

BRIGHTON & HOVE CITY COUNCIL MEETING

4.30PM 23 OCTOBER 2014

COUNCIL CHAMBER, HOVE TOWN HALL

AGENDA



**Brighton & Hove
City Council**

Council Meeting

Title:	Council
Date:	23 October 2014
Time:	4.30pm
Venue	Council Chamber, Hove Town Hall
Members:	All Councillors You are summoned to attend a meeting of the BRIGHTON & HOVE CITY COUNCIL to transact the under-mentioned business.
	Prayers will be conducted in the Council Chamber at 4.20pm by Father John Wall
Contact:	Mark Wall Head of Democratic Services 01273 291006 mark.wall@brighton-hove.gov.uk

	<p>Public Involvement The City Council actively welcomes members of the public and the press to attend its meetings and holds as many of its meetings as possible in public.</p> <p>Please note that the Public Gallery is situated on the first floor of the Town Hall.</p> <p>If you wish to attend and have a mobility impairment or medical condition or medical condition that may require you to receive assisted escape in the event of a fire or other emergency, please contact the Democratic Services Team (Tel: 01273 291066) in advance of the meeting. Measures may then be put into place to enable your attendance and to ensure your safe evacuation from the building.</p>
	The Town Hall has facilities for people with mobility impairments including a lift and wheelchair accessible WCs. However in the event of an emergency use of the lift is restricted for health and safety reasons please refer to the Access Notice in the agenda below.
	An Induction loop operates to enhance sound for anyone wearing a hearing aid or using a transmitter and infra red hearing aids are available for use during the meeting. If you require any further information or assistance, please contact the receptionist on arrival.

This Agenda and all accompanying reports are printed on recycled paper

AGENDA

24 DECLARATIONS OF INTEREST

- (a) Disclosable of 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.

25 MINUTES**1 - 32**

To approve as a correct record the minutes of (a) the Special Meeting of the Council held on the 17th July 2014 and (b) the last Ordinary Council meeting held on the 17th July 2014 (copies attached).

Contact Officer: Mark Wall

Tel: 29-1006

Ward Affected: All Wards

26 MAYOR'S COMMUNICATIONS.

To receive communications from the Mayor.

27 TO RECEIVE PETITIONS AND E-PETITIONS.

Petitions will be presented by Members and/or members of the public to the Mayor at the meeting.

28 WRITTEN QUESTIONS FROM MEMBERS OF THE PUBLIC.

A list of public questions received by the due date of 12noon on the 16th October 2014 will be circulated separately as part of an addendum at the meeting.

Contact Officer: Mark Wall

Tel: 29-1006

Ward Affected: All Wards

COUNCIL

29 DEPUTATIONS FROM MEMBERS OF THE PUBLIC.

A list of deputations received by the due date of 12noon on the 16th October 2014 will be circulated separately as part of an addendum at the meeting.

Contact Officer: Mark Wall
Ward Affected: All Wards

Tel: 29-1006

30 PETITIONS FOR COUNCIL DEBATE

33 - 36

The following Petitions are to be debated at Council. Reports of the Monitoring Officer (copies attached).

(a) **Living Rent.** Lead petitioner Diane Montgomery.

(b) **Mile Oak Improvements.** Lead petitioner Tiffany Soanes.

6.30 - 7.15PM REFRESHMENT BREAK

Note: A refreshment break is scheduled for 6.30pm although this may alter slightly depending on how the meeting is proceeding and the view of the Mayor.

31 WRITTEN QUESTIONS FROM COUNCILLORS.

37 - 40

A list of the written questions submitted by Members has been included in the agenda papers. This will be repeated along with the written answers received and will be taken as read as part of an addendum circulated separately at the meeting.

Contact Officer: Mark Wall
Ward Affected: All Wards

Tel: 29-1006

32 ORAL QUESTIONS FROM COUNCILLORS

41 - 42

A list of Councillors who have indicated their desire to ask an oral question at the meeting along with the subject matters has been listed in the agenda papers.

Contact Officer: Mark Wall
Ward Affected: All Wards

Tel: 29-1006

33 CALL OVER FOR REPORTS OF COMMITTEES.

(a) Call over (items 34 - 38) will be read out at the meeting and Members invited to reserve the items for consideration.

(b) To receive or approve the reports and agree with their recommendations, with the exception of those which have been reserved for discussion.

COUNCIL

(c) Oral questions from Councillors on the Committee reports, which have not been reserved for discussion.

- 34 REVIEW OF MEMBERS' ALLOWANCES - 2014 43 - 114**
- Extract from the proceedings of the Policy & Resources Committee meeting held on the 16th October 2014 (copy to follow), together with a report of the Monitoring Officer and the Independent Remuneration Panel (copy attached).
- Contact Officer: Mark Wall Tel: 29-1006*
Ward Affected: All Wards
- 35 STANDARDS PANEL HEARING RECOMMENDATIONS 115 - 150**
- Report of the Monitoring Officer (copy attached).
- Contact Officer: Abraham Ghebre-Ghiorghis Tel: 29-1500*
Ward Affected: All Wards
- 36 RESPONSE TO REPORT OF HEALTH AND WELL BEING OVERVIEW AND SCRUTINY PANEL ON ALCOHOL 151 - 180**
- Extract from the proceedings of the Licensing Committee meeting held on the 26th June 2014, together with a report of the Head of Law and an extract from the proceedings of the Health & Wellbeing Overview & Scrutiny Committee meeting held on the 4th February and the report of the Scrutiny Panel (copies attached).
- Contact Officer: Penny Jennings Tel: 01273 291065*
Ward Affected: All Wards
- 37 RESPONSE TO THE BULLYING SCRUTINY PANEL RECOMMENDATIONS 181 - 222**
- Extract from the proceedings of the Children & Young People Committee meeting held on the 13th October 2014, (to be circulated); together with a report of the Executive Director for Children's Services and the Scrutiny Panel report (copies attached).
- Contact Officer: Sam Beal, Jo Lyons Tel: 293514*
Ward Affected: All Wards
- 38 LIBRARY PLAN 2014/15 - UPDATE 223 - 288**
- Extract from the proceedings of the Economic Development & Culture Committee meeting held on the 18 September 2014, together with a report of the Assistant Chief Executive (copies attached).
- Contact Officer: Sally McMahon Tel: 29-6963*
Ward Affected: All Wards

39 NOTICES OF MOTION.

289 - 298

The following Notices of Motion have been submitted by Members for consideration (copies attached):

- (a) **Local Welfare Assistance Fund.** Proposed by Councillor Daniel.
- (b) **Establish a Community Fund.** Proposed by Councillor Simson.
- (c) **'ActionAid' Towns Against Tax Dodging Campaign.** Proposed by Councillor Littman.
- (d) **NHS.** Proposed by Councillor Shanks.
- (e) **Christmas Parking and Roadworks Suspension.** Proposed by Councillor G. Theobald.

40 CLOSE OF MEETING

The Mayor will move a closure motion under Procedure Rule 17 to terminate the meeting 4 hours after the beginning of the meeting (excluding any breaks/adjournments).

Note:

1. *The Mayor will put the motion to the vote and if it is carried will then:-*
 - (a) *Call on the Member who had moved the item under discussion to give their right of reply, before then putting the matter to the vote, taking into account the need to put any amendments that have been moved to the vote first;*
 - (b) *Each remaining item on the agenda that has not been dealt with will then be taken in the order they appear on the agenda and put to the vote without debate.*

The Member responsible for moving each item will be given the opportunity by the Mayor to withdraw the item or to have it voted on. If there are any amendments that have been submitted, these will be taken and voted on first in the order that they were received.
 - (c) *Following completion of the outstanding items, the Mayor will then close the meeting.*
2. *If the motion moved by the Mayor is **not carried** the meeting will continue in the normal way, with each item being moved and debated and voted on.*

COUNCIL

3. *Any Member will still have the opportunity to move a closure motion should they so wish. If such a motion is moved and seconded, then the same procedure as outlined above will be followed.*

Once all the remaining items have been dealt with the Mayor will close the meeting.

PUBLIC INVOLVEMENT

Provision is made on the agendas for public questions to committees and details of how questions can be raised can be found on the website and/or on agendas for the meetings.

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

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

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

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Therefore by entering the meeting room and using the seats around the meeting tables you are deemed to be consenting to being filmed and to the possible use of those images and sound recordings for the purpose of web casting and/or Member training. If members of the public do not wish to have their image captured they should sit in the public gallery area.

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

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

COUNCIL

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We apologise for any inconvenience caused

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- **You should proceed calmly; do not run and do not use the lifts;**
- **Do not stop to collect personal belongings;**
- **Once you are outside, please do not wait immediately next to the building, but move some distance away and await further instructions; and**

Do not re-enter the building until told that it is safe to do so.

Date of Publication - Wednesday, 15 October 2014



Penelope Thompson CBE
Chief Executive

King's House
Grand Avenue
Hove
BN3 2LS

BRIGHTON & HOVE CITY COUNCIL**SPECIAL COUNCIL****3.30pm 17 JULY 2014****COUNCIL CHAMBER, BRIGHTON TOWN HALL****MINUTES**

Present: Councillors Fitch (Chair), Barnett, Bowden, Carden, Cobb (Deputy Chair), Cox, Davey, Duncan, Farrow, Hawtree, J Kitcat, Lepper, Marsh, Meadows, Mitchell, Morgan, A Norman, K Norman, Peltzer Dunn, Pissaridou, Randall, Robins, Shanks, Summers, Sykes, C Theobald, G Theobald, Wealls and West

PART ONE**1 DECLARATIONS OF INTEREST**

- 1.1 There were no declarations of interests in matters appearing on the agenda.

2 MAYOR'S COMMUNICATIONS.

- 2.1 The Mayor welcomed everyone to the meeting and confirmed that filming and the taking of pictures during the meeting was permitted as long as it did not intrude on the conduct of the meeting.

3 APPOINTMENT OF HONORARY ALDERMAN

- 3.1 The Mayor stated that the next item of business was to consider admitting Bernard Jordan as an Honorary Alderman of the Council. He stated that it was his absolute pleasure to welcome back to the chamber a man known to many of the councillors, a former Royal Navy officer, a former mayor, a former Conservative Leader, a former conservativ and now a former of public opinion. Inasmuch as his recent exploits had delighted the media, entertained the general public, worried his friends at The Pines and completely bemused his family.

Bernie Jordan was the nearest thing to a living legend that the city had and though he knew Bernie bears this public title lightly, it was one that was well deserved and had been earned over many years. After the active service that so recently saw him featured in the national press Mr. Bernard Jordan was elected to Hove Borough Council in November 1967 and there he stayed until 1997 when Hove & Brighton merged to form the Unitary Authority. During that time he was Leader for eight years and the Conservative Mayor of Hove for the civic year 1995 to 1996.

In his time with the Navy Bernie served in the ranks of the Marine Engineering Artificers, more commonly known as “Sparks.” Perhaps it was his experience with alternative currents or maybe all that time working on stormy seas made an impact, but in 2000 Bernie changed his political views and joined Labour. It seems typical of Bernie’s character, nature and drive that he took on a new challenge and adopted a different perspective at a stage in his life when many people’s views begin to harden and calcify.

The attributes that made him such a sterling councillor and activist - his energy, spirit, focus, determination and sense of humour remain. As does his thirst for experience and adventure and his appeal and ability to connect. The last point strongly evidenced by the fact that on his 90th birthday and having found international fame by absconding from The Pines to join the Normandy Landing commemorations he found himself the recipient of not just dozens but hundreds of birthday cards from all corners of the globe. Not that this international attention appears to have gone to his head, still married to the love of his life, Irene, Bernie retains a sage and cool world view albeit one with a twinkle and spry sense of fun.

During his time in active service Bernie served on a destroyer hunting U-boats at one point boarding a crippled submarine to recover one of the Enigma machines that proved so vital in changing the course of the war. An act that contributed to his being awarded the Atlantic Star medal, but an action that remained largely unspoken and unknown to his colleagues and fellow councillors. It is this mix of self-effacing bravery and humour, wisdom and warmth, experience and perspective that prompted me to nominate Bernie as an Honorary Alderman of the city of Brighton and Hove and I am delighted as the current Mayor to be able to reach across the years and offer my hand on behalf of the council in recognition of your years of service and for the honour he has brought to the city. I therefore move that Mr. Bernard Jordan be made an Honorary Alderman of the City of Brighton & Hove.

- 3.2 Councillor J. Kitcat formally seconded the motion on behalf of the Administration and stated that he was very happy to do so and questioned whether having been a former Leader and Mayor was the secret to everlasting youth. He wished thank Mr. Jordan for his public service and wished him well in any future exploits.
- 3.3 Councillor G. Theobald stated that he was very pleased to be able to second the motion and that he known Mr. Jordan for a number of years and yet was still surprised by him. He hoped that he would be able join his commrades in Normandy again next year and that he was pleased to be given this recogniton by the City Council for his services to his previous authorities.
- 3.4 Councillor Morgan stated that Mr. Jordan had served his country and his local community for over two decades with quiet dedication and his recent trip to Normandy had seen him taken to the hearts of many people locally, nationally and internationally. He was very pleased to support the motion.
- 3.5 Councillor Hawtree stated that Mr. Jordan had brought a new dimension to the phrase ‘Independent Traveller’ and he would be eternally grateful to him for his services to the country and the city.

- 3.6 Councillor Peltzer Dunn stated that he had had the pleasure of joining Hove Borough Council and serving under Mr. Jordan and then to have become leader of the Conservative Group and to find Mr. Jordan choosing to disregard anything he said. He noted that during his time as a councillor Mr. Jordan had never talked about his navy service which was an indication of the person that he was i.e. a 'Great Britain' and this honour was long overdue.
- 3.7 The Mayor thanked everyone for their comments and put the motion to make Mr. Jordan an Honorary Alderman to the vote which was carried unanimously.
- 3.8 The Mayor congratulated Mr. Jordan and invited him to come forward to receive a framed certificate and address the council.
- 3.9 Mr. Jordan thanked everyone for inviting him to attend the special meeting and for their kind words. He had been privileged to have served his country and his community and was honoured to receive the recognition of the council and to be made an Honorary Alderman.

4 CLOSE OF MEETING

- 4.1 The Mayor thanked everyone for attending and declared the meeting closed.

The meeting concluded at 4.10pm

Signed

Chair

Dated this

day of

BRIGHTON & HOVE CITY COUNCIL**COUNCIL****4.30pm 17 JULY 2014****COUNCIL CHAMBER, BRIGHTON TOWN HALL****MINUTES**

Present: Councillors Fitch (Chair), Barnett, Bowden, Buckley, Carden, Cobb (Deputy Chair), Cox, Davey, Duncan, Farrow, Gilbey, Hamilton, Hawtree, Hyde, Janio, Jarrett, Jones, A Kitcat, J Kitcat, Lepper, Mac Cafferty, Marsh, Meadows, Mears, Mitchell, Morgan, A Norman, K Norman, Peltzer Dunn, Phillips, Pidgeon, Pissaridou, Randall, Robins, Rufus, Shanks, Simson, Smith, Summers, Sykes, C Theobald, G Theobald, Wakefield, Wealls, Wells, West and Wilson.

PART ONE**11 DECLARATIONS OF INTEREST**

11.1 There were declarations of interest in items appearing on the agenda.

12 MINUTES

12.1 The minutes of (a) the last ordinary meeting held on the 8th May 2014 were approved and signed by the Mayor as a correct record of the proceedings, and (b) the minutes of the annual meeting held on the 15th May 2014 were approved as a correct record of the proceedings subject to the breakdown of committee sizes being checked and amended accordingly.

13 MAYOR'S COMMUNICATIONS.

13.1 The Mayor stated that he would like to congratulate all those involved in the Trans Equality Scrutiny Panel on winning a national Centre for Public Scrutiny Award for Involvement, Insight and Impact. He noted that there were a number of people present to receive the award, as well as Councillor Mac Cafferty who chaired the Panel, and invited them to come forward to receive the award.

13.2 The Mayor then offered his congratulations to the Planning Projects Team on winning a national RTPPI planning excellence award as part of The Coastal West Sussex and Greater Brighton Joint Strategic Planning Board. The award was in the category Innovative Planning Practice in Plan Making and was awarded for the preparation of a Local Strategic Statement and he invited Councillor Mac Cafferty as Chair of Planning and Mike Holford from Strategic Planning to come forward to receive the award.

- 13.3 The Mayor then stated that he wished to offer the Council's congratulations to the Children's Services as Brighton & Hove City Council had been named the top local authority in the country for tackling homophobic and biphobic bullying in schools. He noted that Stonewall had put the council in first place in their 2014 Education Equality Index. The Council had worked in an effective partnership with schools and Allsorts Youth Project to achieve this recognition. He then invited officers and representatives from local schools to come forward to collect the award.
- 13.4 The Mayor stated that he wished to offer the Council's congratulations to the Chief Executive and all those involved in working with young people, following the Council being awarded the City Achiever's Award for Outstanding Employer Contribution. He invited Lance Richard, Sue Moorman and Carla Butler from the Human Resources Team to come forward and receive the award.
- 13.5 The Mayor then stated that he wished to call on Councillor Duncan to address the Council.
- 13.6 Councillor Duncan thanked the Mayor and stated that he wished to offer his apologies to Councillor Mears for his tweet at the last council meeting and to extend that apology to anyone who may have been offended by that.
- 13.7 The Mayor noted the statement from Councillor Duncan.
- 13.8 The Mayor then stated that he believed Members would be aware that the council, along with the rest of the country, had organised a series of events to commemorate the hundredth anniversary of the First World War. However, parallel to these events the Royal Sussex Regimental Association had commissioned the construction of a Monument to be unveiled at Priez (Preee-ezz) in the Val-de-Marne Department of France on 10th September 2014 to commemorate the Regiment's first losses on the 10th September 1914 and also provide a memorial to the 7,302 officers and men who lost their lives in the Great War of 1914 - 1919.

He stated that the council had been approached to support its construction and had made a donation of a thousand pounds alongside others from the city. He stated that given the sacrifices made, the impact on local families and the importance to our local history he believed it was a just investment and he would urge other bodies in the city to support this campaign.

14 TO RECEIVE PETITIONS AND E-PETITIONS.

- 14.1 The Mayor invited the submission of petitions from councillors and members of the public. He reminded the Council that petitions would be referred to the appropriate decision-making body without debate and the person presenting the petition would be invited to attend the meeting to which the petition was referred.
- 14.2 Councillor K. Norman presented a petition signed by 375+ residents of Matlock Road concerning controlled parking in Zone E.

- 14.3 Councillor Meadows presented a petition signed by 150 residents requesting the resurfacing of Coombe Road.
- 14.4 Councillor Marsh presented a petition signed by 27 residents regarding the use of Article 4 Directions for Houses of Multiple Occupation.
- 14.5 Councillor Simson presented a petition signed by 72 residents requesting the management of traffic in Warren Road.
- 14.6 Councillor Wells presented a petition signed by 108 residents requesting a road crossing in Freshfield Road.
- 14.7 Councillor A. Kitcat presented a petition signed by 12 business owners in Regency Square requesting that anti-social behaviour in the square be addressed.
- 14.8 The Mayor noted that there were no other petitions to be presented.

15 WRITTEN QUESTIONS FROM MEMBERS OF THE PUBLIC.

- 15.1 The Mayor reported that two written questions had been received from members of the public and invited Mr. Morris to come forward and address the council.

- 15.2 Mr. Morris thanked the Mayor and asked the following question;

“The successful funding of £1.5 million from the heritage lottery fund for the Volks Railway is welcome news to the regeneration for this historic and much loved tourist attraction which has long been neglected. However, could the Green council explain how this will impact on future lottery fund bids for the city?”

- 15.3 Councillor Bowden replied;

“I actually don't like to start by correcting you, we haven't won £1.5 million, all we've been awarded is the first part of a lottery bid, as you will know from the past, they come in two phases, we've been awarded £96,000 for the Volks Railway, as I always highlight to tell Councillor Davey, a rapid transit screen, to work up a bid. If successful, we will hopefully get £1.5 million. I have to say in response; you will recall, as I seem to remember you opposed it, that we won £2.2 million for the very successful Level. The heritage lottery fund recognises cities such as Brighton, which is rich in heritage and does not set a cap for specific locations. Each application is judged on its merits and that's what's expected. We have a very productive and ongoing dialogue with the Heritage Lottery Fund officers exploring future plans across the city.”

- 15.4 Mr. Morris asked the following supplementary question;

“I would actually just like to make one correction before I issue my supplementary. It is totally untrue that I opposed the lottery funding on the Level. This in fact, we had over 3000 signatures and we were merely, as friends of the Level, actually supporting local residents. We did not oppose that funding.

My supplementary is, the residents of Queens Park are deeply concerned about the deterioration of their park which urgently needs repairs and regeneration. With the park failing to have green flag status, it's appreciated that a consultation is being carried out and results will be published after closure on 23rd July, ready for an application to the Heritage Lottery Fund. Many other projects are already in the queue for HLF funding, including the Dome complex proposal for a number of smaller bids for £5 million each. For nearly 3 years, this green council has promised restoration of the park, in Queens Park, when will the plans finally go ahead and an application to be made to the Heritage Lottery Fund?"

15.5 Councillor Bowden replied;

"Had you come to the party in the park Adrian, you would have seen that we were continuing the consultation. I was serving ice creams as one of the team working with the Friends of Queens Park, who I have been working with very closely on getting this consultation going for some time. So the bid will go in once the consultation has informed that bid and that is coming to a conclusion very shortly. I have been tweeting and talking about it for some time, many years, not just since candidates were announced for Queens Park. But in terms of saying, "what is the Council been doing for the last three years?" I do have to tell you that over the last three years, the Heritage Lottery Fund is not the only pot of gold in town, or in the country, we've actually been successful in bidding for nearly £54 million worth of funding from various pots, and that has actually helped finance a lot of projects across the city, not just parks – Valley Gardens has just been announced. So there are a lot of things going on and as soon as the consultation is over, which I hope you have fed into, I have certainly fed into it and I've been actively getting people to feed in, then the bid will go in and let's hope it's successful.

You mentioned the Dome, and we weren't successful on that occasion, we had some very positive feedback and on this occasion, we weren't successful. But I can remind you that we lost out to Canterbury Cathedral, who were also unsuccessful on their first bid, they had some very positive feedback and they were successful on their second attempt. So watch this space for the Royal Pavilion Estate."

15.6 The Mayor thanked Mr. Morris for attending the meeting and asking his questions and invited Mr. Waugh to come forward and address the council.

15.7 Mr. Waugh thanked the Mayor and asked the following question:

"Following the implementation of Controlled Parking Zone E, the Post Office, Thai Café/Coffee Shop, General Store, Post Office, Pharmacy and a few other businesses on Matlock Road have seen a catastrophic drop in business from the exact day the paid parking outside the shops was implemented.

Disastrously, at least three of the businesses will fail in the very short term unless immediate action is taken. It is critical the new parking scheme is modified to allow limited short term free parking outside the shops as in Richardson Road, both areas enjoyed by their local communities.

Please could I have confirmation immediate action will be undertaken to avoid the completely unnecessary destruction of our businesses?"

15.8 Councillor Davey replied;

"There was a full consultation and it's really unfortunate that these points weren't raised during that consultation as we could have hopefully arrived at a solution much sooner. Officers have considered this carefully and I know there have been meetings on site with yourself and Ward Councillors. Free parking within a full resident parking scheme would be a diversion from policy at the Council and this is unlike Richardson Road which is a light touch scheme and it would require a change to that policy and would need to be agreed by members at the committee.

Other changes to hours of operation would require a full traffic order to be advertised and consulted upon and any suspension of parking would not be appropriate as this will encourage all day parking and abandoned vehicles to user's spaces which will be of no help to local businesses.

However the Council could consider a change to the tariffs under a legal notice advertised for 21 days allowing the tariff to be reduced soon after this. This is the first time I've been involved in this but I know officers have met with you so their recommendation is the new extra low tariff within area E to help businesses and visitors on the basis that this new parking scheme is a residential area quite a way from the city centre with a number of small businesses located in close proximity.

So the tariffs they're proposing to you are 50p for 1 hour, £1 for 2 hours and £2 for 4 hours which is half of the current prices in that area and that should mean that, it being the wish of the traders there and the Councillors, be pursued in the shortest time scale possible."

15.9 Mr. Waugh asked the following supplementary question;

"I'd like to point out that when the parking was implemented it was highly controversial, my life savings are in that business and to change it from £1 to 50p isn't going to make the slightest bit of difference, we had no idea that the area of Matlock Road would turn in to a ghost town during the day and I find it really quite extraordinary that, rather can keep policy, you're happy to see our businesses go bankrupt and I think that's just not on.

It's not a major change, the Council decided to move the cycle bay which took 2 men and a bulldozer an entire week to move a cycle bay from outside my shop to about 30 yards up the road and all we're asking for is a change of a lamp post and removal of a parking machine. The Councillor replied subsequently, in other words the notices are up, they've already done the work so it could be done as a matter of urgency. I can't believe anybody in this room would want to see our businesses go bankrupt so that the policy of the Council is upheld.

One of the Council officials came up to the shop with Sue Shanks which I very much appreciate and he made it quite clear that the problem with and why he wants to have 50p is because it's hard to administer the parking area and it's not good for your

contractors who do it and there is a precedent on Richardson Road, I went there myself and spoke to all the shop owners and 2 of them have given me letters of support stating that without the, you call it a soft touch, it's 2 hours free no return within one hour outside the shops and that's all we're asking for, so there is a precedent.

Time is critical, if you're telling me that you would rather have your policies put through and my business and 2 other businesses go bust so that you don't have to administer the area and it doesn't meet with whatever your reasons are, I find that appalling and I'm asking you to take that in to consideration so you can do what you want but I go bust. Please explain to me why you would want to do that?"

15.10 Councillor Davey replied;

"This is the first time there's been any engagement between you and I on this, free parking is not an ideal option, you talk about Richardson Road, I live very close in fact I've visited there twice this morning and there were no parking spaces available in the free parking areas and that is one of the downsides of providing free parking so I am more than happy, and I will ask officers to look at this again and I will meet with the Ward Councillors and I will ask officers to outline exactly what the options are here, but there are timescales involved it is not just a question of changing signs whatever way forward was agreed it is a legal traffic regulation orders that has to be advertised, they have to be prepared they have to go in newspapers for 21 days, that is not of our making that is not of my making that is the law.

There are rules and laws which have to be adhered to, that is not my choice, that is the law, traffic regulations have to be advertised and published in newspapers, they have to be prepared and then there can be objections, if there are, they have to go to committee for decision; that is unfortunately how it is. So we've been through that process to put the scheme in and I would wish to repeat such a lengthy process for any changes in this area. I'm perfectly amenable to looking at what is the best solution so I will ask officers to look at this again and I will meet with Ward Councillors to discuss what they officers suggest."

15.11 The Mayor thanked Mr. Waugh for attending the meeting and asking his questions and noted that concluded the item.

16 DEPUTATIONS FROM MEMBERS OF THE PUBLIC.

16.1 The Mayor reported that one deputation had been received from members of the public and invited Ms. Hill as the spokesperson for the deputation to come forward and address the council.

16.2 Ms. Hill thanked the Mayor and stated that:

16.3 "There is a flat on Brentwood Road which has the Queen's head on the living room wall. Maybe this doesn't sound too unusual but in this case, the Queen's head is a temporary feature caused by the shape of the mould, on a permanent damp patch which takes up around 4 square foot of the wall and there's a photograph of the Queen's head provided in the supporting information. It's a game that the parents play with their two children, both of whom are asthmatic. They clean off the mould on a regular basis, but it always

returns in a different shape. When it's been raining heavily, there is also running water down the wall. When the issue was raised with Mears, the residents were offered a dehumidifier, but they are concerned what this will do to their electricity bill. It is also a short term fix which will not make the problem go away and needlessly increases energy use. These tenants pay rent for their council property and have the right to a proper solution to be found for the extreme damp in their home.

In another flat in Brentwood Road, a Mears home visit recorded damp levels off the scale in the tenants' bedroom, bathroom, living room and entrance hall. The proposed solution in this ground floor flat has been the removal of a brick above the damp course and new plaster board. But the underlying cause of the damp does not appear to be being addressed. This seems an expensive and short term measure, particularly if the problem is also affecting other flats in the block. This case has been queried with the repairs team of Mears for the last nine months and the resident is also asthmatic, with other health conditions affected by damp.

In spite of representations made by a ward councillor, the solutions offered to the related damp problems of both fail to resolve the problems for tenants and cost more money in the long term, both involving expenditure in the short term, while not fixing the underlying issue causing the damp. These cases also suggest there may be ongoing damp issues in these particular buildings, which would benefit from being investigated as a whole, rather than on a flat-by-flat basis in response to residents request. Will the Council acknowledge the failure in these cases to offer satisfactory solutions to these damp problems? Make inquiries with Mears as to why there has been such delays with these specific cases, requests that the possibility of a larger problem in these buildings which would be best be addressed as a whole, to be investigated and raise this issue in the next housing committee with a view to avoid a similar situations arising in the future.

There is currently no active tenants association on the Hollingdean estate. Will the council also undertake to support the continuation of tenants' associations when key residents move on in recognition that they serve an important purpose in highlighting maintenance issues and engaging tenants in the improvements of their homes and living environment."

16.4 Councillor Randall replied,

"I have a full answer which I'll send to you, but in the mean time I will say that the number 1 was inspected 10 July and the work will begin 28 July. Mears has not got this right and I apologise to the tenant for that, we have talked to Mears about it. In the question of 3 Brentwood Road, an inspection has taken place and the work will start on the 4th August.

As to your other questions about the larger issue of maintenance in our flats and houses, there is a watching brief on this all the time, you might or might not know that we have a tenants scrutiny panel, which was set up when we came into power and the next issue they're going to look at is the whole question of repairs, and you of course will be free to give evidence to that, like anybody else who has got an interest in housing.

There is a larger problem with some of our older blocks, many of them built at the same time, and they are all falling to pieces at the same time. We have an ongoing

maintenance program in all of them. We have £23 million this year in the Capital Works Program of which about £18 million will be devoted to this sort of work.

As to the tenants association, we support 55 tenants associations in the city and if they would like to talk to us about starting it again, we would be very happy to do that. I welcome your question because it gives me a chance to congratulate the labour party on renewing its interest in housing in this city. Its record in the past on this is not spectacular and indeed, when labour left power in 2007, only about 38% of housing in the city, council housing, met the decent home standard when the national average was about 65%. The conservative party, in their credit took this up with the will, and we finished it off. You are of course still committed to selling council houses and at that stage, you were not doing the repairs on the estates because you were committing then to handing the stock over to a housing association, which the tenants quite sensibly rejected.

I've also got the performance indicators for this year on repairs and maintenance, on the routine repairs, we have achieved a raise in the last quarter of 99.81, average time to complete routine, 17 days, emergency repairs 99.89 and the percentage of appointments kept 97.79 and tenants' satisfaction with repairs is 99.46. We do a huge amount of repairs, and I admit we don't get it right every time but we are working very hard to make sure these things are done properly and I'll welcome your interests and I hope you'll support us in doing it."

- 16.5 The Mayor thanked Ms. Hill for attending the meeting and speaking on behalf of the deputation. He explained that the points had been noted and the deputation would be referred to the Housing Committee for consideration. The persons forming the deputation would be invited to attend the meeting and would be informed subsequently of any action to be taken or proposed in relation to the matter set out in the deputation. The Mayor noted that there were no other deputations and that concluded the item.

17 PETITIONS FOR COUNCIL DEBATE

- 17.1 The Mayor stated that the council's petition scheme provided that where a petition secured 1,250 or more signatures it could be debated at a Council meeting. He had been notified of one such petition which had sufficient signatures to warrant a debate and therefore would call on the lead petitioner to present their petition before opening the matter up for debate.
- 17.2 The Mayor also noted that there was an amendment from the Conservative Group to the recommendation contained in the covering report on the petition, which Councillor Ken Norman would move during the debate.
- 17.3 The Mayor then called on Mr. Wares to present the petition concerning the condition of the toilets in Preston Park.
- 17.4 Mr. Wares thanked the Mayor and stated that the petition signed by 1,888 people to date sought to secure the refurbishment of the public toilets in Preston Park. He stated that the improvement works to the toilets had been postponed for the last two years and whilst a council spokesperson had said works would be undertaken in the beginning of the year, nothing had yet materialised. He stated that in their current

condition they were unusable and unsafe and did nothing to encourage the use of the park by families, residents and visitors alike. He therefore sought assurances that the views of the petitioners would be listened to and action taken to improve the facilities and make them suitable for public use.

- 17.5 Councillor K. Norman then moved an amendment to the recommendation in the report, requesting that a report be brought to the next Environment, Transport & Sustainability Committee meeting with fully costed options and a timetable for implementation for consideration. He suggested that the revenue from the local parking scheme could be ring-fenced to enable the necessary improvement works to be funded and carried out.
- 17.6 Councillor C. Theobald formally seconded the amendment and stated that in seeking to have a report to the committee in the autumn, it would provide sufficient time for options to be identified and reported to the meeting. She believed it was unacceptable to have poor quality facilities in such an important park and hoped that action could be taken to improve matters.
- 17.7 Councillor West thanked Mr. Wares for presenting the petition and noted the amendment that had been put forward. He stated that there were two public toilets in the park and these were attended and cleaned three times a week. He also noted that the lighting problems had been fixed and that the boiler was awaiting repair. New urinal had been installed in 2009 and a deep clean undertaken in 2013. There was an annual improvement programme for the public toilets in the city with ten sites a year being addressed and both sites in Preston Park were down for this year. He also noted that following consultations the parking income had been identified for fencing improvements. In regard to the proposed amendment, he could not support it as a city-wide review was being undertaken with a view to reporting to committee by January 2015 and therefore it would be better to wait for that report rather than have one specific report to the next meeting.
- 17.8 Councillor Mitchell stated that the Labour & Co-operative Group supported the amendment and believed that it would be beneficial to have a report to the next meeting of the committee.
- 17.9 Councillor West stated that he could not support the amendment and that a full report would be brought to the committee in November/January.
- 17.10 The Mayor noted that an amendment to the recommendation in the report had been moved and put it to the vote which was carried. He then put the recommendation as amended to the vote which was also carried.
- 17.11 **RESOLVED:** That the petition be noted and that officers are requested to bring a report, with fully costed options and a timetable for implementation, to the Environment, Transport & Sustainability Committee for consideration at its next meeting.

18 WRITTEN QUESTIONS FROM COUNCILLORS.

18.1. The Mayor reminded Council that written questions from Members and the replies from the appropriate Councillor were taken as read by reference to the list included in the addendum which had been circulated as detailed below:

(a) Councillor Cox

“How many prosecutions has the Council undertaken for fly tipping in Brighton and Hove each year from -

- 1 April 2011 to 31 March 2012?
- 1 April 2012 to 31 March 2013?
- 1 April 2013 to 31 March 2014?”

Reply from Councillor West, Chair of the Environment, Transport & Sustainability Committee.

18.2. “1 April 2011 to 31 March 2012? One
1 April 2012 to 31 March 2013? One
1 April 2013 to 31 March 2014? Nil.”

(b) Councillor Hyde

18.3. “Given the significant pressure for development on the city’s urban fringe, how many potential housing units across the city are there that currently have planning permission which have a) yet to start on site, and b) have started on site but have yet to be completed?”

Reply from Councillor Mac Cafferty, Chair of the Planning Committee.

18.4. “As at 1.4.14, our residential monitoring data indicates that there were:

- a) 828 units with planning permission for housing but not yet started; and
- b) 1510 units with planning permission for housing which have commenced but not yet completed.

(c) Councillor Simson

18.5. “How much money has the ICT department spent on outside consultants/contractors in the last year and how much is this as a proportion of the whole ICT Budget? Can you list the consultants/contractors that the Council has used?”

Reply from Councillor J. Kitcat, Leader of the Council.

18.6. “Outline of approach

The ICT department has made use of consultants and contractors across a number of areas over the past year, this has included:

- **Agency staff/Contractors** to deal with skill and capacity gaps though increased workloads to support planned ICT Investment Fund projects, additional

unplanned demand from Public Service Network Code of Connection (PSN CoCo) security requirements and cover vacancies pending recruitment.

- **Consultants** to cover off specialist requirements
- **Third party contracts** for maintenance, support, licensing and services

The following is an outline of how these different approaches are used and relevant outline figures for the past year.

Agency Staff / Contractors

Contractors are used by the ICT Department under the following conditions:

1. Where there is a vacancy and there is uncertainty pending the restructure how it will be used, this is in order to ensure that ICT does not recruit to a post and then put the new postholder at risk. Also to ensure that existing staff are protected from being out at risk through a restructure.
 - a. Example is Service Design Manager filled by Agency pending senior management restructure. Resulting role will be different and will be recruited to permanently.
2. Where there is a vacancy and the demand levels exceed what can be managed by remaining staff while recruitment takes place.
3. Where there is a temporary need through;
 - a. Project Work – e.g. Public Service Network/ Link Migration, Microsoft Windows 7 operating system and Microsoft Office 2010 rollout.
 - b. Unexpected temporary demand levels – e.g. ICT Service Desk saw significant increase in numbers of users contacting needing help during the height of PSN CoCo compliance changes
 - c. Demand for new skills – e.g. specialist contractor management and sourcing/supply chain management advice

Three sourcing approaches are used to acquire appropriate capacity and skills. This approach has been worked through in partnership with the HR Department.

1. Where there is clear 6-12 month minimum need and a reasonable (3-6 month) lead time, staff will be recruited to fixed term council contracts. For example ICT project managers.
2. Agency staff are recruited through the council's existing contract with "Carlisle/Guidant Group" for temporary need, particularly when start date is urgent and/or duration is expected to be short term.
3. On some occasions, a third party contract will be used in place of a vacancy (e.g. Training contract with "OLM" - software supplier of the main system used by children's and adult's social care services - for CareFirst core training used in place of staff vacancy)

The following shows the ICT Department spend on agency staff for 2013/14 and year to date 2014/15. All agency staff are sourced through the council corporate contract with Carlisle Group/Guidant Group.

2013/14

Agency Staff Spend

Security Spend	£46k
Core Revenue	£278k

2014/15 year to date

Agency Staff Spend

Investment	£142k
Core Revenue	£92k

Consultants

Contracts for consultancy are used only in a very limited number of circumstances where there is a temporary need for a project to bring in specialist knowledge that is not otherwise available either through existing core support contracts or staff's knowledge. The examples to date in 13/14 and 14/15 are:

1. Specialist advice and consultancy from "PTS Consulting" to assist the procurement of Data Centre services.
 - 13/14 spend = £33,250
 - 14/15 spend = £30,960
2. Specialist advice from "Spinks Telecoms" for the redesign of the core Local Area Network to support PSN CoCo 2015, Telephony Migration and Data Centre projects
 - 13/14 spend = £2,644
3. Specialist advice and support from "Point to Point" consultants in: implementation of compliant remote access/home working technologies (two factor authentication, Citrix Netscalers) and drafting a specification for the replacement of the existing Citrix system, to be used in a procurement of services in its build and implementation.
 - 13/14 spend = £30,920
4. Specialist advice to support the awarding of a concession for public Wifi using council street furniture
 - 13/14 spend = £11,250
 - 14/15 spend = £19,200

Third Party Contracts

Existing service contracts are also used to deliver both contracted core service and some planned investment activities.

For example the “SCC” Contract has been used in the delivery of both Windows 7 migration and security compliance investment activities and services

The following shows the ICT Department spend with Service Suppliers above £50k in 2013/14.

13/14	Total	capital	revenue	Notes
Specialist Computer Centres Plc (SCC)	£1,297,770	£377,054	£920,716	Mixed spend including Windows 7 migration and rollout, core maintenance of infrastructure equipment, desktop/laptop purchasing etc.
MDNX Enterprise Services Ltd	£1,005,402	£42,021	£963,381	Migration of Wide Area Network (WAN) lines across to new PSN Link network, high spend year as project in migration phase
Virgin Media Business Ltd	£520,176	£0	£520,176	Existing spend against both old data lines for WAN and significant analogue phone line costs
Altodigital Networks Ltd	£512,153	£0	£512,153	Provision of fully managed print/copy/Multi-Function Device (MFD) service across the council
Vodafone Corporate Ltd	£301,133	£0	£301,133	Provision of mobile telephony and blackberry
Virgin Media Ltd	£194,825	£0	£194,825	Existing spend against both old data lines for WAN and significant analogue phone line costs
OLM Systems Ltd	£164,419	£0	£164,419	Support, maintenance and licensing of care system in use by both Adult Social Care and Children's Services
IDOX Software Ltd	£130,562	£40,212	£90,350	Support, maintenance and licensing of environment systems and Electronic Document Management System (EDRM).

Business Web Software Ltd (Trading as Firmstep)	£134,875	£63,675	£71,200	Implementation costs and licensing/maintenance of Customer Experience Management (CEM) software.
Capita Business Services Ltd	£124,919	£0	£124,919	Licensing, maintenance and support of SIMS software management information system to all schools buying service from the council.

SecureData Europe Ltd	£99,909	£0	£99,909	implementation and maintenance/ support costs for a variety of core security appliances and services including firewalls, web filtering etc.
Northgate Information Solutions UK Ltd	£95,214	£0	£95,214	ICT Department costs for support maintenance and licensing for core housing and planning systems.
PAV I.T. Services Limited	£76,717	£0	£76,717	Licensing, maintenance and support of backup and de-duplication systems for all council data.
CIT Vendor Finance (UK) Limited	£72,559	£0	£72,559	MFD related leasing costs

Departmental Budget

As requested for context the following are the key figures for understanding the above in proportion to the ICT Department Revenue Budget

2013/14 Starting Revenue Budget	£5.71 Million
2014/15 Starting Revenue Budget	£6.36 Million

Within this overall budget profile are the following main areas

Staffing budget

The core staffing budget for the ICT department is

2013/14	£4.4 Million
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2014/15 £4.5 Million

Supply & Services (Contracts) Budgets

2013/14 £2.2 Million
2014/15 £2.6 Million

Investment Budget

2013/14 Capital Budget £1 Million
2014/15 Capital Budget £2 Million
2015/16 Capital Budget £2 Million

This three year investment is also supported by a £1 Million revenue reserve.”

(d) Councillor Simson

- 18.7. “What has been done on the Scrutiny Panel’s recommendations regarding monitoring the service at CAMHs and Seaside View, and putting in place a transparent and comprehensive feedback system for children with Autistic Spectrum Condition (ASC) and their parents?”

Reply from Councillor Shanks, Chair of the Children & Young People Committee.

- 18.8. “A detailed report on progress to date in response to the Scrutiny Panel recommendations is going to the Health and Well-Being Board in July. The recommendations referred to in this question are being considered currently in depth as part of a wider review of disability and SEN services being undertaken by the council, which is going to consider and take forward all the recommendations in the Scrutiny Report as part of its work. The disability and SEN review is set to report by the early New Year 2015.

The council accepts the need for all services to improve their systems for monitoring and feedback and will work with the Clinical Commissioning Group (CCG), Sussex Partnership Trust (CAMHS) and the Sussex Community Trust (Seaside View) to achieve further improvements. These are complex services with a number of agencies and professional teams involved and therefore establishing secure and sustainable improvements will take some detailed planning between all agencies responsible.”

(e) Councillor Wealls

- 18.9. “Has the Autism Awareness Award in schools been implemented? What other efforts is the Council making to extend Autism Awareness and Training in the City’s schools?”

Reply from Councillor Shanks, Chair of the Children & Young People Committee.

“The ‘Autism Awareness Award’ accredited by Sussex University is being piloted at Downsview Special school and by the Autistic Spectrum Support Service. This award is undertaken over 2 terms to demonstrate awareness of autism and how this may impact on the pupils and families in the school. Following evaluation of the pilot this

award will be extended to more schools as appropriate. An alternative basic level accreditation from the AET (Autism Education Trust) was gained by Patcham House School around a year ago following 2 days training for all staff.

Considerable progress has been made on providing an extended and comprehensive 'tiered' training offer to schools and to parents. This offer is detailed on the council website now, ranging from universal training at tier 1 to very specialist training and support for those working with young people facing the greatest challenges at tier 3. The training will be delivered by Brighton and Hove professionals specialising in autism. Training from the Autism Education Trust (AET) will also be on offer. Training and support opportunities are being offered to parents explicitly also in this offer as well as to schools and plans are being discussed for some joint delivery of training between parents and professionals. In addition a major conference on autism is being planned for the Spring 2015."

(f) Councillor Brown

- 18.10. "The Autistic Spectrum Condition (ASC) Scrutiny recommended an Autism Champion to be appointed for the city to champion the interests of ASC children and their families, monitor implementations of the Scrutiny and ensure the appropriate strategies within and external to the Council are consistent and brought together. Has that someone been identified and will it be a remunerated post?"

Reply from Councillor Shanks, Chair of the Children & Young People Committee.

- 18.11. "There are a number of children and young people across the city who have a variety of additional needs. The Executive Director of Children's Services has a statutory role of being the champion for all children and this includes children with autism. This is a remunerated post."

(g) Councillor G. Theobald

- 18.12. "The Friends of Withdean Park spend an awful lot of their own time on the maintenance and upkeep of this wonderful park which, until recently, was home to the national Lilac collection. Unfortunately, a large group of Travellers broke into the park on Friday 27th June causing damage and disruption to residents. Police eventually served notice for them to leave late on Monday 30th June as a result of a number of reports from upset residents of anti-social behaviour. When did the Council initially ask the Police to use their powers to evict the travellers as I have been unable to obtain this information from officers?"

Reply from Councillor West, Chair of the Environment, Transport & Sustainability Committee.

- 18.13. "The Traveller Liaison team and the police carried out a joint visit to this encampment at 1pm on Friday 27th June to assess the community impact and to conduct legally-required welfare checks. Earlier that day they had been dealing with an unauthorised encampment elsewhere in the city. At the time of the visit there were 11 households trespassing in the park. The Travellers were told that they were trespassing, that they were not authorised to stay there, and that they must leave.

On 27th June, in line with the council's agreed policy and obligations, a decision was made that the UAE did not meet the threshold a S61 eviction but that the correct course of action was for the council to apply to court for a possession order. The trespassers were advised that should there be any antisocial behaviour or damage caused by the encampment this would be likely to give rise to a S61 eviction.

It should be noted that while there is a collection of Lilacs in the park it is not a National Collection, having lost this status some years ago. The Lilacs are fenced off to protect them from rabbits, so the trespassers were not camped amongst them. However they did knock down part of the fence when they were in the park and this is now being reinstated. They did not cause any damage to the lilacs themselves.

The police continued to monitor the encampment over the weekend. They had a number of calls over the weekend about the presence of the encampment. They also had calls about quad bike use in the park. Police attended in plain clothes to assess whether there were any unreported behaviour issues. All caravans were issued with 'words of advice' about vehicles and public safety. The decision about whether the encampment warranted a S61 eviction was kept under review by the police all weekend. If the police consider an emergency eviction under S61 is required outside of normal office hours they are able to contact our security contractor, APS, who are authorised to act as the council's agent in these circumstances. Both the police and APS know how to contact the Head of Tenancy Services, the Head of Corporate Security and key senior personnel out of hours in an emergency.

On Monday 30th June the council and the police reviewed the situation together and determined that this now gave rise to the council requesting the police evict the encampment using S61 of the Criminal Justice and Public Disorder Act 1994. This decision was made on the basis that the number of households in the encampment had grown from 11 to 39 Households. In addition there was an event planned for Thursday 3rd July time was needed to clean up the park. In light of the new circumstances the trespassers were directed to leave the encampment by the police by Tuesday 1st July.

The group left voluntarily on the evening of Monday 30th June. Should the trespassers return within 3 months they can be arrested by the police. Our contractor cleared the park on Wednesday 2nd July, which was the first day that he was available to do so. The gate was left unlocked to enable access for the contractor and re-secured when he had finished his work. City Parks are currently repairing some damage to the wooden posts around Withdean Park and obtaining quotes to repair the fencing."

19 ORAL QUESTIONS FROM COUNCILLORS

19.1 The Mayor noted that notification of 9 oral questions had been received and that 30 minutes was set aside for the duration of the item. He then invited Councillor Janio to put his question to Councillor Bowden.

(a) Sports Facilities – Rugby Clubs

19.2 Councillor Janio asked:

“With the Rugby World Cup due to take place in just over a year’s time and as we know there are matches taking place at the AMEX Community Stadium here at Brighton and Hove, will Councillor West ensure that the Council does everything it possibly can to take advantage of this unique opportunity by supporting local rugby clubs and rugby played in schools in the run up to the World Cup and beyond?”

19.3 Councillor Bowden replied:

“The answer is yes and your supplementary is?”

19.4 Councillor Janio asked the following supplementary question:

“Hove Rugby Club who play on pitches at the Hove Recreation Ground have recently been told by the Rugby Football Union that the 2 pitches on the Southern end of Hove Rec are not fit for purpose following the site survey they had carried out. The estimate cost of the remedial works runs to over £180,000 which the RFU has suggested they may be able to meet at least in part if the Council agrees to various conditions.

The club are extremely concerned and I share their concern that the loss of one or both of these pitches will lead them to financial disaster and force them to close. For that to happen in World Cup year would do serious damage to the City’s reputation as a top sporting venue. Given that it was the Council that forced Hove Rugby Club to move to Hove Rec from Hove Park in the first place, will Councillor Bowden agree to meet with them and officers to discuss how this can be best taken forward?”

19.5 Councillor Bowden replied:

“Equally brief, yes.”

(b) Open Market

19.6 Councillor Meadows asked:

“My residents are very pleased to see the open market is open of sorts but my question is when will the open market in the London Road be fully operational?”

19.7 Councillor Davey replied:

“Following years of terminal decline I’m delighted to announce the official opening of the market will be this coming Saturday between 1 and 5pm so I hope as many councillors as possible will be able to be there to hear the opening speeches from the members of the CIC, some of the traders, the Lord Lieutenant and of course Councillor Jason Kitcat to welcome this great new achievement for London Road.

So we’re going to see a new market with 45 permanent new stalls, around 30 temporary stalls, 12 workshop units and significantly, 85 affordable homes. These are changes which have been a very long time coming but they are contributing to an exciting new future for London which is going through a massive reversal of what I

think is 30 years of decline, it really is very vibrant and the local market is a big part of that.”

19.8 Councillor Meadows asked the following supplementary question:

“I do use London Road quite a lot, well I did until my bank closed down there and I have found that the open market and residents have commented on this as it is the most local town centre to them, is that there are not many traders in the open market and it has a rather ghostly feel as you walk through.

It is not a crowded bustling market as you would expect, so my question Mr Mayor is how affordable are the stalls for stall holders so that we can make sure that this market is the bustling market that everyone hopes to see?”

19.9 Councillor Davey replied:

“The markets are very affordable and the only reason that it is not full at this moment is that we’ve only recent taken completion of it from the developers and that took place about 3 or 4 weeks ago and since then 40 of the 45 stalls have been taken and traders are now working on fitting out their units and I’m sure most of them will be ready to open on Saturday but many more still to come.

The 30 or so temporary stalls, I think are available for £20 a day so I think it is very affordable and we will see it being fully populated over the next few months and I’m very confident about that.”

(c) Travellers

19.10 Councillor Summers asked:

While in view of the increasing difficulties and challenges we’re having with the traveller incursions and have had recently, in particular, certainly in my ward and the public outcry as a result of that, I’m sure you’ve seen a lot of the reporting on it. I am really quite surprised and disappointed that an email I sent to all Councillors and MPs in the city yielded zero response with a suggestion of a way forward, zero response from anyone, apart from, to your credit, Councillor Bowden. And to an MP, I’ll leave you to guess who that might have been. So apart from those two, you did zero response, not even an acknowledgement and it was a request or suggestion I put out that had the backing of a lot of residents too. I wonder why perhaps from your own point of view, you didn’t feel able to even respond to that.”

19.11 Councillor J. Kitcat replied:

“Well because it was an email sent to all Councillors, we working as a group agreed who would respond on our behalf, and you received that approach and response on our collective behalf. I get copied into a lot of emails and if I personally respond to all of them, I would never get away from the PC. In terms of the wider issues you’ve raised, yes it has been an issue of concern but I would like to take this opportunity to thank the officers of the Council and the police, who I think work incredibly hard, every hour of every day to deal with what is a very challenging situation in the warmer months of the

year and I'm very pleased that the secretary of state has withdrawn the threat of calling in the planning commission and now we are progressing towards developing the permanent site, which is long overdue.

We are one of the few places without permanent traveller provision in our area and it will certainly help with the situation and I'm also pleased that with the partnership working with the police has enabled us to move forward with a number of options like being able to do partial section 62's of groups and also looking at a more regional way of working with colleague local authorities and I'm assured that in our conversations with the Police and Crime Commissioner that Sussex police are being consistent across both east and west Sussex and Brighton and Hove and how they deal with requests for sections 61s and 62s. So I acknowledge your concerns but I would also recognise the huge amount of work that goes into addressing this problem, which will only be fully ameliorated with proper provision for transit and permanent sites, not only just in the Brighton and Hove area, but across the South East."

19.12 Councillor Summers asked the following supplementary question:

"I recognise as Leader of the Council, you're inundated Jason, but it is rather a pressing issue, so I think it would have warranted a response from you. I acknowledge we have a permanent site in the making but that will be in a good 18 months down the line. In the meantime, residents and businesses are very fearful of what's to lie ahead between now and then and they don't get the impression that the politicians here are really talking to each other and doing much about it. I absolutely acknowledge the work of officers, absolutely I do, but the impression to the public is that they've been abandoned.

So I would ask you and actually the leaders of the groups here, and the MPs again, would you be prepared to join in some sort of discussion or meeting to really tackle all the possible things we could do in the interim. I believe from good authority, that the Argus is looking to table a meeting of this sort and so I ask you and the leaders of the groups, would you be willing to meet together, with them and the police, to see a way forward over the next 18 months?"

19.13 Councillor J. Kitcat replied:

"So I think first of all, I don't accept some of your characterisations about the situation and in fact, if you look at the total numbers of unauthorised encampments, we've had higher numbers four or five years ago, so I think we need to put this into context. We also know the average time taken to evict an unauthorised encampment had dropped from 26 days to 14 days; I'm just putting it into context. I'm very happy to meet and I have met with the police, both Nev Kemp and the Police and Crime Commissioner, I'm happy to meet with other parties and we have discussed it at leaders group. I'm happy to do that again.

I don't think it's fair to say that the residents have been abandoned, I think it's completely unfair to say that and I think that would suggest that there hasn't been excellent work by the police, by council officers and the private landowners that have been involved. I think what we have seen is because of the increased offenses and the speed of eviction, we have seen some unauthorised encampments on more

sensitive sites and we'll see a waste at the bottom. If we don't step back to look again at the strategy, not just city wide but regionally, and I'm pleased that there have been conversations in the past between the lead members on that, between West Sussex, East Sussex and Brighton and Hove and I am seeking to bring this to the next meeting with the South East Seven leaders, which the leaders of the seven principle authorities.

So I do think there are significant things being done there, but you have to recognise that in the South East something like more than 10% of the traveller provision is in Brighton and Hove already, so we have a challenge to work regionally on this. I'm pleased that Chichester are moving forward with adding provision and I hope that we continue to encourage other areas to do that. If there is a meeting to be had, I would welcome those conversations but there are no easy answers on this matter and we have to recognise that some of the development we did in the city many, many years ago, actually pushed traveller communities out of their previous places, such as the Market Gardens in the Carden area and we need to provide the permanent provision to help the locally connected families, so they can school their children and so on. And we also need to help residents understand, limits of the powers the police operate under, and the Council. So I think there has been excellent work done and we need to keep communicating that to everyone and I would urge all members of this council to be supportive in communicating the good work Council and police officers do this, and that when they can they do use their legal powers, if not they have to go to court and wait the machinations of the court system for a rights of eviction and it is not a simple matter of just banning people. It is not something as simple as that, and I think we should seek to support our officers in that work."

(d) Licensing

19.14 Councillor Simson stated:

"In actual fact, it's been conceded, because it was actually in relation to a political statement by Councillor Duncan that was made following a recent licensing panel decision. I had read in the press recently that Councillor Duncan is no longer a member of the Green Group, although I don't think it's been made official, but I do see him sitting away from the Green Group today, so I assume that is the case. So I think it would be unfair to ask the Chair of the Licensing Committee to actually comment on anything that he has said and wish to withdraw my question."

(e) Pot Holes – Coombe Road

19.15 Councillor Marsh asked:

"My subject is pot holes, we have a theme here as you can see, which Councillor Meadows started by giving you a petition. I believe there has been some government money given to councils locally, so that they can repair pot holes and other road surface issues within the area, and I wonder if Councillor West can confirm, and I understand that Brighton & Hove are receiving roughly quarter million, could Councillor West confirm that I've got the sums right and that the money is coming or indeed the money is in our coffers and ready to be used?"

19.16 Councillor Davey replied:

“Yes, the city council did successful apply for just over £500,000 of government pot hole and flood damage funding, which will be used when needed across the city in identified locations.”

19.17 Councillor Marsh asked the following supplementary question:

“I heard the figure of £500,000 which is excellent, I don’t know how that is divided between floods and pot holes but my question is very simple. Councillor Meadows has already presented the petition from over 100 residents in Coombe Road, where the road surface is in an atrocious state. So I would like Councillor Davey to confirm to me when Coombe Road will be properly, thoroughly resurfaced, not patched and not bits and bobs, but properly and thoroughly resurfaced. So that pedestrians and cyclists, and bus users, and people with buggies and people with Zimmer frames and cars, lorries and delivery vehicles can access that road and use it safely without the risk of incidents either or in road traffic conditions or to your person as you bump up and down the very, very poor surface.”

19.18 Councillor Davey replied:

“I’m afraid I’m not party to when exactly, but there are 1000 kilometres of pavement and 624 kilometres of roads and cycle ways in the city, so I don’t know how much of that Coombe Road that counts. But quite a lot because I’m sure it’s quite a long road and I’m not sure that actually the money available would even cover that work on Coombe Road, you would be surprised how much it costs to resurface roads, particularly to the standard you mentioned. We will be using this money to rebuild road surfaces when possible and implement long standing repairs. I will have to ask officers to get back to you with the latest reports for Coombe Road because it will be inspected on a regular basis so I will ask officers to let you know what the result of that latest inspection was.”

(f) Autistic Spectrum Condition

19.19 Councillor Wealls asked:

“I’ve actually changed my question just on the bases of a heart rending question I got from a resident this week who has a 15 year old son with Asperger’s syndrome, who is incredibly isolated, has no useful services they can attend and has no way of making friends without that service. So my question is, has an assessment been done on the needs of autistic spectrum condition young people with respect to youth work and in particular, social activities, such as youth clubs? That was one of the recommendations in the scrutiny report, if so what is happening and if not, when?”

19.20 Councillor Shanks replied:

“Yes, I think it’s very important actually, in terms of young people particularly isolated young people. I used to do some work like this myself, a long time ago, but I do think it’s very important and as you say, it’s coming to the Health and Wellbeing Board on 29th July. We’re looking at all the recommendations; the problem is with these questions, if you asked specific ones beforehand, we would be able to give you

specific answer. I think you have the papers for the Health and Wellbeing Board; we obviously are reviewing what we're doing in that way and whether we can find resources to do it. We're having a big review of all the special educational needs, services we provide to make sure we're doing the right thing and having the right impact on young people and there are a lot of voluntary organisations who work with young people in this way. So we are reviewing that, we are concerned. We've had a very good scrutiny report, a lot of what was reported to scrutiny, we already obviously knew about because parents talk to our services as well but it is ongoing work, so thank you for your support for it."

(g) Universal Credit & Housing

19.21 Councillor Wilson asked:

"Regulations currently state that help with housing costs for those living in exempt accommodation, will sit outside universal credit and is instead paid through housing benefit and is excluded from the benefit cap. Concerns that the definition of exempt accommodation in use excluded high numbers of supported housing services, placing them at significant risk, led to an additional category of specified accommodation been included in updated housing benefit and universal credit guidance earlier this year.

However it now falls to the local authorities to identify all exempt and specified accommodation before the deadline of October 2014. Can you confirm where we are in terms of identifying supported accommodation in Brighton and Hove which meets the criteria? Who's involved in making this decision and the process being used?"

19.22 Councillor Sykes replied:

"I believe you are referring to the housing benefit universal credit regulations 2014, which came in obviously earlier this year, and these amend previous housing benefit regs 2006 and the universal credit regs 2013 to ensure that more tenants in supported housing are protected from unintended consequences of welfare reform and basically they expand the definition of supported exempt accommodation, it's now called specified accommodation and this falls under four classes. The exempt accommodation was previously identified in situations where carers are provided by a landlord or on their behalf and then you've also got managed properties where care isn't provided by a landlord or on their behalf and then thirdly, social sector refuges from domestic violence or other violence, fourthly, hostels for higher needs individuals including local authority hostels.

As you identified it falls to the local authority to identify specified accommodation, so there is not a double counting of housing benefit payments and housing costs under universal credit and that work is ongoing. I think the specified accommodation list has got to be with the DWP by November this year and in order to do that work, the councils work and the Benefits Service is working closely with Supporting People providers and they're all working together with supported housing providers. I think basically the Benefits Service will put together the list, they will put that list passed supported people providers and they'll work together with supported housing providers to make sure we've got full identification of specified accommodation properties."

19.23 Councillor Wilson asked the following supplementary question:

Is any of our supported housing provision in the city at risk as a result of the way we interpret and reply the definitions of exempt and specified accommodation? And if so, we will be able to offer any additional support to protect much valued services that fall outside the definitions?"

19.24 Councillor Sykes replied:

That's getting a little too technical for me there Councillor Wilson. I may have to ask for the help of the officers in getting you a written response to your supplementary."

(h) Autistic Spectrum Condition

19.25 Councillor Hyde asked:

"When education, care and health plans are rolled out in September, families will need to transition from statements of special educational needs. What support is being planned for families of children with autistic spectrum condition generally to inform them of the new plans and process around their own educational and health care plans development and help them transition?"

19.26 Councillor Shanks replied:

"I know because I attended briefings on this, that there has been a lot of support given to people. It is quite an important change because it does mean we're integrating the health needs and the education needs into one plan. So there is stirring committee for SEN. In terms of specifically around autism, I would need to check that. The review, in terms of my answer previously to Councillor Wealls, the review that's happening with special educational needs is obviously encompassing a lot of this, in terms of how we work with young people with autism. But I do know that parents are getting a lot of support through AMAZE which we support as a council and through officers in terms of how these educational plans, the joint plans, will work. I'm confident that that work is being done."

(i) Unauthorised Traveller Encampments

19.27 Councillor Barnett asked:

"Last year I was taken to the standards board and censored for suggesting an unauthorised traveller encampment should move to Queen's Park. Last month the Leader of the Council suggested that travellers should be allowed to stay on Hangleton bottom, could Councillor West please tell me what the difference is between the Leader of the Council and myself?"

19.28 Councillor West replied:

“We have a lack of provision for travellers in the City as Councillor Kitcat has outlined and within the South East generally. He was suggesting that we look for areas that may be less sensitive that may be able to accommodate travellers on a temporary basis and that was a very pragmatic answer to a position that we’ve been put in; in part by the Government and the petitioning of the Government by the Conservative Group to resist the development of a permanent site without proper provision which is nonsense when we have to put up with so much comment from them scaring people off who are rightly understandably and concerned about the impact on their communities but I don’t see what the Conservative Group are doing.

To address the actual question, they’ve been so unsupportive over the years. The position that the City is in is that many of the traditional stopping places have become less accessible and that is why we’re seeing travellers increasingly on sensitive sites in our parks and that leads to a lot of evictions.

We’ve also, unfortunately, had a reduction on the availability of pitches up the transit site because we’ve had problems with the drainage and we’re awaiting the development of the permanent site now that we’re able to get on with it thanks to Mr Pickles ‘pulling his finger out’. So yes we are looking at other places including Hangleton Bottom as potential temporary places that travellers might go especially in the interim while we are developing a permanent site.”

Councillor Barnett asked the following supplementary question:

“What is the difference between the Leader of the Council and myself ending up in the standards board?”

Councillor West replied:

“I would have been happy to answer the question originally if it had been directed at me. The difference is very straight forward. First of all it is not the role of the Council to direct a particular unauthorised encampment; which is what Councillor Barnett sought to do which fetters the legal position of the Council and secondly I did not direct any encampments, I started a long overdue debate about how we seek to manage unauthorised encampments in this city I was not directing anyone.

Thirdly I’d like to point out that we had a Conservative Administration who won funding from Government to build a permanent site and were more than happy to build it when it was not in one of their wards; when it was in East Brighton Ward, ‘build, build, build’. As soon as it moved to being proposed in Patcham they did everything they could possible think of to stop it from happening including pleading to their mates in Government, so I think they should back off on this.”

20 CALL OVER FOR REPORTS OF COMMITTEES.

(a) Callover

- 20.1 The Head of Democratic Services confirmed that no items had been reserved for discussion;

(b) Receipt and/or Approval of Reports

- 20.2. The Head of Democratic Services confirmed that the following reports on the agenda with the recommendations therein had been approved and adopted:

Item 21 Audit & Standards Committee Annual Report

(c) Oral Questions from Members

- 20.3. The Mayor noted that there were no oral questions.

21 AUDIT AND STANDARDS COMMITTEE ANNUAL REPORT

- 21.1. **RESOLVED:** That the report be noted.

22 NOTICES OF MOTION.**(a) Blood Donations**

- 22.1. The Notice of Motion as listed in the agenda was proposed by Councillor Phillips on behalf of the Green Group and seconded by Councillor Jones.

- 22.2. The Mayor then put the following motion to the vote:

“This Council resolves:

To request the Chief Executive to write to the Health Minister asking that he review the current blood donor guidelines advising men who have sex with men (MSM) not to donate blood for 1 year (after a risk) on the basis that the window period for HIV testing and most other blood-borne infections is 3 months and for Hepatitis C is 6 months. Therefore the ban of a year for men who have sex with men to donate blood does not accord with current testing guidelines.”

- 22.3. The Mayor confirmed that the motion had been **carried**.

(b) Rail Season Tickets

- 22.4. The Notice of Motion as listed in the agenda was proposed by Councillor Robins on behalf of the Labour & Co-operative Group and seconded by Councillor Pissaridou.

- 22.5. The Mayor then put the following motion to the vote:

“This council acknowledges the growing number of Brighton and Hove residents who now commute to London or other destinations outside of the City on a part time basis due the growth in working from home and who find themselves financially disadvantaged by the current structure of rail season tickets.

This Council requests the Chief Executive to write to the Secretary of State for Transport, Rt. Hon Patrick McLoughlin, urging him to ensure train operating companies such as Southern introduce rail season tickets that reflect flexible working patterns.”

22.6. The Mayor confirmed that the motion had been **carried**.

(c) Transatlantic Trade and Investment Partnership

22.7. The Notice of Motion as listed in the agenda was proposed by Councillor Sykes on behalf of the Green Group and seconded by Councillor Hawtree.

22.8. The Mayor then put the following motion to the vote:

“This Council resolves to request the Chief Executive to write to the Secretary of State for Business and Skills expressing its deep concern at the developing TTIP, the secretiveness of its processes and its potential impact on public services, social and environmental protection, financial regulation and basic democratic oversight. Council is particularly concerned about the potential implications of TTIP with respect to the city of Brighton and Hove, regarding social and environmental effects, and across the spectrum of public services.

Further to this, Council requests assurances from the Secretary of State that the Government will seek full openness to TTIP position texts and that he will endeavour to ensure access to TTIP documentation and development by the UK public including concerned residents of Brighton and Hove.”

22.9. The Mayor confirmed that the motion had been **carried**.

(d) Support for A27 Action

22.10. The Notice of Motion as listed in the agenda was proposed by Councillor G. Theobald on behalf of the Conservative Group and seconded by Councillor Cox.

22.11. The Mayor then put the following motion to the vote:

“In order further to promote business investment and economic growth in the Greater Brighton area this Council resolves to pledge its support to the newly-formed A27 Action campaign.”

22.12. The Mayor confirmed that the motion had been **lost**.

(e) Centenary Fields

22.13. The Notice of Motion as listed in the agenda was proposed by Councillor A. Norman on behalf of the Conservative Group and seconded by Councillor Janio.

22.14. The Mayor then put the following motion to the vote:

“This Council supports the Fields in Trust & Royal British Legion Centenary Fields campaign and requests that a report be brought to the next meeting of the Environment, Transport & Sustainability Committee with a view to nominating specific suitable sites in Brighton & Hove.”

22.15. The Mayor confirmed that the motion had been **carried**.

23 CLOSE OF MEETING

23.1. The Mayor thanked everyone for attending and closed the meeting.

The meeting concluded at 7.45pm

Signed

Chair

Dated this

day of

October 2014

Subject:	'Living Rent' - Petition Triggering Full Debate		
Date of Meeting:	23 October 2014		
Report of:	Monitoring Officer		
Contact Officer:	Name:	Mark Wall	Tel: 29-1006
	E-mail:	mark.wall@brighton-hove.gcsx.gov.uk	
Wards Affected:	All		

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

- 1.1 Under the Council's Petition Scheme if a petition contains more than 1,250 signatures and is not petition requesting officer evidence, it will be debated by the Full Council.
- 1.2 A combined paper and e-petition has resulted in triggering a debate at the council meeting, having exceeded the threshold with a total of 1, 800 signatures confirmed at the time of printing the report.

2. RECOMMENDATIONS:

- 2.1 That the petition is noted and referred to the Housing Committee for consideration.

3. RELEVANT BACKGROUND INFORMATION / CHRONOLOGY OF KEY EVENTS:**3.1 The Petition**

"We the undersigned petition Brighton & Hove Council to 1) Acknowledge that the massive increase in private sector rents is causing unacceptable harm to many residents in the city. Some of whom are faced with not having enough to feed their families once their rent has been paid. 2) Make a public statement deploring the hardship caused to residents of the city by unaffordable private sector rents that rose by up to 27% last year forcing many people to move away from areas where they have lived all their lives or live in unsuitable overcrowded accommodation 3) Develop an ethical landlord scheme, whereby landlords voluntarily commit: to charge living rent, to cap increases by inflation, to provide a good standard of property maintenance 4) Support the development of an ethical lettings agency 5) Call on the government to institute rent controls on private sector rents.

Rents are spiralling out of control, especially in Brighton & Hove where an average rent is £959 a month and many of these homes are not up to a decent standard. Faced with paying up to two thirds or more of wages on, unfair letting

agency charges, short contracts and increased evictions the future is bleak for private renters. Please sign this petition.”

Lead Petitioner – Diane Montgomery

3.2 The options open to the council are:

- To note the petition and take no action for reasons put forward in the debate; or
- To refer the petition to the relevant Committee Meeting; or
- To refer the petition to the relevant Committee Meeting with recommendations.

4. PROCEDURE:

4.1 The petition will be debated at the Council meeting in accordance with the agreed protocol:

- (i) The Lead petitioner will be invited by the Mayor to present the petition and will have up to 3 minutes in which to outline the prayer of the petition and confirm the number of signatures;
- (ii) The Mayor will then call on the relevant Committee Chair to respond to the petition and move a proposed response;
- (iii) The Mayor will then open the matter up for debate by councillors and call on those councillors who have indicated a desire to move an amendment or additional recommendation(s) to the recommendation listed in paragraph 2.1 of the report;
- (iv) Any councillor may move an amendment or recommendation, having regard to the recommendation in 2.1 above and any such proposal will need to be formally seconded;
- (v) After a period of 15 minutes, the Mayor will then call an end to the debate and ask the relevant Cabinet Member to reply to the points raised;
- (vi) The Mayor will then formally put:
 - (a) Any amendments in the order in which they are moved, and
 - (b) The substantive recommendation(s) as amended (if amended).

Subject:	'Mile Oak Improvements' - Petition Triggering Full Debate		
Date of Meeting:	23 October 2014		
Report of:	Monitoring Officer		
Contact Officer:	Name:	Mark Wall	Tel: 29-1006
	E-mail:	mark.wall@brighton-hove.gcsx.gov.uk	
Wards Affected:	All		

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

- 1.1 Under the Council's Petition Scheme if a petition contains more than 1,250 signatures and is not petition requesting officer evidence, it will be debated by the Full Council.
- 1.2 A combined paper and e-petition has resulted in triggering a debate at the council meeting, having exceeded the threshold with a total of 1,388 signatures confirmed at the time of printing the report.

2. RECOMMENDATIONS:

- 2.1 That the petition is noted and referred to the Environment, Transport & Sustainability Committee for consideration.

3. RELEVANT BACKGROUND INFORMATION / CHRONOLOGY OF KEY EVENTS:**3.1 The Petition**

"We the undersigned are concerned about the suitability and lack of appropriate and safe play equipment in The Mile Oak Recreation Ground play area for both young children and teenagers. Also, that there is no provision for those with disabilities, disabled access or wheel-chair use. Therefore, we are asking Brighton and Hove City Council to improve the facilities and play equipment provision in the Mile Oak Recreation Ground play area to make it comparable with the other parks in the city that also received play builder funding."

Lead Petitioner – Tiffany Soanes

3.2 The options open to the council are:

- To note the petition and take no action for reasons put forward in the debate; or
- To refer the petition to the relevant Committee Meeting; or

- To refer the petition to the relevant Committee Meeting with recommendations.

4. PROCEDURE:

- 4.1 The petition will be debated at the Council meeting in accordance with the agreed protocol:
- (i) The Lead petitioner will be invited by the Mayor to present the petition and will have up to 3 minutes in which to outline the prayer of the petition and confirm the number of signatures;
 - (ii) The Mayor will then call on the relevant Committee Chair to respond to the petition and move a proposed response;
 - (iii) The Mayor will then open the matter up for debate by councillors and call on those councillors who have indicated a desire to move an amendment or additional recommendation(s) to the recommendation listed in paragraph 2.1 of the report;
 - (iv) Any councillor may move an amendment or recommendation, having regard to the recommendation in 2.1 above and any such proposal will need to be formally seconded;
 - (v) After a period of 15 minutes, the Mayor will then call an end to the debate and ask the relevant Cabinet Member to reply to the points raised;
 - (vi) The Mayor will then formally put:
 - (a) Any amendments in the order in which they are moved, and
 - (b) The substantive recommendation(s) as amended (if amended).

WRITTEN QUESTIONS FROM COUNCILLORS

The following questions have been received from Councillors and will be taken as read along with the written answers which will be included in an addendum that will be circulated at the meeting:

(a) Councillor Cox

“At the last Full Council of 17 July I was advised in answer to a written question that there had been just 2 prosecutions for fly-tipping in the last 3 years. I have been informed that the Council does have specialist surveillance equipment which was purchased for the purpose of catching fly-tippers.

1. How much did this equipment cost?
2. How many times has it been deployed since 1 April 2013?”

Reply from Councillor West, Chair of the Environment, Transport & Sustainability Committee.

(b) Councillor Duncan

“Can the Chair of the Economic Development & Culture Committee tell me what plans he has to compensate residents of Queens Park ward for their limited access to Madeira Drive and any part of the beach between Brighton Marina and the Palace Pier during privately-run events?”

Reply from Councillor Bowden, Chair of the Economic Development & Culture Committee.

(c) Councillor Duncan

“In July of this year I informed the Head of Democratic Services that I intended to submit a Notice of Motion for discussion at this meeting of the City Council. The NoM would have addressed the City Council’s ethical procurement policy with respect to contracts with companies and other providers complicit in Israel’s illegal occupation of Palestinian territories. I was subsequently informed that the proposed NoM would not be accepted onto the agenda. Can the Leader of the Council specify which democratically-elected councillors were consulted about, or otherwise involved in, the decision to exclude this NoM from the agenda?”

Reply from Councillor J. Kitcat, Leader of the Council.

(d) Councillor Duncan

“Can the Chair of the Health and Wellbeing Board give this Council an assurance that no services currently provided by an NHS trust will be provided by a private company or any other non-NHS body in future?”

Reply from Councillor J. Kitcat, Chair of the Health & Wellbeing Board.

(e) Councillor Duncan

“Can the councillor responsible for procurement tell me which contracts in the areas of waste, transport, security services, education, healthcare or IT, worth in excess of £10,000, are due to be awarded, or renewed, between now and the end of 2017?”

Reply from Councillor Sykes, Deputy Chair (Finance) of the Policy & Resources Committee.

(f) Councillor Duncan

“Can the Chair of the Environment, Transport & Sustainability Committee confirm how many sheep taking part in this Council's 'lookerer' scheme have been injured or killed, either by members of the public (or their animals), or to be sold as meat, since May 2011, and what steps this Council plans to introduce to prevent such accidents and deaths in future?”

Reply from Councillor West, Chair of the Environment, Transport & Sustainability Committee.

(g) Councillor Duncan

“Can the Chair of the Environment, Transport & Sustainability Committee tell me what plans he has to compensate residents of the city for the poor refuse collection service being delivered during the ongoing dispute between CityClean staff and this council?”

Reply from Councillor West, Chair of the Environment, Transport & Sustainability Committee.

(h) Councillor G. Theobald

“The recent Peer Review of Brighton & Hove City Council by the Local Government Association concluded that the Council's relationship with the Trade Unions is poor. Just 23% of Council staff themselves think that the Council and Trade Unions have an effective working relationship. The Council currently pays for 7 full-time staff to carry out Trade Union activity in addition to 161 'Workplace Representatives' whose paid time off is not monitored or

collated. The Trade Union Facilities Agreement which sets out these various arrangements has never been formally reviewed since it was drawn up in 1997 despite it being written into the Agreement that it should be subject to 'regular review'. In the light of all this, will the Leader of the Council commit to an urgent and fundamental review of the Council's Trade Union Facilities Agreement?"

Reply from Councillor J. Kitcat, Leader of the Council.

(i) Councillor Carden

"At the Council last December, I raised the need for a bus shelter at the junction of Thorn Hill Rise and New England Rise and the Chair of the Environment, Transport & Sustainability Committee replied

'I appreciate the point Councillor and officers will certainly come and have a look at the place and check that we've got our understanding correct. With regard to the other shelter, we'll listen to what you have to say about the usage rates and whether that potentially could be different but I do hear what you're saying.'

Can the Chair now confirm that officers have re-visited the site and that a bus shelter is going to be provided?"

Reply from Councillor West, Chair of the Environment, Transport & Sustainability Committee.

ORAL QUESTIONS FROM COUNCILLORS

A period of not more than 30 minutes is set aside for oral questions from Members, at the expiry of which, the Mayor will call a halt and proceed to the next item of business of the agenda. Any Member whose question then remains outstanding will be contacted to determine whether they wish to have a written answer provided or for their question to be carried over to the next meeting.

The following Members have indicated that they wish to put questions to the Leader, Chairs of Committees or Members of the Council that have been appointed to an outside body. The Councillor asking the question may then ask one relevant supplementary question which shall be put and answered without discussion:

(a) Councillor Barnett

Subject matter – Standards in Care Homes

Reply from Councillor Jarrett, Lead Member Adult Care & Health

(b) Councillor Marsh

Subject matter – Traffic Management & Roadworks

Reply from Councillor Davey, Lead Member for Transport

(c) Councillor Duncan

Subject matter – The Future of the Sea Life Centre

Reply from Councillor Bowden, Chair of the Economic Development & Culture Committee

(d) Councillor Summers

Subject matter – Travellers

Reply from Councillor J. Kitcat, Leader of the Council

(e) Councillor K. Norman

Subject matter – Flash Flooding

Reply from Councillor West, Chair of the Environment, Transport & Sustainability Committee

(f) Councillor Pissaridou
Subject matter – Stoneham Park Café and Public Lavatories

Reply from Councillor West, Chair of the Environment, Transport & Sustainability Committee

(g) Councillor Mears
Subject matter – Changes to Housing Functions

Reply from Councillor J. Kitcat, Leader of the Council

(h) Councillor Meadows
Subject matter – Planning Policy

Reply from Councillor Mac Cafferty, Chair of the Planning Committee

(i) Councillor Wealls
Subject matter – Mutuels

Reply from Councillor J. Kitcat, Leader of the Council

Subject:	Review of Members' Allowances 2014		
Date of Meeting:	23 October 2014 Policy & Resources Committee - 16 October 2014		
Report of:	Monitoring Officer		
Contact Officer:	Name:	Mark Wall	Tel: 29-1006
	Email:	mark.wall@brighotn-hove.gov.uk	
Ward(s) affected:	All		

FOR GENERAL RELEASE**1. PURPOSE OF REPORT AND POLICY CONTEXT**

- 1.1 The current Members Allowances Scheme was approved in December 2013 and in accordance with the council's recommendations the Independent Remuneration Panel (IRP) has been undertaking a comprehensive review of the scheme. Its report accompanies this report and is attached as appendix A.
- 1.2 The Panel conducted an online survey of Members and met each of the Group Leaders, Chairs & Deputy Chairs of Committees, Opposition Spokespersons and other Members in July and has taken on board the comments received.
- 1.3 The Panel were mindful that there was a need for the Council to approve a scheme for 2015/16 and therefore recommended that the report be submitted to the Council in accordance with the Local Authorities (Members Allowances) (England) Regulations 2003/05 and that it should take effect from Annual Council in May 2015 subject to the qualifications outlined in the report.

2. RECOMMENDATIONS:

- 2.1 That the Panel's report as detailed in appendix A be received and endorsed and the recommendations therein be recommended to the Council for approval;
- 2.2 That the Council be recommended to adopt the new Members Allowances Scheme for the payment of allowances in 2015/16 with effect from the Annual Council Meeting in May 2015; subject to the implementation of the Basic Allowance from the 11th May 2015 as detailed in the IRP's report and the Scheme in appendix B;
- 2.3 That the Chief Executive be authorised to issue the Brighton & Hove Members' Allowances Scheme in accordance with the regulations following council approval;
- 2.4 That where there are any changes to any role listed as attracting a Special Responsibility Allowance under the scheme, and the revised role is substantially the same as the previous role in terms of the nature or level of responsibility; the Special Responsibility Allowance shall continue to apply to the new role. This is subject to the Independent Remuneration Panel being consulted and agreeing that it is substantially the same role;

- 2.5 That the allowance payable to each of the members of the Independent Remuneration Panel be increased by 1% inline with the Public Sector pay award with effect from 21st May 2015, in recognition of the time commitment and the role of the Panel.

3. CONTEXT/ BACKGROUND INFORMATION

- 3.1 The Panel has sought to report back to the Policy & Resources Committee and Full Council in October 2014 with the intention that the Council would be able to approve a new scheme to be effective from the Annual Council Meeting in 2015. This would then apply for the duration of the new Council following the local elections in May. It would also provide for the scheme to be agreed by an outgoing council and enable any perspective councillors to be aware of the arrangements that would be in place should they be elected.
- 3.2 Notwithstanding the decision to undertake a full review of the allowances scheme, the Panel noted from the evidence given by Members that the role of a councillor had changed and the time commitment was an important factor. The Panel also noted that support to councillors in terms of child care and dependent care remained a concern and felt that this should be given due consideration as part of their forthcoming review.
- 3.3 The Panel were keen to be able to hear from other Members and to look at the impact of the committee system on their roles. The Panel also wanted to gain a greater understanding of the various roles that attributed a Special Responsibility Allowance as well as how the role of a councillor had changed and whether the basic and dependent care allowances were appropriate for that role.
- 3.4 The Panel felt that it was clear from the evidence received that there was a justification for an increase the Basic Allowance to reflect the increased level of time commitment and role of a councillor in Brighton and Hove. The Panel were also mindful of the fact that the Basic Allowance had remained at its current level for three years.

4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

- 4.1 In order to revise its Members' Allowances Scheme, the Council is required to have regard to the recommendations of the Independent Remuneration Panel.
- 4.2 The Panel took the view that in line with the Local Authorities (Members' Allowances) (England) Regulations 2003/05 and the introduction of the committee system in May 2012, it would undertake a comprehensive review of the Members' Allowances Scheme and make recommendations to the Council on :
- (a) The level of Basic Allowance to be paid to all councillors;
 - (b) The responsibilities for which Special Responsibility Allowances (SRA's) should be payable (only one Special Responsibility Allowance is payable per councillor);
 - (c) The levels of SRA payable;
 - (d) The payment of Travel & Subsistence Allowances and appropriate mileage and subsistence rates payable to councillors undertaking approved council duties;
 - (e) The payment of a Co-optee's Allowance;

- (f) The payment of Childcare & Dependant Carer's Allowances, the level of such payments, any upper limits and capping that should apply.
- 4.3 The Panel took account of the latest regional and national earnings information in relation to any increase in allowances and made comparisons with the council's own salary inflation rate, public sector pay awards and comparable authorities.
- 4.4 The Panel also took on board the views of the Leaders Group and best practice across other authorities in seeking to propose a scheme that could be approved for the incoming authority and be the basis for the life of that authority. Such a scheme to then be updated by an annual review. This would avoid some of the uncertainty and enable any candidates standing for elections for the first time, as well as continuing Councillors, clarity in terms of what to expect so far as allowances are concerned.

5. COMMUNITY ENGAGEMENT & CONSULTATION

- 5.1 The Panel has met with the Group Leaders and other Members, including SRA post holders and other Members; before putting forward its recommendations to the Leaders Group for comment.

6. CONCLUSION

- 6.1 The Panel have recommended a new Members Allowances Scheme to be effective from the 2015 municipal year, which includes an increase to the Basic Allowance; a revised level of SRA's and changes to the child /dependent care allowances.
- 6.2 The Panel believe that there is a justification for equity in recommending the new scheme, and mindful that it should form the basis of a scheme to run for the duration of the new authority from 2015 - 2019.
- 6.3 The Basic Allowance is paid in recognition of the decision to become a councillor and to help support a councillor to fulfil their role. Having heard from Members of the changes to their roles, the Panel were of the opinion that an increase in the Basic Allowance was justified as this would be attributed across all newly appointed councillors.

7. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 7.1 The proposed changes to the Members' Allowances Scheme, as outlined in the report and the accompanying IRP report, would save approximately £37k per annum (£31k part-year effect in 2015/16) when compared to the existing scheme. This supports a proposed saving from the service from 2015/16.

Finance Officer Consulted: Peter Francis

Date: 23/09/2014

Legal Implications:

7.2 The proposals in this report comply with the requirements of the Local Authorities (Members' Allowances) (England) Regulations 2005 and associated guidance.

7.3 There are no adverse Human Rights Act implications arising from this report.

Lawyer Consulted: Abraham Ghebre-Ghiorghis Date: 16/09/14

Equalities Implications:

7.4 The proposed increase to the basic allowance provides an equal benefit to all councillors.

7.5 The recommendations explicitly seek to encourage a wider cross-section of the community to become councillors, and reduce the financial disincentives, which deter a broader spectrum of people from serving as councillors.

Sustainability Implications:

7.6 There are no sustainability implications arising directly from the report.

Any Other Significant Implications:

7.7 There are no other significant implications associated with the report.

SUPPORTING DOCUMENTATION

Appendices:

1. (A) Report of the Independent Remuneration Panel
2. (B) Proposed Members Allowances Scheme for 2015/16.

Documents in Members' Rooms

1. None

Background Documents

1. Independent Remuneration Panel's Annual Report 2012 and 2013
2. Members' Allowances Scheme 2013/14

Members' Allowances Scheme 2015-2019 For Brighton & Hove City Council

A Report by the Independent Remuneration Panel

**Mr Ken Childerhouse (Chair)
Mr Martin Andrews
Mr John Bateman
Ms Rachel Potter**

23 September 2014

*Brighton & Hove City Council Independent Members' Remuneration Panel
June - September 2014*

Chair's Foreword

The role of the Panel, under the Local Authorities (Members' Allowances)(England) Regulations 2003, is to make recommendations to the City Council as to the responsibilities or duties in respect of which allowances should be available and the amount of those allowances. In doing so we are able to look at various elements of the Members' Allowances Scheme (the Scheme).

Our review in 2014 has concentrated on putting forward a scheme of allowances that will inform and encourage prospective candidates to stand for election in 2015 so as to enable them to understand the financial support available should they be elected. We would therefore ask councillors to be mindful of the intention to develop and create a scheme of allowances to come into effect from May 2015 for what will be a new Council with a four-year term. We have also sought to account for the changing make-up of the city council, its change in decision-making processes, and its continual adaptability to roles of councillors, and to recommend a scheme of allowances that reflect a modern and open local authority.

To assist our deliberations we have received written evidence and information from councillors, attended various committee meetings as observers and considered comparative data from other authorities in the South-East and across the country. Panel members sought to gain a clear understanding of the current scheme of allowances and the concerns of Members in relation to these as well as seeking to consider how to put forward a scheme that met the objectives laid down by the Leaders i.e. to have a scheme fit for purpose that could be retained for a 4-year period and be set prior to the May elections to enable prospective candidates to understand the financial impact of becoming a councillor in 2015.

The recommendations we have outlined in our report can be considered to be somewhat radical compared to previous reviews but we have undertaken this full review in the greatest of detail and our discussions and deliberations have not been taken lightly.

The Panel feel that these changes clearly reflect the remit given to the Panel to put forward an open and transparent Scheme of Allowances, which provide prospective candidates with a clear indication of the available resources and potential impact of being elected may or will have on their individual circumstances. We have been mindful of the intention that the Scheme was to be set and approved for the incoming Council in May 2015, and with that in mind are hopeful that councillors will also give such consideration to the proposals outlined in the report.

The Panel would like to thank those Members who completed the on-line survey and those that appeared before the Panel and note their commitment and candour.

Finally, on a personal note I would also like to take this opportunity to thank my fellow members of the Panel and the officers involved for their valuable contributions to its work.

Ken Childerhouse
Chair
23 September 2014

Executive Summary

A. Introduction: The Regulatory Context and Background to the Report

- A.1 The Panel was convened under The Local Authorities (Members' Allowances) (England) Regulations 2003 (SI 1021). These regulations, which arise out of the relevant provisions in the Local Government Act 2000, require all local authorities to set up and maintain an advisory Independent Remuneration Allowances Panel to review and provide advice on Members' allowances. All councils are required to convene their Allowances Panel and seek its advice before they make any changes or amendments to their allowances scheme and they must 'pay regard' to the Panel's recommendations before setting a new or amended Members' Allowances Scheme.

B. Implementation of Panel recommendations

- B.1 The Panel recommends that the new allowances scheme adopted by the Council arising from this allowances review be implemented from the date of the Annual Council Meeting in May 2015, subject to the provision of the payment of the Basic Allowance from the fourth day after the election. The principal changes to the scheme are listed below:
- B.2 That the basic allowance of £11,463 be increased to £11,762 pa;
- B.3 That the Leader's Special Responsibility Allowance (SRA) of £28,758 be increased to £31,200 to reflect the increased level of responsibility;
- B.4 That the remaining positions of additional responsibility be set/confirmed as percentage levels of the Leader's Special Responsibility Allowance (SRA); as listed in the report:
- B.5 That it be noted the Panel is recommending a maximum of 21 Special Responsibility Allowances from a total of 23 be paid under the Members' Allowances Scheme but that the exact number payable will only be identifiable once any double-ups and the outcome of the elections in May 2015 have been confirmed;
- B.6 That there be a maximum of one Deputy Leader's SRA and one Deputy Leader of the Opposition's SRA payable within the Scheme;
- B.7 That care costs for approved duties be paid to councillors rather than carers, that the hourly rate for cared-for children and dependent care rise to £7.65, per hour (the equivalent of the Living Wage); and that the upper age limit for cared-for children remain at "under 14".
- Note: The child-care provision of £7.65 is set for each child and the total allowance claimable is capped at £1,500 per Member per year.
- B.8 That it be noted the new Scheme of Allowances if adopted, provides for a potential saving of £38,047.

C. The Context for the Review and the Role of the Independent Remuneration Panel

- C.1 Between June and September 2014 the Panel has undertaken a detailed review of the scheme of allowances. In order to be as consistent as possible with previous reviews, it has considered evidence from the Group Leaders and councillors. In addition, information has been obtained from a range of London Boroughs, Unitary Authorities, Counties and Metropolitan Authorities. The Panel has considered levels of payments at all other Unitary Authorities listed in the 2013/14 South East Employer's Survey of allowances and looked at those listed in the North East and North West Employers' Surveys.

Setting an appropriate level of Basic Allowance

- C.2 The Panel believe that a clear view has emerged from the discussions with councillors and the survey which is that the level of the Basic Allowance needed to rise. Whilst in comparison with authorities across the South-East, the level of Basic Allowance is high, in direct comparison with comparable Unitary Authorities it is at an equal level. The Panel has built up that picture over the past few months and checked and rechecked that what we have learnt still stands. We are acutely aware that the basic allowance is an important part of the overall scheme and that this payment is the only allowance to which many of the councillors are entitled. We now have strong evidence on which to base our recommendations.

Special Responsibility Allowances

- C.3 The Panel believe that the changes to the level and number of SRA's are required to reflect the complexity, size and democratic structure of the authority and have taken in to consideration the feedback from councillors and comparative information that was available. The Panel concluded that the current scheme of allowances was not reflective of the roles and responsibilities that existed under the committee system.

D. Public Service Principle

- D.1 Whilst supporting this ethos, we believe that the council should provide a package of financial support which is reasonable, that it goes some way towards addressing the disincentives from serving in local politics, and that it does not disadvantage people from all walks of life who wish to enter the political arena in this way.

E. In summary

- E.1 As outlined elsewhere in this report the Panel has carried out an extensive review of each of the allowances set down in the Scheme. We are of the opinion that there is likely to be a greater political dynamic to the Authority resulting from the forthcoming council elections and into the next Administration and the Panel believe that each of its recommendations provides a fair, open and transparent scheme of allowances for those elected and those involved in the democratic process.

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1 Introduction: The Regulatory Context and Background to the Report

- 1.1 The Panel was convened under *The Local Authorities (Members' Allowances) (England) Regulations 2003 (SI 1021)*. These regulations, which arise out of the relevant provisions in the *Local Government Act 2000*, require all local authorities to set up and maintain an advisory Independent Remuneration Allowances Panel to review and provide advice on Members' allowances. All councils are required to convene their Allowances Panel and seek its advice before they make any changes or amendments to their allowances scheme and they must 'pay regard' to the Panel's recommendations before setting a new or amended Members' Allowances Scheme.
- 1.2 The Panel was given general terms of reference to make recommendations to the City Council on the appropriate form and level of remuneration:
- For all councillors (i.e. the basic allowance);
 - Special responsibility allowances;
 - Childcare and dependant's carers' allowances for councillors;
 - Travel and subsistence allowances;
 - Allowances for co-optees;
 - To recommend a scheme for the duration of the 4-year term of the council; subject to an annual and any other periodic reviews.
- 1.3 This is the first full review of workloads under the revised committee arrangements and we are aware that councillors are now experiencing a number of different challenges. Partnership working and engagement are becoming increasingly important and these factors are dramatically re-shaping the way all councillors work. We note that there are problems in balancing conflicting demands on time, workloads for backbench councillors are increasing. The Panel is aware that this has been another year of change and we recognise the following as being of particular significance –
- (a) The committee arrangements under a minority administration have brought with them a need for all councillors to take on new roles and we recognise that this has been a challenging process. It has had an impact on the Administration and Opposition Groups alike;
 - (b) There are seven wards which are "split" politically and there continues to be duplication of some work because of the political differences and communication difficulties. Where there is joint working additional time is spent on liaising with councillors from other groups to negotiate an agreed approach to ward issues.
 - (c) Planning Committee and Licensing Panels both continue to meet frequently and often involve lengthy deliberation. The workloads of both are substantial. A willingness to serve on Planning or to attend an ad hoc Licensing Panel continues also to be affected by the time commitment required. These are often considered to be onerous duties

and the Panel recognises that they continue to require careful monitoring.

1.4 The Panel had regard to:

- The roles which councillors were expected to fulfil and the differing roles and responsibilities of particular councillors;
- The current method of local administration (in Brighton & Hove this is the Committee System);
- Practice amongst other local authorities in the UK;
- The current statutory framework for the remuneration of councillors and the scope which the council has to establish and vary its own arrangements, and any commentary on that (from the Audit Commission, Local Government Association and other interested parties);
- The previous recommendations made and the decision taken by the City Council in respect of the last review.

2 The Panel

2.1 Brighton & Hove City Council appointed the following to its Independent Remuneration Panel, namely:

Ken Childerhouse (Chair) (retired university lecturer);

Martin Andrews(civil servant);

John Bateman(teaches Corporate Governance in the Department of Business and Management at the University of Sussex);

Rachel Potter(JP, Journalist and Editor specialising in local government and the public sector).

2.1 This is the Panel's first principal report following the recruitment of three new Panel Members in 2013; although a holding report was submitted to Council in December and its comments were reported to the Policy & Resources Committee and Full Council in May 2014 as part of the recommendations relating to the establishment of the Health & Wellbeing Board.

2.2 The Panel considered a number of issues highlighted through an on-line questionnaire to councillors, 1:1 meetings with councillors, meetings with the Leaders and attendance at committee meetings. The Panel also sought to take into account:

- The current allowances scheme and its reflection of previous council structures/make-up;
- Councillors' views on the scheme;
- Payment for Child-Care and Dependent Care;
- The Council's budgetary position and savings targets.

3 Principles for the Members' Allowances Scheme

- 3.1 The Panel considers that a set of principles is a logical and clear way of expressing its views and this provides a sound framework for the Members' Allowances Scheme. We have therefore agreed the following set of principles and we consider that these should form the basis of any scheme adopted by the council:

The Council's Objectives:

- Provide appropriate support for people from all walks of life, enabling those with a wide range of skills and from different backgrounds to serve as councillors without financial disadvantage.
- Recognise the changing roles of elected members in their community councillor roles as well as in meetings, to ensure that changes to the democratic process are reflected and supported where possible.
- Incorporate into any scheme a voluntary service element which reflects the nature of the role and recognises the concept of civic duty.
- Recognise the significance of co-opted members in the operation of the authority.
- Provide role profiles for each of the positions set down in the Members' Allowances Scheme to support the recruitment and retention of councillors, to reinforce the aims of the council and to assist in future Independent Remuneration Panel reviews.
- Provide a sustainable travel scheme which encourages the use of bicycles and public transport throughout the city.
- Expect receipts/tickets to be attached to all claims submitted by both councillors and co-opted members to entitle the applicant to reimbursement.
- Approve a scheme which is open and transparent, which is available for public scrutiny and which meets audit requirements.
- Demonstrate value for money.

Expectations:

Councillors should:

- Recognise that there is a voluntary aspect to the role;
- Accept that where they are taking on significant additional responsibilities, these will require a full or near full-time commitment and that this may be detrimental to career activity;
- Consider maintaining a reasonable work/life balance when undertaking their council duties;
- Submit claims for travel or subsistence, child or dependent care within two months of attending an approved duty – any claims received outside that time limit to be paid at the discretion of the Monitoring Officer in exceptional circumstances only;

- Submit accurate claims in accordance with the Members' Allowances Scheme;
- Provide all appropriate documentation requested of them such as driving licence, birth certificate, insurance etc.

Performance and Support:

- Effective support to be available to every councillor to assist them in their various roles, this to include provision for child and dependent care where appropriate, administration and business support;
- The loan of council equipment to enable councillors to undertake their duties;
- Allowances should be withheld where a councillor is suspended or partially suspended from responsibilities or duties;
- The Members' Allowances Scheme and any payments made from it should be published and made generally available to the public as well as being placed on the council's website.

The Independent Remuneration Panel

- The Panel to undertake further reviews of any of the principles outlined above and to amend them as appropriate when drawing up the Scheme.

4 Methodology

4.1 The Panel have met on the 14th April, 3rd, 17th, and 19th June, the 15th July and the 2nd, 9th (with Leaders and Chief Executive) and 23rd September and written submissions from councillors and officers were carefully considered before the Panel reached their conclusions.

4.2 The Panel has considered the following in order to arrive at our recommendations:

- √ detailed information and analysis gleaned directly from councillors' responses to our electronic survey;
- √ first-hand qualitative information obtained from face-to-face discussions with councillors;
- √ the latest information on allowances paid by other authorities on a local, regional and national basis;
- √ attendance at various committee meetings;
- √ guidance from approved national bodies (e.g. the Local Government Association), experts in Members' Allowances and good practice;
- √ the formula approved and used since 2003 to set levels of remuneration and other statistical evidence;
- √ the council's salary inflation rate for 2014/15.

5 Implementation of Panel recommendations

5.1 The Panel recommends that the new allowances scheme adopted by the Council arising from this allowances review be implemented from the date of

the Annual Council Meeting in May 2015, subject to the provision of the payment of the Basic Allowance from the fourth day after the elections i.e. 11th May 2015 and receipt of a signed declaration of office.

The following recommendations are put before the Full Council:

- 5.2 That a basic allowance £11,762 pa be paid to all councillors with effect from 11 May 2015 (this being the fourth day after the local elections), (see paragraphs 6.7 – 6.15 of the report);
- 5.3 That the following positions of additional responsibility be set/confirmed as percentage levels of the Leader’s Special Responsibility Allowance (SRA); as listed below and detailed in paragraphs 6.16 – 6.36 of the report and appendix 1 to the report):

(a)	Leader of the Council	100%	£31,200
(b)	Deputy Leader of the Council	70%	£21,840
(c)	Chair of Planning Committee	38%	£11,856
(d)	Chair of Licensing Committee	38%	£11,856
(e)	Chair of Policy Committee(3 from 4)	35%	£10,920
	- <i>Children & Young People</i>		
	- <i>Economic Development & Culture</i>		
	- <i>Environment, Transport & Sustainability</i>		
	- <i>Housing</i>		
(f)	Lead Member for Adult Care & Health	30%	£ 9,360
(g)	Deputy Chair (Finance) Policy & Resources	30%	£ 9,360
(h)	Chair of Audit & Standards Committee	20%	£ 6,240
(i)	Chair of Overview & Scrutiny Committee	20%	£ 6,240
(j)	Chair of Health & Wellbeing Overview & Scrutiny	20%	£ 6,240
(k)	Deputy Chair of Planning Committee	12.5%	£ 3,900
(l)	Deputy Chair of Licensing Committee	12.5%	£ 3,900
(m)	Deputy Chairs of Executive Committees(x 4)	7%	£ 2,184
	- <i>Children & Young People</i>		
	- <i>Economic Development & Culture</i>		
	- <i>Environment, Transport & Sustainability</i>		
	- <i>Housing</i>		
(n)	Leader of the Opposition	35%	£10,920
(o)	Deputy Leader of the Opposition	20%	£ 6,240
(p)	Leader of a Minority Group (subject to holding a minimum of 10% of seats)	20%	£ 6,240

- 5.4 That it be noted the Panel is recommending a maximum of 21 Special Responsibility Allowances be paid under the Members' Allowances Scheme but that the exact number payable will only be identifiable once any double-ups and the outcome of the elections in May 2015 have been confirmed;
- 5.5 That with regard to 5.3 (b) above, there be a maximum of one Deputy Leader's SRA payable within the Scheme;
- 5.6 That with regard to 5.3 (e) above, Chair of a Policy Committee, there be a maximum of 3 out of 4 SRA's to be paid attributed to the posts within the scheme;
- 5.7 That with regard to 5.3 (n) above, there be a maximum of one Deputy Leader of the Opposition's SRA payable within the Scheme;
- 5.8 That with regard to 5.3 (p) above, there be a requirement to hold a minimum of 6 seats (10%) to qualify as a Leader of a Minority Group for the payment of the SRA;
- 5.9 That a Co-optees' Allowance of £1,010 be paid to each of the two Independent Co-optees of the Audit & Standards Committee; along with a payment of £200 per Standards Panel Hearing that they chair;
- 5.10 That the table set out in Appendix 2 which lists all the positions of special responsibility be noted but that individual post-holders be changed at the discretion of either the Leader of the Council or Full Council, as appropriate;
- 5.11 That an index be applied to the Basic Allowance equivalent to the council's salary inflation, taking into account the hourly rate of pay for male full-time employees in Brighton Hove and that this be implemented on the day of Annual Council for each of the municipal years subsequent to an election year, and subject to an annual review of the Independent Panel;
- 5.12 That an inflationary increase based on the council's salary inflationary rate be attributed to the Leaders' SRA and thereby all other SRA's within the scheme and that this be implemented on the day of Annual Council for each of the municipal years subsequent to an election year, and subject to an annual review of the Independent Panel;
- 5.13 That the Travel Allowance remains in line with Inland Revenue Advisory Rates and any amendments made to them and that the council adopts the Driving at Work policy in respect of councillors' motor mileage claims (see paragraphs 7.14 – 7.23 of the report);
- 5.14 That the Subsistence Allowance remains unaltered and no alcohol costs be reimbursed as laid down in the Members' Allowances Scheme (see paragraphs 7.24 – 7.27 of the report);

- 5.15 That care costs for approved duties be paid to councillors rather than carers, that the hourly rate for cared-for children and dependent care rise to £7.65 per hour, (the equivalent of the Living Wage); and that the upper age limit for cared-for children remain at “under 14” (see paragraphs 7.5 – 7.13 of the report);
- 5.16 That a clear and concise care package be drawn up by officers of what is claimable under the scheme (see paragraphs 7.6 – 7.8 of the report);
- 5.17 That levels of remuneration for non-committee co-optees should continue to be the same as those in the Members’ Allowances Scheme ;
- 5.18 That Motor mileage and subsistence shall only be claimable when attending approved duties outside the city boundaries;
- 5.19 That the Mayor’s and Deputy Mayor’s Allowances for 2015/16 should be increased in line with the council’s salary inflation rate applied to staff for 2014/15 and beyond (see paragraphs 11.1 – 11.3);
- 5.20 That all eligible councillors currently within the Local Government Pension Scheme be permitted to continue to remain within the scheme in respect of both the Basic and any Special Responsibility Allowances that may be paid (see paragraph 12.1 of the report); but in accordance with regulations no other councillors be able to join;
- 5.21 That the council stop payments to councillors who have been suspended or partially suspended from their duties where they have breached the Code of Conduct;
- 5.22 That in order to assist with future reviews, consideration be given to adopting job profiles for the role of a councillor and the various positions identified for a special responsibility allowance;
- 5.23 That the payment policy for SRAs around election time as detailed in appendix 6 to the report be noted and approved; and
- 5.24 That it be noted in making our recommendations there is a potential saving of £38,047 to the cost of the Members’ Allowances Scheme highlighted (see appendix 1 to the report). However, the cost of future child-care and/or dependent care will have a direct impact on the level of saving that could be achieved.

6 The Context for the Review and the Role of the Independent Remuneration Panel

- 6.1 In reviewing its Members’ Allowances Scheme, the Council is required to obtain the advice of its Independent Remuneration Panel, and to have regard to the Panel’s recommendations.

- 6.2 This latest review has been conducted over a 4-month period, providing the opportunity to look extensively at each of the allowances and expenses within the Members' Allowances Scheme. This means that the Panel has been able to consider whether the significant transitional changes of adopting a committee system and the impact of a minority-led council with three clear political groups should be better reflected within the overall scheme of allowances. The Panel has strong evidence from within the council as well as external comparisons on which to base each of the recommendations in its latest Annual Report.
- 6.3 Throughout the review period the Panel has been mindful of major external issues and how they impact on any recommendations made. Although not strictly a requirement under its terms of reference, the Panel likes to ensure that it works within the prescribed budget when undertaking each review. However, this year it has balanced the financial constraints of the authority with the need to provide a reasonable level of allowance for all councillors – one which the Panel anticipates will enable them to carry out their duties without discrimination or favour.
- 6.4 The Panel remains firmly of the view that all the allowances and expenses and any methodology applied must be open, transparent and accountable. The Panel would like also to draw attention to the fact that there are no monetary payments made to councillors and co-opted members other than those stipulated in the Members' Allowances Scheme.

The 2014 Review

- 6.5 Between June and September 2014 the Panel has undertaken a detailed review of the scheme of allowances. In order to be as consistent as possible with previous reviews, it has considered evidence from the Group Leaders and councillors. In addition, information has been obtained from a range of London Boroughs, Unitary Authorities, Counties and Metropolitan Authorities. The Panel has considered levels of payments at all other Unitary Authorities listed in the 2013/14 South East Employer's Survey of allowances and looked at those listed in the North East and North West Employers' Surveys.
- 6.6 The Panel circulated an electronic survey to all councillors in June and has gathered information from it. We are particularly grateful to councillors for responding to the survey providing us with important detail that helped in our individual meetings with councillors and the Group Leaders.

Setting an appropriate level of Basic Allowance

- 6.7 The Panel remains of the view that time commitment must be a primary consideration in the development of an appropriate level of basic allowance. From the responses we have received to our latest survey and also from discussions subsequently held with councillors, it is clear that the number of hours worked by councillors in their community roles has increased. Whilst this is difficult to fully quantify, the Panel has taken an approximation of 29 hours per week. The Panel recognises that in some cases time commitment is even greater depending largely on the roles undertaken by individual

councillors and the constraints of their employment. What is apparent is that it is the way in which councillors are spending their time that has changed more than the amount of time involved.

- 6.8 The Panel believe that a clear view has emerged from the discussions with councillors and the results of the survey which is that the level of the Basic Allowance needed to rise. Whilst in comparison with authorities across the South-East, the level of Basic Allowance is high, in direct comparison with comparable Unitary Authorities it is at an equal level. The Panel has built up that picture over the past few months and checked and rechecked that what we have learnt still stands. We are acutely aware that the basic allowance is an important part of the overall scheme and that this payment is the only allowance to which many of the councillors are entitled. We now have strong evidence on which to base our recommendations.
- 6.9 Whilst being mindful of the current economic constraints, the Panel recommends that the Basic Allowance for 2015/16 should increase from £11,463 to £11,762. We feel that on balance this provides the best possible financial support at the current time, particularly for community councillors. We understand several councillors have given up well-paid jobs, taken career breaks or sought part-time paid employment in order to continue with their council duties over the past few years and we wish to go some way towards redressing the balance, whilst retaining the public service ethos.
- 6.10 In previous years we have emphasised the importance of retaining transparency in our methodology for recommending the level of the basic allowance and we wish to continue applying the formula identified by the Institute of Local Government Studies at the University of Birmingham (INLOGOV). This formula takes into account the number of hours worked the local hourly rate of pay and incorporates a percentage which recognises the public service ethic. This is expressed as follows:

Number of hours/ days worked x rate for the job minus a public service element

*For Brighton & Hove this equals: 29hrs x £13per hour – 40% x 52
= £11,762pa*

- 6.11 As we wish to ensure that our proposals continue to be realistic in terms of national employment statistics, we have also checked that the level of basic allowance proposed will be in line with hourly rates of pay for male full-time employees in the Brighton & Hove unitary authority area and we are pleased to report that our recommendations remain consistent with this methodology – the new basic allowance falls between the median and mean salaries for these male employees.
- 6.12 We are strongly of the view that the INLOGOV formula should be retained and feel that this provides a clear and demonstrable methodology for calculating the basic allowance.

- 6.13 In addition, the Panel noted that many authorities are applying an index to their basic allowances for a maximum of four years and the Regulations permit this and recognise it as good practice.
- 6.14 We therefore recommend a basic allowance of £11,762pa. This should take effect from 11 May 2015, the fourth day after the election to office.
- 6.15 We further recommend that an index be applied to this allowance and that a salary inflationary increase be added on the day of Annual Council each year for up to a maximum of four years (as permitted by the Members' Allowances Regulations). This would also be subject to any changes in then formula used and any further Panel reviews being conducted should they be deemed necessary at any time beforehand. In any event, the Panel will continue to meet from time to time to ensure that the allowances remain at an appropriate level and that they mirror the democratic structure of the council.

Positions of additional responsibility - Special Responsibility Allowances

- 6.16 The Panel recognises that in addition to the community councillor role, some councillors undertake extra duties and responsibilities for which it is appropriate to pay Special Responsibility Allowances (SRAs). We are aware the guidance governing the payment of these allowances recommends that not more than half the councillors in an authority should be in receipt of an SRA (27 in the case of Brighton & Hove). We are also mindful of the fact that the current and some previous Brighton & Hove schemes have exceeded that guidance. Following a difficult period in which it has been impossible to keep the number of qualifying posts to recommended levels, our latest proposals bring the scheme in line with best practice.
- 6.17 The Panel believe that the changes to the level and number of SRA's are required to reflect the complexity, size and democratic structure of the authority and have taken in to consideration the feedback from councillors and comparative information that was available. The Panel concluded that the current scheme of allowances was not reflective of the roles and responsibilities that existed under the committee system.
- 6.18 After careful consideration we recommend that a maximum of 23 SRA's be payable, a number that falls within the scope of the guidance but which we feel fully reflects and supports the modern governance arrangements which are in place at Brighton & Hove. At this time we do not see the need for any additional posts to be included within the Members' Allowances Scheme nor do we support any moves to take the payment of the allowances over budget.

Leader of the Council

- 6.19 The Panel took account of the view that the role of the Leader of a leading Unitary Authority should be recognised, given the complexity, size and budget of the council and acknowledges that in this position the Leader of the Council is required to represent not only the authority but the city as a whole. Duties

are often conferred on the Leader by Central Government, responsibility has therefore increased. Having met with Councillor Jason Kitcat as part of this review we acknowledge that this is an important and strategic role requiring him to direct policy and set corporate priorities and felt that it was vital this key position in the council should be given an appropriate level of remuneration.

- 6.20 The Panel therefore recommends that the Leader of the Council should receive an SRA for the significant role and extra responsibilities of leading a large city council of £31,200pa.

Deputy Leader

- 6.21 In looking across the scheme of allowances as a whole, the Panel concluded that the scheme of allowances was not reflective of the roles and responsibilities that existed under the committee system. To this end, the Panel believe that only one Deputy Leader post should be recognised within the scheme for the payment of an SRA. Taking account of the evidence received and in comparing with other authorities the Panel could not justify the remuneration of two Deputy Leaders' positions.
- 6.22 In line with the Leader who chairs the Policy & Resources Committee, the Panel also concluded that the Deputy Leader as a matter of good practice should Chair one of the Policy Committees.
- 6.23 The Panel therefore recommend an SRA of £21,840 for the Deputy Leader within the scheme, in recognition of their increased level of responsibility and the assumption that they would Chair a Policy Committee (Children & Young People, Economic Development & Culture, Environment, Transport & Sustainability or Housing).

Chairs of Policy Committees

- 6.24 The Panel felt that the role of the Chairs of the Policy Committees had remained significant and that their level of responsibility went beyond the running of the committee itself. There had been clear evidence to show that they undertook several duties in their capacity as Chair and therefore it was recommended that the level of SRA should be set at 35% of the Leader's SRA. The percentage split was slightly less than before and meant a small decrease in the overall allowance to £10,920.
- 6.25 The Panel also noted that whilst the scheme would list the Chairs of the four Policy Committees, should their recommendations be accepted, then in having regard to paragraph 6.23 above, only 3 SRAs would be paid.

Chairs of Planning, Licensing and Audit & Standards Committees

- 6.26 The regulatory committees of the council have undergone little if any change during the current review period, but it became clear from the survey and meetings with councillors that there was an impact on the role of the Chair and Deputy Chairs for both Planning and Licensing Committees – Licensing in terms of the significant number of Panels to serve on. In this regard the Panel

have recommended a slight increase in the level of SRA for each Chair taking it to £11,856.

- 6.27 However, having met with the current Chair of the Audit & Standards Committee and considered the role of the committee, the Panel have recommended a reduction in the level of SRA for the Chair of £6,240. It should also be noted that this more comparable to other authorities in the region.

Deputy Chair (Finance) of Policy & Resources Committee Lead Member for Adult Care & Health

- 6.28 The Panel were also mindful of the roles of the Deputy Chair (Finance) of Policy & Resources Committee and the Lead Member for Adult Care & Health, which had a statutory responsibility and would take the lead for Adult Care & Health matters; as well as having a role in supporting the Chair of the Health & Wellbeing Board. The Panel therefore recommend that the SRA for the Deputy Chair (Finance) be increased to £9,360.
- 6.29 The Panel also recommend that the SRA for the Lead Member for Adult Care & Health be slightly reduced to £9,360 as it was not on a par with that of a Chair of a Policy Committee and there remained a question mark as to how the role would develop and its relation with that of the Chair of the Health & Wellbeing Board..

Deputy Chairs of Committees

- 6.30 The Panel took on board the comments of councillors in regard to the roles of Deputy Chairs and looked at the comparative information for other authorities. Having identified an increased level of responsibility for Planning and Licensing, the Panel were of the view that this should be reflected in the SRAs for the two Deputy Chairs of these Committees.
- 6.31 In regard to the remaining Deputy Chairs of the Policy Committees, the Panel were mindful that a support role existed and was being fulfilled to a varying degree. It therefore felt that the positions should continue to be recognised within the scheme but did not warrant any real change and wished to keep them under review.
- 6.32 The Panel therefore recommends an SRA of £3,900 for the Deputy Chairs of Planning and Licensing and an SRA of £2,184 for the Deputy Chairs of the Policy Committees.

Leader Deputy Leader of the Opposition

- 6.33 Whilst the Panel understood that the Conservative Group is the main Opposition in the current municipal year, it felt that the Scheme should be better placed to recognise changes in political balance in the future. The Panel have therefore recommended a reduction in the level of SRA for the

Leader of the Opposition to £10,920 to reflect the overall situation that existed in Brighton & Hove and to be more in line with comparable authorities.

- 6.34 The Panel also recommend that only one post of Deputy Leader of the Opposition be retained within the Scheme; to reflect that of the situation of the Leader and Deputy Leader; again with a slight reduction in the level of SRA to £6,240.

Opposition Spokespersons

- 6.35 The Panel have concluded that the role and level of responsibility for the Opposition Spokesperson was not sufficiently demonstrated to make a case for recognition above that of another member of a committee. It was felt that attendance at a pre-meeting was not justification for an SRA and that all opposition Members would seek to ensure they were fully briefed in order to undertake an effective opposition role on a committee. The Panel also looked for comparison at other local authorities and could not find similar payments being made.
- 6.36 The Panel therefore recommend that the position of Opposition Spokesperson not be recognised within the Scheme of Allowances and thereby not attribute an SRA.

Minority Group Leader(s)

- 6.37 The Panel reviewed the restriction on the payment of an allowance to a Minority Group Leader and recommend that the 10% of seats minimum requirement be maintained. However, in line with the reduction to the Deputy Leader of the Opposition, a slight reduction in the SRA for a Minority Group Leader of £6,240 is recommended.

Overview & Scrutiny Chairs

- 6.38 Although not a new function, the Panel has recognised that some changes in the overview & scrutiny function have taken place with only two committees now in operation. The Panel noted that each committee has a specific role, and that the Health & Wellbeing Overview & Scrutiny Committee would need to establish working relations with the Health & Wellbeing Board.
- 6.39 However, in taking into consideration the change to a committee system and the role of scrutiny within that; the Panel felt that the role of the Chair for these two committees had reduced and therefore recommend a slight reduction in the level of SRA to £6,240 for the two posts.

7. Other Considerations to the Scheme

- 7.1 The Panel would like to put on record that we are aware of the hard work that all councillors do in their wards, dealing with community matters, supporting their constituents and representing them at meetings, as well as attending many other duties such as Local Action Team meetings, Community Association meetings and many more besides. We recognise that this work

takes a considerable amount of time and that it is undertaken in addition to the raft of approved duties which are in the council's official timetable, relevant training programmes or schedules.

- 7.2 We were concerned to learn of the financial difficulty that some councillors or their councillor colleagues were experiencing in undertaking their council duties. Although in times of economic crisis the Panel recognises that it is difficult to justify increasing allowances, and there will be little public support for such a move, for some councillors this is the only recompense they receive for an average of 29 hours per week spent on council business. Much of which is carried out in the evenings and at weekends and which has to fit around paid employment and family life.
- 7.3 We realise from our many discussions with councillors throughout a number of reviews that this is where there is the biggest change in terms of roles and responsibilities. Whilst budgets and financial constraints severely restrict any major move in this direction, we do feel that some recognition with an increase in the Basic Allowance should be given in view of the greater burden councillors are facing to complete their work.
- 7.4 We are also keen to support a move towards the better retention and support of as wide a cross-section of the community as possible if they wish to stand and remain as elected members. These facts must, however, be balanced with the voluntary element of the scheme and we feel it is not unreasonable that an element of the caring costs should continue to be met from the basic allowance.

Child & Dependants' Carers' Allowances

- 7.5 The Child & Dependants' Carers' Allowance is another part of the Scheme that the Panel has considered in great detail. The Panel were mindful that parent councillors should not be disadvantaged in any way, nor should those with responsibilities for caring for elderly relatives. The Panel met with a number of councillors to discuss these important issues and also looked at how other authorities applied similar schemes to ascertain whether the current process should be adapted.
- 7.6 We have looked at each of the concerns that have been raised with us in relation to care support and we have attached at Appendix 3 a list we have obtained from the council's Children's Services directorate of the average cost of child care provision in the city. However, we would like to point out that whilst these figures reflect caring costs for children who are regularly looked after, we do recognise that the ad hoc nature of a councillor's work may mean that care provision such as this is not necessarily feasible.
- 7.7 We acknowledge that it may be more practical for councillors to use family and friends to provide them with this type of care and we support this approach provided the family member does not live in the same household. Alternatively, the At Home Childcare scheme is a facility in which the council acts as "agent" between the carer and the parent/s. We understand that this scheme can be a good option for parents who need flexible childcare. The

scheme is home-based and provides support for parents with more than one child as well as those with children who have special needs. Carers are vetted by the council and given appropriate training. A summary is set out in Appendix 4 to this report.

- 7.8 We are keen to emphasise that whilst we do not insist that only registered child-minders be used because we recognise there may be impracticalities of doing so for ad hoc caring, the onus is on parent councillors to ensure appropriate carers are employed by them. We understand from legal advisers that there is no liability on the part of the authority should inappropriate carers be used, whoever meets those caring costs.
- 7.9 We are aware that some councillors wish the council to introduce an annual lump sum taxable allowance to meet their caring expenditure. They feel that this would be a more flexible approach and it would enable them to meet their costs whatever arrangements were in place. However, as in all other parts of the scheme, the Panel continues to press for payments to be claims-based because we feel that this is the only open and accountable option.
- 7.10 To this end and again mindful of national interest, we recommend that only care claims accompanied by receipts for attendance at approved duties be reimbursed, thus giving a clear message to the electorate that there is a robust audit trail of expenditure on this and all other parts of the budget.
- 7.11 The Panel has sought clarification from the Inland Revenue on salary sacrifice schemes such as childcare vouchers. We have learnt that these cannot be made available to councillors as such schemes can only be offered to *employees* by their employer. Councillors do not fit into that category. However, eligibility for Working Tax Credit and Child Tax Credit is something that individual councillors and their partners will need to discuss direct with the Inland Revenue as personal circumstances will vary.
- 7.12 We recommend therefore that care costs for approved duties should be paid to the councillor, provided they complete and submit the relevant form and attach their receipt. We propose to set the annual cap at £1,500pa for all child and dependent care but we propose that the maximum hourly rate should be raised to £7.65 (in line with the Living Wage) in respect of children receiving “baby-sitting” care. This rate would apply to each child requiring care and we also recommend that the upper age limit for cared-for children should remain at “under 14”.
- 7.13 We also recommend that an hourly rate £7.65 be payable for dependant adults and children with severe disabilities/special needs.
- 7.14 In relation to paragraphs 7.12 and 7.13 (above), no payments should be made which are over and above actual cost of the care provided.
- 7.15 The Panel will also continue to review this aspect of the Scheme on an annual basis, as we recognise it is an issue that needs to be closely monitored and adapted to meet changing circumstances.

Travel and Subsistence Allowance

- 7.16 Independent Remuneration Panels have direct responsibility for making recommendations in relation to travel and subsistence and in turn, local authorities are permitted under the 2003 Regulations to set their own Travel and Subsistence Allowances.
- 7.17 The Panel would like to place on record its continued support for the council's sustainable transport agenda and we wish to actively support cycling and the use of public transport. We remain in line with a growing number of local authorities who are supporting the move towards more sustainable travel.
- 7.18 The Panel supports the council's wishes to encourage greater use of bikes within the city and is pleased that there is evidence of take-up in this area of the scheme. We note also that the original tax-free bike loan scheme is still in existence entitling councillors to take a lump sum tax-free loan to buy a bike.
- 7.19 Although we have listened to the concerns of councillors who use cars to cross the city, we continue to support the policy whereby only cycling or public transport is claimable within the Brighton & Hove boundaries. We are pleased to report that the Members' Allowances Scheme offers councillors the choice between an Annual Saver Ticket for bus travel and cycle mileage within the city. In order to make this sustainable agenda as flexible as possible, the scheme also supports a combination of ticketed bus travel and the reimbursement of cycle mileage for approved duties.
- 7.20 The Panel constantly looks for examples of good practice, at nationally recognised bodies and to experts to support any of its views. In this instance we have followed the Inland Revenue advisory flat rates of 40p per mile for cars, 24p for motorcycles, irrespective of engine size and 20p for bicycles when setting an appropriate level of reimbursement for travel. We acknowledge that anything above these rates would incur tax liability and we remain of the view that Brighton & Hove should continue to mirror Inland Revenue advisory rates and any amendments made to them in the future.
- 7.21 In terms of the scheme, where car use is deemed appropriate, we continue to encourage car sharing and the use of bicycles alongside public transport as environmentally sound means of travel. We also actively support car sharing and recommend that Inland Revenue advisory rates of 5p per passenger per mile (for a maximum of four passengers per vehicle) be claimable when travelling on approved duties.
- 7.22 A small number of councillors have drawn to our attention their concerns over the earlier withdrawal of car mileage payments within the city boundaries. This they say has caused a degree of hardship when travelling to several meetings at different venues on the same day and when public transport or cycling could be ruled out due to insufficient time. We have listened to these concerns and acknowledge that there may be some difficulty for a number of councillors but we consider it important that a more sustainable approach be

retained and we are of the view that any costs incurred for such travel should be paid for from the basic allowance.

- 7.23 The Panel is has noted the council's Driving at Work Policy and we recommend that councillors should remain in line with staff and thereby comply with any of the policy's requirements. This means that councillors will be required to prove they hold a valid driving licence, have an appropriate business motor insurance policy and MOT certificate (where applicable) if they use their vehicles for council business.
- 7.24 The Panel remains conscious also of the need to provide for exceptional circumstances and we continue to recommend that the use of taxis/personal transport be permitted by former Mayors undertaking mayoral duties on behalf of the Mayor, or indeed of the Mayor or Deputy should the mayoral car not be available for any reason.
- 7.25 In addition, in exceptional circumstances and/or where disability or injury applies councillors' use of private transport/taxis is at the discretion of the Monitoring Officer.

Subsistence Rates

- 7.26 The Panel is happy that the current allowances for subsistence remain reasonable and we recommend that the following maximum rates be retained:

£6.77	Breakfast
£9.30	Lunch
£3.50	Tea
£15.00	Dinner

- 7.27 The Panel feel also that the rules on reimbursement for meals purchased on trains should remain and that the overnight rate of £114 in London and £100 per night elsewhere for conference attendances are appropriate.
- 7.28 The Panel remains of the view that it is not appropriate or reasonable for the cost of alcohol purchased by councillors whilst on approved duties to be borne by the taxpayer and therefore stresses that this should be stipulated in the Members' Allowances Scheme.
- 7.29 As with previous reviews, the Panel recommends that no subsistence should be claimable by councillors within the Brighton and Hove boundaries. This is consistent with the approach adopted in respect of motor travel. We see no evidence of any need to change this part of the scheme and recommend that this continues to be covered by the Basic Allowance. However, once again we would suggest that should exceptional circumstances apply, an individual case should be considered by the Monitoring Officer.

8. Approved Duties

- 8.1 The Panel recommends that the approved duties identified in Appendix 5 to this report be agreed and that child, dependent care, travel and subsistence

all be claimable provided any additional requirements set down elsewhere in the report are met. This means that car/motorcycle travel and subsistence are only claimable outside the authority's area.

9. Independent Co-optees of the Audit & Standards Committee

- 9.1. A Co-optees' Allowance for the position of Independent Co-optee of the Audit & Standards Committee was reviewed and reported to the Policy & Resources Committee in May 2014. The Panel recommend that the level of SRA and the agreed payment for Chairing Standards Panels should remain at their current level.
- 9.2. As in past reviews, we have looked for comparison at the levels of allowances paid in other local authorities and we are happy that Brighton & Hove sits amongst its peers in terms of the level of allowance paid to the Independent Co-optees. We recommend therefore that a 1% salary inflationary increase be applied to the Co-optees' Allowance. This will bring the allowance to £1,010 for 2015/16, which is the same as the percentage increase applied to the council's salary inflationary increase for staff.

10. Non-co-optees Allowances

- 10.1. In terms of travel and subsistence, child and dependent care, the Panel holds the view that levels of remuneration for non-committee co-optees should continue to be the same as those in the Members' Allowances Scheme. We note that officers are currently updating the full list of bodies, working groups etc. which fall within this category but remain of the view that despite any such name changes which may be made, the principle remains the same. We would encourage as much uniformity as possible in this respect whilst acknowledging that those departments which make direct payments retain the authority to reimburse at individual rates should they consider them more appropriate to their departmental needs.

11. Mayor's and Deputy Mayor's Allowances

- 11.1 Although the Mayor's and Deputy Mayor's allowances do not form part of the Members' Allowances Scheme per se, we continue to keep a watchful eye on their appropriateness. We note that the allowances have not been increased for some time and to remain consistent with our approach, we recommend that the level of allowances for both the Mayor and the Deputy Mayor continue to be increased in line with the 2014/15 salary inflationary increase applied by the council for its staff i.e. 1% for 2015/16.
- 11.2 These allowances shall equate to £12,698 and £3,554 respectively. The Panel considers that the payment of allowances to the Mayor and Deputy be made subject to the post-holders undertaking their full duties throughout their term of office.
- 11.3 We know from the previous review that should the Mayor or Deputy be unavailable for any reason, duties may be undertaken by any one of the Former Mayors and we continue to support that arrangement. However we

are once again mindful of the budget pressures that could result should reliance on Former Mayors increase in any way and we propose that this level of cover be kept under review. Should either the Mayor or Deputy Mayor be incapacitated for a significant period of time, it is hoped that consideration would be given to their allowance being used to offset the cost of using the Former Mayors to cover any engagements during their period of absence.

12. Pensions

- 12.1 The Panel has noted that changes to the Regulations will prevent newly elected councillors in 2015 from joining the Local Government Pension Scheme (LGPS). Having previously been fully supportive of councillors being given the widest possible opportunities to join the LGPS, we feel this is a retroactive step.
- 12.2 We note that to date 33 councillors have joined the scheme and that those re-elected in May will be able to remain within the scheme. It will therefore be left with each individual councillor to determine what action they take in regard to having a pension; but we hope that advice will be sought from the appropriate officers.

13. Withholding of allowances

- 13.1 The Localism Act 2011 changed the regulations governing standards regime for dealing with complaints against councillors and the Panel have noted the scheme adopted by the Council which falls to Standards Hearing Panels. The Panel have also noted that upon finding a breach of the Code of Conduct, recommendations are limited and rely on the Council and/or the Leader of a Group implementing any sanction. As such, where a decision affects the role/position of a Member in so much as they may no longer hold a position that attributes an SRA, the payment of the allowance will cease from the effective date of the change in that role.

14. Parish Council

- 14.1 In previous years, we have consulted with Rottingdean Parish Council on the subject of a Parish Allowance and intend to do so after the 2015 elections, in order to determine whether the newly elected parish councillors would wish to claim any allowances in the 2015/16 municipal year.

15. Public Service Principle

- 15.1 The Panel notes that the concept of public service and civic duty continues to be upheld by many councillors despite the time commitment involved and increasing demands placed upon them. We accept that this concept should remain and consider that a proportion of any time spent should continue to be regarded as voluntary. In the past we have recommended that the public service principle should be calculated at 40%. In other words, councillors give 40% of their time on a voluntary basis and although we recognise this is a significant contribution, we feel that it is set at an appropriate level.

- 15.2 The Panel therefore, is not recommending any change to the voluntary contribution at the current time.
- 15.3 Whilst supporting this ethos, we believe that the council should provide a package of financial support which is reasonable, that it goes some way towards addressing the disincentives from serving in local politics, and that it does not disadvantage people from all walks of life who wish to enter the political arena in this way.
- 15.4 We are aware that the Government is keen to increase the number of people wishing to serve as councillors and we are mindful that locally the next elections will take place in May 2015. On the back of that we hope that the Government will give further consideration to encouraging employers to enable staff to take time off for council duties without penalty.
- 15.5 Maintaining a work/life balance has been a difficulty for many councillors over the past few years and we are aware that council and council related duties continue to have a significant impact on their personal lives. In making our recommendations we are seeking to support the council to find ways of ensuring that all councillors give proper consideration to maintaining a work/life balance which we believe will help to encourage a wider cross-section of the community to serve on the council in the future.

16. Public Expenditure

- 16.1 The Panel has undertaken an extensive review at a time of financial constraint and we have therefore made recommendations which we feel reflect the seriousness of the current economic climate within which we must work, yet which also give appropriate recognition for the roles and duties of an elected councillor.
- 16.2 It is hoped that the views we have expressed in this report demonstrate our belief that the proposed Scheme is reflective of the changing roles and responsibilities of all councillors and that appropriate recognition and support is provided to undertake public duty.
- 16.3 Mindful that we wish to remain within budget we have sought to provide much needed support to those in backbench positions who feel they struggle to cope with the financial burden and in particular to those with caring needs. These are perhaps radical recommendations to put forward, but as a Panel we feel that they are fully justifiable and that they reflect the work of the authority under its new modernised governance arrangements.
- 16.4 We note that the council has set the Members' Allowances budget at £1,038,300 for 2014/15 and working within that figure, we regard it imperative that any recommendations we make as an Independent Panel are sound. We are pleased to report therefore that each of the changes we are proposing are both transparent and accountable, that they remain in line with other local, national and regional authorities used for comparison and that they also remain within the prescribed budget.

17 In Summary

- 17.1 Whilst the purpose of this in-depth review has been to focus on all our work areas, we have paid additional attention to those sections of the scheme that have been identified as of particular significance. These include the following:
- The level of the Basic Allowance;
 - The number and level of Special Responsibility Allowances;
 - The Child Care and Dependents' Carers' Allowance;
 - Motor mileage within the city.
- 17.2 We have listened to any views that have been put to us and we are confident that the package we are now recommending is one which encompasses the changing role of the authority. We realise that in such difficult economic circumstances there is little room for flexibility and no justification for large payments but we feel that what we are recommending does provide wider support for those with caring needs and some much needed support for councillors carrying out their community councillor roles.
- 17.3 The Panel recognises that there has been little guidance on the modernisation of local government in terms of Members' Allowances to date but we have taken on board evidence from other local authorities and the views of individual councillors in our efforts to provide a Members' Allowances Scheme that reflects a modern and dynamic authority in the 21st century.
- 17.4 We note that in the past a number of councillors have chosen not to take the salary inflationary increase on their Basic Allowance. Whilst we fully respect that personal decision, we feel it is important to account for the overall budgetary implications of the cost to the Members' Allowances Scheme, so that this can be accounted for within the council's budget setting process.
- 17.5 The Panel would also remind the council that it has been asked to recommend a scheme that would be effective for the new intake of councillors in 2015/16; and therefore consideration and approval of the Scheme does not have a direct impact on serving councillors.
- 17.6 As outlined elsewhere in this report the Panel has carried out an extensive review of each of the allowances set down in the Scheme. We are of the opinion that there is likely to be a greater political dynamic to the Authority resulting from the forthcoming council elections and into the next Administration and the Panel believe that each of its recommendations provides a fair, open and transparent scheme of allowances for those elected and those involved in the democratic process.
- 17.7 In setting out a new Scheme for the duration of the term of the Council, the Panel intend to meet annually but also on occasion when it sees fit, to review matters and account for any further structural or economic changes that may arise in an Annual Report to the Full Council. It is not envisaged that an extensive review will be required until 2018 so that any substantial changes to the Scheme can be considered prior to the next local elections in 2019.

Financial Information

- 1.1 The Members' Allowances budget for 2014/15 is £1,038,300 and this figure has been used as the basis of the Panel's recommendations. Although outside the Panel's remit we have shown the cost of the new recommendations and compared them with the current scheme plus a 1% salary inflationary increase and no inflationary increase. The costs of the schemes are set out in the tables at paragraph 1.5.
- 1.2 We are pleased to report that the recommendations outlined in the right-hand column of the table below, based on the current level of pension take-up, bring the scheme within the overall Members' Allowances budget of £1,038,300 and provide a potential saving of £38,047.
- 1.3 We note that in relation to the Members Allowances budget for 2015/16:
- (i) That the retention of the current scheme without any inflationary increase (Table 1) would result in a saving of £9,496 based on the budget figure for 2014/15 of £1,038,300 with the projected national insurance contributions and pension costs;
 - (ii) That the retention of the current scheme with a 1% inflationary increase applied to the Basic Allowance and the Leader's Allowance with subsequent increases to the other SRAs (Table 2) would amount to £1,037,208 which would result in a saving of £1,092 based on the projected national insurance contributions and pension costs;
 - (iii) That the approval of the new scheme as recommended by the Panel would amount to £1,000,253 which would result in a saving of £38,047 based on the projected national insurance contributions and pension costs.
- 1.4 We are also mindful that disregarding an inflationary budgetary provision for the Basic Allowance would only add pressure to future budgets as was previously the case in 2002 and 2011 when it appeared that significant increases to the allowances were being recommended but in reality there had been no increase to the level of allowances for 3 years.
- 1.5 The tables below (referred to in 1.3 above), detail the cost of the current scheme in the first column and compares this with the Panel's proposed scheme in column two on the basis of:
- (a) The current scheme having no inflationary increase applied to either the Basic Allowance or the SRA's and the projected costs for national insurance and superannuation;

- (b) The Panel's recommendations, of an increase applied to Basic Allowance, an increased Leader's Allowance and associated changes to the number and level of other SRA's; and a projected costs for national insurance and superannuation;
- (c) A 1% inflationary increase applied to the current scheme across the board along with the projected national insurance and superannuation costs.

Table 1

Estimated 2015/16 Members' Allowances Budget = £1,038,300			
Cost of current Members' Allowances Scheme with effect from 11 May 2015; based on no changes:		Cost of IRP recommended Members' Allowances Scheme from 11 May 2015	
Basic Allowance: 54 x £11,463 =	£619,002	Basic Allowance: 54 x £11,762 =	£635,148
Special Responsibility Allowances: If 29 out of 30 are paid: £233,761		Special Responsibility Allowances: If 21 of 23 are paid: £189,064	
Mayor & Deputy Mayor's Allowances: £16,091		Mayor & Deputy Mayor's Allowances: £16,091	
Total Allowances On-costs based on projected take-up	£868,854 £155,150	Total Allowances On costs based on projected take-up	£840,303 £155,150
Plus current child-care & Dependent care costs	£ 4,800	Plus current child-care & Dependent care costs	£ 4,800
TOTAL	£1,028,804	TOTAL	£1,000,253
2015/16 Budget <i>Saving of</i>	£1,038,300 £ 9,496	2015/16 Budget <i>Saving of</i>	£1,038,300 £ 38,047

Table 2

Estimated 2015/16 Members' Allowances Budget = £1,038,300			
Cost of current Members' Allowances Scheme with effect from 11 May 2015; based on a 1% salary inflationary increase:		Cost of IRP recommended Members' Allowances Scheme from 11 May 2015	
Basic Allowance: 54 x £11,578 =	£625,212	Basic Allowance: 54 x £11,762 =	£635,148
Special Responsibility Allowances: If 29 out of 30 are paid:	£235,955	Special Responsibility Allowances: If 21 of 23 are paid:	£189,064
Mayor & Deputy Mayor's Allowances:	£16,091	Mayor & Deputy Mayor's Allowances:	£16,091
Total Allowances	£877,258	Total Allowances	£840,303
On-costs based on projected take-up	£155,150	On costs based on projected take-up	£155,150
Plus current child-care & Dependent care costs	£ 4,800	Plus current child-care & Dependent care costs	£ 4,800
TOTAL	£1,037,208	TOTAL	£1,000,253
2015/16 Budget	£1,038,300	2015/16 Budget	£1,038,300
<i>Saving of</i>	<i>£ 1,092</i>	<i>Saving of</i>	<i>£ 38,047</i>

Special Responsibility Allowances

Responsibility	SRA (£)
Leader of the Council*	31,200
Deputy Leader of the Council**	21,840
Chairs of Policy Committees	
Policy & Resources*	10,920
Children & Young People**	10,920
Economic Development & Culture**	10,920
Environment, Transport & Sustainability**	10,920
Housing**	10,920
Chairs of Regulatory Committees	
Planning	11,856
Licensing (dual role)	11,856
Audit & Standards	6,240
Deputy Chair of Policy & Resources (with responsibility for Finance)	9,360
Lead Member for Adult Care & Health	9,360
Chairs of Overview & Scrutiny Committees	
Overview & Scrutiny	6,240
Health & Wellbeing OSC	6,240
Deputy Chairs of Regulatory Committees	
Planning	3,900
Licensing (dual role)	3,900
Deputy Chairs of Policy Committees	
Children & Young People	2,184
Economic Development & Culture	2,184
Environment, Transport & Sustainability	2,184
Housing	2,184
Other positions of additional responsibility	
Leader of the Opposition Group	10,920
Deputy Leader of the Opposition Group	6,240
Leader of the Minority Group	6,240

*Double up for Leader & Chair of P&R

** Double up for Deputy Leader & Chair of a Policy Committee

Childcare Costs

This data relates to all childcare provision and gives an indication of childcare costs across the city for 2013/14.

When looking at childcare costs the following should be noted:

- Childcare providers were asked to give their cost for a place for a child per day, or per session as appropriate. In some cases they offer discounts, for example for a child who attends all week. Many settings offer discounts for siblings. Conversely many settings charge more, on a pro-rata basis, for a half day, particularly for a morning session.
- Cost data does not take into account what the fee buys. This is particularly relevant for full day care where some providers include all food and supplies in their fee, while others will require parents to provide everything.
- Cost only matters to parents if they can find a vacancy at a price they can afford in a place where they want it. When a parent is looking for childcare it is irrelevant to them that there may be vacancies at a cheaper price in an area of the city they cannot get to, or there may be nurseries with lower fees but all its places are full. It is also irrelevant to a parent who cannot find childcare at session times they need.
- Costs do not take account of the fact that from the term after their third birthday until they start school children are entitled to 15 hours of free early learning for 38 weeks a year. From September 2013 this entitlement will be extended to 20 per cent of two year olds in the city.
- The cost of a full-time place all year round for a child up to the age of two can be as much as £16,237 (or £312 per week)¹. However, very few parents use childcare to this extent. For a parent of a child up to the age of two using childcare all year round for 25 hours a week and paying the average fee of £45.30 per day, the cost would be £5,889 a year (or £113.25 a week).
- Some voluntary sector and school-run breakfast clubs, after-school clubs and holiday play schemes offer significantly discounted fees to low income and non-working parents, particularly where children are in receipt of free school meals. However, the costs used for these calculations are the highest cost the setting charges.

¹ Assuming the child attends ten hours a day for five days a week and the setting charges for 52 weeks a year

Cost of Full Day Care

The following table shows average² childcare costs and change over time.

Cost of Full Day Care per Day Average Cost and Change in Costs³

Age of child	Average cost per ten hour day (2012) (£)	Average cost per ten hour day 2011 (£)	Average cost per ten hour day 2010 (£)	Average cost per ten hour day 2009 (£)	Average cost per ten hour day 2008 (£)
0 to 23 months	45.30 (+0.2)	45.19 (+3.3)	43.70 (+3.8)	42.10 (+4.1)	39
2 years	45.30 (+0.2)	45.19 (+12.1)	40.30 (+2.3)	39.40 (+6.8)	36.9
3 to 5 years	42.84 (+0.2)	42.83 (+7.3)	39.90 (+9)	36.60 (+3.1)	35.5
0 to 5 years	44.03 (+0.3)	43.88 (+7)	41.00 (+4.1)	39.40 (+7.9)	36.5

The following table shows the number of registered places by cost band.

Number of Full Day Care Places by Cost Band

Band	Price per day (£)	Number of places	Per cent of all places
1	25.00 - 29.99	59	1.8
2	30.00 - 34.99	96	3.0
3	35.00 - 39.99	351	10.8
4	40.00 - 44.99	964	29.8
5	45.00 - 49.99	1,224	37.8
6	50.00 - 54.99	340	10.5
7	55.00 - 59.99	202	6.2
Total		3,236	100

This shows that 67.6 cent of all full day care places are priced between £40.00 and £49.99 per day. However, the number of full day care places costing £50 or more per day has increased from 13.1 per cent of all places last year to 16.7 per cent of all places this year.

2.13 Cost of Sessional Care

The average cost of sessional childcare is £14.43 per session. However, session lengths vary between settings.

In previous CSAs the cost of sessional care per hour was reported. However, as parents cannot usually purchase sessional care by the hour this has been amended to report cost per session. For this reason a comparison with previous years cannot be made.

²All averages in tables are means

³Per cent change in brackets

Distribution of Sessional Care Costs

Band	Price per session (£)	Number of registered places	Per cent of all places
1	5.00 - 9.99	155	9.9
2	10.00 - 14.99	655	41.7
3	15.00 - 19.99	458	29.2
4	20.00 - 24.99	177	11.3
5	25.00 - 29.99	40	2.5
6	30.00 - 34.99	84	5.4
Total		1,569	100

This shows that more than 70 per cent of sessions are priced between £10.00 and £19.99.

Cost of Childminding and At Home Childcare

Childminding and at home childcare costs are shown for children of all ages, as rates tend to be the same.

Cost of Childminding per Hour Average Cost and Change in Costs³

Childminding city-wide	Average cost per hour 2012 (£)	Average cost per hour 2011 (£)	Average cost per hour 2010 (£)	Average cost per hour 2009 (£)	Average cost per hour 2008 (£)
All ages	4.80 (+2.3)	4.69 (+6.6)	4.40 (no change)	4.40 (+7.3)	4.11

Cost of At Home Child carer per Hour Average Cost and Change in Costs³

Average cost per hour 2012 (£)	Average cost per hour 2011 (£)	Average cost per hour 2010 (£)
8.05 (+3.9)	7.75 (+7.5)	7.21

Cost of Holiday Play Schemes and After-School Clubs

These are reported per day or per session. For holiday play schemes the length of days tends to vary and so the rate for the standard day is shown, excluding any additional hours which parents may opt to purchase.

After-school club sessions last on average for two and three quarter hours.

Cost of Holiday Play Scheme per Day Change in Costs³

Average cost per day 2012 (£)	Average cost per day 2011 (£)	Average cost per day 2010 (£)	Average cost per day 2009 (£)	Average cost per day 2008 (£)
23.27 (-4.7)	24.42 (+14.6)	21.30 (+7)	19.90 (no change)	19.90

Cost of After-School Club per Session Change in Costs³

Average cost per session 2012 (£)	Average cost per session 2011 (£)	Average cost per session 2010 (£)	Average cost per session 2009 (£)	Average cost per session 2008 (£)
9.20 (+2.3)	8.99 (+8.3)	8.30 (-1.2)	8.40 (+6.3)	7.90

Cost of Breakfast clubs

Of those breakfast clubs which make a charge, the average cost per session is £2.20 which is a 12.2 per cent increase on the sessional cost of £1.96 last time.

Some breakfast clubs are free to attend and only charge for the food children consume.

Childcare Costs: Regional and National Comparisons

The Day Care Trust publishes data in its annual Childcare Costs Survey⁴, and these have been compared with the costs in Brighton & Hove in the table below.

Cost of Childcare: Regional and National Comparisons

Type of Care	Brighton & Hove ⁵ (£)	South East (£)	England (£)
Nursery for 25 hours a week (under two)	113.25	125.16	108.51
Nursery for 25 hours a week (age two and over)	110.12	131.34	106.52
Childminder for 25 hours a week (under two)	120.00	112.76	98.98
Childminder for 25 hours a week (age two and over)	120.00	111.73	97.27
After-school club 15 hours a week	46.00	52.65	49.71

In all cases except after-school clubs, the cost of childcare in Brighton & Hove is more expensive than the cost in England as a whole. However, Brighton & Hove's costs are cheaper than the south east averages for nursery care as follows

- Nursery for under two is 9.5 per cent cheaper in Brighton & Hove than in the south east
- Nursery for two and over is 16.1 per cent cheaper in Brighton & Hove than in the south east

Childminding, on the other hand, is more expensive in Brighton & Hove, compared with the south east averages

- Childminder for a child under two is 6.4 per cent more expensive in Brighton & Hove than in the south east
- Childminder for a child over two is 7.4 per cent more expensive in Brighton & Hove than in the south east

The cost of an after-school club place in Brighton & Hove is 12.6 per cent cheaper than in the south east.

⁴Childcare Costs Survey 2013, Daycare Trust

⁵ The Daycare Trust refers to "nursery care" and the cost for full day care in Brighton & Hove are used for comparison, not the cost of sessional care

Key findings

Childcare costs

- ▶▶ The cost of sending a child under two to nursery part-time (25 hours) is now £109.89 per week in Britain or £5,710 per year.
- ▶▶ For a family with two children in full-time childcare, the yearly bill is £11,700. This makes childcare costs 62 per cent higher than the cost of the average mortgage for a family home.
- ▶▶ Over the last five years childcare costs have risen 27 per cent – meaning parents pay £1,214 more in 2014 than they did in 2009.
- ▶▶ Most parents buying full-time care contribute 20-30 per cent of their gross income on childcare.
- ▶▶ The average cost of an after-school club is now £48.19 per week in Britain or £1,830 per year.

Childcare supply

- ▶▶ Just under half (49 per cent) of local authorities had enough childcare for working parents.
- ▶▶ Only a third (33 per cent) had enough childcare for children aged 5-11. This has worsened in the last five years.
- ▶▶ Three quarters (75 per cent) of local authorities do not have enough childcare for disabled children.

Free early education for two-year-olds

- ▶▶ Over 30,000 of England's poorest two-year-olds miss out on free nursery education. This is over one quarter (26 per cent) of this cohort.
- ▶▶ There are big differences between local authorities in the proportions of two-year-olds receiving free early education. In London just 51 per cent of eligible children had been placed by November 2013.
- ▶▶ There are 37 local authorities where less than 60 per cent of eligible two-year-olds had been placed by November 2014, of which 25 were in London.

Average weekly childcare costs by region and nation, 2014

Region/Nation	Nursery 25 hours (under 2)	Nursery 25 hours (2 and over)	Childminder 25 hours (under 2)	Childminder (2 and over)	After-school club 15 hours	Childminder after-school pick up
East of England	111.90	105.02	121.28	120.45	51.13	58.37
East Midlands	94.30	97.19	86.27	86.05	46.48	61.84
London	140.12	136.93	136.40	138.77	49.04	93.83
North East	108.24	102.66	90.88	90.09	49.52	55.72
North West	98.00	97.58	84.81	89.27	49.27	60.59
South East	130.08	121.58	110.32	115.86	47.68	66.10
South West	109.70	104.96	100.48	99.54	50.75	61.54
West Midlands	112.17	101.85	85.52	82.85	46.85	62.37
Yorks and Humberside	94.03	87.94	90.68	90.75	44.84	62.38
England regional average	110.95	106.19	100.74	101.51	48.40	64.75
Scotland average	106.04	102.06	85.59	96.84	49.54	77.90
Wales average	103.17	102.28	94.24	94.24	45.98	55.61
Britain average of regions and nations	109.89	105.52	99.77	100.52	48.19	65.08

Source: Family and Childcare Trust Annual Childcare Costs Survey, 2014

Family Information Service Leaflet - http://www.brighton-hove.gov.uk/sites/brighton-hove.gov.uk/files/downloads/children/Childcare_Choices_Booklet.pdf

Childcare based in your home

This can be a good option for people who need flexible childcare, for example, if parents work unsociable hours. Families with several children may also find that home based childcare is more economical than paying for more than one place at other childcare settings. Parents of children with special needs who need one to one care in their home may also find this a good option.

FIS At Home Childcarers

The FIS has developed this scheme for parents who want their children looked after by qualified and experienced carers in their own home. All At Home Childcarers are interviewed, go through a range of checks and undertake further training before they are accepted onto the scheme. They are not required to deliver the Early Years Foundation Stage. FIS At Home Childcarers are registered with Ofsted on the voluntary part of the childcare register.

Age range: From birth upwards

Time available: Very flexible

Cost: The average cost is £7.75 per hour

Nannies

A nanny is employed by you directly, and can either live in your home or live out. Many are qualified childcarers and their duties are directly concerned with the care of your child. They can choose whether or not to register with Ofsted on the voluntary part of the childcare register.

Age range: From birth upwards

Time available: You employ the nanny for the hours you require

Cost: Varies greatly. Remember you will be responsible for tax and national insurance and if your nanny lives in, you will need to provide a self-contained room along with food

Finding a nanny: Through a nanny agency, or you could advertise in local or specialist publications, or on the internet.

Au pairs

These are usually young people from other countries who live with a family and provide childcare whilst they learn English. They are not generally trained in childcare. Au Pairs are not registered with Ofsted.

Age range: They can help with young children when the parent is present, but are more appropriate for school aged children

Time available: They usually work a maximum of five hours per day and babysit for two evenings per week. They must have at least two full days off per week

Cost: You would pay a weekly allowance and provide them with their own room and food

Finding an au pair: Usually through an au pair or nanny agency

Babysitters

Babysitters come to your home to look after your child on an ad-hoc basis. There are no specific legal regulations covering babysitters, although the NSPCC recommends that they should be over 16. Babysitters are not registered with Ofsted.

Age range: Any

Time available: Flexible

Costs: Varies. Expect to pay around £10 per hour through an agency and a registration fee

Finding a babysitter: If you use childcare ask your childcare provider, as many staff offer babysitting services. You could also contact a college that runs childcare courses and ask for a student, or use a babysitting agency.

Approved Duties

Brighton & Hove City Council specifies the following as approved duties for the purpose of the payment of Travel, Subsistence and Dependants' Carers' Allowances.

1. Attendance at :
 - (a) The council, or any of its committees and sub-committees.
 - (b) The bodies to which the council makes appointments or nominations at either Annual Council or Policy & Resources Committee including any committee or sub-committee of such a body.
 - (c) The following meetings, the holding of which is authorised by the council, or any of its committees or sub-committees, or by any joint committee (or sub-committee thereof) of the council and any other authority, provided that it is a meeting to which councillors of at least two political groups of the council have been invited:
 - i) Meetings of the council's formally established consultative fora and partnerships, scrutiny review panels and select committees.
 - ii) Meetings with outside bodies in pursuit of economic development objectives which have been authorised by the council, or any of its committees or sub-committees.
 - iii) Councillors' tours of the authority's area which have been authorised by the council, or any of its committees or sub-committees.
 - iv) Internal training sessions organised and facilitated by officers of the council for the induction of councillors or for the better performance of their duties and responsibilities or to enable better understanding of the council's functions.
2. The following meetings of associations of authorities of which this authority is a member:

The Local Government Association and its committees
3. Any other duty, or class of duty approved by any committee, or officer of the council acting under delegated powers, such duty or class of duty to be for the purposes of or in connection with the discharge of the functions of the council, or its committees or sub-committees.

Payment Policy for SRAs around Election Time.

STATEMENT OF ARRANGEMENTS FOR PAYMENTS TO MEMBERS

OUTGOING COUNCILLORS - Councillors who stand down at an election and those who lose their seats will be paid until 4 days after the election.

INCOMING COUNCILLORS - Where a Councillor is elected to office following an Annual Local Government Election, from the fourth day after the date of the election or the date of making the declaration of Acceptance of Office (57 LGA 1972). For a Councillor elected to office at any other time, they commence from the date making the Declaration of Acceptance of Office.

PRO RATA PAYMENTS - Where a Councillor holds the office of Councillor for less than a full calendar month the allowance will be calculated on a pro rata basis by reference to the number of days entitlement to the allowance to the total number of days in that particular month.

If in the course of a year if a Councillor becomes, or ceases to be, a Councillor, or accepts or relinquishes a Special Responsibility Allowance the schedule will be amended accordingly.

OVER PAYMENT - Where the payment of a monthly instalment of an allowance results in a Councillor receiving more than the amount entitled, the overpayment will be recovered subsequently through a deduction from other allowances due to that Councillor.

PAYMENT ARRANGEMENTS – SPECIAL RESPONSIBILTY ALLOWANCES

LEADER OF COUNCIL - The date of payment of the Leader will start from the date when elected at Annual Council and continue for the duration of their term of office. All other payments will run as per the Civic year (i.e. ending on the day before Annual Council):

GROUP LEADERS – The date of payment will normally start from the date when appointed at the Annual Council meeting and continue until the day before the next annual meeting.

CHAIRS& DEPUTY CHAIRS – The date of payment of committee chairs and deputy chairs will start from the date when they are appointed at the Annual Council meeting. Payments will continue until the day prior to the next annual council meeting.

In all cases:

SRA payments received by Members in their May payment will be for the period up until the Annual Council meeting only. SRA's which are renewed or started from the May annual council will be paid to Members commencing in June, with retrospective payment covering the period between Annual Council and the end of May being made in that first payment. Committee Chair's SRA's will usually commence in the month following the month of their appointment, with any retrospective payment due, being picked up in the first payment.

BRIGHTON & HOVE CITY COUNCIL

MEMBERS' ALLOWANCES SCHEME

The Brighton & Hove City Council, in exercise of the powers conferred by the Local Authorities (Members' Allowances) Regulations 2003/05, hereby makes the following Scheme:

1 The Scheme

1.1 This Scheme may be cited as the Brighton & Hove City Council Members' Allowances Scheme 2015-2019 and shall have effect on and from 21 May 2015 unless stated otherwise.

2 In this Scheme

2.1 "the council" means Brighton & Hove City Council;

2.2 "councillor" means a Member of the Brighton & Hove City Council who is a councillor;

2.3 "co-opted member" means a member of a committee or sub-committee of the council who is not a member of the authority;

2.4 "total estimated allowances" means the aggregate of the amounts estimated by the Responsible Finance Officer, at a time when a payment of Basic Allowance or Special Responsibility Allowance is made, to be payable under this Scheme in relation to the relevant year, and for this purpose any election under paragraph 13 shall be disregarded;

2.5 "year" means the 12 months ending with 31 March.

3. Basic Allowance

3.1 Subject to paragraphs 12 and 13, for each year a Basic Allowance of £11,762 shall be paid to each councillor. These payments came into effect on and from 11 May 2015 and subsequently from each Annual Meeting of the Council 2016-2019, subject to any recommendations from the Independent Remuneration Panel.

4. Special Responsibility Allowances

4.1 For each year a Special Responsibility Allowance shall be paid to those councillors who hold the special responsibilities in relation to the council that are specified in Schedule 1 to this Scheme. These payments came into effect on and from 21 May 2015 and remain as listed.

4.2 Where a councillor holds more than one position of responsibility, only one Special Responsibility Allowance shall be paid, such an allowance being the higher or highest of the relevant allowances.

4.3 Subject to paragraphs 13 and 14, the amount of each such allowance shall be the amount specified against that special responsibility in that schedule.

5. Attendance Allowance

5.1 No Attendance Allowance shall be payable.

6. Travel, Subsistence and Dependants' Carers Allowances

6.1 Travel, Subsistence and Dependants' Carers' Allowances shall be paid to councillors and co-opted members in accordance with Schedule 2 to the Scheme.

7. Pensions

7.1 The Local Government Pension Scheme (Transitional Provisions, Savings and Amendment) Regulations 2014 have resulted in the Local Government Pension Scheme (LGPS) no longer being available to newly elected Members. Those Members who are re-elected and had opted to join the scheme are able to remain within the scheme until such time as their term of office comes to an end.

7.2 All councillors shall be entitled to a pension in accordance with a scheme made under section 7 of the Superannuation Act 1972 and basic allowance and special responsibility allowances shall be treated as amounts in respect of which such pensions are payable.

7.3 Where members elected to join the LGPS, both the Basic Allowance and any Special Responsibility Allowance to which they may be entitled or may become entitled, shall be treated as amounts in respect of which a pension is payable.

7.4 The Local Government Pension Scheme and the Discretionary Compensation (Local Authority Members in England) Regulations 2003 shall apply to Members who elected to join the LGPS.

8. Income Tax / National Insurance / Statutory Sick Pay

Income Tax

8.1 Basic, special responsibility allowances and the co-optees allowances are classed as income and are subject to taxation. Recipients are expected to make returns to the *Inspector of Taxes* so that a correct tax code is provided to enable payments to be processed through the normal payroll procedures.

8.2 Councillors are reminded to keep their own records of expenses claims and reimbursements for income tax purposes.

National Insurance

8.3 Contributions for national insurance are payable whether or not the Councillor has other employment or self-employment. There is, however, an annual maximum for people with more than one job and a councillor in this position may apply to their local contributions agency office for a Form CA27A. This should be sent to Deferment Services in the National Insurance

Contributions Office who in turn can issue form CA2700. This will authorise an employer to deduct primary NICs at a rate of 2% on all earnings from the Earning Threshold (ET) for that tax year. A deferment certificate is only valid for the specified tax year and a new application is required for each subsequent year if the circumstances continue.

8.4 Some councillors may be exempt or liable to reduced rate contributions:

- a) married women and certain widows who have elected (or are treated as having elected) to contribute at the reduced rate;
- b) men aged over 65 years and women aged over 61 on a rising scale to age 65.

8.5 Councillors who come within these categories should apply to their local contributions agency office for a *Certificate of Exemption* or a *Certificate of Age Exemption*. When this certificate has been received it should be forwarded to the Head of Democratic Services. Unless these certificates are received there has to be a deduction full Class 1 contributions.

8.6 National insurance contributions are assessed on a monthly basis. Allowances must be treated separately from any other income received from any other employment or business.

Benefits

8.7 Full details of the benefits which are receivable by contributors to the state pension scheme can be found in D.S.S. leaflet FB1 "*Family Benefits and Pensions*" which is a regularly revised outline guide to all national pensions and other social security benefits.

Statutory Sick Pay

8.8 Employers are responsible for paying statutory sick pay (SSP) to their employees for up to 28 weeks of sickness absence in a tax year, on behalf of the DFSSH.

8.9 For the purposes of this scheme councillors are generally classed as employees.

8.10 If you are sick for four days or more and are unable to attend council meetings you should contact payroll and ask for a self-certification form.

8.11 A doctor's medical certificate must be supplied to payroll services for sickness absences which are for eight days and above in addition to the self-certificate.

8.12 SSP may be payable to you as a councillor even if you are receiving SSP payments from another employer. Please see advice as appropriate. Any payments made will be processed through the payroll system.

8.13 Some exclusions from SSP payments are:

- a) an employee whose average basic and special responsibility allowances paid over the previous two months are less than the lower monthly earnings limit for National Insurance contribution liability. (As stated in appendix 1 this can only relate to councillors who forego their allowances);
- b) an employee who has received certain state benefits in the previous eight weeks (this includes maternity benefit).

Submission of Claims

8.14 Claims forms may be obtained from Democratic Services. Alternatively it may be downloaded from the Members webpage on the Intranet.

8.15 City council payroll staff are not permitted to make out a councillors / co-optees claim but will be pleased to give assistance and advice. There is also an obligation on councillors / co-optees to complete the forms in accordance with statutory requirements which include **in particular the full description of approved duties.**

Resolving doubts about approved duty

8.16 Councillors are asked **not** to make claims for any duty or function where there may be doubts as to whether it is an *approved duty*. In the case of any difficulty of interpretation, councillors should refer to the Head of Law or the Head of Democratic Services.

9 Method of Payment

9.1 Payments for councillors basic, special responsibility and co-optee Allowances will be made automatically on the **last working day of each month** (no claims will be necessary).

9.2 Claims for all other allowances should be made within **two months** of the date on which the approved duty was carried out. Payments will be made monthly when claims are received.

9.3 Payment will be made by Credit Transfer - direct payment into the councillors' / co-optees' bank account / building society account.

9.4 Payment will generally be credited to these accounts on the **last working day of each month**. A pay advice slip will be sent to each councillor/ co-optee.

9.5 Councillors / co-optees should inform payroll services of the bank or building society details including personal account number on the *method of pay* form which the payroll team will supply.

10 Co-optee's Allowance

10.1 The two Independent Members of the Audit & Standards Committee shall receive a Co-optees' Allowance of £1,010 as specified in Schedule 1 to this Scheme.

10.2 In addition to the co-optees' allowance specified in paragraph 10.1, a payment of £200 shall be paid to the Independent Member of the Audit & Standards Committee for each Standards Hearing Panel that they Chair.

11 Withholding of allowances

11.1 Where payment of any allowance is due or has already been made in respect of any period during which the member concerned;

(a) ceases to be a member of the authority; or

(b) is in any other way not entitled to receive the allowance in respect of that period,

the authority may withhold the payment of an allowance for that period or, as the case may be, require that such part of the allowance already paid as relates to any such period be repaid to the authority.

11.2 The term "member" in this paragraph covers both councillors and co-opted members.

12 Renunciation

12.1 A councillor or a co-opted member may by notice in writing given to the Responsible Finance Officer and Head of Democratic Services elect to forego any part of his/her entitlement to an allowance under this Scheme.

13 Part-Year Entitlement

13.1 Subject to paragraph 13.7, the provisions of this paragraph shall have effect to regulate the entitlements of a councillor to Basic and Special Responsibility Allowances where, in the course of a year, this Scheme is amended or that councillor becomes, or ceases to be a councillor, or accepts or relinquishes a special responsibility in respect of which a Special Responsibility Allowance is payable.

13.2 If an amendment to this Scheme changes the amount to which a councillor is entitled by way of a Basic Allowance or a Special Responsibility Allowance, then in relation to each of the periods:

(a) beginning with the year and ending with the day before that on which the first amendment in that year takes effect; or

- (b) beginning with the day on which an amendment takes effect and ending with the day before that on which the next amendment takes effect, or (if none) with the year,

the entitlement to such an allowance shall be to the payment of such part of the amount of the allowance under this Scheme as it has effect during the relevant period as bears to the whole the same proportion as the number of days in the period bears to the number of days in the year.

- 13.3 Where the term of office of a councillor begins or ends otherwise than at the beginning or end of a year, the entitlement of that councillor to a Basic Allowance shall be to the payment to such part of the Basic Allowance as bears to the whole the same proportion as the number of days during which his term of office subsists bears to the number of days in that year.
- 13.4 Where the Scheme is amended as mentioned in sub-paragraph 13.2, and the term of office of a councillor does not subsist throughout the period mentioned in sub-paragraph 13.2(a), the entitlement of any such councillor to a Basic Allowance shall be to the payment of such part of the Basic Allowance referable to each such period (ascertained in accordance with that sub-paragraph) as bears to the whole the same proportion as the number of days during which his term of office as a councillor subsists bears to the number of days in that period.
- 13.5 Where a councillor has during part of, but not throughout, a year such special responsibilities as entitle him or her to a Special Responsibility Allowance, that councillor's entitlement shall be to payment of such part of that allowance as bears to the whole the same proportion as the number of days during which he or she has such special responsibilities bears to the number of days in that year.
- 13.6 Where this Scheme is amended as mentioned in sub-paragraph 13.2, and a councillor has during part, but does not have throughout the whole, of any period mentioned in sub-paragraph 13.2(a) of that paragraph any special responsibilities as entitle him or her to a Special Responsibility Allowance, that councillor's entitlement shall be to payment of such part of the allowance referable to each such period (ascertained in accordance with that sub-paragraph) as bears to the whole the same proportion as the number of days in that period during which he or she has such special responsibilities bears to the number of days in that period.
- 13.7 The provisions of this paragraph, subject to necessary modifications, shall apply to Co-optees' Allowances as if the reference to a "Member" included a co-opted member.

14 Claims and Payments

- 14.1 Payments shall be made in respect of Basic and Special Responsibility Allowances, subject to sub-paragraph 13.2, in instalments of one-twelfth of the amount specified in this Scheme on the last day of each month (or the last working day before that day if it is not a working day).
- 14.2 Where a payment of one-twelfth of the amount specified in this Scheme in respect of a Basic Allowance or a Special Responsibility Allowance would result in the councillor receiving more than the amount to which, by virtue of paragraph 13.6, he or she is entitled, the payment shall be restricted to such amount as will ensure that no more is paid than the amount to which he or she is entitled.

14.3 The provisions of this paragraph shall apply to Co-optees' Allowances in the same way as they apply to Basic and Special Responsibility Allowances.

This Scheme was approved by Full Council at its meeting on 23 October 2014 and takes effect from 21 May 2015 unless stated otherwise.

RATES - 2015 / 2016

The maximum rates that can be reimbursed are currently as follows:

BASIC COUNCILLORS ALLOWANCE

£11,762 per annum

CO-OPTEE'S ALLOWANCE:

£1,010 per annum – Independent Member of Audit & Standards Committee
Plus £200 per Standards Panel chaired

TRAVELLING ALLOWANCES

(Outside of Brighton and Hove)

Car 45 pence per mile
Supplement 5p per mile for each
passenger, with a maximum of 4
Motorcycle 24p per mile
Bicycle 20 pence per mile

CHILD / DEPENDANT CARE ALLOWANCE

Paid as per the living wage
on submitted receipts

The basic and Special Responsibility Allowance (SRA) rates will be effective from May 2015 and subject to future increases based on the council's rate of salary inflation.

SCHEDULE 1

Brighton & Hove Members Allowances Scheme

Special Responsibility Allowances

Responsibility	SRA (£)
Leader of the Council*	31,200
Deputy Leader of the Council**	21,840
Chairs of Policy Committees	
Policy & Resources*	10,920
Children & Young People**	10,920
Economic Development & Culture**	10,920
Environment, Transport & Sustainability**	10,920
Housing**	10,920
Chairs of Regulatory Committees	
Planning	11,856
Licensing (dual role)	11,856
Audit & Standards	6,240
Chairs of Overview & Scrutiny Committees	
Overview & Scrutiny	6,240
Health & Wellbeing OSC	6,240
Deputy Chairs of Regulatory Committees	
Planning	3,900
Licensing (dual role)	3,900
Deputy Chairs of Policy Committees	
Children & Young People	2,184
Economic Development & Culture	2,184
Environment, Transport & Sustainability	2,184
Housing	2,184
Other positions of additional responsibility	
Deputy Chair of Policy & Resources (with responsibility for Finance)	9,360
Lead Member for Adult Care & Health	9,360
Leader of the Opposition Group	10,920
Deputy Leader of the Opposition Group	6,240
Leader of a Minority Group	6,240

Note :

- The payment of allowances to the Leader and Deputy Leader assumes the following:
 - The Leader of the Council will Chair the Policy & Resources Committee; and
 - The Deputy Leader will Chair one of the Policy Committees.
- Only one Deputy Leader of the Council and One Deputy Leader of the Opposition have been included in the Members' Allowances Scheme as being attributable for the payment of an SRA.
- The remits and responsibilities of the Chairs of the two Overview & Scrutiny Committees may change without requiring amendment to the Members' Allowances Scheme.
- Where a councillor holds more than one position of Special Responsibility, only one Special Responsibility Allowance shall be paid and this is the higher or the highest of the relevant allowances.
- Where there are any changes to any role listed as attracting a special responsibility allowance under the scheme, and the revised role is substantially the same as the previous role in terms of the nature or level of responsibility, the special responsibility allowance shall continue to apply to the new role. This is subject to the Independent Remuneration Panel being consulted and agreeing that it is substantially the same role.

Co-optee's Allowances

Independent Member of Audit & Standards Committee (x2)	1,010
Independent Member of Audit & Standards Committee (serving as the Chair of a Standards Hearing Panel)	200

Special Responsibility Allowances and Co-optees' Allowances are payable from 21 May 2015.

SCHEDULE 2

Brighton & Hove Members Allowances Scheme

Approved Duties

Brighton & Hove City Council specifies the following as approved duties for the purpose of the payment of Travel, Subsistence and Dependants' Carers' Allowances.

1. Attendance at :
 - (a) The council, or any of its committees and sub-committees.
 - (b) The bodies to which the council makes appointments or nominations at either Annual Council or Policy & Resources Committee including any committee or sub-committee of such a body.
 - (c) The following meetings, the holding of which is authorised by the council, or any of its committees or sub-committees, or by any joint committee (or sub-committee thereof) of the council and any other authority, provided that it is a meeting to which councillors of at least two political groups of the council have been invited:
 - i) Meetings of the council's formally established consultative fora and partnerships, scrutiny review panels and select committees.
 - ii) Meetings with outside bodies in pursuit of economic development objectives which have been authorised by the council, or any of its committees or sub-committees.
 - iii) Councillors' tours of the authority's area which have been authorised by the council, or any of its committees or sub-committees.
 - iv) Internal training sessions organised and facilitated by officers of the council for the induction of councillors or for the better performance of their duties and responsibilities or to enable better understanding of the council's functions.
2. The following meetings of associations of authorities of which this authority is a member:

The Local Government Association and its committees
3. Any other duty, or class of duty approved by any committee, or officer of the council acting under delegated powers, such duty or class of duty to be for the purposes of or in connection with the discharge of the functions of the council, or its committees or sub-committees.

Payments in respect of the above approved duties shall be paid in accordance with the following rates:

A. Travel and Subsistence Allowance

Public Transport

Actual standard class rail fares (first class travel will only be reimbursed with prior agreement where councillors have to work on the journey).

Long distance travel undertaken by car will be reimbursed at the rail fare rate where this is a cheaper option.

Councillors purchasing their own rail tickets should provide their receipt or ticket when claiming reimbursement.

For local travel councillors may choose:

Either

- (a) an annual saver ticket valid for Brighton & Hove buses where bus fares would otherwise be payable (bus travel is free for those aged 60 and over travelling after 9.00am and the disabled),

Or

- (b) a combination of reimbursement of cycle mileage and (ticketed) bus travel

Or

- (c) reimbursement of cycle mileage and passes to the Lanes and Hove Town Hall Car Parks

Mileage Allowances

Motor mileage for attendance at approved council duties is payable for travel **outside** the city boundaries only, except in exceptional circumstances where the use of taxis/personal transport shall be permitted with the agreement of the Monitoring Officer for example by Members who have a disability or injury, or former mayors undertaking mayoral duties on behalf of the Mayor. Taxis may also be claimed in cases of urgency, meetings outside normal working hours (8.30am-6.30pm) or where there is no public transport available. Receipts must be provided. Motor mileage within the city's boundaries is deemed to be covered by the Basic Allowance.

All mileage is paid at Inland Revenue advisory rates and these will automatically be updated by the council to reflect any changes the Inland Revenue introduces. The current rates are -

Cars	45p per mile
Supplement for Passengers	5p per mile for each official passenger, up to a maximum of 4 passengers
Motor Cycle Allowance	24p per mile
Cycle Allowance	20p per mile

In addition, those Members opting for either (b) or (c) above may also take advantage of either the council's Bike Loan Scheme or the new Tax-free Bike Scheme and they will have access to the showering and secure lock-up facilities at three sites across the city.

Day Subsistence

Subsistence for approved council duties is payable for attendances **outside** the city boundaries only, except in exceptional circumstances. Where refreshments are not provided, subsistence costs within the city's boundaries are deemed to be covered by the Basic Allowance. Where claims can be made, eligibility is based on the time of day meals are taken and time away from home, as follows: -

Breakfast allowance	-	more than four hours' absence before 11.00am	£6.50
Lunch allowance	-	more than four hours' absence including 12 noon – 2.00pm	£8.50
Tea allowance	-	more than four hours' absence including 3.00pm – 6.00pm	£3.50
Evening Meal allowance	-	more than four hours' absence ending after 7.00pm	£15.00

Receipts should be provided for all subsistence claimed.

Overnight Subsistence

Where an overnight stay is required, overnight subsistence may be claimed up to a maximum of:

London/Conference Rate	not exceeding	£114.00
Standard Rate	not exceeding	£100.00

The above sums are for all subsistence received over a 24-hour period.

Meals on Trains

When main meals are taken on trains during a period for which there is an entitlement to day subsistence, the reasonable cost of the meals (including VAT) may be reimbursed in full, within the limits specified below. Where the cost of meals taken on trains is reimbursed, the rate of day subsistence allowance for that period of duty shall not exceed the maximum payable if the period of absence from the usual place of residence were reduced by four hours in respect of each meal taken.

The limitations on reimbursement are:

- (i) Absence of more than four but not more than eight hours, the cost of one main meal.
- (ii) Absence of more than eight hours but not more than 12 hours, the cost of two main meals.
- (iii) Absence of more than 12 hours, the cost of three main meals.

Where the cost of meals taken on trains is reimbursed, the rate of day subsistence for that period of duty shall not exceed the maximum payable if the period of absence from the usual place of residence were reduced by 4 hours in respect of each meal taken.

NOTE:

1. The council will not reimburse the cost of any alcohol purchased.
2. With effect from 1 September 2007 motor mileage within the authority's boundaries can only be claimed in exceptional circumstances and councillors should either use the bus or cycle within the city.
3. With effect from 1 September 2007 subsistence within the authority's boundaries can only be claimed in exceptional circumstances.

Car mileage rates were revised from 1 April 2011.

All other travel and subsistence rates apply from 28 November 2003 and these have been re-affirmed by Full Council on 21 October 2011 and 23 October 2014.

B. Dependants' Carers' Allowance

Dependants' Carers' Allowance (for children and adult dependants) may be paid retrospectively to either councillor or care provider when a councillor attends any of the approved duties identified in Schedule 2 to this Scheme and incurs costs for care provision.

This claims-based scheme is subject to tax and national insurance deductions at personal rates (liability falling to whoever receives the payment).

Childcare

Eligible councillors may claim no more than the actual amount paid for childcare provision, up to a maximum of £7.65 per hour for each child, provided that the appropriate form is completed and the relevant receipts are attached.

Up to a total of one hour travelling time may be added to the claim (where applicable) to enable the councillor to travel to and from meetings, provided the child/children remain with the carer for the duration.

Childcare costs may be claimed for children until the Saturday following the 1 September after their 15th birthday in line with the government's eligibility criteria for Working Tax Credits.

The restriction on the use of household members for caring (family and otherwise) applies as a matter of good practice in line with other local authorities.

The minimum age for any carer should be 18 years.

The annual cap for childcare is set at £1,500 pa per councillor.

Dependant Care

This allowance is payable for both children with severe disabilities and also dependent adult relatives living in the councillor's home and for whom the councillor is directly responsible. It applies to the care of dependants on social or medical grounds.

Eligible councillors may claim no more than the actual amount paid for specialist dependant care up to a maximum of £7.65 per hour, provided the appropriate form is completed and the relevant receipts are attached.

Up to a total of one hour travelling time may be added to the claim (where applicable) to enable the councillor to travel to and from meetings, provided the dependant remains with the carer for the duration.

The minimum age for any carer should be 18 years.

The annual cap for dependant care is set at £1,500 pa per councillor.

The Dependants' Carers' Allowance was revised at Full Council on 23 October 2014.

SCHEDULE 3

Brighton & Hove Members Allowances Scheme

Other Allowances

NB These allowances which do not form part of the Members' Allowances Scheme are included here for information only:

Mayoral Allowances

Mayor's Allowance for 2015/16 £12,698 pa

Deputy Mayor's Allowance for 2013/14 £ 3,554 pa

The Mayoral Allowances were approved by Full Council on 23 October 2014 and will be uplifted by the council's salary inflation each year, following the recommendations of the Independent Remuneration Panel, and subject to any future review by the Panel.

Payments to Former Mayors £35 per
duty

This is currently a flat rate allowance which is not subject to inflationary increases, although it is subject to further review as required by the Independent Remuneration Panel.

Independent Remuneration Panel

Members of the Independent Remuneration Panel (4) £533 pa each

The IRP' Allowance was revised at Full Council on 23 October 2014 to be effective from 21 May 2015.

Council

23 October 2014

Agenda Item 35

Brighton & Hove City Council

Subject:	Standards Hearing Panel Recommendations		
Date of Meeting:	23 October 2014		
Report of:	Head of Law and Monitoring Officer		
Contact Officer:	Name:	Abraham Ghebre-Ghiorghis	Tel: 29-1500
	Email:	Abraham.ghebre-ghiorghis@brighton-hove.gcsx.gov.uk	
Ward(s) affected:	All		

FOR GENERAL RELEASE**1. PURPOSE OF REPORT AND POLICY CONTEXT**

- 1.1 This report presents to Council the recommendations of the Standards Hearing Panel following consideration of allegations of misconduct against Councillor Ben Duncan.

2. RECOMMENDATIONS:

- 2.1 The Hearing Panel recommends to Council that Councillor Duncan be removed for the remainder of this municipal year from the role of Deputy Chair of both the Licensing Committee (Licensing Act 2003 Functions) and the Licensing Committee (Non-Licensing Act 2003 Functions); and
- 2.2 It is recommended that in regard to 2.1 above being agreed, the appointment of a Deputy Chair to both the Licensing Committee (Licensing Act 2003 Functions) and the Licensing Committee (Non-Licensing Act 2003 Functions), be referred to the committees to consider at their next meeting in November in accordance with Standing Orders.

3. CONTEXT/ BACKGROUND INFORMATION

- 3.1 Between 30 June 2014 and 04 July 2014 the Council received 60 complaints from members of the public regarding a tweet issued by Councillor Ben Duncan on Saturday 28 June 2014 about the Armed Forces Day celebrations taking place in the city.
- 3.2 The 28 June 2014 was Armed Forces Day and in Brighton & Hove this was marked with a Freedom of the City Parade by the Princess of Wales's Royal Regiment (1PWRR). The event was part of a programme of civic and community events going on during the summer as Brighton & Hove, along with towns and cities across the country, commemorated the 100th anniversary of World War One.
- 3.3 In his tweet, Councillor Duncan wrote "Armed Forces Day has certainly brought the hired killers onto the streets of #Brighton today. Hard to explain to my son!"

- 3.4 On 30 June 2014, Councillor Duncan issued an apology. In it, he said “Apols for offence caused by tweet re soldiers on streets. Many will have been remembering loved ones who died & was insensitive to their loss”
- 3.5 Separate to the complaint about Armed Forces Day, on 01 July 2014 Mr Sunny Choudhury, in his capacity as President of the Brighton District Bangladeshi Shomity, wrote to Caroline Lucas MP with a copy to Councillor Jason Kitcat and Penny Thompson, Chief Executive of Brighton & Hove City Council to complain about a tweet posted by Councillor Duncan on 16 June 2014. The tweet said :
- “Blasphemous 7yo wants ‘Islam book’ to press flowers in (it’s big and heavy). Should I stone her to death when I get home from work?”
- 3.6 The complainant explained that, as a Muslim, he found the comments deeply distasteful and hurtful to himself and other Muslims. He stated that comments such as this are not befitting of a Brighton and Hove City Councillor and do more to divide our community than bring people together.
- 3.7 In response to the complaint Councillor Duncan removed the tweet and closed his twitter account. He has explained that he did not intend to offend or upset anyone, even less to “divide communities and create hate and unrest”.
- 3.8 The two complaints were considered by the Standards Hearing Panel, consisting of Dr David Horne (Independent Chair) and Councillors Leo Littman, Ann Norman and Jeane Lepper. The findings of the panel are set out in Appendix 1 and the reports of the Investigating officer with details of the facts and his findings are set out in Appendices 2 and 3.
- 3.9 Following a public hearing, the Panel recommended to full Council that Councillor Duncan be removed from his position as Deputy Chair of the Licensing Committee as detailed in the decision notice (Appendix 1.)

4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

- 4.1 The panel considered all the options including whether, and if so what, sanctions to recommend. This is reflected in the findings of the Panel as set out in Appendix 1.

5. COMMUNITY ENGAGEMENT & CONSULTATION

- 5.1 None

6. CONCLUSION

- 6.1 As per the findings of the Panel

7. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 7.1 None

Legal Implications:

- 7.2 The legislative framework under which the allegation has been investigated and referred to the Standards Panel for determination is Part 1, Chapter 7 of the Localism Act 2011. Section 28(6) of the Act requires local authorities to put in place arrangements under which allegations of member misconduct can be investigated, and decisions on allegations made. Arrangements applicable to Brighton & Hove City Council for these procedures have been agreed by the Audit & Standards Committee and applied for the investigation and preparation for the hearing arrangements which are the subject of this report.

Lawyer Consulted: Oliver Dixon Date: 26/09/2014

Equalities Implications:

- 7.3 There are none arising directly from this report, but the complaint on behalf of the Bangladeshi community raised issues regarding faith and community relations and the recommendations of the Panel are consistent with the Council's duties under the Equality Act.

Sustainability Implications:

- 7.4 None

Any Other Significant Implications:

- 7.5 None

SUPPORTING DOCUMENTATION

Appendices:

1. Findings of the Hearing Panel
2. Report of the Investigating Officer (1)
3. Report of Investigating Officer (2)

Background Documents

None

**BRIGHTON & HOVE CITY COUNCIL
STANDARDS PANEL**

10.00am 6 OCTOBER 2014
COUNCIL CHAMBER, HOVE TOWN HALL
DECISION LIST
Part One

HEARING OF AN ALLEGATION THAT A COUNCILLOR HAS FAILED TO
COMPLY WITH THE CODE OF CONDUCT FOR MEMBERS - CASE BHC-
015722

Contact Officer: Brian Foley Tel: 291229

Ward Affected: All Wards

2.1 RESOLVED – That Councillor Duncan:

1. failed to comply with paragraph 3(1) of the council's Code of Conduct for Members ('You must treat others with respect'); and
2. failed to comply with paragraph 5 of the council's Code of Conduct for Members ('You must not conduct yourself in a manner which could reasonably be regarded as bringing your office or authority into disrepute').

2.2 The Panel considered the allegation that Cllr Duncan failed to comply with the council's Code of Conduct for Members, specifically paragraphs 3.1 'you must treat others with respect' and paragraph 5 'you must not conduct yourself in a manner which could reasonably be regarded as bringing your office or authority into disrepute'.

The Panel noted that the facts of case were not in question and that both the tweet and the identity of the tweeter were in the public domain. The Panel was satisfied that it was reasonable for members of the public to assume that by issuing his tweet, Councillor Duncan was not acting solely as a member of the public but as a councillor, and therefore that the Code applied.

The Panel noted the level of complaint, especially among the Islamic community, which the tweet of 16 June 2014 had generated.

The Panel noted Councillor Duncan's comments that in his tweet he was not referring to the Qur'an. The Panel felt, notwithstanding Councillor Duncan's assertion that he was not referring to the Qur'an but a book on Islamic art and architecture, that any reasonable person would assume the tweet was in fact referring to the Qur'an.

The Panel recognised that had the tweet been made at any time, it would have been capable of being disrespectful and of bringing the council into disrepute. However, the timing of the tweet was an additional factor as it happened at a time when members of the BME and Muslim communities, senior council officers,

the Police, and Home Office were discussing ways of reducing the likelihood of young Muslim men from the community going to Syria to fight.

The Panel carefully considered Councillor Duncan's statement made during his submissions, in particular his contention that his right under Article 10 of the Human Rights Act took precedence over the council's Code of Conduct; and that for the Panel to find a breach of the Code would breach his right to freedom of expression. The Panel noted that Councillor Duncan's written response to the complaint, as conveyed during his submissions at the Hearing itself, did not in any way refer to his right to freedom of expression. This argument was only raised following publication of the papers for the hearing.

The Panel had access to legal advice during its deliberations. The council's lawyer, on behalf of the Monitoring Officer, advised that whilst under the Human Rights Act it is unlawful for a public authority to act in a way which is incompatible with a Convention right, Article 10 – the right to freedom of expression – is a 'qualified right'; further, the council's Code of Conduct is framed within the ambit of Article 10(2) which in certain circumstances makes it lawful to interfere with a person's Article 10(1) rights.

The Panel was advised that the extent of any such interference must be proportionate and engage one or more of the justifications set out in Article 10(2). The Panel was further advised that under case law, political expression or the expression of a political view attract a higher degree of protection under Article 10, whereas expression in personal or abusive terms does not attract the same higher level of protection. The limits of what is acceptable is wider where the subjects of the expression are politicians acting in their public capacity, since politicians lay themselves open to close scrutiny of their words and deeds and are expected to possess a thicker skin and greater tolerance than ordinary members of the public. In the view of the Panel, Councillor Duncan's tweet was directed to a section of the community and not at a fellow politician.

Furthermore, one of the permitted justifications for restriction of Article 10 rights is the protection of the reputation or rights of others. The Panel felt that the reputation of both the local Muslim community and the council had been impugned by the tweet. In light of this, the Panel considered that Councillor Duncan's tweet did not enjoy the unqualified protection of Article 10(1).

2.3 Sanctions to be applied

Having heard Councillor Duncan's representation as to sanctions he considered appropriate in light of the Panel's findings, the Panel considered the range of sanctions available to it and determined the following in respect of both breaches of the Code of Conduct.

Firstly, that Councillor Duncan be subject to formal censure by this Standards Panel for failing to meet the standards of behaviour required of all councillors under the Code of Conduct for Members, specifically for failing to treat others with respect and bringing the council into disrepute; and that this censure be made publicly available and reported to the meeting of full Council on 23 October 2014.

Secondly, that, in light of this censure and the Panel's determination that it is inappropriate for someone who has repeatedly brought the council into disrepute to represent the council in the role of Chair or Deputy Chair of any committee, a recommendation be made to the meeting of full Council on 23 October 2014 that he be removed for the remainder of this municipal year from the role of Deputy Chair of both the Licensing Committee Licensing Act 2003 Functions) and the Licensing Committee (Non Licensing Act 2003 Functions).

2.4 Right of Appeal

There is a right of appeal for the subject Member and any of the complainants against the decision of the Standards Panel.

If any of these persons wishes to exercise this right, they should write to the council's Monitoring Officer*, stating they wish to appeal the Standards Panel decision, with reasons for doing so. The appeal request will only be granted if one or more of the following criteria are met:

- (1) the hearing was procedurally flawed; a relevant consideration was not taken into account; or an irrelevant consideration was taken into account;
- (2) new evidence or material has arisen with a direct and significant bearing on either of the allegations;
- (3) the Panel's decision was irrational, meaning it was so unreasonable that no sensible Standards Panel, having applied its mind to the complaints, could have arrived at that decision.

A request for an appeal must be received within 10 working days of 6 October 2014.

* Address: Brighton & Hove City Council, King's House, Grand Avenue, Hove, BN3 2LS

3. HEARING OF AN ALLEGATION THAT A COUNCILLOR HAS FAILED TO COMPLY WITH THE CODE OF CONDUCT FOR MEMBERS - CASE BHC-015726

Contact Officer: Brian Foley Tel: 291229
Ward Affected: All Wards

3.1 RESOLVED – That Councillor Duncan:

- failed to comply with paragraph 3(1) of the council's Code of Conduct for Members ('You must treat others with respect'); and
- failed to comply with paragraph 5 of the council's Code of Conduct for Members ('You must not conduct yourself in a manner which could

reasonably be regarded as bringing your office or authority into disrepute’).

- 3.2 The Panel considered the allegation that Councillor Duncan failed to comply with the Code of Conduct for Members, specifically paragraph 3.1 ‘you must treat others with respect’ and paragraph 5 ‘you must not conduct yourself in a manner which could reasonably be regarded as bringing your office or authority into disrepute’.

The Panel noted the facts of the allegation were not in question, and that both the tweet and the identity of the tweeter were in the public domain. The Panel was satisfied that it was reasonable for members of the public to assume that by issuing his tweet, Councillor Duncan was not acting solely as a member of the public but as a councillor, and therefore that the Code applied.

The Panel noted the unprecedented level of complaint the tweet of 28 June 2014 had generated, with widespread significant offence and indignation, and it appeared to be this that caused Councillor Duncan to switch off his twitter account.

Councillor Duncan offered no further submissions except to reiterate his contention that his right to freedom of expression was protected by Article 10. In relation to this point, the legal advice offered to the Panel was substantially the same as that given for item BHC-015722 in that Councillor Duncan’s tweet was both abusive and directed not specifically at politicians or public figures but to ordinary members of the community, namely the armed forces; and that for this reason, Councillor Duncan was unable to rely on his Article 10(1) rights to justify or excuse his tweet.

Although the Panel noted Councillor Duncan’s apology on 30 June 2014 for the offence caused, he restated his conviction to the Panel that ‘hired killers’ was an accurate description of the armed forces.

3.3 Sanctions to be applied

Having heard Councillor Duncan’s representation as to sanctions he considered appropriate in light of the Panel’s findings, the Panel considered the range of sanctions available to it and determined the following in respect of both breaches of the Code of Conduct.

Firstly, that Councillor Duncan be subject to formal censure by this Standards Panel for failing to meet the standards of behaviour required of all councillors under the Code of Conduct for Members, specifically for failing to treat others with respect and bringing the council into disrepute; and that this censure be made publicly available and reported to the meeting of full Council on 23 October 2014.

Secondly, that, in light of this censure and the Panel’s determination that it is inappropriate for someone who has repeatedly brought the council into disrepute to represent the council in the role of Chair or Deputy Chair of any committee, a recommendation be made to the meeting of full Council on 23 October 2014 that he be removed for the remainder of this municipal

year from the role of Deputy Chair of both the Licensing Committee (Licensing Act 2003 Functions) and the Licensing Committee (Non Licensing Act 2003 Functions).

3.4 Right of Appeal

There is a right of appeal for the subject Member and any of the complainants against the decision of the Standards Panel. If any of these persons wishes to exercise this right, they should write to the council's Monitoring Officer*, stating they wish to appeal the Standards Panel decision, with reasons for doing so. The appeal request will only be granted if one or more of the following criteria are met:

- (1) the hearing was procedurally flawed; a relevant consideration was not taken into account; or an irrelevant consideration was taken into account;
- (2) new evidence or material has arisen with a direct and significant bearing on either of the allegations;
- (3) the Panel's decision was irrational, meaning it was so unreasonable that no sensible Standards Panel, having applied its mind to the complaints, could have arrived at that decision.

A request for an appeal must be received within 10 working days of 6 October 2014.

* Address: Brighton & Hove City Council, King's House, Grand Avenue, Hove, BN3 2LS

NB The above decisions will be implemented after close of business on 13 October 2014 unless they are called in.

FINAL REPORT

Case References: BHC-015726

Date of incident: 28 June 2014

Subject Member: Councillor Ben Duncan

Complainants: 60 members of the public

This report represents the findings of an investigation carried out under the Brighton & Hove City Council arrangements for dealing with allegations of breaches of the Members' Code of Conduct under the Localism Act 2011.

The investigation has been carried out by Brian Foley, Standards and Complaints Manager, on behalf of the Monitoring Officer for Brighton & Hove City Council into an allegation concerning Councillor Ben Duncan and is to be presented to a Hearing Panel of the Audit and Standards Committee.

DATE: 24 September 2014

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1. Executive Summary

- 1.1 Between 30 June 2014 and 04 July 2014 Brighton & Hove City Council received 60 complaints from members of the public regarding a tweet issued by Councillor Ben Duncan on Saturday 28 June 2014 about the Armed Forces Day celebrations taking place in the city.

- 1.2 The 28 June 2014 was Armed Forces Day and in Brighton and Hove this was marked with a Freedom of the City Parade by the Princess of Wales's Royal Regiment (1PWRR).
- 1.3 The event was part of a programme of civic and community events going on during the summer as Brighton and Hove along with towns and cities across the country commemorated the 100th anniversary of the World War One.
- 1.4 Councillor Duncan's tweet brought much criticism. It said:

Armed Forces Day has certainly brought the hired killers onto the streets of #Brighton today. Hard to explain to my son!
- 1.5 On 30 June 2014 Councillor Duncan issued an apology. It said:

Apols for offence caused by tweet re soldiers on streets. Many will have been remembering loved ones who died & was insensitive to their loss
- 1.6 The complaints received by the council were highly critical of Councillor Duncan.
- 1.7 The facts of the complaint are not in question.
- 1.8 The following report describes how the Investigating Officer has reached the conclusion that there has been a breach of paragraph 3(1) of the Code of Conduct for Members: 'You must treat others with respect', and a breach of paragraph 5: 'You must not conduct yourself in a manner which could reasonably be regarded as bringing your office or authority into disrepute'.
- 2. Relevant legislation and the paragraphs of the Code of Conduct which may apply**
- 2.1 The council has adopted a Code of Conduct for Members, in accordance with the Localism Act 2011.
- 2.2 This investigation is carried out under Brighton & Hove City Council arrangements for dealing with allegations of breaches of the Code of Conduct for Members.
- 2.3 Between 30 June 2014 and 04 July 2014 Brighton & Hove City Council received 60 complaints from members of the public regarding the tweet issued by Councillor Ben Duncan on Saturday 28 June 2014 about the Armed Forces Day celebrations that took place in the city. Of those complainants 33 people gave their authority to use their complaint in this report, nonetheless all have been anonymised.
- 2.4 In accordance with the local arrangements, the complaints were considered by the Monitoring Officer for Brighton & Hove City Council. After taking due regard of the views of an Independent Person the Monitoring Officer held that, if proven, the allegation against Councillor Duncan could potentially amount to a breach of

the Members' Code of Conduct in force at the time the alleged misconduct took place.

- 2.5 The Monitoring Officer decided the complaints should be investigated and instructed the Council's Standards and Complaints Manager to carry out that investigation.

The paragraphs of the code of conduct are engaged by the allegation are:

Paragraph 3(1): You must treat others with respect.

Paragraph 5: You must not conduct yourself in a manner which could reasonably be regarded as bringing your office or authority into disrepute.

3. Background information about Armed Forces Day

- 3.1 Armed Forces Day, formerly Veterans' Day, is an annual event to commemorate the service of men and women in the British Armed Forces.
- 3.2 On Saturday June 28 2014 Armed Forces Day was marked in Brighton & Hove with a Freedom of the City Parade by the Princess of Wales's Royal Regiment.
- 3.3 The event was part of a programme of civic and community events going on during the summer as Brighton & Hove commemorated the 100th anniversary of the World War One.
- 3.4 Soldiers from the 1st Battalion PWRR and the Band of the Blues and Royals marched from the Peace Statue on Hove seafront at 11:00a.m. and followed a route along the seafront, West Street and North Street before arriving in New Road around 11.20a.m..
- 3.5 This was followed by a Veterans and Cadets parade and inspection in New Road.
- 3.6 Further events continued in New Road during the day.

4. Councillor Duncan's tweets and response to the complaints

- 4.1 On Saturday 28 June 2014 Councillor Duncan tweeted

Armed Forces Day has certainly brought the hired killers onto the streets of #Brighton today. Hard to explain to my son!

— Ben Duncan (@KemptonBen) June 28, 2014

- 4.2 On Monday 30 June 2014 Councillor Duncan tweeted an apology

Apols for offence caused by tweet re soldiers on streets. Many will have been remembering loved ones who died & was insensitive to their loss

— Ben Duncan (@KemptonBen) June 30, 2014

- 4.3 On 03 July 2014 the Monitoring Officer took the decision that the complaints received about Councillor Duncan's tweets should be considered as a potential breach of the Code of Conduct for Members and he referred the matter for investigation by the Council's Standards and Complaints Manager.
- 4.4 On 03 July 2014 the Standards and Complaints Manager wrote to Councillor Duncan describing the themes of the complaints and invited him to respond offering his reasoning and explanation for the tweets so the this matter could be dealt with.
- 4.5 On 11 July the Standards and Complaints Manager wrote to Councillor Duncan again but this time with the detailed complaints from those people who had confirmed they were willing to have their names provided to Councillor Duncan. Councillor Duncan was asked to respond by 28 July 2014.
- 4.6 On 28 July 2014 Councillor Duncan wrote:

Dear Brian
Re: Tweet on Armed Forces Day

Having considered your email and all the complaints I have concluded that the only sensible course of action is to avoid any attempt to explain my tweet, which could be perceived as some sort of attempted justification, and just apologise unreservedly to anyone offended in any way. I sincerely hope all complainants will accept that apology.

Ben
Cllr Ben Duncan

5. Summary of the complaints

- 5.1 The main themes that were expressed by the people who complained about Councillor Duncan's tweets can be summarised as:
 - a. The remarks were offensive and show a lack of judgement and understanding.
 - b. His comments are unjustified and go beyond common decency and they are deplorable and disrespectful about men and women who have lost their lives in trying to make the world a safer place for us to live in.
 - c. People who serve their country are not hired killers, members of the armed forces protect the lives and rights of everyone in this country.
 - d. This country owes a massive debt of gratitude to the armed forces that have given this individual the right of free speech, he should be reminded of this fact.
 - e. Some have given the ultimate sacrifice in order that others have the ability and privilege of being able to express their views.

- f. His actions have been deeply hurtful and in no way should be tolerated. He is entitled to his opinion but this entitlement does not allow him to sully the very memory of people who fought to allow him the privilege to have them.
- g. Cllr Duncan's apology simply aggravated his grievous insult.
- h. I do not accept his words of apology as they mean nothing and are merely an act of trying to get away with this.
- i. Cllr Duncan should stand down or be removed.
- j. I plead with you to take this complaint seriously and remove this person from office, and do not stain the name of a good council.
- k. Let us hope he can find enough integrity from somewhere to stand down immediately.
- l. You bring not only yourself and your party into disrepute but it also reflects badly on the city of Brighton & Hove.
- m. His tweet has now been reported across the nation, bringing discredit to the City Council.

6. Reasoning as to whether there have been failures to comply with the Code of Conduct

- 6.1 Part 1 Section 2.1 of the Code of Conduct states that a Member must comply with the Code whenever they act in their capacity as a Member or co-opted Member of the authority.
- 6.2 The content of the complaints received demonstrate that a significant majority of the members of the public who raised complaints believed that Councillor Duncan was acting in his capacity as an elected Member when he made his comments about Armed Forces day on twitter.
- 6.3 Given that Councillor Duncan was commenting in a public sphere on a high profile event which was supported by and in part organised by Brighton & Hove City Council the Investigating Officer is of the view that Councillor Duncan can be viewed as linked to the event and was acting in his capacity as an elected Member.

- 6.4 The paragraphs of the Code of Conduct which relate to this complaint:

Paragraph 3(1): You must treat others with respect.

Paragraph 5: You must not conduct yourself in a manner which could reasonably be regarded as bringing your office or authority into disrepute.

- 6.5 Paragraph 3(1) A Member must treat others with respect

The principle we have operated within the Council with regard to determining whether an action or statement may be considered disrespectful (reflecting

previous Standards Board guidance) is that in general a negatively expressed statement about a line of argument will not be considered disrespectful even if it is forcefully expressed. However, a statement made about a person delivered with the same force might be deemed to be disrespectful if it passes a certain threshold.

Precisely what that threshold is or should be is a matter that has not been precisely defined and is therefore open to interpretation.

I have set out the arguments that may help reach a conclusion on whether the comment within the tweet was disrespectful.

Arguments against Councillor Duncan having failed to treat others with respect

- 6.6 In this particular complaint there is no dispute that the tweets written on 28 and 30 June and by Councillor Duncan were posted in the public domain. They have however been subsequently removed and the twitter account has been closed.
- 6.7 On 28 July 2014 Councillor Duncan wrote to the Investigating Officer to say that he did not wish to try to explain his tweet which may be seen as an attempted justification but instead he wished to apologise unreservedly to anyone offended in any way. He stated that he sincerely hoped all complainants will accept his apology.

Arguments in support of the view that Councillor Duncan failed to treat others with respect

- 6.8 Where a significant number of people have stated that they find a matter offensive or distasteful a reasonable person taking a dispassionate view may deduce that the actions or statements referred to have been disrespectful.
- 6.9 Councillor Duncan commented on a programme of civic and community events which commemorated the 100th anniversary World War One. Although Councillor Duncan did not refer to any particular group of persons in his tweet the suggestion that 'hired killers' were on the streets of Brighton & Hove during the commemorative events was undoubtedly offensive.
- 6.10 In the main it was the tweet written on the 28 June that generated the greatest number of complaints. However four people additionally stated that they found Councillor Duncan's apology written on 30 June insincere and said that it simply aggravated the original insult.
- 6.11 The comments from complainants set out in paragraph 5.1 explain how the tweet was viewed as disrespectful and offensive.

Balance of Arguments For and Against

- 6.12 The view of the Investigating Officer is that the tweets posted by Councillor Duncan referred to in 4.1 and 4.2 without doubt caused considerable offence. The tweet posted two days later as an apology was not viewed as sincere.

- 6.13 Councillor Duncan has recognised that his tweets caused offence. He has apologised unreservedly and removed the tweets and closed the twitter account.
- 6.14 The view of the Investigating Officer is that Councillor Duncan was perceived to be acting in his capacity as an elected Member.
- 6.15 The conclusion therefore is that even though Councillor Duncan has subsequently apologised for his comments he can be considered to have acted in a way that can be regarded as disrespectful.
- 6.16 The Investigating Officer's view is that there has been a breach of the Code of Conduct in respect of paragraph 3(1) 'a member must treat others with respect'.
- 6.17 Paragraph 5: You must not conduct yourself in a manner which could reasonably be regarded as bringing your office or authority into disrepute.
- 6.18 In deciding if Councillor Duncan has conducted himself in a manner which could reasonably be regarded as bringing his office or authority into disrepute the investigation has to distinguish between conduct causing damage to his reputation as an individual and that which reaches the threshold sufficient to damage his reputation as a member.

Arguments against Councillor Duncan having brought his office or authority into disrepute:

- 6.19 Councillor Duncan is entitled to his views and to express them as he wishes; Article 10 of the European Convention on Human Rights gives Councillor Duncan the right to freedom of expression.
- 6.20 Councillor Duncan has not sought to justify his tweet but has apologised unreservedly to anyone offended in anyway.
- 6.21 Councillor Duncan has subsequently removed the offensive tweet and closed his twitter account.

Arguments in support of the view that Councillor Duncan brought his office or authority into disrepute:

- 6.22 The Council received 60 complaints about the comment posted by Councillor Duncan. The Council has not previously received such a quantity of complaints about the actions or comments of a single member.
- 6.23 The tone and nature of the complaints as set out in the Appendix demonstrate that Councillor Duncan's reputation as a Member is seriously called into question.
- 6.24 Furthermore, several complaints contained within the Appendix comment on how Councillor Duncan's comments will damage the reputation of the Council if the Council does not take action against Councillor Duncan.

- 6.25 The timing of the tweet was grossly insensitive to the loss that many thousands of people would have been feeling throughout the country at the time of the commemorative event.
- 6.26 The vast majority of the complaints received about the tweets issued by Councillor Duncan questioned his suitability as an elected Member.

A person's right to freedom of expression under Article 10 of the Convention is qualified. The exercise of the right may be subject to certain formalities, conditions, or restrictions as are necessary – among other things – for the protection of the rights and reputation of others. This, in part, explains why Members are subject to the requirement under their Code of Conduct to show respect for others.

Balance of Arguments For and Against

- 6.27 When Councillor Duncan was made aware of the complaints he removed the tweets and closed his twitter account.
- 6.28 He has made known to the Investigating Officer that he wishes to apologise unreservedly for the comments he made.
- 6.29 However, judging from text of the complaints and the media coverage the tweeted apology does not seem to have been generally accepted as being sincere in that it did not match the level of anger and disgust expressed by those people who complained about the original tweet.
- 6.30 The impact of Councillor Duncan's comment was significant and caused hurt and anger among many members of the public. Councillor Duncan admits that there can be no justification for the comment he made.
- 6.31 Consequently the view of the Investigating Officer is that there has been a breach of the Code of Conduct in respect of paragraph 5 'You must not conduct yourself in a manner which could reasonably be regarded as bringing your office or authority into disrepute'.

7.0 Findings

- 7.1 The Investigating Officer's view is that there has been a breach of the Code of Conduct in respect of paragraph 3(1) 'a member must treat others with respect' for the reasons set out in paragraphs 6.6 to 6.16 above.
- 7.2 The Investigating Officer's view is that there has been a breach of the Code of Conduct in respect of paragraph 5 'you must not conduct yourself in a manner which could reasonably be regarded as bringing your office or authority into disrepute' for the reasons set out in paragraphs 6.19 to 6.32 above.

Appendix 1: Councillor Duncan's tweets

4.1 On Saturday 28 June 2014 Councillor Duncan tweeted

Armed Forces Day has certainly brought the hired killers onto the streets of #Brighton today. Hard to explain to my son!

— Ben Duncan (@KemptonBen) June 28, 2014

4.2 On Monday 30 June 2014 Councillor Duncan tweeted an apology

Apols for offence caused by tweet re soldiers on streets. Many will have been remembering loved ones who died & was insensitive to their loss

— Ben Duncan (@KemptonBen) June 30, 2014

Appendix 2: Complaints where members of the public confirmed they were prepared to have their complaint shared with Councillor Duncan

- 1 complaint comment: Councillor Ben Duncan tweeted the following: Armed Forces Day has certainly brought out the hired killers onto the streets of Brighton today. Hard to explain to my son. As a member of a council that supports equality and diversity, as demonstrated by the information requests at the bottom of this form, I find it beggars belief that a Councillor can be so ignorant and outspoken. If he had made a comment that was racially inappropriate I'm sure the council would have no hesitation in bringing disciplinary action as he had contravened the Councillor's Code of Conduct. As a former serviceman, I am completely disgusted and upset by his comment, as are a great many that have seen it. I am all for freedom of speech, but how can any serviceman or woman who settles in his ward be assured of fair and equitable treatment.

action: I think the council should investigate the comments and take disciplinary action against the Councillor; insisting that he retract the statement and publicly apologize.

- 2 Dear Complaints Committee,
I wish to make a formal complaint about councillor Ben Duncan.
On his twitter sight he says he notice how all the hire Killers where on the street on forces day.
I personally served 12 years in the Royal Navy and lost some good friends too, I find this very offensive and in fact traitorous in its implication.
I am there for asking that Ben Duncan is investigated and when found guilty he is 'sacked', from the Brighton -Hove Council.
- 3 I wish to make a formal complaint about remarks made by one of your councillors, Ben Duncan green party councillor on Armed Forces Day he publically tweeted a message stating that the armed forces were Quote "hired killers" this is now in the public domain and needs a positive action by the council which I and many other veterans believe the only outcome is for Mr Duncan be removed from his post and a full and sincere apology to given ,this will escalate

the longer it is allowed to progress without some kind of positive feedback from B&H council as I said it is now on all the social media websites and will cause a lot of distress to all serving and retired members of HMForces

- 4 I am writing to request that Ben Duncan be dismissed if he has not already resigned. His comments on twitter about our Armed Forces being "hired killers" are completely disgraceful, and not befitting someone holding public office. The only reason that Ben Duncan is free and happy, and able to post ludicrous comments online is because we have a strong and trustworthy Armed Forces.
- 5 Please explain your complaint: Having read that the above councilor had allegedly posted on line the comment "Armed Forces Day has certainly brought the hired killers onto the streets of Brighton today. Hard to explain to my son!" If true I feel this amounts to a serious allegation and he should be made to explain exactly what he meant as my understanding of this is he is accusing those who fought for their had indeed his country of a crime, and sadly millions of them are not here to defend themselves

6 Sir,

I am happy with the below request. (to supply his details)
Not only can the Councillor in question have my name and address, but he may feel it correct to send an apology direct.

Please feel free to add my details to public record.
For good orders sake they are:

The fact I do not live in your council area has no bearing on the complaint, as the Councillor in question made his comment out in the public domain (to whit, the Internet via Twitter).

The standards I would expect of a local officer where i reside, are identical to those any member of the public should expect of them within their own council area.

7 Dear Sir/Madam,

It is with some considerable disgust that I read a Tweet from a Green party Councillor " Armed Forces Day certainly brought the hired killers onto the streets #Brighton today. Hard to explain to my son!"

As one of the purported "hired killers" I find this comment deeply insulting, and disrespectful to all who have served this country, some giving the ultimate sacrifice in order that others, such as this Green Party representative, have the ability and privilege of being able to express their views.

Whilst I fully support and uphold this gentleman's right to express his opinion, I would also call upon you, as the representative body he has a seat on, to publically remove yourselves from such comment.

Regards

8 I wish to register my utter disgust that a councillor is allowed to post offensive and disgusting tweets about our armed forces. I do hope the Council do the right thing and sack this pathetic person as quickly as possible, because if they do not then they are complicit in his views and are just as bad in my opinion.

9 His recent Twitter comments describing our Armed Forces as 'hired killers' Highly offensive and insulting to the countless men & women who have given their lives to protect the democracy which allows this idiot to be so obnoxious. If he disagrees with any conflict the Army is deployed to by the Government in power he should take it up with the politicians who make the decision-not abuse the soldiers He should be sacked.

10 The sender gave their name as:

Dear Sir/Madam. I would like to raise a complaint about the comments made on Armed Forces Day 28th June 2014 by Councillor Ben Duncan. The comments he made via twitter referring to Soldiers as Hired Killers, is utterly offensive, deeply upsetting, a act of treason and behaviour far below what is expected from a Councillor. I do not except his words of apology as the mean nothing and are merely a act of trying to get away with this. This is not the first time, nor shall it be the last if you do not act now. For him not to be sacked or asked to resign will leave the path for other council members to be drawn in for protecting him in the future. If Mr Duncan has a problem with history of this Great Nation that I would be glad to enlighten him, after all if it was not for hired killers he would be making those comments in German. But as I was a hired killer for 23 years I also Speke German so I can use either. That way I can Remind him of World War One and World War Two. Not to mention other conflicts where the army has been used in peace keeping roles and laid down their lives, including my best friend and many other friends. He has also forgotten the acts of terrorist that were within his own City. Also he needs reminding of the role played by those hired killers during industrial action by the ambulance and fire service and their excellent work during the recent floods, or shall we explain the arduous task of recovering bodies and wreckage from the Panam flight over Lockerbie. Just to finalise without boring anyone the work and sacrifices that continue as you read this all over the world that gives us all the freedom we live in. I Therefore plead with you to take this complaint seriously and remove this person from office, and do not stain the name of a good council. Yours sincerely

11 Pleaseexplainyourcomplaint: Tweeting the following - Armed Forces Day has certainly brought the hired killers onto the streets of #Brighton today. Hard to explain to my son! — Ben Duncan This is an appalling comment to make for those people who have chosen to serve and protect us in whatever means required. Also the "apology" 2 days later was insincere "Apols for offence caused by tweet re soldiers on streets. Many will hav been remembering loved ones who died & was insensitive to their loss". He should be forced to resign as he is yet again in breach of the code of conduct he has signed

12 Ben Duncan,

Your comments posted on Twitter, that 'Armed Forces day has certainty brought hired killers onto the streets' is deeply offensive to me!

I have served my country for 20 years as a member of the UK Government's armed forces, and luckily I have never been required to kill anybody. I have however lost numerous colleagues who, at the governments direction, have perform their duty with honour and paid the ultimate sacrifice for doing so.

You are a member of government (albeit local government, luckily) and as such should be able to grasp that without the fine members of the armed forces, you would not be able to go about your business and be free to call us names.

You should be ashamed of yourself.

Lieutenant Royal Navy

- 13 I wish to make a formal complaint about Cllr Duncan's public comment on Armed Forces Day that the armed forces are ' Hired Killers ' This is deeply offensive to all those in the armed services who serve this country and keep us in a safe environment. I feel this councillor should be removed from office with immediate effect.
- 14 I am appalled that this man could think - and especially declare on social media - such negative and insulting remarks about our brave and heroic armed forces. Surely he should not remain in public office with such extreme and deeply offensive views
- 15 From:
Sent: 30 June 2014 13:22
To: info
Subject: Armed Forces Day

Sir/Madam,

I am writing this as a FORMAL COMPLAINT about the actions of one of your Councillors.

I am, ,a retired Staff Sergeant of the 3rd Battalion the Parachute Regiment, and saw active service in Northern Ireland, Cyprus, the Falklands Conflict, the First Gulf War and Sierra Leon.

I am proud to have served my Queen and Country and am proud to be the recipient of the Long Service and Good Conduct Medal.

I lost my Best friend (who died in my arms after having his guts ripped open by Mortar bomb fragments) in the Falklands, and several good friends in Northern Ireland and the Gulf War.

It was Armed Forces day across this Great Nation of ours last Saturday 28th June 2014....A day to celebrate and remember past, present and fallen members of Her Majesties Armed Forces.....Yet BEN DUNCAN, I wont call him Mr out of my contempt for him, tweeted "Armed Forces Day has certainly brought the hired killers onto the streets of #Brighton today. Hard to explain to my son!"

I consider this to be a comment of utter contempt to those that the day was supposed to be honouring.

I consider this to be a personal insult and request in the strongest possible terms that this man be brought to task over this crass, ignorant comment.

You may or may not be aware, but the Forces Veterans are currently taking action over comments made by Stan Colley more about the Falkland Islands, and the mood is very volatile at the moment within this group towards Idiots in the public that make these derogatory and inflammatory comments.

I hope that this complaint and this situation will be taken seriously by you, and I hope to have a reply from you about me complaint in the very near future.

Sincerely and angrily,

16 name: Ben Duncan
Remarks made about the armed forces who actually keep this cowardly little individual safe from harm. Sack him now!

17 name: Cllr Ben Duncan

Please explain your complaint: This is a formal complaint about the conduct of Cllr Duncan in that he tweeted "Armed Forces Day has certainly brought the hired killers onto the streets of Brighton today. Hard to explain to my son!" at 5.40 am on Saturday, 28 June 2014, Armed Forces Day. It was offensive for him to do so on that day and to use twitter to communicate his "thoughts" on the matter and use (I assume) council equipment to do so. Apart from a fulsome apology, Cllr Duncan should (a) suffer disciplinary action from his Party and the Council and (b) also donate "a day's pay" to one of the many Supporting Charities of Armed Forces Day.

18 Name:
I trust that Brighton Council will not hide behind the statement of the comments made by Ben Duncan are his and his alone !

If the councillor had made a vile racist statement on Twitter, he would undoubtedly be feeling the long arm of the law on his collar !

So, I trust that the Leader of Brighton Council and the party Ben Duncan represents will insist on his resignation for the recent Twitter remark made on Armed Forces Day with respect to "hired killers on our streets"

My family have served for 101 years over 3 generations, (my father during WW2).

I am outraged by the comment made and find it deeply offensive!

Yours,

19 I am writing to complain about the comment made by your councillor Ben Duncan regarding the recent Armed Forces Day.

I find his comment extremely offensive!
How dare he refer to our country's Armed Forces as 'Hired Killers'!
He needs reporting to the Police.

Sack this man immediately!

20 A Councillor should be more aware of not making remarks that are offensive and shameful on Tweets or any other form. He was elected to represent his Ward and not use that platform for any other reason. He should also be sacked as a councillor as he brings in to disrepute the position he holds. Let us hope he can find enough integrity from somewhere to stand down immediately. If not hopefully the Green Party will act.

21 Name

Regardless of his "views my own" statement on his published website, he holds a position in your establishment and as such I view his public opinion as a representation of your council. That a member of your body has such a grossly offensive view of Her Majesties Armed Forces can not, in my view, be conducive to his continued employment in a governing body.

I absolutely support every individuals right to an opinion, however when that individual has a public profile they have a responsibility to the public from that position. That he feels it appropriate to entice others to this view of the military is disgraceful. Following his grossly upsetting transmission Mr Duncan has posted an apology that is almost as insulting by it's flippant nature. You will observe that he has not seen fit to remove the offensive message which is still displayed.

That he chose to make his comment on Armed Forces day is doubly insulting, personally I believe nothing less than his instant dismissal or resignation would satisfy his obligation to public decency, though I expect politics to get in the way of professional duty.

I don't know who is in charge in your council but I expect to hear from him with his opinion on this issue and an explanation of the actions your council intends to carry out. I do know that I have provided security service cover to the political events held in Brighton. I am a decorated and disabled veteran, I am content that when I make my anger known to members I have met at these events they will take an interest in how you attempt to resolve this issue.

Lastly I would like to offer for any investigation that I feel that the veteran community receive less than their fair share of representation. Homelessness, lack of rehabilitation and a reliance on charities for support are commonplace amongst the community. We are often blamed for the decisions of government and rarely seen as the individual behind the uniform. I believe that just as we support the national interest at the orders of the Government, members of governing bodies, from Whitehall down to local Government have a responsibility to respect our sacrifice. You will find many of the military are in a better position to advocate a pacifist stand than those who have never been to war.

22 I would like to formally complain regarding the comments made by Councillor Ben Duncan tweeting about the 'hired killers'. To do this at all is beyond belief - to do it on Armed Forces Day is an absolute disgrace. This person showed scant regard for the people who paid the ultimate price for this country, but in saying what he did he also completely ignored the feelings of relatives and comrades

around the country. His actions have been deeply hurtful and in no way should be tolerated. He is entitled to his opinion but this entitlement does not allow him to sully the very memory of people who fought to allow him the privilege to have them. Yours most disgustedly

23 Subject: Mr Ben Duncan's offensive comments

Dear Sir/madam,

The recent comments by this individual has caused me great offence and I wish to register this with your organisation.

The fact that this was on armed forces day has caused maximum distress to myself and my colleagues who are all ex forces.

This country owes a massive dept of gratitude to the armed forces that have given this individual the right of free speech, he should be reminded of this fact. If this is the views of your council then I am saddened that an elected organisation cannot understand the sacrifice we have made to allow all people to be treated with respect and not vilified by the very people who are elected to represent them.

24 complaintcomment: I am deeply saddened by the disgusting tweet made by cllr Ben Duncan. Personal feelings however misguided or cowardly should not be given a platform by someone who is elected to serve in office. His words are an insult to every man and woman who has proudly served their country and has worn their uniform in the full knowledge that their life may well be the cost. I hope that the people of Brighton & Hove will re think their choice of councillor.
action: A full written apology by Cllr Duncan and also a statement from the council distancing themselves from his revolting rhetoric.

25 name: BEN DUNCAN

Pleaseexplainyourcomplaint: THE REMARK THAT BEN DUNCAN MADE ON ARMED FORCES DAY WAS DEEPLY OFFENSIVE. THERE ARE BRITISH SOLDIERS DYING FOR THEIR COUNTRY AND TO MAKE A REMARK LIKE THIS IS IDIOTIC AND INSENSIBLE. WHEN YOU HOLD A PUBLIC OFFICE YOU SHOULD MAINTAIN A STANDARD OR YOU BRING NOT ONLY YOURSELF AND YOUR PARTY INTO DISREPUTE BUT IT ALSO REFLECTS BADLY ON THE CITY OF BRIGHTON & HOVE.

26 name: Ben Duncan

Pleaseexplainyourcomplaint: Green Councillor Ben Duncan, who represents Queen's Park ward on Brighton & Hove City Council, sent the tweet yesterday while the city celebrated war heroes with Armed Forces Day. "Armed Forces Day has certainly brought the hired killers onto the streets of Brighton today. Hard to explain to my son!" — Ben Duncan (@KemptownBen) June 28, 2014 I gave 34 years service to Queen and Country and find his "Hired killer" remark personally offensive, and a discredit to Brighton & Hove.

27 name: BEN DUNCAN GREEN PARTY

Please explain your complaint: Mr Duncan made the Offensive and Disrespectful Tweet on Line on the Day of the Armed Forces Day Parade which took Place Sat 28th June as below: "ARMED FORCES DAY has Certainly brought HIRED KILLERS onto the Streets of Brighton Today" No apology will be acceptable, he should RESIGN, Many People who attended this Parade have Lost Family or Friends in Combat/Action for our Country. Even if these are he's Personal thoughts, I am afraid he's tweet Remarks are an utter Disgrace, disrespectful, and unforgivable, And I understand this is NOT the first time he has made a fool of himself, and shown up the Council.

28 Sir/Ma'am,

I was on my Twitter feed today and a tweet from the above mentioned councillor came across my 'timeline'. Please find this image attached to this email.

I am very disappointed to see a scathing attack on men and women who routinely place their lives on the line so men and women who live in this country may live freely and safely.

Whilst I do not disagree with free speech, I believe that councillors should hold a high moral standing. In my view the above mentioned councillor has fallen short of those expectations.

I hope you will take the time to investigate this and I eagerly await your reply.

29 Name

i would like to know what action you will be taking against the man in the attachment, i find it deeply offensive that a member of your council can say that. I'm a veteran, if he would like to say that to my face i will forward my details. i suggest you get this dealt with promptly, as its very upsetting to know that football fans get banned from grounds for insulting your town, so what is a council worker from your town going to get for insulting thousands of soldiers and former soldiers. look forward to your explanation.

30 I want to make a formal complaint:

name: Mr Duncan

Please explain your complaint: I like a lot of people have seen the twitter comment that Mr Duncan made about the armed forces march in Brighton. His comments are unjustified and go beyond common decency and they are deplorable and disrespectful about men and women who have lost their lives in trying to make the world a safer place for us to live in. It is not only disrespectful to those who have lost their lives but to their friends and family's also the armed services personnel who put their lives on the line on a daily basis not just in the UK but for any one who is involved if fighting for the safety and freedom that we in the UK have come to know and enjoy. His comments are not becoming that of a councillor for Brighton & Hove and ALL councillors should stand up and be counted condemning Mr Duncan for his comments. As far as I am concerned Mr Duncan's position is untenable and regardless of what an ethics committee think he should resign with immediate effect and should he fail to resign he should be found guilty of bringing the name of Brighton & Hove City Council and its residents in to disrepute.

31 name:

Complaint comment: Dear sir I have just seen a tweet that was sent by a councillor Ben Duncan stating his displeasure at armed forces day and how he would struggle to explain why it exists as the armed forces are just a bunch of hired killers! Having recently been medically discharged from Her Majesty's Armed Forces for injuries suffered in Afghanistan (hearing loss , PTSD , depression , hyper vigilance disorder , anxiety and panic attacks) I find this statement extremely hard to stomach. If this gentleman feels so strongly (of which is his right) then may I suggest that he denounces his position in public office. What he said , to me , is extremely offensive and tantamount to racism and I find it abhorrent in the extreme.

action: I suggest that , as stated he resigns immediately and issues an apologetic statement to all the families of serving soldiers as well as veterans of whom all lost dear friends defending our country

32 Subject: Employee complaint.

Dear Sir/Madam,

I wish to lodge a formal complaint regarding a post made on social media by an employee of the council.

The post was made on Twitter by Mr Ben Duncan.

I have attached a copy of the post.

The reference to members and veterans of the armed forces as "hired killers" is grossly offensive to all members of the armed forces community.

The British armed forces are without doubt the best in the world, their contract with the UK Government includes a blank cheque up to and including giving your life to defend the United Kingdom.

How someone in public service can struggle to "explain this to my son" beggars belief that someone cannot explain the purpose of the armed forces and yet serve on a local council in my opinion makes him unfit to serve in public office. I gather that he has made an apology, but I would like you consider this, take your favourite wine glass/coffee cup and smash it with a hammer, gather the pieces up and say sorry to them. Do you have your glass/cup back in one piece???

Everyone is entitled to their opinion and the right to free speech, but with that right comes a degree of responsibility, in my opinion, a Councillor, or any public servant, should know how to use social media responsibly.

I will leave the matter in your hands, but I do expect you to take this matter seriously as various veteran groups on Facebook are getting very upset by his comments.

Kind Regards

33 name: Ben Duncan

Please explain your complaint: His tweet on the "hired killers" on Armed Forces Day was grossly offensive & has now been reported across the nation, bringing discredit to the City Council

END OF COMPLAINTS

Appendix 3 – Councillor Duncan’s response to the complaints

From: Ben Duncan
Sent: 28 July 2014 9:48 AM
To: Brian Foley
Subject: Complaint re 'Armed Forces Day tweet'

Dear Brian

Re: Tweet on Armed Forces Day

Having considered your email and all the complaints I have concluded that the only sensible course of action is to avoid any attempt to explain my tweet, which could be perceived as some sort of attempted justification, and just apologise unreservedly to anyone offended in any way. I sincerely hope all complainants will accept that apology.

Ben

Cllr Ben Duncan

Cllr Ben Duncan

Independent Green, Queen's Park ward

Brighton & Hove City Council

Deputy Chair, Licensing Committee,

Appendix 3

FINAL REPORT

Case References: BHC-015722

Date of incident: 16 June 2014

Subject Member: Councillor Ben Duncan

Complainant: Mr S Choudhury, President of the Brighton District Bangladeshi Shomity

This Report represents the findings of an investigation carried out under the Brighton & Hove City Council arrangements for dealing with allegations of breaches of the Members' Code of Conduct under the Localism Act 2011.

The investigation has been carried out by Brian Foley, Standards and Complaints Manager, on behalf of the Monitoring Officer for Brighton & Hove City Council into an allegation concerning Councillor Ben Duncan and is to be presented to a Hearing Panel of the Audit and Standards Committee.

DATE: 24 September 2014

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- 1 Executive summary
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 - 3 Summary of the complaint
 - 4 Councillor Duncan's response to the complaint
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 - 6 Findings
- #### APPENDIX
- A1 Councillor Duncan's Tweet
 - A2 Complaint from member of the public
 - A3 Councillor Duncan's response to the complaint

1. Executive Summary

- 1.1 On 01 July 2014 Mr Sunny Choudhury in his capacity as President of the Brighton District Bangladeshi Shomity wrote to Caroline Lucas MP with a copy to Councillor Jason Kitcat and Penny Thompson, Chief Executive of Brighton &

Hove City Council to complain about a tweet posted by Councillor Duncan on 16 June 2014.

- 1.2 The tweet said “Blasphemous 7yo wants ‘Islam book’ to press flowers in (it’s big and heavy). Should I stone her to death when I get home from work?”
- 1.3 Mr Choudhury explained that as a Muslim he found the comments deeply distasteful and hurtful to himself and other Muslims.
- 1.4 He stated that comments such as this are not befitting of a Brighton and Hove City Councillor and do more to divide our community than bring people together.
- 1.5 In response to the complaint Councillor Duncan removed the tweet and closed his twitter account.
- 1.6 He has explained that he didn't intend to offend or upset anyone, even less to 'divide communities and create hate and unrest'.
- 1.7 Councillor Duncan explained that he did “not believe, and never has believed that Islam is a violent religion”. He said his tweet was aimed at a small minority of extreme adherents of Islam who practise violence in the name of their religious beliefs.
- 1.8 The facts of the complaint are not in question.
- 1.9 The following report describes how the Investigating Officer has reached the conclusion that there has been a breach of paragraph 3(1) of the Code of Conduct for Members: ‘You must treat others with respect’, and a breach of paragraph 5: ‘You must not conduct yourself in a manner which could reasonably be regarded as bringing your office or authority into disrepute’.
- 2. Relevant legislation and the paragraphs of the Code of Conduct which may apply**
- 2.1 The council has adopted a Code of Conduct for members, in accordance with the Localism Act 2011.
- 2.2 This investigation is carried out under Brighton & Hove City Council arrangements for dealing with allegations of breaches of the Code of Conduct for Members.
- 2.3 On 01 July 2014 Mr Sunny Choudhury, President of Brighton District Bangladeshi Shomity, wrote to Caroline Lucas MP to complain about a tweet that had been written by Councillor Ben Duncan on 16 June 2014. Mr Choudhury copied Penny Thompson, the Chief Executive of Brighton & Hove City Council, into that letter because he felt it was important she was aware of the issue.
- 2.4 In accordance with the local arrangements, the complaint was passed to the Monitoring Officer for Brighton & Hove City Council for consideration. After taking due regard of the views of an Independent Person, the Monitoring Officer held that, if proven, the allegation against Councillor Duncan could potentially amount

to a breach of the Members' Code of Conduct in force at the time the alleged misconduct took place.

2.5 The Monitoring Officer decided the complaints should be investigated and instructed the Council's Standards and Complaints Manager to carry out that investigation.

2.6 The paragraphs of the code of conduct which are engaged by the allegation are:

Paragraph 3(1): You must treat others with respect.

Paragraph 5: You must not conduct yourself in a manner which could reasonably be regarded as bringing your office or authority into disrepute.

3. Summary of the complaint

3.1 Mr Choudhury reported that Councillor Duncan's tweet on 16 June 2014 read:

"Blasphemous 7yo wants 'Islam book' to press flowers in (it's big and heavy). Should I stone her to death when I get home from work?"

3.2 Mr Choudhury explained that as a Muslim and one of the founding members of the Brighton Muslim Community Centre he found the comments deeply distasteful and hurtful to himself and other Muslims.

3.3 He stated that comments such as this are not befitting of a Brighton & Hove City Councillor and do more to divide our community than bring people together. He explained that the local Muslim community is hurt and angry that such profane language was used by the Green Party Councillor Ben Duncan.

3.4 Mr Choudhury described how he believed that Councillor Duncan's Tweet reinforces the false notion that Islam is a violent religion when love and prosperity are at the centre of its teachings. He stated that there are over 1600 million Muslims worldwide.

3.5 Mr Choudhury felt that an elected public representative making such a derogatory tweet was totally unacceptable. He states that the Qur'an is a divine book and that no one has the right to insult it.

3.6 Mr Choudhury made the point that nowhere in Islam does it say that if a flower is pressed in to an Islamic book, that, that person should be stoned to death.

3.7 Mr Choudhury was asking for the resignation of Ben Duncan from his position as a councillor on Brighton & Hove City Council.

3.8 The Investigating Officer met with Mr Choudhury and a friend of his.

3.9 Mr Choudhury said that he had been made aware of the tweet during Ifftar where friends and family from the Muslim community were gathered to break their fast. Mr Choudhury said that 34 people signed a petition requesting that action should be taken against Councillor Duncan.

3.10 The petition said:

We the undersigned local Muslim, are deeply hurt and concern that the distasteful comment posted on twitter on 16th of June 2014. Such offensive comment will divide communities, and create hate and unrest. Such irresponsible person should not be in public office.

3.11 Mr Choudhury and his friend were emphatic that there was no reference within the Qur'an that a child could be stoned. Mr Choudhury's friend was horrified that Councillor Duncan should infer that this would be the case. He said that members of the community were deeply hurt and very angry by the implications of what Councillor Duncan had tweeted.

3.12 Mr Choudhury also explained that in Islam a child is seen as a flower, therefore to press a flower between the pages of the Qur'an gives rise to the suggestion that Islam wishes to suppress children and make life unbearable for them. He said this was deeply hurtful.

3.13 Mr Choudhury emphasised how dangerous the tweet was in that it gave a wrong impression of the Muslim community and was potentially very damaging for community relations.

3.14 He explained that this came at a time when he and influential members of the BME and Muslim Community were discussing with Senior Officers in the Council, the Police and Home Office ways of reducing the likelihood of young Muslim men going to Syria to fight.

4. Councillor Duncan's response to the complaints

4.1 Councillor Duncan was notified of the complaint on 7 July 2014 and following the meeting between Mr Choudhury and his friend with the Investigating Officer details of the complaint were sent to Councillor Duncan on the 22 July 2014.

4.2 On 18 August 2104 the Investigating Officer received Councillor Duncan's response to the complaint raised by Mr Choudhury.

4.3 Councillor Duncan said he wanted to make it clear that he felt most of the substance of the complaint was based on a misunderstanding of the tweet in question. But he stated:

"nonetheless, I certainly didn't intend to offend or upset anyone, even less to 'divide communities and create hate and unrest'."

4.4 Councillor Duncan confirmed that he had deleted the 'tweet' in question, and the whole account on which it was posted.

Councillor Duncan explained his position that he did "not believe, and never have, that Islam is a violent religion."

4.5 He said his off-the-cuff comments related more to the small minority of extreme adherents of Islam who do practise violence in the name of their religious beliefs;

he gave as examples “the government of Saudi Arabia, or the leaders of IS currently the subject of appalling military action in Iraq.”

4.6 Councillor Duncan said he agreed that the Qur’an is a holy book, and he said he was referring to an entirely different book: 'Islam: Art and Architecture'.

4.7 Furthermore he said he also agreed with Mr Choudhary [as written] that nowhere in the Qur’an does it proscribe [as written] stoning as an appropriate punishment for flower pressing. He said that at no stage had he sought to imply otherwise.

4.8 Councillor Duncan said

“I was referring to an actual incident in which an actual child pressed actual flowers in an actual book.”

4.9 He further stated that he accepts that if it was capable of misunderstanding by Mr Choudhary [as written] it was probably capable of being misunderstood by others, so he had now removed it from the public record.

5. Reasoning as to whether there have been failures to comply with the Code of Conduct

5.1 The paragraphs of the Code of Conduct which relate to this complaint:

Paragraph 3(1): You must treat others with respect.

Paragraph 5: You must not conduct yourself in a manner which could reasonably be regarded as bringing your office or authority into disrepute.

5.2 Paragraph 3(1) A Member must treat others with respect

The principle we have operated within the Council with regard to determining whether an action or statement may be considered disrespectful (reflecting previous Standards Board guidance) is that in general a negatively expressed statement about a line of argument will not be considered disrespectful even if it is forcefully expressed. However, a statement made about a person delivered with the same force might be deemed to be disrespectful if it passes a certain threshold.

What that threshold is or should be is a matter that has not been precisely defined and is therefore open to interpretation.

Set out below are arguments that may help reach a conclusion on whether the comment within the tweet was disrespectful.

Arguments against Councillor Duncan having failed to treat others with respect

5.3 Councillor Duncan said his tweet was an off the cuff remark aimed at extreme adherents of Islam who practise violence in the name of their religious beliefs.

5.4 Councillor Duncan said he certainly didn't intend to offend or upset anyone, even less to 'divide communities and create hate and unrest'.

- 5.5 Councillor Duncan said he did “not believe, and never have, that Islam is a violent religion”.
- 5.6 Councillor Duncan says he was not referring to the Qur’an in his tweet but a book called ‘Islam: Art and Architecture’. However, that was not clear at the time the tweet was posted.

Arguments for Councillor Duncan having failed to treat others with respect

- 5.7 In this complaint there is no dispute about the accuracy or authenticity of the tweet written on 16 June 2014 by Councillor Duncan.
- 5.8 The comment made by Councillor Duncan was placed in the public domain.
- 5.9 A significant number of people from the Muslim Community have stated that they found the statement deeply offensive and disturbing.
- 5.10 Their petition stated that the tweet could cause division among communities and create hate and unrest.
- 5.11 Mr Choudhury explained that offence was caused by the proposition that any member of Muslim Community would press a flower into the Holy Book.
- 5.12 Further offence was caused by the statement that a father would consider stoning his daughter.
- 5.13 The petitioners said that such an irresponsible person should not be in public office.

Balance of arguments for and against:

- 5.14 On balance the Investigating Officer has come to the conclusion that the tweet was offensive, it was disrespectful and there has been a breach of the Code of Conduct paragraph 3(1) ‘A Member must treat others with respect’.
- 5.15 Paragraph 5: You must not conduct yourself in a manner which could reasonably be regarded as bringing your office or authority into disrepute.
- 5.16 In deciding if Councillor Duncan has conducted himself in a manner which could reasonably be regarded as bringing his office or authority into disrepute the investigation has to distinguish between conduct causing damage to his reputation as an individual and that which reaches the threshold sufficient to damage his reputation as a member.

Arguments against Councillor Duncan having brought his office into disrepute:

- 5.17 Councillor Duncan is entitled to his views and to express them as he wishes; Article 10 of the Human Rights Act gives Councillor Duncan the right to freedom of expression.

- 5.18 Councillor Duncan said he certainly didn't intend to offend or upset anyone, even less to “divide communities and create hate and unrest”.
- 5.19 Councillor Duncan has explained that his tweet was misunderstood.
- 5.20 Councillor Duncan has removed the offensive tweet and closed his twitter account.

Arguments for Councillor Duncan having brought his office into disrepute:

- 5.21 The complaint received about the tweet clearly stated that members of the Muslim Community were offended.
- 5.22 Mr Choudhury expressed a fear that the tweet could cause division, unrest and create hatred towards members of the Muslim Community.
- 5.23 Mr Choudhury explained that the tweet was dangerous in that it gave a very wrong impression of the Muslim Community and it was potentially very damaging for community relations. He explained that this came at a time when he and influential members of the BME and Muslim Communities were discussing with Senior Officers in the Council, the Police and Home Office ways of reducing the likelihood of young Muslim men going to Syria to fight.
- 5.24 The complaint about Councillor Duncan went further than complaining about his conduct. It was focused on the impact Councillor Duncan’s words could have on community relations at a very difficult time.
- 5.25 Mr Choudhury said it was therefore not appropriate for Councillor Duncan to remain in public office and his letter to Caroline Lucas MP called for him to resign his position as a councillor on Brighton and Hove City Council.
- 5.26 The letter was also copied to Natalie Bennett the Leader of the Green Party, and Jason Kitkat the Leader of Brighton and Hove City Council.
- 5.27 34 members of the local Muslim Community signed a petition stating that the petition could divide communities and could cause hatred and unrest.
- 5.28 Councillor Duncan, recognised on reflection the damage his off the cuff remark had done.
- 5.29 The tweet had been in the public domain for two weeks before it was removed.
- 5.30 A person’s right to freedom of expression under Article 10 of the Convention is qualified. The exercise of the right may be subject to certain formalities, conditions, or restrictions as are necessary – among other things – for the protection of the rights and reputation of others. This, in part, explains why Members are subject to the requirement under their Code of Conduct to show respect for others.

Balance of arguments for and against:

- 5.31 The Investigating Officer has considered the arguments for and against a finding of a breach of paragraph 5 of the Code (bringing the Council or your office into disrepute.)
- 5.32 Whilst Councillor Duncan is entitled to his own views and to express his views as he wishes he has in the process of doing so caused offence to members of the Muslim Community and possibly others.
- 5.33 Furthermore it has been stated that Councillor Duncan has risked undermining the work of Community Leaders in finding ways to reduce the likelihood of young Muslim men going to fight in other countries.
- 5.34 The Investigating Officer is of the view that the tweet by Councillor Duncan has brought his office into disrepute.
- 5.35 Consequently the view of the Investigating Officer is that there has been a breach of the Code of Conduct in respect of paragraph 5 'You must not conduct yourself in a manner which could reasonably be regarded as bringing your office or authority into disrepute'.

6. Findings

- 6.1 The Investigating Officer's view is that there has been a breach of the Code of Conduct in respect of paragraph 3(1): 'a member must treat others with respect' for the reasons set out above.
- 6.2 The Investigating Officer's view is that there has been a breach of the Code of Conduct in respect of paragraph 5: 'you must not conduct yourself in a manner which could reasonably be regarded as bringing your office or authority into disrepute' for the reasons set out above.

APPENDIX 1 Councillor Duncan's Tweet

"Blasphemous 7yo wants 'Islam book' to press flowers in (it's big and heavy). Should I stone her to death when I get home from work?"

APPENDIX 2 Complaint from member of the public

Dear Ms Caroline Lucas

I am writing to you as the President of the Brighton District Bangladeshi Shomity (BDBS) regarding the tweets of Councillor Ben Duncan, the Green Party Councillor for Queen's Park, on the 16th June 2014.

The Tweet said "Blasphemous 7yo wants 'Islam book' to press flowers in (it's big and heavy). Should I stone her to death when I get home from work?" As a Muslim and one of the founding members of the Brighton Muslim Community Centre I find these comments deeply distasteful and hurtful to me and other Muslims. Comments such as this are not befitting of a Brighton and Hove City Councillor and do more to divide our community than bring people together. The

local Muslim community is hurt and angry that such profane language was used by the Green Party Councillor Ben Duncan.

Cllr Duncan's Tweet reinforces the false notion that Islam is a violent religion when love and prosperity are at the centre of its teachings. Islam is not a joke and there are over 1600 million Muslims worldwide.

An elected public representative making such a derogatory Tweet is totally unacceptable. The Quran is a divine book. No one has the right to insult. Nowhere in Islam does it say that if a flower is pressed in to an Islamic book, that, that person should be stone to death.

I am writing to you as the Green MP for Pavilion to call for the resignation of Ben Duncan from his position as a councillor on Brighton and Hove District City Council.

I am also copying this letter to Natalie Bennett the leader of the Green Party, Green Party Convenor and Leader of Brighton and Hove City Council Jason Kitkat and Penny Thompson Chief Executive of Brighton and Hove City Council so they are aware of the concerns in the Muslim community at Councillor Duncan's actions and Tweets.

Will you reply to me as a matter of urgency, such an irresponsible person should not be a holder of public office, therefore I urge you to take immediate action, remove him from the Green Party whip and encourage to the honourable thing of resigning from his council position.

Due to the seriousness of the issue I will be putting the letter into the public domain.

Yours sincerely Sunny Choudhury, President, BDBS
01/07/2014

APPENDIX 3 Councillor Duncan's response to the complaint

From: Ben Duncan [mailto:banja2002@hotmail.com]
Sent: 17 August 2014 9:36 AM
To: Ben Duncan; Brian Foley
Subject: RE: Complaint from Mr Choudhury

Dear Brian

Thank you for forwarding the detail of the complaint against me from Sunny Choudhary, ref: BHC-015722. The complaint contains several points, which I will address in turn.

But first, I wish to make clear that I feel most of the substance of the complaint is based on a misunderstanding of the tweet in question: nonetheless, I certainly didn't intend to offend or upset anyone, even less to 'divide communities and create hate and unrest'. Lest either of these outcomes should come to fruition, I have deleted the 'tweet' in question – and indeed the whole account on which it was posted.

Let me be clear: I do not believe, and never have, that Islam is a violent religion. My off-the-cuff comments related more to the small minority of extreme adherents of Islam who do practise violence in the name of their religious beliefs: the government of Saudi Arabia for example, or the leaders of IS currently the subject of appalling military action in Iraq.

I agree that the Quran is a holy book, and was referring to an entirely different book: 'Islam: Art and Architecture'.

I also agree with Mr Choudhary that nowhere in the Quran does it proscribe stoning as an appropriate punishment for flower pressing. At no stage had I sought to imply otherwise.

When Mr Choudhary says the no-one would press a flower in the Quran my heart sinks: surely pressing flowers in a heavy book is an activity which should be encouraged? I wish my kids would press wild flowers with the gusto they show towards computer games. Perhaps I'm just a blasphemous Luddite?

Nonetheless it may be true: however I was referring to an an actual incident in which an actual child pressed actual flowers in an actual book.

But I accept that if it was capable of misunderstanding by the Mr Choudhary it was probably capable of being misunderstood by others, so I have now removed it from the public record.

I hope that helps.

Ben Duncan
Cllr Ben Duncan

Independent Green, Queen's Park ward
Brighton and Hove City Council
Deputy Chair, Licensing Committee

Council

23 October 2014

Agenda Item 36

Brighton & Hove City Council

Subject: Response to Report of Health And Well Being Overview And Scrutiny Panel on Alcohol – Extract from the Licensing Committee held on the 26th June 2014

Date of Meeting: 23 October 2014

Report of: The Monitoring Officer

Contact Officer: Name: Penny Jennings **Tel:** 29-1065
E-mail: penny.jennings@brighton-hove.gov.uk

Wards Affected: All

FOR GENERAL RELEASE***Action Required of the Council:***

To receive the item referred from the Licensing Committee for information:

Recommendations:

- (1) To note the report.

BRIGHTON & HOVE CITY COUNCIL**LICENSING COMMITTEE (LICENSING ACT 2003 FUNCTIONS)****3.30PM, 26 JUNE 2014****COUNCIL CHAMBER, HOVE TOWN HALL****MINUTES**

Present: Councillors Powell (Chair), Duncan (Deputy Chair), Simson (Opposition Spokesperson), Bennett, Carden, Deane, Gilbey, Jarrett, Phillips, Robins, Rufus C Theobald, Wealls and Wells

Apologies: Councillors Marsh

PART ONE

6 RESPONSE TO REPORT OF HEALTH AND WELL BEING OVERVIEW AND SCRUTINY PANEL ON ALCOHOL

- 6.1 The Committee considered the covering report of the Head of Law detailing the findings of the Scrutiny Panel into requesting that the Committee consider the recommendations put forward by the Health & Wellbeing Overview & Scrutiny Panel, Scrutiny Panel on Alcohol in relation to proposed revision of the current Statement of Licensing Policy. An extract from the Minutes of the Health & Wellbeing Overview & Scrutiny Panel and a full copy of the report of the Scrutiny Panel on Alcohol were appended to the report.
- 6.2 It was noted that The Overview & Scrutiny Committee have forwarded their report to the Licensing Committee (Licensing Act 2003 Functions) for information and are also seeking the Committees' approval to review the current Statement of Licensing Policy in the terms set out.
- 6.3 Councillor Deane who had Chaired the Panel stated that the broad scope offered by the review had enabled Members to consider a number of issues related to the night time economy in depth and that she wished to place on record her gratitude to her fellow Panel Members for their valuable contributions. Councillor Deane went on to explain that in formulating their recommendations the Panel had tried to seek a balance between the cities cultural offer business generated by the night time economy and other interests. It had been highlighted as of importance to ensure that there was a varied offer which was not entirely based around alcohol consumption and that low/no alcohol alternatives were encouraged and available. The importance of initiatives such as "Sensible on Strength" had an important role to play.
- 6.4 Councillor Simson who had also sat on the Panel referred to the work which was already being carried out across the city. For example the annual "Carnage" event for newly arrived students at the beginning of each academic year was not supported by the University of Sussex who stressed that they had no connection with the event and were pro- active in trying to ensure that it ceased. Councillor Simson went on to state that the Panel were clearly of the view that the existing matrix system required amendment and this was reflected in the report recommendations.
- 6.5 Councillor Theobald stated that that in her view the city would benefit from having more late night coffee bars which would provide a focus for non-alcoholic refreshment.
- 6.6 Councillor Duncan fully supported the report recommendations and commended the excellent work which had been undertaken in preparing the report and formulating its recommendations.
- 6.7 Councillor Rufus stated that although the report had taken a while to prepare it provided a detailed and considered piece of work and a baseline for further work.
- 6.7 **RESOLVED:**
- (1) That the Committee notes the Recommendations set out in the Executive Summary on Page 4 of the report;

- (2) That the Committee notes the Panel's recognition of the strengths of the Statement of Licensing Policy and agrees to authorise officers to carry forward their recommendation that the Policy and Matrix be reviewed by this Committee, in particular
- (a) the geographical scope of the Cumulative Impact Zone;
 - (b) that café bars are given their own categorisation in the Matrix to recognise that they are not restaurants or pubs and that different guidance may apply;
 - (c) review the definition of residential or commercial areas;
 - (d) review the statement on hours of alcohol sale; and
 - (e) review the policy on food and alcohol retailers outside the CIZ (Page 16 of the report; gather and assess the evidence necessary for a review of the policy as above in particular the evidence for inclusion of further areas into the CIZ and that officers report back to this committee with a detailed report and amended policy proposal for approval by the committee with a view to commencement of the statutory consultation process and
- (3) That officers gather and assess the evidence necessary for a review of the policy as above in particular the evidence for inclusion of further areas into the CIZ and that officers report back to this committee with a detailed report and amended policy proposal for approval by the committee with a view to commencement of the statutory consultation process.

Note: Councillor Wells abstained from voting in respect of the report recommendations.

Council

23 October 2014

Agenda Item 36

Brighton & Hove City Council

Subject:	Report of the Health & Well Being Overview & Scrutiny Panel		
Date of Meeting:	Council – 23 October 2014 Licensing Committee (Licensing Act 2003 Functions) - 26 June 2014		
Report of:	The Head of Law		
Contact Officer:	Name:	Penny Jennings	Tel: 29-1065
	Email:	Penny.jennings@brighton-hove.gov.uk	
Ward(s) affected:	All		

FOR GENERAL RELEASE**1. PURPOSE OF REPORT AND POLICY CONTEXT**

- 1.1 To consider the recommendations put forward by the Health & Wellbeing Overview & Scrutiny Panel, Scrutiny Panel on Alcohol in relation to proposed revision of the current Statement of Licensing Policy. An extract from the Minutes of the Health & Wellbeing Overview & Scrutiny Panel and a full copy of the report of the Scrutiny Panel on Alcohol are appended to this report.

2. RECOMMENDATIONS:

- 2.1 That the Committee notes the Recommendations set out in the Executive Summary on Page 4 of the report;
- 2.2 That the Committee notes the Panel's recognition of the strengths of the Statement of Licensing Policy and agrees to authorise officers to carry forward their recommendation that the Policy and Matrix be reviewed by this Committee, in particular
- (a) the geographical scope of the Cumulative Impact Zone;
 - (b) that café bars are given their own categorisation in the Matrix to recognise that they are not restaurants or pubs and that different guidance may apply;
 - (c) review the definition of residential or commercial areas;
 - (d) review the statement on hours of alcohol sale; and
 - (e) review the policy on food and alcohol retailers outside the CIZ (Page 16 of the report; gather and assess the evidence necessary for a review of the policy as above in particular the evidence for inclusion of further areas into the CIZ and that officers report back to this committee with a detailed report and amended policy proposal for approval by the committee with a view to commencement of the statutory consultation process and
- 2.3 gather and assess the evidence necessary for a review of the policy as above in particular the evidence for inclusion of further areas into the CIZ and that officers

report back to this committee with a detailed report and amended policy proposal for approval by the committee with a view to commencement of the statutory consultation process

3. CONTEXT/ BACKGROUND INFORMATION

- 3.1 The Overview & Scrutiny Committee have forwarded their report to the Licensing Committee (Licensing Act 2003 Functions) for information and are also seeking the Committees' approval to review the current Statement of Licensing Policy in the terms set out.
- 3.2 Before determining its policy, the licensing authority must consult the persons listed in section 5(3) of the 2003 Licensing Act. The views of all these persons or bodies should be given appropriate weight when the policy is determined. Licensing guidance advises licensing authorities to consider very carefully whether a full consultation is appropriate as a limited consultation may not allow all persons sufficient opportunity to comment on and influence local policy.
- 3.3 To justify any special policy for cumulative impact within the statement of licensing policy, the licensing authority must take prescribed steps: identify concern about crime and disorder; public safety; public nuisance; or protection of children from harm; consider evidence that crime and disorder or nuisance and threats to public safety or the protection of children from harm. If such problems are occurring, identify whether these problems are being caused by the customers of licensed premises, or that the risk of cumulative impact is imminent. Identify the boundaries of the area where problems are occurring (this can involve mapping where the problems occur and identifying specific streets or localities where such problems arise).
- 3.4 From previous experience this process requires a minimum of two licensing committees to assess evidence and consultation responses and a full Council meeting. Section 5 of the 2003 Act requires a licensing authority to determine and publish a statement of its licensing policy at least once every five years. The policy must be published before it carries out any licensing functions under the 2003 Act. The legislation does not allow delegation of the policy setting function from the full Council. A likely projection is for the licensing policy review to reach conclusion during the period around 2015 local elections.

4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

- 4.1 Not applicable. A review of the current Statement of Licensing Policy (SOLP) is being sought.

5. COMMUNITY ENGAGEMENT & CONSULTATION

- 5.1 As appropriate within the statutory consultation process.

6. CONCLUSION

- 6.1 This is a report for information – the rationale underpinning the HWB changes is detailed in the report to Full Council (**Appendix 1**).

7. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 7.1 The costs associated to the recommendations made by the Health & Wellbeing Overview & Scrutiny Panel will be funded from the existing Licencing Act 2003 revenue budget within Environmental Health and Licensing service.
- 7.2 The net budget for the service in the 2014-15 financial year is approximately £9,000, which includes income received from licenses and the cost of support services and management and administration support

Finance Officer Consulted: Steven Bedford

Date: 4/06/14

Legal Implications:

- 7.3 These are set out in the report. Review of the SOLP is a significant piece of work and one which must be undertaken in accordance with proper procedure and legal advice in order to avoid challenge.

Lawyer Consulted:

Date: 1/06/14

Equalities Implications:

- 7.2 None specifically.

Sustainability Implications:

- 7.3 None specifically.

Any Other Significant Implications:

- 7.4 None specifically.

SUPPORTING DOCUMENTATION

Appendices:

1. Extract from Minutes of the Report of the Health & Wellbeing Overview & Scrutiny Panel.
2. Report of the Scrutiny Panel on Alcohol

Documents in Members' Rooms

None

Background Documents

None

BRIGHTON & HOVE CITY COUNCIL**HEALTH & WELLBEING OVERVIEW AND SCRUTINY COMMITTEE****4.00pm – 4 FEBRUARY 2014****COUNCIL CHAMBER, HOVE TOWN HALL****MINUTES**

Present: Councillor Rufus (Chair)

Also in attendance: Councillor C Theobald (Deputy Chair), Buckley, Cox, Marsh, Robin Sykes and Wealls

Healthwatch representative; Youth Council representative

PART ONE**113. SCRUTINY PANEL ON ALCOHOL**

- 113.1 Councillor Lizzie Deane presented the scrutiny panel report on alcohol to HWOSC and summarised the findings and recommendations that the panel had made. Councillor Deane had been Chair of the panel, along with Councillors Mo Marsh and Dee Simson.
- 113.2 Members queried how much sway scrutiny panels could have over altering licensing definitions. Councillor Deane said that the panel had made their recommendations as they felt that it was an important issue but that they would take guidance from the Licensing Team.
- 113.3 Members agreed and endorsed the scrutiny panel report without amendments. Councillor Deane thanked everyone who had taken part in the panel.
- 113.4 Councillor Andrew Wealls then presented the scrutiny panel report on homelessness to HWOSC, summarising the findings and recommendations that were made. Councillor Wealls had been Chair of the panel, along with Councillors Alan Robins and Ollie Sykes.
- 113.5 Councillor Wealls apologised for the time taken to complete the panel but said that members had wanted to talk to everyone who was involved rather than

rushing the process. He paid particular tribute to the homeless service users who had contributed to the panel meetings, as well as the voluntary sector and the council staff.

There was a lot of excellent work taking place in Brighton and Hove regarding homelessness. It was hard to judge whether this made Brighton a more attractive place to be if you were homeless.

113.6 Councillor Robins said that he had found the panel process a very poignant one. He had had personal experiences which had led him close to becoming homeless in the past; it was just a matter of luck. Councillor Sykes said that he too had gained a lot from the panel.

113.7 Councillor Wealls said that he would be interested to see the administration's response to the report and recommendations.

113.8 Members agreed and endorsed the scrutiny panel report without amendments. Panel members thanked everyone who had taken part in the panel.



**Brighton & Hove
City Council**

**Report of the Health & Wellbeing
Overview & Scrutiny Panel**

February 2014

Scrutiny Panel on Alcohol

Panel Members

**Councillors Lizzie Deane (Chair)
Mo Marsh
Dee Simson**

Chair's Introduction

When you think of going out in Brighton and Hove, chances are you'll think of events involving alcohol. There's no doubt that alcohol contributes a lot economically and socially to the city with alcohol-related business worth an estimated £329M to the local economy every year¹. However there are a number of well recognised downsides to the ubiquity of alcohol in Brighton & Hove, including anti social behaviour, alcohol related crime and health impacts, with the cost to the city estimated at £107 million² annually. Councillors wanted to ensure that they had been involved in shaping the role of alcohol in the city on behalf of residents, without duplicating the valuable and extensive work that has already taken place elsewhere.

There's been a lot of discussion about alcohol in Brighton & Hove already including the Intelligent Commissioning work and the Big Alcohol Debate, both of which involved members of the public sharing their views on alcohol with the council and health partners. The Alcohol Programme Board meets regularly to bring together key public and private sector colleagues in the city on a range of alcohol related issues including addressing the city's drinking culture, the availability of alcohol, the night time economy and treatment for people with drinking problems.

The Alcohol Programme Board has already looked at these issues in depth and has come up with a range of action plans and recommendations for further development. However a number of areas had not been fully explored, and it was suggested that these were areas that a scrutiny panel could usefully look at.

There were three panel meetings, which looked at alcohol-free events; responsible retailing and promoting responsible drinking.

The first panel meeting looked at the role of alcohol-free events and led into a discussion with members of the Alcohol Programme Board about responsible retailing. The second scrutiny meeting was an opportunity to review the Statement of Licensing Policy. In the third meeting, panel members met with both universities to talk about responsible drinking and how this is promoted amongst the student population.

Given that members of the public have already commented on alcohol in the city fairly recently, the scrutiny panel took the decision not to actively invite members of the public to take part in this set of meetings. We have involved a wide range of partners though including members of the Alcohol Programme Board, trade associations, both of the local universities, retailers, the police, tourism representatives and others.

¹ Public Health Report to Health and Wellbeing Overview & Scrutiny Committee, February 2013

² Public Health Report to Health and Wellbeing Overview & Scrutiny Committee, February 2013

The panel would like to thank everyone who has taken part in the set of alcohol panel meetings for the invaluable information and advice that they have given.

I was joined on the panel by councillors Mo Marsh and Dee Simson. I would like to thank them for their time and effort in addressing this huge issue.

We would also like to thank the council's Scrutiny Team for the help that they have given to the panel during this scrutiny review process, from organising the meetings and attendees to drafting this report.

There is a glossary of terms at the end of the report.



Lizzie Dume.

EXECUTIVE SUMMARY OF RECOMMENDATIONS

1. Brighton & Hove City Council needs to lead by example in the case of operating low alcohol or alcohol-free events. We recommend that our own events, such as the Mayor's Christmas Party or in-house events are not automatically alcohol based and would like to see more consideration given to a wider range of non/ low-alcohol drinks being provided to encourage people to explore alternatives to alcohol.

This should extend to people wishing to rent council-managed land for an event, eg a park or the seafront. We recommend that the Events team highlight alcohol awareness in their events information or ask that people increase their food offer rather than relying on alcohol.

We also recommend that Brighton & Hove City Council reconsiders the clause included in certain commercial leases that promotes the need for an alcohol licence. **(page 7)**

- 2 The council should seek to encourage a range of day and night time events which might involve alcohol but don't rely on it. The panel recommends continuing the work between responsible trade partners such as Brighton and Hove Licensees' Association and the statutory bodies to ensure that this is managed well.

In line with this we recommend that the council cuts down on the proportion of large events that are alcohol sponsored. We recommend that the Alcohol Programme Board continues to work with the Events Team to address this, seeking a measureable reduction in large events that are currently sponsored by alcohol. **(page 9)**

- 3 The panel commends the level and range of work in place at both universities to raise alcohol awareness issues and address the drinking culture. We recommend that this is used as an exemplar for other organisations working with students and young people.

We would like to endorse the continued use of innovative methods of promoting the alcohol awareness message including the CRI unit measure glasses and scratchcards, and would encourage all organisations working with young people to use the tools available. This will help young people understand the impact of alcohol on their health and wellbeing. **(page 11)**

- 4 We recommend that the planned work of the Alcohol Programme Board in addressing older people's drinking behaviour should include information on the cumulative impact of alcohol on a number of health and wellbeing issues including physical and mental health. **(page 12)**

- 5 We recommend that the council's Licensing Team and the Sussex Police Licensing Team continue with their proactive work to encourage

retailers to sell alcohol in a responsible way during large events. **(page 13)**

- 6 The panel is mindful that 'Incredible', the local Best Bar None scheme in Brighton has not progressed due to lack of funding. We are not in a position to recommend that the council funds this but we recommend that the Alcohol Programme Board work with local trade bodies, council officers and police staff explore what assistance could be given to enable this scheme to become live. **(page 14)**

7. The panel recognises the strengths of the Statement of Licensing Policy but would suggest that the policy and Matrix be reviewed by the Licensing Committee, in particular
 - (a) the geographical scope of the Cumulative Impact Zone
 - (b) that café bars are given their own categorisation in the Matrix to recognise that they are not restaurants or pubs and that different guidance may apply
 - (c) review the definition of residential or commercial areas
 - (d) review the statement on hours of alcohol sale
 - (e) review the policy on food and alcohol retailers outside the CIZ **(page 16)**

The Overview and Scrutiny Committee will monitor the implementation of the agreed recommendations.

1. What is the council's role in promoting responsible drinking?

- 1.1 The Big Alcohol Debate ran in Brighton and Hove from October 2011 to January 2012. It asked contributors a number of open questions including '*What would you do about alcohol in Brighton and Hove if you were in charge?*'
- 1.2 One of the key messages that came back from contributors was that the city needs to promote more alternatives to alcohol including late-night solutions to encourage a broader mix of people into the city centre. For example, alcohol-free venues such as cafes, tea houses and other attractions should be encouraged to stay open late and there should be more city sponsored activities that aren't alcohol-driven. Many residents are discouraged from coming into the city in the evening because of alcohol-fuelled disruptive behaviour.³
- 1.3 With this in mind, we as panel members met with representatives of the Alcohol Programme Board including members of trade associations, events organisers, police, health representatives and anti social behaviour staff and with representatives from the local universities to look at alcohol-free events and responsible drinking.
- 1.4 There are a number of daytime alcohol-free events throughout the annual programme of events, including sports and family events; these operate successfully. We were asked to consider whether there was a place for more of a focus on alcohol-free events in the night-time. We also considered the council's role in leading by example, for instance, by making some council-led functions alcohol-free.
- 1.5 As panel members, we are all concerned that alcohol has become too central to everyday life, and that it is in danger of taking over events that do not necessarily need to have alcohol present. Alcohol is slowly creeping into a wider range of events including school fetes, parents' evenings, church functions and community events, which has led to people expecting that alcohol should be available at all events as a norm. The council is not 'anti-fun' but it is important to provide a range of options so that alcohol does not always become the default.

The council's role in alcohol-free events

- 1.6 With this in mind, we felt that Brighton and Hove City Council should lead by example, and more actively consider the drinks offer at its own social events such as the Mayor's Christmas party or council-organised awards ceremonies. We would like to see more positive consideration given to the range of low/ non-alcoholic drinks offered at these events,

^{3 3} Public Health Report to Health and Wellbeing Overview & Scrutiny Committee, February 2013

and for a positive public statement to be made explaining the council's position.

- 1.7 We feel that this positive consideration of low/ non-alcoholic drinks ought to be extended to events held on council-owned land, such as those events held in parks or on the seafront. We understand that these are privately organised events and the council cannot control every element of what is being provided but we would like events organisers to at least consider an alternative offer.
- 1.8 We would like the Events Team to include information about alcohol awareness in the information that they give to events organisers, asking them to actively consider non- or low-alcoholic drinks options. We would also encourage more food-led events being organised rather than alcohol-led events.
- 1.9 We are concerned that Brighton & Hove City Council often includes a clause within certain commercial leases that stipulates the need for the prospective licensee to have an alcohol licence. We feel that this is not always necessary and tends to promote a culture where alcohol is expected as a norm. We would like the leases to be reviewed so that this is not always the case with future leases.
- 1.10 **Recommendation 1 -Brighton & Hove City Council needs to lead by example in the case of operating low alcohol or alcohol-free events. We recommend that our own events, such as the Mayor's Christmas Party or in-house events are not automatically alcohol based and would like to see more consideration given to a wider range of non/ low-alcohol drinks being provided to encourage people to explore alternatives to alcohol.**

This should extend to people wishing to rent council-managed land for an event, eg a park or the seafront. We recommend that the Events team highlight alcohol awareness in their events information or ask that people increase their food offer rather than relying on alcohol.

We also recommend that Brighton & Hove City Council reconsiders the clause included in certain commercial leases that promotes the need for an alcohol licence.

2 External Events

- 2.1 Over the past few years, Brighton & Hove Arts Commission and the city council have held a White Night event, a free all night art festival, aiming to open up different venues within the city for arts and cultural events.
- 2.2 Regrettably, the event has attracted some people who did not want to attend the events but were using it as a reason to drink excessively

resulting in anti-social behaviour. The most recent White Night also clashed with a high-drinking event, Zombie Night, which led to some excessive drinking. The resulting anti-social behaviour has led to the event being cancelled for the foreseeable future. It should be noted that the problems did not occur within the festival events themselves, but by people drinking after the events had taken place.

- 2.3 This was a similar outcome to Pride, in that the arranged events were well managed and relatively problem free. Problems were caused by mainly young people drinking near the events, often in open spaces, not in a managed venue. At this year's Pride for example, the police were called to manage approximately 150 young people drinking near Preston Park and causing anti-social behaviour. We heard that the police dealt with these matters robustly but that the problem has escalated year on year.
- 2.4 We considered whether theoretically the anti social behaviour would be curtailed if the events were removed but all parties agreed that it was not the event that was causing the excessive drinking and subsequent behaviour. The events are a valued part of Brighton and Hove's event calendar, bringing many social and economic benefits but they can act as a catalyst for further drinking beyond the event itself.
- 2.5 Alcohol sales within events tended to be well managed and alcohol was responsibly sold, but problems occurred with people drinking outside the event in an unmanaged capacity. The anti social behaviour problems are caused by spontaneous drinking in unlicensed spaces, not by the events themselves.
- 2.6 We concluded that it was not the case that events ought to be cancelled or even that more alcohol free events were necessarily needed but that there was a need to work with licensed premises and retailers to sell alcohol in a responsible way, as well as offering more alternative and affordable low and non-alcoholic drink options.
- 2.7 The Chair of Brighton and Hove Licensees' Association said that, by trying to restrict alcohol and run events without involving the local trade, it made unlicensed events a free for all in terms of bringing your own alcohol. This was endorsed by all parties; we need to turn the idea of alcohol-free events on its head, and involve trade as a partner rather than blaming them for how people choose to drink.
- 2.8 We would like to thank the local business representatives for coming to the panel meeting and for all of their input. Their comments were invaluable and challenged some of the assumptions that we had made prior to meeting as a panel.

By utilising local companies as responsible partners, this could increase business for local companies, adding social value and building on the positive relationships between the public sector and

responsible businesses. As part of this positive relationship we would like to encourage responsible traders to increase their low and non-alcoholic drink offer. We believe that there is a good business case to be made; we heard about the increasing amounts of overseas students who do not drink alcohol and who would prefer to attend venues with a variety of drinks alternatives.

- 2.9 As a passing comment, we note that two new alcohol-free venues are interested in opening in Brighton and Hove. The plans were not advanced enough for us to consider them as part of the panel process but we look forward to hearing how the proposals develop in due course.
- 2.10 We also wanted to note that we did not wish to discourage young people from attending and taking part in the cultural events on offer; events are there for all to enjoy.
- 2.11 As a panel, we recognised that there are a wide range of events and social occasions where excessive alcohol can be consumed, including stag and hen parties. We decided not to focus on these type of events as they are being addressed by another scrutiny panel, looking at 'party houses'.
- 2.12 Recommendation 2 - The council should seek to encourage a range of day and night time events which might involve alcohol but don't rely on it. The panel recommends continuing the work between responsible trade partners such as Brighton and Hove Licensees' Association and the statutory bodies to ensure that this is managed well.**

In line with this, we recommend that the council cuts down on the proportion of large events that are alcohol sponsored. We recommend that the Alcohol Programme Board continues to work with the Events Team to address this, seeking a measureable reduction in large events that are currently sponsored by alcohol.

3 Students

- 3.1 As a city with two universities, we have a lot of young people, often living away from home from the first time, who often feel pressured into drinking excessively. We spoke to both university student unions about their approaches to alcohol, the advice given to students, the role of alcohol-free events and so on. We also spoke to the member of staff at Sussex who is responsible for Wellbeing, including alcohol related issues.
- 3.2 We were pleased to hear that both universities are very aware of the problems that alcohol can cause, and are taking positive steps to address the alcohol culture.

- 3.3 Sussex University has made a conscious effort to increase the number of alcohol-free events as part of the Freshers' Week entertainments, this year making 65% of events alcohol-free. This has grown year on year, and reflects the make-up of the university's student demographic, with a growing number of overseas students. One of the events offered this year was a day time cultural tour of Brighton, rather than being taken to pubs. This was organised in conjunction with Brighton & Hove City Council's Licensing Team. The event was very successful and will be replicated in future years.

Sussex University's bar manager told us that their alcohol sales on campus had decreased over the last few years, and that sales tended to be food-based or non-alcoholic options. They actively promoted responsible drinking behaviours, for example ensuring alcohol awareness information was available in their bars, and including information about the number of alcohol units on their menus. As a panel we very much welcome this approach and hope that the trend towards alcohol awareness will continue.

- 3.4 The University of Brighton reported some similar trends including the low rates of alcohol consumption in campus bars. They told us that there had been demand for alcohol to be sold in campus cafes but since it had been introduced this year, there had been very low sales. The positive health benefits may be offset by students pre-loading on alcohol in their rooms before going out socially. The university works with health groups to promote responsible drinking and alcohol awareness and will make sure that information is available in fresher information packs. We were also very pleased to hear about the steps that the University of Brighton was taking to address excessive drinking behaviour during sports club initiations, with a range of sanctions that can be applied if it is felt necessary.
- 3.5 The University of Brighton does not have an equivalent member of staff responsible for Wellbeing. Instead, their alcohol work is coordinated by the Student Union's Vice President, Wellbeing, who also has to address other wellbeing issues and is only in post for a limited time. This year, the postholder is very keen to address some of the alcohol awareness issues that have already been identified, but this might not always be the case, depending on who is in post and the priorities that they may have.

As panel members we felt that it would be beneficial if this could be formalised into a more permanent officer post to ensure continuity of policy development, although we recognise that there are funding implications for this. We encourage the University of Brighton to consider providing funding for such a position; we will pursue this further.

- 3.6 As local councillors, we have had concerns about the Carnage events that operate in the city centre. These are pub crawls organised by an

external company, which have a reputation for promoting excessive drinking, anti-social behaviour and other negative repercussions. We were very glad to note that neither university endorsed the event and did not support or promote it on their campuses. However we heard that the organisers utilise a range of marketing techniques including social media and personal ticket sales and the universities could not stop their students from attending the events individually.

- 3.7 We heard about an alternative pub night called “Brightonian Nights” where students are stewarded around the pubs of Brighton. For the past three years council licensing officers have worked with police colleagues and the student union events organisers to ensure that a safer environment is in place including extra policing for the event; stewarding, drink-pricing contracts to ensure no irresponsible promotions, water angels giving out water to the students; medical staff, and other safety measures. We would encourage more positive partnership working of this type in the future.
- 3.8 We asked both universities for their views on whether there was a demand for a late night coffee shop or soft drinks/ chill out spaces provided in clubs. The universities agreed that this would be worth exploring further and would help extend the offer of entertainment available for students who do not want to drink as much as others. We hope that the universities will work together to explore this further.
- 3.9 **Recommendation 3 – The panel commends the level and range of work in place at both universities to raise alcohol awareness issues and address the drinking culture. We recommend that this is used as an exemplar for other organisations working with students and young people.**

We would like to endorse the continued use of innovative methods of promoting the alcohol awareness message including the CRI unit measure glasses and scratchcards, and would encourage all organisations working with young people to use the tools available. This will help young people understand the impact of alcohol on their health and wellbeing.

4 Health

- 4.1 We were aware that there is a range of work already underway to address young people’s drinking behaviours. We are also mindful that people of all age ranges can experience problems with excessive drinking and that more support and help ought to be given to older people, particularly to those who might drink at home and are not known to service providers.
- 4.2 We were pleased to hear that the Alcohol Programme Board had already identified this as a gap and will be working over the next year to address this. We fully support the Alcohol Programme Board in this.

We would like the information provided to include details on the cumulative impact of alcohol on both physical and mental health so that people are fully aware of the impact that excessive drinking may have.

- 4.3 As a panel, we heard about the alcohol awareness work that has taken place throughout the city, promoting the sensible drinking level message and raising general awareness about alcohol. We were told about a campaign called 'Dry January' which aims to encourage people to give up alcohol entirely for January. We considered whether this was something that we as a panel wanted to promote but on balance felt that this might have the unintended consequence of encouraging binge drinking before and after January. We were also concerned about the negative financial impact on local businesses if we encouraged residents not to drink at all in January.
- 4.4 We felt much more comfortable promoting the message of moderate drinking, and are delighted to see that alcohol awareness messages are being repeated across Brighton & Hove in January 2014. We would like to thank colleagues who work in Health Promotion in CRI for their prompt assistance.
- 4.5 Recommendation 4 - We recommend that the planned work of the Alcohol Programme Board in addressing older people's drinking behaviour should include information on the cumulative impact of alcohol on a number of health and wellbeing issues including physical and mental health.**

5 Licensed Trade

- 5.1 As we have already seen, retailers and licensed premises are a key partner when it comes to looking at responsible retailing and promoting responsible drinking. We were mindful of the health impacts of drinking alcohol excessively, and the effect on people's behaviour. We would like to see licensed premises being encouraged to positively promote alcohol-free or low alcohol drink options.
- 5.2 The Chair of Brighton & Hove Licensees' Association said that publicans are business people and they would sell any drinks that would make a profit, whether this contained alcohol or not. However the profit margin on all types of drinks was largely tied to the premises type, and if the landlord was tied to one company this could mean that their pricing structure was restricted.
- 5.3 The business representative on the Alcohol Programme Board said that part of their business plan was to introduce own brand lighter alcohol products into stores. As a panel, we welcome this and hope that it can be introduced in other supermarkets too.

- 5.4 We are very pleased with the success of the recent Sensible on Strength campaign⁴ which has encouraged off-licences to voluntarily agree not to sell higher strength beer, lager and cider. The aim is to limit the availability of super-strength drinks. Over 70 retailers have already signed up, with the aim that this would have a positive impact on the level of street drinking and associated anti-social behaviour. The campaign message is not anti alcohol but emphasises that super-strength drinks are causing damage to many people and communities and that if people with drink problems move off the super-strength drinks then their health and life chances will improve. We would like to commend the officers who have worked on the campaign.
- 5.5 We noted that the siting of alcohol in a premises could affect people's decision to buy it. For instance, during Pride or other festivals you often see crates of beer piled near the check outs, encouraging people to buy more than they perhaps otherwise might.
- 5.6 We would like to see enquiries made into the feasibility of a similar voluntary scheme for retailers, encouraging them to re-locate alcohol to a less obvious or accessible place which might limit some of the spontaneous purchases. This scheme could also be extended to encourage retailers not to sell alcohol on days which are known to be associated with excessive drinking, eg Pride.
- 5.7 As a member of the Alcohol Programme Board, a major retailer has indicated that there is scope to work with Brighton and Hove to limit the availability of alcohol during high profile events. This could include a temporary suspension of alcohol sales during Pride from premises close to potential hotspots.⁵
- 5.8 Recommendation 5 – we recommend that the council's Licensing Team and the Sussex Police Licensing Team continue with their proactive work to encourage retailers to sell alcohol in a responsible way during large events.**

6 Responsible Retailers

- 6.1 One of the key aims of the Alcohol Programme Board was to strengthen the partnership between the licensed trade and the public sector. We as councillors along with our police colleagues are very grateful to the trade representatives for their robust input into discussions and we are keen that we can work positively together in the future. The Alcohol Programme Board's remit includes creating a positive and sustainable night time economy, and we hope that this panel helps towards that aim.

⁴<http://www.brighton-hove.gov.uk/content/licensing/sensible-strength>

⁵ Public Health Report to Health and Wellbeing Overview & Scrutiny Committee, February 2013

6.2 We as panel members queried what the best way was to deal with traders who may not be as responsible or considerate as those represented on the Alcohol Programme Board. The Chair of the Licensees' Association said that a few years ago, there had been a lot of work to get Incredible, a local scheme similar to Best Bar None off the ground. The scheme would give positive recognition to responsible retailers and licensed premises, which is recognised as a good way to bring other premises up to scratch. It has Best Bar None endorsement and is based on the specific needs of Brighton and Hove. The Licensees' Association predict that there would be approximately 200 members; it is proposed that the scheme is free to join otherwise it would restrict the number of potential members.

6.3 However although the council, the police and members of the licensed trade have all backed the scheme, no one has been willing to date to fund the administration costs. The Licensees' Association is willing to run the scheme but does not have the available funds or resources, which is estimated to cost approximately £20,000 per annum.

Police representatives and councillors feel that Incredible is a positive move forward and every effort should be found to help run the scheme. Brighton and Hove lags behind other authorities in not operating a Best Bar None scheme, and this ought to be addressed. We agree that the Licensees' Association should be supported to operate the scheme and do not feel it is fair to expect the Licensees' Association to fund the work by itself. We heard that it is not practical to ask licensed premises to pay, as this will restrict the number of members.

6.5 Due to the financial pressures that the council is facing, we do not feel able to recommend that the council covers all of the costs but we recommend that council officers and police work with the Licensees' Association to explore ways of taking this forward imminently.

6.6 Recommendation 6 -The panel is mindful that 'Incredible', the local Best Bar None scheme in Brighton has not progressed due to lack of funding. We are not in a position to recommend that the council funds this but we recommend that the Alcohol Programme Board work with local trade bodies, council officers and police staff explore what assistance could be given to enable this scheme to become live.

7 Revising the Statement of Licensing Policy

7.1 The purpose of the Statement of Licensing Policy is to promote the licensing objectives and set out a general approach to making licensing decisions for Brighton & Hove City Council. Licensing is about regulating licensable activities on licensed premises, by qualifying clubs and at temporary events. The licensing objectives are: the

prevention of crime and disorder; public safety; the prevention of public nuisance; and the protection of children from harm.⁶

- 7.2 The three panel members are also members of the Licensing Committee so we decided to look at the Statement of Licensing Policy (SOLP) as a panel. We have extensive first hand experience of applying the SOLP to current licence applications. The current SOLP was last revised in December 2011.
 - 7.3 We already have a great deal of good practice in the city, much of which is being emulated across the country including the Cumulative Impact Zone (CIZ) and the Matrix approach.
 - 7.4 The Cumulative Impact Zone is an area in the centre of Brighton and Hove where the concentration of licensed premises causes problems of crime and disorder and public nuisance; therefore an approach to 'Cumulative Impact' is necessary as part of the council's Statement of Licensing Policy. There are stricter guidelines on opening licensed premises in the CIZ with the majority of new licence applications being refused.
 - 7.5 The Matrix defines licence application types (eg, restaurant, pub, night club) and gives a general indication as to whether the licence would be granted in certain area types, eg the cumulative impact area, or mixed residential and commercial streets. It does not list particular streets by name, other than the Marina and London Road.
- These are robust and creative policy responses to the many different demands that have to be balanced when considering licensing applications, not least the tension between protecting public health and licensing objectives.
- 7.7 The SOLP is the only tool that the council has to control licensing in the city. Whilst it may not be perfect, it is a very good attempt at controlling how the council wants to see alcohol being traded in the city. The council sees the Matrix as central to its vision, and has kept areas of classification deliberately vague to help members with flexibility in decision making.
 - 7.8 The Matrix is a real strength of the current SOLP. When it was introduced in 2011 it was a great leap forward, and it is very useful when considering applications, although there are sometimes queries over whether it is prescriptive or for guidance.
 - 7.9 As committee members we are often faced with having to make decisions over what is currently an undefined grey area of residential mixed area applications. We discussed whether it would be better to

⁶ http://www.brighton-hove.gov.uk/sites/brighton-hove.gov.uk/files/downloads/licence_applications/3994_Statement_of_Licensing_Policy_2012_AW.pdf

list every street in Brighton & Hove and assign it a category, or whether to leave it as a more flexible policy. We felt that although there would be some benefits to defining each street, licensing panel members need the opportunity to make real decisions; the problem with defining rules too much is that panel members lose the opportunity to deviate from it with a more appropriate response. We therefore felt that the current approach was the right one.

7.10 We also felt that the Cumulative Impact Zone approach was a very beneficial one for the city as a way of assessing the combined impact of licensed premises in an area. We wondered whether other areas with multiple licensed premises and related problem behaviour could be considered to be included.

7.11 The Head of Regulatory Services, which covers Licensing amongst other functions, said that any decision to include or exclude an area would be based on the evidence available about current negative impacts including noise nuisance complaints, crime rates etc. Anecdotally we have heard that London Road/ Preston Road up to Preston Park, Lewes Road and George St in Hove have all experienced problems and we would like to recommend that these areas are reviewed for inclusion.

Café bars

7.12 Licensing Committee members often have to make decisions on applications from cafés requesting alcohol licences. It seems that all cafes will want to sell alcohol soon, which we note is already causing concern in the community.

7.13 We asked whether there was a way of addressing this. The Head of Regulatory Services said that from a licensing point of view, there was no simple way to address this, as café bars currently fall into the same category as restaurants and bars and the same guidance would apply.

7.14 We asked whether this classification could be reviewed with a view to giving café bars their own categorisation and relevant guidance in the Matrix to recognise that they are not restaurants or pubs. We think that this would strengthen the position statement, whilst recognising the licensing limitations.

7.15 We also had concerns about the food and alcohol retailers such as mini-supermarkets which are outside the CIZ as we feel that the policy addressing such establishments could be more stringent.

7.16 Recommendation 7 - The panel recognises the strengths of the Statement of Licensing Policy but would suggest that the policy and the Matrix be reviewed by the Licensing Committee, in particular

- a) the geographical scope of the Cumulative Impact Zone**
 - b) that café bars are given their own categorisation and in the Matrix to recognise that they are not restaurants or pubs and that different guidance may apply**
 - c) review the definition of residential or commercial areas**
 - d) review the statement on hours of alcohol sale**
 - e) review the policy on food and alcohol retailers outside the CIZ**
- .

GLOSSARY

APB - Alcohol Programme Board – the APB⁷ has a programme of work to tackle the adverse consequences of alcohol consumption in Brighton and Hove. There are four ‘domains’ of work within the Programme Board Action Plan:

- The drinking culture
- Availability of alcohol
- The night time economy
- Early identification, treatment and aftercare

The APB has very senior input from across the city’s statutory partners including health, the city council and police, and from representatives for the alcohol industry.

Best Bar None- Best Bar None is a national award scheme supported by the Home Office aimed at promoting responsible management and operation of alcohol licensed premises. Since 2003, it has been adopted by over 100 towns and cities across the UK.⁸

Carnage - Carnage UK is a company that organises drinking events for an estimated 350,000 undergraduates in 45 towns and cities⁹ including Brighton and Hove. The events organisers have faced criticism that they encourage binge drinking and anti-social behaviour.

CIZ/ CIA – Cumulative Impact Zone/ Area - This is an area where the concentration of licensed premises in a small area of the city centre is causing problems of crime and disorder and public nuisance, and that therefore an approach to ‘Cumulative Impact’ is necessary as part of the council’s Statement of Licensing Policy. The CIA is based on evidence of crime, anti-social behaviour, noise nuisance etc. It currently covers 1.5% of Brighton & Hove City Council’s administrative area.¹⁰

Incredible – this is Brighton and Hove’s suggested own Best Bar None (see above) scheme, devised by Brighton & Hove Licensees Association and supported by Best Bar None. It is based upon the specific needs of Brighton & Hove.

Matrix – this is part of the Statement of Licensing Policy. It defines licence application types (eg, restaurant, pub, night club) and gives a general indication as to whether the licence would be granted in certain area types, eg

⁷ Public Health Report to Health and Wellbeing Overview & Scrutiny Committee, February 2013

⁸ <http://www.bbnuuk.com/>

⁹ <http://www.theguardian.com/education/2009/nov/08/philip-laing-carnage-binge-drinking>

¹⁰ http://www.brighton-hove.gov.uk/sites/brighton-hove.gov.uk/files/downloads/licence_applications/3994_Statement_of_Licensing_Policy_2012_AW.pdf

the cumulative impact area, or mixed residential and commercial streets. It does not list particular streets by name, other than the Marina.¹¹

SOLP – Statement of Licensing Policy - The purpose of the Statement of Licensing Policy is to promote the licensing objectives and set out a general approach to making licensing decisions for Brighton & Hove City Council. Licensing is about regulating licensable activities on licensed premises, by qualifying clubs and at temporary events. The licensing objectives are: the prevention of crime and disorder; public safety; the prevention of public nuisance; and the protection of children from harm.¹²

¹¹ http://www.brighton-hove.gov.uk/sites/brighton-hove.gov.uk/files/downloads/licence_applications/3994_Statement_of_Licensing_Policy_2012_AW.pdf

¹² http://www.brighton-hove.gov.uk/sites/brighton-hove.gov.uk/files/downloads/licence_applications/3994_Statement_of_Licensing_Policy_2012_AW.pdf

Subject:	Response to the Recommendations of the Bullying Scrutiny Panel		
Date of Meeting:	23rd October 2014 Children & Young People Committee – 13 October 2014		
Report of:	Executive Director Children's Services		
Contact Officer:	Name:	Sam Beal	Tel: 293533
	Email:	sam.beal@brighton-hove.gov.uk	
Ward(s) affected:	All		

For General Release

1. PURPOSE OF REPORT AND POLICY CONTEXT

- 1.1 The Bullying in Schools Scrutiny Panel was established in the summer term of 2013. Panel members were: Cllr Ruth Buckley (Chair), Cllr Vanessa Brown and Cllr Penny Gilbey. Sam Watling of the Brighton & Hove Youth Council agreed to join the panel as a co-opted member, and Professor Robin Banerjee of Sussex University agreed to act as an advisor to the panel.
- 1.2 The panel talked to a range of witnesses, including representatives from city schools, council school support services, the police, health services, and local voluntary and community sector organisations. The panel also spoke directly to parents and carers, and to young people themselves. The panel reported in June 2014 and made a number of recommendations that are responded to in this report.

2. RECOMMENDATIONS:

- 2.1 That committee welcomes the scrutiny report; the praise contained within for good practice found and notes its findings.
- 2.2 That committee accepts the responses made to the recommendations.
- 2.3 That committee forward its response to Full Council for information.

3. CONTEXT/ BACKGROUND INFORMATION

- 3.1 The purpose of the Bullying Scrutiny Panel Report was to find out more about bullying in Brighton & Hove schools with a particular focus on the damage that bullying can do, the experiences of protected groups as defined by the 2010 Equality Act, the impact of cyber-bullying and how the changing relationship between the council and schools may be affecting this area of work.
- 3.2 The Bullying Scrutiny Panel Report identified a range of good practice both in the council support for schools and within schools and praised the whole school

approaches at Carlton Hill, Blatchington Mill and the council partnership working with Allsorts Youth Project.

- 3.3 The Safe and Well Schools Survey data 2013 provides evidence that primary schools have reduced bullying reported in the survey by 9% since the beginning of the survey in 2005 and secondary schools have reduced this figure by 13%. Brighton & Hove have been in the top two places of Stonewall's Education Equality Index since it began four years ago and have been awarded first place in 2012 and 2014.
- 3.4 The Bullying Scrutiny Panel Report also identifies the key role to be played by the Equality and Anti-Bullying Schools Strategy Group. Membership of the Equality and Anti-Bullying Schools Strategy Group includes representatives from schools, the council, the police and the community and voluntary sector. Current membership and the terms of reference of this group can be seen in Appendix 3.
- 3.5 The Report identified 17 recommendations and the relevant council school support services and the Equality and Anti-Bullying Schools Strategy group accepts all of these. Several of the recommendations have already been actioned.
- 3.6 The actions and activities developed from the recommendations from the Bullying Scrutiny Panel Report will be complemented and supported by the Improving Race Equality in schools action plan arising from the Global HPO Report on the experiences of Black and Minority Ethnic staff in schools and from planned work to reduce bullying related to disability.

4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

- 4.1 Not applicable.

5. COMMUNITY ENGAGEMENT & CONSULTATION

- 5.1 The panel talked to a range of witnesses, including representatives from city schools, council school support services, the police, health services, and local voluntary and community sector organisations. The panel also spoke directly to parents and carers, and to young people themselves and used evidence from the Safe and Well School Survey which reaches high numbers of pupils and students in primary, secondary and special schools.

6. CONCLUSION

- 6.1 The Education and Inclusion Service and Equality and Anti-Bullying Strategy Group are committed to supporting schools to improve whole school approaches to the prevention of, and recording and responding to bullying and willingly take on the recommendations made.

7. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 7.1 Any financial implications from the recommendations in the report and Appendix 1 will be met from existing budgets, either held centrally or that individual schools hold to support the Anti-Bullying Strategy.

Finance Officer Consulted: Andy Moore

Date: 20/08/14

Legal Implications:

- 7.2 Both the Council and schools have general duties to make arrangements to safeguard and promote the welfare of children in their area. In addition all schools have a statutory duty to have a written anti-bullying policy and effective procedures in place. Any actions the Council takes in implementing a response to the Panel's recommendations will assist in ensuring these duties are met.

Lawyer Consulted: Serena Kynaston

Date: 25/07/14

Equalities Implications:

- 7.3 The bullying issues faced by black and minority ethnic, disabled and lesbian, gay, bisexual and transgender were listened to as part of the scrutiny and data related to the experience of these groups was reflected on.

Sustainability Implications:

- 7.4 A sustainable school community is an inclusive community in which everyone is valued and respected. In undertaking the scrutiny panel and providing a positive response the council is continuing its commitment to support schools to develop safe learning environments.

SUPPORTING DOCUMENTATION

Appendices:

1. Response to the Bullying Scrutiny Panel Recommendations
2. [Report of the Health & Wellbeing Overview & Scrutiny Panel, June 2014; Scrutiny Panel on Bullying in Schools](#)
3. Terms of reference and membership of the Equality and Anti-Bullying Schools Strategy Group

Documents in Members' Rooms

1. Report of the Health & Wellbeing Overview & Scrutiny Panel, June 2014; Scrutiny Panel on Bullying in Schools

Background Documents

1. None

Appendix 1

Bullying Scrutiny 2014 – response to recommendations

The Equality and Anti-Bullying Schools Strategy Group has decided that to meet several of the recommendations in the Report that they will support the development of a good practice guide for schools and the a sharing of good practice event in the Summer Term 2014. The Good Practice Guide will include case studies which will highlight good practice in the areas of:

- Methods for encouraging the reporting of bullying
- Methods for dealing with and resolving bullying
- Innovative methods for preventing and responding to bullying affecting protected groups with particular focus on disabled and black and minority ethnic pupils and students
- Pupil and student involvement in school anti-bullying policy and practice
- Parent and carer engagement and involvement in anti-bullying policy
- Cyberbullying

No	Recommendation	Response	Lead
1	that the ABESG ¹ should be supported and funded appropriately to allow it to undertake the key task of supporting anti-bullying initiatives across the city	Recommendation accepted Funding has been provided to the group to support the sharing and development of the good practice guide.	Jo Lyons
2	that the ABESG develops a best practice forum to celebrate and spread anti-bullying best practice across city schools	Recommendation accepted There are already forums which share anti-bullying good practice such as the Behaviour and Attendance Partnership meetings, Primary Head teacher meetings and Primary PSHE Networks, the Secondary PSHE Consortium and the Restorative Justice Practitioners Network. Good practice is also shared through the Virtual Learning Environment (Pier2Peer) and Twitter @PSHEEdBH. In June 2015 there will be a sharing of anti-bullying good practice event where the good	Equality and Anti-Bullying Schools Strategy Group Standards and Achievement

¹ Anti-Bullying and Equality Strategy Group – now called the Equality and Anti-Bullying Schools Strategy Group

		practice guide will be launched.	
3	that council officers continue to champion the SAWSS ² via the ABESG and other school partnerships including the Public Health Schools Programme	Recommendation accepted Public Health are members of the Equality and Anti-Bullying Schools Strategy Group and resource and deliver and analyse the Safe and Well School Survey	Standards and Achievement Public Health
4	ABESG should produce a leaflet (or a template for individual schools to adapt) for parents and young people explaining school commitments to tackling bullying. This leaflet should: <ul style="list-style-type: none"> a. Detail parents' rights to complain b. Explain to whom parents can appeal if they are unhappy with the school's response to reports of bullying c. Make clear the role of school governors in dealing with parents who are unsatisfied with staff responses d. Provide contact details for independent advice e. Provide contact details for a parent-advocate and for the range of advocates available for particular groups (e.g. for the families of children with SEN) f. Explain to young people what options they have if they feel they are being bullied 	Recommendation accepted and actioned A parent and carer leaflet covering bullets a-e has been sent to all secondary and special schools to be given to all parents of students in Year 7. This leaflet is available as a pdf on the council website (as below) and other partner websites. Schools will also be asked to put a link to it on their websites. http://www.brighton-hove.gov.uk/content/children-and-education/schools/bullying-schools Schools are responsible for ensuring pupils and students know the options available to them if they feel bullied and this is delivered through assemblies, PSHE and tutor programmes. Advice to young people on what they should do if they are being bullied has been added to the council website. http://www.brighton-hove.gov.uk/content/children-and-education/teenagers/help-bullying-school Revisions to local guidance encourages schools to offer support from the Community Safety Case Work team to the targets of bullying and prejudiced behaviour. The good practice guide will also provide a section on encouraging reporting.	Equality and Anti-Bullying Schools Strategy Group Standards and Achievement
5	we need a more systematic approach to identifying and learning from families who	Recommendation accepted Education Other Than at School (EOTAS) and	EOTAS/CME/Admissions

² Safe and Well School Survey

	<p>have opted out of the local state education system because they feel it has let them down – for example via an ‘exit interview’ of all those who permanently take their children out of local schools. This should build on the work already undertaken to track school moves within the LEA.</p>	<p>Children Missing Education (CME) Officer are informed when a child is withdrawn to Home Educate either by parent, school or School Admissions. Within 5 days an initial visit is offered to discuss reasons for withdrawal and to offer support, before pupil is taken off roll. If bullying is cited as the reason for withdrawal and home education goes ahead this is recorded on the EOTAS spreadsheet and a further visit scheduled for 6-8 weeks time. The CME Officer should be informed of all instances when pupils are due to be taken off roll (other than at transition stages) by Schools and Schools Admissions and will investigate reasons and support families. Regular training is offered to schools to ensure pupils are not taken off roll before issues have been looked into. School Transfer requests are not always reported to CME Officer. Item to be discussed at next CME Panel in September 2014 and procedures updated in response to the recommendation.</p>	
6	<p>ABESG should identify best practice in terms of BME anti-bullying work and encourage the best performing schools to share their learning with their peers across the city.</p>	<p>Recommendation accepted</p> <p>There will be a sub-group of the Equality and Anti-Bullying Schools Strategy Group supporting schools to improve race equality in schools in response to some of the recommendations of the Global HPO report. This group will reflect on whether additional good practice guidance is needed to responding to racist bullying. This group will also consider how to support schools to better engage with the parents and carers of Black and Minority Ethnic pupils and students.</p> <p>Any identified good practice in this area will be shared via the good practice guide.</p>	<p>Equality and Anti-Bullying Schools Strategy Group Standards and Achievement</p>

7	that the ABESG includes student involvement in the development of school anti-bullying strategies as one of the elements of its best practice work.	<p>Recommendation accepted</p> <p>Guidance on this and a good practice case study will be provided through the good practice guide.</p>	Equality and Anti-Bullying Schools Strategy Group Standards and Achievement
8	that ABESG invites the city Youth Council to become a co-opted member of the partnership (ideally with two Youth Council members co-opted)	<p>Recommendation accepted and actioned</p> <p>The Equality and Anti-Bullying Schools Strategy Group accepts it needs to improve the involvement and participation of young people in its work, although it does have a history of consulting young people on materials developed via partner groups such as Allsorts Youth Project. A member of the Youth Council will be attending meetings over the coming year and the effectiveness of this will be reviewed and alternative methods found for engagement if it is not effective.</p>	Equality and Anti-Bullying Schools Strategy Group Standards and Achievement
9	the views and experiences of parents are key to developing effective bullying strategies, and schools should actively involve parents in this work	<p>Recommendation accepted</p> <p>Parents and carers via the Parents' Forum were fully involved in the scrutiny process and have contributed to the leaflet and poster for schools.</p> <p>Good practice case studies from schools that already do this effectively will be included in the good practice guide. As explained in section 6 a focus will be in supporting schools to better engage with the parents and carers of Black and Minority Ethnic pupils and students.</p>	Equality and Anti-Bullying Schools Strategy Group Standards and Achievement
10	ABESG best practice in terms of anti-bullying should include how to communicate with parents whose children are involved in	<p>Recommendation accepted and actioned</p> <p>In September, schools will receive a 'Top Tips' poster on how to communicate with parents and carers about</p>	Equality and Anti-Bullying Schools Strategy Group

	bullying incidents	bullying issues. This has been developed by a partnership that included the Parents' Forum. Schools will be asked to display this in staff rooms and offices.	Standards and Achievement
11	ABESG best practice guidance should explicitly encourage schools to offer young people a range of ways in which they can report bullying	Recommendation accepted and actioned Section 2.3 of the <i>Bullying and prejudice-based incident recording and reporting guidance for Brighton & Hove Schools</i> encourages schools to have in place a range of methods for reporting of bullying and school-based effective systems will be provided as case studies in the good practice guide. The <i>Bullying and prejudice-based incident recording and reporting guidance for Brighton & Hove Schools</i> has been reviewed for September 2014 to include as policy the fact that schools should offer victims of bullying and prejudice the opportunity to report to the Community Safety Casework Team for independent support.	Equality and Anti-Bullying Schools Strategy Group Standards and Achievement
12	that the ABESG anti-bullying best practice work explicitly includes how best to provide support for school staff	Recommendation accepted The anti-bullying and equality training offer documents will be reviewed 2014-15 with a strengthened introduction as to the importance of staff training. Central training, bespoke training and e-learning in responding to bullying related to special educational needs and disability is being offered from October 2014.	Equality and Anti-Bullying Schools Strategy Group Standards and Achievement Safety Net
13	the ABESG should ensure that planning effective primary to secondary transition forms part of its best practice work	Recommendation accepted and partly actioned The Equality and Anti-Bullying Schools Strategy Group acknowledges that transition can be an issue for some children and young people and that there could be increased vulnerability to bullying at this time. This is why the parent and carer leaflet is being targeted to parents of Year 7 students. The Equality and Anti-Bullying Schools Strategy Group will also be mindful to identify and share any other good practice	Equality and Anti-Bullying Schools Strategy Group

		at transition points in the good practice guide.	
14	<p>that the ABESG includes cyber-bullying in its best practice anti-bullying work. This should explicitly include work on: engaging directly with young people</p> <ol style="list-style-type: none"> training for parents encouraging young people to think about on-line safety and who they share personal information with working with young people to improve their understanding that being kind and courteous in on-line interaction is as important as in face-to-face interaction recognising how quickly the on-line landscape is changing – and the need for teachers and trainers to constantly update their knowledge what can be done to utilise local digital media resources to make the Brighton & Hove approach to cyber-bullying as innovative as it can be 	<p>Recommendation accepted</p> <p>Sharing of good practice related to cyber-bullying as it relates to children and young people and parents will be shared as part of the good practice guide.</p> <p>Safety online is included as part of the Computing and PSHE curriculum in schools and training for teaching e-safety as part of the Computing Curriculum is being delivered this year by the ICT Learning & Teaching Consultant</p> <p>ICT Learning & Teaching Consultant delivers 2 to 3 parents meetings in schools related to e-safety. The Parents Forum, Standards and Achievement Team and ICT Learning & Teaching Consultant will work together with other relevant partners to explore how this provision for parents and carers can be further improved.</p>	<p>Equality and Anti-Bullying Schools Strategy Group Standards and Achievement ICT Learning & Teaching Consultant</p>
15	<p>that CAMHS and EPS develop better systems for recording bullying. This should specifically include a system where service-users' experiences of bullying are actively solicited where it is therapeutically appropriate to do so</p>	<p>Recommendation accepted</p> <p>Community CAMHS routinely asks where appropriate if a school student has been bullied. Therefore the team is aware of the individual's experiences of being bullied. Community CAMHS does not currently have a recording system to make this information readily available for all young people seen by Community CAMHS. A robust means to do this is being investigated and will be implemented once the system is developed. This will be by the end of the calendar year at the latest.</p>	<p>Community CAMHS Education Psychology Service</p>

		The Education Psychology Service are exploring how to use Impulse to record bullying.	
16	that the implementation of agreed panel recommendations should be monitored by OSC via an annual report co-ordinated and produced by Children's Services	Recommendation accepted	Standards and Achievement
17	that officers from the council's Children's Services directorate share the panel report with allcity schools	Recommendation accepted The Bullying Scrutiny Report has been posted on the school's bulletin and will be sent out to schools again in the lead up to anti-bullying week. It will be an agenda item on the Primary Head teacher meeting and the Secondary Behaviour and Attendance Partnership meeting	Standards and Achievement



**Report of the Health & Wellbeing
Overview & Scrutiny Panel**

June 2014

Scrutiny Panel on Bullying in Schools

Panel Members

**Councillors Ruth Buckley (Chair)
Vanessa Brown
Penny Gilbey**

**Professor Robin Banerjee
Amanda Mortensen
Sam Watling, Youth Council**

Chair's Foreword

Bullying in Schools: Scrutiny Panel Report

I was very glad to be able to chair the scrutiny panel into bullying in Brighton and Hove schools. As a parent of a child who has recently started school in the city, and on behalf of all other parents, carers and children in Brighton and Hove, I was very keen to find out what was happening for our children locally and how bullying is being addressed by our education system.

I was joined on the panel by fellow councillors Vanessa Brown and Penny Gilbey and also by Sam Watling from the Brighton & Hove Youth Council. Robin Banerjee, Professor of Developmental Psychology at the University of Sussex, agreed to act as an informal advisor to the panel. I would like to thank everyone who took part for their time and commitment to this important panel.

Bullying takes different shapes and forms, including physical and verbal assault; there is now a depressing increase in the incidents of cyber-bullying and trolling. Whatever shape it takes, it can have a hugely negative impact on the victim which can last for years. It is everyone's social duty to address negative behaviour and the reasons behind bullying where we can.

We heard that when it comes to dealing with bullying within the education system, each school is responsible for its own anti-bullying policy – the council is not in a position to dictate what the school should do. However as a panel we were pleased to note that the council hosts the Anti-Bullying & Equalities Strategy Group which brings local schools together to discuss and develop best practice. We hope that this continues into the future as a key mechanism in sharing knowledge and lessons learnt.

It was clear from our panel meetings that there is a lot of good practice going on in individual schools in the city, including taking collective responsibility, involving students in developing the work and ensuring that there is a shared anti-bullying ethos throughout the school. It is never too early to begin learning that there is no place for bullying in our schools. We hope that these positive lessons will be shared across Brighton and Hove to eradicate bullying in our schools as far as possible.

As ever, there is still more that can needs to be done, in particular with regard to cyber-bullying and in tackling bullying for protected groups. I hope that Brighton and Hove schools are heading in the right direction to deal with these issues in an appropriate but assertive manner. On behalf of the panel I would like to thank all of the young people, parents and carers who took part in the panel's investigation, either by attending one of our meetings or providing evidence in other ways.

We are also very grateful for the help and support given to us by council officers and colleagues from partner organisations. I sincerely hope that the recommendations the panel has made will help to shape a shared city-wide approach to anti-bullying policies in Brighton and Hove.



Ruth Buckley

Councillor Ruth Buckley

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Glossary - Acronyms

ABESG	Anti Bullying & Equality Strategy Group
BME	Black and Minority Ethnic
BMEYPP	Black and Minority Ethnic Young People's Project
BMS	Blatchington Mill School
CAMHS	Children & Adolescent Mental Health Services
EPS	Educational Psychology Service
ICT	Information and Communications Technology
LEA	Local Education Authority
LGBT	Lesbian, Gay, Bisexual, Transgender
OSC	Overview & Scrutiny Committee
SAWSSS	Safe & Well at School Survey
SEN	Special Educational Needs
SNAP	Safety Net Assertiveness Project

List of Recommendations

RECOMMENDATION 1 – that the ABESG should be supported and funded appropriately to allow it to undertake the key task of supporting anti-bullying initiatives across the city

RECOMMENDATION 2 – that the ABESG develops a best practice forum to celebrate and spread anti-bullying best practice across city schools

Recommendation 3 – that council officers continue to champion the SAWSS via the ABESG and other school partnerships including the Public Health Schools Programme

RECOMMENDATION 4 – ABESG should produce a leaflet (or a template for individual schools to adapt) for parents and young people explaining school commitments to tackling bullying. This leaflet should:

- Detail parents' rights to complain
- Explain to whom parents can appeal if they are unhappy with the school's response to reports of bullying
- Make clear the role of school governors in dealing with parents who are unsatisfied with staff responses
- Provide contact details for independent advice
- Provide contact details for a parent-advocate and for the range of advocates available for particular groups (e.g. for the families of children with SEN)
- Explain to young people what options they have if they feel they are being bullied

RECOMMENDATION 5 – we need a more systematic approach to identifying and learning from families who have opted out of the local state education system because they feel it has let them down – for example via an 'exit interview' of all those who permanently take their children out of local schools. This should build on the work already undertaken to track school moves within the LEA.

Recommendation 6 – ABESG should identify best practice in terms of BME anti-bullying work and encourage the best performing schools to share their learning with their peers across the city.

RECOMMENDATION 7 –that the ABESG includes student involvement in the development of school anti-bullying strategies as one of the elements of its best practice work.

RECOMMENDATION 8 – that ABESG invites the city Youth Council to become a co-opted member of the partnership (ideally with two Youth Council members co-opted)

RECOMMENDATION 9 – the views and experiences of parents are key to developing effective bullying strategies, and schools should actively involve parents in this work.

RECOMMENDATION 10 – ABESG best practice in terms of anti-bullying should include how to communicate with parents whose children are involved in bullying incidents

RECOMMENDATION 11 – ABESG best practice guidance should explicitly encourage schools to offer young people a range of ways in which they can report bullying

RECOMMENDATION 12 – that the ABESG anti-bullying best practice work explicitly includes how best to provide support for school staff

RECOMMENDATION 13 – the ABESG should ensure that planning effective primary to secondary transition forms part of its best practice work

RECOMMENDATION 14 – that the ABESG includes cyber-bullying in its best practice anti-bullying work.

This should explicitly include work on:

- **engaging directly with young people**
- **training for parents**
- **encouraging young people to think about on-line safety and who they share personal information with**
- **working with young people to improve their understanding that being kind and courteous in on-line interaction is as important as in face-to-face interaction**
- **recognising how quickly the on-line landscape is changing – and the need for teachers and trainers to constantly update their knowledge**
- **what can be done to utilise local digital media resources to make the Brighton & Hove approach to cyber-bullying as innovative as it can be**

RECOMMENDATION 15 – that CAMHS and EPS develop better systems for recording bullying. This should specifically include a system where service-users' experiences of bullying are actively solicited where it is therapeutically appropriate to do so.

RECOMMENDATION 16 – that the implementation of agreed panel recommendations should be monitored by OSC via an annual report co-ordinated and produced by Children's Services.

RECOMMENDATION 17 – that officers from the council's Children's Services directorate share the panel report with all city schools.

Executive Summary

Bullying in schools is by no means a new problem – it has probably been an issue for as long as there have been schools. However, there have been major developments in recent years.

In the first place, there has been a sea-change in notions of what constitutes bullying, with a wider acceptance that it is not just about direct physical or verbal assault but also about excluding and ostracising people.

Secondly, there is increasing recognition of the damage that bullying causes – its effects can be life-long, including poor educational attainment and emotional and mental health problems.

Thirdly, society has grown to recognise that discriminating against groups of people is wrong, whether it's in terms of race, sex, disability, age, faith, gender identity or sexual orientation. Coupled with this increased recognition of equalities has been the development of a more overtly diverse society. As people, including young people, become more open about their sexual orientation or gender identity, and as Brighton & Hove becomes more inclusive and multi-ethnic, we have to ensure that our school environments are safe places for all groups.

Fourthly, the growth of computer technology, and particularly mobile phones and social media, is changing the way that people interact with (and in some instances harass) each other. This development has been so rapid that it has left some adults at a loss to understand how their children are using social media and what the risks might be.

Fifthly, changes to the way in which state schools are funded and controlled have seen individual schools become much more autonomous and thus responsible for their own anti-bullying work. In the new system it is not necessarily clear how schools will work with and compare themselves against their peers to ensure that good practice is spread. Neither is it immediately obvious what role local authorities have to play in anti-bullying work – although councils remain accountable for educational performance and school attendance across the local area and are therefore bound to have a continuing interest in anything that impacts upon performance against these standards.

All of these factors mean that the issue of bullying is a topical one, even if, as seems to be the case, incidents of bullying may actually be falling and services are generally doing a good job.

The Bullying in Schools scrutiny panel was established following a request by Cllr Andrew Wealls. Panel members were: Cllr Ruth Buckley (Chair), Cllr Vanessa Brown and Cllr Penny Gilbey. Sam Watling of the Brighton & Hove Youth Council agreed to join the panel as a co-opted member, and Professor Robin Banerjee of Sussex University agreed to act as an advisor to the panel. Panel members would like to thank Sam and Robin for so generously giving up their time for this project.

The panel talked to a range of witnesses, including representatives from city schools, council school support services, the police, health services, and local voluntary and community sector organisations. The panel also spoke directly to parents and carers, and vitally, to young people themselves.³ A list of the witnesses who gave evidence is included in Part 2 of this report. Panel members would like to thank all those who contributed.

³ The panel would particularly like to thank the Brighton & Hove Youth Council who held a facilitated session where members of the Youth Council, the Children in Care Council, the Younger Children in Care Council and the Disabled Young People's Council all had the opportunity to share their experiences of bullying.

After reviewing the evidence, the scrutiny panel has made a number of recommendations. Many of these seek to build on the anti-bullying work already taking place across the city. While there is always the potential to improve services across such a complex area of work, it should be recognised that there is lots of good practice out there. Rather than reinventing the wheel, the core of what needs to be done is to ensure that everyone learns from the work of the best practitioners.

The recommendations which follow range across a number of areas, including data collection, involving young people and families, supporting schools, cyber-bullying, and how bullying impacts upon particular groups of people. Preceding the recommendations is a brief introduction to the subject of bullying.

Introduction

What is Bullying?

Bullying is defined as

“behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally.”⁴

Bullying can take many forms, from verbal insult through property damage to physical assault. It can also be indirect, for instance where people are excluded from conversations and activities or where rumours are spread about them.

The growth of social media in recent years has seen increasing incidents of ‘cyber-bullying’ – bullying via text message or comments on social media sites. This poses particular problems for schools, young people and their parents and carers, because new and emerging technologies are often difficult to understand and hence regulate; because social media is very good at disseminating both innocuous and malicious messages widely; because cyber-bullying does not necessarily take place in school; and because people seem far less inclined to self-censor their comments on social media than they would in face-to-face encounters.

Although bullying can take many forms and can be defined in a number of ways, a key constant factor is that it involves repeated behaviour – one-off incidents, while they may be very serious, are not typically classified as bullying. This is important for a couple of reasons: because the impact of bullying on its victims needs to be understood as cumulative, as something that builds over time (and hence a seemingly minor incident may not be so when viewed in context); and also because the perpetrators of bullying are engaged in an activity that is habitual and intentional – their behaviour cannot be dismissed as being ‘out of character’, and may not be easily changed.

Who is Bullied?

Anyone could be bullied, but the victims of bullying are typically children or young people who are isolated from their peer group. Isolated children and young people who aren’t part of social networks are at risk of others bullying them. Children and young people who are bullied will typically be seen as in some way ‘different’ – perhaps because of actual or perceived ethnicity, faith, sexual orientation, gender identity, disability or sex, their appearance, their academic or athletic abilities, because they have a physical or mental health condition, or because they are in care. However, isolation rather than ‘difference’ is the key factor here – and young people who are ‘different’ but who are not isolated from their peers are much less likely to be the targets of bullying.

Roughly the same proportions of boys as girls report being bullied, although boys seem rather more likely to be the victims of physical aggression and girls the victims of social exclusion. Girls are also more likely to be bullied by a group of their peers. Since it often manifests in less obvious ways, the bullying of girls can be more difficult to spot and deal with.⁵

Locally, slightly more BME young people report being bullied than their white British counterparts.

⁴ Adapted from: Preventing and Tackling Bullying: Advice for Head Teachers, Staff and Governing Bodies, DfE 2011.

⁵ Evidence from Nick Wergan, Deputy Head Teacher, Blatchington Mill School: 13.06.13, point 3.29

Young lesbian, gay or bisexual (LGB) people are very likely to experience bullying, as are people who identify as Trans or are unsure of their gender. In addition many people who are not LGBT but who may be perceived as such are the targets of bullying.

Young people with special educational needs (SEN), and especially people with autistic spectrum conditions, may be particularly likely to experience bullying.⁶

Amaze reports that young people in the east of Brighton tend to report more bullying relating to disability than the rest of city. This may be because they are higher numbers of children with disabilities in east Brighton schools (as recorded on the Amaze Compass database), or it may be linked to higher levels of deprivation or family breakdown in the east of the city.⁷

Who bullies?

Anyone can potentially be a bully, although young people who bully will often have also experienced problems at school or at home. Bullies will not necessarily be socially isolated, though they may have difficulties with social relationships. There is also a significant cross-over between the group of young people who have been bullied and the group that bullies, with some people being both the perpetrators and the victims of bullying. It is generally accepted that young people who show bullying behaviours require support as well as sanction.

Prevalence

Recent years have seen a consistent reduction locally in young people in secondary schools who report that they have been bullied – from 22% in 2008 down to 12% in 2013, as reported in the Safe & Well at School Survey (SAWSSS).⁸ Reported bullying in primary schools has also reduced between 2008 and 2013, with rates falling from 22% to 19%. This does appear to be good news, although the SAWSSS collects data from children and young people at school so may not pick up people who have moved area or are home-educating as the result of serious bullying.⁹

Local Authority Responsibilities

Local Authorities are no longer responsible for day-to-day decision-making around schools, with almost all powers devolved to individual schools. Whilst many local authorities still have teams providing a wide range of school support services, schools are generally not obliged to source this support from their council.

However, local authorities still retain some very significant strategic and legal responsibilities in relation to young people. These include being responsible for educational attainment across the local area, for the general wellbeing and safeguarding of young people, and for school attendance.

While local authorities are not directly responsible for bullying in school, bullied children are likely than other children to struggle academically, to be absent from school, and generally to have diminished wellbeing. It is therefore clear that councils have a significant interest in bullying in local schools as it is a factor in several of the key outcomes against which local authorities are measured. It is also the case, of course, that councils are elected by and represent local families, and have a duty to address local people's concerns even where they are not directly responsible for providing services. Of course, different local areas will interpret this duty in different ways.

⁶ See 13.06.13, point 3.45

⁷ See evidence from Janet Poole, Amaze: 04.09.13, points 16.74 and 16.75

⁸ Evidence from Sam Beal: 13.06.13, point 3.19.

⁹ Evidence from Professor Ian Cunningham: 13.06.13, point 3.55.

Findings and Recommendations

Data

Traditionally, many councils collated statistics about the schools they were responsible for in order to manage performance across the local state education system. In terms of bullying, the most relevant source of data is probably the annual Safe and Well at School Survey (SAWSS) which asks KS2, KS3 and KS4 students a series of questions about their general wellbeing and their experience of school. The SAWSS has been running since 2005 and therefore provides a vital longitudinal resource.

With recent moves towards greater autonomy for individual schools, the requirements for local authorities to collect and analyse data have been relaxed, but some areas including Brighton & Hove still choose to continue to collate statistics. In some instances, individual schools may decline to respond to data requests from local authorities – the SAWSS is voluntary for instance. However locally the great majority of schools are committed to participating in the SAWSS and the sample size is high.

The SAWSS provides a publicly available annual city-wide overview of young people's wellbeing across a number of domains. The SAWSS data is also broken down into school-specific reports and these are shared with individual schools. These reports are not publicly available, in part because of data confidentiality: it might be possible to identify individual respondents to the survey at this scale – for example, someone who reported being bullied because of their BME status at a school with very few BME children.

In addition to the SAWSS, schools also record and collate their own internal data on bullying and prejudiced based incidents by type. Schools are then asked to return their bullying by type data to the local authority on a termly basis. The City Wide figures are subsequently analysed to support commissioning and support for schools. Schools are encouraged to monitor, analyse and report their SAWSS and school-based data sets including with governors and other interested parties.

Although the local authority still conducts and analyses the SAWSS and disseminates its findings to schools across the city, the council is not in a position to direct or dictate actions to individual schools, nor would it wish to do so. Even if a council wanted to direct local schools there are few remaining powers to do so. This is very much an intended aspect of recent education reforms: moving away from a system in which councils were sometimes seen as imposing blanket 'one size fits all' policies on schools to one in which each individual school is free to develop its own plans and strategies. This means that schools are able to take account of their unique circumstances and of the particular staff skills and resources they can draw on to design bespoke policies that truly meet local need.

Whilst there are obvious opportunities in freeing schools to be innovative in this way there are also obvious risks. Firstly, there's the risk that schools which develop really good practice will do so in isolation and that neighbouring schools will not benefit from these new approaches. It is therefore important that there is some means of sharing information about best practice across local schools.

Secondly, in any system that enables individual organisations to develop their own policies rather than operating a centrally-determined model, one would expect some to do much better than average, but also some to perform relatively poorly. It is therefore important that there is some way to flag systems that aren't delivering as well as they should and to support less successful schools.

Anti Bullying & Equality Strategy Group

The panel believes that the partnership Anti Bullying & Equality Strategy Group (ABESG) which brings together the local authority, local voluntary and community sector groups and city schools is the ideal place to develop a best practice bullying forum which disseminates successful anti-bullying approaches and supports any schools which may be struggling, relatively speaking, in terms of their anti-bullying work. The panel wholeheartedly supports the ABESG and believes that it must be appropriately funded and supported.

As the ABESG is chaired by council officers, our recommendation is that these officers be tasked with developing a best practice forum as part of the ABESG. The forum should seek to identify and spread good practice across the city. The relevant council officers should report back to the Overview & Scrutiny Committee (OSC) on the success of this initiative as part of the 12 monthly monitoring of the implementation of panel recommendations.

RECOMMENDATION 1 – that the ABESG should be supported and funded appropriately to allow it to undertake the key task of supporting anti-bullying initiatives across the city

RECOMMENDATION 2 – that the ABESG develops a best practice forum to celebrate and spread anti-bullying best practice across city schools

It has been very reassuring to learn that the SAWSS is still being undertaken, with the majority of city schools engaging enthusiastically. It is really important that schools have a robust means of measuring the success of their anti-bullying work, and crucial that they have the means not only of comparing themselves against neighbouring schools but of measuring their own performance over time. Therefore, whilst it is quite proper that schools develop their own methods of measuring performance, the SAWSS remains an essential part of performance monitoring across the local area.

The panel commends schools and the local authority for investing their time in ensuring that the SAWSS continues to be widely used. Having a robust and objective longitudinal measure of performance is key to continuing to improve anti-bullying services, and schools should be encouraged and supported to engage with the SAWSS. The aim should be that every eligible school in the city undertakes the annual survey.

Recommendation 3 – that council officers continue to champion the SAWSS via the ABESG and other school partnerships including the Public Health Schools Programme

School Performance

The SAWSS currently shows a citywide rate of reported bullying at around 12%. There has been a steady fall in the percentage of young people who report being bullied over the past few years, suggesting that services are effective.

Across secondary schools the rate at which students report being bullied shows a relatively low degree of variation. This suggests that there are no real 'outlier' schools with much more or much less effective approaches to bullying.

Across primary schools the rate of variation is much larger – with between 8 and 40% of children reporting bullying. This may appear worrying, but as primaries are typically much smaller than secondary schools, relatively small numbers of survey responses can result in big

percentage swings. It is also likely that schools with higher numbers reporting bullying have provided less support to pupils to understand what bullying is.¹⁰

Approaches to Bullying

Two schools came to speak to the panel about their approaches to bullying: Blatchington Mill and Carlton Hill. We recognise that many more schools might have been happy to come and talk about what they do, but there simply wasn't the time to hear from everyone. In any case, the panel wanted to get a sense of how individual schools typically tackled bullying rather than to judge schools against one another.

Nick Wergan, Deputy Headteacher at Blatchington Mill (BMS), told the panel that his school's approach to preventing bullying is multi-faceted. It includes:

- Ensuring that an anti-bullying ethos is central to the school, and that it is owned by all staff and students, not just a top-down initiative
- Taking a zero tolerance attitude to bullying – every reported incident is treated seriously
- Taking every opportunity to talk about bullying – the message needs to be constantly re-stated
- Being pro-active around equalities – not just reacting to equalities based incidents when they occur
- Taking collective responsibility – recognising that bullying can be a group action in which bystanders as well as perpetrators are implicated
- Ensuring that students recognise that bullying requires adult involvement – BMS is proud to be a 'telling' school
- Involving students in shaping anti-bullying work
- Recognising that bullying can take many forms, including cyber-bullying and social exclusion
- Having a consistent approach to bullying throughout the school.¹¹

While individual schools may legitimately have different emphases, the panel views this list as a good model of a best practice policy, one which treats bullying holistically, involves students in anti-bullying work, stresses consistency in approaches, takes every incident seriously, and constantly reinforces the need for everyone in the school community to practice mutual respect.

For the panel, dealing effectively with bullying requires two kinds of approaches from schools. Firstly, there should be a robust and systemic approach to identifying and dealing with bullying incidents, with schools explaining to the victims of bullying and their families what steps have been taken in response to an incident and why. Secondly, schools need to develop and foster a caring environment which works to stop students becoming isolated from their peers in the

¹⁰ Evidence from Sam Beal, Chair of the ABESG: 13.06.13, point 3.19.

¹¹ See 13.06.13, point 3.22

first place. Successful anti-bullying work is a combination of these reactive and preventative approaches.

Supporting Young People

However good a school's policies around fostering an inclusive and supportive environment are, some young people will inevitably become socially isolated and therefore more susceptible to bullying. Vulnerable young people need targeted support, particularly in terms of helping with assertiveness or low self-esteem issues.

Witnesses stressed the importance of working with vulnerable young people to build their resilience and develop their assertiveness, so that they are less likely to be targeted - and if they are harassed - that isolated incidents are less likely to develop into bullying.¹²

For example, the Safety Net Assertiveness Project (SNAP) for 8-16 year olds teaches assertiveness techniques and life-skills to children with low self-esteem who have been the targets of bullying.¹³

An allied project is the Playground Buddying Programme which is a low-level preventative scheme designed to encourage inclusivity in primary school playgrounds by teaching children to recognise when they feel unsafe, how to deal with friendship disputes, and to report bullying to appropriate adults.¹⁴

Similar approaches can be directed at young people involved in bullying – working with them to help them become more aware of their behaviour and to understand how to act differently.

Some young people, particularly those with additional needs/SEN, may need targeted support above and beyond that generally on offer. It is important that schools recognise that there is a range of vulnerabilities and do not simply offer one-size-fits-all to young people who are bullied.¹⁵

We are fortunate in Brighton & Hove to have a number of excellent community and voluntary sector organisations such as Allsorts, BMEYPP and Amaze providing a wide range of support services to young people experiencing bullying and to their parents and carers. It is important that young people and their families are made aware of the full range of support services available.

Persistent Problems

The panel heard about a range of approaches designed to create a school environment in which bullying is minimised, to provide effective interventions when bullying does occur, and to support and develop the resilience of victims of bullying (and to help the perpetrators of bullying understand and curtail their behaviour).

All this work is to be commended, but schools and other agencies also need to plan for what happens when this support does not work. For several witnesses the problem was not only that

¹² See Paul Myszor: 13.06.13, point 3.45

¹³ See evidence from Den McCartney, Manager Safety Net Children & Young People Team: 04.09.13, point 16.41

¹⁴ See evidence from Den McCartney: 04.09.13, point 16.42

¹⁵ See evidence from Janet Poole, Amaze: 04.09.13, point 16.81

anti-bullying policies had not worked for them, but that it had proved very difficult to get senior managers in schools to acknowledge that things had gone wrong and to act accordingly.

It is particularly important that parents and carers know where to go for help if their school is not providing the assistance they need. This requires schools to have a clear system in place for the escalation of complaints, and to commit to making thorough and timely responses when complaints are made. This is particularly the case for secondary schools which are seen as being more remote from parents than primaries, particularly in terms of being able to contact senior managers.¹⁶

There may also be a potential clash of interests here in terms of school managers investigating the actions of their own organisations with regard to bullying, perhaps particularly where parents believe that the school has consistently failed to act appropriately. The fear is obviously that managers will be protective of their school's reputation even in instances where the school has behaved poorly. The Parents' Forum suggested that a solution to this problem might be for secondary schools to commission an independent guide to bullying, with information for parents on how to progress complaints and an independent contact for help and advice. Contact details for parent-advocates who had personal experience of dealing with entrenched bullying would also be invaluable.¹⁷

School governors have an obvious role to play in instances where parents are unhappy with a school's response to issues. However, it is not necessarily the case that all parents understand what the role of school governors is or how they can get in contact with them.

RECOMMENDATION 4 – ABESG should produce a leaflet (or a template for individual schools to adapt) for parents and young people explaining school commitments to tackling bullying. This leaflet should:

- **Detail parents' rights to complain**
- **Explain to whom parents can appeal if they are unhappy with the school's response to reports of bullying**
- **Make clear the role of school governors in dealing with parents who are unsatisfied with staff responses**
- **Provide contact details for independent advice**
- **Provide contact details for a parent-advocate and for the range of advocates available for particular groups (e.g. for the families of children with SEN)**
- **Explain to young people what options they have if they feel they are being bullied**

It is also important that those in charge of the education system recognise that some parents of bullied children may eventually become so frustrated by the response of schools and other support services that they opt to exit the local state education system entirely – by home-schooling, or moving out of area, or opting for an independent sector school. People who adopt these extreme measures (and of course not all parents are in a position to do so) will not necessarily communicate their decisions to the relevant authorities – people who 'exit' organisations because they feel that they have not been listened to may well consider it a waste of time to 'voice' yet more dissatisfaction.

However, it is clearly important that these voices are captured. If they are not, then the local education system is failing to recognise its most disgruntled customers, which is likely to skew any understanding of how prevalent and serious bullying can be.

¹⁶ See evidence from the Parents' Forum: 04.09.13, point 16.67

¹⁷ See evidence from the Parents' Forum: 04.09.13, point 16.69 and 16.70

It does not appear that there is currently any systematic attempt to collect data from families who opt to leave the local state school system, although there is work undertaken with families who move from one local school to another. This does seem to be a flaw in the system which threatens to undermine claims that anti-bullying policies are effective.

Of course, families may leave local schools for any number of reasons. Perhaps schools should be encouraged to conduct an 'exit interview' or survey with parents who take their children off the school roll, asking why they have done this and whether it reflects dissatisfaction with school performance, including in terms of bullying.

RECOMMENDATION 5 – we need a more systematic approach to identifying and learning from families who have opted out of the local state education system because they feel it has let them down – for example via an 'exit interview' of all those who permanently take their children out of local schools. This should build on the work already undertaken to track school moves within the LEA.

Equality/Protected Groups

As noted above, young people with particular 'protected characteristics'¹⁸ in terms of their ethnicity, sexual orientation, disability etc. may be especially vulnerable to bullying – or at any rate, vulnerable to becoming socially isolated and therefore more likely to be the target of bullying behaviour.

The panel simply did not have the capacity to look at bullying in terms of every protected characteristic, but did hear evidence about three particular issues: race, sexual orientation/gender identification, and SEN/disability. Whilst some of the points below may be relevant only to a specific issue, others are likely to apply to all young people who risk isolation from their peers because they could be perceived as different.

BME

Schools data suggests that BME students are bullied slightly only more often than their white peers.¹⁹ However, the panel did hear from witnesses who felt that some schools were not doing enough to prevent bullying or prejudice related to ethnicity, or when it happened to deal with it effectively.

For example, the panel heard from parent 'A' whose children had been subjected to racial harassment from Year 7 through to Year 11, which did not stop despite being reported to school managers. Whilst teachers were aware of some of this bullying the parent felt that they neglected to intervene effectively, and tended to under-play or dismiss the concerns raised.²⁰

Vanessa Crawford, from the Black & Minority Ethnic Young People's Project (BMEYPP) told the panel experienced that BME young people attending the project reported that racist

¹⁸ See The Equality Act (2010) which defines 'protected characteristics'.

¹⁹ The most recent SAWSS data shows a small increase in primary school students reporting racist bullying. It is currently unclear whether this indicates an actual increase in racist bullying or is a statistical blip or perhaps the consequence of improved awareness of racist bullying (there has been recent work with primary schools in this respect). Things should be clearer here when we have the next set of SAWSS data to compare against. See evidence from Sam Beal, 13.06.13: point 3.20.

²⁰ See 04.09.13 points 16.61 and 16.62

bullying, including name-calling, racist jokes, mimicking and making race-based assumptions. Sometimes the racism was quite subtle and therefore harder to report.²¹

Panel members were also told that some school staff lacked confidence and skill in identifying and challenging racism including a lack of clarity about appropriate terms to use to refer to ethnicity. There were cases of where the victims of racist bullying felt they were blamed or ignored.^{22, 23} Some students reported that if they were a child that sometimes got into trouble in school they were less likely to be believed or taken seriously if they reported bullying.

The evidence that the panel heard accords with the findings of a recent independent report commissioned by the council: The Changing Ethnic Demography in Brighton & Hove: How Prepared Are Brighton & Hove Schools? (GHPO Report Feb 14)

Brighton & Hove has traditionally been a predominantly 'white' city, but in recent years has become much more ethnically diverse, with the number of non-'White British' residents increasing by 80% over the past decade.²⁴ It seems evident to the Panel that schools and council services need to work harder to prevent address issues related to racism in their communities.

In the context of schools however, it seems likely that there are a mixture of experiences, with some schools quite used to dealing successfully with the challenges and exploiting the opportunities of a multi-ethnic intake, whilst others have much less experience of anything other than a predominantly white British student body. There is an obvious opportunity here to spread best practice – and indeed it may be that our best performing schools have lessons to teach not only other schools, but the public sector across the city.

Teachers may also benefit from training in identifying and tackling racist bullying. It is important that schools support staff in challenging discriminatory language and behaviour, perhaps particularly with an issue as sensitive as racism. Teachers may be well intentioned, but nonetheless struggle to support BME students and counter racism because they miss nuances, or they feel so nervous about tackling perceived racism.

Recommendation 6 – ABESG should identify best practice in terms of BME anti-bullying work and encourage the best performing schools to share their learning with their peers across the city.

LGBT

Young people who are, or who may be perceived as being, lesbian, gay, bisexual or transgender are particularly likely to experience bullying in school.

This is something that has been recognised in Brighton & Hove for a number of years, and many city schools have made considerable efforts to counter homophobic bullying with the active support of the BHCC schools support service and expert voluntary and community sector organisations like Allsorts Youth Project.

²¹ See evidence from Vanessa Crawford: 04.09.13, point 16.87

²² See evidence from Vanessa Crawford, BMETPP, 04.09.13: point16.87 – 16.104.

²³ 04.09.13, point 16.96

²⁴ <http://www.bhlis.org/resource/view?resourceld=1415> (It should be noted that much of this increase in diversity is due to an influx of people from Eastern Europe, so although there has been a significant increase in the city's non- British' population, this does not necessarily equate to a significant increase in the non-white population.)

Given this work and Brighton & Hove's reputation as an LGBT friendly city, it seems likely that we are doing more than most areas to tackle homophobic, biphobic and transphobic bullying, and schools and council services should be commended for this. In particular the Panel recognise the ground-breaking work being done to prevent and challenge transphobia and build understanding of the needs of Trans children and young people.

It may be the case that the level of understanding of LGBT issues is not uniform across the city. However, this is currently being addressed, with Allsorts expanding its work with primary and secondary schools. Allsorts also trains teachers, other school staff, CAMHS (Child & Adolescent Mental Health), educational psychologists etc. in LGBT issues.²⁵

Tackling homophobic, biphobic and transphobic bullying involves dealing firmly with offenders and supporting victims. It also means fostering a whole-school environment in which LGBT identities are considered normative.²⁶ For example, as well as confronting direct bullying, it is important that schools challenge discriminatory language, even when it is not directed at an individual (e.g. people using the term 'gay' as a synonym for useless).

Support at home may be particularly crucial for young LGBT people: young people who are trying to conceal their sexual identities from their families are unlikely to report that they are experiencing homophobic bullying, whereas LGBT people with supportive families tend to be much more resilient.²⁷

Whereas practice in relation to lesbian, gay or bisexual young people is probably generally pretty good across the city, more needs to be done to support Trans children and young people using the newly published Trans Inclusion Schools Toolkit.

Trans issues are often very different from issues of sexual orientation, and may require approaches that are distinct from a generalist LGB-friendly policy, so it may well be that best practice schools will be those that plan discretely for Trans students. Such planning will need to include training teachers to understand and be confident in supporting Trans issues – this is a complex area and one which requires expert support.²⁸

While there is obviously still work to do on LGBT issues, it is clear that there are really expert resources in place and a city-wide commitment to LGBT equalities.

SEN/Disability

Young people with special educational needs (SEN) or disabilities are disproportionately affected by bullying. The panel heard from parents of children with disabilities, and from voluntary sector groups that support families with disabled children, and some of the points made to the panel are presented elsewhere in this report – for example in the section on primary/secondary transition.

In general disabilities can function to make young people isolated from their peers and hence more likely to be bullied. This needs to be countered by schools actively promoting an inclusive school ethos in which difference is celebrated.

²⁵ Evidence from Marianne Lemond and Elliot Klimek, Allsorts: 13.06.13, point 3.41.

²⁶ See 13.06.13, point 3.37

²⁷ See 13.06.13, point 3.38

²⁸ See 13.06.13, point 3.39

Schools also need to be alert to the way in which particular disabilities may influence young people's behaviour. For example, some young people with autism may interpret well-intentioned 'banter' as bullying because they have a different understanding of social interaction to their peers.²⁹

Similarly, autistic young people who are genuinely being bullied may struggle to express their feelings and may bottle things up until the point where they can't take it any longer and they 'explode' – perhaps by reacting violently to the latest in a long line of provocations. If schools do not take the young person's disability into account when reacting to such an incident they may misread the situation and end up punishing the victim rather than the perpetrators or applying generic standards of behaviour which are inappropriate for people who face particular challenges.

To counter this, schools need to be generally aware of how bullying can impact upon children with SEN or disabilities, and to factor this in when dealing with specific children who have special needs.

Involving Young People

The panel heard a good deal about the work that schools do to make sure that students understand what bullying is and how to report it. Members also learnt that some schools stress that countering bullying is the job of everyone in the school, and that there is no such thing as a 'bystander' when it comes to bullying – everyone present is to some degree involved in a bullying incident, either as participants or because they have or have not intervened. This is clearly an important message and it is heartening to know that schools are taking such a holistic view of bullying.

Whilst there does seem to be lots of good practice in terms of schools engaging students around their anti-bullying work, it doesn't seem to be the case, at least from the evidence the panel heard, that all schools engage directly with their pupils and students in developing anti-bullying policies.³⁰ Feedback from the Youth Council also made the point that young people have a unique understanding of what happens in schools, and it is important that this knowledge is captured.³¹

The panel suggests that a network of young people from a variety of backgrounds could be established (or an existing network used) and charged to develop child-friendly definitions of bullying which could then be used as a resource by city schools. This would ensure that a representative group of young people were actively involved in co-producing anti-bullying materials without requiring every school to engage directly.³²

Similarly, it might be useful to involve a young people's representative organisation, such as the city Youth Council, at a strategic level in terms developing and co-ordinating anti-bullying work – for instance as a member of the ABESG. Youth Council members have successfully represented young people as co-optees on several city council committees for some years now, so we know that this approach can work.³³

²⁹ See 13.06.13, point 3.45

³⁰ Evidence from Ruth Hilton, Aiming High Advisory Group (AHA) for SEN Children and Young People, 01.07.13: point 9.57

³¹ Informal feedback from Youth Council (June 14)

³² Suggested recommendation from Safety Net: 04.09.13, point 16.54

³³ Youth Council members would warmly welcome an invitation to be a member of ABESG. Experience suggests that YC co-option works best when two young people are co-opted, since they can then support each other in their work. It is also important that YC co-optees are able to attend meetings (which they cannot do if the meetings are in the day during term time). (Informal Youth Council feedback June 14.)

The panel suggests that, as part of its best practice work, ABESG identifies schools which have effectively involved students in the development of anti-bullying policies. Learning from this successful work should be made available for other local schools to benefit from if they so choose. Panel members do understand that schools may have different approaches in this and many other areas and are not seeking to suggest that a 'one size fits all' anti-bullying approach is appropriate, but panel members do think that all schools should have the opportunity to share the best practice experiences of their neighbours.

RECOMMENDATION 7 –that the ABESG includes student involvement in the development of school anti-bullying strategies as one of the elements of its best practice work.

RECOMMENDATION 8 – that ABESG invites the city Youth Council to become a co-opted member of the partnership (ideally with two Youth Council members co-opted)

Involving Families

Families have an important role to play in helping their children develop resilience skills, supporting young people who are being bullied, and stopping children from becoming bullies. The Parents Forum was able to report back that several parents and carers were very positive about how their child's school had managed an incident of bullying. The panel also learnt about one piece of work, coordinated by Safety Net, where parents produced a booklet called "Safe and Happy" which outlined a school's approach to bullying.³⁴

However, parents and carers did express concern about how effectively schools communicated with them. Some parents and carers felt judged by the school staff they met with the implication that they were failing as a parent if their child was a bully or being bullying. Other parents and carers reported that the school did take action to stop bullying, but they were not informed about what this was. Parents and carers were also not clear about the schools' complaints procedures if things did not improve.

To support their children effectively some parents and carers may need to be supported to understand bullying, school policies, and effective ways to engage with schools if they are concerned about their child. Additionally, parents who have had to deal with their children being bullied are potentially a very valuable resource for other parents – as these are people who have been through the system and understand what works and what doesn't. Persuading some of these parents to volunteer as parent-advocates for other families would really help embed parent experience in school anti-bullying work.

The panel was fortunate to hear from the city Parents' Forum in regard to bullying – and was particularly fortunate that Forum members had kindly agreed to carry out both an online and face-to-face survey of parents to inform the panel's work. Panel members would like to express their thanks to the Parents' Forum for all their work.

Janet Poole of Amaze stressed to the panel the importance of schools listening to parents, taking them seriously, believing parents' accounts, and treating issues around bullying with sensitivity.³⁵

³⁴ Suggested recommendation from Safety Net: 04.09.13, point 16.54

³⁵ See 04.09.13, point 16.80

RECOMMENDATION 9 – the views and experiences of parents are key to developing effective bullying strategies, and schools should actively involve parents in this work.

RECOMMENDATION 10 – ABESG best practice in terms of anti-bullying should include how to communicate with parents whose children are involved in bullying incidents

Young People Reporting Bullying

When the panel asked young people for their views on bullying, one of the issues that several people raised as a problem was reporting bullying to an adult. Some students told the panel that they'd reported bullying but had been made to feel that they were in the wrong rather than the bully.³⁶ Other students said that it was not necessarily easy to contact a teacher they trusted at short notice.³⁷ Still other students were reluctant to report bullying because they feared that this would make the bullying worse.³⁸ Some people noted that it could be easier to talk to a counsellor, a Teaching Assistant or Family/Student liaison officer rather than to a teacher.³⁹

Both young people and parents told the panel that schools needed to respond seriously to reports of bullying, and to do so in a timely fashion. It is clear that some people feel that this does not always happen, and in particular that parents do not always feel that schools communicate enough with them.⁴⁰ This is an important issue, as it may well be the case that the school has responded to an issue swiftly and appropriately, but if the victims of bullying and their families are not kept in the loop, the impression given will be that the matter is not being taken seriously.⁴¹

RECOMMENDATION 11 – ABESG best practice guidance should explicitly encourage schools to offer young people a range of ways in which they can report bullying

Supporting Teaching Staff

School staff have a key role to play in developing an anti-bullying ethos and in tackling bullying when it does occur. If staff are not properly trained in how to deal with bullying, are unclear about a school's bullying policies, or are too busy with other work to deal properly with bullying incidents, then they will not be able to implement a school's anti-bullying policy effectively.

All teachers need general skills to deal with bullying, ideally including being able to deliver 'restorative justice' programmes for relatively minor incidents. This should be augmented by more specialist support, either internal or external, and class-room teachers need to know how to access this support.⁴² Teachers also obviously need to have an up to date understanding of their school's anti-bullying policies.

Teachers should also be aware that some young people are very concerned about reporting bullying, fearing they will be disbelieved or 'blamed' for the bullying, that nothing will happen, or

³⁶ Evidence from the Youth Council, 01.07.13: point 9.19. See also testimonies from individual YC members.

³⁷ Evidence from Ruth Hilton, AHA, 01.07.13: point 9.54.

³⁸ Evidence from PC Vicky Jones, 04.09.13, point 16.5

³⁹ 01.07.13 points 9.60 and 9.63. Some respondents suggested that all schools should consider employing a specialist Student/Family Liaison officer to deal with the most serious cases of bullying (point 9.76). Youth Council members also reported having experienced confusion about who to report bullying incidents to, stressing that the reporting system needed to be unambiguous

⁴⁰ Evidence from the Parents' Forum: 04.09.13, point 16.60

⁴¹ See testimonies from Youth Council members

⁴² Evidence from Paul Myszor, Senior Educational Psychologist, BHCC: 13.06.13, point 3.52.

that their bullying will escalate because they have reported it. In consequence teachers need to be trained to deal sensitively with reports of bullying, to act promptly to avoid escalation, and to ensure that they clearly explain the actions they have taken to the victim of the bullying incident and to their family.⁴³

Teachers also need to be supported to respond to environmental and societal change, whether in terms of increasing ethnic diversity, more open expression of different sexual and gender identities, or of the impact that social media is having on young people. Society is not standing still, and responses that may have been adequate a few years ago may now be out of date, so all schools need to ensure that anti-bullying forms a core part of their teacher-training programme.

A point several respondents to the panel made was that schools needed to spend time understanding bullying incidents rather than rushing to judgement, which could result in students being punished for reacting to bullying rather than taking action against the bullies themselves.⁴⁴

It is therefore important that schools ensure that their teachers and other staff are properly trained to recognise and deal with bullying.⁴⁵ It is equally important that teachers have the time and space to deal properly with bullying and to share information and experiences with colleagues as part of 'reflective practice'. Schools that are serious about tackling bullying have to find ways to ensure that their staff have time to deal with bullying and that teachers are properly supported by their peers and by managers. This is bound to be challenging given the many demands on teachers' time, and to require schools to think creatively about how best to support their staff.

Schools may also need to think closely about how children should report bullying. Some witnesses to the panel believed that anonymous incident reporting or the use of a 'Virtual Learning Environment' could be beneficial.⁴⁶

Panel members are sure that the majority of local schools already work really hard to support their staff to deal effectively with bullying – but the panel still believes that there is potential value in disseminating some of the innovative best practice being developed across city schools.

RECOMMENDATION 12 – that the ABESG anti-bullying best practice work explicitly includes how best to provide support for school staff

Primary/Secondary Transition

The transition from primary to secondary education at Year 7 can be a challenging time for many young people. This may be particularly so for the most vulnerable children, who are faced with changing schools, with new staff who don't necessarily appreciate their needs, and typically with a move from a relatively homely primary environment to an environment which is much bigger and more impersonal.⁴⁷

⁴³ See evidence from AHA: 01.07.13, point 9.75.

⁴⁴ See evidence from AHA and the Youth Council 01.07.13 points 9.58 and 9.85.

⁴⁵ See 13.06.13, point 3.31

⁴⁶ Evidence from AHA: 01.07.13, points 9.70 and 9.72.

⁴⁷ In a local 2013 survey asking Year 6 pupils to identify their worries about moving to secondary school, the main concern expressed was around bullying (37%), with friendship issues (12.5%) and getting lost

Since it is largely isolated and vulnerable young people who are bullied (and to a degree who bully), anything that increases isolation and vulnerability is likely to lead to increased bullying, and the step-up to secondary school presents particularly obvious challenges. Amaze told the panel that for families supporting SEN children, the move to secondary school was often “crunch time”.⁴⁸ Youth Council members also commented that in their experience the primary/secondary transition was a time of increased vulnerability.⁴⁹

It is clearly important that schools do all they can to manage the transition sensitively. This needs to include proper information sharing on vulnerable students, and this in turn requires primary schools to relay all the necessary information to secondary schools. Where students have well-documented support needs, for example in terms of children with a SEN ‘statement’, this may be relatively straightforward. However, for children who receive more informal support, there is a risk that key information about vulnerabilities will be lost. Primary schools need therefore to be methodological in recording and sharing information about their students’ support needs.

For their part, secondary schools need to ensure that they act on information about vulnerabilities. They also need to do all they can to make the transition to secondary school as easy as possible. This is challenging, as moving from a small to a much larger school may be inherently stressful, but this does not mean that nothing can be done. For example, the panel heard from Professor Ian Cunningham who noted that some schools dealt with transition problems by keeping the Y7 intake partially separate from the rest of the secondary school to allow transitioning children time and space to settle themselves.⁵⁰

The Parents’ Forum reported that some responses to their survey on bullying has noted a difference in approaches between primary and secondary schools, with relatively small and homely primaries able to foster a close relationship between students and school staff (and between staff and parents) which meant that bullying was recognised at an early stage and could be ‘nipped in the bud’. In the much larger, more impersonal environment of secondary schools this one-to-one relationship does not necessarily exist, particularly in terms of children having a dedicated classroom teacher, which may make identifying and countering bullying much harder.⁵¹ Given this, it is obviously important that secondary schools plan their anti-bullying work carefully and have clear and consistent procedures for tackling bullying. It certainly seems to be the case that Brighton & Hove secondary schools demonstrate good practice in this regard.

Other support can include providing extensive orientation for students coming into Year 7, and ensuring that there is effective supervision of students at all times, particularly outside class (break-times, moving from one class to another, PE changing etc).⁵² The latter point is clearly relevant beyond Year 7.

RECOMMENDATION 13 – the ABESG should ensure that planning effective primary to secondary transition forms part of its best practice work.

(12%) the next highest ranking concerns. See evidence from Den McCartney, Manager Safety Net Children & Young People Team: 04.09.13, point 16.44

⁴⁸ See evidence from Janet Poole: 04.09.13, point 16.76

⁴⁹ Informal feedback from Youth Council June 14.

⁵⁰ Evidence from Professor Ian Cunningham, 13.06.13, point 3.63.

⁵¹ Evidence from Parents’ Forum: 04.09.13, point 16.57

⁵² Evidence from Brighton & Hove Youth Council, 01.07.13, point 9.84.

Cyber-bullying

Cyber-bullying is the term commonly used to describe bullying that uses information technology: computers, mobile phones, and social media. Cyber-bullying is an emerging issue, given the rapid expansion in recent years of social networking sites, smart phone ownership and the increasing ubiquity of computer-based learning in schools.

Although some aspects of cyber-bullying are shared with other forms of bullying, other elements present unique challenges.

- Social media is a rapidly evolving environment, and one where growth is often driven principally by young people rather than adults. This makes it potentially very difficult for parents and teachers to understand and monitor young people's use of media – we may understand the risks involved in facebook and twitter, but this may not be all that useful when young people have moved on to communicating via snapchat, tumblr and Instagram.⁵³
- ICT and social media allow information to be disseminated very rapidly and very broadly, which can obviously cause problems in terms of offensive messages or images. It can also be very difficult to get information removed once it has been posted online.
- Online communication does not respect physical boundaries: children in school may receive abuse from outside the school or may be harassed by classmates outside school hours. This raises questions of whose responsibility it is to police cyberbullying.
- People generally appear to be much less inhibited online than they would be in person. This may mean that people are more likely to harass or bully others.⁵⁴

The most recent SAWSS responses indicate that cyber-bullying is not the most common type of bullying. However when it happens it is likely to be particularly devastating. It may also be the case that young people are not recognising and identifying cyber-bullying when it happens.⁵⁵

Unsurprisingly, the prevalence of reported cyber-bullying rises with age, and currently it doesn't appear to be a significant issue at primary school. However, younger and younger people are using social media so it is likely that the problem will spread.⁵⁶

It should also be stressed that cyber-bullying is not necessarily discrete from other types of bullying: young people who are bullied at school may also be bullied via social media and vice versa. Indeed young people themselves made the point to the panel that they did not necessarily see their 'real-life' social interactions as distinct from their on-line interactions – they are different aspects of socialising rather than separate things.⁵⁷

It is possible for schools to use technological fixes to counter cyber-bullying that takes place using school ICT systems. For example, Blatchington Mill has invested in a software system that alerts staff when school systems are being used inappropriately.⁵⁸ However, because

⁵³ See evidence from Paul Platts, ICT safety trainer: 01.07.13, point 9.42

⁵⁴ See evidence from Paul Platts, ICT safety trainer: 01.07.13, point 9.40, 9.41. Also PC Vicky Jones: 04.09.13, point 16.2

⁵⁵ See Sam Beal, 13.06.13, point 3.14

⁵⁶ Evidence from Louise Willard, Headteacher, Carlton Hill Primary School: 01.07.13, point 9.12

⁵⁷ Informal feedback from Youth Council, June 14.

⁵⁸ See 13.06.13, point 3.27

cyber-bullying does not just take place in school or via school ICT systems, such solutions will only ever be partial. It is therefore important that young people are encouraged to think about safe and responsible use of ICT and social media. Ultimately it will primarily be young people themselves who police their social media use, and they need to be ‘trained’ to do so. The panel commends the high-quality training that a number of city schools are already providing in this respect, as reflected in recent Ofsted reports.

The rapid evolution of social media is an obvious problem in terms of tackling bullying. It is clear that any training for teachers, students or families will need to be regularly updated. Given that Brighton & Hove is one of the UK centres of digital technology there does seem to be the potential to harness some of the digital expertise we have in the city in order to deliver some really up to date in-reach into schools.

Parents also need to learn much more about cyber-bullying⁵⁹, but when training has been offered the take-up has typically been disappointing.⁶⁰ It needs to be remembered that most adults’ understanding of ICT issues is probably fairly limited. Schools need to be careful that they do not assume a level of competence that many parents simply do not have. Involving parents directly in the design of cyber-bullying and cyber-safety training is important here.

The panel heard that there may be value in encouraging young people to view their on-line interactions as they would face-to-face interactions. It does seem evident that people act very differently when communicating virtually, perhaps because on-line communication does not readily provide the multitude of subtle visual and verbal indications that we instinctively rely upon to judge face-to-face communication.⁶¹

On a similar tack, young people need to be aware that not everyone on-line is who they say they are, and that not everyone has good motives. Training in cyber-safety needs to encourage young people to think carefully about who they are communicating with, whether they can feel confident about their intentions, and the types of information they are sharing.⁶²

Other moves which might help to tackle cyber-bullying would need to be driven at a national level. For example, the panel heard that requiring people to register with social media sites using verifiable contact details (e.g. by giving debit card details) might help reduce bullying, or at least mean that bullies could be held to account.⁶³

It is clear that Cyber-bullying is a growing problem, even if it is not yet a major issue for young people locally. It is therefore important that schools are aware of the issues involved and communicate them to students and their families – particularly as this may well be an area in which few parents are experts.

RECOMMENDATION 14 – that the ABESG includes cyber-bullying in its best practice anti-bullying work.

This should explicitly include work on:

- **engaging directly with young people**

⁵⁹ See evidence from Parents’ Forum: 04.09.13, point 16.58: almost half of the parents surveyed feel that they do not have enough information about cyber-bullying

⁶⁰ See 13.06.13, point 9.42

⁶¹ See evidence from Den McCartney: 04.09.13, point 16.48

⁶² Suggested recommendation from Safety Net: 04.09.13, point 16.54

⁶³ See evidence from PC Vicky Jones: 04.09.13, point 16.6

- training for parents
- encouraging young people to think about on-line safety and who they share personal information with
- working with young people to improve their understanding that being kind and courteous in on-line interaction is as important as in face-to-face interaction
- recognising how quickly the on-line landscape is changing – and the need for teachers and trainers to constantly update their knowledge
- what can be done to utilise local digital media resources to make the Brighton & Hove approach to cyber-bullying as innovative as it can be

Mental Health and Wellbeing

The scrutiny panel heard that bullying can significantly impact on young people's emotional wellbeing and in some instances may contribute to mental health problems – although this is a complex issue as other factors are also bound to contribute to a person's wellbeing.⁶⁴

Young people with mental health problems may receive support from a number of sources, most obviously from local Child & Adolescent Mental Health Services (CAMHS), but also from the Educational Psychology Service (EPS).

It is currently impossible to know what proportion of young people referred to CAMHS have experienced bullying that has had a detrimental impact on their mental wellbeing: this information is not currently solicited by CAMHS.⁶⁵

Whilst CAMHS will record bullying if it is raised as an issue by service users or their families, it does not feature very prominently. In addition, data from counselling services shows that bullying is fairly low on the list of reasons that service users give for accessing counselling.⁶⁶ However, without services specifically asking whether bullying has been an issue, it is very difficult to have any real confidence in how big a factor it is in young people's mental health problems.

The majority (55%) of referrals to CAMHS are via GPs, with only around 10% of referrals obviously relating to a schools-based issue such as attendance.⁶⁷ Referring GPs would obviously only be aware of bullying if it had been mentioned to them, and this may not be the case when bullying has occurred as young people can be ashamed to mention bullying even to their own families.⁶⁸

Other than where there are very specific safeguarding concerns, CAMHS does not have the right to inform schools that it is engaged with particular young people without written consent from parents or carers. However CAMHS does advise parents whose children have serious wellbeing problems to speak to schools about these issues.⁶⁹ CAMHS also has an excellent record of referring children with SEN support needs to specialist organisations like Amaze.⁷⁰

⁶⁴ See evidence from Alison Nuttall, Children & Adolescent Mental Health Services (CAMHS) Commissioner: 04.09.13, point 16.16

⁶⁵ See Alison Nuttall: 04.09.13, point 16.22

⁶⁶ See 04.09.13, point 16.20

⁶⁷ See 04.09.13, points 16.17 and 16.22

⁶⁸ See 04.09.13, point 16.29

⁶⁹ See 04.09.13, point 16.23

⁷⁰ See evidence from Janet Poole: 04.09.13, point 16.78

Panel members are concerned that CAMHS may not always be aware whether the young people under its care have experienced or are experiencing bullying – unless specifically informed about this by the service-users themselves. It may well be that bullying is not a major contributory factor to young people’s mental health problems, but without better data this is just speculation.

In order to plan services effectively it is clearly important that commissioners have the best and most up to date information. Panel members believe that this should include information about the degree to which bullying impacts on young people’s health and mental wellbeing. To this end, it is suggested that CAMHS (and the Educational Psychology Service which potentially also holds valuable information about incidents of bullying) makes a point of actively soliciting information about bullying from service-users where it is therapeutically appropriate to do so.

RECOMMENDATION 15 – that CAMHS and EPS develop better systems for recording bullying. This should specifically include a system where service-users’ experiences of bullying are actively solicited where it is therapeutically appropriate to do so.

Monitoring

Once the recommendations of this report have been considered by the relevant bodies, the implementation of agreed recommendations will be regularly monitored by the Overview & Scrutiny Committee (OSC). For ease of management, a senior officer from the council’s Children’s Services directorate should be charged with co-ordinating and producing an annual implementation report to OSC.

RECOMMENDATION 16 – that the implementation of agreed panel recommendations should be monitored by OSC via an annual report co-ordinated and produced by Children’s Services.

Reporting to Schools

The panel would like their report to be shared with all city schools.

RECOMMENDATION 17 – that officers from the council’s Children’s Services directorate share the panel report with all city schools.

Conclusion

Bullying can have a terrible impact on the lives of young people and it is important that schools and school support services recognise this and work hard to tackle the problem.

Whilst bullying will never be eliminated, there is much that can be done to combat it. In essence the panel believes that a two-pronged approach is required.

Firstly, schools need to have really robust systems for identifying bullying and tackling it – supporting victims, punishing perpetrators, and keeping families informed about the steps being taken. Schools also need to ensure that they record bullying incidents and are actively involved in comparing their anti-bullying work with that of their peers. Schools should be eager to emulate local and national best practice in terms of dealing firmly and effectively with bullying – and it has been heartening to learn that local schools are.

Secondly, schools need to ensure that their learning environment is one in which all students are encouraged and supported to be part of social networks – bullying typically occurs when young people are isolated from their peers, so by minimising isolation the hope is that incidents of bullying will be reduced.

Effective approaches to anti-bullying are bound to employ a combination of these reactive and preventative approaches.

Whilst schools have a key role to play in this work, it is not for schools alone to tackle bullying – parents need to be involved, as of course do young people themselves. There is also an important role for the expertise of community and voluntary sector organisations, and for specialist schools support such as that provided by local authorities.

It is also crucial that, in an increasingly atomised schools system, individual schools are encouraged and enabled to share best practice with their peers. In local terms, the panel believes that the ABESG is fundamental to achieving this – hence many of the report recommendations focus on supporting the ABESG or are directed to the partnership.

Whilst the ABESG has an important role to play in co-ordinating anti-bullying work, there may be instances where the move to autonomous schools has left a gap, for example in terms of central, specialist advice and training, which individual schools cannot themselves feasibly provide or commission. In practical terms this might include expert advice on cyberbullying or on how best to support teachers in tackling bullying. This type of support might previously have been provided by the local education authority, and panel members believe that there is an argument still for the council to offer key specialist support services, although in the current financial climate this is obviously far from easy.

Finally, whilst this report inevitably focuses on bullying, and while bullying remains a problem for too many young people, it is important to stress that city schools provide a generally positive and supportive environment. While it is vital that schools take bullying seriously, it is also important that a focus on bullying does not itself perpetuate the idea that bullying is all pervasive. We need to focus on the positive message of respecting and being kind to each other as well as being determined not to tolerate unkind behaviour.

Equality and Anti-Bullying Strategy Group – Membership September 2014

Service	
BHCC	Partnership Adviser Health and Wellbeing Behaviour & Attendance Partnership Lead ICT Consultant Community CAMHS Community Safety Manager Senior Community Safety Caseworker Strategic Commissioner, Public Health Traveller Education Service Service Manager, Integrated Youth Support Service Communities and Equalities Team (receive papers)
Secondary Schools	Dorothy Stringer School (BAP) Blatchington Mill School (BAP)
Primary Schools	Rudyard Kipling School (BAP) Elm Grove School (BAP)
Special Schools	Homewood College
FE Rep	BHASVIC
Early Years	to be confirmed
Youth Council rep	X2 young people
School nursing	Professional Lead for School Nursing
Allsorts	Youth Support & Education Worker, Allsorts Youth Project
Mosaic	Trustee
BMEYPP	Director
Safety Net	Director
Rise	Manager, Children, Young People and Family Services
AMAZE	Education Caseworker, Amaze
Young Carers	Young Carers Team Manager
Friends, Families and Travellers	Director
Parents Forum	Co-ordinator
BPEC	Education Coordinator
Police	Safe in the City Delivery Unit, Neighbourhood Policing Team

Terms of Reference

Title of Group	<i>Equality and Anti-Bullying Strategy Group</i>
Overall Purpose of Group	<i>To provide strategic leadership to the development of equality and anti-bullying practice in Brighton & Hove schools</i>
Specific Objectives/Scope	<i>To review and develop local authority advice, guidance, training and support materials which will support learning communities to meet the aims of our commitment statement To increase awareness and lead dissemination of good practice regarding equality and anti-bullying to environments where children, young people and their families received services. (starting with schools) To identify and disseminate information regarding services</i>

	<p><i>available to organisations working with children and young people to support them in their efforts to combat bullying and inequalities and ensure schools have access to the support they need to develop practice</i></p> <p><i>To identify needs of children and young people in Brighton & Hove using available data including the Safe and Well School Survey</i></p> <p><i>To work towards ensuring effective support of victims and perpetrators of bullying particularly looking at early intervention strategies</i></p>
National Requirements	<p>Equality Act 2010</p> <p>The evaluation schedule for the inspection of maintained schools and academies, Ofsted, July 2014</p> <p>Preventing and tackling bullying; Advice for school leaders, staff and governing bodies (<i>Department for Education</i>)</p>
Source Documents	<i>As above</i>
Scope of Decision Making	<i>Development of an action plan, policy, resources and guidance to be ratified by the Behaviour & Attendance Partnership Groups</i>
Accountable To	<i>Learning Partnership</i>
How Accountability is Demonstrated	<p><i>Terms of Reference ratified by the Behaviour & Attendance Partnership Groups</i></p> <p><i>Annual Report to the Behaviour & Attendance Partnership Groups and the Learning Partnership</i></p> <p><i>Annual Report to the Racial Harassment Forum (Racist and Religiously Motivated Incidents in schools)</i></p>
Reporting	<p><i>This group reports to the Behaviour & Attendance Partnership Groups</i></p> <p><i>Groups that report to this group include:</i></p> <p><i>Secondary PSHE Consortium</i></p> <p><i>Primary PSHE Networks</i></p>
Chair	<p><i>Sam Beal; Partnership Adviser Health and Wellbeing</i></p> <p>Before</p> <p><i>Set agenda</i></p> <p><i>Ensure papers are circulated and receive apologies.</i></p> <p><i>Plan the meeting, allocate time for each item.</i></p> <p>During</p> <p><i>Control the progress of the meeting, ensure participants stick to the agenda and that action agreed is clear.</i></p> <p><i>Be aware of and manage the group dynamics.</i></p> <p><i>Encourage those who may be less forthcoming and ensure all have an equal voice.</i></p> <p><i>Be prepared to challenge inappropriate behaviour.</i></p> <p><i>Manage the time so that the meeting starts and finishes on time and that appropriate time is spent on each subject.</i></p> <p>After</p> <p><i>Ensure minutes are circulated promptly.</i></p> <p><i>Take any follow up action in preparation for the next meeting.</i></p>
Deputy	<i>tbc</i>
Members	<p><i>Members need to be at an appropriate level to be able to take decisions.</i></p> <p><i>Members also need to be aware of their own personal</i></p>

	<p>accountability, i.e. who they refer back to after the meeting. Participants should ensure they have read the minutes, completed any action points from the last meeting and prepared for any upcoming agenda items.</p> <p>Participants should come prepared to take an active part in discussions. If unable to attend, participants should send apologies and, if appropriate, delegate someone to attend on their behalf.</p>
Quorum	1 school representative and 5 others
Minutes/Notes	<p>The minutes will record the decisions and key actions agreed during the meeting and the minutes of the previous meeting will be reviewed at the start of the meeting.</p> <p>The date of the previous meeting and the job title of those present and absent will be noted. The minutes/notes will be dated and paginated and include the filename and path.</p> <p>Actions will only be allocated to those at the meeting. If someone else is required to take action the minutes/notes will note that "someone will talk to X to ask them to do this".</p> <p>When reviewing minutes/notes of the previous meeting the Chair should firstly review them for accuracy then for action only. At the beginning of the meeting the Chair will ask for items for AOB.</p>
Confidentiality	The minutes not exempt from the Freedom of Information Act and the minutes will include a statement at the end that they may be released to the public if requested under the FOI Act.
Frequency	<p>Half-termly (6 times a year)</p> <p>Sub groups may be deployed to work on actions on behalf of the whole group.</p>
Lifespan of Group	The lifespan of the group is for 2 years initially.
Review Date	September 2015
Author	Sam Beal

Council

23 October 2014

Agenda Item 38

Brighton & Hove City Council

Subject: Library Plan 2014/15 - Update - Extract from the Proceedings of the Economic Development & Culture Committee Meeting held on the 18 September 2014

Date of Meeting: 23 October 2014

Report of: Monitoring Officer

Contact Officer: Name: Penny Jennings Tel: 29-1065
E-mail: penny.jennings@brighton-hove.gov.uk

Wards Affected: All

FOR GENERAL RELEASE***Action Required of the Council:***

To receive the item referred from the Economic Development & Culture Committee for approval:

Recommendations:

- (1) To approve the Library Plan 2014/15.

ECONOMIC DEVELOPMENT & CULTURE COMMITTEE

4.00 pm 18 September 2014
COUNCIL CHAMBER, HOVE TOWN HALL

DRAFT MINUTES

Present: Councillor Bowden (Chair); Councillors Hawtree (Deputy Chair), Deane, Morgan, K. Norman, Randall, Robins, Smith, C. Theobald and Wealls.

PART ONE**24 LIBRARY PLAN 2014/15 - UPDATE**

- 24.1 The Committee considered a report of the Assistant Chief Executive seeking agreement to the final version of the Libraries Plan 2014-15 following public and stakeholder consultation.

- 24.2 It was noted that the Plan had received provisional approval at the meeting of the Committee held on 19 June and had been updated and amended subsequently to ensure that it included any revisions required following further community engagement and consultation. The results of this consultation process were set out in Section 5.3 of the report.
- 24.3 The Plan set out the Council's vision for the service, building on recent successes and outlining priorities and objectives for the next 18 months in the context of the service's overall plans and objectives for delivery across the city as a whole. It was considered that the Plan demonstrated how Libraries could help deliver broader corporate objectives and support the development of sustainable communities. In view of its status as a key strategic document the Library Plan required approval of full council.
- 24.4 Councillor Smith commended the report and the work carried out by this service, although he considered it was regrettable that the mobile service had been lost, enquiring regarding the take up on the alternative arrangements which had been put into place. He emphasised the need to extend the level of collaboration with other partners and agencies. Councillor K Norman enquired specifically regarding the level of take up of the Home Delivery Service. The Head of Libraries and Information Services explained that these arrangements had been well received, this service was more cost effective and could reach more vulnerable people than had been the case with the mobile library service and gave better access to the range of services available to borrowers. This service was building up slowly as there were limitations dependant on the number of volunteers and where they were located within the city.
- 24.5 Councillor Morgan echoed the points made by Councillor Smith considering that it was important to publicise and encourage use of the wider range of services available. Libraries had an important role as community hubs and in providing access to services other than borrowing books. The Head of Libraries and Information Services confirmed that this was one of the stated priorities in the Plan.
- 24.6 Councillor Bowden, the Chair commended the wide range of services available stating that library provision was linked to other services whenever the opportunity arose, for example, in Woodingdean where it was linked to the health centre, in Portslade and at the new development in Circus Street, Brighton for which planning approval had been given the previous evening. The Circus Street development would include a Brighton University library to which the public would have access.
- 24.7 Councillor Wealls thanked officers for forwarding copies of the most recent CIPFA profiles to him. Whilst acknowledging the quality of professional service provided and high levels of customer/user satisfaction, he remained of the view that the costs of service provision appeared high even when set in the context of comparable authorities. He also considered it was important to encourage users to borrow books as this one of the core functions of a library.
- 24.8 Councillor Hawtree stated that notwithstanding technological advances it was clear that people still loved books and continued to use them in addition to Kindles, computers and other means of accessing available information.
- 24.9 Councillor Robins welcomed the fact that services were available to those who were housebound. There were tremendous health and wellbeing benefits as a result of

human contact and access to services which prevented individuals from feeling isolated or cut off. These were important and valuable benefits which helped to reduce tension and the need to access other services.

24.10 Councillor Randall stated that it was a sign of the times that the nature of library use and direct book borrowing might change, notwithstanding the increased use of digital and other medias, library use remained popular across the city. It was important that Libraries remained at the heart of their communities.

24.11 Councillor Morgan concurred and considered it was important to spread available assets, for instance Whitehawk Library in common with other branches was shut on certain days each week. He was also concerned that in a continuing harsh financial climate that financial necessity did not compromise the services provided. The Chair, Councillor Bowden responded that the valuable contribution made by the Library service was recognised and that cross-party discussion on how this valuable resource could best be protected would take place.

24.12 Councillor C Theobald referred to Patcham Library, located in her Ward, it was a popular and well used library which would benefit from longer opening hours, and hoped that consideration could be given to how this might be achieved.

24.13 The Head of Libraries and Information Services stated that a reduction in the number of books borrowed was part of a national trend across the country, but that this had been lower across the city than elsewhere. The Libraries Plan had a strong emphasis on reading, and a revised Reading Strategy for the city was in development, working with Children's Services. Libraries were also working with Adult Social Care and Health colleagues to support the prevention agenda. As part of a PFI scheme the apparent costs of service delivery as set out in the CIPFA figures appeared high as the PFI revenue payments also covered capital costs, whereas the comparisons with other authorities were much better if this was taken into account. Discussions were taking place with CIPFA to see how this could be meaningfully reflected in future reports.

24.14 **RESOLVED:**

(1) That the Committee endorses the Libraries Plan for 2014-15; and

RESOLVED TO RECOMMEND TO COUNCIL

(2) That the Plan be approved.

Subject:	Library Plan 2014/15 - Update		
Date of Meeting:	23 October 2014 Economic Development & Culture Committee - 18 September 2014		
Report of:	Assistant Chief Executive		
Contact Officer:	Name:	Sally McMahon	Tel: 29-6963
	Email:	sally.mcmahon@brighton-hove.gov.uk	
Ward(s) affected:	All		

FOR GENERAL RELEASE**1. PURPOSE OF REPORT AND POLICY CONTEXT**

- 1.1 To agree the final version of the Libraries Plan 2014-15 following public and stakeholder consultation. The Libraries Plan was first agreed at the Economic Development and Culture Committee on 19 June, prior to the broader consultation process.
- 1.2 The Plan now includes revisions based on the results of the consultation process. These can be found in section 5.3 of this report.
- 1.3 The Libraries Plan sets out the Council's vision for the service, building on recent successes, and outlining the priorities and objectives for the next 18 months, in the context of the overall plans and ambitions for the city as a whole. The Plan demonstrates how Libraries support the Corporate Plan priorities and relates to the Sustainable Community Strategy – the Connected City.
- 1.4 Under council governance arrangements, the Libraries Plan is one of the key strategic documents that require full council approval.

2. RECOMMENDATIONS:

- 2.1 That the Committee endorses the Libraries Plan for 2014-15.
- 2.2 That the Committee refer the plan onto full Council for approval.

3. CONTEXT/ BACKGROUND INFORMATION

3.1 The Libraries Plan sets out the scope of the Library Service in the city, and gives some key performance data:

Jubilee Library is top performing library in the region and the second most popular library in the country, with one million visits each year
Benchmarked with Comparator Local Authority Group 2012-13, Brighton & Hove Library service is:

- *Best value* - cost per visit (£2.68) (Av £3.33)
- *Most popular* – visits per head of population (6.2) (Av 4.6)
- 2nd highest for total items in stock
- Cost 32p per week per person

3.2 The Libraries Plan demonstrates the value of public libraries and shows how they support priority objectives for the city such as health and well-being; reading and literacy; children and adults learning; supporting elderly and vulnerable people; and providing important, safe and trusted community spaces in local neighbourhoods.

3.3 The vision for the Library Service was articulated in 2009 and remains relevant today: ***‘Libraries at the Heart of our Communities: Broadening Horizons, Improving Lives’***. Public libraries are fundamental to a democratic society, and play a powerful role in supporting community and personal development, that underpins economic activity and enriches people’s lives. Libraries make a difference on an individual level: inspiring people; widening their view of the world and what is achievable; supporting learning, and enabling access to knowledge and information. Libraries also bring people together, providing a focus for community activity and interaction, reducing isolation and supporting social cohesion. Public libraries are at the heart of sustainable communities.

3.4 The main aims for Libraries for 2014-15 are:

3.4.1 To develop the role of libraries as community hubs, and to work more closely with other service providers to deliver the community and council priorities and objectives for the city.

3.4.2 To expand partnership arrangements with other agencies and council departments to ensure that libraries are alive with activity and enabling people to achieve many different things through their local library.

3.4.3 To support health and well-being, reaching out to those who are housebound or who are carers; developing libraries’ services for vulnerable people, including those with disabilities and older people.

- 3.4.4 To improve digital inclusion, supporting people using the Internet, particularly those lacking confidence and skills, and delivering assisted digital services to help people access services (particularly government services) online.
 - 3.4.5 To deliver the four Public Library Universal offers around reading, information, health and digital services.
 - 3.4.6 To develop the role of libraries in encouraging reading as a valuable cultural activity that underpins people's ability to learn, develop and work, and continue to support adults and children to improve their literacy levels as a vital life skill.
 - 3.4.7 To improve customer satisfaction through improving library stock and information services, making best use of new technologies and digital resources.
 - 3.4.8 To modernise and deliver value for money through updating library technology, reviewing and improving the use of resources, and streamlining processes, to ensure that library users receive a high quality service that meets their needs.
- 3.5 Details of service objectives and key actions can be found in section 5 of the Libraries Plan.

4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

- 4.1 Not relevant to this report.

5. COMMUNITY ENGAGEMENT & CONSULTATION

- 5.1 Preparation for the new Libraries Plan has included a review of the results of research and consultation in Libraries Services. Regular and detailed research and consultation has been carried out in a range of ways including:
 - Surveys in all libraries
 - Library user research using systems thinking method
 - Focus group research with some targeted groups
 - Feedback from events and activities
 - Community profiles giving detailed demographic information
 - Libraries profiles and performance information (latest year)
 - Customer comments and complaints (reviewed quarterly)

A summary of the results of recent surveys results can be found in section 9 of the Libraries Plan.

5.2 The plan has built on the involvement of members of the Culture, Tourism and Enterprise Overview and Scrutiny Committee, through a workshop held in 2012. Members welcomed the opportunity to discuss the future plans and aspirations for the Library Service, and supported the priorities identified through staff workshops:

- Supporting literacy and learning
- Improving and developing stock
- Developing Libraries as Community Hubs
- Inclusion – reaching those in most need
- Digital inclusion and e-service development
- High quality customer service

5.3 Results of the Consultation on the Libraries Plan

5.3.1 There was majority support for the Libraries Plan overall, with 78% of respondents saying they tend to or definitely agree with the plan (9% of respondents said they tend to or definitely disagree). There were no areas of activity that did not get strong support (over 70%) from the respondents.

5.3.2 The strongest support was for the encouragement of reading, and supporting adults and children to improve their literacy levels. Improving customer satisfaction through improving stock, information and digital services also received good support. This is similar to the priorities that Councillors identified in their workshop (see section 5.2 above).

5.3.3 A new subject not previously seen much in library consultations that has appeared this time is the need for Libraries to change and respond to the financial challenges that are facing local services. Comments related to this included 'bring in more income'; 'face financial reality'; 'use volunteers' 'take donations'. Other suggestions wanted to see more use of libraries by other council services and organisations.

5.3.4 Other details of the responses to the survey on the Libraries Plan can be found in section 9.6 of the Plan.

5.3.5 Changes have been made to the Libraries Plan following the last committee meeting and the consultation. Four new actions have been added:

- Develop specific services for BME(Black and Minority Ethnic) young people in collaboration with BMECP (Black and Minority Ethnic Community Partnership) and their youth group

- Promote what libraries can do to support people with learning disabilities in line with the recommendations received from Speak Out in the consultation process
- Revise and re-launch a Reading Strategy for the city in collaboration with Children’s Services – to improve reading and literacy for children and adults across the city
- As part of the VFM4 modernisation programme for cultural services, develop options for the future of library services in the context of continuing budget challenges for the council

5.3.6 A link to the full details of the responses to the consultation can be found on the library website and in the Members’ room.

6. CONCLUSION

- 6.1 The Libraries Plan sets out the aims and objectives for the Library Service for 2014-15, building on recent successes, and in the context of the overall plans and ambitions for the city as a whole. The Plan demonstrates how Libraries can help deliver broader corporate objectives, and support the development of sustainable communities.

7. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 7.1 The Libraries Plan will be delivered within the Libraries Service 2014/15 net budget of £5.3 million and influenced by future budgets in the context of the Medium Term Financial Strategy and the Value for Money programme.

The partnership approach along with other initiatives are expected to deliver efficiencies and improve value for money.

Finance Officer consulted: Anne Silley

Date 19/08/14

Legal Implications:

- 7.2 Part 3 of the council’s constitution refers to the council’s policy framework made up of various plans and strategies. The Libraries Plan is one such plan and is required to be adopted by Full Council. The plan complies with statutory requirements and does not give rise to any adverse legal implications.

Lawyer consulted: Bob Bruce

Date 19/08/14

Equalities Implications:

- 7.3 An Equalities Impact Assessment (EIA) has been carried out and a summary is included within the plan (see section 10). The full EIA is available in the Members' room.

Sustainability Implications:

- 7.4 *Sustainable Consumption and Production:* Through the modernisation programme, the use new technology and new ways of working will include a reduction in use of paper and other consumable resources.

Climate Change and Energy: The regeneration of community libraries is likely to improve the environmental performance of the library buildings.

Natural Resource Protection and Environmental Enhancement: No implications.

Sustainable Communities: The development of community libraries as hubs and the expansion of our community engagement activities will contribute to the development of more sustainable communities.

Any Other Significant Implications:

- 7.5 Corporate/citywide implications have been included in the plan in that the Library Service is taking actions that support the delivery of Corporate and Community Strategy objectives (see sections 5 and 7)

A risk and opportunity analysis has been completed and a risk register compiled. There are no significant risks identified, and good opportunities to deliver benefits to library users, local citizens and visitors.

8. EVALUATION OF ANY ALTERNATIVE OPTION(S):

- 8.1 Not relevant to this report.

9. REASONS FOR REPORT RECOMMENDATIONS

- 9.1 To achieve endorsement of the Libraries Plan by the Economic Development and Culture Committee

SUPPORTING DOCUMENTATION

Appendices:

- Appendix 1: Libraries Plan 2014-15
- Appendix 2: Your Libraries Brochure (revised September 2014)

Documents in Members' Rooms

- Equalities Impact Assessment (revised)
- Full details of the responses to the consultation

Background Documents

- None

Brighton & Hove City Council

Libraries Plan 2014-15

*Libraries at the Heart of our Communities:
Broadening Horizons, Improving Lives*



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Executive Summary

The Libraries Plan 2014-15 sets out the objectives and key actions planned for Brighton & Hove Library Service for the next 18 months. It sets out the scope of the Library Service in the city, and gives some key performance data:

- Jubilee Library is top performing library in the region and the second most popular library in the country, with one million visits each year

Benchmarked with Comparator Local Authority Group 2012-13, Brighton & Hove Library service is:

- *Best value* - cost per visit (£2.68) (Av £3.33)
- *Most popular* – visits per head of population (6.2) (Av 4.6)
- 2nd highest for total items in stock
- Cost 32p per week per person

The Libraries Plan demonstrates the value of public libraries and shows how they support priority objectives for the city such as health and well-being; reading and literacy; children and adults learning; supporting elderly and vulnerable people; and providing important, safe and trusted community spaces in local neighbourhoods.

The vision for the Library Service was articulated in 2009 and remains relevant today: ***‘Libraries at the Heart of our Communities: Broadening Horizons, Improving Lives’***. Public libraries are fundamental to a democratic society, and play a powerful role in supporting community and personal development, that underpins economic activity and enriches people’s lives. Libraries make a difference on an individual level: inspiring people; widening their view of the world and what is achievable; supporting learning, and enabling access to knowledge and information. Libraries also bring people together, providing a focus for community activity and interaction, reducing isolation and supporting social cohesion. Public libraries are at the heart of sustainable communities.

The main aims for Libraries for 2014-15 are:

- To develop the role of libraries as community hubs, and to work more closely with other service providers to deliver the community and council priorities and objectives for the city.
- To expand partnership arrangements with other agencies and council departments to ensure that libraries are alive with activity and enabling people to achieve many different things through their local library.

- To support health and well-being, reaching out to those who are housebound or who are carers; developing libraries' services for vulnerable people, including those with disabilities and older people.
- To improve digital inclusion, supporting people using the Internet, particularly those lacking confidence and skills, and delivering assisted digital services to help people access services (particularly government services) online.
- To deliver the four Public Library Universal Offers around reading, information, health and digital services.
- To develop the role of libraries in encouraging reading as a valuable cultural activity that underpins people's ability to learn, develop and work, and continue to support adults and children to improve their literacy levels as a vital life skill.
- To improve customer satisfaction through improving library stock and information services, making best use of new technologies and digital resources.
- To modernise and deliver value for money through updating library technology, reviewing and improving the use of resources, and streamlining processes, to ensure that library users receive a high quality service that meets their needs.

Details of service objectives and key actions can be found in section 5 of the Libraries Plan.

A rolling programme of consultation and research has underpinned the development of the Libraries Plan, using a variety of methods. Some of the latest findings are included in the body of the report.

Working effectively in partnership is essential to the success of Brighton & Hove Libraries, and the extent and variety of partners and projects in which Libraries are involved is outlined in the Libraries Plan. Libraries are marketing themselves as effective partners for other public services, community and voluntary sector organisations and even private sector companies.

1. Service Profile

1.1 Service Accountability

Brighton & Hove Library and Information Services are within the council's Assistant Chief Executive's Directorate and form part of the portfolio of the Chair of the Economic Development and Culture Committee.

1.2 Service scope

Brighton & Hove Libraries provide comprehensive public library services to all those who live, work or study in the city, and for those who are visiting the city.

There are

- 12 community libraries
- central library for Hove
- award-winning Jubilee Library at the heart of the network

In addition there is an Equal Access Services Centre based in Coldean Library, which delivers services to residential accommodation and a Home Delivery Service for those who are housebound.

Jubilee Library also houses a unique collection of rare books, and there are also special collections in Hove Library.

A 24/7 virtual library is available for those who are unable to visit a local library, or who simply want to access information online. This offers free access to a good range of online reference books and databases, including the newly acquired public research journals previously only available in academic libraries.

Libraries also provide free access to computer facilities for library members in all our libraries (217 public PCs across the city), and a growing number of libraries now have Wi-Fi.

There are over half a million items of library stock across the city, including 40,000 audio-visual items and 45,000 rare books. Information on all of these items can be found on the Library Catalogue: <https://brighton-hove.spydus.co.uk>

In addition to the core libraries services, Brighton & Hove Libraries offer a range of other facilities, including conference and learning rooms for hire in Jubilee Library, and some community libraries; exhibition spaces for public hire, and a retail offer in the Jubilee Booklover Store.

For more information please visit the library website at www.citylibraries.info.

2. Key Performance Data

Libraries are well used and well-loved in the city:

- Jubilee Library is top performing library in the region and the second most popular library in the country

Brighton & Hove 2013-14 data:

- Visits: 1,631,262 p.a. (89 per hour open)
- Issues: 1,199,775 p.a. (66 per hour open)
- Attendance at events: 43,945 p.a.
- New members: 17,236 p.a.
- Satisfaction levels: 85% of adults, 70% of children thought services excellent or good
- New books and other items of stock bought: 50,031

2.1 Comparative Data and Value for Money

Libraries are a statutory service and there is a range of comparative data that can be used to benchmark library services.

CIPFA statistics provide the core data, and the nearest neighbours group is a suitable comparator group. However, the comparison should be made on net expenditure, taking account of the capital repayments that are encompassed in the payments made to the PFI partner for the provision of the Jubilee Library, and which are covered by the £1.5m grant funding received from the government.

On this basis, Brighton and Hove Libraries are the most efficient and deliver the best value for money of all the 16 nearest neighbour authorities as identified by CIPFA:

Benchmarked with Comparator Local Authority Group 2012-13, Brighton & Hove is:

- *Best value* – cost per visit (£2.68) (Av £3.33) (net)
- *Most popular* – visits per head of population (6.2) (Av 4.6)
- 2nd highest for visits to libraries
- 2nd highest for loans of AV
- 2nd highest for total items in stock

Brighton & Hove Libraries are in the top quartile for 16 out of 24 of the most significant comparator statistics as measured by CIPFA for 2012-13

Libraries offer Value for Money:

Using 2012-13 data:

- Brighton & Hove Library Services cost 32p per week per person (net)
- Less than a bag of crisps or a pint of milk

3. The Value of Public Libraries:

3.1 Libraries are Inclusive

- Free to use
- Unique public spaces, open to all
- Providing access to books and information for everyone
- Providing space for gathering, studying and learning
- Providing specialist services for visually impaired people, for housebound people, and those in residential care

3.2 Libraries Help Children to Learn and Develop

- Children who use the library are twice as likely to be above average readers
- Bookstart children are consistently superior in all elements at pre-school, in reception classes and in Key Stage 1 SATs
- Pupils participating in Study Support activities attain average of 3.5 grades more across all their GCSEs or one more A*C grade in their best 5 results

In Brighton & Hove:

- 32,441 children attended over 1,786 different events and activities in libraries in 2013-14, including:

	Sessions	Attendees
Baby Boogie	184	6,025
Homework Clubs	394	2,372
Class visits	465	13,774
Summer Reading Challenge	2,752 took part	

Feedback:

- *My scores have gone up loads in maths since coming to the HClubs”*
- *“My son really enjoyed the summer read, it captured his imagination. It moved his reading forward; it gave him focus and more of an interest to get the next book.”*

3.3 Libraries Improve Adult Literacy

Brighton & Hove Libraries 2013-14:

- 365 people attended 26 adult and family learning events
- 246 adults with special needs attended 33 sessions
- 629 people attended 42 reading or writing workshops

3.4 Libraries Promote Reading

Brighton & Hove Libraries 2013-14

- Half a million books
- Purchased 50,000 new items of stock

- 1.2 million loans
- 45,676 active borrowers (borrowed in the last year)
- 787 people attended 110 reading group sessions

3.5 Libraries Help the Elderly

- Libraries help older people to connect to their communities and learn through regular reading or social groups
- Libraries encourage older people to live independently
- Libraries are safe, free and friendly places
- Greater % of older people are visiting libraries

3.6 Libraries are Cultural Centres

Libraries provide a range of cultural experiences:

- Reading and writing
- Art and architecture exhibitions
- Craft activities
- Theatre and film events
- Award ceremonies
- Radio broadcasts
- Music events and other shows e.g. White Night (4,320 attended 2011)

3.7 Libraries are Community Hubs

- Celebrate local identity and sense of place
- Provide safe and trusted public spaces
- Help break down barriers through reading and information about different cultures
- Empower and engage people from all backgrounds
- Help foster cohesive communities
- Provide community owned space for discussion and feedback, meetings, surgeries and consultation
- Co-location and shared services are the way forward

Feedback:

“Libraries exist to better a community. To help people learn, read, obtain knowledge, as a place to obtain credible, authoritative information. To provide opportunities for the young, old, literate, illiterate, the poor and the rich. Closing a library doesn’t just close a building, it says to a community ‘You are not important. You and your aspirations don’t matter.’ It’s not about money but respect.”

3.8 Libraries are Community Access Points to the Council

- Libraries are a recognised brand and trusted venue for information and services
- 85% customer satisfaction levels
- Access point for local delivery of council services (face to face or online)
- ‘Council Connect’ service supports people using council services online

- Government 'digital by default' agenda – libraries can provide 'assisted digital services' for those using government services online

3.9 Libraries Help Digitally Excluded People

Brighton & Hove Libraries 2013-14:

- 34% of library computer users have no home internet access
- 32% of users are job-seeking
- 319 Council Connect sessions supported 881 people
- 164 other IT learning events were held, supporting 518 people
- 19,056 unique monthly computer users
- 127,395 hours of library computer use
- 1.3 million library website sessions
- 35,159 unique wifi users in Jubilee, engaging in 98,502 sessions of use

Feedback from Library IT users:

- *"I have been out of work and it has enabled me to find a job much easier"*
- *"If it were not for these facilities I don't think I could carry out my volunteer work"*
- *"I use the computers as I am unemployed and they are free – can't afford to pay £1 or £2 elsewhere"*
- *"Enabled me to access a variety of work to complete with a child excluded from school"*

3.10 Libraries Support Jobs and the Economy

- Library staff help people find jobs by helping with CV writing, job searches, and researching how to acquire new skills
- Job Clubs in libraries
- Libraries help people develop their digital skills and find information
- Libraries and staff offer resources to help people start and grow their businesses
- Library developments also boost local regeneration – Jubilee Library is an example

Jubilee Library Redevelopment Scheme Economic Impact

Key findings:

- £17-21 million p.a. estimated added value to the local economy
- Estimated additional 500 f/t jobs
- Estimated additional £4.4 million visitor spend
- Estimated additional upgrading to the surrounding area worth £4.2 million
- Estimated 80% of Library visitors combine their visit with other activity such as shopping, eating, events, etc. (800,000 pa)

3.11 Libraries Support Health and Wellbeing

- Reading reduces stress by as much as 67%
- Reading helps prevent the onset of dementia by 35%
- Social activities in libraries combat isolation and loneliness
- Health information - 27% of users take away health information
- Library staff are trusted 2nd only to doctors

- Libraries provide mental health treatment support through 'Books on Prescription' and Mood Boosting Books

3.12 Libraries have Expert Staff

- Provide free professional service
- Help choose reading material, assist study
- Help use the internet and e-resources
- Are trained to help find and recognise reliable sources of information

4. Public Library Vision and Ambitions

‘Libraries at the Heart of our Communities: Broadening Horizons, Improving Lives’

This vision for Brighton & Hove Libraries was developed in 2009 and remains relevant today. Public libraries are fundamental to a democratic society, and play a powerful role in supporting community and personal development, that underpins economic activity and enriches people’s lives. Libraries make a difference on an individual level: inspiring people; widening their view of the world and what is achievable; supporting learning, and enabling access to knowledge and information. Libraries also bring people together, providing a focus for community activity and interaction, reducing isolation and supporting social cohesion. Public libraries are at the heart of sustainable communities.

Brighton & Hove City Council has an award winning Libraries Service. Jubilee Library has won 14 awards, which have recognised its excellence ranging from its design, sustainability, and quality of materials, through to its regeneration of the local area, its positive impact on the community, its artwork and the partnership working that led to its success. Since Jubilee Library opened in 2005, Hove Central Library has been refurbished, a much-loved Carnegie building that celebrated its centenary in 2008. Like many libraries and other cultural buildings of the time, Hove Library was built with funding from the philanthropist Andrew Carnegie, and its distinct character has been retained with the sensitive refurbishment completed in 2007.

The commitment to continuously improve the Library network has progressed in recent years with four of the 14 community libraries being redeveloped (Patcham, Coldean, Woodingdean and Mile Oak libraries), and one extended (Portslade Library). There have also been extensive renovations at Rottingdean Library and refurbishments at Moulsecoomb and Hangleton Libraries.

The Library Service’s ambition for 2014-15 is to develop the role of libraries as community hubs, and to work more closely with other service providers to deliver the community and council priorities and objectives for the city. This will include taking every opportunity to improve the library infrastructure and environment, as well as improving service delivery and working in partnership with other teams.

Libraries will continue to expand partnership arrangements with other agencies and council departments to ensure that libraries are alive with activity, enabling people to achieve many different things through their local library, and that Libraries play a full and active role in delivery of the Corporate Plan and the Sustainable Community Strategy.

Supporting health and well-being is a growing area of activity for Libraries, and this will continue for 2014-15. Reaching out to those who are housebound or who are carers; developing libraries’ services for vulnerable people, including those with disabilities, and older people, are all areas of activity for the current plan.

Enabling access to the benefits of the internet and digital engagement is a core part of public libraries' activity. As well as providing free access, the Library Service will develop its support to people using the internet, particularly those lacking confidence and skills. Libraries will also develop their role in delivering assisted digital services to help people access services (particularly government services) online.

The delivery of the four Public Library Universal offers around reading, information, health and digital services will be a primary focus for Library Service activity. Libraries will promote reading and learning, improve access to information and services, and ensure that libraries are welcoming, attractive and well equipped.

The Library Service will develop the unique role of libraries in encouraging reading as a valuable cultural activity that underpins people's ability to learn, develop and work. Libraries will continue to actively support adults and children to improve their literacy levels as a vital life skill.

Brighton & Hove is a culturally unique city. The place and the people who are drawn here have a character and style that helps the city stand out as a cultural centre. The Library Service intends to maintain and develop the library aspects of this cultural uniqueness, including the protection and promotion of the rare books and special collections that have been collected mainly through the generosity of local benefactors over the last century.

Brighton & Hove Libraries already achieves a high level of customer satisfaction, and staff will continue to improve this through workforce development programmes, and individual staff development training and support. A particular emphasis will be placed on improving stock in response to public feedback, and developing and improving libraries information services, making best use of new technologies and digital resources.

Libraries will continue to modernise and deliver value for money through updating library technology reviewing and improving the use of resources including library layouts, and streamlining processes to ensure that library users receive a high quality service that meets their needs.

5. Key Priorities and Actions for 2014-15

5.1 Priorities identified through staff workshops and supported by Scrutiny Board members:

- Supporting literacy and learning
- Improving and developing stock
- Developing Libraries as Community Hubs
- Inclusion – reaching those in most need
- Digital inclusion and e-service development
- High quality customer service

These priorities are reflected in the Libraries Plan Objectives for 2014-15.

In order to show the links through to the Corporate Plan, the Libraries Plan objectives have been framed in the same way to reflect corporate priorities and objectives.

Please note that these objectives assume that all the regular range of services, events and activities continue to be delivered. The plan is highlighting areas of development.

Corporate Priority 1: Tackling Inequality	Service Objective 1: Children and young people have the best start in life Key actions:	Target date
	Develop Bookstart to provide a new programme to target the most disadvantaged two year olds	Sept 2014
	Develop effective school engagement programme for Libraries	Sept 2014
	Increase appropriate volunteering programme for young people in Libraries	Sept 2014
	Develop opportunities for achieving Arts Award accreditation through library activity	March 2015
	Develop services for looked after children	Sept 2015
	Develop specific services for BME young people in collaboration with BMECP and their youth group	Sept 2015
	Service Objective 2: Vulnerable adults supported to live healthy, independent lives Key actions:	
	Develop the Library Home Delivery Service (HDS) to provide library services	May

	and improve the quality of life for those unable to get out without support	2015
	Work with Adult Social Care to engage HDS clients in Get Involved consultation for the Local Account	June 2014
	Work with and Age UK to engage HDS clients in NHS surveys	Dec 2014
	Promote what libraries can do to support people with learning disabilities in line with the recommendations received from Speak Out in the consultation process	Dec 2014
	Introduce i-pads to assist HDS clients to access the Internet.	July 2014
	Develop digital inclusion initiative through expansion of Council Connect and Silver Surfers sessions	ongoing
	Set up new assisted digital sessions to target specific groups e.g. unemployed	Sept 2014
	Develop series of training for social media courses for the public to increase digital participation skills.	March 2015
Corporate Priority 1: Tackling Inequality	Service Objective 3: Reduce health inequalities and long standing public health issues Key Actions:	Target date
	Implement the Public Library Universal Health Offer through:	
	Implement the new national Dementia offer by The Reading Agency. Work with Alzheimers' Society to achieve Dementia Friends Awareness training for library staff.	Oct 2014
	Improve our offer for families and young people with experience of mental health	Sept 2014
	Work in partnership with GPs at Woodingdean Surgery, the Alzheimer's Society, Macmillan Cancer, the Carer's Centre and other health related organisations to create a health hub at the new Woodingdean Library	Sept 2014
	Improve access to digital health information through the NHS Widening Participation project	June 2014
	Service Objective 4: Culture and leisure opportunities for all Key actions:	Target date
	Revise and re-launch a Reading Strategy for the city in collaboration with Children's Services – to improve reading and literacy for children and adults across the city	Sept 2015
	Deliver the Universal Reading Offer – delivering key programme of events to promote reading throughout the year	March 2015
	Management of Libraries Arts Award extension programme investment funding in partnership with South East Bridge organisation Artswork	July 2014

	Achieve ACE funding and deliver ' <i>How Individuals Make Societies Change</i> ' project to inspire and engage people to participate in arts and culture in libraries	July 2015
	Build upon partnerships with adult learning providers – support promotion of adult learning opportunities	June & Sept 2014
	Increase provision of book group services to new and existing libraries – especially around LGBT and BME communities	March 2015
	Provide Literature tent at Brighton Pride working with key partners, building on the success of last year's bid to provide creative writing and performance opportunities for LGBT community in the city.	August 2014

Corporate Priority 2: Creating a More Sustainable City	Service Objective 5: Improve Libraries' sustainability performance using the One Planet principles Key actions:	Target date
	Improve energy efficiency in Hove and Hangleton Libraries through more effective loft and wall insulation and pipe lagging	Jan 2015
	Use Freegle when disposing of unwanted furniture and equipment to maximise recycling opportunities	On-going
	Achieve good score in annual energy assessment of Jubilee Library	March 2015

Corporate Priority 3: Engaging People Who Live and Work in the City	Service Objective 6: A service that is easy to contact and demonstrates that it listens to residents Key actions:	Target date
	Implement improvements to stock provision based on public feedback through systems thinking review - Broaden range of stock and improve access and display	March 2015
	Improve accessibility of information enquiry provision - embed local live chat facility in new library service web pages	March 2015
	Library user research using Systems Thinking questions and answer sessions in all service points particularly during Customer Services Week	March 2015
	Regular reviews of customer comments: 'You said, we did' appearing on website	Every quarter
	Implement changes needed as identified in recent library user surveys	March 2015

	Service Objective 7: Engagement with and support to the community and voluntary sector Key actions:	Target date
	Enable adults to live healthy, independent lives through our actions as a partner of the Fed in the City Wide Co-ordination of Social Care	July 2014
	Work in partnership with the community and voluntary sector on reducing isolation	June 2014
	Participate in the Ageing Better cross city bid, led by Age UK, and supporting the Age Friendly City status application	Dec 2014
	Develop programme of events, working with local partners from BME and LGBT communities, for key calendar events including Black History Month and LGBT History month.	March 2015
	Partnering Sussex University on Living in the UK refugee women's project and exhibition in Libraries	June 2014
	Partnership with Gypsy/traveller community project to heighten awareness of issues around gypsy/travellers in Brighton & Hove	June 2014
	Partnering Speaking Volumes community organisation in heightening awareness of living with HIV as part of World Health Day and as part of the wider health initiative for libraries	June 2014
Corporate Priority 3: Engaging People Who Live and Work in the City	Service Objective 8: Improved collaboration between libraries and communities, developing Libraries as Community Hubs Key actions:	Target date
	Monitor and build on the Housing initiative in Moulsecoomb Library	Sept 2014
	Develop opportunities to support adult social care in libraries, particularly around combating isolation	Sept 2014
	Develop the new Woodingdean Library and Medical Centre as an exemplar with particular focus on health promotion	March 2015
	Programme of literary, digital inclusion and cultural events engaging communities in the Woodingdean area of the city connected to the new library opening	July 2014
	Open new library in PACA and promote to the local community	July 2014
	Develop the role of libraries in supporting health information and referral through discussions with CCG	Sept 2014
	Service Objective 9: Improved engagement with businesses Key actions:	Target date
	Develop and promote electronic resources to businesses - promote Mint UK	Dec

	and undertake programme of staff awareness	2014
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Corporate Priority 4: Modernising the Council	Service Objective 10: Good governance and leadership	Target date
	Key actions:	
	Implement Council Values training programme for all managers and set example to staff by modelling these in behaviours at work	March 2015
	Improve staff satisfaction levels through improving our internal communication, improving our management capability and building personal resilience.	March 2015
	Consult over the Libraries Plan and formulate a three year plan for 2015-18	March 2015
	Service Objective 11: Excellent customer service	Target date
	Key actions:	
	Review of Libraries customer services standards	Dec 2014
	Review of the telephone system – customer journey mapping and involvement of customers	March 2015
	Refurbishment of Hollingbury Library – customer journey mapping and systems thinking involvement of customers	Nov 2014
	Review and improve library website content and migrate to new corporate website	Dec 2014
	Install Windows 7 and Office 2010 on all Public PC's	May 2014
	Install Windows 7 and Office 2010 on all Staff PC's	Dec 2014
	Install public access WiFi in all libraries	Sept 2014
	Make iPads available, with 4G connectivity, to Home Visit volunteers so they are able to support housebound people access services online	June 2014
	Service Objective 12: Deliver efficiencies and value for money	Target date
	Key actions:	
As part of the VFM4 Modernisation programme for cultural services, develop options for the future of library services in the context of continuing budget challenges for the council	March 2015	
Improve stock processes through implementation of recommendations of stock	May	

	project	2014
	Review and improve the layout of Jubilee Library to respond to the changing demands from library users	October 2014
	Implement changes to delivery of Book Ahead service to Early Years settings as agreed with Children's Services	Sept 2014
	Review impact of changes to delivery of study support services	March 2015
	Train staff in process mapping and look at ways to streamline processes, tailoring them to our customers' needs, to improve the customer experience	March 2015
	Upgrade all self-service RFID kiosks with new internal PC's running Windows 7	Dec 2014
	Make payment of Library charges available online through the Online Library Catalogue (OPAC)	May 2014
	Upgrade the Library Management System Spydus to the latest version (v9)	Oct 2014
	Install and Configure a new server for staff and service data.	June 2014
	Replace network switches in all Libraries with switches capable of Wake on LAN (WoL) and Power over Ethernet (PoE)	Dec 2014

6. Statutory Framework

This section outlines the legislative and statutory framework within which public libraries operate.

The Public Libraries & Museums Act 1964 is the law that makes public libraries a statutory service. It requires local authorities to provide a comprehensive and efficient public library service.

Public Libraries & Museums Act 1964

Local councils have to abide by this Act which makes public library services a statutory duty for local authorities. Councils must:

- Provide a comprehensive and efficient library service for all persons in the area that want to make use of it (section 7)
- Promote the service (section 7(2)(b))
- Lend books and other printed material free of charge for those who live, work or study in the area (section 8(3)(b))

The Government superintends councils' role and has a duty to:

- Oversee and promote the public library service (section 1(1))
- Take action where a local authority fails to perform its duties (section 10)

This role is currently undertaken by the Department for Culture, Media and Sport (DCMS).

Government review of statutory duties

In 2011 the Department of Communities and Local Government asked for comments on the statutory duties placed on local government (including those concerning libraries) and received over 6,000 responses. The review has now closed. Any future considerations about whether to remove specific duties will involve further consultation.

To a question in the House of Lords in June 2011, Baroness Hanham, the Parliamentary Under-Secretary of State, Department for Communities and Local Government stated that: *"The Government has no intention to remove statutory protection where this will have a negative impact on the services provided to the public. Such protections that will rightly remain include, for example, services for vulnerable children...allotments and libraries."*

The Key Requirements of the Act:

The main obligation is to provide a '**comprehensive and efficient**' service, to promote this service, and to lend books free of charge. However, the key words of 'comprehensive and efficient' were never clearly defined, though some indications were given. The next main attempt to define the statutory requirement was when there were

'Public Library Standards' - these were in place for about five years then were removed by the last government.

The latest and clearest source of information as to what would be regarded as sufficient to meet these obligations is the Wirral Inquiry Report.

Wirral MBC was referred by Chartered Institute for Library and Information Professionals (CILIP) to the DCMS with a recommendation that the Minister investigate its proposals to close 11 libraries. In 2009, the Government conducted a formal public inquiry into Wirral Council's changes to its library service. The Inquiry was led by Sue Charteris.

The Inquiry found that Wirral had been in breach of its statutory duties to provide comprehensive and efficient public library services and had failed to make an assessment of local needs and did not have a strategic plan or review for the library service.

Wirral withdrew its proposal to close 11 libraries. The Wirral Inquiry report remains an important document that sets out, for instance, the need for a library strategy based on an analysis and assessment of local needs.

As well as the duties under the 1964 Act, the Public Sector Equalities Duty has been cited in judicial reviews, and this duty needs to be embedded in public library service planning from the outset, and be pursued with substance and rigour. (See section 7.5 for more details of what is required under the Equalities Act 2010.)

The need to deliver 'best value' under the 1999 Local Government Act is another important statutory framework for public libraries as it is for all council services. A 'Best Value' authority must make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness (LGA 1999, section 3[1]).

7. Policy Context

7.1 **Community Strategy - The Connected City**

Brighton & Hove's sustainable community strategy sets out the vision, principles and priorities of Brighton & Hove Connected – a partnership which brings together council, public sector, business, voluntary sector and community leaders. The key principles of increasing equality and improving engagement underpin the Libraries Plan, and are evident in most of the specific actions identified for this year. Libraries are particularly active in the areas supporting children and young people and supporting health and well-being.

7.2 **Corporate Plan**

The Corporate Plan identifies the key council commitments under the Council Priority headings. Libraries are actively supporting the delivery of the plan, with most of the proposed Library Service activity being linked to specific Corporate Plan priorities and objectives (see section 5). There are also two key areas of focus for Libraries to achieve:

- Consolidate further services into library or other buildings to provide more joined up services to citizens and customers (KAOF 4.3.3).
- Improve staff satisfaction levels by implementing improvements based around the key messages from the staff survey, specifically improving our internal communication, improving our management capability and building personal resilience. (KAOF 4.2.2)

The first of these encompasses the development of Libraries as Community Hubs, which can be found in Service Objective 8. The second of these is being delivered through leadership and management training and improved communications, outlined under Service Objective 10.

7.3 **Brighton & Hove Cultural Strategy 2008 - 2018**

A Cultural Services Strategy has been developed that recognises the importance of culture in Brighton & Hove, and the aspirations of people who live and work in, or visit, the city. It reflects on the unique profile, strengths and qualities of the city, and sets out a direction for the future of the city's culture. The strategy identifies priorities for growth and improvement in services and activities through cooperation and partnership, and sets out a framework for guiding decision-making and interaction with other public, private and community partners. The role of Libraries in providing services and community support is acknowledged and identified in the strategy.

7.4 Envisioning the Library Of the Future 2014 - Arts Council England (ACE)

Arts Council England is the lead body charged with developing the arts in England. In October 2011, ACE added libraries to its responsibilities. The Arts Council has set out four priority areas for development:

- 1) place the library as the hub of the community
- 2) make the most of digital technology and creative media
- 3) ensure that libraries are resilient and sustainable
- 4) deliver the right skills for those who work in libraries

These priorities can be seen clearly reflected in the Brighton & Hove Libraries Plan.

7.5 Equality Act 2010: the general equality duty

In summary, those subject to the general equality duty must, in the exercise of their functions, have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.

The Equality Act explains that the second aim (advancing equality of opportunity) involves, in particular, having due regard to the need to:

- Remove or minimise disadvantages suffered by people due to their protected characteristics.
- Take steps to meet the needs of people with certain protected characteristics where these are different from the needs of other people.
- Encourage people with certain protected characteristics to participate in public life or in other activities where their participation is disproportionately low.

It states that meeting different needs includes (among other things) taking steps to take account of disabled people's disabilities. It describes fostering good relations as tackling prejudice and promoting understanding between people from different groups. It explains that compliance with the general equality duty may involve treating some people more favourably than others.

To comply with the general equality duty, a public authority needs to have due regard to all three of its aims. When this guide refers to the general equality duty, it is referring to all three aims, as set out in the Equality Act.

The general equality duty covers the following protected characteristics: age (including children and young people), disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

8. Working Effectively with Partners

8.1 The Library Service is very active in partnership work with a variety of organisations across the city. Much of this partnership working is informal and has evolved as new opportunities to work together to achieve common goals have arisen. Some partner relationships have resulted from joint funding bids for project based activity. Others have arisen as a result of the Libraries Service's successful engagement with partners through the Private Finance Initiatives for Jubilee Library and Patcham Library.

8.2 Brighton & Hove's 14 Libraries offer easily accessible facilities and services that provide excellent opportunities for partnership activity across all communities. Trusted, local, welcoming, free, safe and neutral, with an established citywide network of buildings and service infrastructure, libraries are uniquely placed to work with council and public sector, community, voluntary, and business sector partners to achieve wider outcomes including:

- Maximising resources and develop mutually beneficial services
- Supporting independence and reducing social isolation
- Facilitating user involvement
- Co-ordinating, disseminating and promoting city wide information

Libraries have recently produced a partnership offer brochure - '*Your libraries. Support and facilities for organisations, community groups and businesses.*' - to inform and encourage other organisations to use public libraries to help deliver, develop and publicise their services. This is available in hard copy, electronically and through our website:

<http://www.brighton-hove-rpml.org.uk/Libraries/Pages/YourLibraries.aspx>

It is also appended to this Libraries Plan as appendix A

8.3 Libraries can be used at any time

Libraries can be available for use at any time, both during and outside their opening hours, and are being or could be utilised by many different types of organisations including:

- Business advice and development organisations
- Advice agencies such as Citizens Advice Bureau
- Council services including Adult Social Care, Children and Young Peoples Services, Democratic Services, Housing and Inclusion, Public Health
- Community arts and cultural organisations
- Community associations
- Community learning providers
- Community health providers
- Community development organisations
- Pre-school settings, schools, colleges and universities
- Tenants and residents associations

- Community and voluntary sector organisations across the range of communities of interest

Below is a summary of Libraries' current partnership working:

LIST OF PARTNERS / PROJECTS	NATURE OF LIBRARIES PARTNERSHIP WORKING
LIBRARY SERVICES:	
SELMS: Consortium of 11 library authorities in the region. Largest library consortium in Europe.	Consortium developing, implementing, managing and monitoring new Library Management System, delivering savings and providing greater access to library stock for all library members
East Sussex and West Sussex Library Services	County wide coordination and development of libraries programme for World War One centenary programmes
Universal Information Offer	Working with library authorities across the country to develop online information resources
CHILDREN AND YOUNG PEOPLE'S SERVICES:	
Children's Services BHCC	Joint Children's Centre and Library in Portslade Surestart funding of Bookstart and Baby Boogie
Local Schools	Class visits by schools to libraries Visits by Libraries Children's specialist to schools to encourage reading and library use
Automatic Library Project	Project to get every school child automatically enrolled in the library
Pupil Premium and Intervention Service	Excluded pupils tutoring in a number of libraries
Patcham School, Paul Hamlyn Foundation	Delivery of Speak Out communication skills project
Play Service	Joint provision of summer programme in the Parks
Play Groups and other early	Libraries supply books and other resources to these settings and offer music and rhyme time

LIST OF PARTNERS / PROJECTS	NATURE OF LIBRARIES PARTNERSHIP WORKING
years settings	sessions
Early Childhood Project	Range of activities delivered in libraries
Little Green Pig	Writing workshops for children and young people aged 7 to 18
Science Festival	Activities for children and young people
The Poetry Archive	Delivery of the National Poetry by Heart poetry recital competition for young people
Adventure Poetry	BITE poetry Slam for young people
Planet Whale	WhaleFest 2012
Youth Employment Service	Delivering sessions for local youth in Woodingdean Library
READING AND WRITING:	
The Reading Agency	Delivery of the Universal Reading Offer - working with UK publishers to get authors on board Delivery of Reading Well Books on Prescription and Mood-boosting Book projects and the Summer Reading Challenge
Range of publishers	World Book Day World Book Night High profile author talks National Poetry Day Manga comic workshops
Same Sky	City Reads events for families 2013
New Writing South	Providing creative writing groups and courses, as well as live literature events. Writers Industry Days
ARTS AND CULTURE:	
Photoworks, South East Dance, New Writing South	Developing a cross-arts bid for Grants for the Arts funding
Hijack, Basement Arts and	Interactive Map of Wishes project for children

LIST OF PARTNERS / PROJECTS	NATURE OF LIBRARIES PARTNERSHIP WORKING
the SICK festival	aged 3-11 across five libraries
Jubilee Square Arts Consortium	Varied arts and children's events on the Jubilee Square
Brighton & Hove Youth Collective and Youth Arts Team	B.fest 2014-launch of Brighton Youth Arts Festival May 2014 Jubilee Library
Artwork	Management of delivery and distribution of the Arts Award in Library Settings funded programme for the South East region
South East Dance	The Big Dance – site specific dance piece in Jubilee Library
Cultural Olympiad South East	Launch of Olympics Summer Reading Challenge
Brighton Photo Biennial	Tales of the City project 2012 Development of programme for 2014 and delivery of Arts Award to young people
Hangleton and Knoll Project	Creative Consultation around Arts activities in libraries with Young Women's Group
Other services within Assistant Chief Executive's Directorate	Museums and Arts – collaboration over cultural activities e.g. White Night, festival events, etc Tourism – Jubilee is one of the Tourist Information Points
DIGITAL INCLUSION:	
Digital Inclusion	Libraries are leading on the development and implementation of digital inclusion activity in the council and supporting the coordination of city wide activity
Tinder Foundation	Libraries are UK Online Centres, providing access to online learning
MACS	One to one financial advice sessions at Hove and Jubilee Libraries
'Help 4 Digital'	Consortium between public libraries, CAB and Tinder Foundation nationally to develop Assisted Digital services in preparation for

LIST OF PARTNERS / PROJECTS	NATURE OF LIBRARIES PARTNERSHIP WORKING
	government procurement
SOCIAL / COMMUNITY SERVICES:	
Housing	Delivering housing and other council information from Moulsecoomb Library following closure of the local Housing Office
Adult Social Care	Supported the 'Get Involved' consultation Trained Home Delivery Volunteers to take consultation to their clients. Working with sheltered housing manager to promote the use of libraries by residents.
Orbit Housing	One to one benefits advice sessions at Jubilee Library
Grace Eyre	Regular booking of Hangleton training room for adults with learning disabilities
Papermates	Regular booking at Whitehawk Library for Work & Skills plan project for people with learning disabilities
Alzheimers Society	Regular dementia carers support training sessions at Hove Library (CRISP courses) Training for library staff to be Dementia Friends
Out and About and Call Ahead projects led by The Fed	Projects to combat social isolation, to make libraries more accessible and encourage people to get involved in community activities, eg Libraries own Read Aloud groups (for visually impaired people), and to take another person who may not be able to get there unaided.
Age Friendly City bid and Ageing Better bid, led by Age UK	Libraries have supported and contribute to these bids and expect to take an active part if/when they are successful.
Age UK	The Home Delivery Service supported Age UK to consult clients aged 80+ on the NHS's Wellbeing Survey
Carer's Centre	Hosting coffee mornings in libraries for carers
The Fed – delivering City	Libraries are a partner in delivering information

LIST OF PARTNERS / PROJECTS	NATURE OF LIBRARIES PARTNERSHIP WORKING
Wide Coordination	about adult social care services and activities
Coldean Community Organisations	Working with range of groups including Coldean Residents Association and Trust for Developing Communities develop services to families and young people – in particular provide young people with their own positive spaces with good IT facilities. Also supports delivery of the Neighbourhood Action Plan, and developed libraries community engagement model. Recognised as an example of good practice in I&DeA Case Study 'mainstreaming empowerment across Brighton & Hove.
Other local community associations, e.g. Trust for Developing Communities, U3A	Range of adult learning courses delivered in libraries including basic IT skills, community groups fund raising and local history
St Luke's Church, Queen's Park	A community collection is based in the church to provide a taster to promote libraries to the local community
HEALTH:	
The Wellbeing Service, Mind, local GPs and Health professionals	Books On Prescription initiative – delivering self-help books prescribed by GPs to help patients with mild to moderate mental health problems
Public Health	Part funded the Beat the January Blues campaign to promote mood-boosting books and the Five Ways to Wellbeing
Macmillan Cancer	Libraries are making information available to raise awareness of the new cancer centre, which opens in 2015
Widening Participation Project – Tinder and NHS	Project to support people getting health information and services online
Woodingdean Medical Centre	Working with GPs and other health partners on health promotion resources and activities
LEARNING:	
Brighton and Hove Learning	Member of the Learning Partnership Adult

LIST OF PARTNERS / PROJECTS	NATURE OF LIBRARIES PARTNERSHIP WORKING
Partnership	Learning Group
Community Learning Providers including e.g. City College Brighton and Hove, Friends Centre, Varndean, Workers Educational Association (WEA)	Low cost facilities are available to community learning providers at a number of libraries offering a range of courses including Basic Skills, EFL, ESOL and ICT skills. Jubilee Library provides a showcase for adult learning providers during Adult Learners' Week
Community Learning Team	Visiting adult learning groups to promote library services and join new members as progression from their learning activity
Trust for Developing Communities and CUPP	Research project based at New Larchwood into the learning needs of older people
Universities of Brighton and Sussex	Cross promotion of book related activities Grants for the Arts Libraries Fund bid Learning experiment at Jubilee Library Sustainable Cities Days
Inspire South East Libraries	The Inspire Project (www.inspire2.org.uk and www.findit.org.uk) brings public and university libraries together to improve access to information and learning materials.
NEW LIBRARY DEVELOPMENTS:	
Children and Young Peoples Services, Housing	Development of Whitehawk Community Hub and Library opened in 2011
Private Sector Developers – Mill Group (Jubilee Library PFI) Semperian (Patcham Library PFI)	Libraries have successfully been involved in two PFI projects. One to build the new Jubilee Library and the other to build Patcham library. Partners have previously supported a Young Writers Conference, encouraging creative writing by teenagers in three local secondary schools.
Hanover Housing	Built new Coldean Library opened in June 2008, with extra care flats as extension to New Larchwood project.
Medcentres, Woodingdean Medical Centre	Provision of new Woodingdean Library and Medical Centre and Sensory gardens

LIST OF PARTNERS / PROJECTS	NATURE OF LIBRARIES PARTNERSHIP WORKING
	development
Portslade Aldridge Community Academy(PACA)	Development of new joint use Academy and Mile Oak Public Library
EQUALITIES:	
'Share the Vision'- improving access to libraries for visually impaired people	National initiative to promote of library services for visually impaired people
Writing our Legacy and Arts Council England	Latin Voices Live events programme 2013 Black History Month 2013 events programme 2013
LGBT Worker's Forum, Brighton Trans Alliance and Brighton Trans*formed	LGBT History Month events programme 2014
Pink Fringe, Big Lottery Fund	Speaking Volumes living book project working with people living with HIV
Pride, East Sussex Libraries, Arts Council England	Established first ever Literature Tent at Pride 2013-to be a regular feature each year at Pride England
Rise	Rise Living Library survivors projects

9. Research and Consultation

9.1 Preparation for the new Libraries Plan has included a review of the results of recent research and consultation in Libraries Services. Regular and detailed research and consultation has been carried out in a range of ways including:

- Surveys in all libraries
 - Library users – Adults (16 years and over)
 - Library computer users – Adults (16 years and over)
 - Library users – Children (under 16 years)
 - Library computer users – Children (under 16 years)
- Library user research using systems thinking method
- Focus group research with some targeted groups
- Feedback from events and activities
- Community profiles giving detailed demographic information
- Libraries profiles and performance information (latest year)
- Customer comments and complaints (reviewed quarterly)

Key findings from recent surveys are below:

9.2 Library User's Survey – Adults 16 years and over (2013-14)

Positives

- 90% said the library is easy to get to
- 85% rate the library service as good or very good
- 82% rated staff as very helpful with a further 11% rating them quite helpful
- 53% of community library users used visit once a week or once a fortnight
- Only 10% did not find the information they were looking for
- 78% rated the self-service system at Jubilee as very good/good
- 90% rated the library as a safe place to visit
- The proportion of library use by Asian & Asian British, Black & Black British, and mixed ethnic origin (16%) is substantially higher than the city average population (9.4%) for these groups
- Browsing, reading, borrowing, returning, renewing books was the most popular use followed by using a computer or looking for information
- The information sought was very diverse, with the most popular specific information sought was to support study (32%), health information (27%) and information about the City Council (24%)
- Users of Jubilee and Hove Libraries found the library most helpful for study followed by leisure but this was reversed at community libraries
- There is a growth in people seeking Council related information particularly in the community libraries where it is 38% of users

Areas for Improvement

- The satisfaction rate of 85% is down from 89% the previous year
- 7% rated staff as not helpful at all with a figure of 10% at Hove

- 93% say stock is important but it only gets a 72% good/very good approval rate
- Satisfaction with the choice of audio-books is low at 35% though only 52% think the choice is important
- Satisfaction with the choice of music CDs is 33% and DVDs 43%
- With 24% at Jubilee and 20% at Hove likely to study at the library, only 71% rate seating areas as good/very good and only 57% for study space
- At Jubilee 83% rate study space as important but only 55% said it was very good/good
- There were comments from Jubilee and Hove about the buildings being too noisy to concentrate

9.3 Library Computer User's Survey – Adults 16 years and over (2013-14)

Positives

- 80% said staff are very/quite helpful when asked
- 60% said they used the library computer facilities regularly (every day, once a week or once a fortnight)
- Of those seeking information the highest proportion (43%) were seeking information on jobs/careers
- The percentage of library computer users aged 16-24 and over 75 is higher than the city average population in these age ranges (12% of users are over 75)
- The proportion of library computer use by Asian & Asian British, Black & Black British, and mixed ethnic origin (23%) is substantially higher than the city average population for these groups (9.4%)
- There has been a reduction in negative comments from the previous year

Areas for Improvement

- Only 60% rate the library ICT service as excellent or good
- Booking request satisfaction is only 42% at Jubilee rising to 72% at community libraries
- Only 54% thought software adequate for needs
- Most negative comments were about speed and reliability of PCs
- 63% wanted to increase drop-in PC from 15 to 30 mins with further 19% saying maybe

9.4 Library User's Survey – Children under 16 years (2013-14)

Positives

- 90% were satisfied by the choice of children's books
- 85% think the library a friendly place with 97% at community libraries
- 82% think the library a safe place to go
- 77% said libraries were bright and cheerful inside and were a place they wanted to come to
- Children said that the library has helped them to read better (60%), learn and find out things (49%) and do better at school (41%)

Areas for Improvement

- 11% described their visit as bad with 15% at Jubilee
- 21% said libraries were not open when they wanted to use them
- Comments focused on resources – they want more, new and better everything

9.5 Library Computer User’s Survey – Children under 16 years (2013-14)

Positives

- 60% said they used the library computer facilities regularly (every day, once a week or once a fortnight)
- 83% use library ICT facilities but already have internet at home
- 80% can use a library computer when they want to (always/sometimes)
- Of those asking for help, 85% found staff very/quite helpful
- Computer gaming (46%) is the most popular use but next is homework (39%), but there is a lot of other diverse use as well
- Use by girls (52%) is significantly higher than boys (35%) (13% preferred not to say if they were a girl or boy)

Areas for Improvement

- 20% can rarely use a library computer when they want to
- 63% said library computer facilities were good/very good

9.6 Results of Library Plan 2014-15 Consultation

Total number of responses: 165

Number of comments made: 948

(Where respondents covered different aspects in their comments, each comment was counted individually)

What do you value most about your library service?

Respondents listed many things that they valued about libraries, reflecting the wide variety of benefits that public libraries deliver to people in the city. 366 comments were made. The top five things most mentioned by respondents were:

- Access to good books and other stock such as music, DVDs, and other reading materials like newspapers (22%)
- The library as a local community hub or resource (13%)
- Inclusive and accessible – for everyone (11%)
- Free (7%)
- Children’s services and child-friendly environment (7%)

How far do you agree with the aims of the Libraries Plan?

Libraries Plan Aim	Definitely or tend to agree	Definitely or tend to disagree
--------------------	-----------------------------	--------------------------------

To develop the role of libraries as community hubs, and to work more closely with other service providers to deliver the community and council priorities and objectives for the city.	75%	12%
To expand partnership arrangements with other agencies and council departments to ensure that libraries are alive with activity and enabling people to achieve many different things through their local library.	72%	13%
To support health and well-being, reaching out to those who are housebound or who are carers; developing libraries' services for vulnerable people, including those with disabilities and older people.	83%	9%
To improve digital inclusion, supporting people using the Internet, particularly those lacking confidence and skills, and delivering assisted digital services to help people access services (particularly government services) online.	85%	9%
To deliver the four Public Library Universal Offers around reading, information, health and digital services.	82%	6%
To develop the role of libraries in encouraging reading as a valuable cultural activity that underpins people's ability to learn, develop and work, and continue to support adults and children to improve their literacy levels as a vital life skill.	91%	9%
To improve customer satisfaction through improving library stock and information services, making best use of new technologies and digital resources.	91%	7%
To modernise and deliver value for money through updating library technology, reviewing and improving the use of resources, and streamlining processes, to ensure that library users receive a high quality service that meets their needs.	80%	11%

There was majority support for the Libraries Plan overall, with 78% of respondents saying they tend to or definitely agree with the plan (9% of respondents said they

tend to or definitely disagree). There were no areas of activity that did not get strong support (over 70%) from the respondents.

The strongest support was for the encouragement of reading, and supporting adults and children to improve their literacy levels. Improving customer satisfaction through improving stock, information and digital services also received strong support.

What do we do well?

There were many different and varied things that respondents listed. There were 259 different comments made. The top five things mentioned were:

- IT facilities, systems and resources (16%)
- Quality and helpfulness of staff (12%)
- The place of libraries in the community and the 'offer' locally (9%)
- Jubilee Library (8%)
- Quality, range and availability of stock (8%)

What needs to change?

There were 186 comments made. The areas for change varied and were sometimes contradictory (e.g. increase genres / get rid of genres). The top five things that respondents thought needs to change were:

- Improve stock (quality, range, number, display, arrangement) 17%
- Improve IT (more, faster, more up to date, innovative, wifi, digital resources) 15%
- Improved opening hours 13%
- Increased places to stuffy or to sit 6%
- Improve staff (friendlier, better trained, qualified, more) 5%

Who else should libraries be working with?

There were less responses for this question and the suggestions that were made were wide ranging from 'nobody' to 'everybody'. There were two or three general areas which appeared the most in the responses:

- Community and voluntary sector organisations and community groups, and minority groups were in 26% of responses
- Schools, special schools and nurseries were in 18% of responses
 - Universities also appeared in 4%
- After this, 11% of respondents suggested health care providers
- Other regularly appearing suggestions were adult social care; employment and careers services and the business community.

A new subject that has appeared this time in the consultation responses is the need for Libraries to change and respond to the financial challenges that are facing local services. Comments related to this included 'bring in more income'; 'face financial reality'; 'use volunteers' 'take donations' and other suggestions wanted to see more use of libraries by other council services and organisations.

Feedback from people with learning disabilities

Specific feedback was received from people with learning disabilities, through a focus group organised by Speak Out. They recommended that:

- Explain what role the modern library plays in society with accessible easy read information
- What can the library offer people with learning disabilities?
- Can the library reach out to those who might not have the chance to access it?
- Help people to understand that a library is not just for those who can read.

Changes have been made to the Libraries Plan following the consultation. Four new actions have been added:

- Develop specific services for BME young people in collaboration with BMECP and their youth group
- Promote what libraries can do to support people with learning disabilities in line with the recommendations received from Speak Out in the consultation process
- Revise and re-launch a Reading Strategy for the city in collaboration with Children's Services – to improve reading and literacy for children and adults across the city
- As part of the VFM4 Modernisation programme for cultural services, develop options for the future of library services in the context of continuing budget challenges for the council

10. Equalities Impact Assessment

A full Equalities Impact assessment has been carried out in accordance with our Public Sector Equality Duty. A summary is below:

Name of EIA:	Libraries Plan 2014-15
Lead Team:	Libraries and Information Services, Assistant Chief Executive's Directorate
Summary of EIA:	A large part of Libraries' work is focused on tackling inequality and promoting social cohesion. The Libraries Plan outlines the targeting of services to children and young people, older people, vulnerable and disabled people, and specific community groups such as BME and LGBT
Summary of relevant data: what information informed the EIA?	Libraries are used well by those who are identified as having 'protected characteristics'. Feedback shows the high level of positive impact by Libraries on the lives of people in the city, in particular on vulnerable people and targeted groups.
Summary of consultation: who was consulted and how?	Regular and detailed research and consultation has been carried out in a range of ways including: surveys in all libraries; library user research using systems thinking method; focus group research with some targeted groups; feedback from events and activities; community profiles giving detailed demographic information; libraries profiles and performance information; customer comments and complaints. Specific consultation on the Plan took place in the Summer, 2014. The results of the consultation can be seen in section 9.6 of the Plan, and changes were made to the Plan as a result.
Assessment of impact and key follow-up actions:	Libraries have a programme of services and activities to actively promote equality of opportunity and promote social cohesion. There is potential for other service providers to work with Libraries to make a greater and positive impact on people's lives, and opportunity for Libraries to help deliver other services priorities and objectives. Library Service is actively seek out partnership with other service providers to make the most of this opportunity and best use of limited resources.
For further information on the EIA contact:	Sally McMahon, Head of Libraries and Information Services

Brighton & Hove Libraries
Jubilee Library
Jubilee Street
Brighton BN1 1GE

Tel: 01273 290800
www.citylibraries.info

Brighton & Hove Library Service

Your libraries



Support and facilities
for organisations,
community groups
and businesses

September 2014

5232 Brighton & Hove City Council Communications Team



Introduction

Brighton & Hove City Council's **14 Libraries** offer a wide range of easily available services and partnership opportunities in your communities.



We want to extend our support for local people by working with other organisations, community groups and businesses to deliver services in the heart of local communities.

Libraries are free to join, visit and spend time in.

You can meet people, read, get information, advice and referral, borrow stock, use the computers, and enjoy a wide range of activities and events.

Libraries provide information for living, recreation, culture, learning, development, entertainment, empowerment, free thinking and fun.

And all at no cost or low cost.

Trusted, local, open, free, safe and neutral, with an established citywide infrastructure, libraries are uniquely placed to work with you to achieve wider outcomes:

- Working in partnership to maximise resources and develop mutually beneficial services
- Supporting independence and reducing social isolation
- Facilitating user involvement
- Co-ordinating, disseminating and promoting city wide information

In this booklet we tell you about:

- our wide range of universal services
- our city wide information role
- how we can work with you and support your group
- our library buildings
- our charges

Contents

Your Library

Information and advice

Supporting your group

Case Studies

- Summer Reading Challenge - Young Volunteers Project
- Home Delivery Service

Your Libraries

Hiring Rooms

- Charges • Premises Hire Costs

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- 2 Coldean
- 3 Hove
- 4 Hangleton
- 5 Hollingbury
- 6 Mile Oak
- 7 Moulsecoomb
- 8 Patcham
- 9 Portslade
- 10 Rottingdean
- 11 Saltdean
- 12 Westdene
- 13 Whitehawk
- 14 Woodingdean





Your Library Service

Did you know that?

- You can borrow up to 40 items at one time

- Libraries are free and easy to join at any age

- We provide regular activities and events for people of all ages – check your local library for details

- We provide internet help sessions, such as Silver Surfers and Council Connect



- If you can't find what you want, we will try and get it for you

- We lend books in standard and large print and 'e-books' for free

- We lend CDs, DVDs and Talking Books at low cost (concessions and exemptions available)

- We provide newspapers and magazines to read in the library

- You can use the computers for free (accessibility software and hardware available)

- We help you find the information you need

- We can support you to use government and council services

- We run study support sessions for primary and secondary aged children

- We offer a range of community based learning courses

- We support health with easily accessible information, leaflets, books and online resources

- We provide 'Books on Prescription'- a national scheme providing self-help resources endorsed by professional health bodies

- We have an Equal Access service that delivers collections to residential homes

- We are developing a Home Delivery service for people at home who cannot use their local library

- We gift Bookstart packs as part of the national scheme that supports reading from an early age

For more information contact your local library, phone **01273 290800** or visit **www.citylibraries.info**



Information and advice

Libraries can help you find information and advice through our own large and diverse collection of books, leaflets, electronic and online sources.

As part of a city-wide network we can refer you to the right agencies for further specialist advice and support.



This is underpinned by the national Public Library Information and Digital Universal Offers whose key aims include:

- Combating digital exclusion and enabling access to digital resources for all
- Helping people access information and services online in life-critical areas such as job seeking; health; personal financial information, benefits and citizens rights.



Library Services are delivered by committed and skilled staff and supported by volunteers who provide additional help for instance through Council Connect internet help sessions. Libraries also work in partnership with organisations who deliver advice sessions such as Age UK, Youth Employability Service, Progress Programme (family employment coaching project City College) and MACS (Money Advice and Community Support).



Our information services are promoted and disseminated through established local and national networks encompassing a range of council, national and voluntary sector partners.



Case Study

Home Delivery Service (HDS)

The developing Home Delivery Library Service is available to people of all ages who may be housebound, have limited mobility, health issues or caring commitments. Delivered by library staff and a growing band of dedicated volunteers the Home Delivery Service takes the library to people in their own homes who might otherwise be isolated and unable to get their library service.

For information about receiving the Home Delivery Service phone 01273 294599 or contact any Brighton & Hove Library.

"At 83 years of age I woke up to the realisation that I could no longer borrow books from the public library. This was a shocking revelation because it was the deprivation of something I had become dependent upon ever since I was old enough to join the library. I felt quite bereft as a result. And then — the happy surprise! and much more than that: I should be able to request books and have them delivered to me at home AND this would happen in the person of one of the kindest, most capable people I have ever met. After several months, I still have to pinch myself to make sure I'm not dreaming. Annie and the service she delivers have transformed my life."

JA
Home Delivery Service client

"I've found being housebound means life gets very small. What you do always relates to health and daily living. The libraries housebound services are re-animating my life. I'm at the beginning of the process of getting better and the service seems to be developing into an important part of this. I find myself, book supported on knee, examining previous loves of my life that I'd thought I'd lost. It's exciting to find these past influences come back again. The delivery of books is letting me explore such influences. I'm doing all sorts of things now and this may help change the course of my life for the better."

JU
Home Delivery Service client

"I wanted to thank you for the opportunity to help provide this worthwhile service. It has proved to be a delight to be able to share stories and time with my allocated clients and when I see one of my ladies waiting at the window for me I know they appreciate it too!"

JS Home Delivery Service volunteer

Supporting your group

We offer many ways to support your group:

- Display space for publicising your events and activities in all libraries
- Use of library spaces for your activities, meetings, advice sessions and consultation
- Use of library spaces to showcase work through exhibitions, film screenings and performance pieces
- Use of the library for your group outside of library opening hours which increases the flexibility and potential use of space

We offer a wide range of activities for adults including:

- Reading groups/writing groups to develop reading for pleasure and confidence
- Quality cultural activities with authors, illustrators and other artists to expand experience of the world
- Talks to entertain and inform
- Craft activities to encourage creativity and fun
- Local history to involve and develop a sense of community
- Reminiscence for intergenerational understanding
- Computer help sessions to make the internet available to everyone
- Advice and information sessions to support every day living



Case Study

Summer Reading Challenge Young Volunteers Project 2014

This year's Summer Reading Challenge has been supported by an incredibly successful young volunteers project. This is the annual free national library programme that celebrates reading for pleasure by encouraging children to keep up their reading skills and confidence during the summer holidays.

The year's Mythical Maze theme gave a range of rewards and incentives, including posters and scratch and sniff stickers and a certificate and gold medal when six books had been read.

85 young people came forward and volunteered to help deliver the Summer Reading Challenge and range of associated activities across all Brighton & Hove Libraries with library staff and a range of community partners.

"Hi, my name is Maisie and I'm part of the library's team of young volunteers. This summer, over 50 young people aged 13-19 have signed up to help younger children get reading. We have the opportunity to get involved in a variety of different ways.

"Our main role is to staff the Summer Reading Challenge desk. We sign people up for the challenge, explain what it's about, give prizes out to those who have completed each stage, and offer activities such as colouring-in and the Mythical Hunt (if you want to know what that's about, get down to Jubilee now!).

"We also get to plan and run events based on the SRC theme – Mythical Maze. This is a lot of fun, although the risk assessment wasn't the most exciting thing in the world.

"Another part of our volunteering is that we can contribute to the library blog and social media pages, which I am doing now.

"I think the best part has been awarding the certificates to people who have completed the challenge. It brings a crazy sense of pride, like we achieved something when they did. What comes pretty close is almost completing the ball-bearing maze that gets awarded to SRC participants after they have read four books; it is frustratingly difficult! Who knows, I might even complete the maze by the time the challenge is over."

Maisie, Young Volunteer, Jubilee Library - Library Blog



We offer a wide range of activities for children, young people and families including:

- Music and rhyme sessions for pre-school children and their parents or carers to promote child development and social interaction
- Events aimed at families to support shared learning experiences and using the library together
- Class visits and study support to offer help with school work in a safe and supportive environment

- The Summer Reading Challenge which celebrates reading for pleasure with incentives encouraging children to keep up their reading skills and confidence during the holidays
- Opportunities to actively participate in the service, such as young people's volunteering opportunities offering the potential to link to Arts Award accreditation.

We can work together to maximise resources and achieve wider outcomes by:

- Extending the range and location of activities
- Creating additional groups in response to demand such as more reading, writing or 'read aloud' groups, extra targeted computer help sessions or courses, and youth participation
- Developing or facilitating new activities such as reminiscence groups, intergenerational initiatives.

So let us know what ideas you have, how we can work together more and what you would like to do.



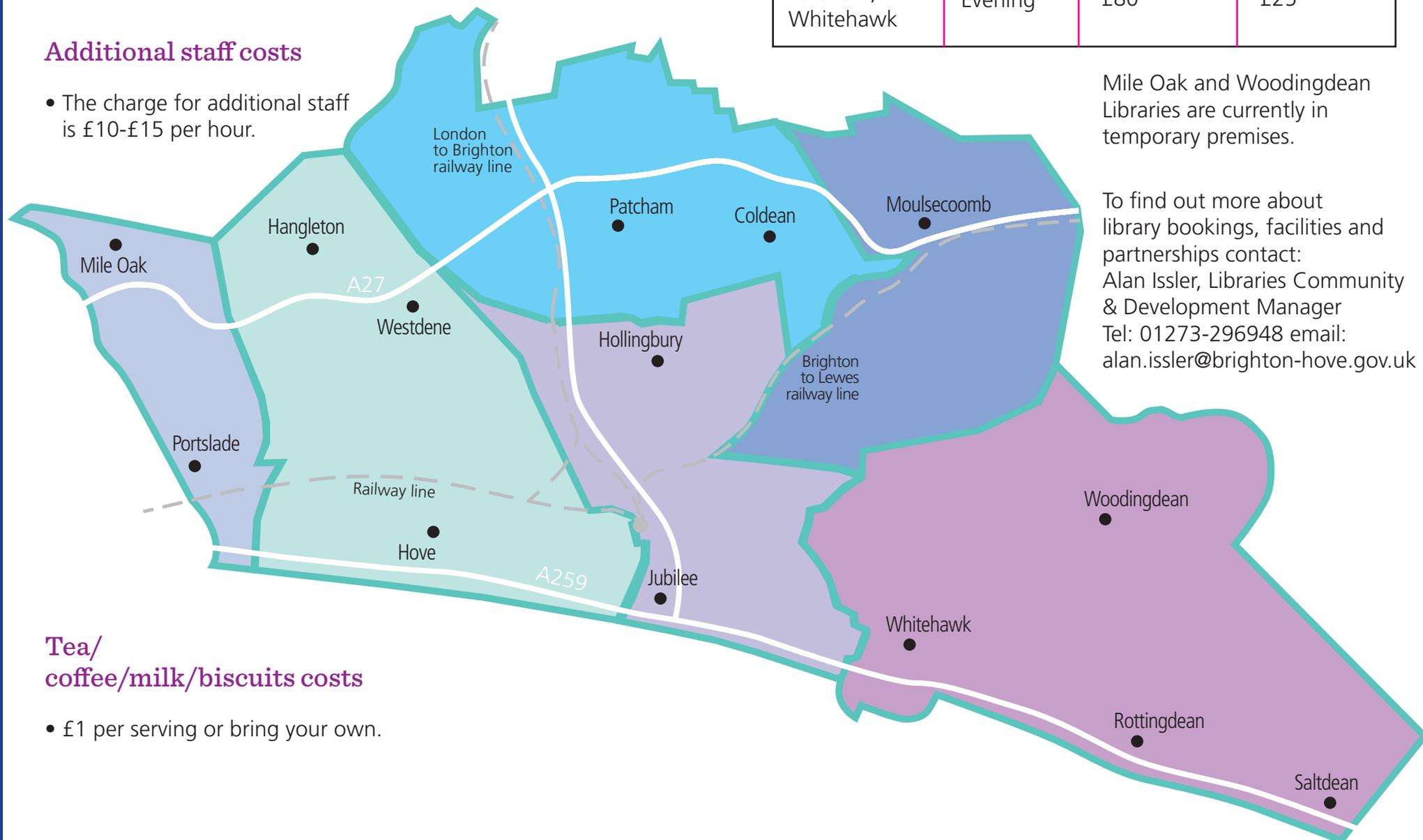
Charges

Service costs

- There are no charges for many of our services
- Where additional costs are incurred such as needing additional staff to set up and run an activity or give access to a library on a closed day, or premises hire, we will only pass on the additional cost to us
- In many circumstances groups using libraries could be self sufficient or supported by existing library staff and volunteers
- Premises hire – community partners are charged the community rate. Discounts may be available for block bookings.

Additional staff costs

- The charge for additional staff is £10-£15 per hour.



Tea/ coffee/milk/biscuits costs

- £1 per serving or bring your own.

Premises hire costs

Libraries Room/Premises Hire Charges

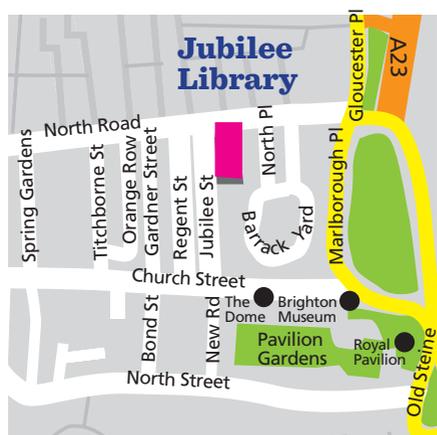
(not including Jubilee Library – see separate leaflet).

Libraries	Session	Commercial rate	Community rate
Hollingbury, Moulsecomb, Portslade, Rottingdean, Saltdean, Westdene	Morning	£60	£25
	Afternoon	£60	£25
	Evening	£60	£25
Coldean, Hangleton, Hove, Patcham, Whitehawk	Morning	£80	£25
	Afternoon	£80	£25
	Evening	£80	£25

Mile Oak and Woodingdean Libraries are currently in temporary premises.

To find out more about library bookings, facilities and partnerships contact:
Alan Issler, Libraries Community & Development Manager
Tel: 01273-296948 email: alan.issler@brighton-hove.gov.uk

Jubilee Library



Jubilee Street

BN1 1GE

Tel: 01273 290800

Opening Hours

Monday	10am-7pm
Tuesday	10am-7pm
Wednesday	10am-5pm
Thursday	10am-7pm
Friday	10am-5pm
Saturday	10am-5pm
Sunday	11am-5pm

How to get there

Buses: 1, 1A, 5, 5A, 5B, 24, 26, 49, 56

Parking:

- City centre car parks close by
- Accessible parking bays located on Jubilee Street

Cycle Racks:

On street cycle rails in Jubilee Street and by Prince Regent

Accessibility

Self-service lift to all 3 floors

Induction loop system at staff desks in all library departments

Accessible software on two designated PCs with height-adjustable desks in IT suite, and one on ground floor

Entrance:

- Accessible Automatic doors

Toilets: 4 accessible toilets on ground floor

2 accessible toilets on upper floor

Accessible toilet on mezzanine

Ladies/Gents toilets also available on ground and upper floors



Total public space: 2900 sq metres

Facilities

Public Spaces:

Free
wi-fi

Ground Floor:

- Café near main window:
- Soft seating area with low tables

Main Hall: 770 sq metres

- 5 x round study tables with seating for 4 at each table
- Further soft seating and low tables throughout area
- 4 x self-service kiosks
- 1 x 15-minute drop-in pc
- 2 x change machines
- Self-service photocopier*

Young Person's Area: 120 sq metres

- 4 PCs on benching
- Study tables with seating for up to 10 (various arrangements)
- 1 x round study table with seating for 4
- 1 x 4-seater sofa
- 2 x soft seating cubes
- Wii unit with seating area

Film Area: 110 sq metres

- Plasma screen with control cabinet
- 2 x wooden designer benches

Children's Area: 310 sq metres

- 4 PCs on benching
- 2 x self-service kiosks
- Self-service photocopier*
- Printer*
- 10 x 2-seater sofas plus one chair
- soft seating bench unit for 6
- 2 x round study tables with seating for 4 at each table
- Soft seating units around pillars and throughout area
- Throw rugs for floor seating area
- Sink unit with cupboards behind sliding partition



Upper Floor:

IT suite: 151 sq metres

- 30 PCs, plus 4 x 15-minute drop-in PCs
- 1 x round study table with seating for 2

Main Hall: 700 sq metres

- Self-service colour photocopier*
- Self-service B&W photocopier*
- 2 x change machines
- 3 rectangular study tables with seating for 2 at each table
- Soft seating for 4 plus low table
- 2 x study tables with seating for 10 at each table
- 1 x magnifying reader machine
- 2 PCs

Study Area: 270 sq metres

- 4 x study table areas with total seating for 24
- 24 public lockers (£1 refundable)

Tony Miller Rare Books Reading Room: 70 sq metres

- 4 PCs
- Study table with seating for 12

*(pay per copy)

Note: During exam periods there are further study spaces available throughout the ground floor and upper floor

Facilities

Rooms for Hire:

Mezzanine:

Conference Room 1: 60 sq metres

- Various layouts available (eg. theatre-style, boardroom)

Capacity - 30 people

Conference Room 2: 70 sq metres

- Various layouts available (eg. theatre-style, boardroom)
- PC and plasma screen

Capacity - 40

Conference Hall (CR1+CR2):

133 sq metres

- Various layouts available (eg. theatre-style, boardroom)
- PA system

Capacity - 80

Upper Floor:

Learning Centre: 60 sq metres

- Various layouts available (eg. theatre-style, boardroom)

Capacity - 30

- Toilet Facilities: 3 toilets designated for conference users

Other Equipment:

- Flip chart and stand
- Projector plus screen
- DVD player

Other:

Exhibition Spaces:

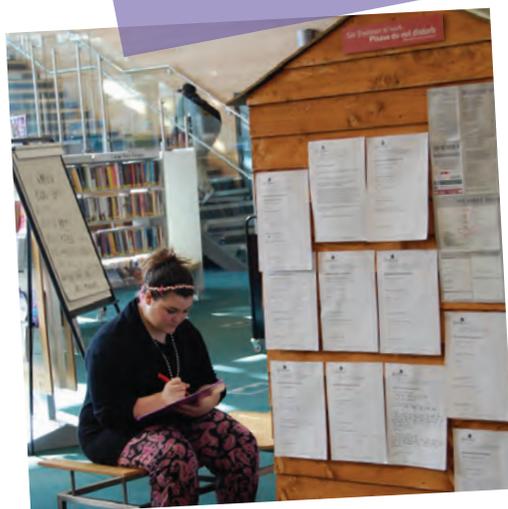
- Main Window on ground floor
- Foyer near entrance area

Other library spaces:

by consultation with appropriate library staff

Extras

- Projector plus screen
- Flip chart and stand
- DVD player

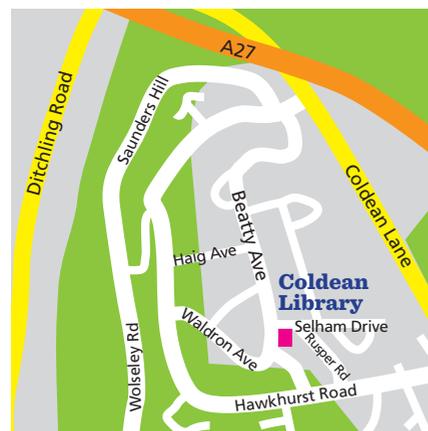


For full details of room bookings and any other charges:

Please contact Conference Team on **01273 292872** or refer to separate leaflet.

Email: jubileelibrary.conferencebookings@brighton-hove.gov.uk

Coldean Library



Library Court

24 Beatty Avenue, BN1 9EW

Tel: 01273 296902

Opening Hours

Monday

9am-1pm; 2pm-5pm

Thursday

9am-1pm; 2pm-7pm

Saturday

10am-1pm

How to get there

Buses: 24, 26

Parking:

- Free on-street parking

Cycle Racks are available

Total public space:

127 sq metres

Accessibility

Induction loop system at staff desk

Accessible software on designated PC with height-adjustable desk

Entrance:

- Accessible, Automatic doors

Toilets: Accessible toilet with baby changing facilities

Facilities

Public Spaces:

Adult area:

- Can hold groups up to 30
- Soft seating area with 5 x seats and 2 x low tables

Children's area:

- Can accommodate groups of 30-50
- Study area of table and 5 x chairs
- Soft seating bench

IT:

- 5 adult PCs • 5 children's PCs
- Printer (pay per copy)

Free
wi-fi

Extras

- Small 1to1 meeting room: 5.5 square metres
- 2 x soft seats and low table
- Flip chart and stand
- Refreshment facilities by prior arrangement. Water boiler, sink unit, mugs

Community Room: 52 sq metres

- Seating for 30-40 (theatre-style)
- 12 PCs in flip-down desks plus one teaching/demonstration PC connected to wall mounted plasma screen
- 3 boardroom-style tables plus 20 chairs

Hove Library



182-186 Church Road
BN3 2EG

Tel: 01273 290700

Opening Hours

Monday	1.30pm - 5.30pm
Tuesday	9.30am - 7.30pm
Wednesday	9.30am - 5.30pm
Thursday	9.30am - 5.30pm
Friday	9.30am - 5.30pm
Saturday	9.30am - 5.00pm

How to get there

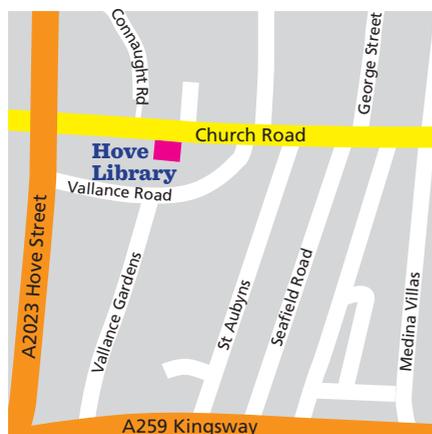
Buses: 1, 1A, 6, 49

Parking:

- On-street pay & display parking
- Norton Road NCP car park near Hove Town Hall

Cycle Racks:

On street cycle rails



Accessibility

Self-service lift between ground and upper floor
Induction loop system at staff desk
Accessible software on designated PC with height-adjustable desk

Entrance:

- Accessible, Automatic doors

Toilets: One accessible toilet with baby changing facilities
One further unisex toilet, not accessible



Total public space: 619 sq metres

Facilities

Public Spaces:

- Soft seating throughout all areas in library

Ground floor:

- Can hold groups up to 30
- 2 x study tables with seating for four on each table
- 2 x 15-minute drop-in PCs
- Printer for public use

Upper floor:

- 1 x 15-minute drop-in PC
- 1 x photocopier for public use (self-service)

Children's area:

- Can hold groups up to 35-40
- 1 x study table with seating for 4
- 2 PCs

Young People's area:

- Can hold groups up to 8-10

Community Rooms:

Mezzanine:

IT suite: 8 PCs

Upper floor:

Wolseley Room: 49 sq metres

- Study area with 7 x tables to seat up to 20

Meeting Room: 29 sq metres

- Study area with 6 x tables to seat up to 10

Small meeting room

in basement: 13 sq metres

- 4 x soft chairs and low table

Refreshment facilities by prior arrangement

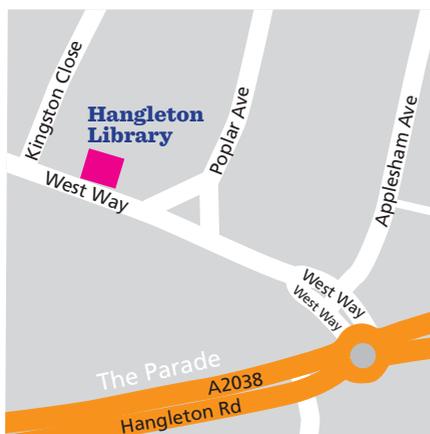


Extras

- Flip chart and stand
- Display boards



Hangleton Library



West Way

BN3 8LD

Tel: 01273 296904

Opening Hours

Tuesday 9.30am - 5.30pm*
 Wednesday 2pm - 5.30pm
 Thursday 9.30am - 7pm*
 Friday 2pm - 5.30pm
 Sat 9.30am - 4pm*

*Closed 1-2pm on these days

How to get there

Buses: 5, 5B, 16, 55

Parking:

- Free on street parking (2 spaces directly in front of library limited to 1 hour, other parking unlimited)

Cycle Racks are not available

Total public space:

306 sq metres

Facilities

Free wi-fi

Public Spaces:

Adult area:

- Can hold groups up to 40
- Soft seating area of 2 x sofas and low table
- 2 x study tables and chairs for up to 8

Children's area:

- Soft seating
- 2 study tables and 8 chairs

IT:

- 4 adult PCs • 2 children's PCs
- Printer (pay per copy)

Community Room: 37 sq metres

- Boardroom-style meeting space with seating for up to 16

Refreshment facilities by prior arrangement

- Urn and mugs

Accessibility

Lift to community room – key access (from staff)
 Induction loop system at staff desk

Accessible software on designated PC with height-adjustable desk

Entrance:

- Accessible, Automatic doors

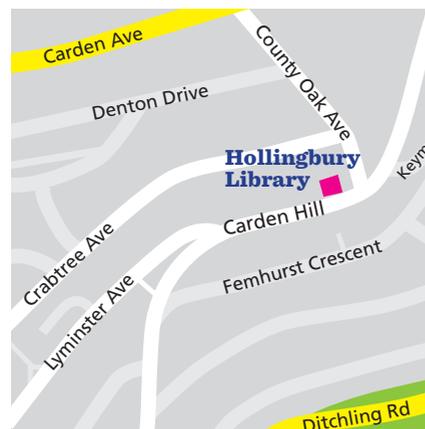
Toilets: Accessible toilet with baby changing facilities

Extras

- Flip chart and stand



Hollingbury Library



Carden Hill

BN1 8DA

Tel: 01273 296908

Opening Hours

Monday 10am-1pm; 2pm-5pm
 Thursday 10am-1pm; 2pm-7pm
 Saturday 10am-1pm ; 2pm-4pm



How to get there

Buses: 46, 26, 5B

Parking:

- Small car park with space for 4-5 cars
 - Free parking on the street
- Cycle Racks are not available

Total public space:

96 sq metres

Accessibility

Induction loop system at staff desk

Accessible software on designated PC with height-adjustable desk

Entrance:

- Accessible, Automatic doors

Toilets: Accessible toilet

Facilities

Free wi-fi

Public Spaces:

Adult area:

- 3 x soft seating spaces throughout library
- 1 x round study table to seat up to 4, plus small table for single use

IT:

- 3 adult PCs • 2 children's PCs
- Printer (pay per copy)

Extras

- Flip chart and stand
- Refreshment facilities by prior arrangement



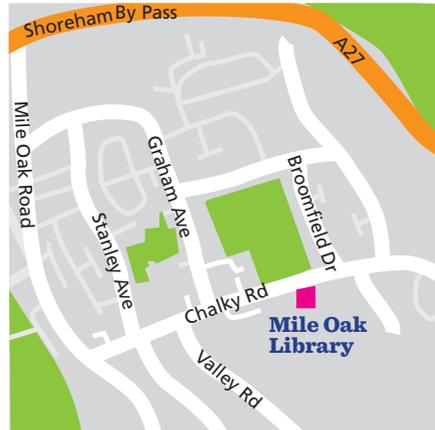
Community Room:

Basement office space:

- 30 sq metres
- 3 x staff workstations
- Meeting tables with seating up to 8-10

Mile Oak Library

located in
PACA (Portslade Aldridge
Community Academy)



Accessibility

Induction loop system at staff desk
Accessible software on designated PC with height-adjustable desk

Entrance:

- Accessible via ramp access and steps
- Automatic doors

Toilets: 1 Accessible toilet with baby changing unit

Library is situated to the left of the PACA main entrance reception desk

PACA

Chalky Road, BN41 2WS

Tel: 01273 296916

Opening Hours

Monday 2pm-5pm
Tuesday 2pm-5pm
Wednesday 2pm-5pm
Thursday 2pm-7pm
Friday 2pm-5pm
Saturday 9.30am-12.30pm

How to get there

Buses: 1, 1A

Parking:

- On-road parking, plus limited spaces in car parks close by
- Accessible bays next to ramp access at main entrance

Cycle Racks: No

Total public space:

258.5 sq metres (including area for academy stock)

Facilities

Public Spaces:

Adult area:

- Can hold groups up to 20
- 3 x tub chairs and low table
- Further sofa-style soft seating area
- 2 x study tables to seat up to 4

Children's area:

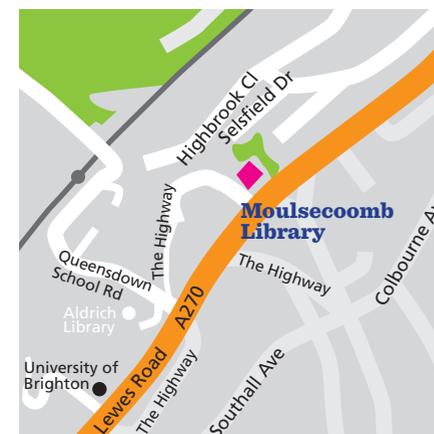
- Can accommodate up to 15 people
- Sofa-style soft seating area

IT:

- 7 adult PCs and one public access catalogue
- 1 children's PCs
- Printer (pay per copy)

Community Room: None

Moulsecoomb Library



The Highway

BN2 4PA

Tel: 01273 296910

Opening Hours

Tuesday 10am-1pm; 2pm-7pm
Thursday 2pm-6pm
Friday 10am-1pm; 2pm-5pm
Saturday 10am-1pm; 2pm-4pm

How to get there

Buses: 24, 25, 29, 48, 49, 78

Parking:

- Small car park at front of library – shared with community building

Cycle Racks: There are railings suitable for securing bicycles

Total public space:

187 sq metres

Accessibility

Induction loop system at staff desk
Accessible software on designated PC with height-adjustable desk

Entrance:

- Accessible via ramp access and steps
- Automatic doors

Toilets: Accessible toilet off children's area

Extras

- Flip chart and stand
- Refreshment facilities by prior arrangement

Facilities

Public Spaces:

Adult area:

- Can hold groups up to 25
- Soft seating area with 1 x chair, 1 x sofa and low table
- 1 x study table to seat up to 4

Children's area:

- Can accommodate groups of 30
- 1 x study table to seat up to 8

IT:

- 8 adult PCs
- 4 children's PCs
- Printer (pay per copy)

Community Room: None

Free
wi-fi



Patcham Library



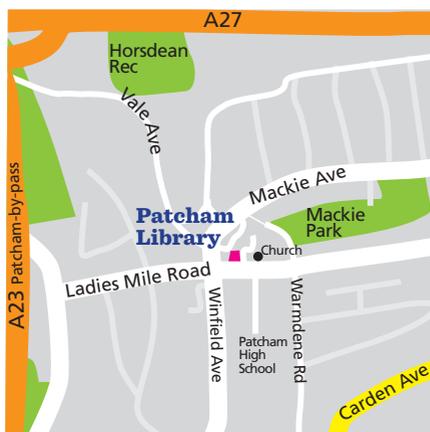
Ladies Mile Road

BN1 8TA

Tel: 01273 296912

Opening Hours

Tuesday
9am-1pm; 2pm-7pm
Friday
9am-1pm; 2pm-5pm
Saturday
10am-1pm; 2pm-4pm



How to get there

Buses: 5, 5A

Parking:

- Car park with limited spaces
- Free on street parking (some spaces may be time-limited)

Cycle Racks are not available

Total public space:

283 sq metres

Accessibility

Lift to community room – key access (from staff)
Induction loop system at staff desk
Accessible software on designated PC with height-adjustable desk

Entrance:

- Accessible, Automatic doors

Toilets: Accessible toilet with baby changing facilities in corridor

One unisex toilet in corridor, not accessible
2 x children's toilets off children's area

Facilities

Public Spaces:

Adult area:

- Can hold groups up to 30
- 1 study table with seating for 10
- Soft seating area with 4 x chairs and low table
- 1 x low table and sofa for young people

Children's area:

- Can accommodate groups of 50
- Soft seating throughout area
- 2 round study tables, seat 4 on each

IT: • 5 adult PCs • 4 children's PCs

Community Room: 26 sq metres

IT suite:

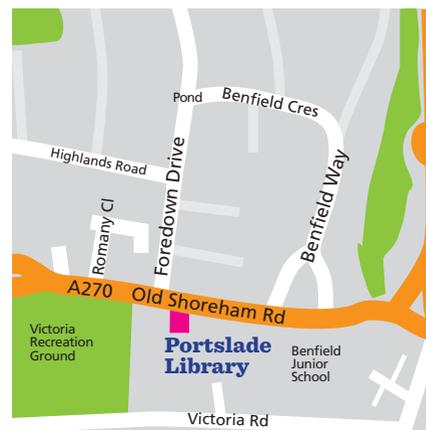
- 11 PCs • Printer (pay per copy)

Extras

- Flip chart and stand
- Refreshment facilities by prior arrangement

Portslade Library

(and South Portslade Children's Centre)



223 Old Shoreham Road

BN41 1XR

Tel: 01273 296914

Opening Hours

Monday 9.30am-1pm
Tuesday 9.30am-1pm; 2-5.30pm
Wednesday 9.30am-1pm; 2-7pm
Friday 9.30am-1pm
Saturday 9.30am-1pm; 2-4pm

How to get there

Buses: 2, 2A, 2B, 6, 46, 59, 66

Parking:

- Small car park with 5 bays plus one accessible bay

Cycle Racks: Available

Total public space:

290 sq metres



Accessibility

Induction loop system at staff desk

Accessible software on designated PC with height-adjustable desk

Entrance:

- Accessible entrance at rear of building
- Front entrance leads into lobby with steps down into library

Toilets: Accessible toilet with baby changing facilities

Facilities

Free
wi-fi

Public Spaces:

Adult area:

- Can hold groups up to 30
- Soft seating area with 4 x seats and low table
- Other seating throughout library
- 2 x study tables with seating up to 18

Children's area:

- Soft seating

IT:

- 3 adult PCs • 3 children's PCs
- Printer (pay per copy)

Community Room: None

Extras

- Flip chart and stand
- Refreshment facilities by prior arrangement

To enquire about booking the Children's Centre room for meetings/activities phone 01273 296985.

Rottingdean Library



The Grange

BN2 7HA

Tel: 01273 296918

Opening Hours

Monday:
10am-1pm; 2pm-5pm
Thursday:
10am-1pm; 2pm-7pm
Saturday:
10am-1pm; 2pm-4pm



How to get there

Buses:
2, 2A, 12, 12A, 27, 14C

Parking:
• On-street parking on residential streets close by
• 3 spaces of accessible parking on Whiteway Lane

Cycle Racks are not available

Accessibility

Induction loop system at staff desk
Accessible software on designated PC with height-adjustable desk

Entrance:

- Accessible entrance from Whiteway Lane
- Steps at main entrance

Toilets: No public toilet facilities available



Total public space: 167 sq metres

Facilities

Public Spaces:

Adult and Children's area:

- Can hold groups up to 50 Limited soft seating
- 2 x study tables with seating for 4 on each

IT: 1 children's PC • Printer (pay per copy)

Community Room:

IT room: 18 sq metres

- 3 adult PCs
- 1 x study table and chairs can be used for meetings for groups up to 12

Free
wi- fi

Extras

- Flip chart and stand
- Refreshment facilities by prior arrangement

Saltdean Library



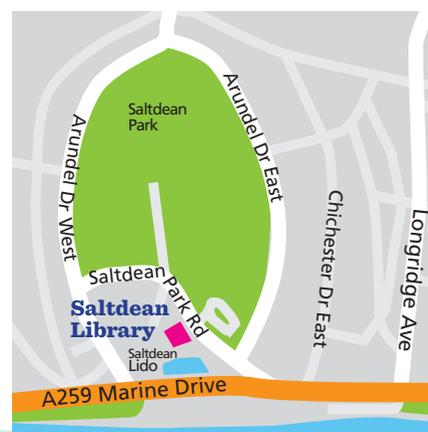
Saltdean Lido

BN2 8SP

Tel: 01273 296920

Opening Hours

Tuesday:
10am-1pm; 2pm-7pm
Friday:
10am-1pm; 2pm-5pm
Saturday:
10am-1pm; 2pm-4pm



How to get there

Buses:
12, 12A, 14, 14B, 14C, 27, 27A

Parking:
• Free car parks in close vicinity to front and rear of library

Cycle Racks are not available, but there is a railing outside

Accessibility

Induction loop system at staff desk
Accessible software on designated PC with height-adjustable desk

Entrance:

- Accessible entrance

Toilets: No accessible toilet

4 public toilets available on 1st floor – not library space (no lift)

Total public space: 150 sq metres

Facilities

Public Spaces:

Adult and Children's area:

- Can hold groups up to 40
- Soft seating area for 4 and table

IT: 3 adult PCs, 2 children's PCs • Printer (pay per copy)

Community Room:

- Small meeting room off corridor to left of main entrance: 8.5sq metres
- Can hold groups up to 4-6
- Refreshment facilities – by prior arrangement

Free
wi- fi

Extras

- 2 large tables and seating for up to 20 available on request for use in main library
- Flip chart and stand

Westdene Library



Bankside

BN1 5GN

Tel: 01273 296922

Opening Hours

Tuesday
10am-1pm; 2pm-7pm
Friday
10am-1pm; 2pm-5pm
Saturday
10am-1pm; 2pm-4pm



How to get there

Buses: 5, 5A,
27 (plus 5-10 minute walk)

Parking:

- Free on street parking (very congested residential area during school drop-off/pick-up times)

Cycle Racks are not available

Total public space:

125 sq metres

Accessibility

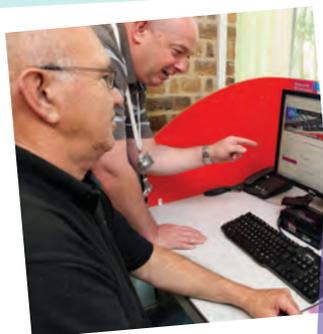
Induction loop system at staff desk

Accessible software on designated PC with height-adjustable desk

Entrance:

- Accessible

Toilets: No public toilet



Facilities

Public Spaces:

Adult area:

- Soft seating for up to 6 (2 x sofas)

Children's area:

- 1 x sofa and low table
- 1 x study table for up to 8

IT: • 4 adult PCs • 1 children's PCs

- Printer (pay per copy)

Community Room: None

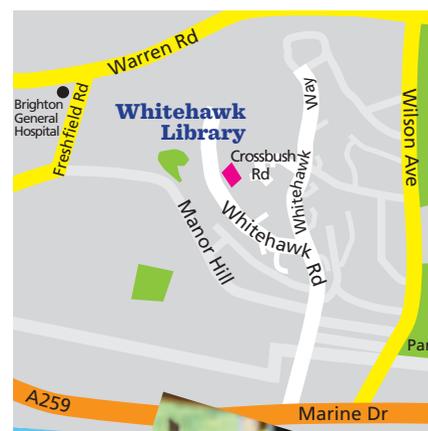
Extras

- Flip chart and stand
- Refreshment facilities by prior arrangement

Free
wi-fi

Whitehawk Library

(at Whitehawk Community Hub and Library building)



179A Whitehawk Road

BN2 5FL

Tel: 01273 296924

Opening Hours

Tuesday 9am-1pm; 2-6pm
Thursday 9am-1pm; 2-6pm
Friday 9am-1pm; 2-5pm
Saturday 9.30am-1pm; 2-4pm

How to get there

Buses: 1, 1A, 21

Parking:

- On-street parking
- Large car park (shared with Whitehawk School)
- Second car park with accessible parking spaces located adjacent to library (accessed via Crossbush Road)

Cycle Racks are not available

Total public space:

428 sq metres



Facilities

Public Spaces:

Adult/Children's area:

- Soft seating and low tables throughout library for up to 18
- Study tables and chairs to seat up to 16. Modular table system to allow various arrangements

IT: • 8 adult PCs • 3 children's PCs

- Printer (pay per copy)

Community Rooms:

IT suite: 30 sq metres

- 9 PCs
- Printer (pay per copy)
- Projector, Screen

Large meeting room: 35 sq metres

- Boardroom-style table for up to 14

1 to 1 meeting room: 12 sq metres

- 4 x chairs and 2 x tables

Extras

- Flip chart and stand
- Refreshment facilities by prior arrangement, Urn, mugs

Free
wi-fi

Accessibility

Induction loop system at staff desk

Accessible software on designated PC with height-adjustable desk

Entrance:

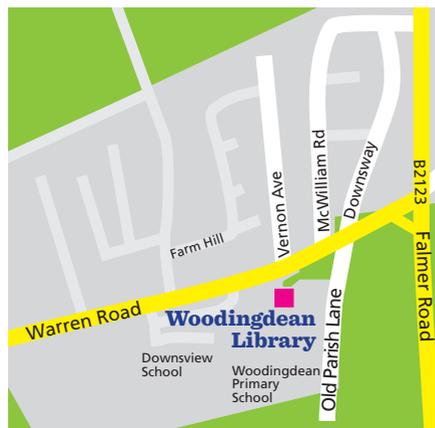
- Accessible entrance via accessible parking area
- Steps up to main entrance via main car park

Toilets: Accessible toilet with baby changing facilities
One other toilet (not accessible)

Café open
Monday-Friday

Woodingdean Library

(Co-located with Woodingdean Medical Centre)



Warren Road

BN2 6BA

Tel: 01273 296928

Opening Hours

Monday
9am-1pm; 2pm-5pm
Thursday
9am-1pm; 2pm-7pm
Saturday
10am-1pm; 2pm-4pm

How to get there

Buses: 2, 2A, 22

Parking:

- Limited spaces in car park
 - Accessible bays available
- Cycle Racks: No

Total public space:

169.5 sq. metres

Facilities

Public Spaces:

Free
wi-fi

Adult area:

- Can hold groups up to 40
- 3 x tub chairs plus low table
- 2 x wing chairs plus side table
- 1 x study table to seat up to 6

Young People's area:

- Can accommodate groups of 8
- Sofa • 2 PCs

Children's area:

- Can accommodate groups of 15
- Sofa for 2 people

IT:

- 8 adult PCs • 4 children's PCs
- Printer (pay per copy)

Community Rooms:

IT suite (bookable space): 27.9 sq. metres

- 11 PCs • Printer • Digital screen
- 3 x foldaway meeting tables to accommodate up to 12 people

Small meeting room (bookable space): 11.2 sq metres

- 1 PC • 1 meeting table for max. 4 people • Induction loop



Accessibility

Induction loop system at staff desk

Accessible software on designated PC with height-adjustable desk

Entrance:

- Accessible access
- Automatic doors

Toilets:

1 accessible public toilet with baby changing unit

NOTICE OF MOTION**LABOUR AND CO-OPERATIVE GROUP****LOCAL WELFARE ASSISTANCE FUND**

“This Council is deeply concerned by the Government’s decision to scrap the Local Welfare Assistance Fund from April 2015 without any evaluation of the effectiveness of the fund; a move which has been condemned by the cross-party Local Government Association.

This Council supports those authorities, including neighbouring West Sussex and East Sussex County Councils, who have been lobbying for the fund to continue and requests that the Chief Executive write to Eric Pickles at DCLG seeking an assurance for the continuation of the fund in 2015/16 and for the Department to work with the Local Government Association and local authorities to review the future operation of the fund in subsequent years.”

Proposed by: Cllr Daniel

Seconded by Cllr Wilson

Supported by: Councillors Morgan, Mitchell, Lepper, Hamilton, Farrow, Marsh, Meadows, Robins, Pissaridou, Gilbey and Robins.

Supporting Information:

- Brighton and Hove City Council’s Local Welfare Assistance Fund is operates under the name ‘Local Discretionary Social Fund.’
- The 2014 Local Government Finance Settlement confirmed the abolition of the Local Welfare Assistance Fund from 2015 - http://www.local.gov.uk/media-releases/-/journal_content/56/10180/5954063/NEWS
- The then chair of the Local Government Association, Sir Merrick Cockell, condemned the move stating ‘*This fund has been used by councils to provide crucial support to people facing personal crises in their lives, from help paying the rent to putting food on the table. By helping people at an early stage and targeting support at where it is needed most, we have been able to give essential support in people’s time of need and prevent short-term problems escalating.*’

NOTICE OF MOTION
CONSERVATIVE GROUP
ESTABLISH A COMMUNITY FUND

“The Council requests that Policy & Resources Committee use the money saved as a result of local government strike action this financial year to establish a Community Fund which local community and voluntary sector organisations can bid to for one-off capital funding projects.”

Proposed by: Councillor Simson Seconded by: Councillor K. Norman

Supported by: Councillors Cox, Wealls, Barnett, Bennett, G. Theobald, Smith, Pidgeon, A. Norman, Mears, Hyde, Janio, Cobb, Peltzer Dunn, Brown, C. Theobald and Wells.

Supporting Information:

- Many local community and voluntary sector organisations in the city find it hard to acquire funding for one off capital projects such as works / repairs to premises and purchasing new vehicles.
- The estimated employee cost savings from the strike action on 10th July are £197,000 for non-school staff and £166,000 for school staff.
- We do not wish to see this money just disappear into the Council's coffers and feel that the money should be put to more productive use.

NOTICE OF MOTION**GREEN GROUP****'ACTIONAID' TOWNS AGAINST TAX DODGING CAMPAIGN**

This Council resolves:

"To offer its support to the ActionAid 'Towns Against Tax Dodging' campaign, and, to that end:

- (1) Asks the Chief Executive to write to the Chancellor of the Exchequer to request an urgent review of the taxation system to remove all loopholes which currently allow for corporate tax avoidance; and
- (2) To write to all local MPs, asking for them to also pledge their support for this campaign."

Proposed by: Councillor Littman Seconded by: Councillor Wakefield

Supported by: Councillors Bowden, Davey, West, Shanks, Kennedy, Rufus, Jarrett, Sykes, Randall, West, Buckley, Mac Cafferty, Hawtree, J. Kitcat, A. Kitcat, Phillips, Deane, Jones and Duncan.

Supporting Information:

Local people who rely on Council services could benefit as the council could avoid some reductions in provision currently being made due to the Government's austerity programme, as this could be relaxed if they collected the billions of pounds of unpaid corporate tax.

At a time when Local Government is being starved of the funding it requires in order to maintain the levels of service it can provide to the citizens of this country, it is both morally and financially unacceptable that the UK Treasury loses as much as £12 billion to tax dodging by multinational companies every year.

Brighton and Hove has an unusually high number of small businesses. Closing loopholes which allow large corporations to avoid paying tax could 'level the playing field' and thus make these smaller businesses more competitive with their larger competitors. This could have a positive impact on both these businesses and the wider local economy in the city.

Brighton and Hove City Council has faced and is facing eight-figure funding shortfalls every year from 2010 to 2020. Our ability to continue to provide high quality local services would be significantly enhanced by the increased revenues from the government tackling corporate tax dodging.

As ActionAid so eloquently puts it:

“The UK Treasury has been estimated to lose up to £12 billion to tax dodging by multinational companies every year, and it’s even worse in developing countries, where they lose three times more to tax dodging than they receive in aid every year. That’s enough to provide a basic education to the 57 million children currently missing out. The use of tax havens by some UK companies is rife, with 98 of the FTSE 100 companies routinely using tax havens. All who benefit from public spending, including multinational companies, should contribute their fair share.

Corporate tax avoidance is unjust as it harms ordinary people around the world, increasing poverty and inequality. It must be stopped. The UK must take a lead role in creating a fairer tax system.

While many ordinary people face falling household income and rising costs of living, some multinational companies are avoiding billions of pounds of tax from a tax system that fails to make them pay their fair share. Local governments in developing countries and the UK alike would benefit from a fairer tax system where multinational companies pay their fair share, enabling authorities around the world to provide quality public services. The UK government must listen to the strength of public feeling and act to end the injustice of tax dodging by large multinational companies, in developing countries and the UK.”

NOTICE OF MOTION**GREEN GROUP****NHS**

“Brighton & Hove City Council calls for the last fifteen years of privatisation of the National Health Service to be overturned, and the NHS returned to being a public service funded by, run by and accountable to local and national government.

This council believes that the NHS should be a cradle to grave service that works in tandem with social care services. However this council is concerned that instead of proper funding from general taxation, desperately-needed budgets are being directed to overheads involved in schemes such as commissioning healthcare and PFI contracts. This negatively impacts residents of our city who use local NHS services, as well as social care services provided by this council.

Therefore this council opposes the legislation and changes introduced by current and previous governments, of the Health and Social Care Act, which forces those with commissioning responsibilities to put out virtually all services to tender.

We therefore also support campaigns such as Defend the NHS who campaign for markets for profit to be kept out of health care delivery.”

Proposed by: Councillor Shanks Seconded by: Councillor Hawtree

Supported by: Councillors Buckley, Bowden, Davey, Deane, Jarrett, Jones, Kennedy, A Kitcat, J Kitcat, Littman, Mac Cafferty, Phillips, Powell, Randall, Rufus, Sykes, Wakefield and West.

NOTICE OF MOTION**CONSERVATIVE GROUP****CHRISTMAS PARKING AND ROADWORKS SUSPENSION**

“This Council resolves to:

1. Request that officers bring a report to the appropriate Committee which, if agreed, would introduce free parking at Norton Road, London Road, Regency Square, High Street and Trafalgar Street car parks on Small Business Saturday (6th December) and the 3 Sundays before Christmas (7th, 14th and 21st December).
2. Request that the Executive Director of Environment, Development & Housing seeks the suspension of all non-urgent roadworks in the city centre during December.”

Proposed by: Councillor G. Theobald Seconded by: Councillor A. Norman

Supported by: Councillors Cox, Wealls, Barnett, Bennett, C. Theobald, Smith, Pidgeon, K. Norman, Mears, Hyde, Simson, Janio, Cobb, Peltzer Dunn, Brown and Wells.

