





**Brighton & Hove  
City Council**

# Policy & Resources Committee

Title:	<b>Policy &amp; Resources Committee</b>
Date:	<b>16 January 2014</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), Morgan (Group Spokesperson), Hamilton, Lepper, A Norman, Peltzer Dunn, Randall and Shanks
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	Chief Executive	Head of Democratic Services
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Executive Director for Finance & Resources

Executive Director for Children's Services

Executive Director for Adult Services

Executive Director for Environment, Development & Housing

Director of Public Health

**Councillor Littman**  
Deputy Chair

**Councillor Shanks**

**Councillor Randall**

Officer Speaking

Officer Speaking

**Councillor A. Norman**

**Councillor G. Theobald**  
Opposition Spokes

**Councillor Peltzer Dunn**

**Councillor Morgan**  
Group Spokes

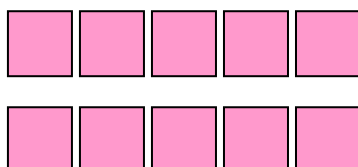
**Councillor Hamilton**

**Councillor Lepper**

Public Speaker

Councillor Speaking

Public Seating



Press

## AGENDA

### PART ONE

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#### PROCEDURAL MATTERS

#### 95. 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.

(c) **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.*

#### 96. MINUTES

To consider the minutes of the meeting held on 5<sup>th</sup> December 2013 (copy attached).

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## POLICY & RESOURCES COMMITTEE

Contact Officer: Mark Wall  
Ward Affected: All Wards

Tel: 29-1006

### 97. CHAIR'S COMMUNICATIONS

To receive the Chair's communications.

### 98. CALL OVER

- (a) Items (101 – 113) 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

### 99. PUBLIC INVOLVEMENT

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 9<sup>th</sup> January 2014;
- (c) **Deputations:** to receive any deputations submitted by the due date of 12 noon on the 9<sup>th</sup> January 2014.

### 100. MEMBER INVOLVEMENT

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To consider the following matters raised by councillors:

- (a) **Petitions:** to receive any petitions submitted to the full Council or at the meeting itself;
- (b) **Notices of Motion:** to consider any Notices of Motion referred from Council or submitted directly to the Committee.
  - (i) Fixed Odds Betting Terminals – Referred from the Council meeting held on 12<sup>th</sup> December 2013 (copy attached).

## FINANCIAL MATTERS

### 101. COUNCIL TAX BASE 2014/15

25 - 42

Report of the Executive Director for Finance & Resources (copy attached).

Contact Officer: Mark Ireland  
Ward Affected: All Wards

Tel: 29-1240

## **POLICY & RESOURCES COMMITTEE**

### **102. BUSINESS RATES RETENTION FORECAST FOR 2014/15 To Follow**

Report of the Executive Director for Finance & Resources (to be circulated separately).

*Contact Officer:* Mark Ireland

*Tel:* 29-1240

*Ward Affected:* All Wards

### **103. LIFE EVENTS FEES AND CHARGES FOR 2014/15 43 - 66**

Report of the Executive Director for Finance & Resources (copy attached).

*Contact Officer:* Paul Holloway

*Tel:* 29-2005

*Ward Affected:* All Wards

### **104. CORPORATE PROCUREMENT STRATEGY 2014-2017 67 - 132**

Report of the Executive Director for Finance & Resources (copy attached).

*Contact Officer:* Mark Ireland

*Tel:* 29-1240

*Ward Affected:* All Wards

## **STRATEGIC & POLICY MATTERS**

### **105. REFRESH OF THE SUSTAINABLE COMMUNITY STRATEGY 2014-2017 133 - 150**

Report of the Chief Executive (copy attached).

*Contact Officer:* Simon Newell

*Tel:* 29-1128

*Ward Affected:* All Wards

### **106. BRIGHTON MARINA ACT 1968: APPLICATION FOR A WAIVER REGARDING WATER DEPTH To Follow**

Joint report of the Monitoring Officer (Head of Law) and the Executive Director for Finance & Resources (to be circulated separately).

*Contact Officer:* Bob Bruce

*Tel:* 29-1528

*Ward Affected:* Rottingdean Coastal

## **REGENERATION & PROPERTY MATTERS**

### **107. 251-253 PRESTON ROAD BRIGHTON – DISPOSAL 151 - 156**

Report of the Executive Director for Finance & Resources (copy attached).

*Contact Officer:* Ralph Long

*Tel:* 29-1442

*Ward Affected:* Withdean

## POLICY & RESOURCES COMMITTEE

### CONTRACTUAL MATTERS

#### 108. BUS SHELTERS CONCESSION AGREEMENT 157 - 162

Report of the Executive Director for Environment, Development & Housing (copy attached).

Contact Officer: Neil Fernley

Tel: 29-4597

Ward Affected: All Wards

### GENERAL MATTERS

#### 109. REVIEW OF POLLING DISTRICTS AND POLLING PLACES 163 - 194

Report of the Chief Executive (copy attached).

Contact Officer: Claire Wardle

Tel: 29-1997

Ward Affected: All Wards

#### 110. COMMITTEE TIMETABLE 2014-2015 195 - 210

Report of the Monitoring Officer (copy attached).

Contact Officer: Mark Wall

Tel: 29-1006

Ward Affected: All Wards

#### 111. ITEMS REFERRED FOR COUNCIL

To consider items to be submitted to the 30<sup>th</sup> January 2014 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 Group may specify one further item to be included by notifying the Chief Executive no later than 10.00am on 20<sup>th</sup> January 2014 (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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### REGENERATION & PROPERTY MATTERS

#### 112. 251-253 PRESTON ROAD BRIGHTON - DISPOSAL - EXEMPT CATEGORY 3 211 - 212

Appendix 2 to Item 107 on the agenda – report of the Executive Director for Finance & Resources (circulated to Members only).

Contact Officer: Ralph Long

Tel: 29-1442

Ward Affected: Withdean

**PROCEDURAL MATTERS**

**113. PART TWO MINUTES - EXEMPT CATEGORIES 3 AND 5**

**213 - 214**

To consider the part two minutes of the meeting held on the 5<sup>th</sup> December 2013 (circulated to Members only).

*Contact Officer: Mark Wall*

*Tel: 29-1006*

*Ward Affected: Hollingdean & Stanmer*

**114. 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.

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Date of Publication - Wednesday, 8 January 2014





**BRIGHTON & HOVE CITY COUNCIL**

**POLICY & RESOURCES COMMITTEE**

**4.00pm 5 DECEMBER 2013**

**COUNCIL CHAMBER, HOVE TOWN HALL**

**MINUTES**

**Present:** Councillor J Kitcat (Chair) Councillors Littman (Deputy Chair), G Theobald (Opposition Spokesperson), Morgan (Group Spokesperson), Davey, Hamilton, Lepper, A Norman, Peltzer Dunn and Shanks.

**PART ONE**

**66. PROCEDURAL BUSINESS**

**(a) Declarations of Substitutes**

66.1 Councillor Davey declared that he was attending the meeting as substitute for Councillor Randall.

**(b) Declarations of Interest**

66.2 There were no declarations of interest.

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

66.3 The Committee considered whether the press and public should be excluded from the meeting during the consideration of any of the items listed on the agenda.

66.4 **RESOLVED:** That the press and public be excluded from the meeting during consideration of the item contained in part two of the agenda.

**67. MINUTES**

67.1 The minutes of the last meeting held on the 17<sup>th</sup> October 2013 were approved as a correct record of the proceedings and signed by the Chair.

**68. CHAIR'S COMMUNICATIONS**

68.1 The Chair stated that he was pleased to inform the committee that Members from all parties had been able to mark both Trans Remembrance Day and World Aids Day, which had seen the unveiling of the largest Red Ribbon in the world.

- 68.2 The Chair noted that the council had along with seven other private and public sector providers successfully bid for nearly £1.8m from the Government's Regional Growth Fund to support local businesses, which would hopefully help to bolster the local economy.
- 68.3 The Chair also wished to offer his congratulations to the Brighton Employability Advice and Careers Hut (BEACH), which had won a prestigious Eurocities award in the category of 'smart jobs' and was the only online place to go for employability advice.

## 69. CALL OVER

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

Item 72	Council Tax Property Discounts
Item 73	Council Tax Reduction Review
Item 74	Treasury Management Policy Statement 2013/14 – Mid Year Review
Item 75	Targeted Budget Management (TBM7)
Item 76	Budget Update and Savings 2014/15
Item 78	Brighton Centre Catering Provision
Item 79	London Road Car Park – Sunday Parking Tariffs
Item 80	Home Energy Efficiency Investment Options – Green Deal / Energy Company Obligation
Item 81	6 Month Performance Update
Item 82	Brighton & Hove City Council Communities and Third Sector Development Policy 2014-2017 and Commissioning Outcomes
Item 83	Adult Services – Future Service Model
Item 86	Access to South Downs National Park – Ditchling Road
Item 87	Saltdean Lido
Item 88	Preston Barracks Redevelopment
Item 91	Review of Members Allowances
Item 93	Preston Barracks Redevelopment – Exempt Category 3

- 69.2 The Head of Democratic Services confirmed that the 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 77	Cash in Transit and Ancillary Services
Item 84	Extra Care Housing – Brooke Mead Update
Item 85	Declaration on Tobacco Control
Item 89	Response to the Report of the Publicly Accessible Toilets Scrutiny Panel Recommendations
Item 90	Annual Surveillance Report (December 2013).

## 70. PUBLIC INVOLVEMENT

- 70.1 The Chair noted that there were no matters to be taken under the Public Involvement item.

**71. MEMBER INVOLVEMENT**

71.1 The Chair noted that there were no matters to be taken under the Member Involvement item.

**72. COUNCIL TAX PROPERTY DISCOUNTS**

72.1 The Executive Director for Finance & Resources introduced the report, concerning Council Tax Property Discounts and the proposed reduction of the 100% discount for empty and unfurnished properties from six to four weeks on line with the practice of neighbouring authorities. It also proposed to remove the 10% discount for properties that are empty and intended for use as furnished lets.

72.2 Councillor Littman welcomed the report and thanked the officers for their work on the proposals. He felt that the change from six to four weeks was an appropriate one following the review of the situation and taking into account the practice of other authorities and feedback from the consultation on the matter.

72.3 Councillor G. Theobald stated that he supported the proposals in the main, although was a little uneasy about the reduction from six to four weeks and expressed some concern over the possible situation where a landlord may lose a tenant in a furnished property and would not benefit from the discount period.

72.4 The Executive Director for Finance & Resources stated that it was difficult to distinguish between furnished lets and what were second homes and therefore the discount only applied to unfurnished lets.

72.5 The Chair then put the recommendations to the vote.

**72.6 RESOLVED TO RECOMMEND:**

- (1) That the reduction of the Council Tax discount for empty and unfurnished properties (known as the Class C discount) from six weeks to four weeks, with effect from 1 April 2014 be approved;
- (2) That the removal of the Council Tax discount for empty properties that are intended for use as furnished lets, with effect from 1 April 2014 be approved;
- (3) That to give effect to the preceding recommendations (1) and (2), the formal determinations and decisions for the financial year commencing 1 April 2014 and subsequent financial years as set out in Appendix 1 to the report be agreed; and
- (4) That delegated authority be granted to the Director Finance & Resources to take all appropriate steps to implement and administer the preceding recommendations, including the publishing of any related data or information in accordance with statutory requirements.

**73. COUNCIL TAX REDUCTION REVIEW**

- 73.1 The Executive Director for Finance & Resources introduced the report which detailed the outcome of the annual review of the council's local Council Tax Reduction Scheme. She stated that it was not proposed to make any changes to the existing scheme and the reductions in funding in 2014/15 that the council receives from central government to pay for the local scheme would be absorbed by the council and not passed on to those in receipt of support.
- 73.2 Councillor Littman thanked the officers for the report and stated that he believed the scheme was working well and thanks to the hard work of officers was paying dividends for the council. He therefore fully supported the recommendation to retain the current scheme for 2014/15.
- 73.3 Councillor A. Norman stated that the success of the scheme was the result of the hard work of officers and the results were encouraging at this point in time, although she hoped it would be carefully monitored.
- 73.4 Councillor Hamilton agreed that the scheme had only been in place for a short period and therefore needed to be monitored to see if it would be successful.

**73.5 RESOLVED TO RECOMMEND:**

- (1) That the analysis undertaken on the implementation and operation of the Council Tax Reduction scheme in 2013/14 including the feedback from consultation be noted;
- (2) That the proposed Council Tax Reduction scheme for 2014/15 which is unchanged from 2013/14 be recommended to council for approval;
- (3) That it be noted that the Executive Director Finance & Resources will, prior to 1st April 2014, exercise her delegated powers to increase the appropriate calculative elements of the scheme, to give effect to national changes;
- (4) That the council be recommended to agree that the discretionary element of the scheme budget be set at £100,000 recurrently whilst maintaining one-off resources of £100,000 to top it up if necessary; and
- (5) That delegated authority be granted to the Executive Director Finance & Resources to continue to commission an independent money advice service for people who claim Council Tax Reduction for 2014/15.

**74. TREASURY MANAGEMENT POLICY STATEMENT 2013/14 - MID YEAR REVIEW**

- 74.1 The Executive Director for Finance & Resources introduced the report which provided a six monthly update in regard to the Treasury Management Policy Statement and the Treasury Management Practices for the year commencing 1 April 2013. It also detailed the action taken during the period April to September 2013 to meet the policy statement and practices and the investment strategy. She stated that due to the difficulties in finding sufficient investment counterparties of suitable financial standing in relation to

the Annual Investment Strategy, and the need to balance risks and secure investments, some changes were proposed which would need to be approved by full council.

- 74.2 Councillor Littman welcomed the report and noted that the economic climate around the world was still uncertain and therefore there was a need to review how the council's investments were made and to look at other banking organisations with a triple 'A' rating.
- 74.3 Councillor A. Norman stated that council officers had an excellent track record in this area and whilst the difficulties faced by the Co-op Bank were unfortunate, there was a need to maintain the council's position securely. She noted the possibility of utilising non-UK banks but asked if further information could be provided in regard to the RABOBANK and the Australian Banks referenced in the report at paragraph 3.15.
- 74.4 The Executive Director for Finance & Resources stated that she would ensure further checks were undertaken and confirm the outcome with Councillor Norman.
- 74.5 The Chair stated that he was sure the officers would monitor the situation carefully and noted that there was a degree of risk associated with any investment. He then put the recommendations to the vote.
- 74.6 **RESOLVED TO RECOMMEND:**
- (1) That the action taken during April - September 2013 to meet the Treasury Management Policy Statement 2013/14 and associated treasury management practices and the Annual Investment Strategy 2013/14 be endorsed;
  - (2) That it be noted that the maximum indicator for risk agreed at 0.05%, the authorised borrowing limit and operational boundary have not been exceeded; and
  - (3) That the Full Council be recommended to agree changes to the Annual Investment Strategy 2013/14 as set out in paragraphs 3.12 to 3.16 and appendix 3 of this report.

## **75. TARGETED BUDGET MANAGEMENT (TBM 7)**

- 75.1 The Executive Director for Finance & Resources introduced the report, which set out the forecast outturn position at Month 7. She noted that the underlying overspend on council controlled budgets was £2.349m and that a significant part related to the Adult Social Care budget which had seen an increase in pressures. The Children's Services Budget was showing an underspend and whilst a the Value For Money programme had a shortfall, plans had been put in place to enable it to deliver its targets in the next financial year. She stated that officers were working hard to address the situation and action was being put in place to seek to improve the overall budgetary position by the year end.
- 75.2 Councillor Littman welcomed the report and the work that was in hand to address to the forecast overspend and hoped that a balanced position could be achieved by the end of the financial year.

- 75.3 Councillor Hamilton noted that improvements to service budgets forecasts had improved but expressed his concern over the Adult Social Care budget. He also noted that there were a number of vacant posts being held within the Child Safeguarding Team and queried whether sufficient resources were in place to protect children in care. He also asked if any clarification was available in respect of the potential £1m cost to the council for prescription charges.
- 75.4 The Executive Director for Children's Services stated that a number of vacancies were being held as the case work level for the social work team had been maintained and the numbers of children that they worked with had started to reduce. However, officers were mindful of their responsibilities and would monitor the situation carefully.
- 75.5 The Executive Director for Finance & Resources stated that she was not able to give any further update on the possible charge for prescriptions but noted that lobbying on this matter was taking place at a national level.
- 75.6 Councillor A. Norman stated that she was concerned by the size of the overspend forecast and questioned whether any action had been taken to recover the costs of fly-tipping by Travellers. She also noted that the overspend on ICT remained high and that a further £750k was proposed to be put into ICT in the Budget report. She asked whether a report could be brought to the next committee detailing the various changes that had been required by the Cabinet Office and the options on the provision of equipment and service for Members to consider. She was concerned about the changes in relation to the voluntary severance scheme and asked for an update on Craven Vale. Finally, she hoped that the coastal communities fund bid for the Volks Railway would be successful.
- 75.7 The Executive Director for Adult Social Care stated that the possibility for Craven Vale Day Centre to be used for the provision of recovery beds was not being taken forward, however it was being looked at as part of the provision for Extra Care.
- 75.8 The Executive Director for Environment, Development & Housing stated that officers were working closely with the police in regard to minimising the impact of fly-tipping. He noted that a contract had been agreed with City Clean to clear waste at the Travellers Horsdean site which he hoped would result in an improvement.
- 75.9 The Assistant Chief Executive stated that it was hoped to receive notification on the outcome of the bid to the coastal communities fund in January in regard to the Volks Railway.
- 75.10 The Executive Director for Finance & Resources stated that the ICT service had faced a range of challenges in the recent months, primarily resulting from changes required by the Cabinet Office and Information Commissioner's Office. In view of the need to take on board the required changes and adapt systems to constant changes to the requirements additional costs had resulted. She noted that the SE7 (South East 7 group of authorities) were lobbying the Cabinet Office to get agreement and clarity on what was necessary in terms of IT security for council systems. There had been difficulties experienced by Members and officers as a result of the Firewall that was provided by Vodafone as required by the Cabinet Office, which officers were seeking to address with Vodafone. She also noted that there had been under-investment in ICT

over the years and this was now being addressed. However, she was happy to bring a report to the next meeting on the overall position in regard to ICT.

75.11 Councillor G. Theobald noted that there was an under-achievement of £324k for off-street parking income and suggested that a review of charges was necessary if this was to be rectified. He also queried how it was intended to get details of customer activity in relation to the use of off-street parking.

75.12 The Chair stated that the overall parking budget was in balance and that usage was monitored and reported to committee on a regular basis. He then put the recommendations to the vote.

**75.13 RESOLVED:**

- (1) That the total forecast outturn position for the General Fund, which has an overspend of £2.045m be noted. This consists of £1.762m on council controlled budgets and £0.283m on the council's share of the NHS managed Section 75 services;
- (2) That the forecast outturn for the Housing Revenue Account (HRA), which has an underspend of £0.237m be noted;
- (3) That the forecast outturn position for the Dedicated Schools Grant which has an underspend of £0.629m be noted;
- (4) That the forecast outturn position on the capital programme be noted; and
- (5) That the following changes to the capital programme be approved:
  - i) The variations and reprofiles in Appendix 3 and the new schemes as set out in Appendix 4.

**76. BUDGET UPDATE AND SAVINGS 2014/15**

76.1 The Executive Director for Finance & Resources introduced the report which set out the proposals for the General Fund Revenue Budget and Council Tax for 2014/15. The report also provided an update on the Capital Programme, schools funding and Housing Revenue Account. She noted that the Chancellor's autumn statement had only been released earlier in the day and that this would have a bearing on the budgetary position which would have to be taken into account as part of the budgetary process for the Budget Council meeting in February.

76.2 Councillor Littman thanked the officers involved in producing the report and all those involved in bringing forward savings proposals. He noted that the Budget report had been published early again so that comments could be made and where appropriate taken into consideration as part of finalising the budget proposals for 2014/15. There was a need to achieve the savings targets and to protect services and he hoped that over the next few months that position would become clearer.

- 76.3 Councillor Morgan noted that there was a significant budget gap predicted at present and that the opposition groups had only had the budget report for a week so it was too early to comment fully on the proposals. He was however disappointed by the piece-meal approach taken towards the savings and noted that government funding levels had been reduced. He was concerned that the voluntary severance scheme had not achieved the anticipated savings and asked for clarification in regard to the level of business that was conducted with Able & Willing and the fact that the Welfare Rights post had remained unfilled since the last Budget Council. He was unsure why it had remained open for redeployment rather than being recruited to. He also asked for reassurance that the proposed cuts to the Homelessness Budget would not impact on the level of support that was required.
- 76.4 The Executive Director for Adult Services stated that she would need to look into the contract information for Able & Willing and would respond to Councillor Morgan in writing.
- 76.5 The Executive Director for Finance & Resources stated that the cuts to the Homelessness Budget related to a 3-year plan and a number of aspects which involved other providers within the city; which it was hoped would not impact on the level of support that needed to be maintained. The budget was under-spending at present and would be monitored regularly. In regard to the voluntary severance scheme, it had not resulted in the level of savings anticipated for the current financial year and it was not proposed to repeat it in the next one. However, there was a likelihood that some services would need to be realigned and re-designed and as such would contribute to the savings target. She did not have the information in relation to the Welfare Rights Team and would therefore respond to Councillor Morgan in writing after the meeting.
- 76.6 Councillor G. Theobald stated that the Conservative Group would not seek to start from the position as outlined in the report and suggested that consideration be given to freezing council tax and accepting the government support. He also questioned why external advisers were only now being used to comment on the organisational structure of the authority rather than 3 years ago. He believed that there was a need to look at how services were delivered and commissioned and that this work should have been undertaken at a much earlier stage. There should be a much greater role for the voluntary and third sector to provide services and therefore his group could not accept the proposals as outlined in the report.
- 76.7 The Chair noted the comments and stated that the use of consultants was nothing new and would help to review how the organisation could maintain services when faced with such savings requirements and achieve value for money. He also stated that the authority had £3.7m less in available funding because of the decision to freeze council tax and this needed to be avoided this time round otherwise there was a likelihood of services being lost.
- 76.8 Councillor A. Norman stated that she was concerned about the reduction to the discretionary grants programme and the need to support the voluntary sector and to work with them more closely. She also queried the situation in relation to the business rates where she noted that the level of income was £2m higher than expected, but was being off-set by a reduction in the safety-net grant, rather than being used to cover the budget gap.



- 76.9 The Executive Director for Finance & Resources stated that business rates had been predicted to be below the safety net but for next year would be above it. This may have an impact as it would become real income but it needed to be considered in line with the information contained in the autumn statement and therefore it was intended to bring a report to committee in January. It was likely that the council would have to make some difficult decisions as had been the case last year.
- 76.10 The Chair stated that he agreed the Third Sector was an important area and needed to be supported and he would welcome any ideas in terms of whether services could be supported by or provided by Third Sector organisations.
- 76.11 Councillor Littman stated that the main difficulty arose from the reductions in grant funding made by central government and that there was a need to look at all the alternatives and make a judgement call on the need for a council tax rise. He hoped that a balanced budget for the current financial year could be achieved so that savings and alternative provision could then be considered for 2014/15. He stated that there was an aim to support Able & Willing and for the business to succeed and noted that the new Head of Procurement was looking at contracts to see if the organisation could be used.
- 76.12 Councillor Peltzer Dunn referred to page 81 of the report and questioned the £10k saving relating to traffic signals and expressed his concern that such a saving was hidden in a large report which had an impact on road and child safety. He also questioned the level of saving for on-street parking and the benefit of that which was being achieved from enabling people to pay by phone when cash machines were being removed.
- 76.13 Councillor Davey stated that the proposed removal of traffic signals was based on safety evidence figures that zebra crossings were safer than those with lights.
- 76.14 Councillor G. Theobald asked for clarification in regard to the cost of the external advisers and the total gross expenditure for the authority in 2014/15.
- 76.15 The Executive Director for Finance & Resources stated that she would provide the information following the meeting and noted that for the current year the total expenditure had been £774m. She also noted that the value for money programme that had been running for the last 3 years had been successful and that the appointment of advisers for the next programme was subject to a tender process and a budget of £75k had been identified.
- 76.16 The Monitoring Officer stated that in having regard to the Hampshire & Somerset Decision, it would be helpful to note the information contained in the Equalities Impact Assessments (EIAs), which had been made accessible to Members and therefore proposed that a further recommendation to that effect be considered.
- 76.17 The Chair noted the comments of the Monitoring Officer and stated that he was pleased to be able to put forward budget proposals for consideration and consultation at such an early stage with a view to being to amend them in light of feedback received and alternative proposals that may come forward. He noted that last year's budget

proposals had been altered as a result of comments and therefore put the recommendations with the additional one of noting the EIAs to the vote.

**76.18 RESOLVED:**

- (1) That the updated forecasts for resources and expenditure for 2014/15 and an estimated budget savings requirement for 2014/15 be noted;
- (2) That the indicative allocations of one-off resources for 2014/15 set out in table 1 subject to the identification of sufficient further one-off resources to fund the proposed allocations be noted;
- (3) That the revised savings targets for 2014/15 and considers the budget strategies and detailed savings proposals relating to the General Fund for 2013/14 shown in appendix 5 be noted and their release for the scrutiny review be approved;
- (4) That the update on the HRA budget set out in paragraph 3.36 to the report be noted;
- (5) That the summary Capital Investment Programme set out in paragraphs 3.40 to 3.45 and appendix 6 to the report be noted; and
- (6) That the cumulative Equality Impact Assessment, (appendix 9) and the Budget Equality Impact Assessment Screening Documents (appendix 10), to the report which were made available in the Members' Rooms and online be noted.

Note: The special circumstances for non-compliance with Council Procedural Rule 3, Access to Information Procedural Rule 5 and Section 100B(4) of the Local Government Act 1972 (as amended), (items not considered unless the agenda is open to inspection at least five clear days in advance of the meeting), were that some of the key financial information could not be updated until the in-year budget monitoring report elsewhere on the agenda had been completed.

**77. CASH IN TRANSIT AND ANCILLARY SERVICES**

**77.1 RESOLVED:**

- (1) That the procurement of a contract for the provision of a cash in transit service with ancillary services for a 2-year period with an option to extend for a further 12 month period be agreed;
- (2) That delegated authority be granted to the Executive Director Finance & Resources to:
  - (i) Award the contract for 2 years under the East Sussex Procurement Hub Framework to the single supplier on that Framework, Coin Co International Plc; and
  - (ii) At the end of the 2-year initial period, to exercise the option to extend the contract for 12 months subject to satisfactory performance.

**78. BRIGHTON CENTRE CATERING PROVISION**

78.1 The Assistant Chief Executive introduced the report which detailed the proposal to put the Brighton Centre catering contract out to tender. She noted that the option of providing an in-house service had been considered but the level of investment required was felt to be disproportionate to the length of the provision that would be required.

78.2 The Chair put the recommendations to the vote.

**78.3 RESOLVED:**

- (1) That the procurement of a Services Concession Agreement for the provision of catering at the Brighton Centre for a 4 (four) year period with an option to extend for a further 2 (two) year period be approved;
- (2) That delegated authority be granted to the Assistant Chief Executive and Head of Law to award the Concession Agreement for 4 (four) years following the recommendations of the evaluation panel and the results of the tendering process; and
- (3) That at the end of the 4 (four) year initial period, delegated authority be granted to the Assistant Chief Executive and Head of Law to extend the Agreement for 12 months, and thereafter a final period of 12 months, subject in both cases to satisfactory performance of the Concessionaire in respect of the initial or first extended period (as appropriate).

**79. LONDON ROAD CAR PARK - SUNDAY PARKING TARIFFS**

79.1 The Executive Director for Environment, Development & Housing introduced the report and noted that it had been brought to the committee following the meeting of the Urgency Sub-Committee on the 12<sup>th</sup> November 2013. The report outlined the proposed level of parking charges for London Road to be effective from the 29<sup>th</sup> December onwards in light of the comments of the Urgency Sub-Committee.

79.2 Councillor Davey stated that the matter had been looked at for sometime and he believed the report outlined a sensible approach for the way forward.

79.3 Councillor A. Norman welcomed the report and noted that it was very similar to the amendment that had been previously moved at the Urgency Sub-Committee meeting. However, the position in terms of providing free-parking at the car parks stated in the run up to Christmas had been achieved and she was now hopeful that the continued reduction for London Road would also be achieved.

79.4 Councillor Peltzer Dunn moved an amendment to the recommendations which provided for a reduction in the parking charges at Norton Road, Hove in line with those at the London Road car park to be considered by the Environment, Sustainability and Transport Committee at its meeting in January.

79.5 The Chair noted the comments and put the amendment to the vote which was carried and therefore put the recommendations as amended to the vote.

79.6 **RESOLVED:**

- (1) That the proposal to permanently lower the Sunday parking tariffs at London Road car park, so that they match the existing weekday rate, from 29<sup>th</sup> December 2013 onwards be approved; and
- (2) That a report be brought back to the next meeting of the Environment, Transport & Sustainability Committee setting out options for a reduction to half the weekly rate for Sunday parking charges at Hove's Norton Road car park.

80. **HOME ENERGY EFFICIENCY INVESTMENT OPTIONS - GREEN DEAL / ENERGY COMPANY OBLIGATION**

80.1 The Executive Director for Environment, Development & Housing introduced the report which detailed the proposed establishment of the Sussex Energy Saving Partnership by West Sussex County Council and the recommendation that the Council become an Affiliate Member of the Partnership. He stated that a number of neighbouring authorities were involved in the project and that it provided an opportunity for the council to take advantage of the Green Deal & Energy Company Obligation and to meet corporate objectives. The Partnership would work with Carillion Energy as the over-arching delivery provider but the agreement would enable local businesses to be involved and thereby gain from the process.

80.2 The Chair welcomed the report and noted that it provided a good example of partnership working both with public sector and private sector bodies. There were some reservations however overall he felt that it was an opportunity for the council to take advantage of the scheme and to benefit residents.

80.3 Councillor A. Norman stated that there were concerns about the Green Deal programme but she hoped that take up would increase and the benefits recognised.

80.4 Councillor Morgan echoed the concerns and noted that another consortium had been formed in Southampton and the take up had been low, although it had targeted lower income families and he questioned whether there was sufficient incentive for private landlords to get involved.

80.5 The Chair stated that officers had discussed the Southampton scheme which was different to Green Deal and noted that West Sussex County Council had taken the lead and invested over £2m into the scheme. He also noted that whilst the council would be an affiliate member it did not preclude the council from exploring other options.

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

80.7 **RESOLVED:**

- (1) That the progress of the West Sussex County Council led procurement of a Delivery Partner under the Sussex Energy Saving Programme be noted;

- (2) That delegated authority be granted to the Executive Director for Environment, Development & Housing, in consultation with Executive Director for Finance & Resources (and subject to legal advice regarding the details of the membership agreement) to enter into Affiliate membership of the Sussex Energy Saving Partnership SPV.

## **81. 6 MONTH PERFORMANCE UPDATE**

- 81.1 The Assistant Chief Executive introduced the report which provided a summary of the council's performance progress over the first six months of 2013/14, and highlighted the progress in the delivery of sustainable community strategy priorities and the corporate plan. She noted that a number of areas were meeting or were above their targets and that where there were exceptions; work was in hand to address these.
- 81.2 Councillor G. Theobald noted that sickness levels appeared high with an average of 11 days a year for each member of staff and expressed concern over the associated costs to the authority as a result. He noted that the average level of sickness absence for the public sector was 6.9 days and only 4.9 days in the private sector. He also expressed concern over the low rate for recycling compared to other authorities such as Bristol and Bournemouth.
- 81.3 The Executive Director for Finance & Resources stated that the level of sickness absence was broadly in-line with that for local government, however the matter was being looked at and it was hoped that following a review of the absence management process, action could be taken to seek to address the situation. She stated that she was happy to meet with Councillor Theobald to discuss the matter further and the actions being put in place to help improve the situation.
- 81.4 The Executive Director for Environment, Development & Housing stated that in terms of recycling rates, officers were looking at the matter and how improvements could be made. However, the fortnightly collections did have an impact and overall the levels of recycling were levelling off nationally.
- 81.5 Councillor Morgan stated that the level of sickness absence wasn't that surprising given the reductions in funding to local government and the need to undertake more work. He was concerned that the number of first time entrants into the Youth Justice System appeared to be increasing. He also noted that recycling rates were falling and that the current target was only 3% above that set in 2009.
- 81.6 The Executive Director for Children's Services stated that overall the number of first time entrants into the Youth Justice System was low and that changes had a disproportionate affect in percentage terms. There were challenging targets and these needed to be reviewed along with the impact of changes to the legislative arrangements.
- 81.7 Councillor A. Norman shared the concerns over recycling rates and staff sickness. She also questioned whether further work was required in relation to the School Pupil Premium as it appeared that whilst GCSE results were improving; those taking free school meals were lagging behind.

- 81.8 The Executive Director for Children's Services stated that the Children & Young People Committee shared the concerns about the impact of Free Schools and the need to improve results for those children who were eligible for free school meals. He noted that the last committee meeting had received a report on a proposed strategy to close the gap and to work with the secondary schools.
- 81.9 Councillor Peltzer Dunn suggested that it would be helpful to have a breakdown of the working days lost as a result of stress and the reasons for that stress in different service areas.
- 81.10 The Executive Director for Finance & Resources stated that the information was held and she would explore the best way of making it available to Members along with the outcome of the recent staff survey.
- 81.11 Councillor Hamilton expressed concern over the recycling rates and noted that changes to the refuse and recycling collections had been made recently but questioned the fact that there were some roads in his ward of south Portslade that were not accessible to the larger vehicles which had replaced the narrow ones, and therefore collections had fallen. He suggested that consideration should be given to restoring the narrow vehicles and maintaining a regular collection service.
- 81.12 The Executive Director for Environment, Development & Housing stated that he would investigate the matter and take on board the points raised in regard to the levels of recycling and the overall targets. The recent changes to collection rounds need to be in and with further changes starting from Monday 9<sup>th</sup> December there was likely to be some impact. However, he would bring a further report to the Environment, Transport & Sustainability Committee on the matter of recycling.
- 81.13 The Chair noted the comments and put the recommendations to the vote.
- 81.14 **RESOLVED:**
- (1) That the areas of highlighted performance be noted; and
  - (2) That the resources at the Committee's disposal, including officers in the local authority and the city's partnerships to maintain progress and tackle issues of concern highlighted in the report.

## **82. BRIGHTON & HOVE CITY COUNCIL COMMUNITIES AND THIRD SECTOR DEVELOPMENT POLICY 2014-2017 AND COMMISSIONING OUTCOMES**

- 82.1 The Assistant Chief Executive introduced the report which detailed the proposed Brighton & Hove Communities and Third Sector Development Policy for 2014-17 and the implementation plan as set out in appendix 1 to the report. She noted that this was the next stage that would underpin the work of the Third Sector and that the policy included a number of key documents which would sit behind the report.
- 82.2 The Chair welcomed the report and stated that the work of officers and third sector partners was appreciated in bringing forward the policy.

- 82.3 Councillor A. Norman also welcomed the report and stated that there were a number of positive elements which highlighted the role of community and voluntary sector organisations in the city. She had two concerns however, one in relation to the level of grant funding that would be available and the second in terms of the equalities initiatives and use of HRA to supplement discretionary grants.
- 82.4 Councillor Morgan stated that he would like to see the neighbourhood council's scheme developed and more autonomy given to them in terms of budget and actions that they could take. He also wished to thank the officers involved with the two neighbourhood projects for their work.
- 82.5 The Chair noted the comments and stated that the grant funding issue would be part of the budget proposals. He also wished to add the committee's thanks to the officers and all those involved in the two neighbourhood pilot schemes and then put the recommendations to the vote.
- 82.6 **RESOLVED:**
- (1) That the Communities and Third Sector Development Policy 2014 – 2017 and the implementation plan as set out in Appendix 1 of the report be approved;
  - (2) That the learning from the Neighbourhood Governance Pilots and that this has been incorporated into the Policy and the implementation plan be noted;
  - (3) That the Communities and Third Sector Outcomes, as set out in appendix 2 to the report, which aim to support the implementation of the Policy be approved;
  - (4) That delegated authority be granted to the Assistant Chief Executive to:
    - (i) Use the outcomes agreed above to procure, in partnership with the Clinical Commissioning Group, Third Sector infrastructure support, community development and engagement for 2014-2017 using a 'Prospectus' approach and subject to annual budget setting agreements; and
    - (ii) Extend the existing funding agreements for the Third Sector infrastructure support (representation and influence), community development, neighbourhood governance and community engagement until the completion of the above commission.
  - (5) That the establishment of a co-ordinated approach to Third Sector commissioning that enables the authority and its partners to work more collaboratively, pool budgets and resources, reduce duplication and increase efficiency be approved.

### 83. ADULT SERVICES - FUTURE SERVICE MODEL

- 83.1 The Executive Director for Adult Social Care introduced the report which detailed the potential options for the delivery of adult services taking into account the funding issues and savings targets that were being identified for the next five years. She noted that further legislative changes were due to come into force such as the Integrated

Transformation Fund and therefore consideration needed to be given to how services could be delivered in the future.

- 83.2 Councillor G. Theobald stated that in regard to paragraph 3.2 on page 214, he was concerned that the option for in-house provision did not take into account that when compared to other providers it did not provide value for money. He therefore wished to move an amendment to the recommendations which would enable consideration of all the options available to be undertaken.
- 83.3 Councillor A. Norman formally seconded the amendment.
- 83.4 Councillor Morgan noted that there had been a scrutiny review into the matter highlighted by the proposed amendment which ruled out the option of out-sourcing the service and therefore he believed that the democratic process should be respected and would not support the amendment.
- 83.5 The Chair stated that he believed the best interests of both the council and the city needed to be taken into consideration and noted that the scrutiny review and the panel's recommendations had been made on a cross-party basis. He therefore questioned the reasoning behind the amendment being brought forward at such a late stage, and suggested that the recommendations of the scrutiny panel should be respected. He therefore put the amendment to the vote which was lost and then put the recommendations to vote.
- 83.6 **RESOLVED:**
- (1) That a business case be developed to demonstrate whether establishing a Local Authority Trading Company (LATC) to deliver ASC Services is in the best interests of the City Council;
  - (2) That the Business Case be brought back to Policy & Resources Committee for a decision on whether to establish an LATC for ASC services; and
  - (3) That a detailed analysis in relation to alternative models (for example, in-house provision and social enterprise), as recommended by the Scrutiny Review, be brought back to Policy & Resources Committee alongside the Business Case.

#### **84. EXTRA CARE HOUSING - BROOKE MEAD UPDATE**

##### **84.1 RESOLVED:**

- (1) That a capital programme budget up to a maximum of £8.3 m for the delivery of Brooke Mead extra care scheme to be financed through unsupported borrowing in the Housing Revenue Account, HCA Grant and a contribution from ASC be approved;
- (2) That it be agreed to fund up to £2.1 million (with maximum increase limited to 10%) as the ASC contribution to enable Brooke Mead to be built; and



- (3) That delegated authority be granted to the Executive Director for Adult Services, in consultation with the Executive Director for Finance & Resources, to determine whether that funding is provided from capital or revenue funding, or a mixture of the two.

## **85. DECLARATION ON TOBACCO CONTROL**

- 85.1 **RESOLVED:** That the adoption of the declaration to be signed by the Chief Executive, Leader of the Council and Director of Public Health be agreed.

## **86. ACCESS TO SOUTH DOWNS NATIONAL PARK - DITCHLING ROAD**

- 86.1 The Executive Director for Environment, Development & Housing introduced the report which detailed the proposed appropriation of land at Ditchling Road for highway purposes and to enable the improvement to walking, cycling and public transport facilities and access to the South Downs National Park. He noted that a report had been taken to the Environment, Transport & Sustainability Committee in relation to the proposed improvements which had been approved; however as the committee responsible for corporate landlord matters, approval was sought for the appropriation of the small area of land from the council's agricultural portfolio.
- 86.2 Councillor Lepper referred to paragraph 3.2 of the report and queried whether the tenant farmer had been consulted on the proposals and what further work was required should the committee agree to the appropriation of the land.
- 86.3 The Executive Director for Environment, Development & Housing stated that the Council had the power to acquire the area of land in question and that the further work required related to the detailed design of off road path and associated improvements. The tenant farmer would be consulted as part of the public consultation exercise and he noted that the Environment, Transport & sustainability Committee had approved the recommendations without asking for anything to be reconsidered.
- 86.4 Councillor A. Norman stated that the Conservative Group generally supported the improvements but felt that the farmer needed to be consulted fully on the matter.
- 86.5 The Chair noted the comments and put the recommendations to the vote.
- 86.6 **RESOLVED:**
  - (1) That the appropriation of the areas of land highlighted on the plans (See Appendices 5, 6 & 7) should they be required for the construction of the shared pedestrian and cycle path be authorised;
  - (2) That the Executive Director Finance & Resources be instructed to undertake necessary formalities for appropriation of the land including the negotiation of any necessary variations to the tenant farmer's lease.

**87. SALTDEAN LIDO**

87.1 The Assistant Chief Executive introduced the report which sought approval to appoint the Saltdean Lido Community of Interest Company (SLCIC) as the preferred bidder for a 60-year lease of the Saltdean Lido site. She stated that this was the next stage in the process following the tender exercise and that should approval be given, then SLCIC would submit a bid to the Heritage Lottery Fund for funding and should hear the outcome of the first stage in that process early in the New Year. She noted that the second stage would be around April 2014 and that the company's success would be dependent on the success of the bid.

87.2 Councillor A. Norman welcomed the report and stated that she hoped the bid would be successful. In regard to the Heads of Terms she sought further clarification in respect of the cost of the post referred to as she had anticipated that as a result of awarding the lease there would be no on-going subsidy from the council.

87.3 Councillor Lepper also welcomed the report but queried whether the financial implications as detailed in paragraph 7.2 were correct as she believed that the Section 106 funding attributed to the whole of the Saltdean area and not just the Lido.

87.4 The Assistant Chief Executive confirmed that match funding of £20k was a potential one-off cost that had been identified and that the Economic Development & Culture Committee had previously taken a decision to ring fence the Section 106 funding to match that of the Heritage Lottery Bid. However, she would confirm the matter with Councillor Lepper.

87.5 Councillor Davey stated that it had been a long journey to reach the current position and he hoped that it would come to fruition now that the asset would be in the hands of the community.

87.6 The Chair stated that he wished the company every success with their proposals and welcomed the community ownership of such an asset. There had been a process to follow and it now appeared that it was reaching its conclusion. In regard to the Section 106 Agreement, he noted that it was usual to have a number of categories that related to the proposed use of the funding and that the ED&C Committee's decision would be condition that was taken into account. He then put the recommendations to the vote.

**87.7 RESOLVED:**

- (1) That the Saltdean Lido Community Interest Company be awarded preferred bidder status and Freedom Leisure be released from their position as reserve bidder;
- (2) That the Heads of Terms relating to the Lido for the Agreement for Lease, the 60-year Lease and Library Lease back to the council as set out in Appendix 1 to the report be agreed and the Head of Legal Services be authorised to complete the Agreement for Lease substantially in accordance with the Heads of Terms;
- (3) That the proposed Heads of Terms between SLCIC and Wave Leisure set out in Appendix 2 to the report be noted and it be agreed that they are satisfactory;

- (4) That the indicative programme referred to at paragraph 3.10 of the report be noted.

## 88. PRESTON BARRACKS REDEVELOPMENT

- 88.1 The Executive Director for Environment, Development & Housing introduced the report which detailed the progress made in negotiations between the council, the University of Brighton and Cathedral Group Ltd in respect of the development of the Preston Barracks site. He stated that it was an important site to the city and had raised a number of challenges which he now hoped had been met and with the committee's approval would enable the redevelopment of the site to come to fruition.
- 88.2 The Chair stated that he wished to thank the Executive Director and the team of officers involved in the project, along with the members of the Project Group. He noted that it was part of the City Deal approach and that the LEP had been very supportive. He also noted that Members had been contacted by representatives from the Community Transport service and stated that officers would work with them to enable them to move from the site.
- 88.3 Councillor Lepper stated that she wished to add her thanks to all those involved in the project and she was disappointed that she would not be a member of the council when the project finally came to fruition. However, she welcomed the cross-party support for the site's redevelopment and hoped that matters would progress. In the meantime she asked that all departments concerned work together to assist Community Transport in finding a more long-term site for their service.
- 88.4 Councillor Peltzer Dunn welcomed the report and stated that it had been quite a journey and he too wished to thank the officers involved in the project.
- 88.5 The Chair noted the comments and before moving the meeting into closed session so that discussion on the details contained in appendix 3 listed as Item No. 93 on the agenda could be held, he wished to call on the Monitoring Officer to comment.
- 88.6 The Monitoring Officer stated that the report's recommendations were predicated on the information contained in the appendix which had to be considered in Part Two of the meeting as it contained financial information that was commercially sensitive. He also noted that the committee needed to be given an update on the information before it considered the recommendations listed in the open report.
- 88.7 The Chair then asked for members of the public and the press to leave the chamber prior to moving the meeting into closed session.
- 88.8 Following consideration of the information in the closed session, the Chair put the recommendations to the vote.
- 88.9 **RESOLVED:**
- (1) That the proposals submitted to the council by the University and Cathedral, and the considerable progress that has been made during the past 3 months, progress

which suggests a financially viable solution is in reach be noted, and the Project Board's view that negotiations should continue be supported;

- (2) That the financial offer made to the council by the University and Cathedral, and their proposals to work in Joint Venture to acquire the freehold of the Preston Barracks site from the council be noted, and the principles of the financial offer and the deal structure that supports this as the basis for further negotiation be agreed;
- (3) That the draft Heads of Terms in the Part II Appendix and the current state of play regarding ongoing negotiations be noted;
- (4) That the Executive Director for Finance & Resources, Executive Director for Environment, Development & Housing and the Head of Law be authorised to continue negotiations as directed by the Project Board, and that the outcome of these negotiations should be reported to a future meeting of the Project Board for endorsement prior to completion; and
- (5) That subject to (4) above, the Head of Law be authorised to complete the required suite of documents in consultation with the Executive Director for Finance & Resources and Executive Director for Environment, Development & Housing.

## **89. RESPONSE TO THE REPORT OF THE PUBLICLY ACCESSIBLE TOILETS SCRUTINY PANEL RECOMMENDATIONS**

### **89.1 RESOLVED TO RECOMMEND:**

- (1) That the evidence, findings and recommendations of the Scrutiny Panel on publicly accessible toilets be noted;
- (2) That the actions and comments summarised in Appendix 1 to the report, in response to the Panel's recommendations be agreed; and
- (3) That the Committee's response be referred to the Full Council for information.

## **90. ANNUAL SURVEILLANCE REPORT (DECEMBER 2013)**

### **90.1 RESOLVED:**

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

**91. REVIEW OF MEMBERS ALLOWANCES**

- 91.1 The Head of Law introduced the report, which set out the recommendations of the Independent Remuneration Panel in regard to the Members Allowances Scheme. He noted that the Panel had indicated a desire to undertake a full review and to report back in 2014 on a scheme that could be adopted for 2015 and be applied for the full four-year term of the council, subject to an annual review.
- 91.2 The Chair noted the report and stated that he wished to place on record the Committee's thanks to the Panel for their work. However, in view of the current economic climate he wished to move a cross-party amendment to the recommendations so that the level of Basic Allowance remained unchanged and the current Members' Allowances Scheme was adopted for the 2014/15 municipal year. He also welcomed the Panel's intention to put forward recommendations for a scheme that could be approved by the current council to be effective from the inception of the newly elected council in 2015 and run for the duration of that council. He hoped that such a scheme would be one that would encourage people from all communities to consider standing as a councillor and would therefore reflect the level of commitment that was required.
- 91.3 Councillor Morgan agreed that in view of the budgetary constraints faced by the authority at this point in time that it is was not appropriate to approve an increase in allowances, albeit that it was below inflation and in-line with the public sector pay rise. He was therefore happy to support the amendment, however; he also hoped that in regard to the Independent Panel's future recommendations that the council would be prepared to accept them as it was the role of the Panel to review the scheme and consider how it should reflect the council's structure.
- 91.4 Councillor G. Theobald stated that he supported the amendment and thanked the Panel for their work.
- 91.5 The Chair stated that he agreed if the Panel were asked to undertake a review then the council should be open to receiving their recommendations and taking them forward. He put the amendment to the vote which was carried and the put the recommendations as amended to the vote.
- 91.6 **RESOLVED TO RECOMMEND:**
- (1) That the Panel's desire to undertake a full review of the Members Allowances Scheme be noted,
  - (2) That the Council be recommended to adopt the existing Members Allowances Scheme for the payment of allowances in 2014/15, with effect from day after the Annual Council Meeting in May 2014;
  - (3) That the Chief Executive be authorised to issue the Brighton & Hove Members' Allowances Scheme in accordance with the regulations following council approval;
  - (4) That the allowance payable to each of the members of the Independent Remuneration Panel be increased by 1% in line with the Public Sector Pay award

with effect from 1 September 2013, in recognition of the time commitment and the role of the Panel.

**92. ITEMS REFERRED FOR COUNCIL**

92.1 No items other than those which were due to be considered at the Council meeting on the 12<sup>th</sup> December were referred to the council meeting for information.

**PART TWO SUMMARY**

**93. PRESTON BARRACKS REDEVELOPMENT - EXEMPT CATEGORIES 3 & 5**

93.1 **RESOLVED:** That the information contained in the appendix to the report listed at Item 88 on the agenda be noted.

**94. PART TWO PROCEEDINGS**

94.1 **RESOLVED:** That the information contained in the appendix listed as Item 93 on the agenda remain exempt from disclosure to the press and public.

The meeting concluded at 7.25pm

Signed

Chair

Dated this

day of

2014

<b>Subject:</b>	<b>Notice of Motion on Fixed Odds Betting Terminals – Referred from Full Council meeting held on 12<sup>th</sup> December 2013</b>
<b>Date of Meeting:</b>	<b>16 January 2014</b>
<b>Ward(s) affected:</b>	<b>All</b>

**FOR GENERAL RELEASE****NOTICE OF MOTION****FIXED ODDS BETTING TERMINALS**

“This council notes the terrible impact on vulnerable people caused by the provisions of the Gambling Act 2005, introduced by the then Labour Government, namely:

1. The prevalence of Fixed Odds Betting Terminals (FOBTs) in betting shops often referred to in the media as “the crack cocaine of gambling”.
2. That, unlike fruit machines in pubs, bingo halls and amusement arcades where cash stakes are limited to £2, gamblers can bet with cash or via a debit card up to £100 every 20 seconds on FOBTs, more than four times as fast as the rate of play in casinos.
3. That in 2012, over £1.5bn was lost on FOBTs across the UK. More profit was made from FOBTs than from the National Lottery, when according to the most recent British Gambling Prevalence Survey, 56% of the population play the Lottery, but just 4% play FOBTs.
4. Empirical evidence that suggests FOBTs are the most addictive form of gambling.
5. Research carried out by Geofutures, which found there to be four times as many betting shops in areas of high unemployment than in areas of low unemployment.
6. Research carried out by 2CV in Newham, which found that the average bet per spin on FOBTs is £17, and the average amount of cash inserted into the machine is £55 per session, with one in five putting in over £100 a time.
7. Nationally, more than 80% of turnover in betting shops and more than half of profits are derived from FOBTs. Less than 20% of stakes in betting shops are over the counter.

8. A recent economic analysis undertaken by Landman Economics, commissioned by the Campaign for Fairer Gambling, which assessed the impact of FOBTs on local economies and across the wider economy. The report concluded that every £1bn spent on FOBTs produces a net reduction of 13,000 jobs, compared to if spent in the wider consumer economy. The projected doubling of revenue from FOBTs by 2023 could cost a further 23,000 jobs across the economy.

This Council further notes:

1. The announcement made by Maria Miller MP, Secretary of State for Culture Media and Sport, on 10th October 2013 in response to the Triennial Review of gaming machine stakes and prizes, which left the stakes on FOBTs unchanged but concluded that “there remains a serious case to answer in relation to the potential harm caused by category B2 gaming machines and we consider their future to be unresolved pending further work, which is already underway.
2. The position in the Republic of Ireland where the Government has introduced legislation to outlaw FOBTs in betting shops.

This council believes that the increase in FOBTs is causing significant problems and believes that the Government should either use the existing legislative framework, or introduce legislation to outlaw B2 casino games in betting shops.

At the very least, local authorities should be given the powers to protect the local amenity and wellbeing of communities by (1) stopping the proliferation of betting shops and (2) reducing the maximum stakes and slowing down the speed of play.

This council therefore requests:

1. The Chief Executive writes to the Secretary of state for Culture, Media and Sport to outline the terms of this motion and demand urgent action against FOBTs by the Government; and
2. That the Policy & Resources Committee be asked to consider the use of the Sustainable Communities Act to control the spread and activities of betting shops and reduce the maximum stake on Fixed Odds Betting Terminals to £2 per spin.”



<b>Subject:</b>	<b>Council Tax Base 2014/15</b>		
<b>Date of Meeting:</b>	<b>16<sup>th</sup> January 2014</b>		
<b>Report of:</b>	<b>Executive Director of Finance &amp; Resources</b>		
<b>Contact Officer:</b>	<b>Name:</b>	<b>Mark Ireland</b>	<b>Tel: 29-1240</b>
	<b>Email:</b>	<b>Mark.ireland@brighton-hove.gov.uk</b>	
<b>Ward(s) affected:</b>	<b>All</b>		

**FOR GENERAL RELEASE**

**1. PURPOSE OF REPORT AND POLICY CONTEXT**

- 1.1 The council tax base represents the amount that would be raised by the setting of a £1 council tax. It is a requirement of the Local Government Finance Act 1992 and associated regulations that the tax base is calculated for the purpose of setting the council tax in 2014/15 before 31<sup>st</sup> January 2014.
- 1.2 The purpose of this report is for Members to agree the tax base for 2014/15. Members will be aware that full Council agreed amendments to council tax discounts for empty homes and furnished lets on 12 December 2013. Those decisions are reflected in the proposed tax base set out in this report. Full Council also decided not to make any further changes to the council tax reduction scheme for the coming year at the same meeting.

**2. RECOMMENDATIONS:**

That Policy & Resources Committee:

- 2.1 Approves this report for the calculation of the council's tax base for the year 2014/15.
- 2.2 Agrees that, in accordance with the Local Authorities (Calculation of Tax Base) (England) Regulations 2012, the amounts calculated by Brighton & Hove City Council as its council tax base for the year 2014/15 shall be as follows:-
- 2.2.1 For Brighton and Hove whole – 81,359.20 (as detailed in appendix 1)
- 2.2.2 For the Royal Crescent Enclosure Committee – 30.10 (as detailed in appendix 2)
- 2.2.3 For the Hanover Crescent Enclosure Committee – 40.70 (as detailed in appendix 3)
- 2.2.4 For the Marine Square Enclosure Committee – 65.40 (as detailed in appendix 4)
- 2.2.5 For the Parish of Rottingdean – 1,467.50 (as detailed in appendix 5)
- 2.3 Agrees that, for the purposes of Section 35(1) of the Local Government Finance Act 1992, the expenses of meeting the special levies issued to the council by the Enclosure Committees shall be its special expenses.

- 2.4 Agrees that the Enclosure Committees and Rottingdean Parish are paid approximately £5,000 council tax reduction grant in total to ensure that they are no better or no worse off as a result of the introduction of the council tax reduction scheme for the reasons set out in paragraph 3.7.

### **3. CONTEXT/ BACKGROUND INFORMATION**

- 3.1 The tax base has been calculated in accordance with the Local Authority (Calculation of Council Tax Base) (England) Regulations 2012. The detail of the calculation for the whole of Brighton & Hove is shown at appendix 1.

- 3.2 The tax base is calculated by estimating how many properties there are in each tax band, determining what relevant discounts and exemptions apply and how much council tax will ultimately be collected.

- 3.3 The key changes to the proposed tax base for 2014/15 are listed below:

- The number of new properties excluding student halls of residence on the register is already approximately 100 more than was estimated this time last year. A further 400 new properties are expected to be added during 2014/15 equivalent to a 0.3% increase in the housing stock of the city based on housing developments currently under construction and nearing completion. The number of student halls of residence is anticipated to increase by 15% next year from the current level of 1,082 largely due to the expected completion of the redevelopment of the Co-op site on London Road.
- Despite the expected increases in student halls of residence the growth in the number of properties occupied solely by students and therefore exempt from council tax is anticipated to continue to rise although this rise has always proved hard to predict accurately. The graph in appendix 6 shows the changes in the number of student exempt properties over the last 3 years month by month to the end of November 2013. Just over 5,000 properties on average are estimated to be solely occupied by students during 2014/15 a figure which has doubled over the last 10 years. The value of the exemption in council tax income is estimated to be over £5.4m for the city council alone in 2014/15. Planned expansion to local universities and Further Education Colleges means that the number of exempt properties could increase at an even faster rate over coming years particularly now that the Government is removing the cap on university places so that more young people can go into higher education.
- The proposed tax base for 2014/15 assumes that single person discounts (SPD) will increase from current levels proportionately with the increase in the number of new properties. As at the end of November 2013 46,499 or 37% of all households in the city were in receipt of SPD and a detailed exercise will be undertaken during the coming year in addition to the normal verification procedures including cross-checks with other relevant databases.
- Full Council agreed changes to various discounts and exemptions in December 2012 with further amendments agreed in December 2013. Details of the changes and the financial implications were given in the reports to those meetings and estimates of the impact of the changes have been included in the proposed tax base. The impact of the changes agreed last year appears to have been understated based on actual experience so far this year and the tax base has been adjusted accordingly.

- Contrary to the assumptions made at this time last year the number of claimants (both working age and pensioners) receiving council tax reduction (CTR) has fallen consistently throughout the year as shown in the graph in appendix 6. With improvements in the national and local economy predicted to continue throughout the coming year it is likely that the numbers will continue to fall at a similar rate to the period April 2013 to November 2013 with the total value of the discount expected to fall by 4% from £22.0m at the end of November 2013 to £21.1m by the end of March 2015. This further reduction had not been built into the forecasts given in the December budget update report and is the main reason why the proposed tax base for 2014/15 is higher than previously assumed. The 2013/14 budget had allowed for an average total CTR discount of £23.4m whereas the proposed figure for 2014/15 is £21.6m. However it does mean that those households no longer qualifying for the same level of CTR discount will be paying more in council tax which may prove harder to collect.
- Collection performance during the current year has been consistently down month by month on last year and is currently 1.2% below the in-year collection rate achieved last year. From data collected by other unitary authorities this reduction is in line with experience in other parts of the country and is probably largely due to the continuing squeeze on household budgets with inflation exceeding pay increases. It remains to be seen whether there is improved in-year collection in February and March now that all households have the option to spread payments over 12 months rather than 10. A drop in in-year collection performance does not necessarily result in a drop in ultimate collection performance but arrears are much harder to collect. A much clearer position on collection at the end of the year and of the collection of arrears will become apparent during 2014/15 and the ultimate collection rate will need to be looked at in more detail then. Until further information is available it is not proposed to change the ultimate collection rate for 2014/15 from the current level of 98.48%.

3.4 The resultant tax base proposed for 2014/15 is 81,359.20 which is an increase from the 2013/14 tax base of 79,781.90 of 2% for the reasons explained above and summarised in the table below.

	Tax base
2013/14 tax base	79,781.90
Increases:	
- New dwellings	+516.00
- Reduced CTR caseload	+1,205.20
- Changes in discounts & exemptions agreed by full Council	+314.20
Decreases:	
- Increase in exempt properties	-388.00
- Increase in SPD	-67.50
- Changes in band	-2.60
2014/15 tax base	81,359.20

3.5 The discretionary discounts have to be excluded from the calculation of the tax base because the cost of awarding these discounts has to be met in full by the council and cannot be shared with the Police and Fire Authorities. Separate provision will be made in the 2014/15 revenue budget as part of the overall budget proposals coming to this Committee in February. The discretionary

discounts are estimated to cost about £150,000 in 2014/15 and for example cover exceptional situations not covered by the proposals for empty dwellings such as flood or fire damage.

- 3.6 The regulations require a separate calculation to be carried out for parts of a local authority area where special expenses apply. Appendices 2, 3 and 4 show the details of the calculations for Enclosure Committees in Brighton which fall under this category. Each Enclosure Committee sets a levy for maintaining the enclosure gardens and this is recovered through an additional council tax charge to the enclosure residents. Appendix 5 shows the calculation for the Parish of Rottingdean.
- 3.7 The additional discounts generated by the council tax reduction scheme also have implications for the Enclosure Committees and Rottingdean Parish. In line with government guidance and what is considered fair to local residents it is proposed that the relevant proportion of council tax reduction grant is paid to each body to ensure that they are no better or no worse off as a result of the local scheme. It is estimated the total grant payable in 2014/15 will be about £5,000 but this will depend on the tax level set by each body.

#### **4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS**

- 4.1 The calculation of the council tax base is determined largely by regulation and is based on the best information available at this time. Options relating to the council tax reduction scheme and changes to discounts and exemptions were considered and agreed by full Council in December.

#### **5. COMMUNITY ENGAGEMENT & CONSULTATION**

- 5.1 Extensive public consultation was carried out in relation to both the council tax reduction scheme and changes to discounts and exemptions. Details were shown in the reports to Council in December.
- 5.2 There are regular meetings between Strategic Finance and Revenues to discuss collection performance, monthly movements in tax base and the projections used for determining the tax base for the following year.
- 5.3 Sussex Police Authority and East Sussex Fire Authority have been kept informed of the latest tax base projections.

#### **6. CONCLUSION**

- 6.1 It is a requirement of the Local Government Finance Act 1992 and associated regulations that the tax base is calculated for the purpose of setting the Council Tax in 2014/15 before 31<sup>st</sup> January 2014 and this report fulfils that requirement.

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

##### Financial Implications:

- 7.1 The increase in the proposed tax base of 1,577.30 for 2014/15 generates additional resources of £2.38m for the city council, police and fire authorities

based on the average band D council tax for 2013/14. The city council share is approximately 85%. The tax base is significantly higher than the tax base used in the December budget update report reflecting largely new lower forecasts for the CTR scheme caseload. The increased resources for the city council generated by the higher than anticipated tax base are estimated to be about £0.7m for 2014/15.

*Finance Officer Consulted: Mark Ireland*

*Date: 2/1/14*

Legal Implications:

- 7.2 It is a requirement of the Local Government Finance Act 1992 that the Council determine the council tax base. This must be determined before 31 January 2014.
- 7.3 All other references to the legal framework for setting the council tax base are contained within the body of the report.
- 7.4 The calculation of the Council Tax Base is not a function reserved to Full Council by legislation, but falls within the terms of reference of the Policy & Resources Committee.

*Lawyer Consulted: Oliver Dixon*

*Date: 20/12/13*

Equalities Implications:

- 7.5 An equalities impact assessment has been carried out for the proposed changes to discounts and exemptions and is number 32 in the 2014/15 budget savings pack presented to the December meeting of this Committee.

Sustainability Implications:

- 7.6 None.

Any Other Significant Implications:

Risk and Opportunity Management Implications:

- 7.7 There are greater risks to the forecasts because of the extensive welfare reform changes being made. Monitoring will be maintained at a high level throughout the year to ensure that any issues are identified quickly and mitigation measures adopted. Members will be kept up to date through the regular budget monitoring reports.

Corporate / Citywide Implications:

- 7.8 These were considered by full Council in December.

## **SUPPORTING DOCUMENTATION**

### **Appendices:**

1. Tax base calculation for the whole of Brighton and Hove
2. Tax base calculation for Royal Crescent
3. Tax base calculation for Hanover Crescent
4. Tax base calculation for Marine Square
5. Tax base calculation for Rottingdean Parish
6. Graphs on CTR discounts and student exemptions

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

1. None

### **Background Documents**

1. Full Council on 12 December 2013 Agenda item 54 – Council Tax Reduction Review
2. Full Council on 12 December 2013 Agenda item 55 – Council Tax Property Discounts
3. Files held within Strategic Finance and the Revenues Teams

Area:-

Brighton and Hove (Whole)

Appendix 1

Band:	A entitled to disabled relief reduction	A <40	B 40-52	C 52-68	D 68-88	E 88-120	F 120-160	G 160-320	H >320	Total
Range (£'k):										
1. Number of dwellings on list	0	27,250	28,440	33,668	19,280	10,869	4,486	2,674	179	126,846
2. Estimate of number of dwellings not listed	0	65	145	130	24	11	10	7	1	393
3. Estimate of number of dwellings listed which will not be in band	0	(51)	(58)	(105)	(97)	(56)	(39)	(36)	(23)	(465)
4. Estimated exempt dwellings	0	(1,658)	(1,258)	(2,862)	(995)	(298)	(97)	(83)	(15)	(7,266)
5. Disabled relief dwellings from band above	51	58	105	97	56	39	36	23	0	465
<b>6. Number of chargeable dwellings (sum lines 1 - 5)</b>	<b>51</b>	<b>25,664</b>	<b>27,374</b>	<b>30,928</b>	<b>18,268</b>	<b>10,565</b>	<b>4,396</b>	<b>2,585</b>	<b>142</b>	<b>119,973</b>
7. Single person discounts	(35)	(15,534)	(12,288)	(10,120)	(4,962)	(2,468)	(832)	(402)	(7)	(46,648)
8. All but one resident disregarded	0	(427)	(501)	(469)	(194)	(89)	(36)	(14)	0	(1,730)
9. All residents disregarded	0	(7)	(16)	(27)	(23)	(30)	(39)	(51)	(14)	(207)
10. Class C discount up to 4 weeks	0	(297)	(249)	(150)	(53)	(44)	(12)	(8)	(1)	(814)
11. Class C discount up to 6 months	0	(109)	(10)	(1)	(7)	(5)	(3)	0	0	(135)
12. Class D discount	0	(44)	(36)	(27)	(27)	(16)	(2)	(7)	0	(159)
13. Second Home Job Related	0	(4)	(6)	(2)	(6)	(4)	(1)	0	0	(23)
14. Council Tax Reduction (CTR)	(40)	(6,608)	(5,452)	(4,173)	(1,284)	(386)	(95)	(28)	0	(18,066)
15. Total number of appropriate percentage discounts (Lines 7&8x0.25)+(Line 9&13x0.50) +(Lines 10&11&12&14x1.0)	(48.75)	(11,053.75)	(8,955.25)	(7,012.75)	(2,674.50)	(1,107.25)	(349.00)	(172.50)	(9.75)	(31,383.50)
<b>16. Aggregate of Lines 6+15</b>	<b>2.25</b>	<b>14,610.25</b>	<b>18,418.75</b>	<b>23,915.25</b>	<b>15,593.50</b>	<b>9,457.75</b>	<b>4,047.00</b>	<b>2,412.50</b>	<b>132.25</b>	<b>88,589.50</b>
17. Ratio to Band D	0.5556	0.6667	0.7778	0.8889	1.0000	1.2222	1.4444	1.6667	2.0000	
<b>18. Relevant Amount (Line 16xLine 17)</b>	<b>1.30</b>	<b>9,740.20</b>	<b>14,325.70</b>	<b>21,258.00</b>	<b>15,593.50</b>	<b>11,559.50</b>	<b>5,845.70</b>	<b>4,020.80</b>	<b>264.50</b>	

May contain minor rounding adjustments.

Aggregate of Relevant Amounts	82,609.2
Collection Rate	98.48%
Adjustment (contributions in lieu)	5.7
<b>TAXBASE</b>	<b>81,359.2</b>





Band:	A entitled to disabled relief reduction	A  <40	B  40-52	C  52-68	D  68-88	E  88-120	F  120-160	G  160-320	H  >320	Total
Range (£'k):										
1. Number of dwellings on list	0	0	1	9	2	1	2	6	4	25
2. Estimate of number of dwellings not listed	0	0	0	0	0	0	0	0	0	0
3. Estimate of number of dwellings listed which will not be in band	0	0	0	0	0	0	0	0	0	0
4. Estimated exempt dwellings	0	0	0	0	0	0	0	0	0	0
5. Disabled relief dwellings from band above	0	0	0	0	0	0	0	0	0	0
<b>6. Number of chargeable dwellings (sum lines 1 - 5)</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>9</b>	<b>2</b>	<b>1</b>	<b>2</b>	<b>6</b>	<b>4</b>	<b>25</b>
7. Single person discounts	0	0	0	(2)	(2)	0	0	(1)	0	(5)
8. All but one resident disregarded	0	0	0	0	0	0	0	0	0	0
9. All residents disregarded	0	0	0	0	0	0	0	0	0	0
10. Class C discount up to 4 weeks	0	0	0	0	0	0	0	0	0	0
11. Class C discount up to 6 months	0	0	0	0	0	0	0	0	0	0
12. Class D discount	0	0	0	0	0	0	0	0	0	0
13. Second Home Job Related	0	0	0	0	0	0	0	0	0	0
14. Council Tax Reduction (CTR)	0	0	0	0	(1)	0	0	0	0	(1)
15. Total number of appropriate percentage discounts (Lines 7&8x0.25)+(Line 9&13x0.50) +(Lines 10&11&12&14x1.0)	0.00	0.00	0.00	(0.50)	(1.50)	0.00	0.00	(0.25)	0.00	(2.25)
<b>16. Aggregate of Lines 6+15</b>	<b>0.00</b>	<b>0.00</b>	<b>1.00</b>	<b>8.50</b>	<b>0.50</b>	<b>1.00</b>	<b>2.00</b>	<b>5.75</b>	<b>4.00</b>	<b>22.75</b>
17. Ratio to Band D	0.5556	0.6667	0.7778	0.8889	1.0000	1.2222	1.4444	1.6667	2.0000	
<b>18. Relevant Amount (Line 16xLine 17)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.80</b>	<b>7.60</b>	<b>0.50</b>	<b>1.20</b>	<b>2.90</b>	<b>9.60</b>	<b>8.00</b>	

May contain minor rounding adjustments.

Aggregate of Relevant Amounts	30.6
Collection Rate	98.48%
Adjustment (contributions in lieu)	0.0
<b>TAXBASE</b>	<b>30.1</b>



Area:-

Hanover Crescent

Appendix 3

Band:	A entitled to disabled relief reduction	A	B	C	D	E	F	G	H	
Range (£'k):		<40	40-52	52-68	68-88	88-120	120-160	160-320	>320	Total
1. Number of dwellings on list	0	4	9	10	12	2	7	2	0	46
2. Estimate of number of dwellings not listed										0
3. Estimate of number of dwellings listed which will not be in band	0	0	0	0	0	0	0	0	0	0
4. Estimated exempt dwellings	0	0	0	(1)	0	0	0	0	0	(1)
5. Disabled relief dwellings from band above	0	0	0	0	0	0	0	0	0	0
<b>6. Number of chargeable dwellings (sum lines 1 - 5)</b>	<b>0</b>	<b>4</b>	<b>9</b>	<b>9</b>	<b>12</b>	<b>2</b>	<b>7</b>	<b>2</b>	<b>0</b>	<b>45</b>
7. Single person discounts	0	(2)	(4)	(5)	(3)	(1)	0	0	0	(15)
8. All but one resident disregarded	0	0	(1)	0	0	0	0	0	0	(1)
9. All residents disregarded	0	0	0	0	0	0	0	0	0	0
10. Class C discount up to 4 weeks	0	0	0	0	0	0	0	0	0	0
11. Class C discount up to 6 months	0	0	0	0	0	0	0	0	0	0
12. Class D discount	0	0	0	0	0	0	0	0	0	0
13. Second Home Job Related	0	0	0	0	0	0	0	0	0	0
14. Council Tax Reduction (CTR)	0	0	(1)	0	0	0	0	0	0	(1)
15. Total number of appropriate percentage discounts (Lines 7&8x0.25)+(Line 9&13x0.50) +(Lines 10&11&12&14x1.0)	0.00	(0.50)	(2.25)	(1.25)	(0.75)	(0.25)	0.00	0.00	0.00	(5.00)
<b>16. Aggregate of Lines 6+15</b>	<b>0.00</b>	<b>3.50</b>	<b>6.75</b>	<b>7.75</b>	<b>11.25</b>	<b>1.75</b>	<b>7.00</b>	<b>2.00</b>	<b>0.00</b>	<b>40.00</b>
17. Ratio to Band D	0.5556	0.6667	0.7778	0.8889	1.0000	1.2222	1.4444	1.6667	2.0000	
<b>18. Relevant Amount (Line 16xLine 17)</b>	<b>0.00</b>	<b>2.30</b>	<b>5.30</b>	<b>6.90</b>	<b>11.30</b>	<b>2.10</b>	<b>10.10</b>	<b>3.30</b>	<b>0.00</b>	

May contain minor rounding adjustments.

Aggregate of Relevant Amounts	41.3
Collection Rate	98.48%
Adjustment (contributions in lieu)	0.0
<b>TAXBASE</b>	<b>40.7</b>



Band:	A entitled to disabled relief reduction	A <40	B 40-52	C 52-68	D 68-88	E 88-120	F 120-160	G 160-320	H >320	Total
Range (£'k):										
1. Number of dwellings on list	0	65	25	24	3	2	0	2	0	121
2. Estimate of number of dwellings not listed	0	0	0	0	0	0	0	0	0	0
3. Estimate of number of dwellings listed which will not be in band	0	0	0	0	0	0	0	0	0	0
4. Estimated exempt dwellings	0	(1)	0	0	0	0	0	0	0	(1)
5. Disabled relief dwellings from band above	0	0	0	0	0	0	0	0	0	0
<b>6. Number of chargeable dwellings (sum lines 1 - 5)</b>	<b>0</b>	<b>64</b>	<b>25</b>	<b>24</b>	<b>3</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>120</b>
7. Single person discounts	0	(37)	(17)	(9)	(1)	0	0	0	0	(64)
8. All but one resident disregarded	0	0	0	(2)	0	0	0	0	0	(2)
9. All residents disregarded	0	0	0	0	0	0	0	0	0	0
10. Class C discount up to 4 weeks	0	0	0	0	0	0	0	0	0	0
11. Class C discount up to 6 months	0	0	0	0	0	0	0	0	0	0
12. Class D discount	0	0	0	0	0	0	0	0	0	0
13. Second Home Job Related	0	0	0	0	0	0	0	0	0	0
14. Council Tax Reduction (CTR)	0	(13)	(4)	(2)	0	0	0	0	0	(19)
15. Total number of appropriate percentage discounts (Lines 7&8x0.25)+(Line 9&13x0.50) +(Lines 10&11&12&14x1.0)	0.00	(22.25)	(8.25)	(4.75)	(0.25)	0.00	0.00	0.00	0.00	(35.50)
<b>16. Aggregate of Lines 6+15</b>	<b>0.00</b>	<b>41.75</b>	<b>16.75</b>	<b>19.25</b>	<b>2.75</b>	<b>2.00</b>	<b>0.00</b>	<b>2.00</b>	<b>0.00</b>	<b>84.50</b>
17. Ratio to Band D	0.5556	0.6667	0.7778	0.8889	1.0000	1.2222	1.4444	1.6667	2.0000	
<b>18. Relevant Amount (Line 16xLine 17)</b>	<b>0.00</b>	<b>27.80</b>	<b>13.00</b>	<b>17.10</b>	<b>2.80</b>	<b>2.40</b>	<b>0.00</b>	<b>3.30</b>	<b>0.00</b>	

May contain minor rounding adjustments.

Aggregate of Relevant Amounts	66.4
Collection Rate	98.48%
Adjustment (contributions in lieu)	0.0
<b>TAXBASE</b>	<b>65.4</b>



Band:	A entitled to disabled relief reduction	A  <40	B  40-52	C  52-68	D  68-88	E  88-120	F  120-160	G  160-320	H  >320	Total
Range (£'k):										
1. Number of dwellings on list	0	130	150	188	351	338	289	128	10	1,584
2. Estimate of number of dwellings not listed	0	0	0	5	0	0	0	0	0	5
3. Estimate of number of dwellings listed which will not be in band	0	0	(1)	(4)	(2)	0	(2)	(1)	0	(10)
4. Estimated exempt dwellings	0	(3)	(3)	(3)	(4)	(4)	(3)	(1)	0	(21)
5. Disabled relief dwellings from band above	0	1	4	2	0	2	1	0	0	10
<b>6. Number of chargeable dwellings (sum lines 1 - 5)</b>	<b>0</b>	<b>128</b>	<b>150</b>	<b>188</b>	<b>345</b>	<b>336</b>	<b>285</b>	<b>126</b>	<b>10</b>	<b>1,568</b>
7. Single person discounts	0	(68)	(79)	(76)	(121)	(97)	(74)	(18)	(1)	(534)
8. All but one resident disregarded	0	0	(1)	0	(3)	(3)	0	(3)	0	(10)
9. All residents disregarded	0	0	0	(2)	(1)	0	(2)	(2)	(1)	(8)
10. Class C discount up to 4 weeks	0	(1)	(4)	0	(1)	(1)	(2)	0	0	(9)
11. Class C discount up to 6 months	0	(5)	0	0	(1)	(2)	0	0	0	(8)
12. Class D discount	0	0	0	0	0	0	(1)	(1)	0	(2)
13. Second Home Job Related	0	0	0	0	(1)	0	(1)	0	0	(2)
14. Council Tax Reduction (CTR)	0	(21)	(28)	(24)	(21)	(10)	(11)	(2)	0	(117)
15. Total number of appropriate percentage discounts (Lines 7&8x0.25)+(Line 9&13x0.50) +(Lines 10&11&12&14x1.0)	0.00	(44.00)	(52.00)	(44.00)	(55.00)	(38.00)	(34.00)	(9.25)	(0.75)	(277.00)
<b>16. Aggregate of Lines 6+15</b>	<b>0.00</b>	<b>84.00</b>	<b>98.00</b>	<b>144.00</b>	<b>290.00</b>	<b>298.00</b>	<b>251.00</b>	<b>116.75</b>	<b>9.25</b>	<b>1,291.00</b>
17. Ratio to Band D	0.5556	0.6667	0.7778	0.8889	1.0000	1.2222	1.4444	1.6667	2.0000	
<b>18. Relevant Amount (Line 16xLine 17)</b>	<b>0.00</b>	<b>56.00</b>	<b>76.20</b>	<b>128.00</b>	<b>290.00</b>	<b>364.20</b>	<b>362.60</b>	<b>194.60</b>	<b>18.50</b>	

May contain minor rounding adjustments.

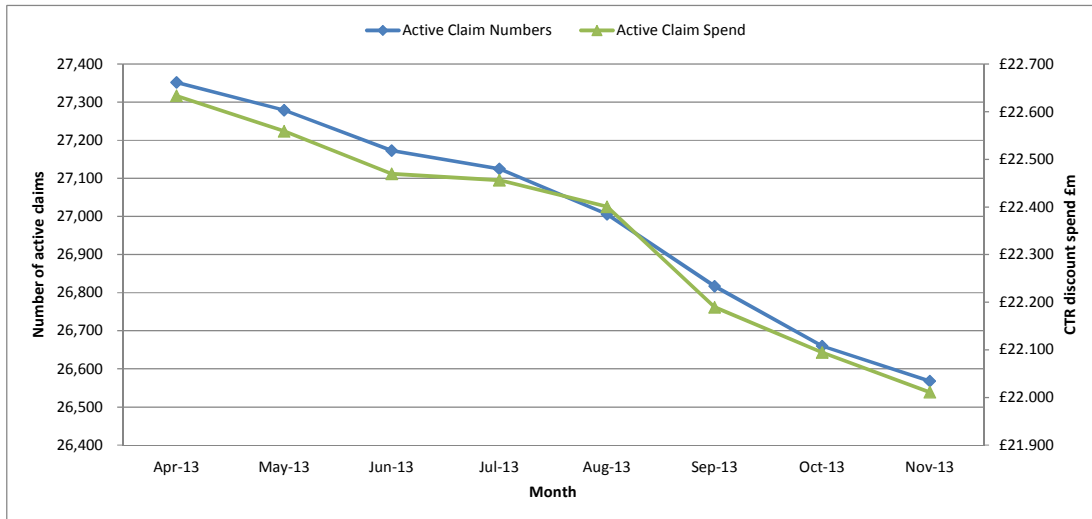
Aggregate of Relevant Amounts	1,490.1
Collection Rate	98.48%
Adjustment (contributions in lieu)	0.0
<b>TAXBASE</b>	<b>1,467.5</b>



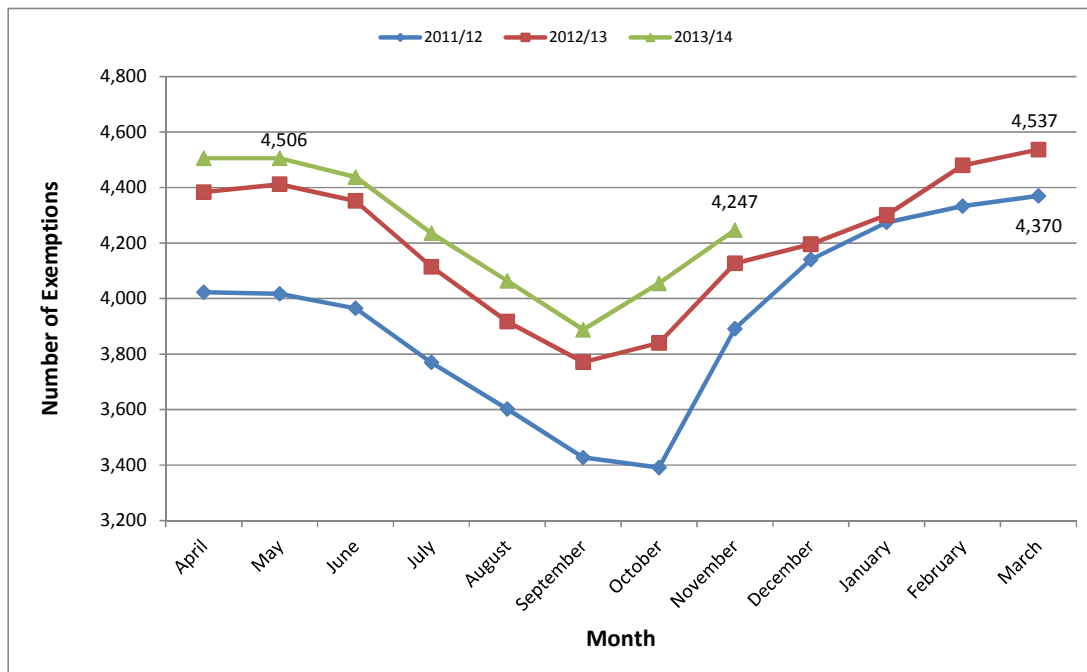


**GRAPHS ON CTR DISCOUNTS AND STUDENT EXEMPTIONS**

**Movement in claim numbers and spend for active CTR discounts during 2013/14**



**Movement in number of student exemptions over the last three years**





**Subject:** Life Events Fees and Charges  
**Date of Meeting:** 16<sup>th</sup> January 2014  
**Report of:** Executive Director of Finance & Resources  
**Contact Officer:** Name: Paul Holloway Tel: 292005  
Email: [Paul.holloway@brighton-hove.gcsx.gov.uk](mailto:Paul.holloway@brighton-hove.gcsx.gov.uk)  
**Ward(s) affected:** All

**FOR GENERAL RELEASE**

**1. PURPOSE OF REPORT AND POLICY CONTEXT**

- 1.1 Bereavement services and Registration services have reviewed their fees and charges for the services and products they provide. In line with the Corporate Fees & Charges Policy, the service regularly reviews fees and charges and compares all of them with neighbouring Local Authorities who provide the same or similar services. In addition, comparisons have been made against other local private sector service providers.
- 1.2 Analysis has been completed to ensure where possible, costs of the provision of the services are covered, and that they fit the organisations priorities and business objectives within the corporate financial management standards.
- 1.3 Projections based on the known previous demand for our services, and the increase in fees and charges suggest combined additional income of £100,000 is achievable for the 2014/15 for the Bereavement and Registration Services, enabling them to comply with income targets for the forthcoming financial year.
- 1.4 It is proposed that a mid year review is undertaken to reflect further on the findings of the detailed unit costs analysis currently being worked on.

**2. RECOMMENDATIONS:**

- 2.1 That the Policy & Resources Committee approve the fees and charges for Life Events in Appendix 1 (Bereavement Services) and Appendix 2 (Registration).

**3. CONTEXT/ BACKGROUND INFORMATION**

- 3.1 Brighton & Hove City Council adopted a Corporate Fees & Charges Policy in 2008. The main aims of the policy were to ensure that:
  - Fees and charges are reviewed at least annually including consideration of potential new sources of income;
  - Fees and charges are set after comparing with 'statistical nearest neighbours' (or other relevant comparator groups) and taking into account market, legal and other contextual information;

- Unless set by a statute, fees and charges are set to recover full costs, including central overheads and capital financing, or to a defined subsidy level agreed by the council;
- Subsidies and concessions are not applied unless approved by members;
- The impact on financial inclusion is considered when setting fee levels.

### **Fees and charges**

- 3.2 For 2014/15, a comprehensive review of fees and charges has been completed, benchmarking our charges with neighbouring local authorities and service providers. The exercise has also reviewed non-statutory fees and charges to ensure cost recovery. It is not within our power to increase statutory fees.
- 3.3 The review of non-statutory fees and charges will continue during the financial year and a further report, if necessary, will be presented to the Policy & Resources Committee. Service pressures indicate we need to increase fees in most cases by higher than the standard inflationary amount. Benchmarking has established the services have scope for these increases.
- 3.4 These proposals will generate additional income of £85,000 for Bereavement Services and £15,000 for the Register Office. However, it must be appreciated that additional and new services for customers in both the Bereavement and Registration areas are high risk in terms of their scope for income generation, as they are untried and untested at a time when there are considerable financial uncertainties across the entire economy, so they will be kept under close review.

### **Bereavement Services**

- 3.5 Until last year, fees and charges in Bereavement Services had only been increased by inflation. For 2014/15, a more comprehensive review has taken place. Increasing our fees and charges using just the standard inflationary amount has shown that, in some areas, the cost of our services remains incredibly competitive with near neighbours. Consequently, it is proposed that fees and charges are increased by 10% for all services, with the exception of statutory fees. There has also been provision made for low cost cremation options in the Bereavement Services area, as well as maintaining the current fees for anything relating to a child. Research has identified that our main competitors are increasing their fees and charges by between 20% and 30% for like for like services.
- 3.6 The lowest priced service for cremations for 2014/15 will be £202.00, an increase of just £4.00. For children's grave spaces in the city's cemeteries, costs for 2014/15 remain unchanged.
- 3.7 A burial cost in Brighton & Hove works out at £1,020 when right of burial and grave are purchased. For the same service, one of our nearest local authority neighbours charges £1,520 and £2,250 is charged by our nearest privately owned Crematorium and Burial grounds.
- 3.8 Appendix 1 (Bereavement Services) contain details of the main changes to our fees and charges, with the new proposed fees. Appendix 3 (Bereavement

Services) includes the benchmarking information, comparing the prices of our services to our neighbours, where services can be matched, like-for-like.

- 3.9 The increase in charges, as well as looking to cover costs, provides provision for business development and improvement, supporting cremator renewal and maintenance of facilities, both in terms of Bereavement Services buildings and cemeteries.

## **Registration Services**

- 3.10 Until last year, fees and charges in Registration Services had only been increased by inflation. For 2014/15, a more comprehensive review has taken place. Increasing our fees and charges using just the standard inflationary amount has shown that, in some areas, the cost of our services remains incredibly competitive with near neighbours. Consequently, the proposal for 2014/15 is to increase non-statutory fees and charges by 10%. This approach and these increases ensure that our services remain competitive with our neighbouring service providers, assuming their increases to charges are at the standard inflationary amount or more.
- 3.11 Provision is still there for a low cost option for a Register Office ceremony, charged at £49.00 which is a statutory fee, set by government.
- 3.12 Appendix 2 (Registration) details our current fees and charges and the proposed new charges for 2014/15. Appendix 4 (Registration) includes the benchmarking information, comparing the prices of our services to our neighbours, where services can be matched, like-for-like.
- 3.13 A review has also identified new business development opportunities for Registration Services, as we look to modernise and provide new non-statutory services. Legislation also allows for other opportunities to be considered in conjunction with discussions with the General Register Office and the Registrar General.

## **4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS**

- 4.1 This benchmarking exercise has identified real potential for increasing our fees and charges across both the Bereavement and Registration Services. Both have excellent reputations for providing high quality customer focussed services and there is a need to maximise income generation. The exercise has demonstrated that increases in fees and charges can be achieved, whilst remaining extremely competitive with our neighbours and other service providers nearby.
- 4.2 The increase in fees and charges will allow Life Events services to realise income targets for 2014/15. A mid year review will provide information on the impact of these proposed increases.
- 4.3 Comprehensive analysis of service provisions has established that these increases will work towards cost recovery, as well as allow opportunities for business development and improvement.

- 4.4 Where possible, fees and charges still allow for customer choice and lower cost services are available, continuing to be charged at competitive prices.

## **5. COMMUNITY ENGAGEMENT & CONSULTATION**

- 5.1 Comments and feedback are welcome as part of Brighton & Hove's budget consultation process. Consultation with the Institute of Cemeteries and Crematorium Management for Bereavement and the General Register Office for Registration, has previously established there is not a legal obligation to consult with members of the public about non-statutory fees.

## **6. CONCLUSION**

- 6.1 It is important for Life Events services fees and charges to realistically reflect cost recovery and also have provision for business development and improvement, and support cremator renewal and maintenance of facilities. The proposed increases achieve this and a mid year review will enable further consideration to be given to detailed ongoing work on unit costs for providing services, as well as ensuring the services achieve increased income targets for 2014/15.

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

### Financial Implications:

- 7.1 The forecast income for 2013/14 for Bereavement Services is expected to be approximately £1.405m, and for Registrars Services £0.677m. Whilst this is an underachievement of income in the current financial year, mainly due to the capital works at the Crematorium, these works are due to be completed by the end of December 2013, and activity levels should be restored to normal from January 2014.

Following a review of fees and charges and benchmarking with other authorities, it is proposed to increase fees and charges by 10% for non-statutory fees, as set out in Appendices 1 and 3. Based on the service's estimated activity rates, this is expected to achieve the extra £0.100m income target included in the budget proposals for 2014/15, subject to agreement at budget council.

This package of proposals plus a potential further review of fees and charges during 2014/15 is intended to cover the costs of services provided, and also support further renewal and maintenance of facilities.

*Finance Officer Consulted: Peter Francis*

*Date: 19/12/13*

### Legal Implications:

- 7.2 The setting of non-statutory fees and charges for the council's bereavement and registration services are a function of Policy & Resources Committee. The council has power to set charges for discretionary services at a level which secures that, taking one financial year with another, the income from these charges does not exceed the costs of provision

*Lawyer Consulted: Oliver Dixon*

*Date: 12/12/13*

### Equalities Implications:

- 7.3 An Equalities Impact Assessment has been undertaken in respect of the proposed fees and charges increases.

### Sustainability Implications:

- 7.4 Woodvale Crematorium has recently undergone an upgrade to facilities, including replacement of cremators in compliance with Mercury Abatement legislation. This will assist;
- Projected reductions in air and water pollution from mercury and other toxic emissions, to meet strict environmental standards.
  - Reduction in energy consumption and costs by up to £42k per year.
  - Carbon emissions will be reduced by as much as 314 Tonnes per year
  - The capture and recycling of waste heat, which in turn reduces our carbon footprint, will provide significant energy savings.
  - Provision of new energy-efficient lighting to the main driveway. Installation of brand-new efficient state-of-the-art cremation equipment.

The proposed increases in fees and charges for 2014/15 will support further cremator renewal and maintenance of facilities.

## **SUPPORTING DOCUMENTATION**

### **Appendices:**

Appendix 1: Bereavement Services fees and charges for 2014/15

Appendix 2: Bereavement Services benchmarking

Appendix 3: Registration Services fees and charges for 2014/15

Appendix 4: Registration Services benchmarking

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

N/A

### **Background Documents**

N/A





**Report to Policy & Resources Committee: Fees and Charges in Life Events**  
**16<sup>th</sup> January 2014**

**Bereavement Services: proposed fees and charges 2014/15**

The following details the changes to our fees and charges:

Service	What is charged for	Fee 2013/14	Proposed fee for 2014/15
Cremations (someone over 16)	Hospital Authority / Public Health Act administered cremation	£198.00	£202.00
	Monday to Friday, up to and including 9:15am (cremation only, no use of chapel)	£198.00	£202.00
	Monday to Friday, up to and including 10:00 am	£335.00	£368.00
	Monday to Friday after 10:00am	£403.00	£443.00
	Saturday, Sunday and Public Holidays	£619.00	£680.00
Other cremation fees	Monday to Friday Organist's fees	£45.00	£50.00
	Saturday, Sunday & additional chapel time periods Organist's fee	£71.00	£78.00
	Certified Extract from the Register of Cremations – per extract	£10.00	£11.00
	Despatch of cremated remains (UK only)	£57.00	£63.00
	Each additional 45 minute period or use of chapel	£133.00	£146.00
Remembrance Garden	Log with commemorative plaque for a ten year period	£138.00	£152.00
	<ul style="list-style-type: none"> <li>• Option to renew for additional five years</li> </ul>	£69.00	£76.00
	<ul style="list-style-type: none"> <li>• Optional motif added to commemorative plaque</li> </ul>	£14.00	£15.00
	<ul style="list-style-type: none"> <li>• Additional or replacement green flower receptacle</li> </ul>	£12.00	£13.00
	<ul style="list-style-type: none"> <li>• Interment of cremated remains behind a log</li> </ul>	£66.00	£73.00
	<ul style="list-style-type: none"> <li>• Provision of a wooden casket with nameplate</li> </ul>	£73.00	£80.00
	<ul style="list-style-type: none"> <li>• Provision of an Acorn Urn</li> </ul>	£33.00	£36.00
	Rose bush with commemorative plaque for a ten year period	£245.00	£270.00
	<ul style="list-style-type: none"> <li>• Option to renew for additional five years</li> </ul>	£122.00	£134.00
	Tree with commemorative plaque for a ten year period	£493.00	£542.00
	<ul style="list-style-type: none"> <li>• Option to renew for additional five years</li> </ul>	£245.00	£270.00
	<ul style="list-style-type: none"> <li>• Provision of Yorkstone plinth for additional plaque</li> </ul>	£93.00	£102.00
	Children's memorial plaque for a ten year period	£80.00	£80.00
	<ul style="list-style-type: none"> <li>• Option to renew for additional five years</li> </ul>	£40.00	£40.00
	Replacement plaque for the remaining period of original purchase (any of the above)	£74.00	£81.00
	Memorial seat with commemorative plaque for a ten year period	£1,144.00	£1,258.00
	<ul style="list-style-type: none"> <li>• Option to renew for additional five years</li> </ul>	£530.00	£583.00
<ul style="list-style-type: none"> <li>• Replacement plaque for the remaining period of original purchase</li> </ul>	£85.00	£94.00	
Bulb remembrance	Donation of 50 Crocus bulbs	£43.00	£47.00

Service	What is charged for	Fee 2013/14	Proposed fee for 2014/15	
	Donation of 20 Daffodil bulbs	£43.00	£47.00	
Lawn graves	Purchase of Grant of Exclusive Right of Burial	£418.00	£460.00	
	Interment of cremated remains	£66.00	£73.00	
	Provision of a wooden casket with nameplate	£73.00	£80.00	
	Memorial permit fee	£79.00	£87.00	
	Supply and fix a polished granite stone:			
	• Blue Pearl Granite	£720.00	£792.00	
	• Black Granite	£720.00	£792.00	
	• Red Balmoral Granite	£720.00	£792.00	
	• Grey (light or dark coloured) Granite	£720.00	£792.00	
	To cut lettering on memorial (per letter):			
	• Cut and raised lead - letters painted black enamel	£6.00	£6.60	
	• Sand-blasted and gild	£4.35	£4.80	
	• Sand-blasted and painted – silver or black enamel	£4.35	£4.80	
	• Supply and fix a ceramic photograph	£251.00	£276.00	
	• Additional inscription fee (for subsequent inscription)	£31.00	£34.00	
• Take down / re-fix memorial (for subsequent inscription)	£140.00	£154.00		
Hall of memory	Recordia panel for a ten year period	£141.00	£155.00	
	Option to renew for further five years	£70.00	£77.00	
Book of Remembrance	Two line entry	£52.00	£57.00	
	Five line entry	£88.00	£97.00	
	Eight line entry	£129.00	£142.00	
	Floral or other emblem with a five line entry	£148.00	£163.00	
	Floral or other emblem with an eight line entry	£188.00	£207.00	
	Service badge, crest or shield with a five line entry	£155.00	£170.00	
	Service badge, crest or shield with an eight line entry	£194.00	£213.00	
	Full Coat of arms with an eight line entry	£247.00	£272.00	
Remembrance Card	Two line entry	£43.00	£47.00	
	Five line entry	£63.00	£69.00	
	Eight line entry	£82.00	£90.00	
	Floral or other emblem with a five line entry	£118.00	£130.00	
	Floral or other emblem with an eight line entry	£138.00	£152.00	
	Service badge, crest or shield with a five line entry	£133.00	£146.00	
	Service badge, crest or shield with an eight line entry	£153.00	£168.00	
	Full Coat of arms with an eight line entry	£198.00	£218.00	

Service	What is charged for	Fee 2013/14	Proposed fee for 2014/15
Miniature Book of Remembrance	Two line entry	£73.00	£80.00
	Five line entry	£92.00	£101.00
	Eight line entry	£109.00	£120.00
	Floral or other emblem with a five line entry	£146.00	£160.00
	Floral or other emblem with an eight line entry	£164.00	£180.00
	Service badge, crest or shield with a five line entry	£157.00	£173.00
	Service badge, crest or shield with an eight line entry	£174.00	£191.00
	Full Coat of arms with an eight line entry	£224.00	£246.00
Additional entries to cards and books	Two line entry	£24.00	£26.00
	Five line entry	£44.00	£48.00
	Eight line entry	£62.00	£68.00
	Floral or other emblem with a five line entry	£97.00	£107.00
	Floral or other emblem with an eight line entry	£114.00	£125.00
	Service badge, crest or shield with a five line entry	£108.00	£119.00
	Service badge, crest or shield with an eight line entry	£126.00	£139.00
	Full Coat of arms with an eight line entry	£177.00	£195.00
Purchase of Grant of Exclusive Right of Burial	Grave space 4 feet 6 inches x 2 feet (child's grave)	£102.00	£102.00
	Grave space 7 feet x 3 feet - Standard	£418.00	£460.00
	Grave space 8 feet x 4 feet - Border	£474.00	£522.00
Interment	Hospital Authority / Public Health Act administered burial	£277.00	£283.00
BURIALS - Interment	A person whose age at the time of death exceeded 16 years to a depth not exceeding 6 feet		
	Monday to Friday	£510.00	£561.00
	Saturday	£714.00	£785.00
	Sunday and public holidays	£877.00	£965.00
	For the interment of cremated remains of any person at a depth not exceeding 3 feet		
	Monday to Friday	£66.00	£73.00
Additional grave digging	For every foot greater than 6 feet	£71.40	£77.00
	Interment of cremated remains for every foot greater than 3 feet	£51.00	£56.00
	Additional fee for Casket Burial (per grave)	£77.00	£85.00
Lawn Memorial Cemetery	Memorial tablet not exceeding 22 inches in width and 20 inches in depth	£79.00	£87.00
	Additional inscription in memory of a person other than that of the person first commemorated	£32.00	£35.00
Cemeteries: to erect kerbstones	7 feet x 3 feet	£100.00	£110.00
	8 feet x 4 feet	£116.00	£128.00
	7 feet x 7 feet	£139.00	£153.00
	7 feet x 10.5 feet	£169.00	£186.00

Service	What is charged for	Fee 2013/14	Proposed fee for 2014/15
	8 feet x 8 feet	£155.00	£170.00
Cemeteries: to erect a memorial	Headstone to a height exceeding 1 foot but not exceeding 3 feet above the kerbstone and not exceeding 4 feet in width and forming part of the kerbstone	£50.00	£55.00
	Cover slab or stone foundation covered with pebbles or stone chippings in an area within a kerbstone not exceeding 8 feet x 4 feet	£82.00	£90.00
	Tablet not exceeding 2 feet 6 inches in width and 1 foot 6 inches in depth	£79.00	£87.00
	Inclined stone or a cross not exceeding 2 feet 6 inches in height and not exceeding 4 feet in width	£82.00	£90.00
	Headstone or other memorial not exceeding 3 feet in height x 3 feet in width x 1 foot 6 inches in length and not forming part of the kerbstone	£82.00	£90.00
	Memorial not exceeding 5 feet in height and occupying an area not exceeding 2 feet 6 inches square width and not forming part of the kerbstone	£209.00	£230.00
	Vase with inscription	£39.00	£43.00
	Additional inscription on any memorial in memory of a person other than that of the person first commemorated	£32.00	£35.00
Cemeteries: to erect a memorial on a child's grave-space	Kerbstone not exceeding 6 inches in width and to erect a headstone not exceeding 1 foot and forming part of the rear kerbstone on a space not exceeding 4 feet 6 inches x 2 feet	£59.00	£65.00
	Headstone to a height exceeding 1 foot but not exceeding 2 feet above the kerbstone width and forming part of the rear kerbstone	£24.00	£26.00
	Cover slab or stone foundation covered with pebbles or stone chippings within kerbstones in an area not exceeding 4 feet 6 inches x 2 feet	£38.50	£42.00
	Headstone or other memorial not exceeding 2 feet in height x 2 feet in width x 1 foot 6 inches in depth	£38.50	£42.00
	Inclined stone or cross not exceeding 4 feet 6 inches in length x 2 feet in width	£38.50	£42.00
	Memorial tablet not exceeding 12 inches in width x 1 foot 6 inches in depth	£37.00	£41.00
	Vase with inscription	£18.00	£20.00
	Additional inscription on any memorial in memory of a child other than that of the first child commemorated	£14.00	£14.00
Other cemetery fees	Monday to Friday Organist's fee	£45.00	£50.00
	Saturday, Sunday & additional chapel time periods Organist's fee	£71.00	£78.00
	Use of cemetery chapel only (per 45 min) Woodvale, Hove, Portslade & Extra-Mural chapels	£133.00	£146.00
	Certified Extract from the Register of Burials – per extract	£10.00	£11.00
	Exhumation of remains (not applicable to cremated remains) for each body – labour charges	£622.20	£825.00
	Exhumation of cremated remains only	£73.00	£80.00
	Bio-degradable (recycled cardboard) 'Greenfield' coffin	£158.00	£174.00
	Bench for Woodland Burial Ground (made of recycled materials)	£754.00	£830.00
	Grave location marker – cast aluminium 4 inches x 2 inches	£26.00	£29.00
	Wooden cross with Brass nameplate (3 feet) as a temporary marker	£69.00	£76.00

Service	What is charged for	Fee 2013/14	Proposed fee for 2014/15
	Wooden cross with Brass nameplate (1 foot 6 inches) as a temporary marker – child's grave	£50.00	£50.00
	Donation of 50 crocus bulbs – Lawn Memorial Cemetery	£43.00	£47.00
	Donation of 20 daffodil bulbs – Lawn Memorial Cemetery	£43.00	£47.00
	Replacement of a woodland tree after first year	£87.00	£96.00
Genealogy research: postal enquiries	Undertaking a search of a named person	£16.00	£18.00
	Undertaking a search of each subsequent person (per named person)	£8.00	£9.00
	Providing a plan of the cemetery, indicating the location of the grave-space	£5.00	£5.50
	Providing a colour digital image of the grave-space	£16.00	£18.00
	Providing a colour digital image on a CD	£16.00	£18.00
Genealogy research: personal enquiries	Undertaking a search of a named person	£7.00	£8.00
	Undertaking a search of each subsequent person (per named person)	£5.00	£5.50
	Providing a plan of the cemetery, indicating the location of the grave-space	£5.00	£5.50
	Providing a colour digital image of the grave-space	£16.00	£18.00
	Providing a colour digital image on a CD	£16.00	£18.00
Turfing graves	Making up and turfing a grave space not exceeding:		
	8 feet x 4 feet	£73.00	£80.00
	Each adjoining additional grave-space	£37.00	£41.00
	Child's grave space not exceeding 4 feet 6 inches x 2 feet	£49.00	£54.00
	Supplying soil for a grave space not exceeding:		
	8 feet x 4 feet	£44.00	£49.00
	Each adjoining additional grave-space	£21.00	£23.00
Maintaining graves	Single grave-space not exceeding 8 feet x 4 feet	£55.00	£60.00
	Each adjoining additional grave-space	£28.00	£31.00
	Child's grave space not exceeding 4 feet 6 inches x 2 feet	£39.00	£39.00
Lawn Memorial Cemetery burials	New grave for one interment: right of burial	£418.00	£460.00
	New grave for one interment: interment	£510.00	£561.00
	New grave for two interments: right of burial	£418.00	£460.00
	New grave for two interments: interment	£612.00	£673.00
	New grave for three interments: right of burial	£418.00	£460.00
	New grave for three interments: interment	£714.00	£785.00
	Reopening a grave: for one	£510.00	£561.00
	Reopening a grave: for two	£612.00	£673.00
	Reopening a grave: for three	£714.00	£785.00

Service	What is charged for	Fee 2013/14	Proposed fee for 2014/15
	New grave for child's interment: right of burial	£418.00	£418.00
	New grave for child's interment: interment	£0.00	£0.00
City Cemetery Bear Road burials	Reopening a grave: for one	£510.00	£561.00
	Reopening a grave: for two	£612.00	£673.00
	Reopening a grave: for three	£714.00	£785.00
	New grave for child's interment: right of burial	£102.00	£102.00
	New grave for child's interment: interment	£0.00	£0.00
Hove Cemetery Woodland burials	New grave for one interment: right of burial	£418.00	£460.00
	New grave for one interment: interment	£510.00	£561.00
	New grave for two interments: right of burial side by side	£836.00	£920.00
	New grave for two interments: interment	£510.00	£561.00
	New grave for three interments: right of burial side by side	£1,254.00	£1,380.00
	New grave for three interments: interment	£510.00	£561.00
	Reopening a grave: for one	£510.00	£561.00
	New grave for child's interment: right of burial	£418.00	£418.00
	New grave for child's interment: interment	£0.00	£0.00
Hove Cemetery burials	New grave for one interment: right of burial	£418.00	£460.00
	New grave for one interment: interment	£510.00	£561.00
	New grave for two interments: right of burial	£418.00	£460.00
	New grave for two interments: interment	£612.00	£673.00
	New grave for three interments: right of burial	£418.00	£460.00
	New grave for three interments: interment	£714.00	£785.00
	Reopening a grave: for one	£510.00	£561.00
	Reopening a grave: for two	£612.00	£673.00
	Reopening a grave: for three	£714.00	£785.00
	New grave for child's interment: right of burial	£102.00	£102.00
	New grave for child's interment: interment	£0.00	£0.00
Lewes Road, Extra Mural & Portslade Cemetery burials	Reopening a grave: for one	£510.00	£561.00
	Reopening a grave: for two	£612.00	£673.00
	Reopening a grave: for three	£714.00	£785.00
Woodland Burial	Exclusive Right of Burial-grave or cremated remains plot	£600.00	£660.00
One person	Grave for Interment Woodland Burial site	£650.00	£715.00
	Interment of Ashes for one person	£95.00	£105.00
Two persons	Grave for Interment – 2 persons Woodland Burial site	£900.00	£990.00
	Interment of Ashes for two persons	£95.00	£105.00
	Scattering of cremated remains by appointment	£75.00	£83.00

New services for 2014 2015	What is charged for		Proposed fee for 2014/15
Strewing of cremated remains	In respect of a person cremated at Woodvale- by appointment only		£45.00
	In respect of a person cremated at another crematorium- by appointment only		£55.00
Storage of cremated remains	Storage of cremated remains (after first month) per month up to 3 months		£25.00
Change of Ownership	Registration of change of ownership of Exclusive Right of Burial – owner deceased with probate per grave space or vault		£54.00
	Registration of change of ownership of Exclusive Right of Burial owner deceased no probate, needs declaration - per grave space or vault		£92.00
	Registration of change of ownership of Exclusive Right of Burial owner deceased no will needs letters of administration- per grave space or vault		£54.00
	Registration of change of ownership of Exclusive Right of Burial no will requiring statutory declaration - per grave space or vault		£92.00





## Report to Policy & Resources Committee: Fees and Charges in Life Events 16<sup>th</sup> January 2014

### Registration Services: proposed fees and charges 2014/15

The following details the changes to our fees and charges:

\* denotes statutory charge

Service	What is charged for	Fee 2013/14	Proposed fee for 2014/15
Certificates	Fee at time of registration* (birth, death, marriage, civil partnership)	£4.00	£4.00
	Fee after the registration* (birth, death, marriage)	£7.00	£7.00
	Fee after the registration* (civil partnership)	£10.00	£10.00
	Superintendent Registrar's fee* (birth, death, marriage)	£10.00	£10.00
	Priority service (on top of usual charge)	£10.00	£10.00
Preliminaries for marriages & civil partnerships	Enter notice of marriage*/civil partnership*	£35.00	£35.00
	Pre-ceremony meeting Monday to Friday	£50.00	£55.00
	Pre-ceremony meeting Saturday	£100.00	£110.00
	Ceremony amendment fee	£25.50	£28.00
Marriages & civil partnerships: Register Office & Regency Room (excluding certificate)	Register office*	£45.00	£45.00
	Regency Room Monday to Thursday	£97.50	£107.00
	Regency Room Friday	£179.00	£197.00
	Regency Room Saturday	£289.00	£318.00
	Regency Room Sunday and ordinary bank holidays	£416.00	£458.00
Marriages & civil partnerships: at other approved venues (excluding certificate)	Regency Room Special days	£496.50	£548.00
	Monday to Thursday	£368.00	£405.00
	Friday	£401.00	£441.00
	Saturday	£416.00	£458.00
	Sunday and ordinary bank holidays	£506.50	£557.00
Renewal of vows: Register Office & Regency Room	Special days	£596.50	£656.00
	Monday to Friday	£178.50	£196.00
	Saturday	£255.00	£280.00
Renewal of vows: other approved venues	Sunday and ordinary bank holidays	£357.00	£393.00
	Monday to Friday	£388.50	£427.00
	Saturday	£420.00	£462.00
Naming ceremony: Register Office & Regency Room	Sunday and ordinary bank holidays	£498.00	£548.00
	Monday to Friday	£178.50	£196.00
	Saturday	£255.00	£280.00
Naming ceremony: other approved venues	Sunday and ordinary bank holidays	£357.00	£393.00
	Monday to Friday	£388.50	£427.00
	Saturday	£420.00	£462.00
Nationality	Adult	£61.50	£67.00

Checking Service	Child	£51.00	£56.00
	Sunday private ceremony	£255.00	£280.00
	Cancellation fee	£11.00	£12.00
	Premium appointment fee	£11.00	£12.00
Citizenship ceremonies	Home office payment*	£80.00	£88.00
	BTH Private ceremony Monday-Thursday	£102	£112
	BTH Private ceremony Saturday	£153	£168
	Private ceremony, approved venue Monday - Friday	£370	£370
	Private ceremony, approved venue Saturday	£400	£400
	Private ceremony, approved venue Sunday & Bank Holiday	£488	£488
Licensing for approved marriage venues	One room	£1,380.00	£1,518.00
	Two rooms	£1,710.00	£1,881.00
	Three rooms	£2,052.00	£2,257.00
	Additional rooms	£220.50	£242.00
Extra fees	Priority Service fee	£10.00	£11.00
	Appointment cancellation fee	£34.45	£38.00
	Appointment no show penalty charge	£34.79	£38.00
	AP non-refundable deposit charge	£55.00	£60.00
	RO non-refundable deposit charge	£25.00	£28.00
	Ceremony cancellation charge	£34.31	£38.00
Name deed	Adult	£47.50	£52.00
	Child	£52.50	£58.00
Misc	Bubble blowers	£0.55	£0.60
	Rice confetti	£2.20	£2.40
	Disposable camera	£3.30	£3.60
	DVD of ceremony original copy	£69.36	£76.00
	DVD of ceremony additional copies	£6.00	£6.60
	Internet broadcast of ceremony	£71.50	£77.00
	Pack of invitations	£2.10	£2.30
	Lamination of certificates	£1.60	£1.80
	Baby wall chart	£2.70	£3.00
	Wall chart	£5.30	£5.85
	Book of wedding verses	£3.60	£4.00
	Union Jack flags	£1.10	£1.20
	Union Jack tissues	£1.10	£1.20
	Union Jack umbrella	£5.10	£5.60
New Services	Express 'while you wait' certificate service	£0	£20
	Fitzherbert Room ceremony Monday-Thursday	£0	£90
	Fitzherbert Room ceremony Friday	£0	£102
	Fitzherbert Room ceremony Saturday	£0	£187
	Alternative ceremony package Monday - Friday	£0	£425.00

	Alternative ceremony package Saturday	£0	£441.00
	Alternative ceremony package Sunday & Bank Holiday	£0	£536.00
	Alternative ceremony package Special Days	£0	£631.00



**Report to Policy & Resources Committee: Fees and Charges in Life Events**  
**16<sup>th</sup> January 2014**

**Bereavement Services: benchmarking**

A comparison of our current and proposed fees with those of our nearest neighbours:

(A blank box indicates that fees are not comparable e.g. they do not offer all of the same service or prices were not easily accessible. Fees and charges are correct at time of researching either on the relevant website or speaking to a member of staff.)

Service	What is charged for	Fee 2013/14	Proposed fee for 2014/15	Worthing	Eastbourne	Downs Crematorium	Bournemouth and Poole
Public Health	<b>Public health and Hospital contracts</b>	<b>£198.00</b>	£202.00	£505 14/15 Current £385			
Cremations and other cremation fees	Monday to Friday, up to and including 10:00 am	£335.00	£368.00	£505 14/15 Current £385.00	£590.00	£310.00	
	Monday to Friday after 10:00am	£403.00	£443.00	£631 14/15 Current £510 inc. organist	£590.00	£424.00	£604.00
	Saturday, Sunday and Public Holidays	£619.00	£680.00	£720		Sat morning £636 Sunday and bank holidays £848	
	Each additional 45 minute period or use of chapel	£133.00	£146.00	memorial service Now £70 40 mins and £110 memorial	£130 for max 30 mins	£212 extra chapel time	£107.00
	Interment of cremated remains	£66.00	£73.00	£33	from £170 (more for non parishioner / cremated elsewhere)		£102.00
Right of Burial	Grave space 4 feet 6 inches x 2 feet (child's grave)	£102.00	£102.00	£90.00	£285.00	£248.00	£284.00
	Grave space 7 feet x 3 feet - Standard	£418.00	£460.00	£650.00	£745.00	£1654 £2095 (front row)	£602.00
	Grave space 8 feet x 4 feet – Border	£474.00	£522.00				£602.00

Service	What is charged for	Fee 2013/14	Proposed fee for 2014/15	Worthing	Eastbourne	Downs Crematorium	Bournemouth and Poole
Interment grave	A person whose age at the time of death exceeded 16 years to a depth not exceeding 6 feet						
	Monday to Friday	£510.00	£561.00	£862.00	£775 £855 (double depth)	£595 £794 (double depth)	£500.00
	Saturday	£714.00	£785.00				£638.00
	Sunday and public holidays	£877.00	£965.00				£1,000.00
	For the interment of cremated remains of any person at a depth not exceeding 3 feet						
	Monday to Friday	£66.00	£73.00	£178.00	£170.00	£85 in grave	
Genealogy research: postal enquiries	Undertaking a search of a named person	£16.00	£18.00	£15.00	£5.00	£16 search £16 certificate	
Lawn Memorial Cemetery burials	New grave for one interment: right of burial	£418.00	£460.00	£575.00	£720 to £1360	£1575 to £1995	
	New grave for one interment: interment	£510.00	£561.00	£640.00	£750.00	£550 to £735	
	New grave for two interments: interment	£612.00	£673.00	£640 + £173	£830.00		
	New grave for three interments: interment	£714.00	£785.00	£813 + £173			

**NEW SERVICES TO BE INTRODUCED**

Service	What is charged for	Fee 2013/14	Proposed fee for 2014/15	Worthing	Eastbourne	Downs Crematorium
Strewing of cremated remains	In respect of a person cremated at Woodvale- by appointment only		£45.00			
Storage of cremated remains Change of Ownership	In respect of a person cremated at another crematorium- by appointment only		£55.00			
	Storage of cremated remains (after first month) per month up to 3 months		£25.00			
Right of Burial- probate	Registration of change of ownership of Exclusive Right of Burial – owner deceased with probate per grave space or vault		£53.00			
Right of Burial –declaration	Registration of change of ownership of Exclusive Right of Burial owner deceased no probate, needs declaration - per grave space or vault		£92.00			
Right of Burial- administration letters	Registration of change of ownership of Exclusive Right of Burial owner deceased no will needs letters of administration- per grave space or vault		£53.00			
Right of Burial- statutory declaration	Registration of change of ownership of Exclusive Right of Burial no will requiring statutory declaration - per grave space or vault		£92.00			





## Report to Policy & Resources Committee: Fees and Charges in Life Events

16<sup>th</sup> January 2014

### Registration Services: benchmarking

A comparison of our current and proposed fees with those of our nearest neighbours:

(A blank box indicates that fees are not comparable e.g. they do not offer all of the same service or prices were not easily accessible. Fees and charges are correct at time of researching either on the relevant website or speaking to a member of staff.)

Service	What is charged for	Fee 2013/14	Proposed fee for 2014/15	West Sussex Count Council	East Sussex County Council	Hampshire County Council	Surrey County Council	Kent County Council
Marriages & civil partnerships: Register Office	Monday to Thursday	£49	£49	£49	£49	£49	£49	£49
Marriages & civil partnerships: Regency Room	Monday to Thursday	£97.50	£107.00	£388.00	£170.00	£234.00	£108.00	£308.00
	Friday	£179.00	£197.00	£424.00	£200.00	£294.00	£183.00	£308.00
	Saturday	£289.00	£318.00	£524.00	£260.00	£494.00	£243.00	£414.00
	Sunday and ordinary bank holidays	£416.00	£458.00	£594.00	£390.00	£534.00	£559.00	£520.00
	Special days	£496.50	£548.00	£594.00	£390.00	£534.00	£559.00	£520.00
Marriages & civil partnerships: at other approved venues	Monday to Thursday	£368.00	£405.00	£388.00	£400.00	£374.00	£368.00	£410.00
	Friday	£401.00	£441.00	£424.00	£410.00	£434.00	£408.00	£410.00
	Saturday	£416.00	£458.00	£524.00	£425.00	£494.00	£408.00	£557.00
	Sunday and ordinary bank holidays	£506.50	£557.00	£594.00	£490.00	£534.00	£478.00	£637.00
	Special days	£596.5	£656.00	£594.00	£490.00	£534.00	£478.00	£637.00
Nationality Checking Service	Adult	£61.50	£67.00	£60.00	£55.00	£60.00	£61.00	£65.00
	Child	£51.00	£56.00	£60.00	£30.00	£60.00	£30.00	£65.00
New Ceremony Room – The Fitzherbert Room	Monday – Thursday	£0	£90	£388.00	£170.00	£234.00	£108.00	£308.00
	Friday	£0	£102	£424.00	£200.00	£294.00	£183.00	£308.00
	Saturday	£0	£187	£524.00	£260.00	£494.00	£243.00	£414.00



<b>Subject:</b>	<b>Corporate Procurement Strategy 2014-2017</b>		
<b>Date of Meeting:</b>	<b>16<sup>th</sup> January 2014</b>		
<b>Report of:</b>	<b>Executive Director Finance &amp; Resources</b>		
<b>Contact Officer:</b>	<b>Name:</b>	<b>Cliff Youngman</b>	<b>Tel: 29-1408</b>
	<b>Email:</b>	<b>cliff.youngman@brighton-hove.gov.uk</b>	
<b>Ward(s) affected:</b>	<b>All</b>		

**FOR GENERAL RELEASE**

**1. PURPOSE OF REPORT AND POLICY CONTEXT**

- 1.1 A new Corporate Procurement Strategy has been developed and approval from the Policy and Resources Committee is sought.
- 1.2 The council spends approximately £270 million per annum on externally procured services and it is essential that effective planning goes into the commissioning and procurement of these services in order to provide value for money and high quality services and supply.
- 1.3 In order to ensure value for money the proposed strategy sets out a number of key objectives including an assessment of where we are now, our aims and what actions are proposed in the each year. The strategy expands upon the work undertaken to ensure that the council operates as a “responsible procurer” i.e. taking account of the social, economic and environmental aspects in the evaluation of bids as well as the price and quality of the service.
- 1.4 A key focus of the strategy is the Public Services (Social Value) Act 2012. The Act places a duty on the council to consider how what is proposed to be procured might improve the economic, social and environmental well-being of the relevant area. The term ‘relevant area’ relates to the services provided within the boundaries of the council’s influence. The strategy describes how this will be achieved through early intervention at the point of making the commissioning decision. The strategy additionally describes how the Social Value Act will be further embedded by supporting local business and the community and voluntary sector with a programme of simplifying processes and procedures along with a drive to reduce their perception of risk when selling services to the council. Collaboration on the procurement of services will also be expanded with guidance and advice so that the opportunities to work across the council and with other councils and relevant bodies are properly exploited.

**2. RECOMMENDATIONS:**

- 2.1 That the Policy & Resources Committee agree the proposed new Corporate Procurement Strategy 2014-2017 as attached as Appendix 1.

### **3. CONTEXT/ BACKGROUND INFORMATION**

- 3.1 The previous Procurement Strategy now needs to be refreshed to reflect the latest Corporate Plan ambition, purpose, priorities and values and to help to support the modernisation of services over the coming years.
- 3.2 The new Strategy sets out the framework for procurement in the council from 2014 to 2017. It is designed to demonstrate further significant improvements in the ways of working. The new strategy lays down clear performance measures that are regarded as Specific, Measurable, Attainable, Relevant and Timely (SMART) objectives.
- 3.3 It describes objectives and measures to simplify and streamline existing process. The outcomes are not only designed to increase the efficiency of the Procurement Team, but more importantly to attract more bidders from all protected characteristic groups, small & medium enterprises (SME's), local businesses and community and voluntary sector organisations.
- 3.4 The strategy focuses on the need for a clear link between procurement and commissioning, when determining all options for the improvement of services and collaboration while maintaining our obligation to reduce costs and increase value for money.
- 3.5 The theme throughout the report is towards more innovative thinking throughout the entire supply chain. Business as usual is no longer acceptable, therefore a new way of delivering efficiency, economy and effectiveness is now required.
- 3.6 Community Right to Challenge – The Community Right to Challenge was introduced under the Localism Act 2011 and provides a right for voluntary and community bodies, charities, town and parish councils and two or more employees of the authority to submit an Expression of Interest (also known as an EOI) to run local authority services, where they believe they can do so differently and better. Where an Expression of Interest is accepted, a procurement exercise for the service must be carried out. The procurement exercise will be open to others who wish to tender to run the service so the body that triggers the exercise may not eventually be the provider of the service. This has not been mentioned as a specific area within the strategy. Processes are currently in place to manage any Community Challenge, but any expression of interest received in connection with this community right has no effect on the strategy itself
- 3.7 All relevant procurements will be brought to P&R in accordance with the constitution and CSO's. It is during this process that members and senior officers can agree how much weight is afforded to certain aspects of procurement decisions, including quality, cost and sustainability.

### **4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS**

- 4.1 The Strategy has been drafted taking account of best practice in other councils and will be refreshed (by Officers) annually to ensure that it reflects current law and the most up to date thinking.

## **5. COMMUNITY ENGAGEMENT & CONSULTATION**

- 5.1 Consultation has been carried out with various stakeholders within the council including Legal, Adult Social Care, Sustainability, Equalities and Category Managers within the Procurement Team.
- 5.2 The Strategy is designed as an internal document to provide a clear direction of travel for internal stakeholders.

## **6. CONCLUSION**

- 6.1 The new Strategy incorporates all of these issues and provides a fresh and measurable set of objectives

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

### Financial Implications:

- 7.1 The Corporate Procurement Strategy provides the framework for delivering value for money for about £270 million as well as supporting the transformation of services needed to meet the major financial challenges faced by the council.

*Finance Officer Consulted: Mark Ireland*

*Date: 12/12/2013*

### Legal Implications:

- 7.2 The Strategy at Appendix 1 takes account of the council's duties under the following legislation:
- (i) The Public Contracts Regulations 2006. However, it should be noted that during the course of the Procurement Strategy's 3-year shelf life, these regulations are likely to be superseded by UK secondary legislation giving effect to a new EU Public Sector Procurement Directive designed to modernise procurement rules for public bodies in all Member States. The European Parliament is expected to ratify the directives early in 2014, after which Member States will have two years for implementation. The Cabinet Office has indicated they intend to bring the provisions into force in the UK "early" following consultation.
- At such time as the new Directive comes into force in the UK, the Strategy would need to be amended as required.
- (ii) The Public Services (Social Value) Act 2012. For the procuring of services valued above the EU procurement threshold, this Act requires the council to consider–
- a. How what is proposed to be procured might improve the economic, social and environmental well-being of Brighton & Hove; and
  - b. How, in conducting the process of improvement, the council might act with a view to securing that improvement.

(iii) The Equality Act 2010. Whilst there are no duties under this legislation specific to procurement, the Act does impose a general 'public sector equality duty' on the council when exercising public functions (which includes procurement). In brief, this requires the council to have due regard to the need to eliminate discrimination, advance equality of opportunity, and foster good relations with respect to any person with a 'protected characteristic such as disability, age or race.

7.3 The Strategy also accords with the council's Contract Standing Orders (CSOs) which set out the obligations placed on all officers when procuring goods, works or services, regardless of value. Certain amendments are likely to be made to the CSOs during the lifetime of the Strategy, subject to agreement in principle by Policy & Resources Committee and approval by full Council.

At such time as amended CSOs come into force in the UK, the Strategy would need to be amended accordingly.

7.4 In December 2013, the government announced proposals on making public sector procurement more accessible to small and medium sized enterprises (SMEs).

The government will legislate to abolish Pre-Qualification Questionnaires (PQQs) for low-value contracts; mandate the use of a standard core PQQ for high-value contracts and ensure small business needs are taken into account in the design of procurement processes; make contract opportunities accessible on a single online portal; and make sure small firms are treated fairly by mandating prompt payment terms down the supply chain.

In addition, the government intends to require all public bodies to report their procurement spend and prompt payment performance with SMEs and voluntary sector organisations.

The government intends to make further announcements on the detail of these measures in due course, at which point the Procurement Strategy may require amendment to reflect any new statutory duties.

7.5 Approval of the Strategy comes within the remit of Policy & Resources Committee, as a core function of this forum is to establish the framework for the allocation, control and management of the council's resources, including finance.

*Lawyer Consulted:*

*Oliver Dixon*

*Date: 24/12/13*

Equalities Implications:

7.3 Whilst we can demonstrate evidence of due regard to the aims of the Equality Act 2010 throughout the Strategy, the completion of the specific group impact does not fit, as the strategy is intended as a high level framework stating intentions and approach. As such, it has a section covering Equalities and includes a number of actions to ensure full inclusion of all 'Protected Characteristics' as defined in the Act.

Sustainability Implications:

- 7.4 The Corporate Procurement Strategy has been shared with the Sustainability team, as part of the internal stakeholder consultation. The Corporate Procurement Strategy is designed to complement and support the council's commitment to One Planet Living, Sustainable Procurement Policy and Sustainable Action Plan.

Any Other Significant Implications:

Corporate / Citywide Implications:

- 7.5 The Corporate Procurement Strategy fully supports the council's priorities and Corporate Plan. It is designed to improve the council's economy, efficiency and effectiveness in the procurement of goods and services for all stakeholders

**SUPPORTING DOCUMENTATION**

**Appendices:**

1. Corporate Procurement Strategy 2014-2017
2. Sustainable Procurement Policy
3. Sustainable Procurement Toolkit
4. Timber Procurement Policy

**Documents in Members' Rooms**

None

**Background Documents**

None





# Procurement Strategy 2014-2017

## Introduction

The Brighton & Hove community is distinctive for its strong international flavour and vibrant diversity of cultures. The make-up of the local population, the economy and the environment are fundamental to the role of the council, the budget and how resources are prioritised.

The population of Brighton & Hove is growing; in simple terms it is becoming more costly to provide services. In the decade between the 2001 and the 2011 Census the population of the city increased by more than ten per cent and now stands at 273,396.

The council has put in place a [Corporate Plan](#) for 2011-15. This Procurement Strategy is designed to support that plan.

## Procurement in Brighton & Hove

Procurement is the acquisition of goods, works and services to fulfil the wants and needs of our stakeholders. The council spends approximately one third of its annual budget (£270 million) on externally procured services. It is essential that all of those services are planned in order to deliver improvements in economy, efficiency and effectiveness, resulting in a high quality of service and supply.

The Procurement team recognises that we have the opportunity to have a profound impact on the way the council does business with its suppliers, and to affect outcomes for its stakeholders.

We intend to operate as a responsible procurer, taking price and quality into consideration but also including social, economic and environmental aspects.

We recognise the need to become more flexible and less risk averse when considering options for procuring works, goods and services. This approach will create improved relationships both internally and with our external stakeholders. It will also attract Small and Medium Enterprises (SMEs) and local businesses to tender for contracts.

The Procurement team works in a fast moving environment of increased legislation and control. We are aware of the current national and local financial climate, and the potential impact of a financial slowdown. These factors could adversely affect the implementation of this strategy; however we will also focus on the potential gains to be made.

## Our Purpose

The Procurement team plans and works to:

- help the council to **achieve the Corporate Plan** when procuring externally provided services
- provide an **overview and plan of procurement** across the council
- oversee procurement of **high risk and high value contracts**
- support **growth in the local economy** and provide **opportunities for small businesses**
- help the council achieve its **value for money** programme
- help the council achieve a **high quality of service and supply** throughout the entire life cycle
- provide **procurement, legal and financial advice** to employees of the council
- provide **written guidance and increased collaboration** across internal council departments, other councils and relevant bodies
- procure services to **meet the council's needs**
- support the council's **modernisation and efficiency** agenda
- help the council deliver its evolving **Sustainability Policy** and **Equality and Inclusion Policy**
- Procure services in an **ethical** manner
- monitor and **improve compliance** with the council's **Contract Standing Orders (CSOs)**

In order to deliver these goals we have developed strategic and measurable targets to measure performance and progress over the next three years.

## Strategic Framework for Procurement

This paper sets out a strategic framework for procurement in the council from 2014 to 2017. This new strategy lays down clear performance measures that are regarded as Specific, Measurable, Attainable, Relevant and Timely (SMART) objectives.

It is supported by the council's Contract Standing Orders (CSOs). All internal stakeholders must adhere to these CSOs when carrying out procurement activity.

Efficient procurement of services is crucial to the council's drive to deliver value for money. Collaboration, partnerships and shared services are becoming more commonplace. Our strategy has a clear focus on continued collaboration with similar

organisations in procuring services. It additionally focuses on the need for a solid link between Commissioning and Procurement.

Responsible procurement is the purchase of goods, works and services in an environmentally and socially responsible way that also delivers value for money. It will assist the council in delivering improved social and environmental wellbeing in the local community.

A major aim is to improve accessibility for local businesses and SMEs when tendering for contracts. This will be achieved by ensuring full adoption and implementation of the Public Services (Social Value) Act 2012 through the Commissioning and Procurement process.

## Strategic Objectives

In fulfilling our duty to secure value for money, the Procurement Strategy 2014-2017 seeks to achieve objectives in the following six key areas:

1. **Services modernisation** - support the council's modernisation agenda for existing and future services to assess and improve their value for money, efficiency and effectiveness
2. **Supply and services options appraisal** - thorough evaluation of all commissioning and procurement options (internal and external) for the provision of services
3. **Stakeholder and supplier engagement** - develop full stakeholder and supplier engagement in procuring council services
4. **Procurement, Diversity & Sustainability** - clear vision of relationships between the Procurement Strategy, the council's Equality and Inclusion Policy and Sustainability Policy and Action Plan
5. **Supply markets** - understand supply markets and seek to influence and develop these where possible
6. **Procurement service improvement** - improve the customer experience, quality and value for money of Procurement methods through service re-design and effective use of IT

### 1. Services modernisation

Strategically, good procurement is meant to achieve services that are competitive in terms of the range of benefits they deliver in return for the cost of providing them.

The council must regularly take an objective overview of its procurement performance in relation to its modernisation agenda and options appraisal, have a sound understanding of how effectively services are performing, and assess performance and outputs alongside inputs and costs. The introduction of the Social Value Act will also play an important part in any review process.

It should apply this review process to all products and activities (including those currently provided in-house), assessing performance in relation to wider social, economic and environmental objectives.

It is important that we make the right decisions at the start of each procurement and always do what's right for the council and its stakeholders; this includes detailed analysis of internal and external options.

### **Where are we now**

The council has a modernisation agenda that aims to improve performance and value for money. These include advancement in technology and culture. Procurement can influence performance enhancement through market testing, benchmarking and use of procurement consortia to identify potential savings.

### **Our aims**

The council will measure and externally benchmark its performance, constantly investigating measures to enhance and improve service delivery.

The council will adopt best practice working methods that enable it to challenge why and how a service is being provided, how it performs, and if it achieves social, economic and environmental outcomes.

During financial year **2014/15** the council will:

- ensure that 'off-contract spend' (i.e. what should have been procured by contracts but was not) is continually reviewed
- support services to deliver vfm targets
- review the way we use competition to improve services
- take an active role in shaping and influencing collaborative Procurement networks
- track the council's top suppliers in relation to strategic importance and financial value to minimise risk of exposure from these companies falling into financial difficulties
- promote and instigate spend reviews across the council for key contracts where this is not happening
- embed Social Value Act compliance in all commissioning and procurement decisions prior to the start of procurement exercises

During the financial year **2015/16** the council will:

- benchmark transactional costs with best practice organisations

- reduce transactional costs through spend analysis on the top 100 suppliers with highest volume and lowest invoice values
- through partnership (where possible) with our top 100 suppliers, look at ways of making their supply chains more efficient with emphasis on time and money
- demonstrate the work of procurement in supporting the environment within supply chains

During the financial year **2016/17** the council will:

- compare procurement performance with best practice organisations
- review progress of objectives and actions
- develop new strategic objectives to suit climate

## 2. Supply and services options appraisal

To ensure that procurement of services and supplies fulfils the council's *objectives and priorities* we must go beyond the obvious when considering the available options. Direct procurement of goods and services may not always be the most beneficial route. Commissioning decisions regarding use of in-house options or supply through organisations such Warp-it and Freecycle may deliver more favourable outcomes.

Contract management and procurement must be fair and consistent, ensure that the local economy is supported where possible, reflect good practice and provide value for money and sustainability benefits.

### **Where are we now**

The council evaluates where to source goods and services – which includes internal as well as external suppliers. We evaluate procurement options taking into account compliance with legislation and relevant statutory guidance and legal requirements including European Union regulations, and consider joint purchasing activities with other organisations.

### **Our aims**

The council will:

- be proactive in understanding the different procurement option costs for securing goods and services and its organisational objectives
- use a formal appraisal process to choose the most appropriate option
- explore and pursue collaborative arrangements with other bodies
- include “whole life costs” and long term sustainability (environmental or otherwise) impact in all procurement decisions
- where possible specify products and services that minimise negative economic, social or environmental impacts
- have a well-defined contract management process which reflects good practice both pre- and post-contract signing

During the financial year **2014/15** the council will:

- develop a comprehensive strategy on joint purchasing with other bodies with noticeable results
- prompt alternative cost options within all business cases submitted
- include benefits analysis in high profile/high value procurements
- appraise internal and external options to find the most appropriate method

During the financial year **2015/16** the council will:

- request feedback on performance of preferred procurement option and evaluate comparison with other suggested options
- have developed guidance on options appraisals

During the financial year **2016/17** the council will:

- benchmark options put forward in business cases to evaluate success rate

### 3. Stakeholder and supplier engagement

Procurement by its nature is about securing the delivery of a range of services that meet the needs of a diverse organisation and population. In order to make certain it is as inclusive as possible we need to involve the people who use our services in the decision-making process. Our suppliers, small and local as well as large and multinational, need to be consulted on ways to improve service design and delivery.

The council's Contract Standing Orders provide a clear requirement to comply with this engagement process which is designed to ensure optimal value for money when spending taxpayers' money.

#### **Where are we now**

The council currently engages with a range of stakeholders to assist in establishing priorities and in service planning and design. We review services in light of stakeholder feedback and consultation with suppliers and others. Tendering opportunities are publicized and made as accessible as possible, with the aim of increasing local supply markets and the use of SMEs. The Procurement team has run training for local businesses and the Community and Voluntary sector Forum.

#### **Our aims**

- Stakeholders and the wider organisation will be involved (if appropriate) at each stage of the procurement cycle: assessing needs, establishing priorities, designing services, and reviewing performance
- There will be a clear, accessible procurement strategy on the council's website, with effective and user-friendly guidance appropriate to all stakeholders, the wider community and potential suppliers
- All procedures and tender documents will be reviewed with the aim of providing shorter and simpler documents for smaller scale procurements

- Introduce awareness training to all stakeholders throughout the council, linking Procurement, Legal Services and Sustainability

During the financial year **2014/15** the council will:

- identify services for review, to gain efficiencies that are directly linked with departmental needs
- create a suite of documents (procedures, tender documents etc) which reflect the need to attract SME's and local suppliers
- introduce local supply forums through the local Chamber of Commerce, Federation of Small Businesses and Enterprise Partnership
- develop the procurement pages of the councils website to become more user friendly
- develop a programme of awareness training sessions for all stakeholders

During the financial year **2015/16** the council will:

- fully resource a training plan covering Procurement, Legal aspects and Sustainability for all stakeholders
- promote internal satisfaction surveys for services

During the financial year **2016/17** the council will:

- promote satisfaction surveys for procurements to cover different groups in the organisation
- use feedback received to assist with service improvements
- incorporate greater levels of customer satisfaction surveys in contract specifications

## 4. Procurement, Diversity & Sustainability

Procurement should be shaped by a clear vision of intended outcomes for Diversity and Sustainability relating to the council's corporate strategy, objectives and Corporate Social Responsibility statement.

### **Where we are now**

The council currently has published a Purpose, Ambitions, Priorities and Values statement, a Sustainability Policy and Action Plan, and an Equality and Inclusion Policy. We also promote Corporate Social Responsibility including adopting the Living Wage.

### **Our aims**

- All employees will have a clear understanding of how the Procurement Strategy aligns with the council's Sustainability Policy
- All employees will have a clear understanding of how the Procurement Strategy aligns with the council's Equality and Inclusion Policy

- All employees will promote Equalities and Sustainability, through the entire supply chain and internal departments
- Procurement fully embed the One Planet Living objectives throughout its processes and procedures and work toward achievement of targets laid out in the council's Sustainability Action Plan

During the financial year **2014/15** the council will:

- promote Equalities and Diversity across the organisation in the services we procure
- Fully embed the council's duties under the Equality Act 2010, ensuring all processes and procedures are compliant
- promote Sustainability across the organisation in the services we procure
- produce a Suppliers Guide to Equality and Diversity
- produce a Suppliers Guide to Sustainability in the Supply Chain
- develop, publish and where possible implement minimum food standards for all catering contracts
- educate suppliers on the benefit of the Living Wage and consider its impact on all relevant procurements
- embed the principles of the Social Value Act in all procurement planning

During the financial year **2015/16** the council will:

- provide training across all departments on how the procurement strategy links with the council's sustainability Policy

During the financial year **2016/17** the council will:

- provide training to our supply chain on responsible procurement
- review progress of objectives and actions
- develop new strategic objectives to suit climate

## 5. Supply Markets

A key component for successful procurement is to have a clear and current picture of the supply market in which the organisation operates, including local options. This is not a passive role but involves shaping the market to meet the procurement needs of the organisation in the medium to long term.

### **Where are we now**

The council's procurement stakeholders have a good understanding of our current and potential network of suppliers, and actively manage relationships with them in order to maintain a two-way dialogue, awareness of needs and ability to respond.

### **Our aims**

- To maintain contacts, relationships and information that will enable the council to create a network of suppliers that has the capability to meet all anticipated needs
- Develop the capacity of potential new suppliers and work in partnership with other similar organisations to ensure that a healthy diversity of supply is maintained



- The Procurement team will significantly increase levels of compliance throughout the council by monitoring spend and providing feedback on areas in need of improvement

During the financial year **2014/15** the council will:

- have a better understanding of our supply markets to maximise competitiveness, choice and flexibility
- improve and manage relationships with suppliers
- identify off-contract spend categories with the view to improving knowledge of our supplier base
- identify sources of market capability through partnerships

During the financial year **2015/16** the council will:

- prepare guidance for sub-contractors
- manage demand by minimising activity that is unnecessary

During the financial year **2016/17** the council will:

- review progress of objectives and actions
- develop new strategic objectives to suit climate

## 6. Procurement service improvement

In order that stakeholders see an improvement in both quality and value for money, the council has to exploit technology to improve existing procurement methods and introduce new ones. We can find ways to do the same things better through use of up-to-date technology, and also use the power and capability of technology to introduce new Procurement systems or transform old ones. Regardless of technology however, redesigning our services means we have the potential to deliver them with higher quality or more cost-effectively.

### Where are we now

The council focuses on customer experience of services, and whether they offer value for money. User service access is an important component of quality. The council's ICT Strategy is aligned with organisational strategic objectives and priorities. Services are being evaluated and redesigned to remove inefficiencies and exploit technology.

### Our aim

- We will identify new ways of delivering procurement services, and maintain an awareness of developments in technology
- Use technology such as interactive websites to potentially benefit service delivery, improve the customer experience of Procurement services or help to secure efficiencies

During the financial years **2014/15** the council will:

- Maintain awareness of development in technology that can benefit service delivery

- Research the market for technological procurement solutions
- Implement an e-tendering solution suitable for the anticipated level of activity
- Launch an electronic Contract Management System
- Encourage greater online ordering, and streamline our ordering procedures
- Investigate services and identify areas where procurement practice can be improved

During the financial year **2015/16** the council will:

- understand the user experience of service delivery and accessibility of services provided
- identify areas where e-auctions can be used effectively to increase efficiencies and savings
- develop the e-tendering solution to include all tenders throughout the council

During the financial year **2016/17** the council will:

- identify new ways of delivering Procurement services
- investigate e-supplier management

## Strategy Review

This Procurement Strategy has been developed based on the 'known' current climate (end 2013) and is achievable based on existing capacity.

The strategy will be subject to annual review encompassing any changes to either of the above.

## Appendix 1 Summary Table

Strategic Objective	Aim	2014/15	2015/16	2016/17
1. Services modernisation	Council performance measured & benchmarked. Performance enhancement & improvement constantly investigated Service provision – best practice adopted with measurable results	Off-contract spend reviewed. Services supported to deliver vfm targets. Review use of competition to improve services. Shape & influence collaborative procurement networks Track top suppliers – minimise risk Key contract spend reviews Embed Social Values in pre-tender process	Benchmark transactional costs with best practice organisations Spend analysis of top 100 high volume low value contractors to reduce transactional costs Produce supply chain efficiencies in partnership (where poss) with top 100 suppliers Demonstrate Procurement's support of environment in supply chain	Compare Procurement performance with best practice organisations Review progress of objectives & actions Develop new strategic objectives to suit current climate
2. Supply and services options appraisal	Proactive understanding of different procurement option costs Formal appraisal process used to determine best option Explore and pursue collaboration option Whole life costs included in all procurement decisions Specify products & services that minimise environmental, social & economic impact Establish good practice in contract management	Strategy on joint purchasing in use Prompt alternative cost options in business plans Benefits analysis to be included in all high profile/high value procurements  Appraise internal and external supply options for best result	Request feedback on performance of preferred procurement options and compare with alternative options  Guidance on options appraisal developed	Benchmark options put forward in business cases to evaluate success rate
3. Stakeholder and supplier engagement	Stakeholder involvement (if appropriate) at all stages of procurement cycle Clear, accessible procurement strategy & guidance on council web site All procurement documents and processes to be reviewed and simplified where possible	Identify services for review to gain efficiencies Create a suite of documents for SMEs & local suppliers Introduce local supply forums Develop user friendly web pages Programme of awareness	Fully resource Procurement, Legal & Sustainability stakeholder training Promote internal satisfaction surveys for services	Promote procurement satisfaction surveys from groups across the council Use feedback received to improve service Incorporate more customer satisfaction surveys in contract

	Awareness training for all council stakeholders	training for council stakeholders in place		specifications
4. Procurement, Diversity & Sustainability	All employees have a clear understanding of Proc Strategy alignment with Sustainable Policy & Equalities & Inclusion Policy Equalities & Sustainability to be promoted through supply chain & internal clientele One Planet Living embedded in Procurement processes & thinking	Promote Equality & Diversity in procured services across council Promote Sustainability in procured supplies and services Suppliers Guide to Equality & Diversity Suppliers' Guide to Sustainability Develop, publish and implement Minimum Food Standards Educate suppliers on benefits of paying Living Wage Embed principles of Social Value Act in procurement plans	Provide training across directives on how Proc Strategy links with Sustainability Policy	Provide responsible procurement training to supply chain Review progress on objectives Develop new strategic objectives to suit current climate
5. Supply Markets	Create a network of suppliers to meet anticipated needs Develop capacity of potential suppliers and work in partnerships to ensure diversity of supply base Significantly improve level of spend compliance across council	Improve knowledge of our supply markets Improve and manage supplier relationships Identify off-contract spend areas and improve knowledge of supplier base Identify sources of market capability through partnerships	Prepare guidance for sub-contractors Manage demand by minimising unnecessary activity	Review progress on objectives and actions Develop new strategic objectives to reflect current climate
6. Procurement service improvement	Identify new ways of delivering procurement services Maintain awareness of developments in technology Use technology such as interactive websites to potentially benefit service delivery, improve the customer experience of Procurement services or help to secure efficiencies	Monitor any tech improvements that could improve service delivery Market research for IT solutions Implement suitable e-auctioning solution Launch electronic Contract Management System Encourage and streamline online ordering Investigate service areas needing procurement improvement	Understand user experience of our service delivery and accessibility identify areas where e-auctions can be used effectively to increase efficiencies and savings develop the e-tendering solution to include all tenders throughout the council	Identify new ways of delivering Procurement services investigate e-supplier management Develop new strategic objectives to reflect current climate

# Sustainable Procurement Policy

Brighton & Hove City Council recognises that its operations and service delivery have effects on the environment at a local and global level. This local authority is committed to reducing those effects by managing its own environmental impacts, encouraging and supporting others to do the same, and continuously improving the environment for the benefit of residents, businesses and visitors to Brighton & Hove.

The Council will embed the principles of sustainability throughout its procurement activities to ensure that only value for money products and services are selected. In all cases a balanced consideration of the social, ethical, environmental and economic impacts will be undertaken.

We recognise our suppliers as key to delivering the aims of this policy. As such we will monitor and measure their performance, encourage them to conduct their operations in line with the Council's commitments and embrace continuous improvement.

In order to deliver on this commitment Brighton & Hove City Council will;

- 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 our Carbon Reduction Commitment of 4% annually.
- 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.

To ensure this policy is implemented effectively we will;

- Monitor our performance against this policy in our ability to meet the outcomes detailed in the Corporate Procurement Strategy.



# Brighton & Hove City Council

## Sustainable Procurement Toolkit

**April 2013** - reviewed annually

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## 1. Introduction

Sustainability is an important consideration at community, business and team levels, reflecting the impact our decisions have on the city's environmental, social and economic well-being. It is relevant in day-to-day management practice as well as in how we plan, procure and deliver our services, and relates to both what we do and how we do it.

Our approach is driven by government policy on sustainable development and delivered locally as the Sustainable Community Strategy. The council is leading in co-ordinating plans for different sectors across the city to work together towards making Brighton & Hove a more sustainable City.

### National Strategy

The Sustainable Procurement Task Force, commissioned by Department for Environment, Food and Rural Affairs (DEFRA) and the Treasury, devised a national action plan to deliver the UK Sustainable Development Strategy goal of making the UK a leader in the European Union on sustainable procurement.

The Task Force created the flexible framework to drive through the required sustainability improvements. The National Sustainable Action Plan defines sustainable procurement as:

*“A process whereby organisations meet their needs for goods, services, works and utilities in a way that achieves value for money on a whole life basis in terms of generating benefits not only to the organisation but also to society and the economy while minimising damage to the environment.”*

### Brighton & Hove City Council Strategy and Policy

The [Corporate Plan](#) sets out Brighton & Hove City Council's strategic direction and priorities for the next four years. It describes how the council will help to deliver the vision of the city's Sustainable Community Strategy, by improving council services and through closer working with residents, businesses and community and voluntary organisations.

The Plan has five priorities:

- Tackling inequality
- Creating a more sustainable city
- Engaging people who live and work in the city
- A responsible and empowering employer
- A council the city deserves

The council's [Environmental Policy](#) brings together the strategic priorities from the Corporate Plan and the objectives of the Sustainable Community Strategy 2010, committing the council to:

*“...reducing environmental effects by managing its own environmental*

*impacts, encouraging and supporting others to do the same, and continuously improving the environment for the benefit of residents, businesses and visitors to Brighton & Hove.”*

The policy includes specific aims for Procurement and Purchasing, to:

- Increase sustainable procurement when purchasing goods and services for, and on behalf of the council, and improve supply chain management.
- Consider whole life costs of products and services.

### **The purpose of this toolkit**

The procurement and management of contracts has significant value in helping the council meeting its sustainability objectives. The [Corporate Procurement Strategy](#) sets out the council's approach to sustainable procurement and the importance of supporting the local economy, while reducing the environmental impacts of our purchases.

This toolkit provides guidance to ensure officers deliver upon the council priorities when procuring works, supplies or services for, and on behalf of, the Council. The first step is to consider the impacts, risks and opportunities of the service we are commissioning for example: environmental impact, compliance with regulations, costs and reputation.

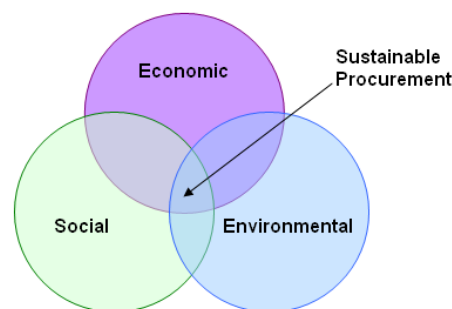
This toolkit supports the principles of One Planet Living, which aims to create a place where people can live and work within their fair share of the earth's resources. The One Planet Living framework focuses on ten areas that comprehensively address the environmental, social and economic aspects of sustainability; as such the toolkit provides practical guidance on those key areas.

The council's spending power, especially in collaboration with other councils, can have significant influence on the markets in which it operates, this influence can be used to stimulate the market and encourage innovation. As such the Council should be lead by example, particularly in its procurement practices, to ensure it delivers on its priority to become a more sustainable City.

[Appendix 1](#) lists some of the common words and their definitions, which will appear through out the document.

## 2. Sustainable Procurement

Sustainable procurement broadens the typical criteria of price and quality to take into account social, economic and environmental factors.



It allows officers to manage risks and opportunities, reducing the negative environmental and social impacts of their purchasing choices by looking at what we buy, how we buy it and who we buy it from.

Sustainable Procurement is good procurement and **helps to deliver value for money and brings benefits to the residents of Brighton & Hove by ensuring that:**

- The focus is on the desired outcome and the needs of the service user
- The needs of the users are met but not unnecessarily exceeded or 'gold plated'
- The scope of the contract is wide enough to ensure future needs can be met
- Value for Money is achieved throughout the life of the contract and beyond
- The social and economic benefits locally are maximised
- The environment is protected for future generations

### **Economic Considerations**

Economic considerations relate not only to obtaining value for money, but ensuring we seek innovation and wherever possible and appropriate we engage with local businesses, particularly Small and Medium sized Enterprises (SMEs) and social enterprises that can benefit from our opportunities.

### **Social Considerations**

The social considerations are potentially the most difficult to address as they can cover a wide range of issues, such as disability, gender and race equality, which are not always easy to measure and, in some cases, difficult to monitor.

Specific measures within the local area could also include ways to address or include requirements to employ and/or train a percentage of long term unemployed, or young people, during the course of the contract. Before commencing with a purchase or re-tendering a contract, officers should refer to the separate [Code of Practice – Equalities and Diversity Monitoring in Procurement](#).

### **Environmental Considerations**

The environmental principles are often the most widely considered and will relate to increasing the use of sustainable products and materials, reducing greenhouse emissions, water consumption and resource use.

## **Ethical Considerations**

Ethical procurement not only means considering the types of products that we buy but also buying and using fewer resources. As a Council we will, as a minimum, support the principles of ethical trade or ethical sourcing by operating in line with the Ethical Trading Initiatives Base Code, which is reproduced in [Appendix 2](#). Ethical sourcing tries to ensure that decent minimum labour standards are met in production of a whole range of products, whereas Fair Trade is primarily concerned with the trading relationship.

These issues must only be taken into account where the social issue is relevant to what is being procured and not to how the company providing the goods works or service manage their business generally beyond the relevant legal obligations on for example, health and safety and employment.

For example the Council can specify organic coffee because the production process relates to the coffee itself, in terms of the way it is grown and the chemical content. However, the Council cannot specify only fair trade coffee because this relates to the standard of life of the coffee growers, not the quality of the coffee being acquired.

## 3. Integrating Sustainability into Purchasing Decisions

### Step 1 - Identifying the need

Identifying the need is the most important point in the procurement process for considering sustainability issues. Officers should consider if the purchase is really essential, or could use be made of an existing product or service?

Do you need...

- a vending machine or the provision of a hot drinks service
- a multifunctional product that can scan, copy and print rather than 3 separate machines

A [Pre Tender Risk Appraisal](#) will help highlight the key areas for consideration in the project and help define your objectives as part of drafting a [Business Case](#).

Market research can be used to identify the current market position and any new developments which can be utilised. Engaging with suppliers allows the Council to explore joint opportunities to improve the environmental performance of products and manufacturing processes, both of which are likely to have a positive effect on whole life costs and therefore value for money. However, you must be cautious to not become over reliant on, or accept the views of, particular suppliers when defining the Council's needs.

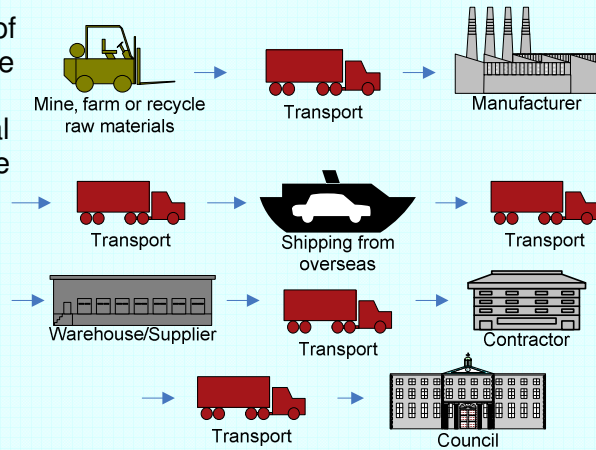
#### Whole Life Costs

When considering value for money it is important to consider not only the initial purchase cost, but to consider all of the costs involved with the product or service, including the day to day running, maintenance and disposal costs.

By using whole life costs, officers can avoid making decisions purely based on the short-term costs or the initial purchase price. Often the longer term maintenance and operation costs can be a significant proportion of the whole-life cost. However, officers should be careful to include only those costs that will be incurred by the council; this is explained in the example below.

The supply chain for the production of a soft drink can includes considerable transportation by road. While this results in considerable environmental impact, the price of the product to the council already includes this cost, so cannot be included in the whole life costing.

Requesting products that carry a recognised European standard will mean that the whole life cost of the product has already been evaluated.



## A Living Wage for Brighton & Hove

The council has committed to paying its own staff a minimum living wage and to convene a commission on a living wage for the city. Services contracted by the council will have a large role to play in the adopting of a living wage wider within the city.

Making it a requirement for a supplier to agree to a Living Wage within contract documents would be unlawful, however consideration can be given at the tender evaluation stage to a supplier's attitude to fair employment clauses including a Living Wage within the parameters of the Council's duty to tax payers and obtaining best value.

## Considering SMEs and the Voluntary Sector

When identifying the need you may consider the contract is appropriate for delivery by an SME or a Voluntary Sector supplier. We should, wherever possible, engage with local suppliers to stimulate and maintain a sustainable local economy. In order to do so we must remove some of the barriers to tendering, this may be through;

## **Contract type and size**

### Advertising smaller contracts;

Do you need to group smaller contracts in to one large contract? Value for money should be sought in the first instance, however smaller suppliers can be more innovative, more in tune with the local context, more flexible and more responsive to client needs as the contract progresses.

### Division of large value contracts in to 'lots'

Contracts can be advertised in 'lots', where there are distinct areas of the works or service. The size of the lots and any restrictions on the number of lots to be awarded to one bidder should be included in the contract notice. 'Lots' allow varying sizes of suppliers to obtain work.

Potential suppliers would submit separate bids for one or more lots, and the value for money assessment would be made on a 'lot' by 'lot' basis.

### Advertising framework contracts with smaller call-off values

Framework contracts allow suppliers on the contract to be awarded a volume of work that is appropriate for their financial and organisational capacity. The volume of work can be increased as their capacity increases.



## **Use simplified or standardised documents**

Corporate Procurement have a sub-OJEU Pre-Qualification Questionnaire (PQQ) which can be completed for smaller value contracts, which reduces the amount of information needed, when compared to the standard PQQ. Further to this we have also adapted our standard PQQ documents to make our financial requirements less restrictive for the Community and Voluntary sector.

[Procurement Documents \(Wave Page\)](#)



## **Advertise the opportunity locally**

All contracts advertised by the council should be posted on the South East Business Portal, in addition to the OJEU notice when required;

[\*\*South East Business Portal\*\*](#)

Opportunities that may be applicable to the Community & Voluntary sector should be advertised on the Community & Voluntary Sector Forum website as well;

[\*\*Community & Voluntary Sector Forum\*\*](#)



### **Host a 'Meet the Buyer' or 'Bidders Briefing' event**

These events help potential suppliers better understand the contract requirement and allows the council to emphasise the objectives or areas that are important within the contract. The benefit of such events is that they should lead to a better tender response, where the bidders understand what the council is looking to achieve, particularly from SMEs and the Voluntary Sector, who traditionally will not have a dedicated bid writer or



### **Accept consortia bids from suppliers working together**

In some cases there may be suppliers that are large enough (measured in terms of financial assets, value of contract typically undertaken, management capacity, and insurance cover) to bid for a major contract. Therefore the council may work with support agencies to encourage the formation of a consortium of small companies that together have the capacity to bid for larger pieces of work.



## Step 2 - Advertising the Opportunity

### Prior Information Notice (PIN)

Prior information notices are used;

- to signal early on the intention to make improvements or changes at renewal to an existing contract with the intention of improving the sustainability of the contract
- as a method of early market engagement, such as requesting information from suppliers of sustainable and innovative products that are related to the project.

### Official Journal of the European Union (OJEU) Notice

If the tender is above the [European Union \(EU\) thresholds](#) a notice will need to be placed in the Official Journal of the European Union (OJEU). This wording is intentionally broad – while it is possible to narrow the scope of the contract after a contract notice is published, it is not generally possible to broaden its scope. This wording will allow the council the opportunity to allow for contract award decisions to include consideration of social and economic factors, and the council can then be more specific about its requirements in the Invitation to Tender.

Officers should contact Corporate Procurement, who will assist in developing and publishing the advert.

#### **Minimum**

*Conditions relating to environmental and social requirements of the contracting authority may be included in this contract.*

#### **Best Practice**

*Brighton & Hove embraces diversity and welcomes applications from all suitably skilled suppliers of all sizes who can meet the requirements, regardless of gender, ethnicity, sexual orientation, faith, disability or age of supplier workforce and/or ownership. Brighton & Hove will actively promote sustainable and ethical procurement throughout its supply chain and welcomes applications from suppliers committed to reducing the effects of its operations and service delivery at a local and global level.*

*Further details as to the application of sustainable and ethical procurement to this project may be set out in the prequalification and tender documents.*

Whether the contract falls above or below the EU thresholds all opportunities are required to be advertised on the South East Business Portal. Procurement has created a [User Guide](#) for officers wishing to view current opportunities and/or advertise a new opportunity on the portal.

## Step 3 - Pre Qualification

The Council uses a standard pre-qualification questionnaire (PQQ) that includes questions on sustainability, where potential suppliers can demonstrate that they have made a serious commitment to sustainability in their management systems and processes

### PQQ templates

- [Pre Qualification Questionnaire](#) – for all contracts over £25,000
- [PQQ for sub-OJEU tenders](#) – for all contracts under the EU thresholds where you want to encourage SMEs or Voluntary Sector organisations to bid

Officers should tailor these standard documents so potential suppliers can demonstrate their technical competence, particularly where this is relevant to the subject of the contract, for example in construction or waste disposal contracts. This could include questions on specific knowledge or experience, descriptions of systems and processes for quality assurance and an indication of any sustainability measures currently in place.

The standard PQQ offers the chance to ask additional questions in relation to supplier's commitment to sustainability, above the standard questions. You may want to use this to draw out specific matters related to the subject of the contract. For example;

### Local supply

*Do you have a policy on the use of local staff and training initiatives to develop a local workforce?*

*If yes, please supply*

## Step 4 - Specification

The following section provides some background to the key areas officers will need to consider when implementing sustainability into their contracts. Each section contains sample text which can be used directly within contract specifications; however these should be seen as a minimum or a starting point.

Specifications and Contract terms provide an opportunity to help deliver the Council's environmental and sustainability policies. Contract specific policies or conditions can expand upon the principles of Corporate Environmental and Sustainability policies and help to give the Supplier more specific guidance on the role they can play in achieving the objectives in relation to the policies referred to.

Officers need to consider the way goods, services and works are specified in the tender documents. Procurement law requires that the Council is not anti-competitive or restrictive; however sustainable requirements can be included in a contract provided that they:

- are related to the subject of the contract
- are mentioned in contract notice
- do not disadvantage non-local suppliers
- address a policy objective of the council
- provide a measurable benefit to the council (this applies to awards only and can be quantitative or qualitative)

If the specification focuses on the outcome required, rather than being very specific about how the service is to be delivered, then the suppliers have the opportunity to consider and offer different methods to improve the sustainability of their proposal. What you specify must be practical, not affect competition and offer the council value for money.

### **Variant bids**

Suppliers can also be asked to offer 'variant' bids, allowing them to put forward one or more sustainable alternatives, in addition to the 'basic option' specified. Variants are useful when trying to balance the need for sustainability and financial constraints as they allow the council to assess which option best meets its requirements.

### **Requirement to meet a specific standard as a minimum**

There may be existing product or service standard or specification that can be used to identify sustainable products, which have already considered and can address a number of environmental impacts.

Officers can include technical information related to the environmental performance of the product or service in line with, for example, the Eco-Label criteria. The Specification can therefore indicate that products having an Eco-Label certificate are deemed to comply with the requirements of the contract. However, you must be open to receiving other forms of proof of meeting these standards, such as test reports, and the wording '*or equivalent*' is necessary as an attachment to the statement, an example is given below.

#### **Example using computer screens emitting harmful emissions;**

*Every screen must meet the European Eco-Label Standard or equivalent as a minimum requirement and in the tender evaluation process, the actual screen emissions will be one of the award criteria. The criteria are attached to this specification.*



[Appendix 3](#) outlines some of the common sustainability labels.

## **Delivering on the Sustainable Procurement Policy**

The following section highlights the key principles of the One Planet Living framework and this toolkit provides a set of best practice, standard specifications that reflect the aims and objectives of the Corporate Plan.

The coloured text boxes offer examples of the best practice wording that should be inserted in to the tender documents. The red italics offer the officer the chance to insert particular references, standards or other such wording that is most appropriate for their project.

To ensure that these conditions become a contract requirement Officers should ensure that these principles are reflected in both the Specification and the contract Terms and Conditions.

## Zero carbon

Carbon reduction is essential to achieve both a reduction in cost and in greenhouse gas emissions (GHG) over the life of a product or service being procured. The city council has an annual carbon reduction target of 4% and is working towards embedding carbon reduction considerations across everything we do. The council has a duty to report on GHG emissions from its activities and operations and is keen to capture the emissions relating to its procured goods and services.

A reduction in GHG emissions can be achieved in many ways and as such officers should refer to the sections on Sustainable Transport and Materials in addition.

A reduction in greenhouse emissions can be achieved in many ways and as such officers should refer to the sections on Sustainable Transport and Materials as well.

### Carbon reduction

#### **Minimum;**

*The Contractor shall establish a Carbon Reduction Plan within the first six months of the Service Commencement Date that sets clear targets and plans for meeting these targets against its policy and Method Statement. This Carbon Reduction Plan shall then be updated with new targets on an annual basis.*

#### **Best Practice;**

*The Contractor shall establish a Carbon Reduction Plan within the first six months of the Service Commencement Date to ensure that it uses working methods, equipment and materials that will improve the sustainability of delivering the contract requirements.*

*The Contractor shall;*

- Set annual targets and have a clear plan of action for meeting these targets.*
- Ensure key personnel, particularly managers, are familiar and up to date with the carbon reduction plan and targets.*
- Comply with Brighton & Hove City Councils carbon reduction target and any future updates.*
- Demonstrate that policies and procedures are in place to monitor, review and report on carbon emissions across the organisation and provide data to BHCC on an annual basis (based on Defra guidance on how to measure and report GHG emissions)*
- Ensure a process is in place to actively raise awareness of sustainability and carbon reduction at every level of the organisation.*
- Demonstrate the consideration of carbon reduction within innovation to improve the quality and sustainability of services*

**Additional resources;**

EU GPP Criteria;

- [Electricity](#)

## Zero waste

The Council aims to reduce the amount of waste produced from its operations and maximise the reuse and recycling of the remaining waste. As such officers should be considering how waste will be created and how they can work with the supplier or other partners to prevent this waste from being created and reduce the associated costs.

### Return, Reuse and Recycling of packaging

#### Minimum;

*Packaging which is made from materials with reduced environmental impact is preferred. This includes bio-based and recyclable fill (e.g., moulded paper or starch-based loose fill) packaging that is reusable or refillable by the supplier, and packaging of non-renewable origin but recyclable in Europe. Suppliers are also required to provide for the removal of all equipment packaging at the time of, or a reasonable time after, delivery.*

#### Best Practice

*The Contractor shall:*

- Retain ownership of and take back all packaging materials unless otherwise agreed in writing by the parties;*
- Collect any packaging left at the Clients premises within [seven] working days of the issue of notification in writing by the Client that packaging is to be collected by the Contractor. Any packaging materials, which are not collected by the contractor within the agreed period will be disposed of by the Client and the Contractor will be charged for all the associated costs of disposal. Where exceptionally it is agreed in writing between the parties that the Client is obliged to return packaging materials to the Contractor then the Client accepts no liability in respect of the non-arrival at the Supplier's premises of empty packages returned by the Client unless the Supplier shall within ten days of receiving notice from the Client that the packages have been dispatched notify the Client of such non-arrival.*
- Use recyclable materials in the manufacture of crates, pallets, boxes, cartons, cushioning and forms of packaging, where these fulfil other packaging specifications.*
- If requested in writing to do so, produce evidence to satisfy the Client that recycled materials have been used.*
- Use packaging that is capable of being reused, refilled or where this is not possible recycled.*
- Review packaging specifications periodically to ensure that no unnecessary limitations on the use of recycled materials exist.*



## Sustainable transport

The council is committed to reducing carbon emissions and improving the sustainability of our transport options.

Officers should consider the impact of the contract will have on the city when procuring vehicles, transport services, or where there will be a significant amount of travelling by contracted staff. The impacts may be through the contribution to poor air quality and traffic congestion and the effect this has on the quality of life for the City's residents. As such officers should ensure their purchases have considered;

- Low emission modes of transport
- reducing transport distances, the frequency of journeys and the need to travel
- the maintenance and replacement costs, this should include the cost of disposal of the vehicle or any parts, such as tyres, waste oils and lubricants.

### Vehicles making deliveries

*The Contractor shall agree a delivery schedule with the Client and implement procedures for switching off the engines of delivery vehicles when stationary on the Client premises for longer than two minutes.*

### Bulk deliveries

*The [items] shall be delivered in bulk in order to reduce the number of deliveries whilst still ensuring that the service is delivered effectively. The actual number of journeys required per week (aiming for a reduced number) will be one of the award criteria.*

### Travelling in the course of providing the service

#### Minimum

*The Client is committed to reducing the impact of our operations, service providers' vehicle journeys and deliveries. The Contractor is expected to work with the Client to find methods to reduce the volume of transport, or offset the emissions associated with the transport required in the provision of the Service.*

#### Best Practice

*The City of Brighton & Hove is a busy, urban area. Reducing the disruption to traffic using the highway network is a high priority. The Contractor shall take adequate steps to avoid unnecessary delays to buses, cyclists and pedestrians and also to ensure the Council meets the new duties imposed on it by the Traffic Management Act 2004.*

*The Contractor is encouraged to work with the Council to identify work methods and materials that will reduce impact on the community through disruption, noise and vibration.*



**Additional resources;**

Government Buying Standards

- [Transport](#)

EU GPP Criteria;

- [Green Public Procurement criteria for transport](#)

## Sustainable materials

The council must give consideration to how materials are produced, used and disposed of. As a council we should be procuring more sustainable products and materials, such as those with low embodied energy or those made from renewable, sustainable or recycled materials.

As an example, Brighton & Hove City Council has made a commitment to improve its purchasing practices with regards to timber and wood derived products, and will give preference to legal and sustainable or recycled products in order to ensure it does not support illegal or unsustainable logging. It achieved the World Wildlife Fund Gold Panda award for Sustainable timber procurement in 2013.



The council has a Sustainable Procurement Policy for Timber and wood derived products, which has some Minimum Buying Standards, which are reproduced in [Appendix 4](#).

### Timber

All Timber and wood-derived products for supply or use in performance of the contract must be independently verifiable and either:

- from a Legal and Sustainable source; or
- from a FLEGT-licensed or equivalent source;

Energy efficient products and materials ensure that we deliver on our commitment to reducing the impact of climate change. Officers should consider embodied energy within the products and materials purchased;

*'Embodied' energy is the amount of energy used in the extraction of materials, manufacture, transport and assembly.*

### Appliances

The Contractor must ensure that all equipment supplied is energy efficient and meets one or more of the following energy efficiency standards where such standards exist:

- Energy Saving Trusts' 'energy saving recommended' logo
- US 'energy star' logo;
- EU energy label (for example 'A' rated).

The Contractor should have in place measures to ensure the service reduces energy and water consumption and the emission of pollutants. The Contractor will need to be able to demonstrate the effectiveness of these measures.

### Additional resources;

Government Buying Standards;

- [Cleaning products](#)
- [Construction projects and products](#)
- [Electrical products](#)
- [Furniture](#)
- [Horticulture and park services](#)
- [Office ICT equipment](#)
- [Paper and paper products](#)
- [Textiles](#)

EU GPP Criteria;

- [Cleaning products](#)
- [Construction](#)
- [Office IT Equipment](#)
- [Textiles](#)
- [Gardening products and services](#)

BREEAM;

- [BREEAM](#) (BRE Environmental Assessment Method) is the leading and most widely used environmental assessment method for buildings. It sets the standard for best practice in sustainable design and has become the de facto measure used to describe a building's environmental performance.

## Local and sustainable food

The city's food strategy sets out a vision for how the city can achieve a healthy and sustainable food system. This document highlights the importance of sustainable procurement and sets out targets and issues of concern which can impact on our purchasing decisions. As such officers should be considering;

- Promoting good health through a balanced diet and safe food
- Food that is socially inclusive, affordable and reflects local communities, culture and seasonality
- Supports the local economy by buying food from as close by as possible and therefore reducing food miles
- Involves sustainable farming, involving high environmental standards and reduced energy consumption
- Promotes animal welfare and values nature and biodiversity
- Offers fair prices, fair trade and ethical employment in UK and Overseas

Brighton & Hove achieved Fair Trade City status in 2004, more information and what it means to be a Fair Trade City can be found on the [Fairtrade pages](#) of the Council website. As such, where appropriate particularly for catering type contracts, the specification should continue our support for a Fair Trade City.

### Minimum

*The Council actively supports sustainable procurement and without infringing EU procurement regulations, where practical, the use of fresh seasonal/local foods/local suppliers within contracted services is encouraged; the contractor is further encouraged to utilise Fair Trade products where available, appropriate and affordable.*

### Best Practice examples

#### Fair trade:

*All tea, coffee, cocoa and bananas are to be certified as fairly traded.*

#### Eggs;

*All eggs, including liquid and powdered eggs, are sourced from systems that do not use conventional cages. If from a caged system, enriched cages are used.*

#### Fish;

*All fish are demonstrably sustainable with all wild-caught fish meeting the FAO Code of Conduct for Responsible Fisheries (includes Marine Stewardship Council certification and Marine Conservation Society "fish to eat").*

## Animal Welfare

Through the [Animal Welfare Charter](#) and most recently the Corporate Plan the Council has made a commitment to the dignified and decent treatment of animals.

Purchasing should include the consideration of animal welfare to ensure that it precludes, and therefore contributes to the end of, animal testing. Just as with sustainability claims, products labelled as 'not tested on animals' or just 'animal friendly' can be misleading and may mean the end product has not been tested on animals but that the ingredients contained within the product have been. Clarification should be sought to explain exactly what the claim means and what evidence the supplier has to back up their claim.

**Additional resources;**

Government Buying Standards;

- [Food and catering services](#)

EU GPP criteria;

- [Food](#)

## Sustainable water

Brighton and Hove has one of the highest domestic water consumption rates in the UK<sup>1</sup>. As such, officers should therefore be considering how contracts can be used to reduce water consumption in council buildings and facilities as well as in the products we buy. As such the key considerations officers should consider are;

- Reduced water consumption,
- Preventing pollutants in the ground water, and
- how to maintain a quality public service despite the risk of reduced water availability.

### Water use and efficiency

*The contractor shall ensure that water is used efficiently in all circumstances and shall use such appliances that minimize water use in the pursuance of this contract.*

### Additional Resources;

Government Buying Standards;

- [Water using products](#)

Other useful websites;

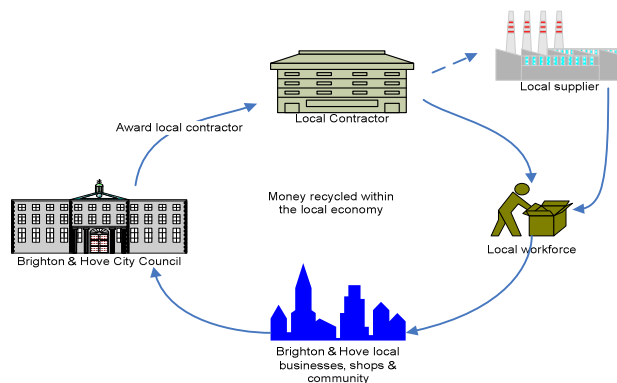
- The [Water Efficient Product Labelling Scheme](#) allows you to compare hundreds of product that meet up to the standards of the Industry for water efficiency.
- In consultation with practitioners, [WRAP](#) has developed guidance and model clauses to help clients and developers ask for water-efficient buildings when procuring design, construction and facilities management services.

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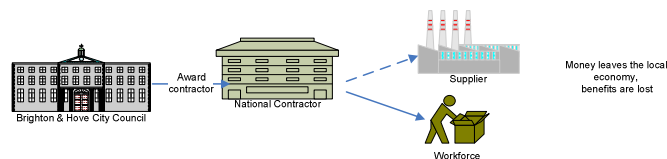
<sup>1</sup> Brighton & Hove Strategic Partnership, 2010,

## Equity and local economy

Wherever possible, we should engage with local suppliers to stimulate and maintain a sustainable local economy. Supporting local jobs and services will have a positive impact on Brighton & Hove's economy as a whole. It has been proven that a greater percentage of money spent employing local Suppliers is recycled back into the economy. This supports local businesses, shops and communities which in turn supports the council. The diagram below demonstrates this process, known as the local multiplier effect;



While money spent nationally disappears from the local economy;



Using local suppliers can bring significant benefits to the local economy by:

- Employing & training local people
- Supporting local business
- Paying local taxes which in turn can be recycled back into the community

### Use of apprentices

*The Client is committed to opening opportunities for local people to enter the construction industry and as such requires the Contractor to deliver at least [three] completed apprenticeships over the term of this contract.*

### Use of local suppliers

*The Client shall use all reasonable endeavours to assist the Contractor in identifying potential SMEs as subcontractors and suppliers to the Contractor. The Client, in assisting the Contractor does not warrant the suitability of any SME that the Client may suggest as a potential sub-contractor or supplier to the Contractor in the provision of the Service.*

*The Client would also encourage the Service Provider to use local suppliers or local products where these are reasonable and available.*

## Social Enterprises and the Community and Voluntary Sector

Social enterprises are businesses with primarily social objectives whose surpluses are principally reinvested for that purpose in the business or in the community, rather than being driven by the need to maximise profit for shareholders and owners.

Whereas Community and Voluntary Sector organisations range from small, local community groups to large, established, national and international organizations. Some have no income at all and rely on the efforts of volunteers; others are, in effect, medium-sized businesses run by paid professional staff.

### Specification requiring the provision of information on supply opportunities to SMEs based in a designated area

*In line with its commitment to supporting SMEs and the local economy as set out in the Corporate Procurement Strategy it is a condition relating to the delivery of the contract that the following activities be undertaken to maximise supply-chain opportunities for targeted SMEs.*

- 1. To work with the **Supplier Development Programme [contact...]** or a suitable alternative organisation agreed by the client to develop a programme of activities and support so as to maximise the provision of information on subcontract and supply opportunities to SMEs within the **[BN postcode area]** and to maximize the number and competitiveness of bids in response to these opportunities from these SMEs.*
- 2. Within four weeks of commencement of the contract to report on the actions that have been taken to provide information and contract opportunities to SMEs within the **[BN postcode area]**, including a list setting out telephone and/or e-mail information for SMEs from the target area that have been involved in the activities in 1.*
- 3. One week prior to each **[monthly contract review meeting]** to provide to the client a report setting out the numbers of SMEs within the **[BN postcode area]** that have been invited to tender / price for sub-contract and supply work, the number of these that have been awarded a contract and the total value of these contracts. This should be reported for the latest period and the contract to date.*
- 4. This requirement does not comprise or imply any promise on the part of the Client to provide suitable employees, subcontractors or suppliers. Any action taken by the Client to broker relationships between the Contractor and local individuals, businesses or agencies does not imply that they consider the individual, business or agency as suitable for engagement by the Contractor.*

### Additional Resources;

#### Apprentices and targeted training opportunities;

- [National Apprentice Service](#)



- [Sussex Council of Training Providers](#)
- [The Local Employment Scheme](#) (specific to construction projects)

## **Step 5 - Evaluating Tenders**

### **Sustainability in the Specification or Award Criteria?**

Officers should consider whether an environmental characteristic should be a minimum requirement (specification) or a preference (award criteria).

Applying environmental award criteria may be preferable where you are unsure of the cost and/or availability of goods, works or services which meet the criteria outlined. By including the requirements in the award criteria, the responses can then be weighed against other criteria such as cost.

Officers can set a minimum level of performance in the technical specifications, and then allocate extra points for even better performance at the award stage, allowing more flexibility when using existing standards, such as the Government Buying Standards and EU Green Public Procurement criteria.

### **Weighting sustainability criteria**

It is recommended that the Sustainability criteria account for no more than 10% out of the total Quality Evaluation Criteria. A sustainability weighting of 10% is considered appropriate to influence the quality of prospective supplier's response, without being disproportionate to the purpose of the contract. A judgement will need to be made in each case as to what weighting for sustainability criteria will be applied.

Price criteria can only assess the costs the Council itself would incur over the life of the contract. However, energy consumption or carbon savings can be included if it is made clear how the Council would incur a cost. As such the methodology of how this cost, and therefore the cost of the contract, is to be calculated will need to be explained within the tender documents.

## **Step 6 - Awarding the contract**

The Council should award contracts to 'the most economically advantageous tender', not just tenders based on price alone. This allows the evaluation of bids using a range of criteria for example: cost, quality, technical merit, aesthetic and functional characteristics, as well as running and whole life costs, all of which can have a direct impact on the environment.

The award criteria must be relevant to the subject of the contract and officers should ensure that any sustainability considerations are built into the tender specification at the earliest possible stage.

## Step 7 - Contract Management

The contract forms the framework within which the Council and the supplier can work together for continuous improvement and mutual benefit. The process of contract management involves monitoring the Supplier's performance against the standards laid down in the contract conditions and specification.

Having sustainable contract clauses and specifications are only effective if these are properly monitored and managed

Including Key Performance Indicators (KPI's) into a contract are a way of ensuring that suppliers fulfil the contract satisfactorily and that the focus remains on continuous improvement - there can be penalties for under performance in the contract although KPI's can also be used to incentivise suppliers by adding bonuses for meeting or exceeding targets.

Any KPI's you develop, either within the initial tender documents or subsequently with your supplier, should be in line with your specification. The table below provides some examples;

KPI	Target	Q1	Q2	Q3	Q4	Total
% of food for contract that is fairly traded						
% of vehicles using [Euro IV] engines						
Progress on implementing 'Carbon Management Plan'						
Number of apprenticeships in place						

## APPENDIX 1 – DEFINITIONS

**Best value for money-** the optimum combination of whole life costs and benefits to meet the customer's requirement

**Community Benefits** – Community Benefits are realised through the economic, social and environmental improvement of the area. Providing that activities fall within the EC Procurement Rules, Council's are free to work with suppliers to realise community benefits through their procurement activities.

**Small and Medium Sized Enterprises (SMEs)** – “The category of micro, small and medium-sized enterprises (SMEs) is made up of enterprises which employ fewer than 250 persons and which have an annual turnover not exceeding 50 million euro, and/or an annual balance sheet total not exceeding 43 million euro.”

Extract of Article 2 of the Annex of Recommendation 2003/361/EC

**Social Enterprises** - are businesses with primarily social objectives whose surpluses are principally reinvested for that purpose in the business or in the community, rather than being driven by the need to maximise profit for shareholders and owners.

**Community and Voluntary Sector** – are organisations ranging from small, local community groups to large, established, national and international organizations. Some have no income at all and rely on the efforts of volunteers; others are, in effect, medium-sized businesses run by paid professional staff.

**Sustainable Procurement** – “A process whereby organisations meet their needs for goods, services, works and utilities in a way that achieves value for money on a whole life basis in terms of generating benefits not only to the organisation but also to society and the economy while minimising damage to the environment.”

National Sustainable Action Plan

### **Definitions for Legal and Sustainable, in terms of Timber and Wood Derived products;**

**Legal sources** - For UK Government procurement, legal timber and wood-derived products are those which originate from a forest where the following requirements are met:

- The forest owner/manager holds legal use rights to the forest.
- There is compliance by both the forest management organisation and any contractors with local and national legal requirements including those relevant to:
  - Forest management;
  - Environment;
  - Labour and welfare;
  - Health and safety;
  - Other parties' tenure and use rights

- All relevant royalties and taxes are paid
- There is compliance with the requirements of CITES.
- Sustainable sources

**Sustainable sources** - For the purpose of the UK Government timber procurement policy, sustainable timber and wood products must come from a forest which is managed in accordance with a definition of sustainable that meets the requirements set out below:

#### Content of the definition

- The definition must be consistent with a widely accepted set of international criteria defining sustainable or responsible forest management at the forest management unit level.
- The definition must be performance-based, meaning that measurable outputs must be included.
- Management of the forest must ensure that harm to ecosystems is minimised.
- Management of the forest must ensure that productivity of the forest is maintained.
- Management of the forest must ensure that forest ecosystem health and vitality is maintained.
- Management of the forest must ensure that biodiversity is maintained.
- The process of defining 'sustainable' must seek to ensure:
  - No single interest can dominate the process;
  - No decision can be made in the absence of agreement from the majority of an interest category.

**Recycled timber** - is defined as recovered wood that prior to being supplied to the Authority had an end use as a standalone object or as part of a structure. The term "recycled" is used to cover the following categories:

- Pre consumer recycled wood and wood fibre or industrial by products (from furniture production for example). Sawmill co-products fall within the category of virgin timber and not recycled.
- Post consumer recycled wood and wood fibre (recycled paper for example) and drift wood. CPET shall be contacted if claims of drift wood are made.
- Reclaimed timber which was abandoned or confiscated at least ten years previously. Evidence of the timber being harvested more than 10 years ago is required and CPET shall be contacted

## **APPENDIX 2 – THE ETHICAL TRADING INITIATIVE (ETI) BASE CODE**

### **1. Employment is freely chosen**

- 1.1 There is no forced, bonded or involuntary prison labour.
- 1.2 Workers are not required to lodge "deposits" or their identity papers with their employer and are free to leave their employer after reasonable notice.

### **2. Freedom of association and the right to collective bargaining are respected**

- 2.1 Workers, without distinction, have the right to join or form trade unions of their own choosing and to bargain collectively.
- 2.2 The employer adopts an open attitude towards the activities of trade unions and their organisational activities.
- 2.3 Workers representatives are not discriminated against and have access to carry out their representative functions in the workplace.
- 2.4 Where the right to freedom of association and collective bargaining is restricted under law, the employer facilitates, and does not hinder, the development of parallel means for independent and free association and bargaining.

### **3. Working conditions are safe and hygienic**

- 3.1 A safe and hygienic working environment shall be provided, bearing in mind the prevailing knowledge of the industry and of any specific hazards. Adequate steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring in the course of work, by minimising, so far as is reasonably practicable, the causes of hazards inherent in the working environment.
- 3.2 Workers shall receive regular and recorded health and safety training, and such training shall be repeated for new or reassigned workers.
- 3.3 Access to clean toilet facilities and to potable water, and, if appropriate, sanitary facilities for food storage shall be provided.
- 3.4 Accommodation, where provided, shall be clean, safe, and meet the basic needs of the workers.
- 3.5 The company observing the code shall assign responsibility for health and safety to a senior management representative.

#### **4. Child labour shall not be used**

- 4.1 There shall be no new recruitment of child labour.
- 4.2 Companies shall develop or participate in and contribute to policies and programmes which provide for the transition of any child found to be performing child labour to enable her or him to attend and remain in quality education until no longer a child; “child” and “child labour” being defined in the appendices.
- 4.3 Children and young persons under 18 shall not be employed at night or in hazardous conditions.
- 4.4 These policies and procedures shall conform to the provisions of the relevant ILO standards.

#### **5. Living wages are paid**

- 5.1 Wages and benefits paid for a standard working week meet, at a minimum, national legal standards or industry benchmark standards, whichever is higher. In any event wages should always be enough to meet basic needs and to provide some discretionary income.
- 5.2 All workers shall be provided with written and understandable Information about their employment conditions in respect to wages before they enter employment and about the particulars of their wages for the pay period concerned each time that they are paid.
- 5.3 Deductions from wages as a disciplinary measure shall not be permitted nor shall any deductions from wages not provided for by national law be permitted without the expressed permission of the worker concerned. All disciplinary measures should be recorded.

#### **6. Working hours are not excessive**

- 6.1 Working hours comply with national laws and benchmark industry standards, whichever affords greater protection.
- 6.2 In any event, workers shall not on a regular basis be required to work in excess of 48 hours per week and shall be provided with at least one day off for every 7 day period on average. Overtime shall be voluntary, shall not exceed 12 hours per week, shall not be demanded on a regular basis and shall always be compensated at a premium rate.

#### **7. No discrimination is practised**

- 7.1 There is no discrimination in hiring, compensation, access to training, promotion, termination or retirement based on race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.

## **8. Regular employment is provided**

- 8.1 To every extent possible work performed must be on the basis of recognised employment relationship established through national law and practice.
- 8.2 Obligations to employees under labour or social security laws and regulations arising from the regular employment relationship shall not be avoided through the use of labour-only contracting, subcontracting, or home-working arrangements, or through apprenticeship schemes where there is no real intent to impart skills or provide regular employment, nor shall any such obligations be avoided through the excessive use of fixed-term contracts of employment.

## **9. No harsh or inhumane treatment is allowed**

- 9.1 Physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation shall be prohibited.

The provisions of this code constitute minimum and not maximum standards, and this code should not be used to prevent companies from exceeding these standards.

Companies applying this code are expected to comply with national and other applicable law and, where the provisions of law and this Base Code address the same subject, to apply that provision which affords the greater protection.

*Note: We have made every effort to ensure that the translations of the ETI Base Code and Principles of Implementation are as complete and accurate as possible. However, please note that in both cases it is the English language documents which should be treated as the official versions.*

## APPENDIX 3 – COMMON SUSTAINABILITY CLAIMS & ECO-LABELS

Some products are marketed with claims of sustainability credentials, which are misleading or untrue. Standards, such as the [EU Eco labelling scheme](#), have been set up to help purchasers make sustainable purchasing decisions, by setting standards for a range of products to ensure they are the most sustainable in their class.

Eco labels can be very useful in the assessment of whole life costs for a product as the accreditation of a label is based on the analysis of their life-cycle impacts. Therefore if a product has an eco-label it means an organisation may not need to carry out its own analysis of the life cycle costs of that product.

The table below outlines some of the most common labels applied to a variety of specific products or product groups. For more information, Defra has also produced a booklet called '[Green Claims – Practical Guidance](#)' about environmental claims, to give more advice to purchasers.

### General Product Eco Labels



**The European Ecolabel** is a voluntary scheme, established to encourage products and services that are kinder to the environment.

Product groups include cleaning products, appliances, paper products, textile and home and garden products, lubricants and services such as tourist accommodation.



**The Nordic Ecolabel (Nordic Swan)** is the official Ecolabel of the Nordic countries and it evaluates a product's impact on the environment throughout the whole lifecycle, based on the environmental effects of the manufacturing process rather than the selection of raw material.



**The German Blue Angel** sets a standard for eco-friendly products and services selected by an independent jury in line with defined criteria.

### Service Standards



#### Eco-Management and Audit Scheme

Suppliers use this symbol if they have assessed their significant environmental impacts, set long term objectives, and pursue annual targets to meet those objectives, monitor progress against these targets and have a publicly reported environmental statement of annual progress.





**International Standards Organisation (ISO) Accreditation**  
Environmental Management Schemes should be approved by an accredited certification body, details of which can be found on the United Kingdom Accreditation Service (UKAS) website. Accredited schemes will display the following logo.

**Energy Using Products**



**Energy Star**  
Energy Efficiency scheme for a range of office equipment including ICT, air conditioning and heating, lighting.

NB these are mostly US products, so may be more applicable to purchases in areas such ICT.



**The EU energy label**  
This rates products from A, (the most efficient) to G (the least efficient). By law, the label must be shown on all refrigeration appliances, electric tumble dryers, washing machines, washer dryers, dishwashers, electric ovens, air conditioners, lamps and light bulb packaging.



**Energy Saving Trust Recommended**  
This label compliments the EU energy label and only the most energy efficient products will carry this label. The consumer-focused logo appears on a range of products including fridges, freezers, dishwashers, washing machines, tumble dryers, light bulbs, gas boilers and heating controls.



**TCO Certified**  
Every product model is tested by an accredited through a process of independent laboratory, regular after-market checks and test rounds.

**Natural Products and Food**



**Fairtrade Mark**  
This signifies that the product has met a set of internationally agreed criteria around paying a fair price, enhancing the lives of the producers and their community, and working to set environmental standards.



**Red Tractor**  
The Red Tractor logo is symbol of quality food that's affordable and safe to eat. The Union flag in the Red Tractor logo guarantees that the food comes from British farms and meets high standards of production relating to food safety and hygiene, animal welfare and environmental protection.



### **The Soil Association (Organic Symbol)**

This is a national independent quality mark for organically grown food and other products, such as compost. It is awarded to farmers, growers, food processors, distributors, retailers and industrial manufacturers who follow the standards laid down by the Soil Association (no use of artificial chemicals in the production process and minimum animal welfare standards).



### **Marine Stewardship Council**

A sustainable fishery allows target fish populations to recover to healthy levels where they have been depleted in the past. This labelled product has been produced by an operation which supports the ecosystem upon which fish stocks depend and does not encourage overfishing.



### **BUAV Humane Cosmetic Standard and Humane Household Products Standard**

The HCS and HHPS are independent and check to make sure that all approved companies have a strong policy against animal testing in place and that they and their suppliers stick to it. A lot of these companies carry the "leaping bunny" logo on their packaging

## **Construction Materials**



### **Forestry Stewardship Council**

FSC is an international, non-governmental organisation dedicated to promoting responsible management of the world's forests.

The FSC runs a global forest certification system with two key components: Forest Management and Chain of Custody certification, allowing consumers to identify, purchase and use timber and forest products produced from well-managed forests.



### **Programme for the Endorsement of Forest Certification**

An international non-profit, non-governmental organization dedicated to promoting sustainable forest management, the Programme for the Endorsement of Forest Certification is the certification system aimed at small forest owners.

**APPENDIX 4 – MINIMUM BUYING STANDARDS – TIMBER AND WOOD DERIVED PRODUCTS**

<b>Minimum Buying Standards</b>	
<b>Timber and Wood Derived Products</b>	
<b>Product group</b>	
<b>All Paper</b>	All paper purchased must be Elemental Chlorine Free (ECF), totally Chlorine Free (TCF) will also be accepted.
	All paper purchased, including paper used for externally printed publications, to be made from a minimum 75% recovered paper fibres*.  Of the non-recycled content (25% or less), any virgin fibre used must only be timber and timber products originating either from independently verified legal and sustainable sources or from a licensed Forest Law Enforcement Governance and Trade (FLEGT) partner should be purchased.
<b>Copying and graphic paper</b>	All paper must be made from 100% recovered paper fibres.
<b>Paper for printed publications</b>	All paper, including paper used for externally printed publications, to be made from a minimum 75% recovered paper fibres*.  Of the non-recycled content (25% or less), any virgin fibre used must only be timber and timber products originating either from independently verified legal and sustainable sources such as FSC or PEFC, or from a licensed Forest Law Enforcement Governance and Trade (FLEGT) partner should be purchased. In addition, all printed material should include a statement of the recycled content of the paper it is printed on**.
<b>Paper based cleaning products e.g. kitchen and toilet tissue</b>	All paper must be made from 100% post consumer recycled paper fibres*.
<b>Paper-based stationery products e.g. notepads, diaries, post it notes</b>	All paper, including paper used for externally printed publications, to be made from a minimum 75% recovered paper fibres*.  Of the non-recycled content (25% or less), any virgin fibre used must only be timber and timber products originating either from independently verified legal and sustainable sources such as FSC or PEFC, or from a licensed Forest Law Enforcement Governance and Trade (FLEGT) partner should be purchased. In addition, all printed material should include a statement of the recycled content of the paper it is printed on**.
<b>Envelopes</b>	All paper must be made from 100% post consumer recycled paper fibres.

<b>Furniture with timber content</b>	Only timber and timber products made from independently verifiable legal and sustainable sources such as FSC or PEFC, or from a FLEGT (Forest Law Enforcement, Governance and Trade) licensed partner can be purchased. Recycled timber is also accepted***.
<b>Timber</b>	Only timber sourced from independently verifiable legal and sustainable sources or FLEGT (Forest Law Enforcement, Governance and Trade) licensed partner should be purchased. Recycled timber is also accepted***.

## APPENDIX 5 - MODEL SUSTAINABILITY SPECIFICATION

### 1. Sustainability

- 1.1 Brighton & Hove City Council recognises that its operations and service delivery have effects on the environment at a local and global level. The council is committed to reducing those effects by managing its own environmental impacts, encouraging and supporting others to do the same, and continuously improving the environment for the benefit of residents, businesses and visitors to Brighton & Hove.
- 1.2 The Client takes its commitments to promoting sustainability, reducing waste and tackling climate change seriously and one of its priorities is to make Brighton and Hove a more sustainable city. The Client aims to make a 20% reduction in our directly controllable carbon emissions by April 2012. As such the Client expects its Service Providers to be equally committed to reducing their own carbon emissions and to support the Client in improving [*the sustainability of its supply chain*] [*the energy efficiency and the sustainability of our housing stock/corporate buildings*] [*the Display Energy Certificate assessment scores for our buildings, where required*].
- 1.3 The Service Provider will be required to comply with all reasonable requirements regarding energy and waste management, in particular the Client's [*insert any departmental policies applicable i.e. 'Housing Repairs & Maintenance Sustainable Building Guidance'*] (attached as Appendix [ ]).
- 1.4 [*The Service Provider will comply with the Site Waste Management Plans Regulations 2008. Accordingly the Service Provider will be required to produce Site Waste Management Plans (SWMPs) for the approval of the Client where requested. The Service Provider will continually review and improve the SWMPs over time to reduce site waste to an absolute minimum.*]
- 1.5 Annually, on the anniversary of the Commencement Date, the Service Provider shall submit a Sustainability Plan to the Client, which will identify and provide evidence on how they will improve the sustainability of the contract. For the purposes of this Plan year one of the contract shall be considered the baseline for performance.
- 1.6 The Service Provider will be required to demonstrate that they:
- Have policies in place that will improve energy efficiency and encourage awareness of energy issues in terms of their own operations and the Client's [*housing stock*] [*corporate buildings*].
  - Have a commitment to reducing waste, reusing and recycling resources used in the delivery of the service wherever possible, and aim to ultimately send zero waste to landfill.
  - Have a commitment to reduce green house gas emissions to the atmosphere arising from its activities including operational and embedded CO<sub>2</sub> levels. As part of this commitment the Service Provider should encourage low carbon modes of transport and fuel efficient driving, as well as reducing the need to travel.
  - Have a commitment to sustainable procurement and consider the whole life cost of goods and services procured on behalf of the council. All aspects of procurement should be assessed to help reduce significant

environmental impacts, whilst also maintaining a balance between social and economic needs of the wider community. This will include, where possible, procuring energy and other natural resources from renewable sources, those with low embodied energy, the procurement of local materials, or those materials made from renewable or waste resources, wherever possible.

- Actively engage with and improve the performance and sustainability of its own supply chain

In addition you could insert one or more of the following where applicable

- *Have a commitment to sourcing low impact, local, seasonal and organic foods as well as have policies in place to reduce food waste*
- *Have a commitment to using water more efficiently in [buildings] [operations] [the products purchased], talking local flooding and water course pollution*
- *Not to use packaging with chlorofluorocarbons*

## **2. Community Regeneration and Well Being**

2.1 The Client is committed to reducing poverty and inequality and recognises the important role that work can play in improving people's life chances. The key objectives of Chapter 5 of the Local Plan, 'Supporting the local economy and getting people to work' include:

- Improve the competitiveness of the local economy
- Support and retain existing businesses
- Improve the skills level of the local workforce

2.2 *The Client is committed to opening opportunities for local people to enter the construction industry and as such requires the Service Provider to deliver at least [three] completed apprenticeships over the term of this contract.*

2.3 The Service Provider should use all reasonable endeavours to provide opportunities for additional small businesses (less than 50 employees) based in Brighton & Hove. The Service Provider is encouraged to consider how to engage with these small and medium sized suppliers.

2.4 The Client would also encourage the Service Provider to use local suppliers or local products where these are reasonable and available.

### **2.5 Local Labour Scheme**

*The Client operates a Local Labour Scheme which aims to open career pathways into the construction industry and leave behind a legacy of a local skilled construction workforce, benefiting local neighbourhoods, local people and the local economy.*

2.6 *The Local Labour Scheme has the following main functions:*

- *Provide a job brokerage service for developers and sub-contractors wishing to recruit skilled workers*
- *Facilitate the allocation of trainees seeking work experience places and apprenticeships*
- *Manage a database of local firms able to tender for sub-contracted works*
- *Monitor compliance with S106 agreements relating to the provision of*

*employment, traineeship / apprenticeships, work experience placements and use of local suppliers*

- *Provide regular performance reports to partners and stakeholders*

2.7 *The Local Labour Scheme will be supported by a range of agencies able to provide skills training; qualifications and SCSC cards to enable residents to work on site. It will also work with the occupants of the new developments to service the new jobs that emerge. The services supporting the scheme will include Jobcentre Plus, the Learning & Skills Council, Business Link and a range of local skills training providers.*

2.8 *The Service Provider will be required to work with the Brighton & Hove Local Labour Scheme to support the training and employment of residents and:*

- *Meet with representatives from the Client's Economic Development Team to provide information on the planned schedule of works*
- *Ensure that the expectations relating to employment and training are extended to all sub-contracts*
- *Provide early and regular information on job vacancies to the local labour scheme so that local people can be considered for posts*
- *Provide the contact details of all relevant staff and sub-contractors so that the placement of trainees can be planned effectively if applicable*
- *Provide regular information to the local labour scheme on the number and profile of apprentices, trainees and employees on site if applicable*
- *Provide timely information on sub-contracting opportunities to ensure that local suppliers are able to tender*

2.9 *The Service Provider will provide information which allows the Client to evaluate the success of the scheme. This information could include the number of apprenticeships completed, the number of trainees on sites, the number of Residents employed, the duration of employment and the number of local businesses that have secured sub-contracts.*

2.10 *The Client recognises that a degree of flexibility is required. Whilst contributions towards employment and training will be sought on all Client maintenance contracts and sub-contracts The Client will work with the Service Provider to find an appropriate solution which supports the specific needs of the Term Programme.*

2.11 *Education, Training and Employment Plan*

*The Service Provider will be expected to combine the above initiatives into a joint comprehensive 'Education, Training and Employment Plan'. The Education, Training and Employment Plan will be reviewed on an annual basis to reflect the programme of schemes for the coming year linked to resources available.*

2.12 *The Service Provider is required to put forward ideas on how all the above initiatives could be combined by all of the Client's partners into a joint comprehensive Investment Programme wide 'Education, Training and Employment Plan'.*

### **3. Diversity**

- 3.1 Local Authorities have duties to promote equality of opportunity regardless of race, disability age and gender (including transgender). We are required to carry out Equality Impact Assessments, prepare and publish Equality Schemes that show how we plan to do this, through setting out an action plan for improvement and change. We must also identify clear targets so we can measure our progress.
- 3.2 In order to meet this new 'general duty' we must ensure that, in carrying out our functions as a Council, we take account, in everything that we do, of the need to:
- Eliminate unlawful discrimination;
  - Promote equality of opportunity; and
  - Promote good relations between people of different communities and identities
- 3.3 The Client also has to meet a new 'special duty' to ensure our recruitment, selection, training and promotion arrangements, grievance and disciplinary policies and procedures for our employees operate fairly.
- 3.4 The Client has published an Equality and Inclusion Policy, a document which outlines our priorities for promoting equality, to ensure we are meeting our legal obligations and that we are aiming to improve the way we provide our services to all sections of the community.
- 3.5 The Client positively embraces the diversity of its city. We would expect the Service Provider's workforce to reflect this diversity. The Service Provider must understand and meet the needs and expectations of our diverse client group. We want to work collaboratively to address any imbalances that exist in our operations to improve and enhance the services provided to our customers.
- 3.6 The Client is committed to promoting equality and inclusion in all aspects of our work and will strive to improve access to employment, services and buildings for persons with disabilities. We will communicate with our customers, employees and other business partners through the language or medium of their choice and expect the Service Provider to do likewise.
- 3.7 The following are the Minimum contractual requirements in our diverse city:
- i) The Service Provider must operate an Equal Opportunities Policy for as long as this contract is in force and provide the Client with a copy of any such policy at their request.
  - ii) The Service Provider must use all reasonable endeavours to make sure that their Equal Opportunities Policy with all statutory obligations and the Client's policies as regards discrimination on the grounds of colour, race, nationality, cultural or ethnic origin, marital status, gender, gender identity, age, disability, religion or sexual orientation in relation to decisions made by them in the recruitment, training or promotion of staff employed or to be employed in the provision of services, and in the provision of services, and in carrying out their obligations under this Agreement.
  - iii) In providing services, the Service Provider must observe as far as possible the Commission for Racial Equality's Code of Practice for



- Employment, (the 'Code'), any updates to the Code, or any code which may replace it.
- iv) The Service Provider must provide the Client with such information as it may reasonably require in order for the Client to assess the Service Provider's compliance with the Code.
  - v) If any Court or Tribunal, or the Equality and Human Rights Commission (or any body which may replace the Commission) makes a finding that the Service Provider has unlawfully discriminated against any person in their employment or service provision then they must take all necessary steps to make sure that the unlawful discrimination does not happen again, and notify the Client in writing of the finding and the steps taken to prevent its re-occurrence.
  - vi) In providing services, the Service Provider must give appropriate consideration to each customer's race, nationality, cultural or ethnic background, marital status, age, gender, gender identity, religion or belief, sexual orientation and disabilities.
  - vii) In providing services the Service Provider must observe the Client's Equality Scheme.

#### **4. Ethical Labour Standards**

- 4.1 The Client expects its suppliers to make sure that working conditions in their and their suppliers' operations meet (or exceed) international labour standards, ensuring that;
- There is no forced labour and employment is freely chosen
  - The right of freedom of association is respected and encouraged by the employer
  - No child labour is used
  - Living wages are paid (wages should always be enough to meet basic needs and to provide some discretionary income)
  - No harsh treatment is used or discrimination practised
  - Workers are not pressurised to undertake overtime they do not wish to do
  - A safe and hygienic working environment shall be provided

## **APPENDIX 6 - COUNCIL CONTACTS**

Sustainability	Sustainability Team Contact Thurstan Crockett Ext. 2503
Works Contracts	Property & Design team Contact Angela Dymott Ext. 1450
Health & Safety issues	Health & Safety Team Contact Hilary Ellis Ext. 1305
Equalities issues	Equalities Implementation Officer Contact Judy Redford Ext. 1343
Stakeholder Involvement issues	Research Team Contact David Golding Ext. 1088
Animal Welfare Charter	Public Safety Division Contact Tim Nichols Ext. 2163

Brighton & Hove City Council recognises that its operations and service delivery have effects on the environment at a local and global level. This local authority is committed to reducing those effects by managing its own environmental impacts, encouraging and supporting others to do the same, and continuously improving the environment for the benefit of residents, businesses and visitors to Brighton & Hove.

## Timber and wood derived products

As a consumer of timber and wood derived products, Brighton & Hove City Council has a responsibility to ensure that the procurement of these products is not at the expense of the future of the world's forests, but positively supports responsible forest management.

To achieve this aim Brighton & Hove City Council will only purchase timber and wood derived products that are either:

- from independently verifiable legal and sustainable or [FLEGT](#) licensed or equivalent sources, **or**
- recycled timber or wood derived products

In support of our policy we will not knowingly source forest products from:

- Forests or forest product suppliers that do not comply with all relevant national and international legislation relating to the trade in forest products.
- High Conservation Value Forests where these are recognised nationally or regionally, unless these forests are progressing towards credible forest certification in a time bound, stepwise and transparent manner.
- Protected areas, parks or similar areas where harvesting operations are not complimentary to responsible forest management.
- Forests which are currently being converted to other land uses, or forests that have been converted since 1994.
- Forests which are in areas of armed conflict or civil unrest where there is a direct relationship between the forest products trade and the funding of such conflicts.

This policy helps deliver the council's priorities, particularly 'Creating a more sustainable city'.

# Sustainable Procurement Policy

Suppliers to the council will be required to demonstrate compliance with this policy, by providing:

- Evidence of certification under a scheme recognised by [Central Point of Expertise on Timber](#) (CPET) including the Forestry Stewardship Council (FSC) and the Programme for Endorsement of Forest Certification scheme (PEFC) **or**,
- Other documentary evidence that provides assurance that the source is legal and sustainable as summarised above and defined by CPET in detail.

To ensure this policy is implemented effectively, Brighton & Hove City Council will:

- Incorporate the requirements of this policy across all functions of the council
- Embed it in our supply chain and procurement processes
- Bring the policy to the attention of our employees and members of the supply chain, ie customers and key stakeholders, and gain their support in its implementation
- Actively support and encourage our suppliers in meeting the requirements of the policy
- Monitor the performance of the council against the policy, by monitoring purchasing across the council and evidence from suppliers
- Review the policy on an annual basis to ensure its continuing suitability and its relevance to the council's strategies and policies

<b>Subject:</b>	<b>Refresh of the Sustainable Community Strategy 2014-2017</b>		
<b>Date of Meeting:</b>	<b>16 January 2014</b> Council - 30 January 2014		
<b>Report of:</b>	<b>Chief Executive</b>		
<b>Contact Officer:</b>	<b>Name:</b>	<b>Simon Newell</b>	<b>Tel: 29-1128</b>
	<b>Email:</b>	<b>Simon.newell@brighton-hove.gov.uk</b>	
<b>Ward(s) affected:</b>	<b>All</b>		

**FOR GENERAL RELEASE**

**1. PURPOSE OF REPORT AND POLICY CONTEXT**

- 1.1 The Sustainable Community Strategy (SCS) is the overarching strategy for the City. It draws together plans, strategies and priorities from all partners, including Brighton & Hove City Council. It is one of the documents that establish a shared vision for the city. Following the publication of the Sustainable Community Strategy 'Creating the city of opportunities' in 2006 and its subsequent refreshes in 2007 and 2010, an updated version of the document is now required to reflect the current position of the Brighton & Hove Strategic Partnership (BHSP). The strategy was approved by BHSP at its meeting on Dec 10<sup>th</sup> 2013. It is intended that this revised document be published in March 2014.
- 1.2 This report provides an update to the main changes to the refreshed strategy document.

**2. RECOMMENDATIONS:**

- 2.1 That Policy and Resources Committee note the new format for the published document (and the refreshed website) and the new Partnership name - Brighton & Hove Connected.
- 2.2 That Policy & Resources Committee endorses the refreshed strategy set out in appendix 1 and recommends the Strategy to Council for approval and adoption.

**3. CONTEXT/ BACKGROUND INFORMATION**

- 3.1 The Sustainable Community Strategy is the umbrella strategy for all others in the city. It represents the point at which they come together into an overall, coherent narrative for the city of Brighton & Hove.
- 3.2 Following the publication of the previous Sustainable Community Strategy 'Creating The City Of Opportunities' in 2010, an updated version is now required to reflect the current position of the BHSP. The BHSP is responsible for the strategy's development and implementation.

- 3.3 The following recommendations for refreshing the SCS were agreed at the BHSP meeting on 5th March 2013:
1. To produce a short strategy summary in booklet format setting out a clear vision and key aims for the city. The document would be circulated widely and would provide Brighton & Hove with overall direction. It would remain relevant and up to date for at least 3 years. The strategy booklet would contain clear signposts to the BHSP website for more information.
  2. The BHSP website would continue to link directly with the strategy, but would contain a lot more detail about each particular partnership approach and plans for each thematic area. The website would also provide links to other relevant websites.
  3. As the website will contain more detail, this would be updated more frequently than the 3 year summary strategy; biannually/annually as appropriate.
- 3.4 A steering group of representatives of BHSP, supported by the Partnerships team, produced the short, accessible summary booklet entitled Brighton & Hove - The Connected City. This is attached at appendix 1.
- 3.5 There are two overarching principles for the summary strategy: **Increasing Equality** and **Improving Engagement**. These are a reflection of the needs of the city as identified through the Joint Strategic Needs Assessment and the State of the City report.
- 3.6 Under these key principles, there is a more specific set of overarching priorities that Partnerships will work collectively to deliver on. These are:
- Economy
  - Health & wellbeing
  - Children & young people
  - Community safety & resilience
  - Environmental sustainability
- 3.7 The detailed information on the work within these areas being carried out by the family of partnerships will be available on the BHSP website. This is drawn from key existing plans, strategies and documents which have been agreed and approved previously.
- 3.8 The website content will be updated and amended for each area as new plans and strategies are agreed. This will ensure that the strategy remains alive and vibrant.
- 3.9 It is proposed that the strategic partnership will be renamed in line with the new strategy to **Brighton & Hove Connected**. The current membership is attached at appendix 2.
- 3.10 The strategy and new name was adopted by representatives of the community, business and public sectors at the strategic partnership meeting on 10<sup>th</sup> December 2013.

- 3.11 It is proposed that Brighton & Hove – The Connected City strategy, along with the new website, will be launched at an event in March 2014.
- 3.12 Delivery of the strategy will be through the city's Family of Partnerships. To help ensure the efficient and effective delivery of the strategy going forward a partnership review process was initiated at the same time, and aligned to the Council's Constitutional Review.
- 3.13 Performance management of the Strategy will be delivered through a refreshed Partnership Performance Plan. The review process will be undertaken with the Family of Partnerships and will be overseen by the Strategic Partnership and the City Management Board.

#### **4 ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS**

- 4.4 The current strategy was only ever intended to span to the end of 2013/14. Therefore there will be a gap in strategy cover if no refresh takes place. The existing strategy is now out of date and no longer directly relevant.
- 4.5 The strategic partnership is no longer statutorily obliged to have an overarching strategy but a local decision has been made to retain one. This is because the strategic partnership is committed a coordinated approach for the city.

#### **5 COMMUNITY ENGAGEMENT & CONSULTATION**

- 5.1 The document attached at appendix 1 has been jointly produced by representatives of the Community and Voluntary Sector, Police, Health, Private Sector and the Local Authority and was discussed at various strategic partnership meetings in 2013.
- 5.2 The full partnership approach content that will appear on the website is a summary of existing pre-approved strategies and policy documents. These have all gone through their own consultation processes.

#### **6. CONCLUSION**

- 6.1 The strategic partnership have agreed to adopt Brighton & Hove – The Connected City for the period 2014-2017. They have adopted their new name of Brighton & Hove Connected.
- 6.2 The City Council, as one of the members of the strategic partnership are now being asked to adopt the new strategy. It is listed as one of our Core Documents in our constitution.

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

##### Financial Implications:

- 7.1 The Council's support to the Sustainable Community Strategy is provided within the draft budget strategy for 2014/15 and the medium term financial plan.

Legal Implications:

- 7.2 Section 4 of the Local Government Act 2000 requires every local authority to prepare a strategy for promoting or improving the economic, social and environmental well-being of their area and contributing to the achievement of sustainable development in the United Kingdom. In preparing the strategy the Council must consult and seek the participation of each partner and other such persons it considers appropriate. This duty remains in force although the Government has indicated its intention to revoke the duty and has revoked the accompanying Statutory Guidance. Responsibility for approving and adopting the Strategy is reserved to Full Council.

Lawyer Consulted: Elizabeth Culbert

Date: 31/12/2013

Equalities Implications:

- 7.3 Increasing Equality has been given as one of the key principles for the refreshed strategy. By working together on this across the city partnerships will aim to reduce financial exclusion, extend healthy lifestyles and employment opportunities and improve the lives of the most vulnerable – improving equality for the city as a whole.

Sustainability Implications:

Environmental sustainability has been given as one of the five objectives in the refreshed strategy. This is in recognition of the finite resources available to us in the future. Further detail on the objective will be captured in the website pages.

In terms of the strategy itself, this refreshed format allows for longer use of the published strategy as it is specifically designed to remain in date for the full three years. The detailed partnership approach will be given on the new website and this can therefore be updated as often as is needed – creating a more sustainable approach.

Any Other Significant Implications:

- 7.4 None

**SUPPORTING DOCUMENTATION**

**Appendices:**

1. Brighton & Hove – The Connected City 2014-2017
2. Current Membership of Brighton & Hove Connected

**Documents in Members' Rooms**

Details on the partnership approaches (the strategy chapters) are available in Members' rooms prior to the committee meeting. These are for information and final versions will be published on the refreshed website in late March 2014.



**Brighton & Hove - The Connected City**

**A summary introduction to the Sustainable Community Strategy for Brighton & Hove**

## **Vision**

Brighton & Hove - the connected city. Creative and dynamic, inclusive and caring. A fantastic place to live, work and visit.

## **Welcome to our Community Strategy – The Connected City**

It is my pleasure to introduce you to the fourth edition of our Sustainable Community Strategy for Brighton & Hove. Our city is a wonderful place with an international reputation as a 'must see' destination. Celebrated for its diversity and its energy, it has weathered the long period of slow growth in the UK economy well compared to many other UK locations.

Since the publication of the last strategy in May 2010, partnership working has supported falling unemployment and high levels of satisfaction with the city among its citizens and with visitors. However, we face many challenges and are still some way from ensuring that everyone achieves their full potential in life.

Some of the challenges highlighted in previous community strategies are still with us, among them climate change, transport and pupil achievement. However, the city's resolve to address them is evident and captured in detail in other plans underpinning this overarching strategy.

Brighton & Hove has earned a fine reputation for successful partnership working, and this will become even more important as the public sector goes through revolutionary changes and the private sector slowly emerges from the torpor that has gripped it for the past five years. Vital too, will be the voluntary & community sector as it develops its role of providing key services.

With the development of the wider city region, working with our neighbouring local authorities to pool ideas, resources and solutions will be increasingly important.

This updated strategy is intended to be a 'living document' evolving and adapting to meet changing circumstances. In this summary booklet you will get a flavour of our ambitions and our priorities for the future of our extraordinary city while the website will give greater detail. We hope you enjoy the read!

[Signature]

**Tony Mernagh**

Chair of Brighton & Hove Connected

## **Brighton & Hove - The Connected City**

Brighton & Hove has long aspired and broadly succeeded, to connect people with place, business with community and opportunity with equality. These connections and the value they generate, whether in better public services, stronger communities, growth of the economy, shared information, reduced cost, or the bringing together of partnerships are ever more important as we think about our city and its place in the world.

Our city is located between the sea and the South Downs National Park. It is known for its easy-going approach to life, quirky shopping, restaurants, festivals and beautiful architecture. Many people choose to come and live in the city for the opportunities it offers. However, Brighton & Hove is one of the most deprived areas in the South East and has a population with significant inequalities and health needs.

One of the world's first seaside resorts, Brighton & Hove is famous for its vibrant, cosmopolitan lifestyle with a very strong arts and cultural offer. The city is also a major European business conference and tourist destination which attracts around 8.5 million visitors per year and supports established cultural activities such as the Brighton Festival, exhibitions and community based events.

In 2011, there were 273,400 people living in the city with a predicted increase to 291,000 by 2030. The greatest increase is in those aged 25-34 and 50-59. There will also be more children under 15 years old and slightly more people aged 75 years or over.

Brighton & Hove has a flourishing community and voluntary sector, made up of over 1,600 groups and organisations, which provide services and support to citizens of the city. They work with public and private sector partners to ensure that those who are in need have their needs met. The local community and voluntary sector is a vital part of our local economy as well as our support services. A citywide survey, known as the City Tracker, highlighted that 93% of people who use local charities and community groups were satisfied with the services they receive. The national survey of charities and social enterprises also reports a greater understanding, respect for and valuing of the community and voluntary sector organisations in Brighton & Hove by its public sector partners than other comparable areas, demonstrating good relations between the different sectors in the city.

Our city is a key part of a much wider economic geography that stretches to Lewes and Newhaven in the east, Shoreham and Worthing in the west and north towards Hassocks, Burgess Hill and Crawley. Within this area, there are approximately 780,000 residents, of which over 470,000 are aged 20-64 years. This is part of the Coast to Capital Local Enterprise Partnership (LEP) area.

Benefiting from and supporting that core offer are two successful universities, an innovative business community driven by a busy throng of entrepreneurs, a mass of savvy independent traders and a whole raft of artists, creative people and opinion

shapers. This world-class university offer provides the fourth best qualified workforce in the UK, which has fuelled knowledge intensive growth through the Creative, Digital and Information Technology (CDIT) Sector. Our city also benefits from emerging opportunities in environmental industries, proximity to London, Gatwick Airport, two Channel ports within the city region and good infrastructure links northwards.

Our city has an international reputation, growing influence and a reach far beyond its geographical size. It seeks attention and looks for opportunities to make itself known, not least because one of our most important economic drivers is tourism, with 8.5 million visitors attracted each year by our vibrant cultural and environmental offer.

Our economy has endured the stresses of the global economic situation because of the strength of this unique offer. People like to come here, not only because of the 'big ticket' attractions, but because our city looks and feels different. The way we celebrate our communities, our cultural attractions, the quality of our urban environment, surrounding downland and coastal sea, all of these things direct the look and feel of Brighton & Hove.

We need however to think about our city anew, in light of the changing economic challenges and our position in a global marketplace. How do we want to progress? How will we sustain our economy? How can we enhance our attractiveness? How should we foster relationships within our city and with our neighbours? How should we look after the vulnerable and protect our diversity?

Only by working in partnership to address these issues can we sustain our city's future, and we must do it in the knowledge that we are going to be less able to call upon government support.

This is the ambition of Brighton & Hove Connected. This strategy document outlines how we intend to improve connections across the city and outside its boundaries to ensure its sustainable future and the greatest possible benefits for its citizens.

*More information about the purpose and membership of Brighton & Hove Connected and our other partnerships, can be found on our website (new website address to follow in printed version)*

## **Principles**

In aspiring to better connect our city all our work is guided by two key principles. We want to increase our equality and improve our engagement.

### **1. Increasing our equality**

Our city has many high achievers, successful businesses, knowledgeable graduates and skilled entrepreneurs. We want success to be an aspiration for everyone, whether that's a successful business, a successful family or success in employment.

For some people however, success can seem distant. For some, life has become an unmanageable series of problems so we must support those who feel furthest away from success. It's important they feel more engaged, better connected and more able to share in the success of Brighton & Hove.

In order to re-connect those in need, we must focus on the co-ordination and provision of timely and accurate advice and support, making sure it is accessible, obvious and provided to the people who need it most.

We will provide advice and support as early as we can as we know that early intervention is more efficient and gives better outcomes for people. We will also work with communities to make them more resilient and better able to deal with the issues that they face

By doing this, we can start reducing the inequality where residents in certain neighbourhoods of the city, and from different ethnic backgrounds live shorter, less successful lives than their near neighbours.

In supporting and promoting initiatives that reduce inequality we can reduce financial exclusion, extol the benefits of a healthy lifestyle and improve the lives of the most vulnerable; improving equality for the city at large.

### **2. Improving our engagement**

Our city is dynamic, it does not stand still and it can be easy for communities, or indeed individuals to become disconnected. We work hard to ensure that the many and varied communities are aware of and appreciate one another. The diversity of our city is one of its greatest strengths and we aspire to nurture and encourage our communities to collaborate.

The success of some of our larger cultural institutions and events underlines the diversity, tolerance, acceptance and social connectedness of our communities. This coming together has been supported and encouraged by Brighton & Hove Connected in the knowledge that this is what the city expects and that success comes when all participants feel engaged and valued.

It's a particular character of the city that people and communities expect to be asked their opinion and furthermore that those opinions will be taken into account. In Brighton & Hove the legitimacy and right of communities to be heard is not questioned but encouraged with time and resources deployed to turn those opinions into actions. As a partnership we expect our members to talk to the people they provide services for and to listen and act upon what they say

It's important we communicate and engage, by doing so we seek to understand and support the aspirations of our communities. If we continue to do this effectively, the more communities and citizens can make decisions on the things that affect their live. We are committed to greater engagement and to listen harder to the messages we are offered. This is particularly important if we're to ensure we make the most effective use of diminishing resources.

## **Priorities**

Using our five key principles as a guide, we have agreed a set of overarching priorities that we will work collectively to achieve.

### **1. Economy**

Brighton & Hove has a strong, vibrant, healthy economy. Businesses, traders and opinion makers have worked hard and planned well to deal with the harshest consequences of the economic climate and have maintained the buoyancy of the local economy through some difficult times.

Our ability to attract investment and growth must be sustained to provide many of the things that make our city attractive. We need our economy to continue to succeed and must work in ways that are new, collaborative and exploit our assets. We have to make the best strategic use of our limited space, innovatively creating room for businesses to grow.

Good public and private sectors are better for having a strong, broad based economy. Barriers between the sectors are becoming more porous and efficiencies are being realised as both learn from each another.

Our very geography, compactness and proximity to our neighbours, a cheek-by-jowl cosiness that should thrive on good relations, is something we should exploit more strongly. The concept of a city region (a focus on the connected and functional economic area, not just administrative boundaries), takes this into account. It suggests that the combined clout of our region is something worth expressing and deploying. Sheltering under this umbrella will give us a broader reach and louder voice, profiting from an interdependent relationship and allowing us to move away from traditional funding arrangements.

We are fortunate because we have been open to this collaborative ethos for some time, having pursued a partnership approach that supports regeneration, encourages sustainable development and champions, for example, the revolutionary zeal of the digital economy.

### **2. Children & Young People**

It is vitally important that young people get the absolute best start in life and enjoy a stable, healthy childhood, a good education, fun new experiences and the confidence, ability and opportunity to obtain meaningful employment.

Young people should both share in our city's successes and contribute towards it. The attainment of our schools and of our students is good and improving. We want to make stronger the connections between our schools and the job market, especially within digital sectors and emerging technologies.

We must address the growing inequalities within the city. Gaps in attainment dependent on where people come from or where they live are unacceptable.



A good start provides the bedrock for a happy and fulfilling life. What supports young people to thrive, makes the city thrive.

A childhood free of stress, an adolescence appropriately guided and a well managed entry into employment should be the norm. This is not always the case but we have seen a large measure of success in ensuring that young people do not become NEET (Not in Employment, Education or Training) and there are many agencies working in the city to support and provide a great beginning.

### **3. Health & Wellbeing**

Health & Social Care services are integral to the wellbeing of our city and its residents. Even though we are generally a young city, the needs of our older population are ever increasing. The way in which we support them alongside meeting everyone's needs is vital to the wellbeing and vibrancy of our city.

We will work collaboratively with public, private and voluntary care providers to meet the needs of the whole population in an innovative, effective and efficient way as possible. We will ensure that we maximise the use of our housing stock to provide a sound basis for delivering health, care and support services to our more vulnerable citizens.

We are a city that cares about all its vulnerable citizens and will continue to strive to ensure that our support is well directed and effectively delivered

### **4. Community Safety & Resilience**

We all want everybody to feel safe within our city. We work hard to ensure that children are as safe as they can be and that young and old feel safe to be in the city centre at any time of the day or night.

Our city is diverse, in terms of gender, sexuality, age and ethnicity. Our community safety services work with a wide variety of groups to understand their concerns and meet their needs.

We are a very busy city and it is important that we continue to strive to make our roads and travel systems as safe as possible for all of our residents and visitors.

To improve community safety the police work with the local authority, probation services, voluntary organisations and others. We are regarded as an example of good practice for the way in which we manage our night time economy and for our work in reducing business related crime.

### **5. Environmental Sustainability**

Available resources are finite and shrinking. We already use more than we can replace and this is true in terms of both money and our environment. The last couple of decades have made apparent how fragile our ecosystems are and

how large our impact can be without us even noticing. We still face many considerable challenges, including tackling fuel poverty, significantly reducing our carbon footprint and improving our air quality.

If we aspire to maintain the flexibility and comfort of our contemporary lifestyles our city is going to have to consider new economic models that determines more carefully and transparently the use of public money. It will need to demonstrate how we offer services with fewer resources and better connect between the various sectors that deliver them and to benefit from their co-operation. One of the ways in which we can do this, is with the creation of the Biosphere Reserve, which will aid in strengthening the quality of our local environment and enable better partnership working. This will, in turn, help to maintain and improve the environmental quality of our city while budgets are reducing.

As we all think seriously about all the resources we use to maintain the lifestyles we have become familiar with, we can develop an economy that sustains us without damaging the planet.

## **Partnership approach**

Brighton & Hove Connected brings together council, public sector, business, voluntary sector and community leaders. It has an outstanding track record of working together on the things that matter most to the city and its surroundings, including housing, employment, transport and health.

The Partnership has created a number of specialist partnerships to take forward the ambitions and priorities set out within this strategy, among them growing the economy, promoting our cultural offer, supporting learning and connecting services and people.

The partnerships are made up of people who come from private and public sector organisations as well as voluntary and community groups that have the knowledge and skills to deliver for the city.

Partnerships build a better and fairer city

Detailed information on all our work can be found on our website: ([new website address](#) – to follow in printed version)

## **More information**

For further information about the Sustainable Community Strategy, Brighton & Hove Connected, future plans for the city, or if you would like to get involved, please visit our website at (New web address) or contact the Partnerships Team directly:

Telephone: 01273 291128

Email: (new email address)

## **Appendix 2 – Member Organisations of Brighton & Hove Connected**

### **Public Sector:**

Brighton & Hove City Council – 5 seats  
Sussex Police – 1 seat  
Clinical Commissioning Group – 1 seat  
Job Centre Plus – 1 seat  
Environment Agency – 1 seat  
University of Brighton – 1 seat  
University of Sussex – 1 seat

### **Business Sector:**

Business sector representatives – 3 seats

### **Community Works:**

Community Works representatives – 5 seats

### **Partnerships:**

Advice Partnership – 1 seat  
Arts & Creative Industries Commission – 1 seat  
City Employment & Skills Steering Group – 1 seat  
City Engagement Partnership – 1 seat  
City Inclusion Partnership – 1 seat  
City Sustainability Partnership – 1 seat  
Economic Partnership – 1 seat  
Health & Wellbeing Board – 1 seat  
Learning Partnership – 1 seat  
Safe in the City Partnership – 1 seat  
Strategic Housing Partnership – 1 seat  
Transport Partnership – 1 seat



**Subject:** 251- 253 Preston Road Brighton -Disposal  
**Date of Meeting:** 16<sup>th</sup> January 2014  
**Report of:** Executive Director of Finance and Resources  
**Contact Name:** Angela Dymott **Tel:** 291450  
**Officers:** [Angela.dymott@brighton-hove.gov.uk](mailto:Angela.dymott@brighton-hove.gov.uk)  
**Name:** Ralph Long **Tel:** 291442  
[Ralph.long@brighton-hove.gov.uk](mailto:Ralph.long@brighton-hove.gov.uk)  
**Ward(s) affected:** Withdean

**FOR GENERAL RELEASE**

**1. PURPOSE OF REPORT AND POLICY CONTEXT**

- 1.1 To advise Committee on the outcome of marketing the property for disposal as approved by Cabinet on 8<sup>th</sup> December 2011 for Workstyles Phase 2 and to seek approval to the grant of a long leasehold interest at a premium.
- 1.2 The disposal would release locked up capital in a declining inefficient asset that has been declared surplus to requirements and the net receipt would support the Workstyles strategy and approved business case.

**2. RECOMMENDATIONS:**

- 2.1 That approval be given to the disposal of the property on a 150 year lease to Southern Housing for a target capital receipt subject to planning and variation depending on the number of new houses permitted for development on the site.
- 2.2 The detailed terms to be settled by the Executive Director of Finance & Resources and the Head of Law.

**3. CONTEXT/ BACKGROUND INFORMATION**

- 3.1 The property is located at the junction of Preston Road and Clermont Road near to Preston Park station as shown edged red on the plan in Appendix 1. The building comprises two 4 storey Victorian villas linked by a modern 2 storey extension. It has been in the ownership of the council since Local Government reorganisation in 1997 when it was inherited from East Sussex County Council. The building was originally used as a children's community home. This was changed to a mixed use children's resource centre comprising residential and non-residential social services for children in 1993. Prior to vacation by the council the building was used as offices by the council's Fostering and Adoption teams and Child Protection Unit without residential use. All of the teams within the building were relocated to the Moulsecoomb hub by December 2012.

- 3.2 Following open marketing of the property by appointed agents Cluttons, a total of 13 bids were made by 11 parties, most of which were subject to planning approvals. A shortlist of 5 bidders were invited to interview with a panel made up of Cluttons, DMH Stallard as planning advisors and the responsible surveyor within the Estates Team. The interviewees were assessed on a scoring matrix under 8 headings – Track record, Finance, Financial offer, Planning, Development proposals, Lease terms, Timetable, and Benefits to BHCC. The outcome of this scoring matrix is set out in the table below.

Position	Applicant	Points	Proposed use
First	Southern Housing	375.0	Conversion for 24 flats plus 7 new houses with 40% affordable
Second	Reflections nursery	339.5	Nursery for up to 150 places
Third	Asquith nursery & Cantium	334.0	Nursery for up to 72 places plus 6 apartments & 3 new houses
Joint fourth	Brenchley Civil Engineering	320.5	Conversion to 9 dwellings
Joint fourth	Sussex Central YMCA	320.5	Conversion to 30 x 1 bed studio flats for 18-25 yr olds plus 6 new houses

- 3.3 The preferred bidder and recommended purchaser is Southern Housing who have submitted the highest capital receipt and achieved the highest score. Their proposed scheme involves the refurbishment and conversion of the building to provide 24 apartments and 7 new houses in the rear gardens with 40% affordable. The bid from Southern Housing represents best consideration and is an integral part of the Workstyles Phase 2 budget for which the original approval to the disposal was given in the report to Cabinet on 8<sup>th</sup> December 2011. There is a range attached to their bid depending on how many houses are permitted by the planning authority to be developed on the site

#### **4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS**

- 4.1 Alternative options were looked at that took into consideration the possibility of other well being economic, social and environmental benefits for the City. However having worked through the cost benefit analysis and business case with Housing and Children's Services there is no evidence that savings would be generated to support the business case for accepting a possible shortfall in the capital receipt. There is also the risk of these options not achieving best consideration and requiring Secretary of State consent which may not be forthcoming and could delay the process.

#### **5. COMMUNITY ENGAGEMENT & CONSULTATION**

- 5.1 Community engagement or consultation is not required for a commercial disposal of a vacant non- operational property. Consultations were undertaken internally with Planning, Finance, Housing, Children's Services and Joint Commissioning.

#### **6. CONCLUSION**

- 6.1 The recommendation is to dispose of the long lease to Southern Housing at the highest capital receipt



- 6.2 The capital receipt will contribute to supporting the council's Workstyles Strategy and Capital Investment Programme as approved by cabinet in December 2011.
- 6.3 The vacant building will be brought back into beneficial use through much needed housing in the City, the potential social problems of squatting, vandalism and arson will be minimised, the local environment will be improved and the City's housing stock will be increased.

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

### Financial Implications:

- 7.1 The disposal of 251-253 Preston Road formed part of the funding resources to implement Workstyles Phase 2 and was reported to Cabinet on 8 December 2011. The net receipt generated from the disposal of the site was to be set aside to support the workstyles strategy with any surplus generated to be added to the corporate capital resources to support the Capital Investment Programme.
- 7.2 The bids submitted offer a range of receipts which are dependent upon how many houses are permitted by the planning authority to be developed on the site. The bid from Southern Housing offers the best potential range of receipts which will enable delivery of the projected capital receipts target.
- 7.3 The bid from Southern Housing would ensure that the funding within the Capital Investment Programme to support workstyles is achieved.

*Finance Officer Consulted: Rob Allen*

*Date: 19/12/13*

### Legal Implications:

- 7.4 Section 123 of the Local Government Act 1972 ("the Act") enables a local authority to dispose of land held by them provided it achieves the best consideration reasonably obtainable.
- 7.5 Recommendation 2.1 as confirmed by paragraph 3.3. would represent best consideration as required by the Act.
- 7.6 It is not considered that any individual Human Right Act rights would be adversely affected by the recommendations in this report.

*Lawyer Consulted: Joanne Dougnaglo*

*Date: 19/12/13*

### Equalities Implications:

- 7.7 Refurbishment of the property will allow improvements for disability access to the building.

### Sustainability Implications:

- 7.8 Workstyles creates opportunities to reduce the carbon footprint of the Council. Refurbishment of the property will allow sustainability improvements to the building.

Any Other Significant Implications

7.9 None

**SUPPORTING DOCUMENTATION**

**Appendices:**

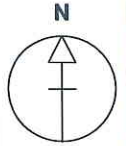
- 1 Plan of site (3.1)
2. Contractual Information – Exempt Category 3 – Not for Publication

**Documents in Members' Rooms**

None



TITLE NUMBER  
**ESX294474**



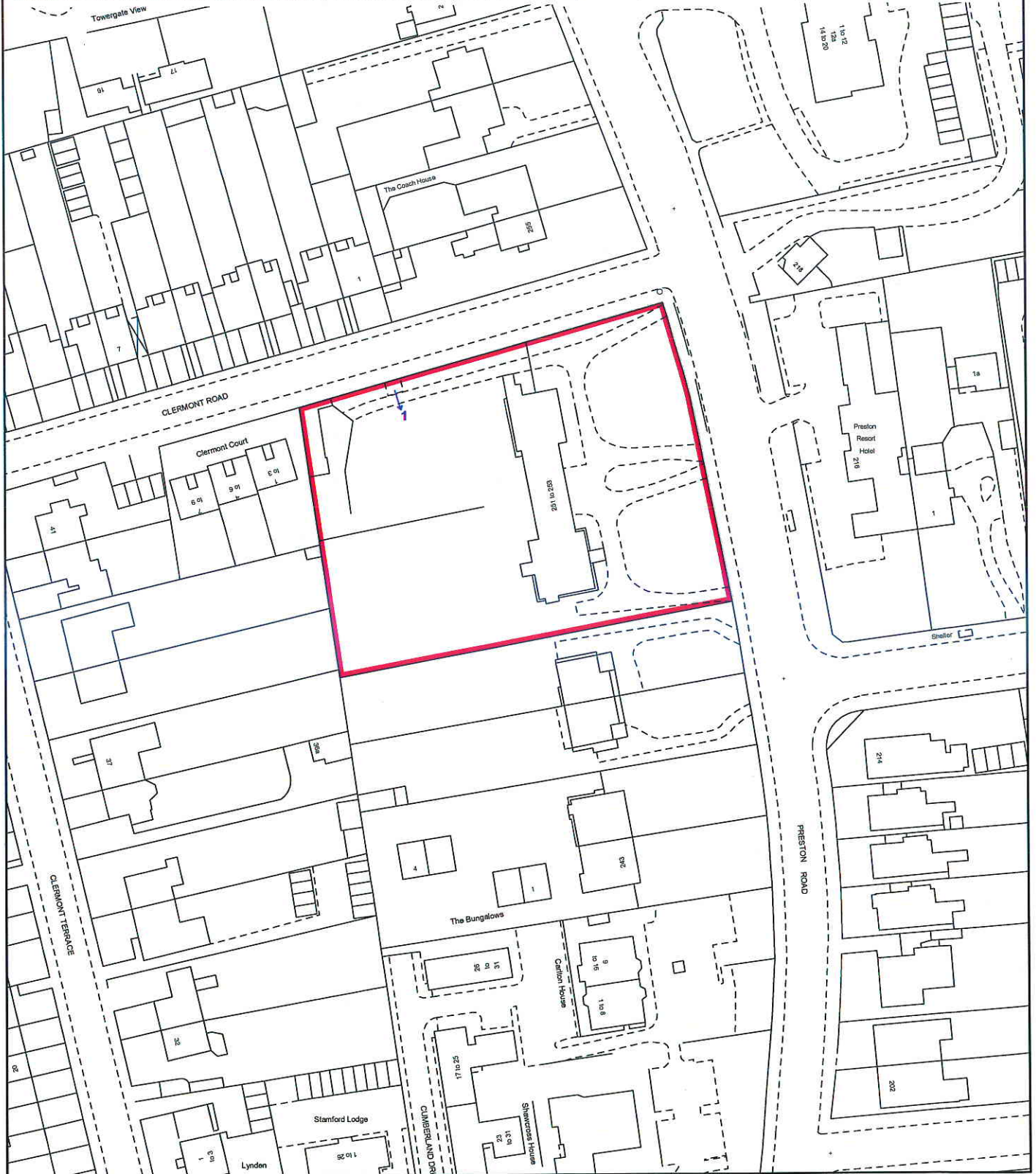
**BRIGHTON AND HOVE**

ORDNANCE SURVEY MAP REFERENCE:

TQ3006NW

SCALE 1:1250

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This title plan shows the general position of the boundaries: it does not show the exact line of the boundaries. Measurements scaled from this plan may not match measurements between the same points on the ground. For more information see Land Registry Public Guide 7 - Title Plans.

This official copy shows the state of the title plan on **22 May 2006 at 09:49:57**. It may be subject to distortions in scale. Under s.67 of the Land Registration Act 2002, this copy is admissible in evidence to the same extent as the original. Issued on 22 May 2006.

This title is dealt with by the **Portsmouth District Land Registry**.





<b>Subject:</b>	<b>Bus Shelters Concession Agreement</b>		
<b>Date of Meeting:</b>	<b>16<sup>th</sup> January 2014</b>		
<b>Report of:</b>	<b>Executive Director – Environment, Development and Housing</b>		
<b>Contact Officer:</b>	<b>Name:</b>	<b>Neil Fearnley</b>	<b>Tel: 294597</b>
	<b>Email:</b>	<b>Neil.Fearnley@brighton-hove.gov.uk</b>	
<b>Ward(s) affected:</b>	<b>All</b>		

**FOR GENERAL RELEASE**

**1. PURPOSE OF REPORT AND POLICY CONTEXT**

- 1.1 The report seeks approval for the tendering of a concession agreement for the installation, maintenance and cleaning of bus shelters in Brighton & Hove with the successful bidder having the exclusive right to advertise on the bus shelters.
- 1.2 The concession agreement will replace the current 15 year concession agreement operated by Clear Channel (previously trading under the name of Adshel) since 1<sup>st</sup> March 1999.

**2. RECOMMENDATIONS:**

That the Policy and Resources Committee:

- 2.1 Approves the procurement of the bus shelters concession agreement with a term of 10 years from 6<sup>th</sup> September 2014 to 5<sup>th</sup> September 2024 and the option to extend by a further three years to 5<sup>th</sup> September 2027;
- 2.2 Grants delegated authority to the Executive Director Environment, Development and Housing –
  - (i) to carry out the procurement of the concession agreement referred to in 2.1 above including the award and letting of the concession agreement; and
  - (ii) to grant an extension to the concession agreement referred to in 2.1 above of three years should he/she consider it appropriate at the relevant time.

**3. CONTEXT/ BACKGROUND INFORMATION**

- 3.1 The Council has a power to provide and maintain bus shelters under section 4 of the Local Government (Miscellaneous Provisions) Act 1953, and may make arrangements for bus shelters to be provided by another organisation, commercial or otherwise.
- 3.2 The current bus shelters concession agreement with Clear Channel expires on 5<sup>th</sup> September 2014 after having operated for a period of 15 years since March

1999. Recently, there has been a significant change in market conditions and various technological advances within the industry. The Council now has the opportunity to approach the market to gain the best possible service outcome to meet the needs of the city.

- 3.3 In order to ensure continuity of the service of bus shelter provision throughout the city beyond the expiry of the current arrangement, it is therefore necessary to commence procurement for a new concession agreement. It is proposed that the new concession agreement will operate for a 10 year period from 6<sup>th</sup> September 2014 to 5<sup>th</sup> September 2024 with the option to extend for a further three years to 5<sup>th</sup> September 2027. The reason for having a long concession arrangement is to allow the successful service provider the opportunity to obtain a reasonable return on their investment in new or replacement bus shelters, and modern developments in advertising such as digital advertising.
- 3.4 The concession agreement will maintain the existing level of bus shelter provision and include the installation of new shelters at agreed locations, along with the maintenance and cleaning of the shelters. The successful bidder will have the exclusive right to advertise on the bus shelters at specific sites agreed with the Council.
- 3.5 The conditions contained in the current concession agreement are that bus shelters erected by Clear Channel during the contract remain in their ownership. The number of shelters and the level of advertising provision is as follows:

Clear Channel owned shelters	424	Advertising	241
		Non-advertising	183
BHCC owned shelters	62	Advertising	0
		Non-advertising	62
Total			486

Arrangements for the potential transfer of bus shelters should the incumbent service provider be unsuccessful will be included in the new concession agreement. The new agreement will also ensure that there are robust exit and handover arrangements at the expiry of the new agreement, in order to provide a seamless transition between agreements, so that a continuous service is provided to the public.

- 3.6 The new concession agreement will set out the level of service that the service provider must deliver in the specification, which will also be written to encourage innovation from those submitting bids. Provision for new bus shelters will be included in the agreement. 40 sites across the city have been identified as benefitting from a new shelter, however, the number of new shelters that can be installed will need to be off-set by income generated through the concession agreement. New sites will be prioritised based on their potential usage, accessibility of alternative sites, frequency of bus service and exposure to weather conditions.

- 3.7 The procurement is to award a service concession agreement. It is intended that this will be 'cost neutral' to the Council and the Council will not be required to expend money, save for investment in staff resources. All costs and risks associated with the operation of the service concession will be borne by the successful supplier. This concession agreement will support the Council's aim to achieve value for money as the provision of bus shelters and the cost of maintenance is borne by the service provider. The Council will also receive a net income from the concession agreement that helps support the Council's budget.
- 3.8 Provision of high quality, well-maintained bus shelters supports the Council's priority to create a more sustainable city by promoting and encouraging the use of public transport. It also demonstrates a modern Council creating a vibrant place to live and work as well as encouraging tourism.

### Procurement Process

- 3.9 The concession agreement will be tendered via an open tender procedure advertised in the Official Journal of the European Union (OJEU).
- 3.10 The tender process will follow a transparent methodology which gives fair and equal access to all suppliers in the market, and will evaluate suppliers' bids on a combination of price and quality criteria (most economically advantageous bid) in line with EU Procurement Rules. It is envisaged that the evaluation criteria will be split between 40% on price and 60% on quality. Within the 60% on quality, the plan is to give a weighting of 10% to sustainability. Further research needs to be conducted prior to confirmation of the evaluation weightings but it is envisaged that these weightings outlined above give a relatively accurate guide to the likely final weightings.
- 3.11 A two-stage process will be used, where potential suppliers will be required to pre-qualify themselves via online qualification. Following which, only those potential suppliers which pass the required criteria will progress to the second stage and be invited to submit proposals. It is intended that the procurement will be carried out via the Council's e-procurement portal, which will reduce the process timescale.

## **4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS**

- 4.1 The option to bring the whole service in-house was considered with the Council taking responsibility for bus shelter provision, maintenance and cleaning as well as the coordination of advertising. This option was discounted due to the large capital investment required to transfer the bus shelters from Clear Channel or to replace with the Council's own shelters across the city. There would also be a requirement to establish a new management team and potentially TUPE staff across from Clear Channel. Managing advertising on this scale is not part of the Council's core business and would require recruitment of specialists in this field. Taking into account the potential costs of establishing such specialists and the positive feedback on the way the service has been delivered by external suppliers, it was considered more beneficial to continue with this concession arrangement.

- 4.2 Consideration was also given to splitting the concession agreement into separate contracts for installation, maintenance, cleaning and advertising. This could provide greater opportunity for smaller companies to be involved. This option was discounted as there would not be clear accountability for ownership of the whole service and would require more in-house resource to manage the various contracts.
- 4.3 It is considered that the proposed concession arrangement provides the best opportunity for delivering a successful service from which the Council has the potential to receive an ongoing income to support the Council's budget.

## **5. COMMUNITY ENGAGEMENT & CONSULTATION**

- 5.1 Consultation has taken place with the passenger interest group, Brighton Area Buswatch, and with the Quality Bus Partnership, to obtain their views on the current contract standards and future options. Other Local Authorities with similar types of concession arrangements have also been consulted along with service suppliers in the market. Feedback has reinforced the proposal to continue with a similar concession agreement and has been used to influence the contract standards set out in the specification.

## **6. CONCLUSION**

- 6.1 The procurement and award of this concession agreement will help the Council deliver its priorities to achieve value for money and to provide high quality services. The new agreement will also ensure that any future re-letting of the service will be undertaken to ensure a seamless transition between agreements, so that a continuous service is provided to the public.

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

### Financial Implications:

- 7.1 The proposed procurement of the bus shelter concession agreement is subject to compliance with the Council's Contract Standing Orders and Financial Regulations. The procurement process will be prepared on a basis to award to the most economically advantageous bid and to ensure effectiveness, and will therefore support achieving value for money. Future financial implications of this service will be dictated by the procurement process.
- 7.2 The Council currently receives net income from the service provider for fulfilling the requirements of the concession agreement which is reflected in the current revenue budget. This figure is not revealed in the report as it is commercially sensitive information that would make the report excluded from the press and public.

*Finance Officer Consulted: Steven Bedford*

*Date: 11/12/13*

### Legal Implications:

- 7.3 The Council currently enables the provision of bus shelters under its existing powers and this concession agreement will ensure that the Council's current



service provision is maintained throughout the city. The Council has a power to provide and maintain bus shelters on the public highway under section 4 of the Local Government (Miscellaneous Provisions) Act 1953, and may make arrangements for bus shelters to be provided by another organisation, commercial or otherwise. Shelters may require Advertisement Consent depending on the type of advert (e.g. illuminated advertising).

- 7.4 The Council has a duty to secure 'economy, efficiency and effectiveness' in all its activities. Supply of this service in a manner that attracts the most economically advantageous bid supports this principle and is in line with the EU Procurement rules.
- 7.5 The proposal is to award the arrangement as a service concession with the successful supplier being fully responsible for all of the costs associated with the concession. Although it is a concession agreement which is not strictly subject to the UK Public Contracts Regulations, it is an arrangement which also has a service element to it. In view of the nature of the arrangement, it has been decided that the Regulations should be applied as if it were a services contract and therefore they will apply in full to the procurement of the concession agreement. The tender will need to be advertised in OJEU. The tender will be scored on the criteria of quality and price as part of the procurement process.
- 7.6 Under the existing concession agreement, Clear Channel currently own the bus shelters but the Council can require Clear Channel to remove them 6 months after the end of the contract, if agreement has not been reached with the new supplier for the purchase of the shelters. As the existing concession agreement does not set out what is to happen to the bus shelters during this 6 month period, it will be necessary for the Council to negotiate terms for any new supplier to be able to have access to the shelters for the purpose of both maintenance and advertising. This will need to be addressed before commencing any procurement.
- 7.7 Consideration must be given during the procurement to ensure that the new concession agreement contains robust transitional arrangements to avoid any unnecessary costs to the Council and disruption to the public at the end of the contract period.

*Lawyers Consulted: Elizabeth Culbert / Johann Wyllly    Date:13 December 2013*

Equalities Implications:

- 7.8 The Council's Code of practice on Equalities and Workforce Matters is enforced in all procurement and is incorporated within this concession agreement.

Sustainability Implications:

- 7.9 Sustainability will be promoted in the concession agreement's specification in line with the Council's One Planet Living principles. Many sustainability opportunities will be considered for this concession agreement. This will include but not be limited to the use of materials in the specification of the bus shelters as well as the recycling of materials from old shelters, the use of sustainable energy sources in the power needed for lighting and other technologies in the shelters

and the carbon emissions from transport used in the delivery of the concession agreement (for example, when needed to conduct the repairs and cleaning schedules for the concession agreement). Contractors will be invited to submit their innovative ideas detailing how they can play a key role in driving forward our sustainability agenda.

- 7.10 Living wage standards will also be considered as a requirement of this concession agreement.

Any Other Significant Implications:

*Crime and Disorder Implications:*

- 7.11 If the current concession agreement was left to expire and no new concession agreement put in place, then this would result in bus shelters falling into disrepair creating a more unsavoury environment which would not help in the reduction of crime in the surrounding area.

*Risk and Opportunity Management*

- 7.12 The provision of high quality bus shelter facilities creates the opportunity to enhance the experience of people using public transport.
- 7.13 There is a risk that should the incumbent service provider be unsuccessful in retaining the concession agreement, they may wish to remove their own bus shelters. These would be replaced by bus shelters from the incoming service provider. This situation could lead to some disruption on the highway but it is intended that this would be discussed well in advance with the existing supplier and that it would be managed appropriately so as to minimise any disruption to the public.

*Public Health Implications*

- 7.14 Provision of bus shelters will help protect the public from the weather.

**SUPPORTING DOCUMENTATION**

1. None

<b>Subject:</b>	<b>Review of Polling Districts and Polling Places</b>		
<b>Date of Meeting:</b>	<b>16 January 2014</b>		
<b>Report of:</b>	<b>Chief Executive</b>		
<b>Contact Officer:</b>	<b>Name:</b>	<b>Claire Wardle</b>	<b>Tel:</b> 29-1997
	<b>Email:</b>	<b>claire.wardle@brighton-hove.gov.uk</b>	
<b>Ward(s) affected:</b>	<b>All</b>		

**FOR GENERAL RELEASE**

**1. PURPOSE OF REPORT AND POLICY CONTEXT**

- 1.1 This report deals with a review of the polling districts and polling places provided for elections and referendums that take place within the City of Brighton and Hove. The council is legally required to periodically review polling districts and polling places.
- 1.2 A public consultation started on 4 October and ended on 13 December 2013, inviting views on the current scheme of polling districts and polling places. This report addresses the issues raised in the responses and makes recommendations for revised polling arrangements to be implemented as from 17 February 2014.
- 1.3 The principles underlying the council's approach to polling districts and polling places are:
- (a) To retain the current network of polling places and polling districts as far as possible, to minimise disruption to voters.
  - b) To try and identify new polling places in areas where the existing provision is inadequate.
  - c) To ensure, as far as practicable, that polling places are accessible to people with disabilities.
  - d) To ensure that all electors have such reasonable facilities for voting as are practicable in the circumstances.
  - e) To try and minimise disruption to schools.

**2. RECOMMENDATIONS:**

- 2.1 That the proposals for polling districts and places be as outlined in Appendix 1 to this report. In particular:
- 2.2 That the polling place for AU, Rottingdean Coastal ward, be changed from Saltdean Primary School to St Nicholas Church Hall, Saltdean Vale.

- 2.3 That the polling place for EY, Queens Park ward, be changed from Carlton Hill Primary School to Millwood Community Centre, Nelson Row.
- 2.4 That the polling place for FW, Hanover & Elm Grove ward, be changed from Fairlight Primary School to the Children's Centre, St Leonards Road.
- 2.5 That the polling place for HZ, Patcham ward, be changed from Hollingbury Methodist Church Hall to Hollingbury Library, County Oak Avenue.
- 2.6 That the polling place for IY, Withdean ward, be changed from Dorothy Stringer High School to the Cassidy Centre, St Mary's Church.
- 2.7 That the polling place for KS, St Peters & North Laine ward, be changed from the Clarendon Centre to the BMECP Centre, Fleet Street.
- 2.8 That the polling place for NV, Goldsmid ward, be changed from Somerhill Junior School to the Ajex Hall, Brighton & Hove Reform Synagogue, Eaton Road.
- 2.9 That Cottesmore St Mary's RC School be retained as the polling place for NY (Goldsmid ward) and OZ (Hove Park ward).
- 2.10 That the Pavilion in Wish Road be used as a double polling place for SW and SX polling districts in Wish ward.
- 2.11 That the Electoral Services & Local Land Charges Manager, on behalf of the Returning Officer and Electoral Registration Officer, be authorised to take the measures, as required by law, to bring the changes into effect.
- 2.12 That the Committee delegates to the Returning Officer following consultation with the Group Leaders and respective ward councillors, the designation of alternative polling places in the event of any polling place not being available at any particular election.

### **3. CONTEXT/ BACKGROUND INFORMATION**

- 3.1 Under the Representation of the People Act 1983, the council has a duty to divide its area into polling districts and to designate a polling place for each district for UK Parliamentary elections. It also has to keep these arrangements under review. The arrangements made for parliamentary elections are also used at other elections.
- 3.2 The Electoral Administration Act 2006 introduced a duty on all local authorities in Great Britain to review their polling districts and polling places at least once every four years. The Electoral Registration and Administration Act 2013 amended this duty, requiring all local authorities to carry out and complete reviews of polling districts and places in the period of 16 months beginning with 1<sup>st</sup> October 2013 and then every five years after that.

- 3.3 The existing Brighton & Hove City Council ward boundaries, and the parliamentary constituency boundaries, are not part of this review, although they will be reviewed periodically in future by the relevant Boundary Committee or Commission.

#### **4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS**

- 4.1 Analysis and consideration of alternative venues has been taken into account in line with the principles outlined in paragraph 1.3 in proposing the various changes to polling venues.

#### **5. COMMUNITY ENGAGEMENT & CONSULTATION**

- 5.1 The consultation period for this review ran for 10 weeks from 4 October to 13 December 2013. Public notice of the review was given, and information about the review made available on the council's website and on the council's consultation portal. Any elector in the Brighton Kemptown, Brighton Pavilion and Hove constituencies was entitled to make representations.
- 5.2 The consultation paper, together with maps of each ward showing the polling district boundaries, can still be viewed on the council's website at <http://www.brighton-hove.gov.uk/content/council-and-democracy/voting-and-elections/review-polling-districts-and-polling-places>
- 5.3 The consultation paper was also sent to councillors, Members of Parliament, local political parties, the current polling station contacts and other interested groups or persons, including those who have particular expertise in relation to access to premises or facilities for persons who have different forms of disability.
- 5.4 Some further suggestions for change were received during the consultation, and the responses are summarised in Appendix 2.

#### **6. CONCLUSION**

- 6.1 The recommendations have been made in line with the principles outlined in paragraph 1.3

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

##### Financial Implications:

- 7.1 The costs of the review of polling districts and places was met within existing budgets and staff workloads and will result in a minimal change in hire costs of polling stations. For City Council elections these hire costs are met by the Council's Electoral Services budget, but for national elections are funded by central government. .

*Finance Officer Consulted: Peter Francis*

*Date: 17/12/13*

### Legal Implications:

- 7.2 The legislative framework for reviews of polling districts and places consists of: (i) sections 18A to 18E and Schedule A1 of the Representation of the People Act 1983, as inserted by section 16 of the Electoral Administration Act 2006; (ii) The Review of Polling Districts and Polling Places (Parliamentary Elections) Regulations 2006 (SI 2006/2965); (iii) section 17 of the Electoral Registration and Administration Act 2013, which introduced a change to the timing of compulsory reviews.

The principle stated at paragraph 1.3(c) above supports the council's public sector equality duty under section 149 of the Equality Act 2010, with respect to disabled persons.

*Lawyer Consulted:*

*Oliver Dixon*

*Date: 20/12/13*

### Equalities Implications:

- 7.3 The council must ensure that, so far as is reasonable and practical, every polling place for which it is responsible is accessible to people who are disabled.

### Sustainability Implications:

- 7.4 There are no sustainability implications arising from the report.

### Any Other Significant Implications:

### *Corporate / Citywide Implications:*

- 7.5 The recommendations are in line with council priorities, including engaging people who live and work in the city, and enabling statutory and democratic processes.

## **SUPPORTING DOCUMENTATION**

### **Appendices:**

1. Polling station scheme and Returning Officer's recommendations
2. Summary of comments received during the consultation period

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

None

### **Background Documents**

1. Review of Polling Districts and Polling Places Consultation Paper – 4 October 2013
2. Consultation responses – file held by Electoral Services
3. Electoral Commission Guidance – Reviews of polling districts, polling places and polling stations.

## Polling station scheme and Returning Officer's Proposals

Electorates as at 1 May 2013

### Kempton Constituency

#### Rottingdean Coastal Ward

Polling District	Electorate	Existing Polling Place	Number of stations	Issues and considerations	Proposals
AT	1423	St Nicholas Church Hall, Saltdean Vale	1	A small step at the entrance.	No change
AU	3119	Saltdean Primary School, School Lane	2	The Headteacher has asked the Returning Officer to consider alternative venues to avoid closing the school. Saltdean Library has good access and facilities.	<p>The original proposal was to change the polling place to Saltdean Library, while amending the polling district boundary.</p> <p>In response to feedback during the consultation, the amended proposal is to change the polling place to St Nicholas Church Hall, Saltdean Vale.</p>
AV	1728	Rottingdean Public Hall, Park Road	1	Very good location, access and facilities	No change

AW	835	The Deans Leisure Centre, Longhill School, Falmer Road	1	Good signage required	No change
AX	952	Ovingdean Village Hall, Ovingdean Rd	1	Very good location, access and facilities	No change
AY	1845	Brighton Steiner School, Roedean Road	1	Good location, access and facilities	No change
AZ	916	Estate Office Board, Brighton Marina	1	Central location, good access.	No change



**Woodingdean Ward**

<b>Polling District</b>	<b>Electorate</b>	<b>Existing Polling Place</b>	<b>Number of polling stations</b>	<b>Issues and considerations</b>	<b>Proposals</b>
BW	2367	Parish Room, Church of the Holy Cross, Downsway	1	Very good location, access and facilities	No change
BX	1760	Woodingdean Methodist Church Hall, the Ridgway	1	Very good access and facilities	No change
BY	1776	Children's Centre, Rudyard Kipling Primary School, Chalkland Rise	1	The use of the Children's centre avoids the need to close the school. Good access and facilities.	No change
BZ	1516	St Patrick's Church Hall, Broad Green	1	Very good access and facilities	No change

**Moulsecomb & Bevendean Ward**

<b>Polling District</b>	<b>Electorate</b>	<b>Existing Polling Place</b>	<b>Number of polling stations</b>	<b>Issues and considerations</b>	<b>Proposals</b>
CS	3169	Coombe Road Primary School	2	Good location and access, but limited parking	No change
CT	853	Meadowview Community Centre, Meadowview	1	Very good access and facilities	No change
CU	2406	St Andrew's Church Hall, Hillside	1	The building has disabled access, but the area is hilly. Good location.	No change
CV	2250	Community Church Hall, Norwich Drive, Bevendean	1	Changed from Bevendean Primary School in 2011. More suitable venue.	No change
CW	1269	The 67 Centre, Hodshrove Lane	1	There is a permanent ramp to the building, and two steps into the main hall.	No change
CX	968	St George's Hall, Newick Road	1	Good access and facilities	No change
CY	791	Temporary Building, Ashurst Rd / Halland Rd	1	A portable building has been used in recent elections. Temporary ramps are provided.	No change

CZ	621	Mayfield House, University of Brighton, Falmer	1	Good access and facilities	No change
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**East Brighton Ward**

<b>Polling District</b>	<b>Electorate</b>	<b>Existing Polling Place</b>	<b>Number of polling stations</b>	<b>Issues and considerations</b>	<b>Proposals</b>
DS	1241	Valley Social Centre, Whitehawk Way	1	Central location and good access	No change
DT	1075	Valley Social Centre, Whitehawk Way	1	As above	No change
DU	2020	Whitehawk Inn, Whitehawk Road	1	New venue since 2012 due to demolition of Youth Centre. Good access and facilities	No change
DV	1550	The Manor Gym & Sports Centre, Manor Road	1	Changed from St Mark's CE Primary School in 2012.	No change
DW	1145	TS Nautilus, 39a Chesham Road	1	There is a step to the building which is difficult to ramp safely because of lack of space	No change
DX	1962	Kemp Town Crypt Community Centre, St	1	Good access and facilities	No change

		George's Road			
DY	502	Craven Vale Resource Centre, Craven Road	1	Shared with a Queen's Park polling district. Good access.	No change
DZ	654	Bristol Estate Community Centre, Donald Hall Road	1	Central location, disabled access via main entrance of flats.	No change

### Queen's Park Ward

Polling District	Electorate	Existing Polling Place	Number of polling stations	Issues and considerations	Proposals
ER	1662	Esswick TA Social Club, Essex Place	1	Good access and facilities	No change
ES	1004	Craven Vale Resource Centre, Craven Road	1	Shared with an East Brighton polling district. Good access	No change
ET	1294	St Luke's Infant School, Queen's Park Rise	1	Also used for a Hanover & Elm Grove polling district Temporary ramp usually provided by school	No change
EU	974	Queens Park Primary School,	1	Central location	No change

		Park Street			
EV	1514	St Mary's Church House, St James's Street	1	Ramp provided by church. Good facilities	No change
EW	1218	Dorset Gardens Methodist Church Hall, Dorset Gardens	1	Good access and facilities	No change
EX	1458	Brighton Youth Centre, Grosvenor Street	1	Good access. Limited parking.	No change
EY	1295	Carlton Hill Primary School, Sussex Street	1	Good location and facilities, but access is not ideal. The Headteacher has asked the Returning Officer to consider options which would avoid closing the school for elections.	To change the polling station to Millwood Community Centre, Nelson Row
EZ	789	Community Room, Thornsedale, Albion Hill	1	Good access and facilities, centrally located	No change

**Pavilion Constituency****Hanover & Elm Grove Ward**

<b>Polling District</b>	<b>Electorate</b>	<b>Existing Polling Place</b>	<b>Number of polling stations</b>	<b>Issues and considerations</b>	<b>Proposals</b>
FU	554	St Luke's Infant School, Queens Park Rise	1	Also used for a Queen's Park polling district. Temporary ramp usually provided by school	No change
FV	2340	Elm Grove Primary School, Elm Grove	1	Good access and facilities	No change
FW	1638	Fairlight Primary School, St Leonard's Road	1	Good access and facilities, but limited parking	To use the Children's Centre next to the school, to avoid closing the school.
FX	2571	Milton Road Hall, Milton Road	1	Very good facilities and access	No change
FY	3015	Hanover Community Centre, Southover Street	2	Central location, good access	No change
FZ	1404	Elm Grove Primary School, Elm Grove	1	Good access and facilities	No change

**Hollingdean & Stanmer Ward**

<b>Polling District</b>	<b>Electorate</b>	<b>Existing Polling Place</b>	<b>Number of polling stations</b>	<b>Issues and considerations</b>	<b>Proposals</b>
GT	2245	The Meeting House, Sussex University	1	Good access and facilities	No change
GU	2490	Coldean Primary School, Selham Drive	2	Good access and facilities	No change
GV	607	Moulsecomb Public Hall, Lewes Road	1	Good access and facilities	No change
GW	379	United Reformed Church Hall, Lewes Road	1	Good location, access and facilities	No change
GX	2058	St Richard's Church Hall, Mountfields	1	Access is not ideal, temporary ramps are provided by Electoral Services	No change
GY	815	Downs Infant School, Ditchling Road	1	Shared with a St Peter's & North Laine polling district	No change
GZ	3351	Hertford Infant School, Hertford Road	2	Good access and facilities	No change

**Patcham Ward**

<b>Polling District</b>	<b>Electorate</b>	<b>Existing Polling Place</b>	<b>Number of polling stations</b>	<b>Issues and considerations</b>	<b>Proposals</b>
HT	2071	The Immanuel Church Hall, Fountain Centre, Braybon Avenue	1	Good location and facilities	No change
HU	1920	Patcham Memorial Hall, Old London Road	1	Good location and facilities  This replaced Patcham special school in 2009.	No change
HV	1716	Patcham Methodist Church Hall, Ladies Mile Road	1	Good access and facilities	No change
HW	1331	Temporary Building, Mackie Avenue	1	A portable building has been used in recent elections. Temporary ramps are provided.	No change
HX	1348	Old Boat Community Centre, Carden Hill	1	Good location and facilities  The Centre replaced Carden Primary School as the polling place in 2008.	No change
HY	837	The Gathering Place, Orchid	1	Good access and facilities.	No change



		View			
HZ	1779	Hollingbury Methodist Church Hall, Lyminster Avenue	1	During the consultation, Electoral Services were informed that the Hall would no longer be available. Hollingbury Library is a suitable alternative	To change the polling place to Hollingbury Library

**Withdean Ward**

Polling District	Electorate	Existing Polling Place	Number of polling stations	Issues and considerations	Proposals
IU	2220	Church of the Good Shepherd Hall, Dyke Road	1	Good access and facilities	No change
IV	1960	Minor Club House, Withdean Sports Complex	1	Good access and facilities	No change
IW	1895	Ascension Church Hall, Mill Rise, Westdene	1	Changed from Westdene Primary School in 2012. More suitable venue.	No change
IX	1446	Varndean College, Surrenden Road	1	Good access and facilities	No change

IY	1002	Dorothy Stringer High School, Loder Road	1	The Headteacher has asked the Returning Officer to consider options which would avoid closing the school for elections.  Balfour Primary School has also been used in previous years	To change the polling place to the Cassidy Centre, St Mary's Church
IZ	2221	Knoyle Hall, Knoyle Road	1	Good access and facilities	No change

### Preston Park Ward

Polling District	Electorate	Existing Polling Place	Number of polling stations	Issues and considerations	Proposals
JV	2677	St Luke's Church Hall, Exeter Street	2	Good location	No change
JW	2220	Temporary Building, SW Side, Preston Park	1	A portable building has been used in recent elections. Temporary ramps are provided.	No change
JX	1376	Florence Road Baptist Church Hall, Southdown Avenue	1	Good location and facilities, a lot of steps at front entrance. Temporary ramps are provided by Electoral Services	No change

JY	2674	Stanford Avenue Methodist Church, Fellowship Room	1	Good location, access and facilities.	No change
JZ	1861	St Matthias Church Hall, Hollingbury Park Avenue	1	Good access and facilities.	No change

### St Peter's & North Laine Ward

Polling District	Electorate	Existing Polling Place	Number of polling stations	Issues and considerations	Proposals
KS	771	Clarendon Centre, 47 New England Street	1	During the consultation another venue was proposed, the BMECP centre in Fleet Street. This is a suitable venue	To change the polling place to the BMECP Centre, Fleet Street
KT	1801	St Paul's CE School, St Nicholas Road	1	Good location, access and facilities	No change
KU	1588	West Hill Hall, Compton Avenue	1	Good location, access and facilities	No change

KV	2215	Calvary Evangelical Church Hall, 72 Viaduct Road	1	Good location, access and facilities	No change
KW	921	Downs Infant School, Ditchling Road	1	Shared with a Hollingdean & Stanmer polling district	No change
KX	2999	Wagner Memorial (St Martin's) Hall, Lewes Road	2	Good location, access and facilities	No change
KY	1079	Brighton & Hove Foyer, Pelham Street	1	Good location, access and facilities	No change
KZ	1462	Brighthelm Church and Community Centre, North Road	1	Good location, access and facilities	No change

### Regency Ward

Polling District	Electorate	Existing Polling Place	Number of polling stations	Issues and considerations	Proposals
LW	1793	St Michael's Community Hall, St	1	Good location and facilities. Disabled access lift is available	No change

		Michael's Place			
LX	1966	St Mary Magdalen Community Centre, Upper North Street	1	Central location, good access and facilities	No change
LY	2355	New Venture Theatre, Bedford Place	1	Good location and facilities. Small step, ramp not considered necessary	No change
LZ	978	Middle Street Primary School, Middle Street	1	Good location and facilities.	No change

**Hove Constituency****Brunswick & Adelaide Ward**

<b>Polling District</b>	<b>Electorate</b>	<b>Existing Polling Place</b>	<b>Number of polling stations</b>	<b>Issues and considerations</b>	<b>Proposals</b>
MX	3012	St Patrick's Church Centre, Cambridge Road	2	Good location. Disabled access is available	No change
MY	2076	Baptist Church Hall, Holland Road	1	Good location, access and facilities	No change
MZ	2325	Cornerstone Community Centre, Church Road	1	Good location, access and facilities	No change

**Goldsmid Ward**

<b>Polling District</b>	<b>Electorate</b>	<b>Existing Polling Place</b>	<b>Number of polling stations</b>	<b>Issues and considerations</b>	<b>Proposals</b>
NV	3852	Somerhill Junior School, Somerhill Road	2	Central location. The Headteacher has asked the Returning Officer to consider options which would avoid closing the school for elections.	To change the polling place to the Ajex Hall, Brighton & Hove Reform Synagogue, Eaton Road

NW	2072	All Saints Church Hall, Eaton Road	1	Good location and facilities.	No change.
NX	2064	Vallance Community Centre, Sackville Road	1	Good access and facilities Replaced St Barnabas Church Hall in 2008.	No change
NY	1734	Cottesmore St Mary's RC Primary School, The Upper Drive	1	Good location, access and facilities  The Headteacher has asked the Returning Officer to consider alternative venues. This polling place was reviewed in spring 2012, but no suitable alternative was found.  Also used for a Hove Park polling district	No change, in the absence of alternatives
NZ	1532	Avondale Centre, Montefiore Road	1	Very good location, access and facilities. The Centre will not be available for use as a polling station after the 2014 elections.	No change for now, but will need to consider alternatives for the future.

**Hove Park Ward**

<b>Polling District</b>	<b>Electorate</b>	<b>Existing Polling Place</b>	<b>Number of polling stations</b>	<b>Issues and considerations</b>	<b>Proposals</b>
OX	3722	Hove Park Upper School, Nevill Road	2	Central location. Temporary ramp provided by Electoral Services	No change
OY	1905	St Peter's Church Hall, Hangleton Road	1	Good facilities. Alternative access for disabled voters	No change
OZ	2348	Cottesmore St Mary's RC Primary School, The Upper Drive	1	<p>Good location, access and facilities</p> <p>The Headteacher has asked the Returning Officer to consider alternative venues. This polling place was reviewed in spring 2012, but no suitable alternative was found.</p> <p>Also used for a Goldsmid polling district</p>	No change, in the absence of alternatives



**Hangleton & Knoll Ward**

<b>Polling District</b>	<b>Electorate</b>	<b>Existing Polling Place</b>	<b>Number of polling stations</b>	<b>Issues and considerations</b>	<b>Proposals</b>
PU	2185	St Richard's Community Centre, Egmont Road	1	Good location, access and facilities	No change
PV	1689	Oasis Christian Fellowship Hall, Hangleton Way	1	Good location, access and facilities	No change
PW	1738	St Helen's Church Hall, Hangleton Way	1	Good location and facilities. Alternative access for disabled voters	No change
PX	1736	Hangleton Community Centre, Harmsworth Crescent	1	Good location, access and facilities. Replaced West Blatchington Infant School in 2012	No change
PY	1322	West Blatchington Windmill North Barn, Holmes Avenue	1	Good location, access and facilities	No change
PZ	2190	Hounsom Memorial Church Hall, Nevill Avenue	1	Good location, access and facilities	No change

**North Portslade Ward**

<b>Polling District</b>	<b>Electorate</b>	<b>Existing Polling Place</b>	<b>Number of polling stations</b>	<b>Issues and considerations</b>	<b>Proposals</b>
QV	1175	Downland Court Community Building, Stonery Road	1	Good access and facilities	No change
QW	1113	Mile Oak Community Centre, Chalky Road	1	Good location, access and facilities	No change
QX	1420	Church of the Good Shepherd Hall, Stanley Avenue	1	Good location and facilities. Temporary ramp provided by Electoral Services	No change
QY	1960	Mile Oak Community Centre, Chalky Road	1	Good location, access and facilities	No change
QZ	2053	Downs Park School, Foredown Road	1	Good location, access and facilities	No change

**South Portslade Ward**

<b>Polling District</b>	<b>Electorate</b>	<b>Existing Polling Place</b>	<b>Number of polling stations</b>	<b>Issues and considerations</b>	<b>Proposals</b>
RW	1696	Scout Headquarters, Vale Park	1	Good location, access and facilities	No change
RX	1786	Portslade Town Hall, Victoria Road	1	Good location, access and facilities	No change
RY	1629	St Nicolas Parish Centre, South Street	1	Good location, access and facilities	No change
RZ	1978	Easthill House, Easthill Park	1	Good location, access and facilities	No change

**Wish Ward**

<b>Polling District</b>	<b>Electorate</b>	<b>Existing Polling Place</b>	<b>Number of polling stations</b>	<b>Issues and considerations</b>	<b>Proposals</b>
SV	1980	St Leonard's Church Hall, Glebe Villas	1	Good location and facilities	No change
SW	1364	Aldrington Recreation	1	The former polling place, Saxon Road Pavilion, is no longer available.	No change, in the absence of alternatives

		Ground Pavilion, Wish Road		Facilities and access are not ideal.	
SX	1342	Aldrington Recreation Ground Pavilion, Wish Road	1	Good location but facilities and access are not ideal.	No change, in the absence of alternatives
SY	1359	Children's Centre, West Hove Infant School	1	Good facilities. Disabled access lift available.  The YMCA in Marmion Road was used before 2009, but this is no longer available.	No change
SZ	780	Sanders House Communal Room, Ingram Crescent West	1	Good location and facilities. Alternative access for disabled voters	No change

**Westbourne Ward**

<b>Polling District</b>	<b>Electorate</b>	<b>Existing Polling Place</b>	<b>Number of polling stations</b>	<b>Issues and considerations</b>	<b>Proposals</b>
TW	1923	St Philips Church Hall, New Church Road	1	Good location, access and facilities	No change
TX	1681	Holy Cross Church Hall, Tamworth Road	1	Good location, access and facilities	No change
TY	1774	Hove Methodist Church Hall, St Patrick's Road	1	Good location, access and facilities	No change
TZ	1858	Hove Museum & Art Gallery, New Church Road	1	Good location, access and facilities	No change

**Central Hove Ward**

<b>Polling District</b>	<b>Electorate</b>	<b>Existing Polling Place</b>	<b>Number of polling stations</b>	<b>Issues and considerations</b>	<b>Proposals</b>
UY	4984	Hove Town Hall, Norton Road	3	Good location, access and facilities	No change
UZ	2064	Hove Library, Church Road	1	Replaced the Connaught Centre in 2011.	No change

## Review of polling districts and polling places

### Summary of responses received during consultation period (4 October – 13 December)

#### **AU – Rottingdean Coastal Ward**

Four respondents are in favour of using Saltdean Library instead of Saltdean Primary School.

But seven respondents, including the three ward councillors are have raised concerns about the proposed redevelopment of the Saltdean Lido complex.

Five respondents have suggested that St Nicholas Church Hall be used as the polling place for AU as well as AT polling district.

One respondent was unsure, but suggested that the Library may not be big enough to accommodate a polling place.

One respondent suggested the Community Centre at Saltdean Tavern could be used.

#### **EY – Queens Park Ward**

Three respondents are in favour of using the Millwood Community Centre instead of Carlton Hill Primary School.

One respondent does not approve of the use of the Millwood Community Centre, and would rather we retain the School, using the Tilbury Place entrance. The Sussex Deaf Centre was put forward as an alternative.

#### **FW – Hanover & Elm Grove Ward**

Four respondents are in favour of using the Children's Centre instead of Fairlight Primary School.

One respondent asked the council to consider the use of Wellington Hall. Another asked to consider St Martin's Church, Lewes Road (*this is already used for St Peter's & North Laine ward*).

#### **HZ – Patcham Ward**

One ward councillor has suggested that three polling districts should be amalgamated into two polling districts, and to stop using the Gathering Place as a polling station. (*During the last review, the council carried out a specific consultation with residents in the top end of Ladies Mile Road. The result was that the majority of electors were happy with their existing polling arrangements.*)

#### **IY – Withdean Ward**

Four respondents are in favour of using the Cassidy Centre, St Mary's Church, instead of Dorothy Stringer High School.

Dorothy Stringer school have confirmed that they would be happy if a portacabin was situated close to the school gates. One ward councillor suggested that Preston Lawn Tennis Club could be an option.

One respondent was unsure.

### **KS – St Peter's & North Laine Ward**

During the review, Electoral Services were asked to consider whether the BMECP Centre could be used as a polling place, instead of the Clarendon Centre. The BMECP Centre would welcome being used for this purpose, and is a suitable venue. Ward councillors are in favour of using the BMECP Centre.

### **NV – Goldsmid Ward**

One ward councillor has responded that the Ajax Hall is not central, is not a well-known building, and supports the retention of Somerhill Junior School. One other respondent is against the use of the Ajax Hall, and two further respondents were unsure.

17 respondents approve of the use of Ajax Hall.

A few other suggestions were put forward, including Ralli Hall, St Ann's Wells Bowls, and Holland Road Baptist Church (which is already used for Brunswick & Adelaide ward).

### **NY – Goldsmid Ward and OZ – Hove Park Ward**

Two respondents agreed that Cottesmore St Mary's RC Primary School be retained as the polling place.

Six respondents have argued that the school should not be used as a polling place, but no specific alternatives have been suggested.

The Older People's Council suggested Hove Rugby Club or the Church of the Good Shepherd, Dyke Road. *(The Hove Rugby Club was considered and discounted at a previous review, and the Church is in Withdean Ward).*

13 respondents were unsure.

### **SW – Wish Ward**

The ward councillors have acknowledged that there are no other suitable venues, and that it is a choice between hiring a portacabin on the Saxon Road entrance or using the Wish Road pavilion as a double station.



Three respondents are in favour of using the Wish Road pavilion as a double station.

### **General Comments**

Twenty respondents argued that wherever possible, schools should not have to close to accommodate a polling place. Other types of buildings were suggested, including empty shops, church halls, religious centres, community centres, council buildings.

The Older People's Council are keen to ensure that all polling stations have access for those of limited mobility, and would only support relocating from schools if suitable, accessible alternative premises are found.

One respondent suggested that polling places should be within walking distance of people's homes.

Another respondent said that polling places should be located where people can park and close to travel routes.

One respondent queried why polling places are often in religious buildings.

Another respondent asked the council to consider including maps on poll cards and having an easy facility to find polling places on our website.

Another respondent said that they had never had to walk more than 5 minutes to get to their polling station, and that they had never had to queue to vote, and is therefore happy with the current arrangements.



<b>Subject:</b>	<b>Time Table of Meetings 2014/15</b>		
<b>Date of Meeting:</b>	<b>16 January 2014</b>		
<b>Report of:</b>	<b>The Monitoring Officer</b>		
<b>Contact Officer:</b>	<b>Name:</b>	<b>Mark Wall</b>	<b>Tel:</b> 29-1006
	<b>Email:</b>	<b>mark.wall@brighton-hove.gcsx.gov.uk</b>	
<b>Ward(s) affected:</b>	<b>All</b>		

**FOR GENERAL RELEASE**

**1. PURPOSE OF REPORT AND POLICY CONTEXT**

- 1.1 To consider the proposed schedule of meetings for the municipal year 2014/15 (see appendix 2) based on the current meetings timetable.

**2. RECOMMENDATIONS:**

- 2.1 That the proposed timetable of meetings for 2014/15 be approved.

**3. CONTEXT/ BACKGROUND INFORMATION**

- 3.1 The report outlines the proposed schedule of meetings for 2014/15 and enables Members and members of the public to identify when various committees are due to meet throughout the year.

**4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS**

- 4.1 The proposed timetable for 2014/15 maintains a similar cycle of meetings to those in 2013/14, but takes into account the local council elections scheduled for May 2015. In summary, the proposals are:-

Full Council:

5 Ordinary Council meetings, plus the Annual Council and Budget Council

Policy Committees:

Policy & Resources:	7 weekly / 6 times
Adult Care & Health:	8 weekly / 5 times
Children & Young People:	8 weekly / 5 times
Economic Development & Culture:	8 weekly / 5 times
Environment, Transport & Sustainability:	8 weekly / 5 times
Housing:	8 weekly / 5 times

Regulatory Committees:

Planning:	3 weekly / 17 times
Audit and Standards:	8 weekly / 5 times
Licensing:	3 meetings
Personnel Appeals:	3/4 per Month

Sub-Committees:

Licensing Panels:	Weekly
Housing Management Consultative:	8 weekly / 6 times

Overview & Scrutiny Committees:

Overview & Scrutiny:	8 weekly / 4 times
Health & Wellbeing Overview & Scrutiny:	8 weekly / 5 times

Forums/Other Bodies:

Community Safety Forum	Quarterly
Corporate Parenting Board:	Quarterly

Partnerships:

Greater Brighton Economic Board	Quarterly
Health & Wellbeing Board:	Quarterly

- 4.2 The proposed timetable for 2014/15 provides for a total of 87 meetings, excluding the number of licensing panels and personnel appeals (see Appendix 1).

**Governing Principles for the Meetings Timetable**

- 4.3 The following guidelines have been applied in reviewing the meetings timetable:
- § As far as possible clashes of meetings have been avoided. However, inevitably, given the constraints of avoiding school/public/religious holidays and the number of meetings to be accommodated on specific days of the week, there are occasions where there are overlaps of meetings.
  - § What appear at the moment to be “free” days will be filled by Licensing Panel hearings and the various Chair’s and political group meetings.
  - § As far as possible meetings have not been scheduled on Fridays.
  - § As far as possible school holidays, religious holidays and party conference weeks have been avoided, although it has not been possible to keep those weeks completely clear.
  - § Meeting start times are generally scheduled for 4pm or later to encourage public attendance. However, Committees can determine whether to continue with the programmed start time or if an alternative time would be more appropriate for their particular meeting.
- 4.4 There must be a sufficient number of meetings to enable the council business to be transacted. The schedule of Council and Committee meetings is designed to ensure that:
- § Committee and Scrutiny reports can be received without undue delay;
  - § Consideration of the various plans and strategies to be adopted by Full Council can be accommodated;

- § There is scope to accommodate city-wide debates if necessary; and
- § Public interest and participation through questions, deputations, petitions and petition debates continues to be facilitated.

4.5 The Overview & Scrutiny Committee is programmed to meet once a cycle in line with the Overview and Scrutiny rules.

4.6 Whilst every effort will be made to keep meetings on the dates listed there may be a need to alter them and additional meetings may be required for dedicated debates on key issues or particular plans and strategies.

4.7 As usual, a number of further meetings, which are not part of the formal meetings cycle, have been programmed to meet on a regular basis e.g. the Community Safety Forum, the Corporate Parenting Board and the Greater Brighton Economic Board.

## **5. COMMUNITY ENGAGEMENT & CONSULTATION**

5.1 Leading Members, Directors and appropriate officers have been consulted on the proposed timetable and appropriate committee and council dates set to meet statutory requirements.

## **6. CONCLUSION**

6.1 The time table also lists the dates and times of other meetings such as the Police & Crime Panel and East Sussex Fire Authority and the Brighton & Hove Strategic Partnership Board; and as such there are occasional clashes with council meetings which are unavoidable.

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

### Financial Implications:

7.1 There are no financial implications arising from the report.

*Finance Officer Consulted: Peter Francis*

*Date: 09/12/2013*

### Legal Implications:

7.2 The proposed timetables of meetings does not prevent the calling of Special Meetings or the use of Urgency Sub-Committee meetings should circumstances arise, however it does enable a more fluent scheduling of meetings to be maintained throughout the municipal year.

7.3 The proposed timetable allows for continued compliance with the Access to Information Procedure Rules set out in Part 8.1 of the Constitution

*Lawyer Consulted:*

*Abraham Ghebre-Ghiorghis*

*Date: 09/12/2013*

#### Equalities Implications:

- 7.4 The majority of meetings are scheduled for 4.00pm or later to encourage public attendance and interest. Holiday periods are also avoided as far as is feasible.
- 7.5 The scheduling of meetings at 4.00pm or later does impact on some Members in regard to work and child care commitments and therefore may restrict their ability to serve on certain committees. However, the question of earlier start times has been raised and discussed at various levels and the majority of Members remain in favour of the general start time of 4.00pm for committee meetings.

#### Sustainability Implications:

- 7.6 There are no sustainability implications arising from the report.

#### Any Other Significant Implications:

- 7.7 There are no other significant implications arising from the report.

### **SUPPORTING DOCUMENTATION**

#### **Appendices:**

- 1. Other implications
- 2. Proposed Committee Time table for 2014/15

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

None

#### **Background Documents**

- 1. Committee Time table for 2013/14

Crime & Disorder Implications:

- 1.1 There are no direct crime & disorder implications arising from the report, however considerations are taken into account for each meeting and security arrangements put in place accordingly.

Risk and Opportunity Management Implications:

- 1.2 The scheduling of meetings aims to accommodate the decision-making processes for the year, but there is always the possibility of additional meetings having to be called.

Public Health Implications:

- 1.3 There are no public health implications arising from the report.

Corporate / Citywide Implications:

- 1.4 The scheduling of meetings accommodates the Council priority for open and effective city leadership.





**BRIGHTON & HOVE CITY COUNCIL**

**PROVISIONAL TIMETABLE OF MEETINGS  
2014/15**

2014	APRIL/MAY	MAY	MAY	MAY	MAY/JUNE	JUNE	JUNE
MONDAY	28	5 <i>Yom HaAtzma'ut</i> BH	12	19	26 SH	2  Children & Young People Cttee 4.00pm	9 Community Safety Forum 4.00pm
TUESDAY	29  Environment, Transport & Sustainability Cttee 4.00pm	6	13 Site Visits for Planning 2.00pm <i>Pre-application presentation</i>	20	27 SH	3	10 Health, Wellbeing Overview & Scrutiny Cttee 4.00pm
WEDNESDAY	30  Housing Cttee 4.00pm	7	14 <i>Buddha Day</i>  Planning Cttee 2.00pm	21	28 SH	4 <i>Shavu'ot</i>  Planning Cttee 2.00pm	11 Health & Wellbeing Board 4.00pm
THURSDAY	1  Policy & Resources Cttee 4.00pm	8  COUNCIL 4.30pm	15  ANNUAL COUNCIL 4.30pm	22 <i>European Elections</i>	29 SH	5 <i>East Sussex Fire Authority 10.30am</i>	12  Policy & Resources Cttee 4.00pm
FRIDAY	2	9	16	23	30 SH	6	13

2014	JUNE	JUNE	JULY	JULY	JULY	JULY	JULY/AUG
MONDAY	16  <b>Adult Care &amp; Health Cttee 4.00pm</b>	23 <i>Personnel Appeals 10am</i>	30 <b>Corporate Parenting Board 4.30pm</b>	7	14 <b>Overview &amp; Scrutiny Cttee 2.00pm</b>	21	28 <b>SH</b> <i>Eid al-Fitr</i>
TUESDAY	17	24 Site Visits for Planning 2.00pm <i>Pre-application presentation</i>  <b>Audit &amp; Standards Cttee 4.00pm</b>	1  <b>Environment, Transport &amp; Sustainability Cttee 4.00pm</b>	8 <i>LGA Conference</i>	15	22 <b>Greater Brighton Economic Board 10.00am</b>	29 <b>SH</b>
WEDNESDAY	18  <b>Housing Cttee 4.00pm</b>	25  <b>Planning Cttee 2.00pm</b>	2	9 <i>LGA Conference</i>	16  <b>Planning Cttee 2.00pm</b>	23	30 <b>SH</b>
THURSDAY	19  <b>Economic Development &amp; Culture Cttee 4.00pm</b>	26  <b>Licensing Cttee 3.00pm</b>	3	10 <i>LGA Conference</i>	17  <b>Policy &amp; Resources Cttee 4.00pm</b>	24 <b>SH</b>	31 <b>SH</b>
FRIDAY	20	27	4	11	18	25 <b>SH</b>	1 <b>SH</b>

2014	AUGUST	AUGUST	AUGUST	AUGUST	SEPTEMBER	SEPTEMBER	SEPTEMBER
MONDAY	4 SH	11 SH	18 SH	25 BH	1 SH	8	15 <i>Green Party Conference</i> <i>Lib Dem Party Conference</i>
TUESDAY	5 SH <i>Tisha B'Av</i> Site Visits for Planning 2.00pm <i>Pre-application presentation</i>	12 SH	19 SH	26 SH Site Visits for Planning 2.00pm <i>Pre-application presentation</i>	2 SH	9 <b>Health, Wellbeing Overview &amp; Scrutiny Cttee 4.00pm</b>	16 <i>Green Party Conference</i> <i>Lib Dem Party Conference</i> Site Visits for Planning 2.00pm <i>Pre-application presentation</i>
WEDNESDAY	6 SH  <b>Planning Cttee 2.00pm</b>	13 SH	20 SH	27 SH  <b>Planning Cttee 2.00pm</b>	3 SH	10 <i>Conferences</i> <b>Health &amp; Wellbeing Board 4.00pm</b>	17 <i>Lib Dem Party Conference</i>  <b>Planning Cttee 2.00pm</b>
THURSDAY	7 SH	14 SH	21 SH	28 SH	4	11 <i>East Sussex Fire Authority 10.30am</i>	18  <b>Economic Development &amp; Culture Cttee 4.00pm</b>
FRIDAY	8 SH	15 SH	22 SH	29 SH	5	12 <i>Green Party Conference</i>	19

2014	SEPTEMBER	SEPT/OCT	OCTOBER	OCTOBER	OCTOBER	OCTOBER/NOV	NOVEMBER
MONDAY	22 <i>Labour Party Conference</i>  <b>Adult Care &amp; Health Cttee 4.00pm</b>	29 <i>Conservative Party Conference</i>	6 <b>Community Safety Forum 4.00pm</b>	13  <b>Children &amp; Young People Cttee 4.00pm</b>	20 <i>Personnel Appeals 10am</i> <b>Overview &amp; Scrutiny Cttee 2.00pm</b> <b>Corporate Parenting Board 4.30pm</b>	27 <b>SH</b>	3 <i>Personnel Appeals 10am</i>
TUESDAY	23 <i>Labour Party Conference</i>  <b>Audit &amp; Standards Cttee 4.00pm</b>	30 <i>Conservative Party Conference</i>	7 Site Visits for Planning 2.00pm <i>Pre-application presentation</i> <b>Environment, Transport &amp; Sustainability Cttee 4.00pm</b>	14 <b>Greater Brighton Economic Board 10.00am</b>	21	28 <b>SH</b> Site Visits for Planning 2.00pm <i>Pre-application presentation</i>	4 <b>Health, Wellbeing Overview &amp; Scrutiny Cttee 4.00pm</b>
WEDNESDAY	24 <i>Labour Party Conference</i>  <b>Housing Cttee 4.00pm</b>	1 <i>Conservative Party Conference</i>	8  <b>Planning Cttee 2.00pm</b>	15	22	29 <b>SH</b>	5 <i>Guy Fawkes Night</i>
THURSDAY	25 <i>Navaratri Rosh Hashanah</i>	2 <i>Conservative Party Conference</i>	9 <i>Sukkot</i>	16 <i>Shemini Atzeret</i>  <b>Policy &amp; Resources Cttee 4.00pm</b>	23 <i>Diwali</i>  <b>COUNCIL 4.30pm</b>	30 <b>SH</b>	6
FRIDAY	26	3	10	17 <i>Simcha Torah</i>	24 <b>SH</b> <i>Personnel Appeals 10am</i>	31 <b>SH</b> <i>Halloween</i>	7 <i>Personnel Appeals 10am</i>

2014	NOVEMBER	NOVEMBER	NOVEMBER	DECEMBER	DECEMBER	DECEMBER	DECEMBER
MONDAY	10	17  <b>Children &amp; Young People Cttee 4.00pm</b>	24  <b>Adult Care &amp; Health Cttee 4.00pm</b>	1	8 <b>Community Safety Forum 4.00pm</b>	15	22 <b>SH</b>
TUESDAY	11	18 Site Visits for Planning 2.00pm <i>Pre-application presentation</i>  <b>Audit &amp; Standards Cttee 4.00pm</b>	25  <b>Environment, Transport &amp; Sustainability Cttee 4.00pm</b>	2	9 Site Visits for Planning 2.00pm <i>Pre-application presentation</i>	16	23 <b>SH</b>
WEDNESDAY	12  <b>Housing Cttee 4.00pm</b>	19  <b>Planning Cttee 2.00pm</b>	26 <b>Health &amp; Wellbeing Board 4.00pm</b>	3	10  <b>Planning Cttee 2.00pm</b>	17 <i>Hannukah</i>	24 <b>SH</b>
THURSDAY	13  <b>Economic Development &amp; Culture Cttee 4.00pm</b>	20  <b>Licensing Cttee 3.00pm</b>	27	4  <b>Policy &amp; Resources Cttee 4.00pm</b>	11 <i>East Sussex Fire Authority 10.30am</i>  <b>COUNCIL 4.30pm</b>	18	25 <b>BH</b> <i>Christmas Day</i>
FRIDAY	14	21	28	5	12	19	26 <b>BH</b> <i>Boxing Day</i>

2014/15	DEC/JANUARY	JANUARY	JANUARY	JANUARY	JANUARY	FEBRUARY	FEBRUARY
MONDAY	29 SH	5	12	19 Corporate Parenting Board 4.30pm  Adult Care & Health Cttee 4.00pm	26 Personnel Appeals 10am Overview & Scrutiny Cttee 2.00pm	2	9
TUESDAY	30 SH	6 Site Visits for Planning 2.00pm Pre-application presentation	13  Audit & Standards Cttee 4.00pm	20  Environment, Transport & Sustainability Cttee 4.00pm	27 Site Visits for Planning 2.00pm Pre-application presentation Greater Brighton Economic Board 10.00am	3	10 Health, Wellbeing Overview & Scrutiny Cttee 4.00pm
WEDNESDAY	31 SH	7  Planning Cttee 2.00pm	14 Makar Sakranti  Housing Cttee 4.00pm	21	28  Planning Cttee 2.00pm	4 Tu B'Shevat	11
THURSDAY	1 BH New Year's Day	8 Mawlid al-Nabi	15  Economic Development & Culture Cttee 4.00pm	22  Policy & Resources Cttee 4.00pm	29  COUNCIL 4.30pm	5	12  Budget Policy & Resources Cttee 4.00pm
FRIDAY	2 SH	9	16	23	30	6	13

2015	FEBRUARY	FEBRUARY	MARCH	MARCH	MARCH	MARCH	MARCH/APRIL
MONDAY	16 SH	23	2 Community Safety Forum 4.00pm	9  Children & Young People Cttee 4.00pm	16  Adult Care & Health Cttee 4.00pm	23 Overview & Scrutiny Cttee 2.00pm  Corporate Parenting Board 4.30pm	30 SH
TUESDAY	17 SH <i>Shrove Tuesday Maha Shivratri</i> Site Visits for Planning 2.00pm Pre-application presentation	24	3	10 Site Visits for Planning 2.00pm Pre-application presentation  Audit & Standards Cttee 4.00pm	17 <i>St Patrick's Day</i>  Environment, Transport & Sustainability Cttee 4.00pm	24 Health, Wellbeing Overview & Scrutiny Cttee 4.00pm	31 SH Site Visits for Planning 2.00pm Pre-application presentation
WEDNESDAY	18 SH <i>Ash Wednesday</i>  Planning Cttee 2.00pm	25	4  Housing Cttee 4.00pm	11  Planning Cttee 2.00pm	18 Health & Wellbeing Board 4.00pm	25	1 SH  Planning Cttee 2.00pm
THURSDAY	19 SH <i>Chinese New Year</i>	26  BUDGET COUNCIL 4.30pm	5 <i>Purim</i>  Licensing Cttee 3.00pm	12  Economic Development & Culture Cttee 4.00pm	19  Policy & Resources Cttee 4.00pm	26  COUNCIL 4.30pm	2 SH
FRIDAY	20 SH	27	6 <i>Holi</i>	13	20	27	3 BH <i>Good Friday</i>



2015	APRIL	APRIL	APRIL	APRIL/MAY	MAY	MAY	MAY
MONDAY	6 BH <i>Easter Monday – Christian</i>	13 Vaisakhi	20	27	4 BH	11	18
TUESDAY	7 SH	14 <i>Hola Mohalla</i>	21 Site Visits for Planning 2.00pm <i>Pre-application presentation</i> Greater Brighton Economic Board 10.00am	28	5	12 Site Visits for Planning 2.00pm <i>Pre-application presentation</i>	19
WEDNESDAY	8 SH	15	22  Planning Cttee 2.00pm	29	6	13  Planning Cttee 2.00pm	20
THURSDAY	9 SH	16 <i>Yom Ha shoah</i>	23 <i>St Georges Day – Christian Yom HaAtzma'ut</i>	30	7  <i>Local &amp; Parliamentary Elections</i>	14	21  ANNUAL COUNCIL 4.30pm
FRIDAY	10 SH	17	24	1	8	15	22



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