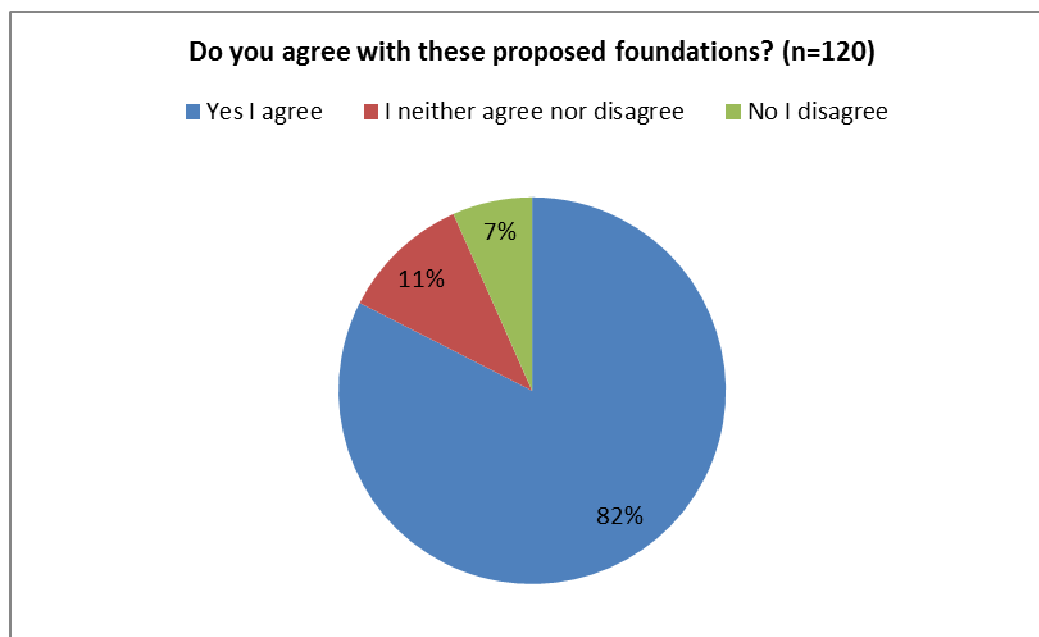
Respondents were then presented with some foundations upon which the service could be based, as follows:

- a. To allow people to return to or remain in the community without the need for extra care
- b. To support the most vulnerable in urgent situations through signposting to appropriate support services, advice, or through provision and access to goods
- c. To use the funds in the short term in order to prevent further and higher impacts on other service budgets in the city
- d. To engage individuals with appropriate support services, where needed, to help identify underlying causes for needing assistance



e. To meet standing statutory duties under Homeless, Equalities, Human Rights Act and Child Protection legislation

They were asked to say whether they agreed with these foundations.

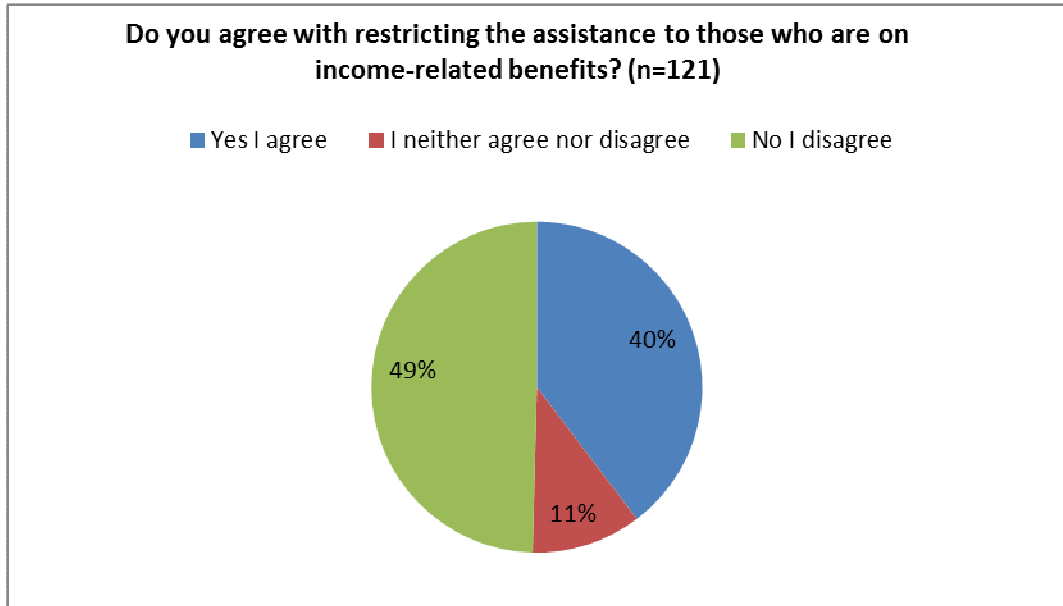


Eighty-two per cent of respondents agreed with the proposed foundations for the fund and only seven per cent disagreed.

When asked if there were any additional foundations that people thought should be included, or any omitted, comments were diverse. A couple referred to the possibility of restricting the fund for Brighton and Hove residents and many referred to different types of vulnerable people that they felt could be mentioned in the foundations, such as survivors of domestic violence, disabled and mentally ill people.

### 5.7 Eligibility criteria

Community Care Grants are only provided to those in receipt of an income based benefit. The social fund could be limited in this way, or it could be available to anyone, regardless of whether or not they are in receipt of an income based benefit. Respondents were asked if they agreed that the fund should be restricted to those on income-based benefits.



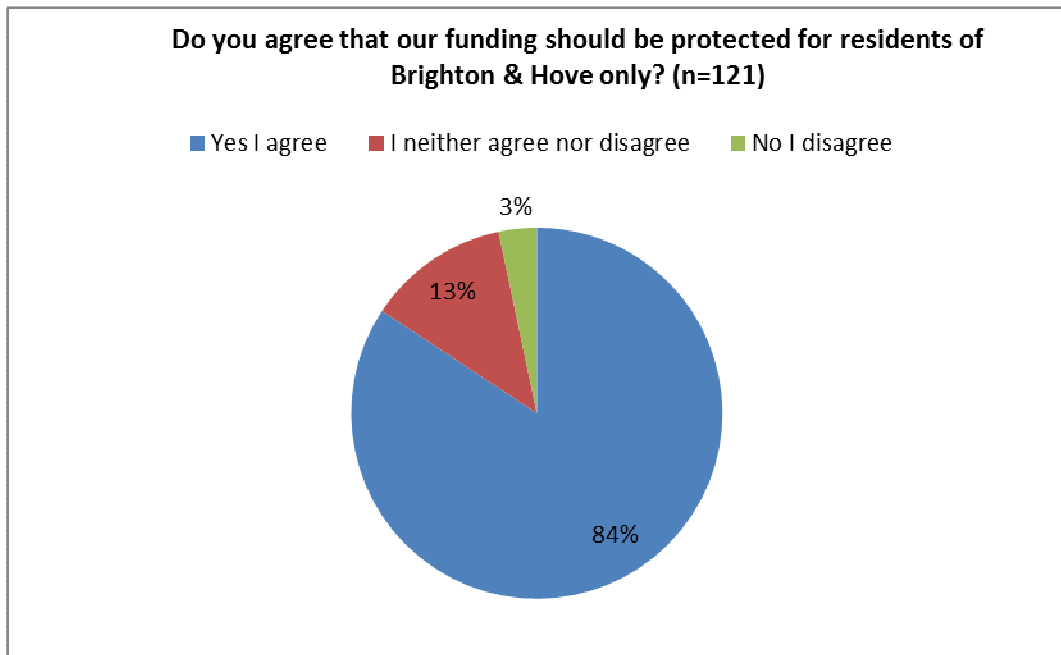
Respondents were divided on this issue with almost half, 49 per cent, thinking that assistance should not be restricted to those in receipt of income based benefits, but with only slightly fewer, 40 per cent, thinking that assistance should be restricted to claimants.

Those who felt that assistance should not be limited to those on benefits were keen to stress that anyone can experience need, no matter how temporary. They also felt that each case should be looked at on the basis of merit and that adding this eligibility criterion might discriminate against people on very low incomes.

*“There will always be people at the edge of categories, I think discretion should be used.”*

Respondents who agreed to restricting the fund tended not to provide comments.

Respondents were then asked if they felt the service in Brighton and Hove should only be available to Brighton and Hove residents.



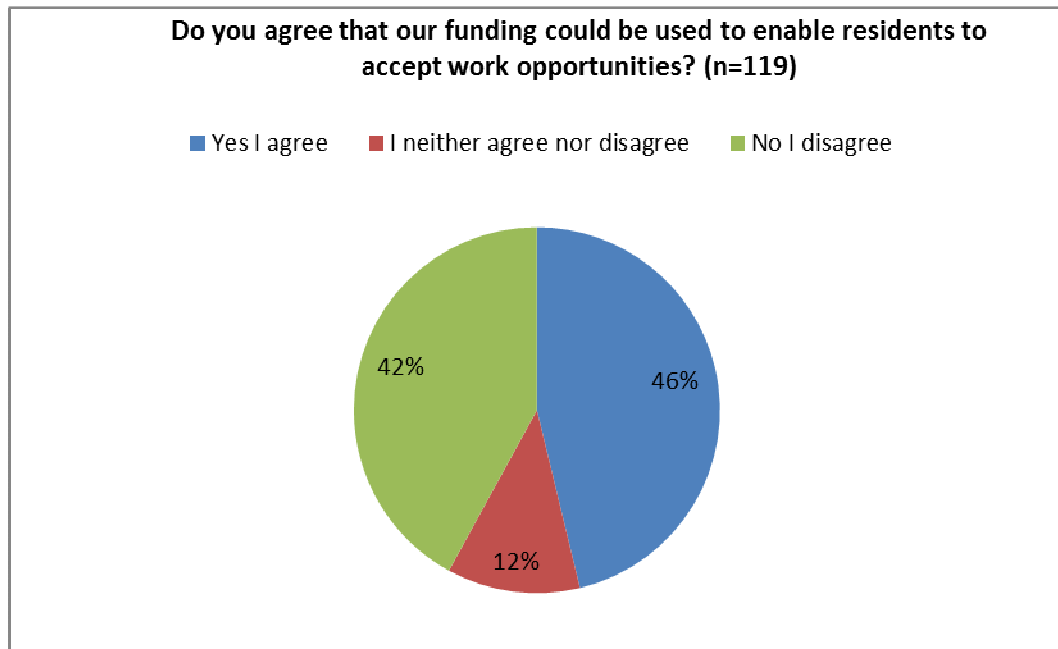
Only three per cent felt that the funding should be available to people who live outside of Brighton and Hove, with the vast majority, 84 per cent, thinking that it should be protected for people in the city.

When asked if they had concerns about applicants proving their residency status people tended to refer to the transient population who may be in Brighton and Hove but have no fixed address. Other groups singled out as potentially not being able to prove their residency in the city were those in temporary accommodation for any reason and those escaping domestic violence.

*“There would need to be arrangements in place to support homeless people and those fleeing domestic violence.”*

### **5.8 Support in moving to work**

Although people moving into work can get support from Jobcentre Plus through their Flexible Support Scheme, the Social Fund could also support people in moving to work. People were asked to say whether they agreed that the fund could be used to enable residents to take up work.



Opinion was divided as to whether funding should be used to enable residents to take up work opportunities, with 46 per cent in favour and 42 per cent not in favour.

Those not in favour tended to think that this was not the role of the social fund and it would essentially reduce the amount in the fund for those most in need.

*“You will have more than enough demand without widening the scope of the fund.”*

They also felt that it was more properly the role of Jobcentre Plus to finance this kind of need.

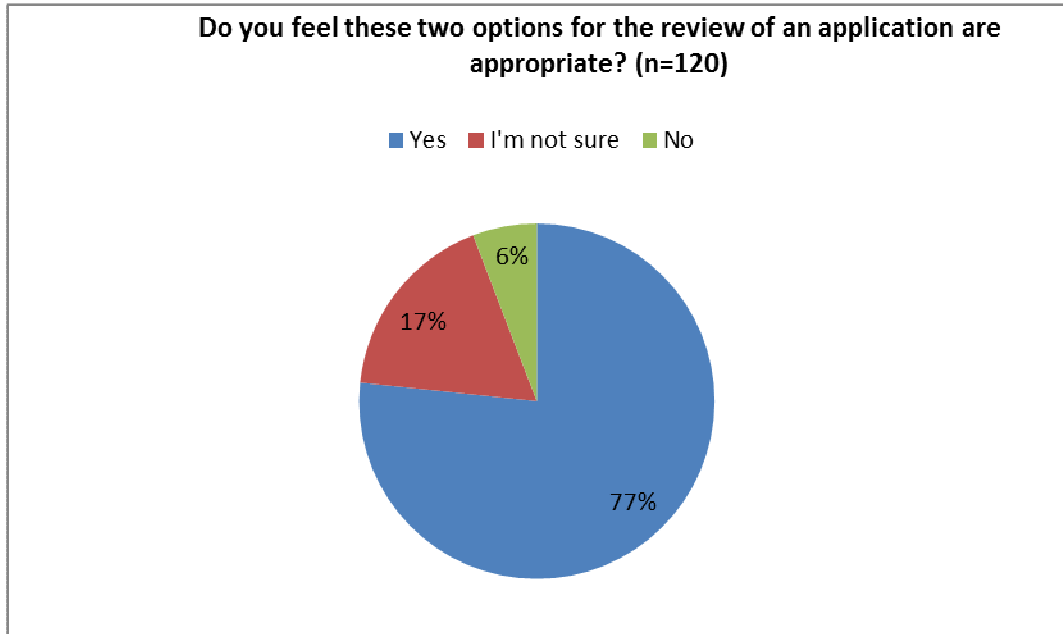
Those who were in favour felt that getting people back into work was important and that anything that could be done to that end should be done.

Respondents who were ambivalent felt that the social fund should not duplicate an existing fund.

*“If this money is already available elsewhere, should it not come from there rather than eating into such a limited resource?”*

## 5.9 Review of applications

If people disagreed with the council’s decision on their application, it is proposed that they will be able to ask for the council to review the decision. The rules for this are likely to be very similar to the appeals process currently used for Discretionary Housing Payments. Alternatively, applicants will also have the option of approaching the Local Government Ombudsman to look at their case. Respondents were asked if they agreed that these two options for the review of an application were appropriate.

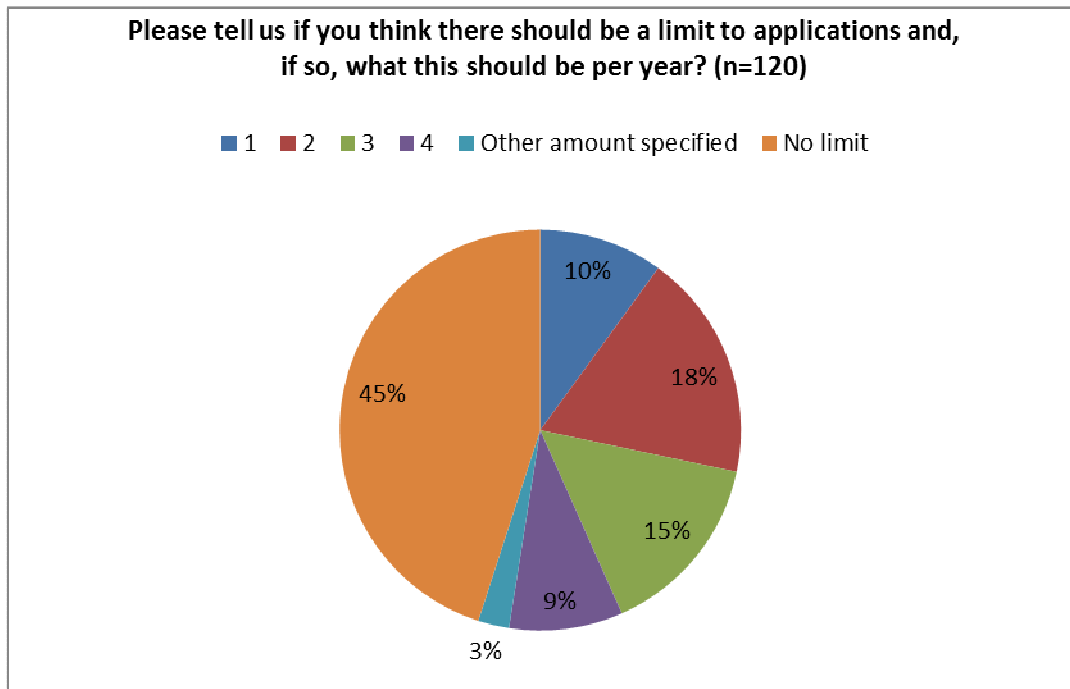


Just over three quarters, 77 per cent, agreed with the two options suggested for the review process, whilst just six per cent disagreed. Almost a fifth, 17 per cent, said they were not sure

Those respondents who were not sure tended to refer to the involvement of the Ombudsmen. People felt that this could take time and that as a local fund, a local panel may be more appropriate.

### **5.10 Limits to applications**

People were asked if they felt there should be a limit to how many times a person could apply to the fund each year. Respondents were asked to choose from 1, 2, 3, 4, no limit or other amount.



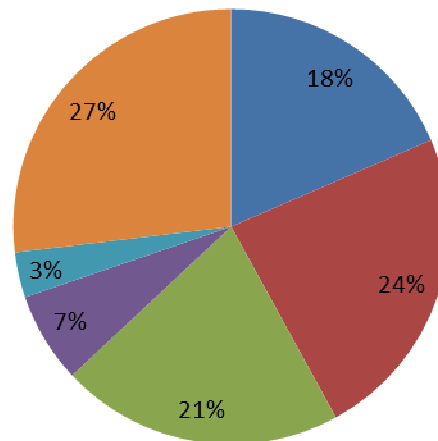
Views were split as to whether there should be a limit on how many times a person could apply for support from the fund. Forty-five per cent felt that there should be no limit with the remaining 55 per cent thinking there should be some limit. Forty-three per cent thought the limit should be three or less per year.

Of the three per cent who said “other amount” only one provided another amount – six. One said that people should not be able to make a new application until they had paid for the last. One referred to an inability to predict a crisis which entailed that no limits should be set.

They were then asked if there should be a limit to successful applications each year. Again respondents were asked to choose from 1, 2, 3, 4, no limit or other amount.

**Please tell us if you think there should be a limit to the amount of successful applications and, if so, what this should be per year?  
(n=119)**

■ 1 ■ 2 ■ 3 ■ 4 ■ Other amount specified ■ No limit

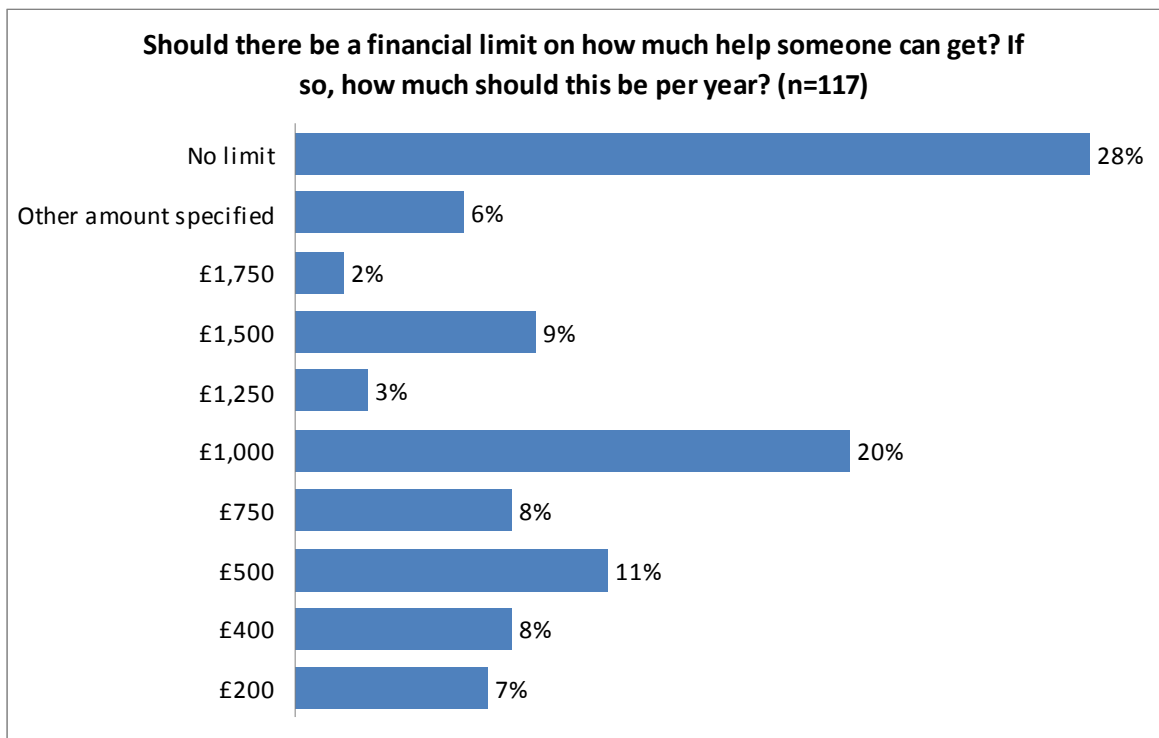


The picture was slightly different with regard to how many successful applications per year a person should be able to make, with just over a quarter, 27 per cent, thinking there should be no limit. Almost two thirds, 63 per cent, thought the limit should be three or less per year.

The same three per cent who specified another amount said the same answers as for the previous question.

### **5.11 Limits to awards**

Respondents were then asked if they felt there should be a financial limit to the amount of support they received each year and asked to select from eight options.

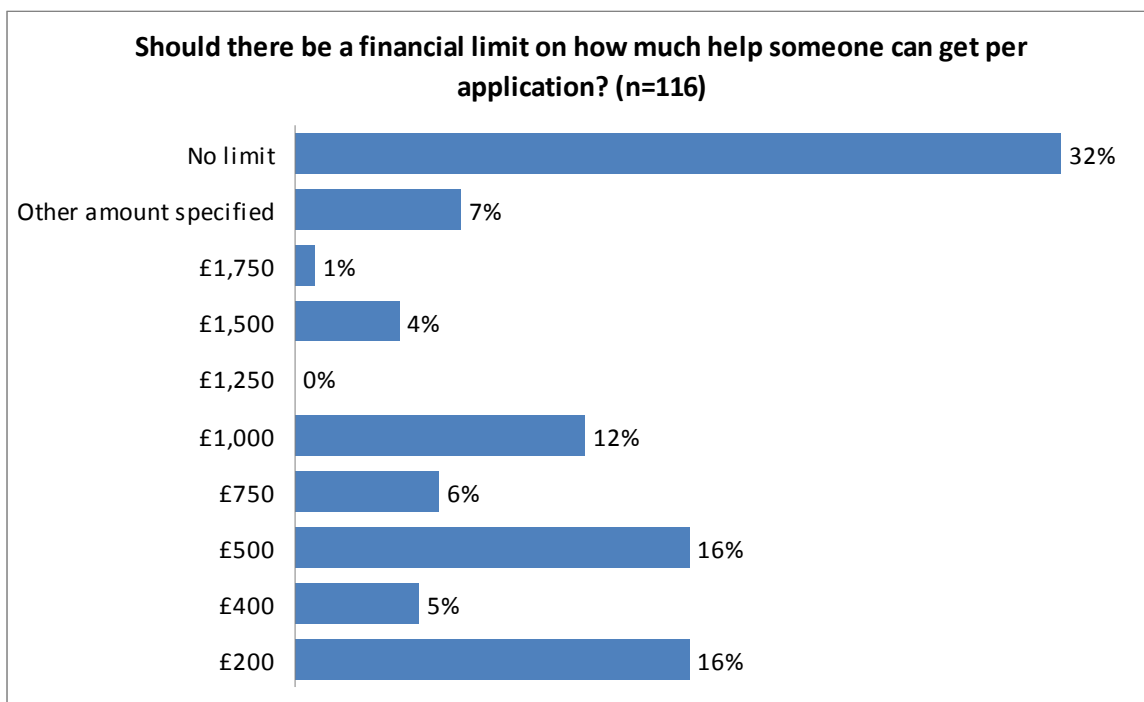


Twenty-eight per cent felt that there shouldn't be a financial limit on the support someone could get per year, whilst 20 per cent felt that the limit should be £500 or less. Almost half, 48 per cent, felt the limit should be £1,000 or less per year.

Of the six per cent who specified another amount only two people actually gave an amount; one said £50 and at the other extreme, one said £4500. The others all referred to the need to determine this on a case by case basis apart from one respondent who said they didn't feel they knew enough about the average application to judge this.

Following on they were asked what the limit per application should be, if any.



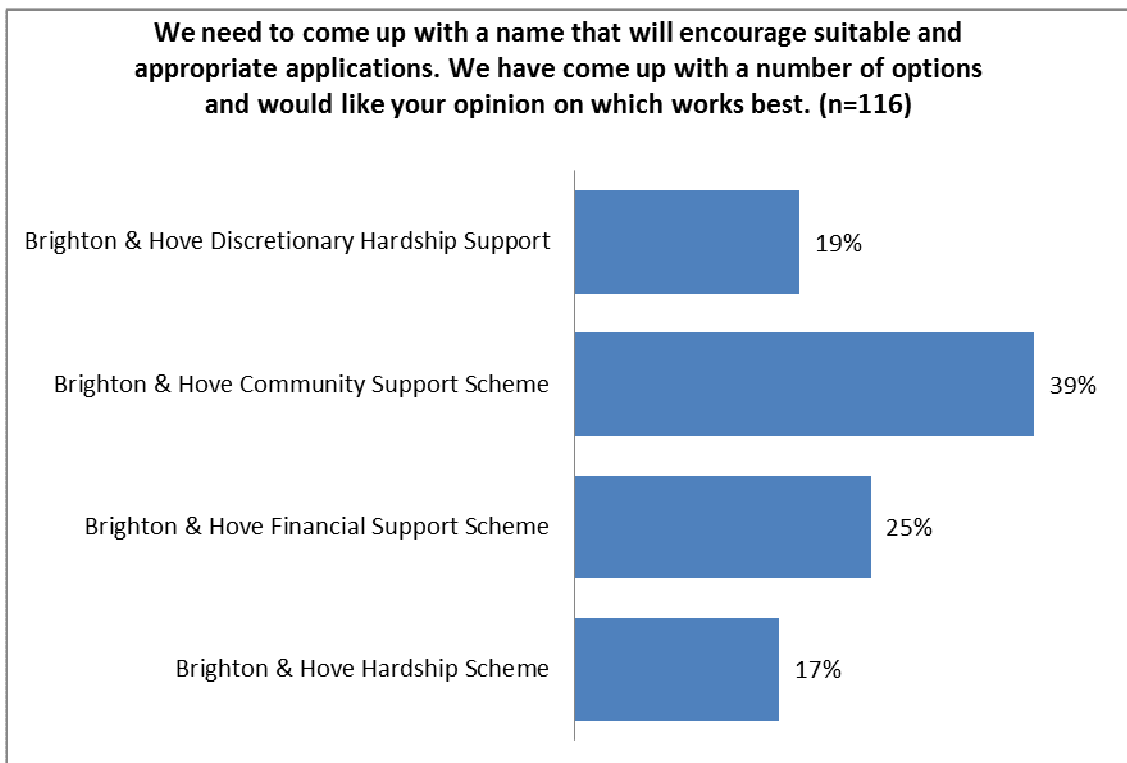


Almost a third felt that there shouldn't be a limit to the amount of assistance requested per application, whilst just over a third, 37 per cent felt that it should be limited to £500 or less. Fifty-five per cent felt it should be £1,000 or less.

Four respondents actually specified another amount; two said £50, one said £150 and one said £250. The remaining people who selected "other" referred again to paying as much as is needed in the circumstances.

## 5.12 Name of scheme

Respondents were asked to select which name they preferred from a choice of four, or to come up with their own.



The largest proportion, 39 per cent, felt that Brighton and Hove Community Support Scheme was the most appropriate name with Brighton and Hove Financial Support Scheme being the second favourite although 14 percentage points lower.

Those names with the term “hardship” included were less well liked.

*“Anything with the term 'hardship' is demeaning for people.”*

A few people felt that the existing term “Social Fund” was the best option.

Other suggestions were:

- Brighton & Hove Discretionary Community Support Scheme (DCSS)
- Brighton & Hove Hardship Fund
- Brighton & Hove Discretionary Financial Payment
- Brighton & Hove Discretionary Financial Support Scheme
- Brighton & Hove Discretionary Support Fund
- Brighton & Hove Future Community Investment / Brighton & Hove Sustainable Communities Fund
- Brighton & Hove Local Discretionary Social Fund
- Brighton & Hove Social Fund
- Brighton & Hove Social Fund
- Brighton & Hove Discretionary Fund
- Brighton & Hove Fund
- Brighton & Hove Hardship Scheme
- Brighton & Hove Social Fund
- Brighton & Hove Social Support Scheme
- Catch. (It's about catching people before it all goes completely wrong.)

**To follow is a copy of the Consultation questionnaire:**

# Brighton & Hove

## Local Discretionary Social Fund Consultation Questionnaire

### **What's happening**

As part of the wider welfare reforms, the government will be abolishing Crisis Loans and Community Care Grants in April 2013. At the moment, the government administers these schemes as discretionary elements of the Social Fund through the Department for Work and Pensions (DWP).

The government's intention in localising the support for Crisis Loans and Community Care Grants is that local authorities are better placed to provide assistance in these circumstances, as many of the reasons for making an application will be linked to wider services that the council already provides, such as moving on from care. It is also hoped that longer term support will be easier to access through local authorities. Finally, local control of a budget will ensure that best use is made of the limited funding.

There is not a requirement from the government for local authorities to deliver a service with the budget provided. However, if councils do seek to introduce a replacement scheme, they will be doing so with less funding than has previously been available.

The government have announced a provisional budget for Brighton & Hove of £630,000. In 2010/11, more than a million pounds was spent on Community Care Grants and Crisis Loans in this city. This means we are dealing with a budget that is approximately 40% less than it was two years ago.

### **Why we're consulting on a scheme for Brighton & Hove**

We are consulting on how we can best design a local service for Brighton & Hove that will meet similar needs to those currently provided. Namely this will be:

- to meet short term needs in the event of a crisis or emergency
- to support vulnerable people to remain in, or return to, the community, and
- to ease exceptional pressure upon families

The budget is much reduced and fixed, which means there will be no additional funding available if we were to run out. So, the service we provide must make the money available to help as many people as widely as we can, throughout the year.

We need to explore a range of ideas to help us make sure we make the best use of the limited funding available. The timescales are also extremely tight to set up a new service in the city. As such, it is possible that we will not be able to deliver all the options agreed in the first year. However, the scheme will be reviewed throughout the first year to ensure we are using local information from applications to refine the scheme as we go.

We need your local knowledge and advice to help us develop a replacement scheme to the Social Fund that will meet the specific needs of the Brighton & Hove community, while making the best use of a limited pot of money.

## We are considering basing our local scheme on the following foundations:

- ✓ To allow people to return to or remain in the community without the need for extra care
- ✓ To support the most vulnerable in urgent situations through signposting to appropriate support services, advice, or through provision and access to goods
- ✓ To use the funds in the short term in order to prevent further and higher impacts on other service budgets in the city
- ✓ To engage individuals with appropriate support services, where needed, to help identify underlying causes for needing assistance
- ✓ To meet standing statutory duties under Homeless, Equalities, Human Rights Act and Child Protection legislation

## Background information

The DWP currently administers Crisis Loans and Community Care Grants through a centralised processing office and national phone line.

The DWP then makes a direct payment into a successful applicant's bank account for the amount of assistance awarded. Alternatively, a giro is posted to the applicant's address, or collected from their local JobCentrePlus office.

1. **Community Care Grants** are non-repayable grants which are intended to support vulnerable people to remain in, or return to, the community, or to ease exceptional pressure upon families.

Eligibility is dependent upon receipt, or imminent receipt of, an income-related benefit.

They are commonly awarded for a range of expenses including household equipment such as white goods and furniture. Their aim is to:

- help people to establish themselves in the community following a stay in institutional or residential care
- help people remain in the community rather than enter institutional or residential care
- help with the care of a prisoner or young offender on release on temporary licence
- ease exceptional pressures on families, eg the breakdown of a relationship (especially if involving domestic violence) or onset of a disability, or a disaster, such as fire or flooding
- help people setting up home as a part of a resettlement programme, eg following time in a homeless hostel or temporary accommodation, or
- assist with certain travelling expenses, eg for funerals of a family member or hospital visiting

**2. Crisis Loans** are currently supplied as interest-free loans to anyone (whether in receipt of benefit or not) who cannot meet a short term need in the event of an emergency or a disaster. A Crisis Loan should be the only means of avoiding serious damage or risk to the health or safety of the applicant or a member of the family.

Repayments are currently made directly from state benefits, where possible. Separate arrangements for repayments are made for people not on benefits.

## Case studies

To give some context for the reasons why someone may apply for this help, we have provided two case studies. Both of these case studies were genuine applications to the government's discretionary Social Fund.

### Case Study - Community Care Grants

Louise made an application for a Community Care Grant to purchase a cooker, curtains, washing machine and fridge freezer. Her application was made as a consequence of her involvement in a court action which resulted in violence and threats. The police provided her with a panic alarm for her old home. However, Louise still wished to move to new accommodation as her health was suffering because of the stress. Louise's support worker confirmed the details were accurate.

### Case Study – Crisis Loans

Phil is a 43 year old married Jobseeker and he has an 18 month old son. He applied for a crisis loan of £50 to help him buy food and pay for fuel for four days. He had received his usual fortnightly Jobseeker's Allowance but four days before his next payment of benefit was due his son had become unwell suddenly and had to go into hospital. Phil lives in a semi-rural area with no car and as there was limited public transport. The hospital was unwilling to provide hospital transport, so Phil had to pay for a taxi to and from the hospital. This spent the final £50 of his benefit, which the family would normally expect to have lasted them for food until the next benefit payday.

## Proposals to consider

Due to the limited amount of money we have available for the scheme, we will be unable to replicate the provisions currently in place by the DWP. We need to make sure we are achieving best value for money and helping as many people as possible. As such, a set of standards are being considered to reduce spending and ensure needs are targeted, while fitting in with the council's wider commitments to sustainability and tackling inequality. These are:

- where possible to provide applicants with the items that they have requested directly.
- where possible, to provide quality second hand items and through this, to ensure that full use is made of the funding
- to offer support, advice and signposting that will meet longer term needs
- to use the service to promote the use of recycling schemes in the city
- that the funding should be available only to people who are current residents of Brighton & Hove

We understand that some of these proposals are very different to what has happened previously, but they are ideas we would like to explore out of our commitment to ensure the money we have been entrusted with is well spent, appropriately targeted and efficiently managed.

We are consulting to hear your views on these ideas and the options available to us, and we welcome any ideas you have.

Please answer the following questions, covering the delivery, administration, management and the resourcing of the new service.



# Local Discretionary Fund questions

## Delivery of service

1. A face-to-face service is both staff intensive and expensive to run. The government has passed a small amount of administrative funding over to Brighton & Hove City Council to run this scheme but it is not enough to cope with processing the number of applications currently made to the Social Fund in the city. We anticipate that the money we have will be enough to employ approximately four members of staff. In 2010-11, there were 10,000 applications to the Social Fund in Brighton & Hove, which would require at least eight or nine officers to process, including appeals and enquiries. Although undoubtedly a preferable option, the government has not provided the council with enough money to provide a full face-to-face application process. A limited face-to-face service for people unable to apply by phone or in writing may be possible with the administrative funding we have been given.

**With this in mind, please tell us how you think the service could best be delivered?**

- Telephone
- Online
- Paper application
- Face-to-face

If you have answered face-to-face, please tell us any ideas you have about this service, for example how it might be run or where the money to run it might be found. Or please tell us any other comments you may have about this question.

## Resources of service

2. To make the most effective use of the reduced budget we have been given, and ensure that we help the people in most need and directly meet the immediate needs of applicants, there is an option of providing applicants with the goods they need directly. This is known as in-kind provision.

For example:

**On Sunday Jackie had to pay for an emergency plumber when her boiler broke. She paid him with the remaining cash she had, but was not due to receive her next benefit payment until Wednesday. Jackie requested money to pay for groceries until then and to top up her electricity meter.**

**The council approves her application, provides her with the food of her choice directly and makes a payment on to her electricity account.**

We appreciate the proposal for an in-kind service is sensitive and there are a number of ways it could be done. We welcome your views on how, or if, this option can be realistically achieved. There are several questions relating to the direct provision of goods.

**Bearing in mind that our intention in providing in-kind support is to ensure that a person's needs are directly met, do you agree with this proposal in relation to food?**

- Yes I agree
- I neither agree nor disagree
- No I disagree

We realise that food will be a difficult area to provide directly. Please give us your ideas on how this may best be achieved or your general thoughts on this proposal.

3. We hope the council will be able to negotiate discounts on items with preferred stores if we purchase from them directly.

**Do you agree with providing furniture and white goods directly?**

- Yes I agree
- I neither agree nor disagree
- No I disagree

Please let us know your views on providing furniture and white goods in-kind.

4. In light of the fixed budget, one option would be to source quality second-hand goods from local, trusted providers. This would save the expense of buying products new. All electrical goods would be safety tested.

For example:

**Three second-hand fridge freezers can be bought for the same price as one new fridge freezer. In real terms, this could mean that we make the money go three times as far, or help three families instead of just one.**

**Do you agree with the proposal to source reliable second-hand goods?**

- Yes I agree
- I neither agree nor disagree
- No I disagree

Please tell us your views on the provision of second hand goods, in particular any concerns you may have.

5. Considering we will have 40% less money to spend compared to the 2010 budget, we need to look at imaginative ways to make the money spread further. The DWP provides Crisis Loans in small amounts, but the council would not be able to recover small amounts of money from applicants cost-effectively. However, across the year we may be able to help more people in need if we apply an interest-free loan system to some of the larger awards. This means that smaller awards could be given as grants (non-repayable) while larger awards could need repayments.

**Do you agree that larger amounts should be repayable, enabling the funding to help more people throughout the year?**

- Yes I agree
- I neither agree nor disagree
- No I disagree

Please give us any further comments you have about this proposal.

6. **If you agree that loans should be part of the scheme, please tell us at what amount the awards should become repayable:**

- £100
- £200
- £300
- £400
- £500
- Other amount - please tell us how much \_\_\_\_\_

Please tell us any other ideas or concerns you have in regard to issuing loans.

7. The government believes that local authorities are better placed than central government to provide further support to people in times of need and that we will have greater local knowledge of how to support them in the long term.

For example:

**Terry is a 64 year old man who has recently been widowed. He has applied for assistance because he has run out of money four days before he is due to be paid again. Terry has never before learned how to cook and so most of his income is spent dining in cafes and buying expensive ready meals. This is the third time in six months that Terry has approached the council for financial help. His Social Worker has also visited him at home and noticed he has not had his heating on when it has been cold.**

**The council could provide him with the immediate help he needs with groceries, but also offer him budgeting advice and some basic cookery lessons to help his income go further.**

**Do you agree that applicants to the fund could be signposted on to further support in order to tackle underlying or additional problems, if the applicants agree?**

- Yes I agree
- I neither agree nor disagree
- No I disagree

Please give us any further comments you have about this proposal.

## Management of service

8. The government is not stating how councils should spend the Social Fund budgets. In theory, we have the option to use the funding to top-up other discretionary budgets run by the council which already help people on low incomes, such as Children's Services' Section 17 Payments or Revenue and Benefits' Discretionary Housing Payments.

**Do you agree that the council should absorb the money into pre-existing funds instead of providing a specific service like the Social Fund?**

- Yes I agree
- I neither agree nor disagree
- No I disagree

Please give us any further comments you have about this proposal.

## Administration of service

9. The foundations on which we are proposing to base the scheme will guide how we spend this money and who will be prioritised for help. These foundations are:
- a. To allow people to return to or remain in the community without the need for extra care
  - b. To support the most vulnerable in urgent situations through signposting to appropriate support services, advice, or through provision and access to goods

- c. To use the funds in the short term in order to prevent further and higher impacts on other service budgets in the city
- d. To engage individuals with appropriate support services, where needed, to help identify underlying causes for needing assistance
- e. To meet standing statutory duties under Homeless, Equalities, Human Rights Act and Child Protection legislation

**Do you agree with these proposed foundations?**

- Yes I agree
- I neither agree nor disagree
- No I disagree

Are there any areas that you think we should include in our foundations or any part that you do not think should be part of the scheme?

10. Community Care Grants are currently only available to those in receipt of, or who will soon be in receipt of, income-based benefits, such as Income Support, Job Seeker's Allowance, Employment Support Allowance or Pension Credit. We could apply this restriction into our own scheme, or we could leave it out and offer the funding to anybody who applied.

**Do you agree with restricting the assistance to those who are on income-related benefits?**

- Yes I agree
- I neither agree nor disagree
- No I disagree

Please give us any further comments you have about this proposal.

11. Each local authority is free to come up with their own version of a Social Fund scheme, which could mean varying levels of awards, criteria and rules across our region. As such, the funding could be restricted to help residents of Brighton & Hove only. In order to ensure our funding helps local residents, we would need to verify that the applicants currently live in the city.

For example:

**Helen lives in Council A's area. Helen made an application for a washing machine as she suffers from arthritis and is unable to carry her washing to and from the local laundrette. Her application was turned down due to a lack of funds in Council A for that month.**

**Helen has a sister who lives in the area of neighbouring Council B. Helen's sister suggests she try applying to Council B's scheme in case they have more available funds.**

**Council B has no residency criteria and so does not ask for proof that Helen lives in their catchment area. Helen's application to Council B is approved and she receives a washing machine from them.**

**Do you agree that our funding should be protected for residents of Brighton & Hove only?**

- Yes I agree
- I neither agree nor disagree
- No I disagree

Please tell us if you have any concerns around requiring residency status of applicants.





12. The JobCentrePlus currently offers financial assistance through its Flexible Support Fund to people who are struggling to meet expenses relating to taking up a work opportunity. Do you think that Brighton & Hove could consider using some of the Social Fund money to also support people to move into work?

**Do you agree that our funding could be used to enable residents to accept work opportunities?**

- Yes I agree
- I neither agree nor disagree
- No I disagree

We would be pleased to hear any ideas that you may have in regards to this question.

13. If people disagreed with the council's decision on their application, we propose that they will be able to ask for the council to review the decision. The rules for this are likely to be very similar to the appeals process we currently use for Discretionary Housing Payments. Alternatively, applicants will also have the option of approaching the Local Government Ombudsman to look at their case.

**Do you feel these two options for the review of an application are appropriate?**

- Yes
- I'm not sure
- No

Please let us know if you have any suggestions or concerns relating to any review process.



14. Should there be a limit on the number of applications an individual can make each year or a limit on how many times a person can make a successful application each year?

**Please tell us if you think there should be a limit and, if so, what this should be per year?**

<b>Applications per year</b>		<b>Successful applications per year</b>	
<input type="checkbox"/>	1	<input type="checkbox"/>	1
<input type="checkbox"/>	2	<input type="checkbox"/>	2
<input type="checkbox"/>	3	<input type="checkbox"/>	3
<input type="checkbox"/>	4	<input type="checkbox"/>	4
<input type="checkbox"/>	Please specify _____	<input type="checkbox"/>	Please specify
_____			
<input type="checkbox"/>	No limit	<input type="checkbox"/>	No limit

15. Should there be a financial limit on how much help someone can get? If so, how much should this be per year and how much should this be per application?

<b>Year</b>		<b>Application</b>	
<input type="checkbox"/>	£200	<input type="checkbox"/>	£200
<input type="checkbox"/>	£400	<input type="checkbox"/>	£400
<input type="checkbox"/>	£500	<input type="checkbox"/>	£500
<input type="checkbox"/>	£750	<input type="checkbox"/>	£750
<input type="checkbox"/>	£1,000	<input type="checkbox"/>	£1,000
<input type="checkbox"/>	£1,250	<input type="checkbox"/>	£1,250

- |                          |                      |                          |                      |
|--------------------------|----------------------|--------------------------|----------------------|
| <input type="checkbox"/> | £1,500               | <input type="checkbox"/> | £1,500               |
| <input type="checkbox"/> | £1,750               | <input type="checkbox"/> | £1,750               |
| <input type="checkbox"/> | Please specify _____ | <input type="checkbox"/> | Please specify _____ |
| <input type="checkbox"/> | No limit             | <input type="checkbox"/> | No limit             |

## 16. The name of our scheme

**We need to come up with a name that will encourage suitable and appropriate applications. We have come up with a number of options and would like your opinion on which works best. Please tell us which option you prefer:**

- Brighton & Hove Hardship Scheme
- Brighton & Hove Financial Support Scheme
- Brighton & Hove Community Support Scheme
- Brighton & Hove Discretionary Hardship Support

Do you have any other suggestion for the name?

**If you have any other comments about the scheme, please tell us below.**

## About you

**Are you completing this form on behalf of an organisation that supports people to make applications to Crisis Loans and Community Care Grants?**

- Yes       No

**It would be helpful for us to know if you have experience of applying for a Community Care Grant or Crisis Loan before. If you feel comfortable doing so, please tell us if you have previously applied for a:**

- Community Care Grant
- Crisis Loan
- My application was successful
- My application was not successful
- I prefer not to say

## Consultation period

We are consulting for five weeks between Wednesday 26 September and Tuesday 30 October.

## Consultation results

Responses to consultations may be made public on the internet or in a report. If you would prefer your response to be kept confidential, please tick here:

A summary of the results of this consultation will be made available, you will be able to view these at [www.brighton-hove.gov.uk/ldsocalfund](http://www.brighton-hove.gov.uk/ldsocalfund) from December 2012 onwards.

If you wish to be notified when the results are published, please provide your **email address** below:

Email address:

Date:

Signature:

## Equalities Monitoring Form

We want to make sure that our services are available to everyone in the community and that everyone is treated fairly when they use, or attempt to use, our services.

We will only use the information collected on this form to help us improve services and to identify gaps or barriers. You do not have to fill in this form and you can answer just some of the questions.

The answers you provide are anonymous and confidential.

The information collected using this form is combined together so it is not possible to link any responses back to a particular person.

<b>What age are you?</b>	..... <input type="checkbox"/> Prefer not to say	
<b>What gender are you?</b>	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other (please state) ..... <input type="checkbox"/> Prefer not to say	
<b>Do you identify as the gender you were assigned at birth?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Prefer not to say	
<b>How would you describe your ethnic origin?</b>		
<p><b>White</b></p> <input type="checkbox"/> English / Welsh / Scottish / Northern Irish / British <input type="checkbox"/> Irish <input type="checkbox"/> Gypsy <input type="checkbox"/> Traveller <input type="checkbox"/> Polish <input type="checkbox"/> Portuguese <input type="checkbox"/> Sudanese  <input type="checkbox"/> Any other White background (please give details) .....	<p><b>Black or Black British</b></p> <input type="checkbox"/> African <input type="checkbox"/> Caribbean <input type="checkbox"/> Sudanese  <input type="checkbox"/> Any other Black background (please give details) .....	<p><b>Other Ethnic Group</b></p> <input type="checkbox"/> Turkish <input type="checkbox"/> Arab <input type="checkbox"/> Japanese  <input type="checkbox"/> Any other ethnic group (please give details) .....  <input type="checkbox"/> Prefer not to say  <u>After</u> you have ticked a box: If there is an ethnic category that is not included here that you think should be, please tell us what it is:
<p><b>Asian or Asian British</b></p> <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani	<p><b>Mixed</b></p> <input type="checkbox"/> Asian & White <input type="checkbox"/> Asian & Black African <input type="checkbox"/> Asian & Black Caribbean <input type="checkbox"/> White & Black African <input type="checkbox"/> White & Black Caribbean	

<input type="checkbox"/> Chinese  <input type="checkbox"/> Any other Asian background (please give details) .....	<input type="checkbox"/> Any other mixed background (please give details) .....	..... .....
--	--	----------------



<b>Which of the following best describes your sexual orientation?</b>		
<input type="checkbox"/> Heterosexual/ Straight <input type="checkbox"/> Lesbian/ Gay woman <input type="checkbox"/> Gay man <input type="checkbox"/> Bisexual <input type="checkbox"/> Other (please state) ..... <input type="checkbox"/> Prefer not to say		
<b>What is your religion or belief?</b>		
<input type="checkbox"/> I have no particular religion <input type="checkbox"/> Buddhist <input type="checkbox"/> Christian <input type="checkbox"/> Hindu <input type="checkbox"/> Jain <input type="checkbox"/> Jewish <input type="checkbox"/> Muslim	<input type="checkbox"/> Pagan <input type="checkbox"/> Sikh <input type="checkbox"/> Agnostic <input type="checkbox"/> Atheist <input type="checkbox"/> Other (please state) .....	<input type="checkbox"/> Other philosophical belief (please state) ..... <input type="checkbox"/> Prefer not to say
<b>Are your day-to-day activities limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months?</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No (You do not need to answer the next question) <input type="checkbox"/> Prefer not to say (You do not need to answer the next question)
<b>If you answered 'yes' to the last question, please state the type of impairment which applies to you. If you have more than one impairment please indicate all that apply. If none of the categories apply, please mark 'other' and write an answer in.</b>		
<input type="checkbox"/> Physical Impairment <input type="checkbox"/> Sensory Impairment <input type="checkbox"/> Learning Disability/Difficulty <input type="checkbox"/> Other (please state) .....	<input type="checkbox"/> Long-standing Illness <input type="checkbox"/> Mental Health Condition	
<b>Are you a carer?</b> This means you look after or give help or support to family members, friends, neighbours or others because of either; long term physical or mental ill health because of a disability, a problem related to age. Please do not count anything you do as part of your employment.		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Prefer not to say

**If yes, do you care for a.....?**

- Parent
- Child with special needs
- Other family member
- Partner / spouse
- Friend
- Other (please give details)

.....

Thank you for completing this questionnaire.

<b>Subject:</b>	<b>Rugby World Cup 2015</b>		
<b>Date of Meeting:</b>	<b>29 November 2012</b>		
<b>Report of:</b>	<b>Interim Lead for Culture</b>		
<b>Contact Officer:</b>	<b>Name:</b>	<b>Toby Kingsbury</b>	<b>Tel:</b> 29-2701
	<b>Email:</b>	<a href="mailto:Toby.kingsbury@brighton-hove.gov.uk">Toby.kingsbury@brighton-hove.gov.uk</a>	
<b>Ward(s) affected:</b>	<b>All</b>		

**FOR GENERAL RELEASE**

**1. SUMMARY AND POLICY CONTEXT:**

- 1.1 The American Express Community Stadium has been selected as one of 17 possible venues across England and Wales bidding to host matches as part of the Rugby World Cup 2015.
- 1.2 The council are working with Brighton and Hove Albion Football Club, who play at the stadium, to develop a bid which combines the attributes of the state of the art stadium with the City's wider cultural and tourist offer.
- 1.3 Since Brighton & Hove was named as one of the cities on the long list in early October there have been further discussions with the tournament organisers - England Rugby 2015 Ltd - to inform the selection process. An outline of the selection process and timescales are provided later in this report.
- 1.4 The opportunity to host matches in such a prestigious, global sporting event would further promote Brighton & Hove as a sporting city, building on the success of major events such as the Brighton Marathon, London to Brighton Bike Ride and Olympic Torch Relay.

**2. RECOMMENDATIONS:**

- 2.1 That the committee support the bid for Brighton & Hove to become a host city for the Rugby World Cup 2015.
- 2.2 That the committee give approval for the council to enter into a contract with England Rugby 2015 Ltd in accordance with the financial commitments and other terms outlined in this report should it be selected and delegate completion thereof to the Head of Legal Services in consultation with the Director of Finance and Interim Lead for Culture.

### 3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS:

- 3.1 In 2009 the International Rugby Board (IRB) awarded the Rugby Football Union (RFU) the rights to host the 2015 Rugby World Cup. The RFU has set up a wholly owned subsidiary, England Rugby 2015 Ltd (ER2015) to manage and deliver the tournament in conjunction with Rugby World Cup Ltd which is a wholly owned subsidiary of the IRB.
- 3.2 The Rugby World Cup is one the largest global sporting events. The event in 2015 is estimated to attract a total of 2.9 million spectators, a global television audience of 4.2 billion and over 400,000 overseas visitors.
- 3.3 On 8<sup>th</sup> October 2012, ER 2015 announced the long list of 17 potential match venues for consideration to host the 48 Rugby World Cup matches over a six-week period from 18<sup>th</sup> September to 31<sup>st</sup> October 2015. The venues selected comprise some of sport's most iconic stadia with the best facilities from 15 different cities across England and Wales. From the long list of 17 venues, a final selection of 12 will be named early in 2013.
- 3.4 The long list was selected following initial requests from ER2015 for information from the stadium owners and city authorities. From the city authorities, ER2015 asked for information about population, transport infrastructure, accommodation, events & tourism, medical facilities, safety & security, volunteers, marketing, commercial rights protection and city venue space. The council was also asked to commit to providing support for the event in a number of areas which are outlined later in this report.
- 3.5 Below is an outline timetable of the selection process:

Activity	Date
Official stadium visits	June – August 2012
Requests for information to cities	September 2012
Long list of venues selected	8 October 2012
Provisional legal agreements with cities and stadium owners completed.	30 November 2012
Stadiums and host cities announced	Early 2013 (date TBC)
Full RWC 2015 fixtures announced	Spring 2015 (date TBC)

## Benefits to the City

3.4 If Brighton & Hove were to be selected as a host city, there would be a number of long-term benefits;

- Prestige associated with hosting part of a major global sporting event would enhance Brighton & Hove's reputation as a sporting city and a cultural and tourist destination.
- Hosting matches of the Rugby World Cup 2015 will benefit the city's economy. Following the last Rugby World Cup in 2011 in New Zealand, an economic impact report prepared for Wellington City Council showed that nearly \$100 million went into the city's economy from a total of eight matches and the New Zealand economy as a whole was boosted by \$1.2bn. It is therefore estimated that the economic benefit to Brighton & Hove could be in the region of £2-3 million.
- Opportunity to showcase the city to a global audience.
- Opportunity to showcase the stadium as one of the premier sports venues in the country.
- It would establish the stadium and city as a potential venue for future major sporting events.
- Increased tourism in the lead-up to and during the event.
- Specialist rugby development staff will be employed to provide a lasting legacy in the city through the implementation of programmes and initiatives designed to increase participation. There will be an opportunity to further build upon the strong partnership between the council's Sports Development department and the RFU's development team by working closely with schools, local clubs and other sections of the community.
- Raised profile of rugby in the city and across the south east of England as a direct result of hosting matches locally. This will help to increase participation and engagement with the sport in line with the key objectives of the council's Sport and Physical Activity Strategy.
- Assist local rugby clubs to thrive by attracting new participants.

## Legal Agreement

3.6 As indicated above, ER2015 have requested the council to commit to providing support to the event. This support will consist of in-kind services and resources being provided by various council departments in the lead up to and during the event itself. Exact details of this commitment will form the basis of a legal agreement drawn up at the end of November 2012 between ER2015 and the council. If selected as one of the final 12 venues, the council will be bound by the terms of this agreement. There will be a separate agreement between ER2015 and the Football Club.

3.7 Areas of support required by ER2015 and likely to be included as part of the agreement are listed below;

- Marketing support
- Provision of a fully funded fan zone
- Provision of city dressing space for RWC 2015 banners, posters etc
- Full support of RWC 2015 Commercial Rights Protection Programme
- Assistance with Transport Management Plan
- City venue use for civic reception/VIP events
- Support for RWC 2015 Volunteer Programme
- Agreement to purchase match tickets for use within community development programmes (would be allocated to Looked After Children and as rewards for volunteers)
- Agreement to financially support specialist rugby development staff
- Access to council events staff to work a percentage of their time for a defined period leading up to and during the event
- Access to team training facilities
- Other support relating to the co-ordination of the event through utilisation of links with key agencies and partners (e.g Safety Advisory Group)

#### Financial Commitment

3.8 As part of the legal agreement outlined above, the council are required to make a financial commitment. This is proposed to be up to £200,000 to cover the cost of providing the following:

- Match tickets to be used in community development programmes and as rewards for volunteers - £10,000
- Rugby development and legacy-building - £50,000
- Events staff support - £45,000
- Support for Volunteer Programme - £45,000
- Linked cultural events - £50,000

3.9 The extent of this financial commitment is to be finalised through the ongoing discussions with ER2015. It may be possible to make use of other 'in-kind' support once we have a stronger understanding of the event's requirements and the opportunities it brings for the city.

#### **4. COMMUNITY ENGAGEMENT AND CONSULTATION**

4.1 As part of the initial requests for information, internal consultation took place with colleagues in Marketing, Legal, Transport, Policy, Tourism, NHS Brighton & Hove, Civil Contingency, Licensing, Events and Venues.

4.2 Letters of support have been received from Brighton Rugby Club, Hove Rugby Club, Sussex Rugby Football Union, Sussex County Cricket Club, Sussex Police and the Safety Advisory Group.

## 5. FINANCIAL & OTHER IMPLICATIONS:

### Financial Implications:

- 5.1 The potential financial commitment of up to £200k from the city council will be funded from corporate budgets and reflected in forward budget strategies. It is expected that other in kind support will be offered which has not yet been quantified. Partners will also be offering financial and in kind support.
- 5.2 Should the bid be successful the financial impact will be reflected in budget planning. Hosting this event is expected to deliver benefits to the city economy.

*Finance Officer Consulted:* Anne Silley      *Date:* 19<sup>th</sup> October 2012

### Legal Implications:

- 5.2 The exact terms of the proposed agreement are not known at the current time, but it is anticipated that it will include the issues referred to in paragraph 3.7 of this report and that there will be a separate agreement between the Football Club and ER2015 specifically relating to the use of the community stadium.

*Lawyer Consulted:* Bob Bruce      *Date:* 18th October 2012

### Equalities Implications:

- 5.3 Being a host city will provide opportunities to engage all sections of the community with a major sports event. The delivery of rugby development programmes will be targeted at schools and communities who have limited opportunities to participate. The fan zones will also provide free access for all to view matches and connect with the festival atmosphere generated by such an occasion.

### Sustainability Implications:

- 5.4 The council holds the British Standard for sustainable events BS 8901 and the International Standard for Environmental Management ISO 14001 for its own Events and Venues. The support provided to ER2015 by the council's events team would ensure that the principles of these standards would be adhered to wherever possible.

### Crime & Disorder Implications:

- 5.5 Increased engagement in sport and physical activity is recognised as having a positive effect on reducing crime and anti-social behaviour. Any crime and disorder implications will be fully assessed through the usual event planning framework and in consultation with key partners and agencies.

### Risk and Opportunity Management Implications:

- 5.6 Risk and opportunity management is built into each major event plan.

Public Health Implications:

- 5.7 There are positive public health and wellbeing implications for an event such as the Rugby World Cup. It will encourage and increase active participation in the sport, engagement, a positive sense of community spirit and volunteering at a large and small scale.

Corporate / Citywide Implications:

- 5.8 There are a number of key benefits to being selected as a host city for the Rugby World Cup 2015 and these are listed at 3.4.

**6. EVALUATION OF ANY ALTERNATIVE OPTION(S):**

- 6.1 During the period of negotiation with ER2015, the council will review each of the commitments required as part of the agreement and discuss alternative options where appropriate.

**7. REASONS FOR REPORT RECOMMENDATIONS**

- 7.1 Being part of such a global event as the Rugby World Cup provides an ideal opportunity to establish the Amex Community Stadium as a major sporting venue.
- 7.2 It would also enhance Brighton & Hove's reputation as a sporting city and a cultural and tourist destination.

**SUPPORTING DOCUMENTATION**

**Appendices:**

None

**Documents in Members' Rooms**

None

**Background Documents**

None



Document is Restricted



Document is Restricted

