BRIGHTON & HOVE CITY

BUDGET COUNCIL MEETING

4.30PM 26 FEBRUARY 2015

COUNCIL CHAMBER, HOVE TOWN HALL

AGENDA

Brighton & Hove City Council

Council Meeting

Title:	**Budget Council**
Date:	**26 February 2015**
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

	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. Please note that the Public Gallery is situated on the first floor of the Town Hall. 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.
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AGENDA

Part One **Page**

57 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.

58 MAYOR'S COMMUNICATIONS.

To receive communications from the Mayor.

TO CONSIDER THE REPORTS AND RECOMMENDATIONS OF THE POLICY & RESOURCES COMMITTEE OF THE 12 FEBRUARY 2015 IN RESPECT OF:-

59 GENERAL FUND REVENUE BUDGET & COUNCIL TAX 2015/16 — 1 - 346

Extract from the proceedings of the Policy & Resources Committee meeting held on the 12th February 2015, together with a report of the Interim Executive Director for Finance & Resources (copies attached).

Contact Officer: *Nigel Manvell* *Tel: 29-3104*
Ward Affected: *All Wards*

60 SUPPLEMENTARY FINANCIAL INFORMATION FOR BUDGET COUNCIL — 347 - 450

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

Contact Officer: *Heather Bentley* *Tel: 29-1244*
Ward Affected: *All Wards*

61 CAPITAL RESOURCES AND CAPITAL INVESTMENT PROGRAMME 2015/16 **451 - 494**

Extract from the proceedings of the Policy & Resources Committee meeting held on the 12th February 2015, together with a report of the Interim Executive Director for Finance & Resources (copies attached).

Contact Officer: Rob Allen Tel: 29-1245
Ward Affected: All Wards

62 HOUSING REVENUE ACCOUNT (HRA) REVENUE BUDGET 2015/16 **495 - 516**

Extract from the proceedings of the Policy & Resources Committee meeting held on the 12th February 2015, together with a joint report of the Executive Director for Environment, Development & Housing and the Interim Executive Director for Finance & Resources (copies attached).

Contact Officer: Sue Chapman Tel: 01273 293105
Ward Affected: All Wards

63 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.*

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.

NOTE:

(i) A Guidance Note on Setting a Lawful Budget has been included with the agenda papers for Members' information (copy attached).

(ii) A procedural note will be included with the addendum papers which will be circulated on the day of meeting for Members' information and reference during the budget debate.

(iii) Light refreshments will be available for Members from 5.30pm in Committee Room No.1

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 on the 26 March 2015 is 12 noon on the fifth working day before the meeting (19 March 2015).

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.

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We apologise for any inconvenience caused

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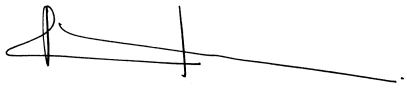
Date of Publication - Wednesday, 18 February 2015



Penelope Thompson CBE
Chief Executive

King's House
Grand Avenue
Hove
BN3 2LS

Budget Council	**Agenda Item 59**
26 February 2015	Brighton & Hove City Council

Subject:		**General Fund Revenue Budget & Council Tax 2015/16 - Extract from the Proceedings of the Policy & Resources Committee Meeting held on the 12th February 2015**		
Date of Meeting:		**26 February 2015**		
Report of:		**Monitoring Officer**		
Contact Officer:	Name:	**Mark Wall**	**Tel:**	**29-1006**
	E-mail:	mark.wall@brighton-hove.gov.uk		
Wards Affected:	All			

FOR GENERAL RELEASE

Action Required of the Council:
To receive the item referred from the Policy & Resources Committee for approval:

Recommendation: That the following be referred to the Council for consideration:

(1) The Administration's proposed 5.9% Council Tax increase in the Brighton & Hove element of the council tax, including:

- (i) The 2015/16 budget allocations to services as set out in Appendix 1.
- (ii) The council's net General Fund budget requirement for 2015/16 of £220.2m.
- (iii) The referendum budget savings package as set out in Appendix 7.
- (iv) The additional budget proposals for a substitute budget of £4.293m as set out in Appendix 8.
- (v) The funding of the costs associated with holding a referendum on the 7 May 2015 in accordance with Chapter IVZA of the Local Government Finance Act 1992 and associated regulations as set out in table 2.
- (vi) The reserves allocations as set out in paragraph 3.24 and table 2.
- (vii) The Prudential Indicators as set out in Appendix 12 to this report.

(2) If recommendation 2.1 is not agreed, further savings as set out in Appendix 9 be agreed (these being sufficient to enable a Council Tax freeze in the Brighton & Hove element of the council tax after taking account of the Freeze Grant available from Government) including consequential adjustments to the reserves allocations and prudential borrowing limits as set in paragraph 3.24 and Appendix 12, and subject to modifications as necessary to be undertaken by officers following consultation with relevant members and that Council agrees a revised council tax resolution to reflect that;

(3) If neither recommendation 2.1 nor 2.2 are agreed, that Council adopts a Threshold Budget of 2%, which represents the threshold above which a referendum would be triggered, including the consequential adjustments to the reserves allocations and prudential borrowing limits.

[Note: This option uses the Substitute budget savings package and would therefore be the same as the substitute budget proposals with the exception of the difference in one-off costs between these two budget options. The one-off costs comprise the cost of holding the referendum and timing differences for implementation, as set out in Appendix 10.].

(4) That Council agree the fees and charges referred to Council as outlined in paragraphs 3.21 and 4.5;

(5) That Council note the Equalities Impact Assessments to cover all budget options and their cumulative effect are set out in Appendices 13 and 14;

(6) That Council approves the borrowing limit for the year commencing 1 April 2015 of £379m;

(7) That Council approves the annual Minimum Revenue Provision statement as set out in Appendix 11;

(8) The proposed responses to the scrutiny recommendations as set out in Appendix 17;

(9) That Council note the revised Medium Term Financial Strategy and resource projections for 2015/16 to 2019/20 as set out in Appendix 5;

(10) That Council note that supplementary information needed to set the overall council tax will be provided for the budget setting Council as listed in paragraph 4.4;

(11) That, for the purposes of enacting an extended business rates transitional relief scheme announced in the Autumn Statement 2014, Council grant delegated authority to the Executive Director of Finance & Resources to design and administer the scheme in accordance with government guidelines as set out in paragraph 3.8; and

(12) That if recommendation (1) above, is agreed, the referendum be held on 7th May 2015.

POLICY & RESOURCES COMMITTEE

4.00 pm 12 February 2015
COUNCIL CHAMBER, HOVE TOWN HALL

DRAFT MINUTES

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

PART ONE

138 GENERAL FUND REVENUE BUDGET & COUNCIL TAX 2015/16

138.1 The Committee noted that the special circumstances for non-compliance with Council Procedure Rule 5, Access to Information Rule 5 and Section 100B of the Local Government Act 1972 as amended (items not to be considered unless the agenda is open to inspection at least five days in advance of the meeting) were that information on the 2014/15 financial position was still being finalised and officers were awaiting critical information about the final Local Government Grant Settlement for 2015/16 from the Department for Communities and Local Government (CLG).

138.2 The Interim Executive Director for Finance & Resources introduced the report which detailed the final proposals for the General Fund Revenue Budget and Council Tax for 2015/16. She stated that the budget had been developed in the context of the emerging Corporate Plan and the draft medium-term financial plan. She referred to appendix 2 which set out the changes in the budget gap since December and noted that whilst the budget was based on a 5.95 council tax increase in accordance with the Administration's aims, it also detailed the various options for the council tax that had been identified by the 3 political Groups.

138.3 Councillor Sykes stated that he wished to place on record his apologies for an error that had resulted in a press release being issued on the 5th February which detailed budgetary information that had not been made available to Members of the Committee as was only due for release on the 6th February. He then stated that he believed it was an excellent report and thanked the officers involved in producing it. He hoped that the proposed increase of 5.9% which would require a referendum to be held would be supported as this provided a level or resources to maintain services and manage the effects of the cuts to local government funding. He also noted that the report detailed the fall-back option of a 2% council tax increase should the referendum result in a no vote. However, he believed the level of opposition to a 5.9% increase was falling and noted that 61% people who responded to the budget consultation indicated their support for a council tax rise if it meant services were maintained. He therefore recommended that the 5.9% increase should be supported.

138.4 Councillor G. Theobald accepted Councillor Sykes' apology and also asked that his thanks be conveyed to the officers involved in providing the budgetary information. He stated that he believed a council tax freeze could be achieved and noted that the

government's freeze grant had been built into the budget projections should a freeze be agreed. He then referred to page 14 of the report and questioned whether there had been any attempt to market test services, noting that the proposed establishment of a local authority trading company had not come to fruition. He asked for clarification in relation to the new homes bonus referred to in paragraph 3.19 and queried why the information in paragraph 7.6 relating to the Youth Service did not take account of the request made in the Notice of Motion that was approved at the last meeting.

138.5 The Chair noted the comments and stated that whilst the Notice of Motion had been approved, it was not binding on the committee although it had been taken into account when the proposed review had been put forward in the report.

138.6 The Interim Executive Director for Finance & Resources confirmed that £3.389m had been identified for 2015/16 as part of the New Homes bonus.

138.7 The Executive Director for Children's Services stated that in regard to the Youth Service, it had been agreed to meet with all providers to review the future level of provision. Once the review was completed there would be a need to consider what level of provision could be provided and to report those proposals to the Children & Young People Committee in the autumn.

138.8 Councillor Morgan thanked the officers for their hard work in producing the report and stated that the Labour & Co-operative Group could not support a 5.9% council tax increase. He believed that a 2% threshold increase was the right level and would ensure that services could be supported which a council tax freeze could put at risk. He also noted that a no vote in a referendum would cost the city £1.187m which could be used to support services. He stated that whilst the report detailed a 2% fall-back option, the Labour & Co-operative Group wished to retain its ability to amend that option at Budget Council.

138.9 Councillor G. Theobald asked for clarification in regard to the recommendations before the committee, namely that should they be agreed, there was no commitment in terms of the fees and charges referred from other committees or to the overall budget and council tax.

138.10 The Monitoring Officer stated that the Policy & Resources Committee was being asked to recommend the Budget and Council Tax to Full Council and the fees and charges referred from the Economic Development & Culture and Environment, Transport & Sustainability Committees were before the committee for information as part of the overall budget as they had been referred directly to the Full Council for consideration. In agreeing the recommendations before them today, Members were not committing the Council to any action other than to consider the budget proposals.

138.11 Councillor Morgan noted that should the Council agree to a referendum budget, recommendation 2.3 would also need to be included and asked for a separate vote on the recommendations.

138.12 The Chair noted the comments and put recommendations 2.1 to 2.3 to vote which had the following outcome:

Recommendation 2.1 - For 4 and 6 against, lost;

Recommendation 2.2 - For 3 and 7 against, lost;

Recommendation 2.3 - For 3 and 7 against, lost.

138.13 The Chair noted that all three options had been lost and sought clarification from the Monitoring Officer on the committee's responsibilities.

138.14 The Monitoring Officer stated that the committee had a responsibility to put forward recommendations to the Full Council in regard to the General Fund Revenue Budget and Council Tax for 2015/16. He stated that should the committee fail to do so, it would leave officers having to make recommendations to the Council.

138.15 The Chair noted that an agreed option to recommend to the Council could be achieved and therefore proposed that the committee agree to putting all three options relating to the level of council tax to the Council for consideration; along with the remaining recommendations listed in the report.

138.16 **RESOLVED TO RECOMMEND:**

That the following be referred to the Council for consideration:

(1) The Administration's proposed 5.9% Council Tax increase in the Brighton & Hove element of the council tax, including:

(i) The 2015/16 budget allocations to services as set out in Appendix 1.

(ii) The council's net General Fund budget requirement for 2015/16 of £220.2m.

(iii) The referendum budget savings package as set out in Appendix 7.

(iv) The additional budget proposals for a substitute budget of £4.293m as set out in Appendix 8.

(v) The funding of the costs associated with holding a referendum on the 7 May 2015 in accordance with Chapter IVZA of the Local Government Finance Act 1992 and associated regulations as set out in table 2.

(vi) The reserves allocations as set out in paragraph 3.24 and table 2.

(vii) The Prudential Indicators as set out in Appendix 12 to this report.

(2) If recommendation 2.1 is not agreed, further savings as set out in Appendix 9 be agreed (these being sufficient to enable a Council Tax freeze in the Brighton & Hove element of the council tax after taking account of the Freeze Grant available from Government) including consequential adjustments to the reserves allocations and prudential borrowing limits as set in paragraph 3.24 and Appendix 12, and subject to modifications as necessary to be undertaken by officers following consultation with relevant members and that Council agrees a revised council tax resolution to reflect that;

(3) If neither recommendation 2.1 nor 2.2 are agreed, that Council adopts a Threshold Budget of 2%, which represents the threshold above which a referendum would be triggered, including the consequential adjustments to the reserves allocations and prudential borrowing limits.

[Note: This option uses the Substitute budget savings package and would therefore be the same as the substitute budget proposals with the exception of the difference in one-off costs between these two budget options. The one-off costs comprise the cost of holding the referendum and timing differences for implementation, as set out in Appendix 10.].

(4) That Council agree the fees and charges referred to Council as outlined in paragraphs 3.21 and 4.5;

(5) That Council note the Equalities Impact Assessments to cover all budget options and their cumulative effect are set out in Appendices 13 and 14;

(6) That Council approves the borrowing limit for the year commencing 1 April 2015 of £379m;

(7) That Council approves the annual Minimum Revenue Provision statement as set out in Appendix 11;

(8) The proposed responses to the scrutiny recommendations as set out in Appendix 17;

(9) That Council note the revised Medium Term Financial Strategy and resource projections for 2015/16 to 2019/20 as set out in Appendix 5;

(10) That Council note that supplementary information needed to set the overall council tax will be provided for the budget setting Council as listed in paragraph 4.4;

(11) That, for the purposes of enacting an extended business rates transitional relief scheme announced in the Autumn Statement 2014, Council grant delegated authority to the Executive Director of Finance & Resources to design and administer the scheme in accordance with government guidelines as set out in paragraph 3.8; and

(12) That if recommendation (1) above, is agreed, the referendum be held on 7th May 2015.

138.17 **RESOLVED:** That officers be authorised to make any necessary technical, presentational or consequential amendments to the report before its submission to full Council.

Budget Council	**Agenda Item 59**
26 February 2015	Brighton & Hove City Council

Subject:		**General Fund Revenue Budget & Council Tax 2015/16**		
Date of Meeting:		**26 February 2015** 12 February 2015 – Policy & Resources Committee		
Report of:		**Interim Executive Director of Finance & Resources**		
Contact Officers:	**Name:**	**Nigel Manvell** **James Hengeveld**	**Tel:**	**29-3104** **29-1242**
	Email:	nigel.manvell@brighton-hove.gov.uk james.hengeveld@brighton-hove.gov.uk		
Ward(s) affected:		**All**		

FOR GENERAL RELEASE

1. PURPOSE OF REPORT AND POLICY CONTEXT:

1.1 This report sets out the final proposals for the General Fund Revenue Budget and Council Tax for 2015/16. It considers proposals and options for setting the council tax level and associated budget savings packages. All proposals and options take into account feedback and evidence received by the council through various consultation and engagement processes, the scrutiny process and equalities impact assessments.

1.2 The budget has been developed in the context of the emerging Corporate Plan which was presented in draft form to Policy & Resources Committee in December 2014 alongside draft budget proposals and a draft Medium Term Financial Strategy (MTFS). In developing the Corporate Plan, the council considered the feedback and views from budget consultation and engagement with residents, partners and other stakeholders, in particular, views and ideas arising through the 'Stop, Start, Change' approach.

1.3 The Corporate Plan clearly identifies the purpose, principles, priorities and values that will drive the council's modernisation, commissioning and service delivery approaches over coming years which will be supported by Directorate Plans and reflected in resource terms in the MTFS. The 2015/16 budget proposals presented in this report have therefore been developed on an iterative basis alongside the development of the Corporate Plan and MTFS which will be presented to Policy & Resources Committee and full Council in March 2015.

1.4 The report incorporates decisions made by Policy & Resources Committee on the council taxbase and business rates taxbase, and by full Council on council tax discounts and exemptions and the Council Tax Reduction Scheme. As the original proposals were also published prior to the Provisional Local Government Finance Settlement, a number of changes arising from the announcement and the final settlement, received on 3 February 2015, have also been incorporated.

1.5 The proposed budget is based on the minority Administration's referendum budget proposal for a 5.9% council tax increase, together with a required substitute budget proposal at 2%. Other options are also provided.

2. RECOMMENDATIONS:

That Policy & Resources Committee recommends to Council: –

2.1 The Administration's proposed 5.9% Council Tax increase in the Brighton & Hove element of the council tax, including:

- The 2015/16 budget allocations to services as set out in Appendix 1.
- The council's net General Fund budget requirement for 2015/16 of £220.2m.
- The referendum budget savings package as set out in Appendix 7.
- The additional budget proposals for a substitute budget of £4.293m as set out in Appendix 8.
- The funding of the costs associated with holding a referendum on the 7 May 2015 in accordance with Chapter IVZA of the Local Government Finance Act 1992 and associated regulations as set out in table 2.
- The reserves allocations as set out in paragraph 3.24 and table 2.
- The Prudential Indicators as set out in Appendix 12 to this report.

2.2 If recommendation 2.1 is not agreed, further savings as set out in Appendix 9 be agreed (these being sufficient to enable a Council Tax freeze in the Brighton & Hove element of the council tax after taking account of the Freeze Grant available from Government) including consequential adjustments to the reserves allocations and prudential borrowing limits as set in paragraphs 3.24 and Appendix 12, and subject to modifications as necessary to be undertaken by officers following consultation with relevant members and that Council agrees a revised council tax resolution to reflect that.

2.3 If neither recommendation 2.1 or 2.2 are not agreed, that Council adopts a Threshold Budget of 2%, which represents the threshold above which a referendum would be triggered, including the consequential adjustments to the reserves allocations and prudential borrowing limits.

[Note: This option uses the Substitute budget savings package and would therefore be the same as the substitute budget proposals with the exception of the difference in one-off costs between these two budget options. The one-off costs comprise the cost of holding the referendum and timing differences for implementation, as set out in Appendix 10.].

2.4 That Council agree the fees and charges referred to Council as outlined in paragraph 3.21 and 4.5.

2.5 That Council note the Equalities Impact Assessments to cover all budget options and their cumulative effect are set out in Appendices 13 and 14.

2.6 That Council approves the borrowing limit for the year commencing 1 April 2015 of £379m.

2.7 That Council approves the annual Minimum Revenue Provision statement as set out in Appendix 11.

2.8 The proposed responses to the scrutiny recommendations as set out in Appendix 17.

2.9 That Council note the revised Medium Term Financial Strategy and resource projections for 2015/16 to 2019/20 as set out in Appendix 5.

2.10 That Council note that supplementary information needed to set the overall council tax will be provided for the budget setting Council as listed in paragraph 4.4.

2.11 That, for the purposes of enacting an extended business rates transitional relief scheme announced in the Autumn Statement 2014, Council grant delegated authority to the Executive Director of Finance & Resources to design and administer the scheme in accordance with government guidelines as set out in paragraph 3.8.

2.12 The Policy & Resources Committee agrees that:

2.12.1 If recommendation 2.1 is agreed, the referendum be held on 7th May 2015; and

2.12.2 That Officers be authorised to make any necessary technical, presentational or consequential amendments to this report before submission to full Council.

3. CONTEXT/ BACKGROUND INFORMATION:

Structure of the report

3.1 The report provides full information on function and funding changes and other legal and financial matters that have resource implications for the 2015/16 budget. The full set of information provided in this report is listed here as an aid to navigation:

- **Local Government Finance Settlement** - updates are given on the latest position regarding government grant announcements;
- **Referendum Threshold and Council Tax Freeze Grant** – information is provided about recent government announcements;
- **Business Rates Retention** – updated forecasts of the council's share of business rates for this year and next are included;
- **Schools Funding** – Information on Dedicated Schools Grant (DSG) and Pupil Premium;
- **Other Government Grants and New Homes Bonus** - Information on other government grants with details in Appendix 3 and the New Homes Bonus final allocations for 2015/16;

- **Fees and Charges** – Information on the approach to Fees and Charges is included within the report;
- **Reserves Position** - A re-assessment is included of the level of reserves available to fund one-off items of expenditure and / or provide short term support for the budget. A full review of reserves is included in Appendix 4;
- **Expenditure Estimates** - Including information on the latest position in 2014/15, internal transfers and other adjustments, an analysis of budget changes since 2014/15, inflation, risk provisions, commitments and reinvestment and service pressures;
- **Medium Term Financial Strategy** - Information on the key financial tables within the financial strategy over the next 5 years is included in Appendix 5 alongside an assessment of risks in Appendix 6;
- **Savings and Value for Money** - Savings proposals and potential staffing implications;
- **Annual Minimum Revenue Provision (MRP) Statement and Prudential Indicators** – Information on the full statement is attached at Appendix 11 and the prudential indicators are shown in Appendix 12;
- **Corporate Budgets including Contingency** - Information on changes to the main corporate budgets including the resources held in contingency for 2015/16;
- **Council Tax** – Including council tax, referendum and the supplementary information required for Budget Council;
- **Report of the Chief Finance Officer** – Including the robustness of estimates, adequacy of reserves, and an assurance statement by the council's section 151 officer;
- **Community Engagement, Consultation and Scrutiny** – Details of consultation and engagement, including a summary report on budget consultation and the report from scrutiny in Appendix 16 and 17.

Projected Resources available in 2015/16

Local Government Finance Settlement

3.2 The final Local Government Finance settlement was announced on 3 February 2015. The level of Revenue Support Grant has increased by £0.372m since the announcement of the provisional settlement due to the government providing an additional £74m nationally to assist local authorities in dealing with pressures on local welfare, health and social care. This has been built into budget projections. The table below shows the 2015/16 funding assessment compared with the final funding assessment for 2014/15.

TABLE 1	Final 2014/15 £ million	Provisional 2015/16 £ million
Revenue Support Grant (RSG)	63.442	46.097
Government assumed business rates income retained by the council	51.055	52.030
Top-up Grant	1.611	1.642
Total Funding	116.108	99.769
Reduction		-16.339
Percentage		-14.1%

3.3 The government-assumed level of business rates retained locally is used in the grant calculation and is different from the actual business rates forecast to be collected locally which is shown later in this report. The top-up grant was determined when the business rates retention system was introduced to smooth changes from the previous system and is increased by inflation each year.

Referendum Threshold and Council Tax Freeze Grant

3.4 The Government has announced that the threshold above which an increase in council tax requires confirmation from a local referendum will be 2%. All authorities must also be mindful of the impact of changes in levies on the referendum trigger. Any proposal to increase council tax above the threshold will need to be accompanied by an agreed substitute budget which would need to be implemented if the increase is voted down in the referendum.

3.5 The Government had earlier announced that council tax freeze grant for 2011/12, 2013/14, 2014/15 and 2015/16 will be protected in baseline funding in future years. This means that there is no specific ‘cliff edge’ when the freeze grants end for the authorities that have accepted the grant funding as the funding reduction will now be spread across all authorities whether they have had a council tax freeze in those years or not.

3.6 The grant settlement includes new council tax freeze grants for 2015/16 equivalent to a 1% increase in council tax for those councils who agreed to freeze their council tax in 2015/16. The grant is calculated using the council tax base before adjustments are made for the council tax reduction scheme making the grant for Brighton & Hove £1.27m.

3.7 Full Council on 26 February 2015 will determine both the budget and council tax for 2015/16 but a decision to freeze the council tax next year will require approximately £0.918m additional recurrent savings to be identified and agreed compared to the substitute increase of 2%. Increases above the threshold will generate approximately £1.1m additional resources for each 1% increase in council tax but will also generate one-off costs linked to the referendum as set out later in this report.

Forecast Business Rate Retention income for 2015/16

3.8 Details of the likely business rate retention income forecasts were set out in the report to the January meeting of Policy & Resources Committee. The council is forecast to receive £56.544m from its local share of business rates and section 31 compensation grants in 2015/16. Following an announcement in the autumn statement, qualifying business rates payers will be entitled to a 2 year extension for transitional rate relief from 1 April 2015. CLG advised local authorities that they should use their discretionary powers to adopt a local scheme, in tandem with the government's guidelines. The cost of the relief awarded will be fully reimbursed through Section 31 grant.

Schools Funding

3.9 The Dedicated Schools Grant (DSG) is split into 3 notional blocks: Schools, Early Years and High Needs. In terms of the allocation of the 2015/16 Schools Block (funding for mainstream schools), the Schools Forum agreed to maintain existing weightings and unit values where possible, but to allocate the additional 'headroom' that comes into the DSG (as a result of the anticipated increase in pupil numbers, largely in the primary phase) directly to the primary and secondary age weighted pupil units. This aspect of headroom is derived as a result of the DSG funding per pupil being at a higher level than the average funding per pupil determined via the operation of the formula.

3.10 In December 2014, the LA received the final datasets to be used in the calculation of the 2015/16 budgets and the changes from 2014/15 are reflected on the funding proforma submitted to Department for Education (DfE) in January 2015. The most significant variation when compared with the autumn term draft proforma is the reduction in funding through the deprivation factor. This has reduced from £12.84m on the October proforma (10.15% of the total schools budget) to £11.98m (9.43% of the total schools budget) on the final proforma and is due to a decrease in pupils eligible for free school meals (based on the comparison between October 2013 and October 2014). The funding released through this factor has been re-allocated via basic entitlement (age weighted pupil units).

3.11 The total funding being allocated through basic entitlement has increased from £91.367m on the October proforma to £92.514m on the final proforma. The age weighted pupil unit rates for both primary and secondary schools have increased by £35 from the October draft proforma.

3.12 The overall primary / secondary funding ratio displayed in the final proforma is 1:1.31 and is consistent with the final 2014/15 position. The LA is waiting for final approval from DfE before issuing budgets to schools.

3.13 The Minimum Funding Guarantee has been applied at -1.5% per pupil, in line with national requirements and a scaling back of 'gainers' has been applied to ensure that the overall budget settlement to schools in 2015/16 is affordable.

3.14 The pupil premium grant will also continue in 2015/16. The eligibility for the pupil premium (deprivation element) will be pupils who have been eligible for Free

School Meals (FSM) at any point in the last 6 years (Ever 6 FSM), with the snapshot taken at the January 2015 school census. The unit rate of funding will be £1,320 per disadvantaged pupil in primary schools and £935 in secondary schools. From April 2015, an early years pupil premium will also apply for eligible children and this has been set at £300 per pupil.

3.15 As in 2014/15, schools may also receive additional pupil premium allocations for adopted children (£1,900 per pupil based on the January 2015 census) or for Looked After Children (£1,900, allocated via the Virtual School).

3.16 The budget proposals included in Appendix 7 involve some funding changes between the DSG and the General Fund; these changes are in relation to legitimate uses of the DSG and a report detailing the changes has been provided to and agreed at the Schools Forum.

Other Government Grants

3.17 The grant allocations for 2015/16 have been included in Appendix 3 with the 2014/15 allocations for comparison. Some grant allocations for next year have not yet been announced and where these are critical to the setting of the 2015/16 budget forecasts have been included.

3.18 There are some significant changes in 2015/16 as follows:

- The ending of the Local Welfare Provision specific grant of £0.751m.
- A national 20% reduction in the Educational Services Grant which equates to £0.8m.
- A new grant to reflect the transfer of responsibility from NHS England to Local Government for commissioning 0 to 5 children's public health services from 1 October 2015.

New Homes Bonus

3.19 The New Homes Bonus (NHB) is a funding incentive for local authorities largely to facilitate the building of new homes in their area and bring empty homes back into use. The funding allocation for the fifth tranche was confirmed in January 2015 and the council will receive £1.166m extra in 2015/16; of this £1.019m is from new properties, £0.086m from a reduction in long term empty properties and £0.061m from affordable homes delivered. This additional grant has been built into the 2015/16 budget on a recurrent basis.

Fees and Charges

3.20 The Council's Corporate Fees & Charges Policy requires that all fees and charges are reviewed at least annually and should normally be increased by either: the corporate rate of inflation (2%), statutory increases, or actual increases in the costs of providing the service as applicable. Increasingly, linked to the Value for Money approach, services are benchmarking non-statutory fees and charges with other providers and/or other council's to ensure that charges are comparable and competitive and can maximise income to protect essential services.

3.21 Non-statutory increases above the standard rate of inflation and/or changes to concessions or subsidies are normally reported to and considered by the relevant service committee in advance of budget proposals wherever possible. However, proposals in relation to parking fees and charges, and Assistant Chief Executive services' fees and charges (except the Royal Pavilion Museum) have been referred by the relevant service committees to full Council for consideration alongside the overall budget package. These fees and charges include savings proposals incorporated within this report. These specifically relate to savings in Museums, Libraries, Seafront Services, Outdoor Events and venues totalling £0.268m; similarly, there are savings for off-street parking totalling £0.192m and additional resources available for reinvestment from on-street parking proposals totalling £0.571m. These proposals are included within Appendix 7.

Reserves

3.22 The working balance is planned to be maintained at £9m over the period of the Medium Term Financial Strategy. The review of reserves and the working balance is included at Appendix 4.

3.23 The following table shows the projected general reserves position assuming spending is in line with the latest projections for 2014/15 shown in the TBM month 9 report. The table includes the release of specific reserves to support the 2015/16 budget with allocations identified in paragraph 3.24.

Table 2 – General Reserves	
	£'m
Unallocated general reserves at 1 April 2014	**0.000**
Estimated Business Rates Retention Collection Fund surplus at 31 March 2015	1.590
Estimated Council Tax Collection Fund surplus at 31 March 2015	0.196
Estimated net refund of Revenue Support Grant in 2015/16 to reflect that the top slice for New Homes Bonus funding in the national grant settlement was overestimated by the Government	0.174
Release of brought forward risk provision on a one off basis in 2015/16	0.500
Release of reserves as set out in Appendix 4	2.424
Total Resources	**4.884**
Commitments	
TBM Month 9 forecast overspend (incl. share of NHS S75 services)	-0.541
One-off resources to support ICT	-0.360
Fund part year effect of 2015/16 savings included at Appendix 7	-1.826
One off costs to support an election for the Older Peoples Council	-0.012
Estimated one off costs of holding a referendum vote	-0.100
Additional staffing costs associated with maintaining the collection rate set in the council tax base report agreed at January P&R	-0.194
Total	**1.851**

In the event of the referendum being unsuccessful: -	
Fund part year effect of the additional savings within the Substitute Budget	-0.967
Fund the timing delay of implementing the savings within the substitute Budget	-0.727
The additional costs of re-billing, refunds adjusting council tax accounts including additional staff costs	-0.157
Balance of reserves available	**0.000**

3.24 The table above includes the following commitments and allocations : -

- The month 9 forecast overspend of £0.541m will need to be financed from one off resources.
- One off resources for ICT relate to existing contractual commitments as we transition to new sourcing arrangements for a number of services including data centres.
- The budget proposals included in Appendix 7 require one off resources of £1.826m because the lead-in times, primarily due to consultation requirements, mean that not all the proposed savings for 2015/16 can be delivered from 1 April 2015.
- The Older Peoples Council holds elections every 4 years and the cost of the elections depends on the number of seats contested. The costs could range between £0 and approx. £0.033m, however, based on the costs of the last election a provision of £0.012m has been assumed.
- The costs of holding a Referendum vote will be kept to a minimum by holding the Referendum on the same day as the local and national elections. The estimated cost of the local elections is £0.25m and this has been factored into the 2015/16 budget. The cost to the council of holding local elections and a Referendum are estimate to be £0.35m and therefore the additional funding required is £0.10m.
- With a referendum vote there will be additional staffing costs associated with maintaining the collection rate set in the council tax base report agreed at January Policy & Resources Committee.
- If the result of a referendum vote requires the substitute budget to be implemented, there are additional one off resources required for the lead in times for implementing the additional savings. These costs are split between the one off costs of the substitute proposals without a referendum of £0.967m and the further one off costs of a delay in the decision to implement them until after a referendum of £0.727m.
- In addition there are further one off costs estimated to be £0.157m for re-billing, refunding council tax to those who have fully paid and amending council tax accounts.

Expenditure Estimates

Latest position in 2014/15

3.25 The Month 9 Targeted Budget Management (TBM) report elsewhere on the agenda shows a projected overspend of £0.146m on council controlled budgets and an estimated £0.395m share of the projected overspend of NHS controlled s75 services. The overall position is a significant improvement since month 7 was presented to Policy & Resources Committee. This is mainly driven by improvements to the spending forecasts for Children's Services and Adult Social Care Services.

2014/15 Adjusted Base Budget

Internal Transfers and Other Adjustments

3.26 Internal transfers relate to changes in responsibility between services and corporate budgets. In 2014/15 the main transfer is between the Housing and Adults Assessment services for hostel accommodation.

2015/16 Budget

Analysis of Budget Changes between 2014/15 and 2015/16

3.27 The following table shows how the budget has changed since 2014/15.

Table 3: Analysis of budget changes	**£ million**
Revised 2014/15 base budget	**225.3**
Pay and Inflation	3.8
Recurrent risk provision	1.6
Commitments & Reinvestment (net position)	0.0
Demographic and cost service pressures	6.4
Full year effect of 2015/16 savings	-1.1
Savings package 2016/17 (Referendum)	-16.5
Change in use of reserves	0.7
Proposed Base Budget 2015/16	**220.2**

3.28 Appendix 1 shows a detailed breakdown of the proposed budgets and budget changes for each service.

Pay and general inflation assumptions

3.29 The budget estimates for 2015/16 include the 2.2% pay award implemented from 1 January 2015 to cover the period up to 31 March 2016 as well as funding for a £7.85 living wage. The estimates also include 0.5% increase in the employers contribution rate to the East Sussex pension scheme.

3.30 The provision for general inflation ranges between 0% and 2% depending on the type of budgeted expenditure; fees and charges are assumed to increase by 2% as described in paragraph 3.21 with the exception of parking income and penalty charge notices. Increases in costs above assumed inflation level will be managed within service budgets unless the increase is significant and is identified as a corporate service pressure.

Risk Provisions included in the 2015/16 budget

3.31 An additional £1.62m recurrent risk provision has been built into the 2015/16 budget in recognition of the financial risks included within the overall budget package. This is in line with the recommendations of the Chief Finance Officer as set out in section 6 of this report.

Commitments and Reinvestment

3.32 Details of the commitments and reinvestment in services in addition to the one off allocations from reserves are shown below: -

- £0.55m for the increase in the employers pension contribution rate by 0.5% to 19%.
- £0.20m for increased costs of the cash collection contract.
- £0.18m for former employees pension costs as outlined in TBM reports throughout 2014/15.
- £0.30m to support improved procurement as agreed within the Governance of Value for Money Phase 4 report to Policy and Resources Committee on 12 June 2014.
- £0.05m increase in the Discretionary Fund for the Council Tax Reduction scheme as agreed at Council in December 2014.
- £0.025m to support collection of council tax as part of the agreed changes to Class C and D council tax exemptions at Council in December 2014.

3.33 These allocations are offset by a reduction in the financing costs budget of £0.25m and changes to unringfenced grants including new homes bonus and Section 31 grants of £2.1m.

Service Pressures

3.34 The budget estimates for priority service pressures have been reviewed since December and the proposed allocations for demographic growth and other service pressures are £6.4m. The budget estimates have been reviewed for the most significant cost pressures faced by services and the current trends on the council's corporate critical budgets. It is proposed to allocate the following funding in order to ensure a balanced budget can be set:

- £2.0m for Adult Social Care particularly in relation to Learning Disability transitions, increased complexity of physical disabilities, deprivation of liberty assessments and mental health services. These funds will be supplemented by £0.8m additional agreed allocations from the Better Care

Fund to protect social care and therefore reduce the savings requirement from this area;

- £2.1m for children's social care mainly relating to children's placements, inter-agency placement fees, and independent reviewing officers;
- £1.4m for reductions in unringfenced grants particularly the reductions to Education Services Grant;
- £0.8m for ICT services including the reinvestment of £0.345m from ICT contract savings;
- £0.1m for electricity and gas price increases above inflation.

Savings & Value for Money

3.35 The budget gap has changed since the Budget Update and Savings report was presented to Policy and Resources in December 2014. The changes are detailed in Appendix 2. The budget gap with a 5.9% council tax increase is £20.56m; with a 2% increase is £24.85m and with a council tax freeze is £25.77m.

3.36 Value for Money continues to be a key focus for the authority alongside commissioning and re-commissioning services, exploring alternative delivery options, and working with partners to improve services, manage demands or reduce costs. Value for Money is focussed on the 3e's of economy, efficiency, and effectiveness and is an approach that requires all services to understand their costs at a detailed level and to understand the systems, processes and demands that drive cost within their service. This normally means benchmarking services against other authorities or other providers, including those in the private and third sectors where possible, so that Members and officers can make informed decisions about areas to prioritise for potential value for money efficiency savings and/or performance (effectiveness) improvements.

3.37 As with last year's budget process, a Value for Money screening process was undertaken to provide Members with key benchmarking information across all General Fund services where available. This information has now been placed on the council's website (Finance pages) for general information. As reported to Policy & Resources Committee in June 2014, the council has reviewed its Value for Money programme and has now linked this closely with its Modernisation approach and will focus on continued procurement savings, income generation, client transport and fleet efficiencies, and an options appraisal for delivery of Central Services. There will also be continued support for realising cost efficiencies across Adult and Children's social care services, particularly in relation to contracted and high cost placement services. All Value for Money savings are included in the appended savings proposals and are separately identified therein. Savings will be monitored as normal through the council's TBM reports.

Staffing Implications

3.38 At this stage in the budget process it is difficult to determine exactly how many staff may be affected by the proposals. A broad estimate is that in 2015/16, 200-250 posts (plus a number of posts in nurseries dependent on the outcome of the review) may be removed from the council's staffing structure as a result of the savings proposals set out in Appendix 7, 8 and 9. However actual numbers will

be dependent on the detailed options proposed and on the results of formal consultation where required. Some of these are already vacant and some will become vacant through normal turnover. Consultation is already underway for many of the proposals and staff are being supported through:

- Providing appropriate support to staff throughout the change process to enable them to maximise any opportunities available;
- The offer of interview and CV writing training. In addition we are reviewing our approach to outplacement support across the organisation to ensure staff are equipped with the skills necessary to move to new and different opportunities and models of delivery;
- Controlling recruitment and ensuring there is a clear business case for any recruitment activity;
- Looking for redeployment at a corporate level, and maximising the opportunities for movement within the organisation;
- Limiting the use of temporary or agency resources through controls in relation to the agency booking process.

3.39 These measures will continue as we work with trades unions and colleagues on the detailed staffing implications.

3.40 We are looking to reduce the impact of the proposals by offering voluntary severance to staff in service areas affected by budget proposals on a case by case basis; this will not be an open scheme across the entire workforce. This targeted approach to releasing staff in areas undergoing change is needed to support service redesign. Where there is a clear business case for voluntary severance and an individual is not in immediate receipt of their pension, an enhanced offer in line with the previous offer may be made. Each case will be subject to a business case signed off by the council's compensation panel.

3.41 As we redesign services through the budget process we will be reviewing our management structures to ensure accountability and spans of control are at an optimum level, and to identify areas where further management efficiencies could be made.

Annual Minimum Revenue Provision (MRP) Statement and Prudential Indicators

3.42 The council is required by law to prepare an annual statement on the amount of debt that will be repaid in the following year. The statement for 2015/16 is set out in Appendix 11.

3.43 The prudential capital finance system introduced in 2004 requires the council to set a number of indicators for affordability, prudence and sustainability. The recommended indicators are set out in Appendix 12. Members should note the indicator for the authorised limit is a statutory limit required to be determined by full Council under section 3(1) of the Local Government Act 2003.

Corporate Budgets

3.44 The council budget contains a number of corporate budgets that are monitored and controlled centrally. The significant corporate budgets include the concessionary fares budget which has been set based on the councils agreements with bus operators; the centrally held unringfenced grants income budget that reflect the announcements from government; and the former employees pension costs where additional resources have been included within the 2015/16 budget.

Financing Costs

3.45 The Financing Costs Budget for 2015/16 is forecast to be £8.7m, a decrease of 2.7% (or £0.24m) on the adjusted base for the current year. This reduction is a result of a revision of the Borrowing Strategy, as reported to Policy & Resources as part of TBM Month 9 in February 2015. The Borrowing Strategy has been updated in light of changes in projected interest rates and new borrowing opportunities. This will allow the council to take advantage of forward rate borrowing for future years that can provide certainty over costs and avoid the short term pressure of holding additional cash balances at low investment rates.

3.46 Taking advantage of this opportunity is in accordance with the Council's agreed Treasury Management Policy Statement. This results in a permanent cost reduction of £0.14m compared to previous assumptions and the release of the financing cost reserve set out in Appendix 4 due to the phased scheduling of the new borrowing.

Contingency

3.47 The council's contingency budget includes provision for costs which are likely to occur but for which the estimated cost cannot be adequately foreseen at this stage. It also includes risk provisions and other resources awaiting transfer to services. The proposed contingency for 2015/16 is £3.03m as detailed in table 4.

Table 4: Contingency	**£ million**
Corporate recurrent risk provision	1.62
Modernisation Fund	0.70
Cash collection contract	0.20
Centrally held service pressure funding for energy including £0.1m from 2014/15 allocation	0.20
Provision for pay related matters including Living wage and pensions	0.15
Council tax reduction grant for Parish/Garden Committees	0.01
Resources to cover the impact of awaited government announcements on grants	0.15
Total Contingency	**3.03**

Change in use of reserves

3.48 The budget for 2015/16 draws on reserves to provide temporary funding to cover the part year effect of the savings package and investment in the delivery of savings for future years.

4. COUNCIL TAX AND REFERENDUM

4.1 The Administration are proposing a council tax increase of 5.9% which will trigger a referendum. A council tax increase of 5.9% results in a band D council tax of £1,390.01 for the council's element, an increase of £77.43 on this year.

4.2 A council tax freeze will maintain band D council tax at £1,312.58. A threshold increase of 1.99% results in a band D council tax of £1,338.68, an increase of £26.10 on this year.

4.3 In order to propose an overall council tax for the city the council tax set by the precepting authorities needs to be known. The Sussex Police & Crime Commissioner has proposed the band D council tax at £143.91 for 2015/16 which is an increase of 1.98%, the formal precept will not be agreed until 13 February 2015. East Sussex Fire Authority is due to set their 2015/16 Band D council tax on the 12 February 2015. The budget for Rottingdean Parish will be agreed on 2 February 2015.

Supplementary Budget report to Budget Council

4.4 Not all the budget and council tax information needed to set the budget and council tax is available at present. Therefore additional information will be need to be provided for Budget Council; this will include:-

- Any other grants that are announced before Budget Council.
- The Environment Agency levy figure agreed for 2015/16 and any changes to the budget and council tax calculation resulting from the levy.
- The agreed council tax set by the Sussex Police & Crime Commissioner, East Sussex Fire Authority and Rottingdean Parish.
- The statutory council tax calculations required under the 1992 Local Government Finance Act.
- The full budget and council tax resolution for Budget Council.

4.5 In addition, the report will include the fees and charges referred to council by the Economic Development and Culture Committee and the Environment, Transport and Sustainability Committee along with extracts from the minutes of the meetings to allow the these fees and charges to be considered with the overall budget package.

5. MEDIUM TERM FINANCIAL STRATEGY AND RISK ASSESSMENT

5.1 The Medium Term Financial Strategy (MTFS) will be fully updated and reported as part of the council's Corporate Plan to the March 2015 meeting of full Council. The MTFS will set out resource and spending projections for 2015/16 to 2019/20 and will be amended for the budget and council tax decisions made at the

Budget Council on 26 February 2015. In the meantime, the summary MTFS is included at Appendix 5 based on current planning assumptions.

6. REPORT OF THE CHIEF FINANCE OFFICER (SECTION 151) UNDER SECTION 25 OF THE LOCAL GOVERNMENT ACT 2003

6.1 Section 25 of the Local Government Act 2003 requires the Chief Finance Officer (Section 151 Officer) of a local authority to report on the robustness of the estimates included in the budget and the adequacy of the reserves for which the budget provides. This report has to be considered by Policy & Resources Committee and the full Council as part of the budget approval and council tax setting process. The budget reports on this agenda are focused on the General Fund Revenue Budget 2015/16 and the Capital Programme. It also considers key medium term issues faced by the council.

Robustness of Estimates

6.2 There is inevitably an element of judgement in drawing up budget estimates of expenditure and income which are made at a point in time and may change as circumstances change. This statement about the robustness of estimates cannot give a complete guarantee about the budget but provides the council with reasonable assurance that the budget has been based on the best information and assumptions available at the time, and has considered identifiable risks.

6.3 In setting the budget for 2015/16, current expenditure trends and service demands have been considered by the Executive Leadership Team and Corporate Management Team working closely with finance professionals. The budget for 2015/16 has therefore been set taking into account the trends in the TBM Month 9 (December) report and further projections of future demand and cost. While Children's Services are moving closer to break-even, the corporate critical child agency placement budgets are under some pressure, although this has improved recently. This will need continued close monitoring and the continued emphasis on the Early Help Hub and Strategy will be important in managing demands on the service.

6.4 Adult Social Care has been under considerable pressure throughout the year and remains so partly due to some savings not being implemented and due to pressures on the corporate critical community care placement budgets. However, recognition of this system pressure by health partners (Clinical Commissioning Group) and a focus on reviewing high cost placements and implementing Better Care Fund initiatives should enable pressures to be managed in 2015/16 alongside the service pressure funding provided.

6.5 Approximately £4.1m service pressure funding has been provided to manage demand trends across Children's and Adults social care services and the Clinical Commissioning Group will provide further risk provision of £1m in 2015/16 to help manage the Adult Social Care position.

6.6 In recent years, the council has demonstrated its ability to continue to deliver significant savings programmes although implementation of some proposals have been subsequently delayed or overturned by members. Savings across Children's and Adults social care services have however proved much more difficult to achieve in 2014/15 than in the previous 3 years. There are new

approaches now being implemented and embedded across these services which should reduce costs in the medium term but the service pressure funding mentioned above, alongside appropriate risk provisions, will be needed to ensure the situation remains manageable throughout 2015/16.

6.7 Given the above pressures and the need to achieve substantial savings requirements in 2015/16, an increased recurrent risk provision of £1.62m is considered prudent to guard against these risks and any risks not known at budget setting time. However, the Council will need to monitor delivery and implementation of savings proposals closely as the prospect of significant (£20m or more) budget gaps in future years means that non-achievement of savings will store up even greater difficulties for the years ahead.

Adequacy of Reserves

6.8 The recommendation on the prudent level of General Fund working balance has been based on the robustness of estimates information and a risk assessment of the budget.

6.9 The analysis indicates that continuation of a working balance at a level of £9m (excluding school balances) is prudent having taken into account all known and foreseeable risks in relation to the 2015/16 budget. This represents 4.0% of the council's net revenue budget excluding schools. The financial risks in the business rates retention system are now better understood and, although forecasting remains relatively intricate, are not expected to be catastrophic and we remain mindful of the need to keep reserves as low as possible.

6.10 All specific reserves have been reviewed in detail to ensure they are set at an appropriate level. This is set out in Appendix 4. Many of the council's earmarked reserves fulfil a specific legal or financial requirement, for example the Insurance Reserve. A further reduction in the Waste PFI reserve has been made following a review of the existing revenue budget alongside the planned reserve balances over the life of the contract. In addition, the Financing Costs Reserve has been released due to the rescheduling of planned new borrowing as described earlier. These changes are both reflected in the one-off resources available to support the 2015/16 budget.

Assurance Statement of the Council's Section 151 Officer

6.11 In relation to the 2015/16 General Fund revenue budget, the Section 151 Officer has examined the budget proposals and considers that, whilst the spending and service delivery proposals are challenging, they are nevertheless achievable given Member and Executive will to implement the changes, good project management, operational and financial management, and the sound monitoring of performance and budgets. The council also has a good record of managing other potential financial risks that arise from time to time, which provide assurance that it can proactively manage risks such as external legal challenges, capital cost variances, one-off revenue costs or losses, and treasury management risks.

6.12 In terms of the adequacy of reserves, the Section 151 Officer considers a working balance of £9m to be adequate taking into account other reserves, the risk provisions and the council's track record in budget management.

7. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

7.1 The budget process allows all parties to put forward viable alternative budget and council tax proposals to Budget Council on 26 February 2015. Budget Council has the opportunity to debate both the proposals recommended by Policy & Resources Committee at the same time as any viable alternative proposals. All budget amendments must have been "signed off" by finance officers no later than 12 noon on Monday 23 February 2015.

7.2 The Administration has put forward a referendum budget proposal and required associated substitute budget. However, should this not be accepted, other recommended options are available for consideration and savings proposals have been identified in Appendix 9 that are sufficient to enable the Council to opt for a council tax freeze which requires additional savings of £0.918m after taking into account government council tax freeze grant.

7.3 If that is not accepted, a further option is to adopt a Threshold Budget of 2%, which represents the threshold above which a referendum would be triggered. This option uses the Substitute budget savings package and would therefore be the same as the substitute budget proposals, with the exception of the difference in one-off costs between these two budget options. The one-off costs comprise the cost of holding the referendum and timing differences for implementation, as set out in Appendix 10. By amendment, Members may use any of the further savings identified in Appendix 9 to replace proposals within this Threshold budget savings package.

7.4 Policy and Resources Committee on the 22 January 2015 considered the following Notice of Motion (NOM) requesting officers to bring proposals to the next meeting of the committee, as part of the budget 2015/16 proposals, the effect of which would be to:

a) Retain the current £400k contract with the Brighton & Hove Youth Collective until it expires in October 2015 instead of terminating it 6 months early as proposed in the 4th December Budget Update and Savings 2015/16 report to this Committee. Identify the appropriate amount of one-off funding to enable this to happen;

b) Transfer £22,500 (half of their annual combined grant of £45k) to Allsorts, BME Young People's Project and Extratime in order to enable them to continue providing their services after April 2015, when their current Council grant funding stops;

c) Examine how services currently provided by Allsorts, BME Young People's Project and Extratime can be best integrated within the overall Youth Service budget; between now and October 2015 hold an open and transparent re-commissioning of all Council-funded Youth Services within the agreed budget envelope, with a genuine level playing field for all providers who express an interest in running the contract(s).

7.5 With regard to point a) of the NOM it should be noted that the Administration's budget proposals no longer include savings proposals in relation to the Youth Collective. With regard to point b) of the NOM, further savings options are

provided at Appendix 9 which may be taken in whole or in part and put forward as amendments to budget proposals to achieve the required saving needed to provide funding of £22,500 to the organisations listed.

7.6 With regard to point c) of the NOM it has already been agreed to meet with representatives from the Youth Collective and from Allsorts on behalf of the youth equality sector to discuss the future of youth provision within the city. The starting point for the meeting will be to consider what outcomes and impact we are looking for. Currently, both the community & voluntary sector and the city council provide youth provision and some mix of provision is likely in the future. As the commissioner of services, the council will need to be assured of the quality of provision, whoever provides it. Our expectation is that following an initial meeting, there will then follow a fuller review of youth provision within the city which will conclude in Autumn 2015. Any proposals developed would need to be considered by the Children's Committee.

8. COMMUNITY ENGAGEMENT, CONSULTATION AND SCRUTINY

8.1 The results of the main consultation and engagement processes are provided in Appendix 16. Local Government budgets and finances are complex and therefore the council has attempted to provide a mixture of engagement tools and processes, including budget literacy aids, alongside more formal consultation processes including a survey questionnaire to households, the budget scrutiny process, consultation with businesses and partners, and specific consultation in relation to savings proposals where required.

8.2 A range of consultation and engagement events have been undertaken in relation to the 2015/16 budget which were designed to facilitate understanding of the council's overall budget position and obtain general feedback on proposals. These included:

- Meetings with the Older People's Council where changes impacting on Adult Social Care arising from the Care Act and the Better Care Fund were explored including continued 'personalisation' of services and eligibility criteria for assessing need.
- An event for Business Ratepayer representatives on 21 January 2015 at Sussex Cricket Ground provided an opportunity to explain the detailed changes to Business Rates in 2015/16, following government announcements. The event included providing information about budget proposals and current regeneration initiatives that will continue to support and promote economic activity in the city. There was no formal feedback to report from the meeting.
- Ongoing consultation and engagement with Community Works in developing proposals, particularly in Children's Services. Feedback has been provided directly to services and members as appropriate.
- The Schools Forum, attended by representatives of all school phases, where a report on the potential areas of interest and impact of the General Fund budget proposals were discussed at a meeting on 19 January 2015. This is a public minuted meeting and agendas, minutes are available on the council's website.

- Departmental Consultative Groups (DCGs) which provided an opportunity for consultation with Trades Unions representatives across all council services.

8.3 Alongside these events the council sent a budget survey questionnaire to a random sample of 3,000 households across the city and, separately, made the questionnaire available through its on-line consultation portal to citizens, partners, staff and other stakeholders. Only the random household sample provides statistically reliable feedback as detailed in Appendix 16. A budget on-line tool was also provided on the council's website to aid budget literacy and allow people to feedback on how they would prioritise services. General information about the budget and budget process has also been provided on the council's website and through various media routes as normal.

8.4 Consultation and engagement feedback has been provided to all political groups, and provides information and insight about those services that citizens view as higher or lower priority, views about council tax levels, and ideas and suggestions for saving money or generating income. In particular, the council promoted a 'Stop, Start, Change' approach inviting ideas from all quarters on what the council should do less of, more of or do differently. This feedback was invited through a number of channels including Twitter, the budget survey questionnaire and internet consultation portal, internal intranet discussion boards for staff, and the media.

8.5 Feedback is summarised in Appendix 16 and was made available to all political groups. The feedback from the 'Stop, Start, Change' approach and other budget consultation and engagement has been considered in developing the budget proposals put forward by the Administration and particularly in drawing up the Referendum budget which would provide for the following in 2015/16:

- Greater protection for Adult Social Care given current service pressures and the lead-in times for integration with health to take effect and impact on (reduce) costs across the system. The proposals for a 5.9% council tax increase would reduce the savings requirement across Adult Social Care by approximately £1.7m;
- Greater protection for Housing Related Services which provides preventative services for vulnerable adults to maximise independent living. While improved joint and integrated commissioning should continue to be developed to better meet the health and social care needs of vulnerable people, the Referendum proposals would protect investment of £0.700m in this service area;
- Greater protection for Early Years (Early Help) services across Children's Services, in particular, removal of the requirement to reduce the number of Children's Centres and reduce investment in 'universal services' provided to families and young people;
- Greater protection for the environment and street scene for example through reduced savings requirements on CityClean services and protection of the replacement and new tree planting programmes.

8.6 The December budget proposals have also been reviewed by the Member Budget Scrutiny Panel and the minutes of the panel meetings and the proposed response to the Budget Scrutiny Panel's recommendations is provided in Appendix 17.

9. CONCLUSION:

9.1 The council is under a statutory duty to set its budget and council tax before 11 March each year. The options and recommendations to Budget Council contained within this report together with the recommendations to follow in the supplementary report to full Council, should enable the council to meet its statutory duty.

10. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

10.1 These are contained within the main body of the report.

Finance Officer Consulted: James Hengeveld Date: 05/02/2015

Legal Implications:

10.2 Policy & Resources Committee is responsible for formulating budget proposals for adoption by the council. Power to adopt the budget is vested in full Council alone.

10.3 For these purposes, the "budget" includes the allocation of financial resources to different services and projects, proposed contingency funds, and setting the council tax.

10.4 Section 52ZB of the Local Government Finance Act 1992 requires a billing authority to determine whether its relevant basic amount of council tax is "excessive" (as to which, see 10.5 below). If the amount is excessive, the billing authority is required to hold a referendum, with a view to applying an alternative amount if the excessive amount is rejected in a referendum.

10.5 The determination of whether a relevant basic amount of council tax is excessive must be made in accordance with principles determined by the Secretary of State. The Department for Communities and Local Government (CLG) has stated that for the 2015/16 financial year, an increase of more than 2% will be regarded as excessive. Therefore, local authorities opting for an increase of more than 2% will be required to hold a referendum.

10.6 A local authority needing to hold a referendum must do so by the first Thursday in May, in this instance 7 May 2015. Holding a referendum before that date would mean devising a timetable that allowed the authority to make the required determination and comply with the notice requirements. If a required referendum is not conducted by the due date, the authority's substitute calculations would come into effect.

10.7 The Local Authorities (Conduct of Referendums) (Council Tax Increases) (England) Regulations 2012 impose various requirements as to the conduct of the referendum, including the wording of the question to be put to eligible voters.

Lawyer Consulted: Oliver Dixon *Date: 05/02/15*

Equalities Implications:

10.8 The process for assessing the equalities implications of the budget changes for 2015/16 and an assessment of the cumulative impact is shown in Appendix 13. All the Equalities Impact Assessments are included at Appendix 14.

Sustainability Implications:

10.9 A carbon budget has been set for 2015/16. This shows the level of spend on energy and the estimated carbon emissions across each carbon budget area and includes a planned 4% reduction in 2014/15 and again in 2015/16. This modest target will be challenging to meet on the basis of the current approach to carbon management.

10.10 Carbon budgets aim to provide the organisation with a framework of accountability for reducing carbon emissions from our buildings, street lights and fleet. They were first introduced in 2012/13 and supported by actions plans that set out how carbon budgets are to be achieved and these plans are reviewed and challenged once a year. The council spends around £8.5m each year heating and lighting its buildings, lighting our neighbourhoods and travelling around the city to deliver key services. With rising energy and fuel prices and the purchase of annual Carbon Reduction Commitment allowances, the business case for reducing carbon emissions is clear.

10.11 The council's 2013/14 Carbon Reduction Commitment footprint accounted for 22,915 tonnes of CO2 from council buildings for which the council purchased £0.275m worth of CRC allowances at £12 per tonne. This was 627 tonnes less than in 2012/13. 2014/15 allowances will rise to £16.00 per tonne and the council purchased our requirements in advance for £15.60 per tonne.

10.12 Non half-hourly electricity prices increased by 15% at the beginning of April 2013, half-hourly electricity prices increased by 3.9% in October 2014 and gas prices reduced by 3.7%.

10.13 The council's carbon budget data update is detailed in Appendix 5 and profiles spend and CO2 carbon footprint for 2013/14 across the council and sets out the targets for 2014/15 and 2015/16.

SUPPORTING DOCUMENTATION

Appendices:

1. Movements in Budget Allocations 2014/15 to 2015/16
2. Changes in the budget projections since the 4 December 2014 budget report to Policy & Resources Committee
3. Summary of special and specific grant allocations for 2014/15 and 2015/16
4. Review of the Council's reserves including the planned use of reserves
5. The Medium Term Financial Strategy 2015/16 to 2019/20 key tables
6. Assessment of Risks
7. Savings proposals for a Referendum budget with a council tax increase of 5.9%
8. Savings proposals for a substitute budget
9. Further savings options to support a freeze budget
10. Threshold budget proposals
11. Minimum Revenue Provisions statements
12. Prudential Indicators 2014/15 to 2016/17
13. Equalities Impact Assessment – Cumulative impact
14. Equalities Impact Assessment – Individual
15. Carbon Budget for 2015/16
16. Summary report Budget Consultation
17. Minutes of the Overview and Scrutiny Committee and the recommended response

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Documents in Members' Rooms

1. None

Background Documents

1. Budget files held within Finance
2. Consultation papers

APPENDIX 1

BUDGET SUMMARY FOR 2015/16 – BASED ON A REFERENDUM BUDGET FOR A 5.9% COUNCIL TAX INCREASE

	2014/15 Revised Base £'000	*Internal Transfers £'000*	*Reverse one-off allocations £'000*	*2014/15 Adjusted Base £'000*	*FYE of 2014/15 Savings*	*Inflation £'000*	*Service Pressures*	*Commitments and reinvestment £'000*	*VFM & Other Savings £'000*	*2015/16 Original Budget £'000*	*Increase over adjusted base £'000*	*Increase over adjusted base %*
Adult Services	74,255	1,469	(6)	75,718	(727)	1,468	2,000	44	(5,905)	72,598	(3,120)	(4.12)
Public Health	3,700	(5)	-	3,695	(10)	45	-	14	(393)	3,351	(344)	(9.31)
Children's Services	55,830	12	-	55,842	-	859	2,100	101	(3,580)	55,322	(520)	(0.93)
Environment, Development & Housing	42,340	(1,527)	-	40,813	(181)	825	-	83	(3,239)	38,301	(2,512)	(6.15)
Assistant Chief Executive	16,399	(12)	(280)	16,107	(56)	128	-	42	(1,080)	15,141	(966)	(6.00)
Finance & Resources and Legal & Democratic	30,348	(369)	(100)	29,879	75	216	800	643	(2,268)	29,345	(534)	(1.79)
Total Directorate Spending	**222,872**	**(432)**	**(386)**	**222,054**	**(899)**	**3,541**	**4,900**	**927**	**(16,465)**	**214,058**	**(7,996)**	**(3.60)**
Concessionary Fares	10,615	-		10,615		212	-	-	-	10,827	212	2.00
Financing Costs	8,904	16		8,920			-	(243)	-	8,677	(243)	(2.72)
Corporate VFM Savings	(228)	483		255	(250)	(5)	-	-	-	-	(255)	(100.00)
Contingency and Risk Provisions	3,782	(696)	(2,300)	786		76	100	2,063	-	3,025	2,239	284.86
Unringfenced grants income	(16,661)	167		(16,494)			1,386	(1,401)		(16,509)	(15)	0.09
Levies to External Bodies	161	2		163		4		(2)	-	165	2	1.23
Other Corporate Budgets	(919)	(40)		(959)		(41)	-	224		(776)	183	(19.08)
NET REVENUE EXPENDITURE	**228,526**	**(500)**	**(2,686)**	**225,340**	**(1,149)**	**3,787**	**6,386**	**1,568**	**(16,465)**	**219,467**	**(5,873)**	**(2.61)**
Contributions to/ from(-) reserves	(3,189)	500	2,686	(3)	-			717		714	717	
BUDGET REQUIREMENT	**225,337**	**-**	**-**	**225,337**	**(1,149)**	**3,787**	**6,386**	**2,285**	**(16,465)**	**220,181**	**(5,156)**	**(2.29)**
Funded by												
Revenue Support Grant	63,442			63,442						46,097	(17,345)	(27.34)
Business Rates Local Share	51,581			51,581						52,380	799	1.55
Top Up Grant	1,611			1,611						1,642	31	1.94
Business Rates Collection Fund surplus repay safety net	-			-						1,996	1,996	
Business Rates Collection Fund surplus	-			-						1,590	1,590	
Council Tax Collection Fund surplus	1,887			1,887						196	(1,691)	(89.61)
Council Tax	106,816			106,816						116,280	9,464	8.86
Total	**225,337**			**225,337**						**220,181**	**(5,156)**	**(2.29)**

BUDGET SUMMARY FOR 2015/16 – BASED ON A SUBSTITUTE BUDGET – 1.99% INCREASE

	2014/15 Revised Base £'000	*Internal Transfers £'000*	*Reverse one-off allocations £'000*	*2014/15 Adjusted Base £'000*	*FYE of 2014/15 Savings*	*Inflation £'000*	*Service Pressures*	*Commitments and reinvestment £'000*	*VFM & Other Savings £'000*	*2015/16 Original Budget £'000*	*Increase over adjusted base £'000*	*Increase over adjusted base %*
Adult Services	74,255	1,469	(6)	75,718	(727)	1,468	2,000	44	(6,883)	71,620	(4,098)	(5.41)
Public Health	3,700	(5)	-	3,695	(10)	45	-	14	(421)	3,323	(372)	(10.07)
Children's Services	55,830	12	-	55,842	-	859	2,100	101	(4,249)	54,653	(1,189)	(2.13)
Environment, Development & Housing	42,340	(1,527)	-	40,813	(181)	825	-	83	(4,124)	37,416	(3,397)	(8.32)
Assistant Chief Executive	16,399	(12)	(280)	16,107	(56)	128	-	42	(1,080)	15,141	(966)	(6.00)
Finance & Resources and Legal & Democratic	30,348	(369)	(100)	29,879	75	216	800	800	(2,307)	29,463	(416)	(1.39)
Total Directorate Spending	**222,872**	**(432)**	**(386)**	**222,054**	**(899)**	**3,541**	**4,900**	**1,084**	**(19,064)**	**211,616**	**(10,438)**	**(4.70)**
Concessionary Fares	10,615	-		10,615		212	-	-	-	10,827	212	2.00
Financing Costs	8,904	16		8,920			-	(243)	-	8,677	(243)	(2.72)
Corporate VFM Savings	(228)	483		255	(250)	(5)	-	-	-	-	(255)	(100.00)
Contingency and Risk Provisions	3,782	(696)	(2,300)	786		76	100	2,063	-	3,025	2,239	284.86
Unringfenced grants income	(16,661)	167		(16,494)			1,386	(1,401)		(16,509)	(15)	0.09
Levies to External Bodies	161	2		163		4		(2)	-	165	2	1.23
Other Corporate Budgets	(919)	(40)		(959)		(41)	-	224		(776)	183	(19.08)
NET REVENUE EXPENDITURE	**228,526**	**(500)**	**(2,686)**	**225,340**	**(1,149)**	**3,787**	**6,386**	**1,725**	**(19,064)**	**217,025**	**(8,315)**	**(3.69)**
Contributions to/ from(-) reserves	(3,189)	500	2,686	(3)	-			(1,134)		(1,137)	(1,134)	
BUDGET REQUIREMENT	**225,337**	**-**	**-**	**225,337**	**(1,149)**	**3,787**	**6,386**	**591**	**(19,064)**	**215,888**	**(9,449)**	**(4.19)**
Funded by												
Revenue Support Grant	63,442			63,442						46,097	(17,345)	(27.34)
Business Rates Local Share	51,581			51,581						52,380	799	1.55
Top Up Grant	1,611			1,611						1,642	31	1.94
Business Rates Collection Fund surplus repay safety net	-			-						1,996	1,996	
Business Rates Collection Fund surplus	-			-						1,590	1,590	
Council Tax Collection Fund surplus	1,887			1,887						196	(1,691)	(89.61)
Council Tax	106,816			106,816						111,987	5,171	4.84
Total	**225,337**			**225,337**						**215,888**	**(9,449)**	**(4.19)**

Appendix 2

Changes in Budget Gap since December 2014

	Referendum Budget	Substitute/ Threshold Budget	Freeze Budget
Council Tax increase	**5.90%**	**2%**	**0%**
	£'000	**£'000**	**£'000**
Budget gap reported to December Policy & Resources Committee	21,251	25,451	26,362
Increase in Revenue Support Grant in Finance Settlement	-644	-644	-644
Greater reductions in unringfenced specific grants	230	230	230
Additional income from the Council Tax Base agreed at January Policy and Resources	-538	-425	-371
Additional income from the Business Rates Tax Base agreed at January Policy and Resources	-222	-222	-222
Reduction in Financing Costs Budget	-140	-140	-140
Increase in Risk Provision to reflect final budget proposals	622	622	622
Adjustment from 1.97% increase to 1.99%	0	-20	0
Adjustment to Freeze grant assumption	0	0	-67
Remaining Gap	**20,559**	**24,852**	**25,770**

Appendix 3

Summary of special and specific grant allocations for 2014/15 and 2015/16

Description	2014/15 £m	2015/16 £m	Notes
Dedicated Schools Grant (DfE)	*Estimated 155.544*	*Estimated 156.049*	Exact amount depends on pupil numbers. The amounts shown exclude the recoupment for academies.
Pupil Premium (DfE)	*Estimated 9.080*	*Estimated 9.300*	Exact amount depends on number of eligible pupils
Post 16 Funding (EFA)	4.292	*Estimated 4.292*	Awaiting announcement from Education Funding Agency. This funding is for schools with sixth form provision
Education Services Grant (DfE)	*Estimated 3.983*	*Estimated 3.198*	This includes a national reduction of 20%. Exact amount depends on pupil numbers
Troubled Families (DCLG)	*Estimated 0.827 based on claims*	*Based on claims*	This is based on attachment fee for number of families and on payments by result.
Primary School Sport Funding (DfE)	0.510	*Estimated 0.510*	Announcement that this will continue in 2015/16 but exact amount depends on pupil numbers
Youth Justice Grant (Youth Justice Board)	0.340	*Estimated 0.340*	Not announced yet for 2015/16
Adult Safeguarded Learning (Skills Funding Agency)	0.327	Not known	
SEN Reform Grant (DfE)	0.295	0.000	One-off grant in 2014/15
Music Education Hub Grant (ACE)	0.245	Not known	
Adoption Reform Grant (DfE)	0.211	0.000	2014/15 was a one year extension to the 2013/14 one year grant
SEN Implementation Grant (DfE)	0.203	0.129	
SEN Pathfinder Champion Grant (DfE)	0.180	0.000	Not been advised the grant is continuing
Evidence Based Intervention Programme Grant (DfE)	*Estimated 0.125 based on claims*	0.000	Core component of £0.095m + variable sector advisor component. This grant ends in 2014/15
Extended Rights To Free Transport (DfE)	0.094	0.059	
Staying Put Implementation Grant (DfE)	0.088	Not known	Information about funding amounts for 2015/16 available after February 2015
Parents To Be Grant (EFA)	0.022	Not known	
Asylum Seekers	*Based on claims*	*Based on claims*	
Public Health (Health)	18.695	18.695	
0-5 Public Health Services (Health)	0.000	2.111	Transfer of responsibility from NHS England to local authorities from 1 October 2015
Local Reform And Community Voices Grant (Health)	0.222	0.166	Includes allocations for the Independent Complaints Advocacy Service, additional allocations for Deprivation of Liberty Safeguards, and additional allocations for Local Healthwatch.
Adult Social Care New Burdens (Health)	0.000	1.323	One-off funding - allocations for early assessments for the cap and for deferred payment agreements
Helping People Home grant (Health)	0.000	0.120	One-off grant announced in January 2015

Description	2014/15 £m	2015/16 £m	Notes
Renaissance In The Regions (ACE)	0.713	*Estimated 0.698*	
Renaissance – Museum Development (ACE)	0.525	*Estimated 0.525*	
Better Bus Area Fund	0.487	0.000	This was the revenue element of the better bus funding
Cycle Training Grant (DfT)	*Estimated 0.054 based on claims*	*Estimated 0.048 based on claims*	
Local Sustainable Transport Fund (DfT)	0.429	0.000	
LSTF2 – Access To South Downs NP (DfT)	0.018	0.000	
Bus Services Operator Grant (DfT)	0.173	*Estimated 0.173*	
Lead Local Flood Authorities (DCLG)	0.108	0.072	
Sustainable Drainage Systems (DEFRA)	0.024	0.000	
Patcham Flood Alleviation Scheme Study (EA)	0.050	0.000	
Repair & Renew Grant (DEFRA)	*Estimated 0.080 based on claims*	0.000	One-off claims based grant to deal with flooded properties
Weekly Refuse Collection Support Scheme (DCLG)	0.039	0.000	Grant to aid with ensuring continuation of weekly refuse collections
Local Authority Counter Fraud Fund-Blue Badge Misuse (CLG)	0.081	0.102	Joint programme with East Sussex County Council and Sussex Police
Housing Benefit Subsidy (DWP)	*Estimated 162.154 based on claims*	*Based on claims*	
Housing Benefit Administration Grant (DWP)	1.972	1.565	Some of this reduction relates to the transfer of the Single Fraud Investigation Service from local authorities to the DWP
Discretionary Housing Payments (DWP)	1.010	0.611	Assists people with housing costs where they have difficulty paying rent after receipt of housing benefit
Local Welfare Provision (DWP)	0.751	0.000	Specific grant funding ceased
Local Council Tax Support Administration Subsidy (CLG)	0.394	0.350	
Council Tax Support New Burdens Funding	0.166	0.071	
Flood Compensation Scheme Grant (CLG)	0.017	0.000	Reimbursement for flood discounts awarded to council tax and business rate payers
Community Right To Challenge (CLG)	0.009	0.000	
Community Right To Bid (CLG)	0.008	0.000	
Schools PFI	2.390	2.390	Same amount p.a.
Libraries PFI	1.505	1.505	Same amount p.a.
Waste PFI	1.498	1.498	Same amount p.a.
Children's Workforce Development	*Estimated 0.131 based on claims*	*Based on claims*	

Description	2014/15 £m	2015/16 £m	Notes
Individual Electoral Registration (Cabinet Office)	*Estimated 0.302*	*Estimated 0.270*	
Ministry of Justice Grant	0.250	*Based on claims*	European elections in May 2014 and general election in May 2015 – reimbursed by Home Office after the election based on cost
Consolidated Payment Grant (Home Office/Identity & Passport Service)	0.004	*Not known*	
Community Covenant Grant (MOD)	0.023	0.018	
Positive Transitions Project	0.015	0.000	One-off grant in 2014/15
Neighbourhood Renewal Fund Grant (DCLG)	0.010	*Based on claims*	Based on number of designated Neighbourhood Areas
Single Fraud Investigation Service – New Burden Funding (DWP)	0.007	0.000	One-off grant in 2014/15
Job Centre Plus (DWP)	0.050	0.000	One-off grant in 2014/15
New Homes Bonus - Yr 1 (CLG)	*0.596*	*0.596*	*Receive for 6 years starting in 2011/12*
New Homes Bonus –Yr 2 (CLG)	*0.425*	*0.425*	*Receive for 6 years starting in 2012/13*
New Homes Bonus –Yr 3 (CLG)	*0.970*	*0.970*	*Receive for 6 years starting in 2013/14*
New Homes Bonus –Yr 4 (CLG)	*0.680*	*0.680*	*Receive for 6 years starting in 2014/15*
New Homes Bonus –Yr 5 (CLG)	*0.000*	*1.166*	*Receive for 6 years starting in 2015/16*
New Homes Bonus Sub Total	**2.671**	**3.837**	
New Homes Bonus Adjustment Grant (CLG)	0.176	0.174	One-off funding year depending on the level of NHB funding allowed for in RSG
S31 Business Rate Multiplier Cap (CLG)	*Estimated 0.552*	*Estimated 0.764*	*Grant to compensate for the RPI increase in 2015/16 being capped at 2% instead of 2.3%*
S31 Multiplier Cap on Top-Up grant	*0.017*	*0.024*	*Grant to compensate for the RPI increase in 2015/16 being capped at 2% instead of 2.3%*
Small Business Rate Relief Extension (S31 Grant) (CLG)	*Estimated 1.452*	*Estimated 1.568*	*The doubling of Small Business Rate Relief being extended for a further 12 months until 31 March 2016*
Small Business Rate Relief on First Property (S31 Grant) (CLG)	*Estimated 0.005*	*Estimated 0.005*	*If ratepayers receiving Small Business Rate Relief take on an additional property that would disqualify them from receiving relief they will continue to receive current relief for 12 months*
Newly Built Empty Property Relief (S31 Grant) (CLG)	*Estimated 0.015*	*Estimated 0.040*	*Empty new build properties will be exempt from empty property rates for 18 months (Autumn Statement 2012)*
Long Term Empty Property Relief (S31 Grant) (CLG)	*Estimated 0.038*	*Estimated 0.027*	*50% relief for 18 months for businesses that – between 1 April 2014 and 31 March 2016- move into retail premises that have been empty for a year or more*
Retail Relief (S31 Grant) (CLG)	*Estimated 1.123*	*Estimated 1.760*	*Discount of £1,500 for shops, pubs and restaurants with a rateable value below £50,000 from 1 April 2015 (previously £1,000 discount in 2014/15)*
S31 Business Rate Grants Sub-total	***Estimated 3.202***	***Estimated 4.188***	*The grant will be based on actual relief due at 31st March in each year*

Appendix 4

Review of Reserves

Adequacy of Reserves – working balance

The working balance is recommended to be maintained at £9m over the next 5 years of the Medium Term Financial Strategy. Determining the appropriate levels of working balance requires a professional judgement based on local circumstances including the overall budget size, risks, robustness of budget estimates, major initiatives being undertaken, budget assumptions, levels of other earmarked reserves and provisions, and the council's track record in budget management. The consequences of not keeping a minimum prudent level of balances can be serious and in the event of a major problem or a series of events, the council would run a serious risk of a deficit or of being forced to cut spending during the year in a damaging and arbitrary way.

The current level of balances has been based on the robustness of estimates information and the Corporate Risk Register. In addition, the other strategic, operational and financial risks taken into account when considering the minimum level of the working balance include:

(i) The complexity and degree of uncertainty associated with planned economy and efficiency measures and/or service changes and the likelihood of achieving them in full;

(ii) The level of balances required to complement resources potentially available under the Bellwin Scheme for Emergency Financial Assistance to Local Authorities in the event of a major emergency;

(iii) Risks of rising demand, increasing costs and/or falling income due to economic conditions or potential legislative changes;

(iv) The risk of major legal challenges, both current and in the future;

(v) Risks in the financial inter-relationship between NHS partners and the council.

(vi) The need to retain a general contingency to provide against unforeseen circumstances that may arise. For example, delays in council tax billing which could arise from a major systems or power failure;

(vii) The need to retain reserves for general day-to-day cash flow needs.

In addition, the cash flow risk for unitary authorities is significant given the full range of services provided. Taking all of these factors into account, a £9.0m working balance is considered appropriate, representing about 4 weeks of council tax revenue.

Schools' Balances

Schools' balances, while consolidated into the council's overall accounts, are a matter for Governing Bodies. Nevertheless, under the council's Scheme for Financing Schools the council has a duty to scrutinise whether any school holds surplus balances. The council's Scheme for Financing Schools is in line with the requirements of the Secretary of State for Education and the arrangements in place are considered adequate.

Estimated Earmarked General Fund Revenue Reserves

Processes are in place to regularly review the council's earmarked revenue reserves. Details of the review of reserves are included in the table below.

Description	Estimated Balance as at 01/04/15 £'000	Planned Use 2015/16 £'000	Estimated Balance as at 31/03/16 £'000	Review Method	Conclusion
GENERAL FUND RESERVES					
General Fund - Working Balance	9,000	0	9,000	Reviewed against the register of financial risks, taking into account the requirements of the Local Government Act 2003.	A minimum working balance of £9.000m is recommended by the Chief Finance Officer in accordance with the requirements of Section 25 of the Local Government Act 2003.
Capital Reserves	996	-696	300	Following closure of accounts.	**Balance of £0.300m not required and can be released.**
Library PFI Project Reserve	270	0	270	Following closure of accounts.	Use for funding the project over the lifetime of the PFI scheme.
Waste PFI Project Reserve	4,369	821	5,190	Following closure of accounts.	Use for funding the project over the lifetime of the PFI. The review has identified that **£1.340m can be released** to general reserves in lieu of permanent savings of £0.090m being taken from the revenue budget. There is a planned contribution to the reserve in 2015/16.

Description	Estimated Balance as at 01/04/15 £'000	Planned Use 2015/16 £'000	Estimated Balance as at 31/03/16 £'000	Review Method	Conclusion
Financing Costs Reserve	473	0	473	Following closure of accounts.	The profile of the financing costs medium term revenue projections has become more stable due to a revision in the Borrowing Strategy. This offers increased certainty on planned new borrowing and consequently the balance on the Financing Cost reserve of **£0.473m can be released.**
Section 106 Receipts	324	-100	224	Reviewed throughout the year to reflect agreed liabilities and new agreements.	Retain for specified purpose.
Section 106 Interest	290	0	290	Reviewed throughout the year to reflect agreed liabilities and new agreements.	Retain for specified purpose.
Brighton Centre Redevelopment Reserve	3,395	2,200	5,595	Following closure of accounts.	Future contributions to this reserve are planned to coincide with the sale of Patcham Court Farm. Planned expenditure relates to supporting progress of the project. Interest is accrued on balances held.
Customer Access & Accommodation Strategies	294	-247	47	Following closure of accounts.	**Balance of £0.047m can be released as project completed.**
Disclosure & Barring Service (DBS) Checks	34	-34	0	Following closure of accounts.	Expected to be fully utilised in 2015/16.

Description	Estimated Balance as at 01/04/15 £'000	Planned Use 2015/16 £'000	Estimated Balance as at 31/03/16 £'000	Review Method	Conclusion
City Regeneration Fund	10	-10	0	Following closure of accounts.	Expected to be fully utilised in 2015/16.
Welfare Reform Reserve	795	-339	456	Following closure of accounts.	Retain to support the council's response to Welfare Reform and reduction in budget for Discretionary Housing Payments.
Restructure & Redundancy Reserve	2,000	-500	1,500	Following closure of accounts.	Retain for specified purpose. This will be reviewed in conjunction with the Voluntary Severance provision (below) at the year end when there is more clarity around the number of potential redundancies and early retirements as a result of the 2015/16 budget package.
Insurance Reserve - General	6,509	0	6,509	The Insurance Fund is subject to a bi-annual health check by the actuaries. The next health check is due to in March 2015.	The last Insurance Fund health check was completed in 2013 and the level of reserves was line with the valuation.
Museum Objects Acquisition Reserve	62	0	62	Following closure of accounts.	Retain for specified purpose, which includes the agreed wider use to support the transfer of museum objects and records to the Keep.
Pavilion Renewals Fund	87	0	87	Following closure of accounts.	Retain for specified purpose - conservation works at the royal Pavilion.
Jack Thompson - Hove Museum	254	0	254	Following closure of accounts.	Retain for specified purpose – acquisitions / refurbishment at Hove Museum.

Description	Estimated Balance as at 01/04/15 £'000	Planned Use 2015/16 £'000	Estimated Balance as at 31/03/16 £'000	Review Method	Conclusion
James Green Foundation	105	0	105	Following closure of accounts.	Retain for specified purpose - to fund the Burmese collection.
Brighton & Hove Natural History Society Reserve	11	0	11	Following closure of accounts.	Retain for specified purpose - maintaining the assets of Brighton & Hove Natural History Society which are held at the Booth Museum.
Sports Facilities Reserve	217	-217	0	Following closure of accounts.	Expected to be utilised in 2015/16.
Sustainable Temporary Accommodation Reserve	407	-300	107	Following closure of accounts.	Held for dilapidation costs for leased temporary accommodation.
Homes in Multiple Occupation (HMO) Licensing Fees Reserve	170	-47	123	Following closure of accounts.	Retain to support annual inspections of HMO licenses
HMO Additional Licensing Fees	493	-190	303	Following closure of accounts.	Retain to support annual inspections of HMO licenses
Damage Deposit Guarantee Scheme Reserve	331	0	331	Following closure of accounts.	Retain to guarantee deposits for housing related service users moving to private rented accommodation.
ASC Long Term Capacity Reserve	1,076	-1,076	0	Following closure of accounts.	Reserve will be used to support the capital development of Brooke Mead as approved by Policy & Resources Committee in December 2013.

Description	Estimated Balance as at 01/04/15 £'000	Planned Use 2015/16 £'000	Estimated Balance as at 31/03/16 £'000	Review Method	Conclusion
External Contributions	31	0	31	Following closure of accounts.	This relates to old schemes where more was funded from revenue than originally planned and these remaining balances are no longer required. **Balance of £0.031m not required and can be released.**
Developer Contributions Unapplied	386	-100	286	Reviewed throughout the year to reflect agreed liabilities and new agreements.	Retain for specified purpose.
Capital Receipts	12,948	-6,781	6,167	Ongoing review as part of TBM process.	Committed to fund the Capital Investment programme including HRA Capital Programme and Workstyles.
Winter Maintenance	439	0	439	Following closure of accounts.	Held to fund exceptional costs of extreme weather.
Vehicles Reserve Fund	31	0	31	Following closure of accounts.	**Balance of £0.031m not required and can be released.**
Surface Water Action Management Plan (SWAMP) Reserve	524	0	524	Following closure of accounts.	Retain to support planned SWAMP works. Major draw down on this reserve expected to commence in 2016/17.
Preston Park Parking Surplus Reserve	9	0	9	Following closure of accounts.	Retain to support expenditure on Preston Park.
Concessionary Bus Passes	86	-40	46	Following closure of accounts.	Retain for specified purpose - to smooth out annual purchase of concessionary passes.

Description	Estimated Balance as at 01/04/15 £'000	Planned Use 2015/16 £'000	Estimated Balance as at 31/03/16 £'000	Review Method	Conclusion
One Planet Living Implementation Reserve	30	-30	0	Following closure of accounts.	Expected to be utilised in 2015/16.
ICT Investment Reserve	671	-350	321	Following closure of accounts.	Retain balance to support the ICT Strategy period until 2016/17.
Dome Planned Maintenance Earmarked Res	276	0	276	Following closure of accounts.	Retain - subject to lease agreement with Brighton Dome & Festival Society.
New England House Refurbishment Reserve	150	-150	0	Following closure of accounts.	Expected to be utilised in 2015/16.
Revenue Grants Reserve	110	0	110	Following closure of accounts.	**Balance of £0.110m not required and can be released.**
Investment Properties (Dilapidations) Reserve	74	0	74	Following closure of accounts.	**Balance of £0.074m not required and can be released.**
Insurance Reserve - Risk Management	38	-20	18	Following closure of accounts.	**Balance of £0.018m not required and can be released.**
Total General Fund Reserves	**47,775**	**-8,206**	**39,569**		
GENERAL FUND PROVISIONS					
Voluntary Severance Provision	659	0	659	Following closure of accounts.	Retain for specified purpose. This will be reviewed in conjunction with the Restructure & Redundancy reserve (above) at the year end when there is more clarity around the number of potential redundancies and early retirements as a result of the 2015/16 budget package.
Workstyles Dilapidations Provision	328	-328	0	Following closure of accounts.	Expected to be utilised in 2015/16.

Description	Estimated Balance as at 01/04/15 £'000	Planned Use 2015/16 £'000	Estimated Balance as at 31/03/16 £'000	Review Method	Conclusion
Business Rates Appeals Provision	1,000	-700	300	As part of closure of accounts.	Retain for specified purpose to meet back-dated costs of successful business rates appeals.
Cemetery - Maintenance of Graves in Perpetuity	47	0	47	Following closure of accounts.	Retain for maintenance and replacement as required.
Land Charges Personal Searches Provision	103	0	103	Following closure of accounts.	There remains a court case yet to be resolved which will determine any future liability and until this has been heard it is not proposed to revise this provision.
Carbon Reduction Commitment (CRC) Provision	213	0	213	Following closure of accounts.	Balance held to meet anticipated liability.
Total General Fund Provisions	**2,350**	**-1,028**	**1,322**		
HRA RESERVES					
Working Balance - HRA	4,985	-1,100	3,885	Following closure of accounts.	A minimum working balance of £3m is recommended by the Chief Finance Officer in accordance with the requirements of Section 25 of the Local Government Act 2003. Any residual balance can be used to support the HRA long term business plan.
Capital Reserves	600	-600	0	Following closure of accounts.	Expected to be utilised in 2015/16.

Description	Estimated Balance as at 01/04/15 £'000	Planned Use 2015/16 £'000	Estimated Balance as at 31/03/16 £'000	Review Method	Conclusion
Estates Development Budget (EDB) Reserves	599	0	599	Following closure of accounts.	Retain for estates development. Annual amount is approved to fund EDB; the programme is a rolling programme with new schemes approved annually.
HRA Auto Meter Reads Reserve	20	-20	0	Following closure of accounts.	Expected to be utilised in 2015/16.
HRA - Renewable Energy Projects	244	-240	4	Following closure of accounts.	Expected to be substantially utilised in 2015/16.
HRA Restructure Redundancy Reserve	388	0	388	Following closure of accounts.	Retain to cover possible redundancies.
Total HRA Reserves	**6,836**	**-1,960**	**4,876**		
SCHOOLS/DSG RESERVES					
DSG Capital Reserve	1,500	0	1,500	Review alongside Education Capital Investment Programme.	Retain to support anticipated future spend on pupil growth in secondary schools.
Schools PFI Project Reserve	1,581	0	1,581	Following closure of accounts.	Use for funding the project over the lifetime of the PFI scheme.
Revenue Grants Reserve - DSG	1,097	0	1,097	Following closure of accounts.	Unspent balance on DSG must be carried forward to support future schools budget expenditure.
Schools Local Management of schools (LMS) Balances	7,219	0	7,219	Following closure of accounts.	Balances are held by school governing bodies.
Portslade Community college - Adult	17	0	17	Following closure of accounts.	Balance used at the discretion of the facility.
Total Schools / DSG Reserves	**11,414**	**0**	**11,414**		
TOTAL ALL FUNDS	**68,375**	**-11,194**	**57,181**		

Summary of amounts released from Reserves to support one-off resources

Description	Amount Released £'000
Capital Reserves	300
Waste PFI Reserve	1,340
Financing Costs Reserve	473
Customer Access & Accommodation Strategy	47
External Contributions	31
Vehicle Reserve Fund	31
Revenue Grants Reserve	110
Investment Properties (Dilapidations) Reserve	74
Risk Management Reserve	18
Total Released	**2,424**

MEDIUM TERM FINANCIAL STRATEGY

Core Planning Assumptions

The table below sets out the core planning assumptions included in the MTFS projections:

MEDIUM TERM FINANCIAL STRATEGY 2014/15 TO 2019/20 *(Tables may not add due to rounding)*					
Summary of MTFS assumptions	**2015/16**	**2016/17**	**2017/18**	**2018/19**	**2019/20**
Pay inflation and pay related matters:					
- Provision for pay award	1.2%*	1.0%	1.0%	1.0%	1.0%
- Provision for pension contributions	0.5%	0.5%	0.5%	0.5%	0.5%
- Provision for changes in national insurance	0.0%	(**)	0.0%	0.0%	0.0%
General inflation:					
- Inflation on income	2.0%	2.0%	2.0%	2.0%	2.0%
- Inflation on parking income	0.0%	2.0%	2.0%	2.0%	2.0%
- Inflation on penalty charge notices	0.0%	0.0%	0.0%	0.0%	0.0%
Resources:					
Change in Settlement Funding Assessment	-14.1%	-11.9%	-10.5%	-10.6%	-11.7%
Change to Revenue Support Grant (RSG)	-27.3%	-29.1%	-33.0%	-45.4%	-82.3%
Business Rates					
- Business rates poundage inflation uplift	2.3%	2.8%	2.8%	2.8%	2.8%
Change to other specific grants	-27.2%	-15.0%	-10.0%	-10.0%	-10.0%
Public Health grant	0.0%	0.0%	0.0%	0.0%	0.0%
Assumed council tax threshold increase	2.0%	2.0%	2.0%	2.0%	2.0%
Council Tax Base	2.8%	0.25%	0.25%	0.25%	0.25%

*This is in addition to the 1% built into the 2014/15 budget to cover the agreed 2.2% pay award
**National insurance changes planned for 2016/17 are expected to add over £2m to the expenditure estimates but the Government has said that national expenditure control totals for local government will be adjusted and the council therefore should receive additional grant to offset the cost

Summary of MTFS projections

The table below sets out the savings /budget gap taking into account the anticipated expenditure over the MTFS period and the funding resources available:

Summary of General Fund Budget Projections	**2015/16**	**2016/17**	**2017/18**	**2018/19**	**2019/20**
	£m	**£m**	**£m**	**£m**	**£m**
Sub-total Net Budget Requirement B/Fwd	**225.337**	**215.888**	**205.730**	**197.577**	**192.372**
Pay and Inflation	3.787	4.178	3.884	3.711	3.549
General Risk Provisions	1.622	0.500	0.500	0.500	0.500
Commitments - impact of previous decisions	1.804	-1.784	-0.088	0.336	0.000
Change in S31 Business Rates compensation grants	-0.986	3.385	-0.017	-0.016	-0.018
Change in New Homes Bonus	-1.166	-0.600	0.000	-0.200	0.350
Service pressures - demographic and inflation	5.000	5.000	5.000	5.000	5.000
Service pressures - specific grants	1.386	1.150	0.600	0.500	0.500
Full year effect of savings in previous year	-1.149	0.000	0.000	0.000	0.000
Savings / Budget gap	-22.584*	-19.653	-18.032	-15.036	-14.745
Sub-Total	**213.051**	**208.064**	**197.577**	**192.372**	**187.508**
Change in contribution to / from reserves	2.837	-2.334	0.000	0.000	0.000
Budget Requirement C/Fwd	**215.888**	**205.730**	**197.577**	**192.372**	**187.508**
Funded by:					
Revenue Support Grant	46.097	32.694	21.896	11.951	2.118
Top Up Grant	1.642	1.694	1.741	1.789	1.838
Locally retained Business Rates	52.380	56.841	56.867	58.930	61.151
Business Rates Collection Fund surplus to repay safety net	1.996	0.000	0.000	0.000	0.000
Business Rates Collection Fund surplus	1.590	0.000	0.000	0.000	0.000
Council Tax Collection Fund surplus	0.196	0.000	0.000	0.000	0.000
Council Tax from tax base savings	2.268*	0.000	0.000	0.000	0.00
Council Tax	109.719	114.501	117.073	119.702	122.401
Total Funding	**215.888**	**205.730**	**197.577**	**192.372**	**187.508**

*The savings proposals for 2015/16 include changes to council tax discounts and therefore the total budget gap for 2015/16 based on a 2% council tax increase is £24.852m

APPENDIX 6

ASSESSMENT OF RISKS

The MTFS will always contain a significant degree of risk. The finance system within which the city council works is complex and sensitive to a range of variables. There is relative uncertainty over the level of government funding after 2015/16 which will be determined after the 2015 General Election but it is inevitable that all local authorities will experience further significant reductions in government grants. In general, factors that can have a material effect on the financial position of an authority include:

- The lack of certainty in future resource levels and future grant distribution models
- Changes in function & funding
- Changes in how services are funded
- Changes in the economy including the impact on business rates income
- The level of future successful appeals against the business rating list
- Levels of house building on both council tax and new homes bonus
- Achievement of performance targets for performance related funding
- Climate change
- Unmanaged service pressures
- Decisions on council tax

Risks to the MTFS arise from both external and internal factors. External risks include, for example, Government policy decisions that have an adverse impact on the council. External risks are generally the most difficult to manage and plan for.

Internal risks can also arise for a number of reasons, such as cost overruns or changing priorities. They may also be influenced by external factors. It is vital to have adequate mechanisms to manage internal risks if financial stability is to be achieved. There are a number of ways in which the effects of risks can be managed and these are set out in the following risk table. Furthermore, the city council's MTFS aims to minimise the impact of some of the major financial risks and impact on the delivery of the city's Corporate Plan commitments.

However, the forecasts within the MTFS are based on assumptions that reflect the most likely position based on current knowledge and therefore there are also opportunities if any of the forecasts overstate actual expenditure or under-estimate actual income.

Risk	Likelihood of occurrence (L)	Impact (I)	Risk (L) X (I)	Possible Impact on Financial Strategy	Mitigation / Management
Potential Risks affecting 2015/16 onwards					
Collection of council tax falls due to the continuing squeeze on household budgets and further changes to discounts and exemptions agreed in December, resulting in a deficit on the collection fund	3	4 0.1% reduction in council tax collection = £0.1m	12	Would require reductions in the budget for the following year	Close monitoring of the collection fund, including council tax payers under the CTR scheme and changes to discounts and exemptions. Additional debt collection resources provided and appropriate communication, advice and collection strategies agreed to minimise impact
Council tax base is lower than anticipated e.g. lower number of new properties / more student exempt properties / more discounts awarded / higher numbers entitled to CTR discounts, resulting in a deficit on the collection fund	3	3 0.1% reduction in council tax collection = £0.1m	9	Would require reductions in budgets for the following year	Close monitoring of the collection fund and checking validity of exemptions and discounts particularly new property developments, student numbers, CTR discounts and empty discounts. Working with further education establishments to develop more dedicated student accommodation

Risk	Likelihood of occurrence (L)	Impact (I)	Risk (L) X (I)	Possible Impact on Financial Strategy	Mitigation / Management
Increased insurance premiums as a result of national or international storm damage claims over the longer term	4	3 30% increase = £0.13m	12	Would require compensating savings to be identified in 2015/16 and future years.	Consider options such as retendering and self-insurance to minimise potential cost increases Continued emphasis on risk management to help prevent future claims
Long term borrowing rates higher than anticipated	3	2 0.1% higher = £0.02m for £20m	6	Would increase borrowing costs budget over the long-term Would hinder business cases involving borrowing and make invest to save schemes less financially attractive	Closely monitor long term borrowing rates and future borrowing requirements to help identify the best time to borrow
Services fail to operate within set budgets due to: • Increased service demand • Price variations • Unachieved income levels • Unachieved savings	3	4 1% overspend on net GF budget = £2.20m in 2015/16	12	Departmental service pressures that can only be met through additional resources, such as the risk provisions, or savings elsewhere in the budget. Reduction in reserves	Monitor corporate critical budgets and overall budget through TBM. Identify action plans to mitigate cost pressures.

Risk	Likelihood of occurrence (L)	Impact (I)	Risk (L) X (I)	Possible Impact on Financial Strategy	Mitigation / Management
Waste tonnages higher than projected resulting in additional disposal costs	2	4 1% increase in tonnage per annum = £0.7m p.a. over life of contract	8	Would increase the waste disposal budget and compensating savings would need to be identified elsewhere in the budget	Provision for higher tonnages made in assessment of waste PFI reserve Monitor and identify specific areas of growth and undertake waste minimisation and further recycling measures
Continuing squeeze on household incomes and difficult trading conditions on the high street has a greater than anticipated impact on collection of income and commercial rents	3	4 1% reduction in income = £1m 1% reduction in commercial rents = £0.1m	12	Services would need to identify compensating savings and in particular look at whether expenditure could be reduced in those income generation areas or alternatively reviewing fees and charges tariffs and policies in year	Identify action plans to mitigate income and rent shortfalls

Risk	Likelihood of occurrence (L)	Impact (I)	Risk (L) X (I)	Possible Impact on Financial Strategy	Mitigation / Management
The uncertainties within housing market, changes in housing benefit and welfare reform create spending pressures within the budget e.g. homelessness	4	4 10% increase in net homelessness budget = £0.4m	16	Would create additional pressures in the Housing Strategy and potentially other related budgets which would need to find compensating savings	Assess the potential impact of proposed changes to the housing benefit system / welfare reform and plan and lobby accordingly. A range of additional discretionary funds set aside to be directed to most appropriate area as needed
Reduction in Better Care Fund (BCF) through failure to achieve performance targets may impact on CCG funding for protection of social care	3	4 CCG amount subject to achievement of targets = £1.3m	12	Would reduce the CCG's flexibility of funding to support Adult Social Care and therefore impact on the councils financial position.	Working with Health on the Better Care Fund plan through the Health & Wellbeing Board
Major civil incident occurs e.g. storm, flooding, riot	2	4 Estimated "Bellwin" threshold = £0.7m	8	Budget overspend/reduction in reserves Pressures on other budgets The council would have to meet the costs of uninsured risks in addition to the "Bellwin" threshold	Ensure adequate levels of reserves to cover threshold expenditure Ensure appropriate insurance cover is in place and that the Insurance Fund is sufficient to cover uninsured risks

Risk	Likelihood of occurrence (L)	Impact (I)	Risk (L) X (I)	Possible Impact on Financial Strategy	Mitigation / Management
Severe winter weather places additional spending pressures on winter maintenance and other budgets across the council	3	3 Depends on severity of weather event and length of cold snap	9	Need to use reserves in one-off risk provisions	Advance planning to minimise possible disruption
Cost overruns occur on schemes in the agreed capital programme	2	3 1% cost overrun on total programme = £1.2m	6	Reserves or other capital resources redirected to fund overspend Unable to meet capital investment needs	Effective cost control and expenditure monitoring. Flexibility within programme to re-profile expenditure if necessary.
Capital receipts lower than anticipated	3	4 10% reduction in receipts = £1.0m in 15/16	12	Fewer resources available for transport programme, workstyles and other strategic funds	Flexible capital programme that allows plans to be reduced or re-profiled. Alternative site disposal plans capable of being accelerated

Risk	Likelihood of occurrence (L)	Impact (I)	Risk (L) X (I)	Possible Impact on Financial Strategy	Mitigation / Management
Income from business rates is lower than expected due to successful rating appeals / redevelopment of existing sites gives temporary reduction / collection performance declines	3	3 1% of forecast retained business rates income = £0.5m	9	Would require an increased budget gap to be addressed in the following financial year	Make appropriate provisions in resource forecasts Respond to CLG consultation on appeals Close monitoring of business rates yield and collection Consider measures to encourage growth in local businesses
The council fails to reduce its carbon footprint resulting in higher than anticipated energy costs and need to purchase more allowances than anticipated under the CRC scheme	3	2 Allowances budget = £0.360m	6	Would reduce resources within budgets creating the need to find additional savings	Continue developing council carbon budgets for services and report / monitor alongside financial budget. Programme of investment to reduce carbon footprint across the council
Further risks affecting 2016/17 onwards					

Risk	Likelihood of occurrence (L)	Impact (I)	Risk (L) X (I)	Possible Impact on Financial Strategy	Mitigation / Management
Pay assumptions for 2016/17 onwards are lower than agreed pay awards and other pay related costs	3	3 0.5% change in pay award = £0.7m	9	Immediate impact on reserves if pay provisions are insufficient to meet increased ongoing costs arising from Pay Modernisation, pay awards and/or impact of the Living Wage. This would require reductions in the budgets for the following year/s to repay reserves.	Monitor progress on pay award negotiations and wider national settlements. Monitor progress of pay negotiations on a frequent basis and update financial forecasts regularly.
Cash reductions in remaining unringfenced government grants in 2016/17 and beyond causing additional budget pressures	3	3 5% reduction in unringfenced government grants = £0.8m	9	Would require an increased budget gap to be addressed in the following financial year	Provisions for reductions made in resource forecasts Develop strategies to identify priorities and mitigate impact of reductions
Reduction in Dedicated Schools Grant following review of existing formula and possible introduction of a national model for distribution between schools	3	4 1% reduction in DSG = £1.56m	12	Additional pressure on schools budgets	Respond to consultation papers and lobby Government on impact Early discussions with Schools Forum on potential impact

Risk	Likelihood of occurrence (L)	Impact (I)	Risk (L) X (I)	Possible Impact on Financial Strategy	Mitigation / Management
Reduction in Pupil Premium Grant (PPG) following review of its introduction in 2010/11 and performance of disadvantaged pupils over the period	3	3 10% reduction in PPG = £0.930m	9	Additional pressure on schools budgets	Respond to consultation papers and lobby Government on impact Early discussions with Schools Forum on potential impact
Care Act funding being insufficient to cover the additional costs of new responsibilities including , assessment, safeguarding and the cap on the cost of social care	3	4 Modelling suggests the shortfall could be up to £0.4m	12	Would require an increased budget gap to be addressed in the following financial year	Close monitoring of the likely caseload through the assessment process. Make representations to Department of Health to ensure sufficient funding is made available
Funding for Public Health responsibility reduces following introduction of new distribution formula	4	4 2015/16 Grant = £18.7m	16	Would require an increased budget gap to be addressed in the following financial year	Monitor progress of discussions on new distribution formula and lobby for changes to achieve the best outcome for the city

Risk	Likelihood of occurrence (L)	Impact (I)	Risk (L) X (I)	Possible Impact on Financial Strategy	Mitigation / Management
New Spending Review and/or changes to the grant distribution system leads to greater reductions in B&HCC funding from 2016/17 onwards	3	4 1% reduction in Settlement Funding Assessment = £1.0m	12	Would require an increased budget gap to be addressed in the following financial year	Lobby with LGA over future spending totals Lobby for greater overall share of funding assessment
Business Rates Revaluation due to be implemented in on 1 April 2017 leads to new successful Business Rates appeals	5	4 1% of forecast retained business rates income = £0.5m	20	Would require an increased budget gap to be addressed in the following financial year Protection from safety net at 7.5% below baseline funding	Lobby CLG for changes to the Business Rates Retention scheme Liaison with VOA Monitor the impact of appeals throughout the remaining revaluation period
Government changes to business rates (e.g. cap on multiplier, enhanced or new reliefs) are not fully funded through ongoing section 31 compensation grants	3	4 Estimated value of Section 31 grant 2015/16 = £4.2m	12	Would require an increased budget gap to be addressed in the following financial year	Lobby CLG to ensure any new measures impacting on business rates income are fully funded

Risk	Likelihood of occurrence (L)	Impact (I)	Risk (L) X (I)	Possible Impact on Financial Strategy	Mitigation / Management
Changes to National Insurance contributions in 2016/17 are not matched by an increase in the funding totals for local government	3	4 Estimated increase in NI of £2.2m for GF	12	Would require an increased budget gap to be addressed in the following financial year	Lobby CLG and Treasury to ensure additional burden is fully funded
Energy and fuel prices increase above budgeted provision	3	2 10% increase to the general fund = £0.35m	6	Would reduce resources within budgets creating the need to find additional savings However, higher electricity prices would mean that the share of electricity income from Energy From Waste plant will increase to offset some of the cost increase	Reduce consumption and implement measures to generate energy Monitor energy/fuel market for contracts closely Risk provisions and service pressures provide some cover for higher inflation
Investment interest rates lower than anticipated	3	3 0.1% lower = £0.1m	9	Would need more reserves to cover any shortfall in the investment interest budget	Keep investment strategy under constant review

Risk	Likelihood of occurrence (L)	Impact (I)	Risk (L) X (I)	Possible Impact on Financial Strategy	Mitigation / Management
Further transfer of schools from local authority to free schools and academies	4	3 10% transfer of pupils Reduced Business Rates income =£0.1m Reduced Education Services Grant =£0.3m	12	Would require an increased budget gap to be addressed in the following financial year	Sell central education services to new free schools and academies to help replace loss of Education Services Grant. Reduce costs where possible.

Likelihood: 1 – Almost impossible, 2 – Unlikely, 3 – Possible, 4 – Likely, 5 – Almost certain.
Impact: 1 – Insignificant, 2 – Minor, 3 – Moderate, 4 – Major, 5 – Catastrophic or fantastic.
Risk (L x I): 1-3 Low, 4-7 Moderate, 8-14 Significant, 15-25 High.

Opportunities

Incentives within the current grant distribution system are:

- Business Rates Retention scheme – Retaining 49% of business rates growth above the baseline funding level
- New Homes – Entitlement to New Homes Bonus Grant for 6 years
- New Homes – Increase in council tax resource
- Improve the local economy – Reduce Council Tax Reduction caseload and increase council tax resources

Savings Proposals 2015/16 to Support a Referendum Budget

Appendix 7

Service	Gross Budget £'000	Net Budget £'000	Description of Saving Opportunity	Saving Type	Impact on Outcomes / Priorities	Equalities Impact	Savings identified 2015/16 £'000	Full Year effect of 2015/16 savings £'000
ADULT SERVICES								
Adults Assessment								
Learning Disabilities (LD) - Residential. Community Care Services provided by the Independent Sector to meet assessed needs.	12,125	10,882	Target all out of city placements with a purpose of bringing people back into supported living in the City. Consider alternative models of care to include supported living. Ensure appropriate funding streams are in place (e.g. specialist placements or Clinical Commissioning Group contribution). Transitions - explore responsibility for funding over 18s and opportunities from joint commissioning. Review high cost placements including Supported Living (VfM4). Also on third party spend negotiate rates linked to better use of technology(VfM4).	Commissioning	Reducing expenditure on Learning Disabilities to bring in line with other client groups. This in turn will deliver equality of levels of service across client groups.	1	625	625
Learning Disabilities (LD) - Home Care, Day Care & Direct Payments. Community Care Services provided by the Independent Sector to meet assessed needs.	11,858	11,179	Drive forward the personalisation agenda and increased use of Direct Payments and support service users to seek cost effective solutions to meet eligible needs. Review high cost placements & third party spend within main Home Care contract review. Use of Support Broker to deliver alternatives.	VFM Programme	Reducing expenditure on Learning Disabilities to bring in line with other client groups. This in turn will deliver equality of levels of service across client groups. Driving forward personalisation within the context of reduced expenditure.	2	415	415

Service	Gross Budget £'000	Net Budget £'000	Description of Saving Opportunity	Saving Type	Impact on Outcomes / Priorities	Equalities Impact	Savings identified 2015/16 £'000	Full Year effect of 2015/16 savings £'000
Older People- Residential/Nursing (includes Older People with Mental Health needs (OPMH)). Community Care Services provided by the Independent Sector to meet assessed needs.	21,911	10,286	Ensure effective review to reflect any change in needs. Impact of task force in identifying all appropriate funding sources. Review housing options. Identify links to Better Care (especially for Older People Nursing) and potential sources of funding. Impact of good results on delayed transfers of care - potential risk share agreement. Integrated model of working. Increased scrutiny of placements. Ensure not paying above set rates and reduce number of cost waivers. Consider moving people if weekly cost is too expensive compared to comparators.	VFM Programme	Continue to reduce the number of people going into residential/nursing care in line with Better Care. Focus on getting people back home.	3	743	743
Adults with Mental Health (MH) - Residential. Community Care Services provided by the Independent Sector to meet assessed needs.	4,025	3,087	Rigorous scrutiny of placements. Impact of task force in identifying all appropriate funding sources & learning from VfM4 review of high cost placements. Assume 5% saving through implementing the Resource Allocation System (RAS).	VFM Programme	Continue to reduce the number of people going into residential/nursing care in line with Better Care. Focus on getting people back home.	4	200	200
ALL COMMUNITY CARE - Across all client groups. Fees for services provided by the Independent Sector	59,904 (inc lines above)	42,993 (inc lines above)	Limit inflationary increases targeting key areas of under supply. Will need to monitor this area in light of the Care Act and Better Care.	Commissioning	Those assessed against eligibility criteria will still receive care. Location of services may vary. The impact of the Care Act on the market will be closely monitored as funding reform and impact of self funder rates affects market.	5	750	750
ICES (Integrated Community Equipment Services) - provided under joint S75 arrangement with Sussex Community Trust	647	647	Savings of 30% on equipment are expected through the change in procurement routes.	VFM Programme	A more efficient equipment service with no expected impact on service users. Improved Value for Money. Potential to meet increasing demand for service within current cost. In the longer term more equipment will be available for more people over 7 days a week.	Not required	100	100

Service	Gross Budget £'000	Net Budget £'000	Description of Saving Opportunity	Saving Type	Impact on Outcomes / Priorities	Equalities Impact	Savings identified 2015/16 £'000	Full Year effect of 2015/16 savings £'000
Learning Disabilities: The Learning Disabilities peer review suggests that we should focus on promoting independence and in meeting the aspirations of people with a learning disability. A more personalised approach should give the opportunity to deliver savings including:			Employment- Enable more people to access volunteering, employment and training this will see a shift in investment away from traditional activities, meet aspirations of people with learning disabilities and drive efficiencies.	Commissioning	Developing a wider offer across day and employment services that is delivered in a different way to meet aspirations of people with learning disabilities.	6	45	90
			Realigning accommodation and supported living including respite to enable service users to live independent lives.	Commissioning	Benchmarking shows these are areas of high spend and by realigning services and types of support available this should result in a reduction in spend.	7	162	224
			A more personalised approach through reviews should avoid high cost packages and personal budgets should result in lower spend per individual and different support plans.	Commissioning	Benchmarking shows these are areas of high spend and by realigning services and types of support available this should result in a reduction in spend.	8	729	998
Assessment Services (including those provided through joint S75 arrangements with Sussex Partnership Foundation Trust (SPFT)): Assessment and Review staffing	12,462	10,263	Assessment services-how we deliver the new responsibilities of the Care Act within existing and new resources-resulting in cashable and non cashable savings. Restructure proposals reflecting changes in responsibility following the Care Act. Making use of delegation powers whilst retaining responsibility for quality. (potential funding for Care Act implementation to offset increased responsibilities). Focus on statutory duties, Business Process Improvement (BPI) processes.	Other Efficiency Gains	Streamlined processes and different options for completing assessments will enable statutory duties to be maintained and ensure management oversight of outcomes and spend.	S1	376	512
Adults Assessment Total							**4,145**	**4,657**
Adults Provider								
Resource Centres Older People (Craven Vale, Knoll House, Ireland Lodge (MH), Wayfield Avenue (MH))	5,183	2,704	Review criteria for the bed services and reduce numbers of beds funded through Social Care.	Commissioning	Potential impact on joint service delivery and integration plans within the better care plan and short term services.	9 & S2	1,000	1,000
Able & Willing Supported Business	737	433	Review business plan and reduce subsidy from September 2015 as agreed by Budget Council February 2014. Reduce subsidy by a further £100k from September 2015 (£200k from April 2016).	Other Efficiency Gains	Not a statutory service. We believe this service has a significant role to play in delivering employment opportunities.	S3	100	200
Adults Provider Total							**1,100**	**1,200**

Service	Gross Budget £'000	Net Budget £'000	Description of Saving Opportunity	Saving Type	Impact on Outcomes / Priorities	Equalities Impact	Savings identified 2015/16 £'000	Full Year effect of 2015/16 savings £'000
Commissioning & Contracts								
Commissioning & Contracts Staffing Budget	1,386	1,386	Review contract management and commissioning function and scope for joint arrangements. Opportunity for efficiencies through better alignment of functions. Focus on statutory functions, review monitoring arrangements in light of the Care Quality Commission (CQC) role.	Commissioning	More efficient commissioning and contracting. Clarity of roles between commissioning, contracts and procurement.	10 & S4	130	130
Commissioned Services	3,142	2,813	HIV contracts now funded by Public Health. City wide approach to prevention, and more efficient joint commissioning against outcomes. Procurement review of top 10 suppliers & use of different procurement methods to purchase services.	Commissioning	More efficient joint commissioning through improved procurement methods, use of the commissioning prospectus, and improved contract compliance arrangements.	Not required	280	280
Commissioning & Contracts			Funding and commissioning of Older People's Preventative contracts transferred to Public Health against the ring fenced grant.	Other Efficiency Gains	No Impact as relates to a funding switch.	Not required	250	250
Commissioning & Contracts Total							**660**	**660**
ADULT SERVICES TOTAL							**5,905**	**6,517**
ASSISTANT CHIEF EXECUTIVE								
Sport & Leisure								
Sports Facilities – development of sports facilities across the city, including the management of the council's contracts for sports centres, swimming pools and golf courses; meeting the council's contractual and Health and Safety responsibilities.	1,350	1,172	Energy saving measures and the monitoring of the energy payment agreement with Freedom Leisure has reduced the risk of the council's potential liability for energy costs, enabling a saving to be achieved.	Other Efficiency Gains	No impact.	Not required	50	50

Service	Gross Budget £'000	Net Budget £'000	Description of Saving Opportunity	Saving Type	Impact on Outcomes / Priorities	Equalities Impact	Savings identified 2015/16 £'000	Full Year effect of 2015/16 savings £'000
Sports Development - activities that offer opportunities to participate and improve physical and mental health. Service outcomes include Active for Life programme, Healthwalks and provision of free swimming for young people for example.	645	474	Streamlining and refocussing of sports development promotional events and integrating with Public Health.	Other Efficiency Gains	Reduces and refocuses promotion of sport and physical activity opportunities that encourage healthy lifestyles.	11	200	200
			Public Health funding for Active for Life and HealthWalk programme	Other Efficiency Gains	No Impact- change of funding source.	Not required	100	100
Seafront Services - operation of the city's 13 km of Seafront including implementation of the maintenance programme and daily management of the Seafront to ensure a safe environment for residents, visitors and tenants. The Seafront plays a major role in the city's visitor economy.	1,079	-934	(1) Increased income from ground rents for Beach Huts and rents from Chalets £5k; (2) Reduced expenditure required for provision of sea buoys £5k	Fees & Charges	None	Not required	10	10
Outdoor Events - enable the city's annual Event's Programme of over 300 events to take place in conjunction with event organisers and statutory bodies. Also plays a major role in the city's visitor economy and enhancing the sense of community for local residents.	244	-6	Increased income from events	Fees & Charges	None	Not required	10	10
Sport & Leisure Total							**370**	**370**
Communications								
The communications team provide support across 800 council services, pro-actively promoting the work of the council and the identity of the organisation.	878	790	Savings as result of service redesign, deleting vacant post.	Other Efficiency Gains	none	Not required	25	25
Communications Total							**25**	**25**

Service	Gross Budget £'000	Net Budget £'000	Description of Saving Opportunity	Saving Type	Impact on Outcomes / Priorities	Equalities Impact	Savings identified 2015/16 £'000	Full Year effect of 2015/16 savings £'000
Corporate Policy & Communities								
Overview & Scrutiny (O&S) enables the authority to meet statutory scrutiny requirements. As part of the council's decision making processes it a) checks & reviews policy b) monitors performance c) holds the council, its partners & external agencies to account. The service also supports the Older People's Council (OPC), Tenant Scrutiny & the Health & Wellbeing Board.	220	213	Deletion of the majority of the service and deliver a minimum function that meets statutory requirements.	Other Efficiency Gains	Work will be required to ensure the authority is able to meet its statutory responsibilities as they relate to scrutiny. Work undertaken by O&S for vulnerable/disadvantaged groups and key strategic issues (e.g. Trans, Sea Front, Bullying, Autism) will, where possible, need to be addressed by other teams in the council.	12a & S5	151	151
A small corporate research team that manages Community Insight and our data, research and consultation information resources (receives 500 enquiries a month), the consultation portal, advises on consultation standards, coordinates census work and directly delivers numerous corporate critical surveys.	116	116	Integrate intelligence function with Public Health enabling deletion of 0.5 of vacant post.	Other Efficiency Gains	None	Not required	25	25
Senior Managers Support. This is made up of two budget elements 1) the Chief Executive and Assistant Chief Executive and 2) the shared/ pooled administrative support for senior officers, the Administration and the Lord Lieutenancy.	643	622	Service review to explore how further efficiencies can be achieved through pooled working and service modernisation.	Other Efficiency Gains	None	Not required	30	30
Civic Mayor's Office - Supports the delivery of the Mayoralty which includes over 700 civic engagements each year.	109	109	Service redesign reducing the Mayoralty to basic functions including removing staffing support. No administrative support for organising events such as Remembrance.	Other Efficiency Gains	Negligible	13 & S5	81	102
Corporate Policy & Communities Total							**287**	**308**

Service	Gross Budget £'000	Net Budget £'000	Description of Saving Opportunity	Saving Type	Impact on Outcomes / Priorities	Equalities Impact	Savings identified 2015/16 £'000	Full Year effect of 2015/16 savings £'000
Royal Pavilion, Arts & Museums								
Management of 5 sites open to public, 8 other sites of historical importance, off site store. Promotes, manages and develops the council's historic houses and museums, including the care, display and preservation of all buildings, assets and collections. Provides high quality and relevant cultural, interpretation and learning services for all of the city's communities as well as national and international visitors. It has a major regional development role and national leadership role through its partnership with Arts Council England. Arts strategic development of arts and cultural policy for city; delivery of advice for the sector and arts projects.	6,607	1,715	Savings from small service redesign.	Other Efficiency Gains	Potential negative impact on role in supporting cultural sector	Not required	20	20
	6,607	1,715	Charging at £5 per head for non-residents at Brighton Museum. A business plan to be developed to demonstrate that investment required to put this scheme in place is justified and will achieve a saving in the longer term. Assume in place from June 2015.	Fees & Charges	Impact on visitor. Figures in 2013-14 were 338,477. Anticipate these would drop by 50-75%. There will be costs in collecting income and processing	14	150	200
Royal Pavilion, Arts & Museums Total							**170**	**220**

Service	Gross Budget £'000	Net Budget £'000	Description of Saving Opportunity	Saving Type	Impact on Outcomes / Priorities	Equalities Impact	Savings identified 2015/16 £'000	Full Year effect of 2015/16 savings £'000
Tourism & Venues								
Venues - Brighton Centre	2,371	-146	Set Fees & Charges above 2%. Targeting private hiring's and recharges.	Fees & Charges	None	Not required	5	5
			Install motion sensors in toilets and meeting rooms to create savings on electricity costs and reduction of spend on building infrastructure.	Other Efficiency Gains	None	Not required	35	35
Tourism Services - Tourism provides destination marketing activity using press and media, online through the website and social media. It provides services to visitors including accommodation bookings, enquiry handling, maps and works with stakeholders to improve the destination experience. The service bids for major conferences and events for the city and delivers these with partners.	844	504	Establish 'Love Brighton' Tourism brand with licensing and commercialisation of Visit Brighton website	Commissioning	None	Not required	15	15
			Full review of all budgets.	Other Efficiency Gains	None	Not required	25	25
Tourism & Venues Total							**80**	**80**
Libraries								
OVERALL SERVICE Libraries provide a comprehensive statutory service to all those who live, work or study in the city by offering unbiased access to a wide range of books, information and knowledge. Jubilee Library is at the heart of the network which includes 12 community libraries, Hove Library, Equal Access Services, Home Delivery Service and Rare Books and Special Collections. Libraries provide essential IT access for the public to deliver library and other community services. Library services are available 24/7 through our website.	5,742	5,295	Income Generation - Establish new charging framework	Fees & Charges	Public are being consulted	15	43	43
			Operating Model - Some efficiencies through the review of operating model, main impact in future years	Other Efficiency Gains	Not expected in first year	Not required	15	15
			Contract arrangements - Identified efficiencies within contract arrangements	Other Efficiency Gains		Not required	90	90
Libraries Total							**148**	**148**
ASSISTANT CHIEF EXECUTIVE TOTAL							**1,080**	**1,151**

Service	Gross Budget £'000	Net Budget £'000	Description of Saving Opportunity	Saving Type	Impact on Outcomes / Priorities	Equalities Impact	Savings identified 2015/16 £'000	Full Year effect of 2015/16 savings £'000
CHILDREN'S SERVICES								
Stronger Families, Youth & Communities								
Play Service	131	131	We are unable to sustain the current level of General Fund expenditure on the Play Service. It has been agreed that a more targeted service will be provided on our council estates and for that to be funded by HRA resources if it is considered a priority. Public Health have also agreed to fund elements of the service. If this does not prove feasible or acceptable we will end the service as a reduced one is unlikely to make economic sense.	Commissioning	Withdrawal by the council from the delivery play provision will reduce opportunities for children, young people and their families to participate in some community based activities currently free at the point of delivery. Families can access other activities provided by the council, voluntary sector or commercial providers. Some of those activities may incur a charge which will put financial pressure on families on low incomes. However, targeting council resources on those most in need supports the children's service Early Help Strategy and priorities in the Corporate Plan.	16	100	100
Early Years (Early Help) - Children's Centres. City-wide service integrated with health visiting which aims to improve outcomes for children under 5. 12 designated Children's Centre's plus a further 9 linked sites. Statutory duties to ensure sufficient children's centres and improve early years outcomes. Presumption against closure and requirement to consult on changes /closures.	2,498	2,471	Review of the High Needs Block has identified £22k expenditure on the sensory needs service that should be funded by the Dedicated Schools Grant.	Commissioning	None	Not required	22	22
Early Years - Nurseries. Statutory duties to secure sufficient free early education for 4, 3 and low income 2 year olds. Statutory duty to secure sufficient childcare for working parents. Part of Children's Centre service so there is a requirement to consult.	1,621	608	Increase fees for council run nurseries, together with a review of staffing and opening hours.	Other Efficiency Gains	These changes do not affect the Council's priority to secure free childcare places for two year olds in low income families, those families that do not receive this subsidy will have slightly different charges.	17	33	100

Service	Gross Budget £'000	Net Budget £'000	Description of Saving Opportunity	Saving Type	Impact on Outcomes / Priorities	Equalities Impact	Savings identified 2015/16 £'000	Full Year effect of 2015/16 savings £'000
Early Years Family Nurse Partnership - national evidence based programme to support teenage parents.	240	240	Public Health have agreed to take over funding for the Family Nurse Partnership as it forms part of the Healthy Child Programme for children under 5.	Other Efficiency Gains	Already achieved	Not required	240	240
Early Years - Family Information Service. Now part of the Early Help Hub and provides information and advice on early help for parents, check eligibility for two year old funding and information on early education and childcare for parents.	227	227	Family Information Service transfer £29k to Dedicated Schools Grant (DSG) to reflect work on the free entitlement for 2, 3 and 4 year olds. Work has been refocused to support Early Help.	Other Efficiency Gains	None	Not required	29	29
Other Services - Including teenage pregnancy	259	116	Reduction in children's service funding of teenage pregnancy services following the transfer of responsibility to public health.	Other Efficiency Gains	Some integration with health will be required. There should be no reduction in front line staffing but there may be a reduction in management capacity. Remove the contribution to Youth Information Advice Counselling and Support service.	Not required	55	55
Early Intervention	193	193	Reduction of £25k contribution to Behaviour, Emotional and Social Difficulties (BESD) Partnership relating to the 16-19 agenda which is currently under review.	Other Efficiency Gains	Reduce the ability to support the Early Help services with the 16-19 agenda.	Not required	25	25
Early Intervention - Training Contribution to Local Safeguarding Children's Board (LSCB)	30	30	Remove £30k contribution to LSCB workforce development.	Other Efficiency Gains	The LSCB training team provides multi-disciplinary training across the city and its resources (people and funding) come from its constituent partners. By using wherever possible nil-cost internal trainers and training rooms the LSCB training group has been highly effective in managing external spending over recent years. We do not anticipate major changes to this delivery model which means that we can give up the budget with minimal impact on the quality and range of training provided.	Not required	30	30

Service	Gross Budget £'000	Net Budget £'000	Description of Saving Opportunity	Saving Type	Impact on Outcomes / Priorities	Equalities Impact	Savings identified 2015/16 £'000	Full Year effect of 2015/16 savings £'000
Stronger Families, Stronger Communities	1,800	1,069	Reduce the council funding to the Intensive Team for Families by £137k, and the reduction of office costs within the parenting team (£15k)	Commissioning	Following the announcement of the continuing funding of the Troubled Families Programme, current service delivery should be maintained. The reduction of office costs within the parenting team will have minimal implications for service delivery.	Not required	152	152
Early Years - Childcare (support for child-minders, out of school childcare, childcare workforce training, business support for childcare, inclusion funding for children under 2, management and administration of free entitlement for 3 and 4 year olds	660	632	Early years childcare Inclusion funding switched to Dedicated Schools Grant (DSG).	Other Efficiency Gains	None	Not required	90	90
Early Years (Early Help) - Children's Centres. City-wide service integrated with health visiting which aims to improve outcomes for children under 5. 12 designated children's centres plus a further 9 linked sites. Statutory duties to ensure sufficient children's centres and improve early years outcomes.	2,498	2,471	Use of Public Health funding for performance and intelligence work across children's centres.	Other Efficiency Gains	None	Not required	40	40
Stronger Families, Youth & Communities Total							**816**	**883**
Children's Health, Safeguarding & Care								
Fostering & Adoption - Includes payments to carers for fostered and adopted children, staffing teams assessing and supporting foster carers and potential adopters.	8,969	8,959	We have reduced staffing within fostering and adoption teams following the social work review. Deleting 0.57 FTE Practice Manager post, 0.79 FTE social workers. The remaining savings target is to be achieved following recommendations from the current fostering review.	Other Efficiency Gains	We are undertaking a comprehensive review of our fostering services and processes to establish challenge and options for future service provision/configuration. Through this process we aim to address our imbalance between our in house fostering provision and the more expensive independent foster agency (IFA) placements and provide a range of placements including those for complex needs. Once the review is completed additional financial savings should be achievable, but they are not quantifiable at present.	Not required	263	263

Service	Gross Budget £'000	Net Budget £'000	Description of Saving Opportunity	Saving Type	Impact on Outcomes / Priorities	Equalities Impact	Savings identified 2015/16 £'000	Full Year effect of 2015/16 savings £'000
Social Work & Legal - Social work staffing teams, expenditure incurred under section 17 & 18 of the 1989 Children Act, including housing for homeless families and legal costs relating to assessment and court fees.	10,001	10,001	Reviewed service staffing against demand, budget and achieved savings.	Other Efficiency Gains	By reviewing responsibilities and applying a best practice principal across the service we have reallocated resources to areas of higher need and established savings. There is a risk as the demand is very volatile and difficult to predict.	Not required	42	42
Contact service	1,089	1,089	Restructure of Contact service. This service provides supervised contact for children and their families. The proposal is to reduce the management structure and change job descriptions to cover management responsibilities more effectively, and to enable more flexible opening hours.	Other Efficiency Gains	Impacts of savings are low. Economies of scale will be achieved across the management structure.	S6	200	200
Youth Offending Services - Support and supervision to young people involved in the Criminal Justice System and preventative work for children and young people at risk of becoming involved in offending.	1,193	724	A reduction of 2 FTE vacant Youth Justice Workers combined with a restructured budget to enable increased admin capacity has generated the required savings in 2015-16.	Other Efficiency Gains	Throughout 2014/15 additional emphasis and resources have been targeted to support the development of improved report writing, analysis and intervention skills. This, combined with an increased in admin support for 2015/16 is enabling staff to work more effectively and therefore absorb the reduction of the two Youth Justice Worker posts.	Not required	60	60
Agency Placements - Residential, fostering and secure placements for looked after children provided by external agencies	11,318	11,318	Reduction of 6.5 FTE looked after children agency placements available within the budget	VFM Programme	The available resources will be sufficient for 209.1 FTE mainstream agency placements. There are currently 214 children placed.	Not required	250	250
Family Support Services - and intensive intervention initiatives	907	711	Negotiate with Health to fund the Looked After children (LAC) nurse. The current arrangements are the result of a decision made in the past by the Local Authority to fund a LAC nurse to add to the team to meet the demand. The agency responsible for employing nursing staff to meet LAC needs is the Clinical Commissioning Group (CCG).	Commissioning	Dependant on the outcome of negotiations with CCG.	Not required	33	33

Service	Gross Budget £'000	Net Budget £'000	Description of Saving Opportunity	Saving Type	Impact on Outcomes / Priorities	Equalities Impact	Savings identified 2015/16 £'000	Full Year effect of 2015/16 savings £'000
Social Work & Legal - Social work staffing teams, expenditure incurred under Section 17 & 18 of the 1989 Children's Act, including housing for homeless families and legal costs relating to assessment and court fees.	10,001	10,001	Removal of vacant youth worker post in the Advocacy service	Other Efficiency Gains	None	Not required	31	31
Social Work Performance Team	80	80	Social Work Performance Team to be funded by Public Health	Other Efficiency Gains	None	Not required	80	80
Children's Health, Safeguarding & Care Total							**959**	**959**
Education & Inclusion								
Home to School Transport - Transport between home and school for children who live beyond the statutory walking distance. The appropriate school is the nearest maintained school to the child's home that is suitable to their age, educational needs and has a place available	2,313	2,313	Savings opportunities on this budget include: • Reducing the number of children with special educational needs (SEN) requiring taxi transport though the promotion of independent travel training • Increased scrutiny of need for transport assistance through the Education, Health and Care Plan (EHCP) assessment process • Retendering all transport contracts for home to school transport for new contracts commencing September 2015 • Reviewing the levels of support in the Post 16 Education Transport Policy • Reviewing and reducing the number of children's services vehicles	Commissioning	Potential impacts include: • More children with SEN develop independent travel skills • Children with less confidence may attend school less well • There may be more challenge from parents/carers in the EHCP assessment process and more tribunal cases • Risk of retendering resulting in higher rather than lower costs because of e.g. insufficient competition in the market, rising fuel and wage costs • Fewer post 16 students with SEN continuing in learning or training	19	500	500
Portslade sports centre.	542	116	Removal of all council subsidy to the Portslade sports centre.	Other Efficiency Gains	In process of retendering contract	Not required	116	116

Service	Gross Budget £'000	Net Budget £'000	Description of Saving Opportunity	Saving Type	Impact on Outcomes / Priorities	Equalities Impact	Savings identified 2015/16 £'000	Full Year effect of 2015/16 savings £'000
School Improvement - Primary, secondary and special advisors, primary and secondary national strategies, school training & development, governor support, family learning and schools data service.	1,220	720	Remove the remaining Council subsidy from Community Learning, with the service becoming fully dependent upon grant funding (currently circa. 80%). The Council delivers its Adult and Community Learning in partnership with other providers. On top of the grant provided for this provision the Council provides a subsidy to support management of the programme. We are proposing that a provider takes on responsibility for managing the grant and ensuring provision continues so the subsidy would no longer be needed.	Commissioning	Potential impacts include: • some reduction in learning opportunities choice for families who access Family Learning and for those who are disadvantaged or have low skills • Transfer of Skills Funding Agency (SFA) grant to other providers because SFA not prepared to fully fund management and admin costs • Loss of capacity to support three community hubs providing Neighbourhood Learning in Deprived Communities programmes	20	44	67
Music & Arts Study Support	1,168	136	The Music & Arts Service presently receives a subsidy from the Local Authority of approx.15% of total service funding which is focused on providing a subsidy scheme to support access to learning for children and young people (CYP) from families on low incomes. Through the further development of the music hub the savings are to be met from a combination of accessing new sources of funding, deletion of a post, remodelling and reduction of hours across administration and finance functions, relocation of Saturday Music Centre, new charging model for Music Centre activities, increase in fees above inflation and remodelling of provision.	Other Efficiency Gains	The service is leading on the development of a cultural hub for the city and is aiming to remodel with partners over the next 2 years. Year one impact of the proposal will stop dance development and we will aim to work with South East Dance (SED) on an exit strategy. Change of venue of activities could impact on numbers of CYP attending activities.	21 & S7	57	126
Other - Including Access to education	505	504	Funding for the £13k contribution to the SEN Hearing Impaired service to be switched with the DSG. Removal of management budget of £30k for one off issues and reduce the cost relating to the Civic catering contract by £15k	Other Efficiency Gains	None.	Not required	58	58
Schools PFI project	2,431	25	Remove inflation allowance for 2014/15 and 2015/16	Other Efficiency Gains	None	Not required	50	50
Education & Inclusion Total							**825**	**917**

Service	Gross Budget £'000	Net Budget £'000	Description of Saving Opportunity	Saving Type	Impact on Outcomes / Priorities	Equalities Impact	Savings identified 2015/16 £'000	Full Year effect of 2015/16 savings £'000
SEN and Disability (SEND)								
Agency (independent and non-maintained) SEND/ BESD placements including boarding school and residential placements	1,639	1,639	Increased use and targeting of DSG to reduce the number and unit cost of disability residential placements	Commissioning	Potential re-allocation of DSG resources following a review of the use of the high needs block.	Not required	364	364
Educational Psychology Service and Children and Adolescent Mental Health Service	810	746	Reduction in staffing costs across the services	Other Efficiency Gains	All services have high demand particularly in the light of new SEN reforms and concerns amongst stakeholders about availability of support for mental health. However the SEN review is looking to make savings by greater efficiencies and an increased focus on early help/ preventative approaches to build greater resilience and skills in schools and other referrers to reduce demands on service time.	S7A	30	30
Child and Adolescent Mental Health Services (CAMHS)	810	746	Support for emotional health and wellbeing to be part funded by Public Health with a focus on information, advice and guidance for young people and professionals working with young people.	Commissioning	None	Not required	80	80
Special Educational Needs	345	495	Review of staffing	Commissioning	None	S7A	25	43
Integrated Children's Disability Services	1,108	1,157	Review of management and admin, transitions processes, keyworking, social work and all disability services both council and commissioned.	Commissioning	These efficiencies are being designed to have minimum impact on front line services and will include planned and carefully targeted reductions to services provided for children with SEND.	S7A	140	200
Services for Children with Disabilities - Residential and respite placements, short breaks, direct payments and family support services	3,239	3,267	The aim is to integrate and re-align services across education, health and care such that the savings can be made through greater efficiencies, streamlined management and a reduction in the need for unnecessary and expensive out of City placements while protecting front line services. The review of Special Educational Needs and Disability is making recommendations in more detail in this area.	Commissioning	The SEND review has made recommendations for integrated provision which will allow for more efficient use of funding across education, health and care by integrating services and provision. The impact will be on the configuration of services and not on the amount or quality or service available to children and families.	S7A	341	341

Service	Gross Budget £'000	Net Budget £'000	Description of Saving Opportunity	Saving Type	Impact on Outcomes / Priorities	Equalities Impact	Savings identified 2015/16 £'000	Full Year effect of 2015/16 savings £'000
SEN and Disability (SEND) Total							**980**	**1,058**
CHILDREN'S SERVICES TOTAL							**3,580**	**3,817**
ENVIRONMENT, DEVELOPMENT & HOUSING								
City Clean and Parks								
Street Cleaning - The street Cleansing Service covers street cleansing, beach cleansing, graffiti removal, pavement jetting/washing and environmental enforcement. The service is provided from 0500 - 2200 365 days a year in the central area and 0600 - 1400 Mon - Fri (with some weekend cover) in the outlying areas of the city.	5,686	5,659	Efficiencies in supplies and services	Other Efficiency Gains		Not required	31	31
Waste Collection - City Clean collects domestic waste from 124,000 households. The central area of town is collected using communal bins with collection up to 6 times per week. The remainder of the city is collected on a weekly basis using wheeled bins and black bags in areas such as Hanover.	2,268	2,268	Efficiencies in supplies and services	Other Efficiency Gains		Not required	9	9
Waste Disposal - The council is in a joint Integrated Waste Management Contract with ESCC. The 30 year PFI contract with Veolia is for the building of waste treatment facilities and waste processing.	13,147	12,564	Efficiencies in supplies and services	Other Efficiency Gains		Not required	10	10
Recycling - City Clean collects household recycling from the kerbside on a fortnightly collection. There are some areas of the town centre that have a weekly kerbside collections service. In addition there is a communal recycling service in the central town area.	2,333	2,333	Reduction in professional fees budget.	Other Efficiency Gains	The service will not have a budget for ad hoc work e.g. consultancy support on specific proposals.	Not required	24	24
			Efficiencies in supplies and services	Other Efficiency Gains		Not required	18	18

Service	Gross Budget £'000	Net Budget £'000	Description of Saving Opportunity	Saving Type	Impact on Outcomes / Priorities	Equalities Impact	Savings identified 2015/16 £'000	Full Year effect of 2015/16 savings £'000
Parks & Open Spaces - The service manages and maintains the city's parks and open spaces including formal parks and gardens, amenity green spaces, playgrounds, allotment and areas of natural and semi natural open space. Services are provided to manage housing land, cemeteries for Bereavement Services and grounds maintenance for some schools. The Ranger Service leads on community engagement and co-ordinating volunteers.			Reduced contribution to core costs of Biosphere project	Other Efficiency Gains	Proposal will require partnership to secure 50% of core costs from other partners. There is a risk to the viability of the partnership if this funding is not secured.	Not required	20	20
			Efficiencies in supplies and services	Other Efficiency Gains		Not required	76	76
City Parks Trees - The Arboriculture Team are responsible for the inspection and maintenance of trees in the city. There are an estimated 12,000 street trees. Some of the maintenance work is sub contracted out.	774	762	Efficiencies in supplies and services	Other Efficiency Gains		Not required	10	10
Fleet Section - Operates a fleet of vehicles to deliver frontline services such as the transportation of service users in Adult Services and Children's Services and waste collection, street cleaning and parks services. Maintenance of refuse, recycling and street cleansing vehicles is carried out in house at Hollingdean Depot. For other services these costs are contracted out.	2,094	2,040	A business plan is being developed to offer servicing, maintenance and MOTs to other council departments and on a commercial basis.	VFM Programme		Not required	50	50
			Efficiencies in supplies and services	VFM Programme		Not required	21	21
Across City Infrastructure			Efficiencies made by not applying inflationary increase to supplies & services budgets.	Other Efficiency Gains		Not required	50	50
City Clean and Parks Total							**319**	**319**

Service	Gross Budget £'000	Net Budget £'000	Description of Saving Opportunity	Saving Type	Impact on Outcomes / Priorities	Equalities Impact	Savings identified 2015/16 £'000	Full Year effect of 2015/16 savings £'000
City Regeneration								
Economic Development Team works to create the right environment in which businesses can thrive; promotes and helps to generate commercial space; provides business advice and signposting; programme manage delivery of the City Employment Skills plan, helping to sustain the City economy and deliver business rate income to the City Council. The team leads on the Greater Brighton City Deal and liaison with the Coast to Capital LEP; and works with a range of partners to secure investment to the city.	540	453	A service redesign will focus the team upon a programme management approach to delivering the City's and City Region's Economic Growth Programme	Other Efficiency Gains	It is anticipated that the service redesign will strengthen the ability of the service to deliver the Economic Growth Programme and secure new income through funding bids to the LEP and Government	S8	35	35
Sustainability Team Programme manages delivery of the City's One Planet Living Sustainability Action Plan, Implementation of ISO 14001 Environmental Management System and ISO 2012 1 Sustainable Events programmes; Consultancy support internally to improve resource efficiency. Management and administration of City Sustainability Partnership; Sustainability and environmental policy development; and funding bids.	173	173	The Sustainability Team has been integrated with the International Team with effect from 1st November 2014 creating a saving in management costs, whilst also strengthening the team's ability to secure new funding through bids to the LEP, Government and EU.	Other Efficiency Gains	Saving is not anticipated to impact upon the ability of the team to deliver corporate plan priorities and outcomes	S8	53	53
City Regeneration Total							**88**	**88**
Planning & Building Control								

Service	Gross Budget £'000	Net Budget £'000	Description of Saving Opportunity	Saving Type	Impact on Outcomes / Priorities	Equalities Impact	Savings identified 2015/16 £'000	Full Year effect of 2015/16 savings £'000
Building Control - Offers a friendly flexible service which protects the consumer and supports the construction professional by ensuring technical standards are maintained during building works. A team of professionally qualified and experienced surveyors offer expertise in interpretation of building control regulations.	922	106	Building Control will pursue a business model aimed at achieving a 'break-even' position for 2015/16 as part of the corporate value for money programme. This includes a reduction in staff costs.	VFM Programme/ Cross Cutting	Delivering part of the saving will mean that work is re-distributed within the team.	S9	20	20
Development Management - The service is statutory and is responsible for all decisions on planning applications in relation to the city and for managing the enforcement of breaches of planning where appropriate. Working closely with Planning Strategy & Conservation, the Planning Projects team and departments across the council to ensure the strategic objectives in our adopted policies are delivered and to ensure a co-ordinated approach to securing the development the city needs on the sites where it matters most.	1,789	671	A business plan to support the implementation of pre-application charges to secure £100k fee income as part of the corporate value for money programme. A reduction in staff costs. A BPI review of the service will examine the scope for further cost savings. Participation in a corporate review of enforcement activity will examine the scope for further savings/ efficiencies	VFM Programme/ Cross Cutting	A successful pre-application service will improve the service for developers. A BPI review is intended to drive forward service improvements and efficiencies and reduce costs. A reduction in staffing will impact on the team's ability to manage planning applications promptly and efficiently. The Enforcement review is intended to drive service improvements and efficiencies and reduce costs.	22	145	145
Planning Policy & Strategy - Provides a policy basis for planning decisions for the city and sub region. The team prepares the main policy documents for development in the city, the Local Plan (City Plan Pt 1); the joint Waste & Minerals plan (jointly with ESCC and the SDNPA); and a joint area action plan for Shoreham Harbour (joint with Adur DC & WSCC).The Heritage team provides policy and historic buildings and monuments advice to protect the outstanding heritage of the city.	854	842	A reduction in staffing costs and a re-alignment of team reporting lines within the new structure.	Other efficiency gains	Work to be absorbed into the new service structure. More emphasis on joint working with other agencies to support policy development. Stop pro-active heritage/conservation activity.	S9	45	45

Service	Gross Budget £'000	Net Budget £'000	Description of Saving Opportunity	Saving Type	Impact on Outcomes / Priorities	Equalities Impact	Savings identified 2015/16 £'000	Full Year effect of 2015/16 savings £'000
Planning Projects - The service's remit is to pursue a positive planning agenda and attract development and associated investment into the city, facilitating major developments brought forward by the city council and the private sector, through planning briefs, master plans & research studies. The service provides planning expertise to the client-side of the council on its major projects and provides advice to relevant council services (e.g. estates, education) in respect of council-owned sites. The team focuses on strategic and politically sensitive projects, such as Preston Barracks, Toad's Hole Valley & Brighton Marina.	283	226	A reduction in staffing costs.	Other Efficiency Gains	Reduced capacity to support major projects	S9	20	20
Development Management - The service is statutory and is responsible for all decisions on planning applications in relation to the city and for managing the enforcement of breaches of planning where appropriate. Working closely with Planning Strategy & Conservation, the Planning Projects team and departments across the council to ensure the strategic objectives in our adopted policies are delivered and to ensure a co-ordinated approach to securing the development the city needs on the sites where it matters most.	1,789	671	Introduction of Planning Performance Agreements (PPAs) to secure funding for planning officer input to managing major development proposals.		PPA's will provide developers with greater certainty and securing funding to support planning officer input ill help to guarantee delivery.	Not required	22	22
Planning & Building Control Total							**252**	**252**

Service	Gross Budget £'000	Net Budget £'000	Description of Saving Opportunity	Saving Type	Impact on Outcomes / Priorities	Equalities Impact	Savings identified 2015/16 £'000	Full Year effect of 2015/16 savings £'000
Transport								
Public Transport - the team's primary function is to manage the council's supported bus network and general bus related measures which aim at increasing bus patronage in the city such as multi modal ticketing. They are also charged with managing the Quality Bus Partnership involving the 5 private bus operators. There is also a customer facing element including bus promotion and dealing with customer enquires.	1,367	1,196	Reduction of expenditure by early termination of 7 Supported Bus Contracts. The specific reductions are weekend and weekday evening services 21, 38A, Sunday and Public Holiday services 38A, 21A, winter Sunday and PH evening services 21B, 81A and weekday limited service 84.	Commissioning/ Procurement	Will impact on Priorities - Tackling inequality and creating a more sustainable city. The cumulative impact of these service reductions may lead to other services becoming unviable and their further termination by the Bus Operators. Council officers will engage with Operators to mitigate these impacts and investigate the possibility that some of these routes or parts of routes could run commercially.	23	36	85

Service	Gross Budget £'000	Net Budget £'000	Description of Saving Opportunity	Saving Type	Impact on Outcomes / Priorities	Equalities Impact	Savings identified 2015/16 £'000	Full Year effect of 2015/16 savings £'000
Parking - On Street On-street pay & display, pay-by-phone, permits, enforcement, penalty charge notices, penalty processing and appeals, customer services	6,788	-13,026	1) Reduce need to maintain, replace and collect cash from Pay & Display machines £225k 2) Additional permit and transient income £60k 3) Improved management of PCN debt £40k 4) Enhanced investigation operations in partnership with East Sussex and Sussex Police £5k 5) Review of Pay & Display and Permit Tariffs £571k	Other Efficiency Gains	1) In 2017, a new £1 coin will be introduced requiring recalibration of 1,300 existing Pay & Display machines - cost over £600k. In addition, majority of city's 1,300 machines will be life expired and need replacing at potentially much higher cost. Alternative - phase out Pay & Display and switch to combination of Pay by Phone, PayPoint (cash payments in convenience stores) and on-street card payments. As part of two-year phased programme to remove all on-street cash accepting machines by 2017, 50% of machines could be removed in 2015/16. High risk public resistance - grounds of equalities as it becomes less easy to pay using cash. Some areas, where no nearby PayPoint outlet, there may be no practical cash option. 2) Introduction of new parking schemes meets with policy objectives to improve access for residents and those with greatest need. 3) & 4) low negative service impact risk/potential improved equalities impact. 5) The purpose of changes to parking tariffs is to manage traffic and parking demand, to encourage sustainable transport choices and improve air quality in accordance with the council's Traffic Management objectives. Reductions in underused car parks, such as Regency Square, aim to reduce queuing for more central car parks. Changes to permit prices are designed to further reduce waiting lists for permits, increase turnover of spaces and help to improve air quality in the city within legal limits.	24	901	901
Parking - Off-street multi-storey car parks (e.g. The Lanes, London Road) and surface car parks (e.g. King Alfred, Carlton Hill)	2,689	-3,219	Review of Car Park tariffs including The Lanes & Trafalgar St. £192k	Fees & Charges	Re-balancing the levels of off-street and on-street parking tariffs support Outcome 2.2 creating a fair balance between the needs of pedestrians and cyclists, public transport users and motorists.	Not required	192	192

Service	Gross Budget £'000	Net Budget £'000	Description of Saving Opportunity	Saving Type	Impact on Outcomes / Priorities	Equalities Impact	Savings identified 2015/16 £'000	Full Year effect of 2015/16 savings £'000
Traffic Management & Road Safety - Implement capital funded road safety and accident reduction measures. The cost of a fatal accident to the local economy is £1.6m and a serious accident costs £280k. The investment in road safety measures provides good value for money in terms of reductions in costs to the local economy. The team also works in partnership with the Sussex Safer Roads Partnership to provide pan Sussex road safety campaigns. Develops and implements school travel plans across the city together with education and training initiatives such as child pedestrian training and Bikeability. The team is also working closely with Children's Services on the school expansions programme, exploring measures to off set impacts on the network and encourage children and parents to use more sustainable modes.	825	771	Public Health funding of Bike It schools project	Other Efficiency Gains	No Impact- change of funding source	Not required	35	35
			Public Health funding for road safety initiatives (proposal to be developed)	Other Efficiency Gains	No Impact- change of funding source	Not required	50	50
Transport Total							**1,214**	**1,263**
Housing General Fund								
Head of Housing and administrative support	170	170	Deletion of post and release of overachieved savings from voluntary severance scheme in previous financial years	Other Efficiency Gains	Work will be absorbed elsewhere within the team.	S10	100	100
Homemove Maintaining the Housing Register including dealing with the enquiries it generates for councillors, MPs and applicants, advertising social housing ready to let, verifying the shortlists of bidders for those properties.	211	211	Currently the Registered Provider's are not charged for the cost of running the Joint Housing Register or shortlisting for their properties - the proposal is to charge Registered Provider's for running the Housing Register and shortlisting their properties to offset the staff costs of these functions pro rata.	Fees & Charges	There will be no impact on outcomes as we are seeking to replace the savings with funding from recharging the Registered Providers	Not required	140	140

Service	Gross Budget £'000	Net Budget £'000	Description of Saving Opportunity	Saving Type	Impact on Outcomes / Priorities	Equalities Impact	Savings identified 2015/16 £'000	Full Year effect of 2015/16 savings £'000
Housing Adaptations Team. Enabling independent living through assessment and delivery of disabled housing adaptations and assistance across all tenures in the City. Discharge of Council statutory housing duties, including Community Care Act & Housing Grants, Construction and Regeneration Act requirements in relation to delivery of major housing adaptations. Brighton & Hove has a rising demand for housing adaptations in the City as people live longer with more complex needs. £2.16m spend on delivering 1,229 housing adaptations (Council & Private sector) in 2014/15 - including 436 major adaptations (over £1,000).	540	540	1) HRA to fund an Occupational Therapy(OT) resource at £16k given that dedicated OT hours are used to support HRA households to make informed choices about their housing options. This includes supporting people through the housing application and lettings process; advising on the suitability of the HRA properties; accompanying disabled HRA applicants to view offers of council properties.	Other Efficiency Gains	Impact on Strategic partner organisations- no impact on tenants or staff.	25	50	50
			2) Deletion of Senior Occupational Therapist Post (0.78fte) saving £34k		Potential to lengthen Housing OT assessment times and therefore time taken to deliver housing adaptations across all tenures in the City through reduction in assessment capacity and supervisory support to Housing OTs. Current average number of referrals to the team stands at 40 to 50 per month, with the Service currently assessing all referrals within the national guideline time. Also less capacity to support commissioning of newly built adapted & accessible homes and best use of our existing resources through Accessible Housing Register.			

Service	Gross Budget £'000	Net Budget £'000	Description of Saving Opportunity	Saving Type	Impact on Outcomes / Priorities	Equalities Impact	Savings identified 2015/16 £'000	Full Year effect of 2015/16 savings £'000
Housing Options/Statutory Homelessness Preventing homelessness by finding alternative housing for people who are about to become homeless and to whom the council would otherwise have a duty to provide accommodation - this includes some specialist options workers to understand the needs of specific client groups e.g. Learning Disabilities, Domestic Violence. In addition Options managers assist in finding accommodation for those people who present significant risk to the public if they aren't accommodated, and have a Prison Officer Accommodation Liaison Officer (POAL) who assists people leaving prison to find accommodation and hence reduce potential to re-offend. Assessing homeless applications from those households who do become homeless to determine what housing duty the Council has, and dealing with reviews of such decisions to minimise Court proceedings.	1,143	1,142	Removal of post that delivers housing advice to inmates of Lewes prison immediately pre-release (this is not a statutory obligation) the work will be picked up by other teams in housing options. Reduction in housing options officer post with work to be spread across remaining team.	Other Efficiency Gains	The statutory work undertaken by the POAL officer will be picked up by the remaining Options service. For those ex offenders who we don't owe a statutory housing duty to we will discuss whether there are alternative sources of funding to deliver this service or it will cease. This will likely impact on Community safety and rough sleeping. More self service of Housing options so that remaining staff resources can be focused on those more complex needs where households are becoming homeless.	26	59	59

Service	Gross Budget £'000	Net Budget £'000	Description of Saving Opportunity	Saving Type	Impact on Outcomes / Priorities	Equalities Impact	Savings identified 2015/16 £'000	Full Year effect of 2015/16 savings £'000
Housing Strategy & Development Team. Working with Strategic Housing Partnership develop, agree and review City-wide Housing Strategy and Local Housing Investment Plan for member approval. Enabling the development of new affordable homes, working with the Homes & Communities Agency (HCA), Registered Providers (RP's), potential investors in the City and sub-regional partners to maximise inward investment, increasing housing supply to meet identified local needs and priorities. Development & delivery of our Empty Property Strategy, including bringing empty private sector homes back into use & working with Housing Co-ops.	461	426	1) Increase in fees of £11k for Locata at natural review, from RP partners to reflect true cost of managing the IT system for the Sussex wide housing register and allocations system across all social housing (Choice Based lettings) 2) Restructure of service saving £40k	Fees & Charges / Other Efficiency Gains	None anticipated. Potential reduced capacity to support housing strategy, enabling and investment activity underpinning delivery of key strategic priorities and funds to the City, including improving housing supply and housing quality.	Not required	51	51
Temporary Accommodation - Providing a range of emergency and longer term leased temporary accommodation to statutory homeless and also corporately on behalf of Adult Services (Mental health, Learning Disabilities, Physical Disabilities, HIV team) and Children's Services (young people and families). In addition the team manages Brighton & Hove Seaside Community Homes properties.	19,886	1,558	1) The launching of the Framework Agreements will assist to procure future accommodation and reduce the use of high cost emergency accommodation (£100k with FYE of £260k). 2)Amalgamation of income and credit control team (£20k), and 3) Realignment of staff time on specific projects (£50k) 4) Contributions to reserve fund of £40k no longer required as contracts coming to an end and sufficient reserves built up for managing end of large TA contracts. 5) £50k Public Health Funding for intelligence functions across Housing,	Other Efficiency Gains	Efficiencies through the Framework for Temporary leased accommodation (as opposed to high cost spot purchase) No impact from savings to reserve fund	Not required	260	420

Service	Gross Budget £'000	Net Budget £'000	Description of Saving Opportunity	Saving Type	Impact on Outcomes / Priorities	Equalities Impact	Savings identified 2015/16 £'000	Full Year effect of 2015/16 savings £'000
Travellers - provides support to the travelling community and carries out statutory functions to protect council assets.	639	628	Reduction in use of day time security guards at Horsdean enabled by use of Site and Support Officers during office hours. Reduction in Horsdean running costs in 15/16 while site is redeveloped. This will be taken forward into future years when the site is reopened by review and increase of rental charges at Horsdean Transit site.	Other Efficiency Gains	No impact from reduced security guards during day time due to the presence of Site and Support Officers	Not required	30	30
Housing Related ('Supporting People') - services are preventative services for vulnerable adults to maximise independent living. These represent externally commissioned services delivered by organisations supporting people with a range of support needs to include services for: homeless people, people with substance misuse and mental health support needs; young people; and people experiencing domestic violence. Housing Commissioning are working with commissioning partners in the city to better meet the health and social care needs of vulnerable people through improved joint and integrated commissioning.	7,248	7,248	Explore new service delivery models and explore further income growth. Our 2013 needs assessment analysis indicates high level of local needs/demands for housing-related support services.	Commissioning/ Procurement		27	650	1,300
Housing Strategy Overall			Reduction in Personal Assistant support			S10	26	26
Housing General Fund Total							**1,366**	**2,176**
ENVIRONMENT, DEVELOPMENT & HOUSING - GENERAL FUND TOTAL							**3,239**	**4,098**
Housing Revenue Account								
Housing Management & Maintenance			A service redesign of Housing Management & Maintenance to deliver a high performing low cost service, focusing on ensuring our core maintenance and management service bench marks well with comparator authorities and other affordable housing providers in the city	Other Efficiency Gains	The implementation of the service redesign will commence in 2015/16. This is a part year effect with further savings in 2016/17.	Not required	251	251

Service	Gross Budget £'000	Net Budget £'000	Description of Saving Opportunity	Saving Type	Impact on Outcomes / Priorities	Equalities Impact	Savings identified 2015/16 £'000	Full Year effect of 2015/16 savings £'000
Housing Support	281	281	50% of M7 post no longer working within HRA	Other Efficiency Gains		Not required	30	30
Head of Housing Management and support services	3,482	3,482	Reduce support services from General fund as services no longer required.	Other Efficiency Gains	None	Not required	33	33
Customer Services (housing office receptions, single line telephone contact and complaints)	4,216	-49,298	Increase charges for car parks and garages where demand is high.	Fees & Charges	This will bring in charges more in line with corporate charges elsewhere in the city.	28	45	45
			Reduction of 0.15FTE office management post	Other Efficiency Gains	None as already in place	Not required	4	4
			Reduction in general office budgets such as stationery, print & design and furniture	Other Efficiency Gains	Negligible impact currently	Not required	40	40
Tenancy Services - Estates	6,495	1,839	Reduce materials budget within the estates service. Costs reducing due to good negotiation and contract management.	Other Efficiency Gains	No negative impact on outcomes	Not required	25	25
Tenancy Services - Tenancy Management			Cut budget to vacant post. This possible as a result of efficiencies in the service	Other Efficiency Gains	Need to ensure that the good performance can be maintained with less staff	Not required	27	27
			Efficiency savings have been made on gas and electricity costs	Other Efficiency Gains	None	Not required	120	120
Tenancy Services - Older Peoples Housing			Phase 2 of Intensive Housing Management Charge. The phasing-in of this new service charge to enable self funders to adjust to the charge was agreed in budget setting last year.	Fees & Charges	None	Not required	111	111
			Reduction of cost of Carelink line already achieved	Other Efficiency Gains	None	Not required	7	7
Property and Investment - All revenue repairs maintenance, service contracts and the management of the capital investment programme.	12,726	12,148	Review of commercial rents	Fees & Charges	May mean some higher rents for commercial properties.	Not required	50	50
			Efficiencies on repairs and service contracts	Other Efficiency Gains	Should not impact on service.	Not required	164	164
Housing Revenue Account Total							**907**	**907**
ENVIRONMENT, DEVELOPMENT & HOUSING TOTAL							**4,146**	**5,005**

Service	Gross Budget £'000	Net Budget £'000	Description of Saving Opportunity	Saving Type	Impact on Outcomes / Priorities	Equalities Impact	Savings identified 2015/16 £'000	Full Year effect of 2015/16 savings £'000
FINANCE, RESOURCES & LAW								
Internal Audit / Corporate Fraud / NAFN								
Internal Audit - part in house service, part external service provided by Mazars under Croydon Audit Partnership framework	595	486	Saving achieved through a reduction in resources at Principal Auditor level (already agreed) and by not using temporary staff.	Other Efficiency Gains	The Audit Plan will need to be carefully prioritised to ensure appropriate coverage and prioritisation of highest risk areas	Not required	50	50
External Audit Fees	210	210	Currently consulting on 25% reduction in audit fees net of an increase required for separately resourced grant claims.	Commissioning	There is a requirement to obtain independent accountant statements for separately grant claims outside the scope of this work e.g.. Regional growth fund and this has been netted off the saving.	Not required	40	40
Internal Audit / Corporate Fraud / NAFN Total							**90**	**90**
Financial Services & Procurement								
Financial Services provides the full range of accountancy services including financial management and planning, corporate debt collection and recovery, taxation advice, supplier payments, insurance services, and HR and financial systems support. Incorporates the formal Chief Finance Officer (S151) role for BHCC and South Downs National Park Authority.	4,585	4,186	Staffing efficiencies across Management Accounting (Business Engagement) teams, debtors and creditors services and corporate financial services. These are predicated on improved process efficiency, continued self-service/self-sufficiency across the council, and changes (reductions) to the budget holder structure and number of managers supported.	Other Efficiency Gains	There is a potential negative impact of reducing finance support in a period of increasing financial challenge. In particular, if management capacity reduces across the authority and managers are less able to focus on financial control and improving VFM.	Not required	163	163
			Various small income generation measures including charges for grant administration, banking charges, etc.	Fees & Charges		Not required	60	60
Financial Services & Procurement Total							**223**	**223**
ICT								
Schools ICT Service Traded service provided to all Brighton & Hove schools, maintained, academies and private (including pre-school sector).	184	11	Increase trading to more schools such as maintained schools, academies, free schools, nurseries and pre-schools as well as the community and voluntary sector.	Fees & Charges	Providing quality traded service to Schools will support educational outcomes for children within Brighton & Hove. Providing quality traded service to voluntary and community sector will enable improved information sharing opportunities	Not required	13	13

Service	Gross Budget £'000	Net Budget £'000	Description of Saving Opportunity	Saving Type	Impact on Outcomes / Priorities	Equalities Impact	Savings identified 2015/16 £'000	Full Year effect of 2015/16 savings £'000
Third Party Suppliers These are the services which are supplied by commercial companies either as the direct supplier of a complete service - for example printing, or the indirect licensing, maintenance and support of systems, technologies and services for the authority.	1,339	1,298	Review and reduction of existing contracts is being used to offset some of the continuing increase in costs from demands of new services and existing £300k shortfall in contracts budget. Identified savings include: £71k reduction in Avaya maintenance £45k reduction in Sophos contract cost £154k reduction in Virgin Centrex costs (unachieved VfM telephony savings) £35k reduction in SCC SAM service £40k Internet feed termination	Commissioning/ Procurement	These savings have no impact on the service in themselves although additional service pressure funding is assumed for other contracts where the budget is insufficient.	Not required	345	345
ICT Total							**358**	**358**
Human Resources & Organisational Development								
Health and Safety - provides statutory compliance and assurance through providing access to competent advice, provision of training and audit functions. Working with city partners through the safety advisory group to ensure safe outcomes for the city	572	425	Savings achieved through reduction in staffing budget through change in team profile and increase in income generation. A service redesign will be completed to determine the right service design model to meet the organisations changing operating profile. This will ensure an evidence based risk / resourcing decision that enables the council to meet its statutory obligations.	Other Efficiency Gains	With appropriate risk management in place this should not have a significant impact on our effective approach to Health & Safety across the organisation.	Not required	25	25
Occupational Health/Wellbeing	249	-6	Reduction of 0.5fte post which will become vacant.	Other Efficiency Gains	May impact on number of wellbeing initiatives we can support in a year in the organisation which are done in conjunction with public health	Not required	20	20

Service	Gross Budget £'000	Net Budget £'000	Description of Saving Opportunity	Saving Type	Impact on Outcomes / Priorities	Equalities Impact	Savings identified 2015/16 £'000	Full Year effect of 2015/16 savings £'000
HR Services - Provides comprehensive policy development, employee relations, advisory, payroll and administrative support to the council to ensure the statutory and legislative employment requirements are met and that our workforce duties are maintained.	2,320	1,136	Implementation of Talentlink to replace IGrasp and simplification of business processes.	Other Efficiency Gains	None, these are business process improvement savings.	Not required	34	34
Workforce Development - The team provides the majority of learning and development interventions for council employed staff and the city's wider social care provider workforces (adult and children's services). The latter accounts for over half of the budget leaving only a small amount for the rest of the council.	1,419	1,405	Service redesign to improve VFM - Purchase of a new Learning Management System will release monies from other learning related licences e.g. Learningpool (elearning) £19k Learning Resource Centre costs £2k	Commissioning/ Procurement and Other Efficiency Gains	None	Not required	50	50
Human Resources & Organisational Development Total							**129**	**129**
Property & Design								
Architecture and Design Team Delivery of an architectural consultancy service across the council including new builds & major extensions to schools to meet statutory school place requirements. Support for the Council's Major Projects.	1,344	-173	Increased fee income from professional staff through additional project work.	Fees & Charges	None. Increased professional fees through additional project work secured	Not required	15	15
Building Surveying and Maintenance Team Delivery of a building surveying and maintenance consultancy service across the council including delivery of the annual planned maintenance programme to schools, social care premises, farms, civic, operational and historic buildings.	Incl above	Incl above	Increased fee income from professional staff through additional project work.	Fees & Charges	None. Increased professional fees through additional project work secured	Not required	15	15
Workstyles Project management of the Workstyles modernisation programme.		Separate programme budget	Combined Phases 2 & 3 of the Workstyles programme to include release of leased buildings and property running costs.	VFM Programme / Cost Cutting Work	More efficient & flexible working arrangements enabling a high performing workforce Relocation of staff to Hove Town Hall & disposal of Kings House	29	170	170

Service	Gross Budget £'000	Net Budget £'000	Description of Saving Opportunity	Saving Type	Impact on Outcomes / Priorities	Equalities Impact	Savings identified 2015/16 £'000	Full Year effect of 2015/16 savings £'000
Education Property Management - Management of the maintenance & capital investment in school buildings, statutory provision of school places & Department for Education (DfE) returns. Services for Schools including ground maintenance services and Resource Futures. Over-seeing the schools PFI contract & works related to the academy schools.	407	303	Deletion of currently vacant administrative assistant post	Other Efficiency Gains	None. Duties shared between existing posts with corresponding increase in part time hours worked	Not required	20	20
Estates Management - Management of the council's commercial urban and agricultural non-operational investment property portfolio. Asset valuations, Landlord & Tenant Act advice & Major Projects support.	989	-7,034	Increased income from the commercial urban portfolio	Fees & Charges	None. Fee income derived from efficient portfolio management	Not required	150	150
Facilities and Building Services Management of the Council's main operational buildings under Corporate Landlord. Management of the property helpdesk / reactive maintenance service and council wide building cleaning, security and recycling & waste services through the use of corporate wide contracts. Provision of mechanical & electrical engineering services including statutory compliance term contract including gas safety & Legionella control / water hygiene.	1,498	948	£80k - Savings generated through the re-procurement of the corporate building cleaning contract. £55k - Service re-design of the courier service.	Commissioning / Procurement Other Efficiency Gains	Changes to cleaning specification and tighter specification Less postal rounds which will now be demand led	Not required	135	135

Service	Gross Budget £'000	Net Budget £'000	Description of Saving Opportunity	Saving Type	Impact on Outcomes / Priorities	Equalities Impact	Savings identified 2015/16 £'000	Full Year effect of 2015/16 savings £'000
Corporate Landlord Budgets Includes corporate wide budgets relating to reactive & planned maintenance, facilities management - corporate waste, cleaning & security contracts, utilities and business rates, leased-in building costs & related service charges. Statutory compliance contracts including mechanical & electrical & Legionella control.	10,900	10,627	£295k - Reductions to the corporate planned maintenance budget programme	Commissioning /Procurement	No impact on statutory and Health & Safety related maintenance arrangements. Reduction in discretionary maintenance services to minimum level - challenging reactive maintenance requests.	29	410	410
			£50k - Greater challenge and scrutiny of reactive repair requests to environment buildings	Commissioning /Procurement	Possible impact on some areas - e.g. potential shut down of surplus or non essential buildings.			
			£50k - Challenge of helpdesk requests for social care client adjustments	Commissioning /Procurement	Likely impact on perceived service quality.			
			£15k - Closure of additional surplus buildings and lease surrenders	Other Efficiency Gains	Increase in our required maintenance total through maintenance under-funding.			
Property & Design Total							**915**	**915**
City Services (Revenues & Benefits)								
Council Tax Running Expenses - Administration costs in relation to the collection of Council Tax (does not include council tax income which is a corporate resource)	2,135	1,505	Council Tax Reduction (CTR) discount - Currently the CTR schemes means that any working age household will pay a minimum contribution of 8.5% towards their council tax bill. Consultation has started regarding a potential redesign that would up this percentage to 25% as well as some other scheme changes. The projected saving is adjusted to account for predicted collection levels.	Tax Base Saving	The additional council tax generated has to be collected and this will take additional administrative effort within existing resources. The current experience, following the introduction of CTR and the 8.5% payment requirement is of a lower collection return on CTR cases and a relatively high volume of customer contact for the value of tax being collected. This additional contact can take resources from the core work with full paying tax payers and can impact in year collection levels and possibly as a consequence ultimate collection levels.	30	657	657
			Council Tax Reduction discount (CTR) - Changes to second adult rebate level of savings and non dependency deductions. As per report to Policy & Resources Committee on 4 December 2014.	Tax Base Saving	The additional council tax generated has to be collected and this will take additional administrative effort within existing resources. This additional contact can take resources from the core work with full paying tax payers and can impact in year collection levels and possibly as a consequence ultimate collection levels.	30	222	222

Service	Gross Budget £'000	Net Budget £'000	Description of Saving Opportunity	Saving Type	Impact on Outcomes / Priorities	Equalities Impact	Savings identified 2015/16 £'000	Full Year effect of 2015/16 savings £'000
			Class C 'empty and unfurnished' discount - Currently this discount costs £1m a year. The proposed saving takes into account a level of non collection, a £25k cost for an additional post to maximise collection and a residual amount of £25k for a discretionary fund for exceptional circumstances. Both the additional post and the discretionary fund are relevant to the separate budget saving proposal regarding Class D 'uninhabitable' discounts.	Tax Base Saving	The additional council tax generated has to be collected. It is anticipated the change will generate a significant amount of queries that initially will be time consuming to manage. This additional contact can take resources from core work and could impact on in year and ultimate collection levels. This effect may be compounded if other savings proposals generating more council tax to collect are also agreed. Therefore an additional post has been costed into the proposal.	31	771	771
				Other			94	94
			Class D 'uninhabitable' discounts - Currently this discount costs £315k a year. The proposed saving takes into account a level of non collection. Extra resource and a discretionary fund for exceptional circumstances are being proposed in relation to Class C ' empty and unfurnished' discounts. Both the additional post and the discretionary fund are applicable to this proposal as well.	Tax Base Saving	The additional council tax generated has to be collected. It is anticipated the change will generate a significant amount of queries that initially will be time consuming to manage. This additional contact can take resources from core work and could impact on in year and ultimate collection levels. This effect may be compounded if other savings proposals generating more council tax to collect are also agreed. Therefore an additional post has been costed into the proposal.	31	268	268
				Other			32	32

Service	Gross Budget £'000	Net Budget £'000	Description of Saving Opportunity	Saving Type	Impact on Outcomes / Priorities	Equalities Impact	Savings identified 2015/16 £'000	Full Year effect of 2015/16 savings £'000
			Single Person Discount (SPD) - Currently there are over 44,000 SPD awards granting a discount of 25%. While regular data matching reviews are undertaken a review is underway to determine whether further measures could be taken including a consideration to charge a £70 fine in the case of proven fraud. These fines are expected to be minimal in number and contribute to a deterrence rather than produce a new income stream. The deterrence factor will be further supported by incorporating government recommendations in respect of behavioural insight research to improve customer awareness of and adherence to the valid qualification for SPD.	Tax Base Saving	It is estimated that the current data matching review should reduce the SPD budget by a sustainable amount of £350k pa.	Not required	350	350
			Digitally Improve the Customer Experience (DiCE) Project (Revenues) - Part of corporate programme to DiCE. From April 2015 customers will have increased ability to deal with the revenue office on-line with further facilities, such as text messaging reminders, to follow shortly thereafter. Corporate saving as part of VFM programme.	VFM Programme/ Cross Cutting	It is anticipated that the channel shift will reduce customer demand elsewhere and this, combined with the self serve element, will result in the need for less administrative resource.	32	10	47
Council Tax Benefit Local Variations - specific budget for the expenditure impact of applying discretionary disregard for war widows and war pension awards	32	32	The expenditure on this discretion is now accounted for elsewhere in the tax base and this budget can be deleted. There will be no detriment to the current recipients of this discretion nor will there be an impact on any future awards.	Other Efficiency Gains	None	Not required	32	32

Service	Gross Budget £'000	Net Budget £'000	Description of Saving Opportunity	Saving Type	Impact on Outcomes / Priorities	Equalities Impact	Savings identified 2015/16 £'000	Full Year effect of 2015/16 savings £'000
Housing Benefits / CTR administration costs. Housing benefit administration is a statutory function. Involves the award of benefits to approximately 20% of the households in the city. Naturally this tends to include a large percentage of elderly and vulnerable customers.	3,293	3,293	Reduction of Outreach Work - The saving relates to reducing administration costs in the service but may impact elsewhere. The proposal would cease the activity of one officer who dedicates their time to supporting extremely vulnerable customers , assessing their benefit entitlements, assisting in effectively claiming them and organising applications for and signposting other service provision that in terms of health and care. The saving would also minimise the contribution of other officers work with housing officers to deal with vulnerability issues, prevention of re-offending, limiting rough sleeping in respect of those being placed in temporary accommodation.	Other Efficiency Gains	The current outreach work does have value to Adult Social Care, Housing and Children and Schools and it is believed , in mitigation, that similar support can be provided by channelling referrals to the voluntary sector where the Council has provided significant investment to support financial advice and inclusion.	33	58	58
Technical Delivery Team - Specialist team providing technical support of revenues and benefit systems, maintenance, development and improvements	348	348	Negotiation of reduced costs on specific revenues and benefits contracts	Commissioning / Procurement	None	Not required	30	30
			Implementation of completely online claiming system - Saving relates to paper and stationery costs. The change enforces a behavioural change to customers (similar to that anticipated for universal credit). The service will have the significant challenge of reorganising to ensure the assisted digital facilities are provided and supported so vulnerable and elderly customers can access the service.	Other Efficiency Gains	Other authorities have already made this leap into digital inclusion and the lessons they have learnt will be incorporated into its introduction here. Particular regard needs to be paid to ensure the process is still fully inclusive. The local discretionary social fund is already 100% on-line. We already provide assisted digital support for on-line claiming but this would have to be extended within the customer service centres and be provided at community libraries. The service model would be similar to the approach the DWP is taking.	32	10	10
Electronic Document Management Team (EDM) - Specific budget for the administration of EDM Revenues & Benefits. Transferred from life events as part of budget saving / rationalisation April 2014.	172	172	Redesign EDM function after Digital Customer Experience (DiCE) implementation and systems thinking review.	Other Efficiency Gains	Review cannot effectively start until October 2015 once DICE and some other technical advancements are embedded	Not required	5	10
City Services (Revenues & Benefits) Total							**2,539**	**2,581**

Service	Gross Budget £'000	Net Budget £'000	Description of Saving Opportunity	Saving Type	Impact on Outcomes / Priorities	Equalities Impact	Savings identified 2015/16 £'000	Full Year effect of 2015/16 savings £'000
City Services (Life Events)								
Bereavement Services: (Incorporating Crematorium, Cemeteries and City Mortuary)	1,401	-338	Increased income through member approval of increased fees and charges at Oct 2014 P&R Increase in income will ensure all running costs of services are covered, and benchmark info' from Local Authority competitors and other service providers allows scope for increases, whilst still remaining a value for money service, when compared.	Fees & Charges	Fees and charges increases will address significant gaps between the services offered by Brighton & Hove City Council Bereavement Services, when compared to our Local Authority neighbours.	EIA produced as part of P & R report	35	35
			A new realistic City Parks maintenance contract prioritising cemetery areas where citizens regularly visit graves, and reducing levels of maintenance in less used cemetery areas where there is no new burial space, and known less customer visits. This reduction in City Parks service will relieve a £130k pressure.	Other	This is a reduction in service, and will be a visible decrease in standards of "upkeep" in the cemeteries. (NB any savings will be shown against the City Parks Service papers).	34	0	0
Customer Service Centres (incorporating Concessionary Travel)	671	643	Reduce security resources at the Brighton Bartholomew House Customer Service Centre (CSC). This would be a split saving between Revs & Bens, Housing and CSC.	Other Efficiency Gains	Reduced security levels at Brighton Bartholomew House Customer Service Centre. This needs to be risk assessed pending welfare reform announcements and the considerable trade union disquiet. .	35	36	36
City Services managers and Customer Improvement.	768	285	Reduce the specialist training capacity to Revenues and Benefits. A small training team function will be deleted but with an additional support function incorporated into a new post in the Revenues and Benefits service.	Other Efficiency Gains	High risk in Revs and Bens and City Services around being able to prioritise support and keep up with significant welfare reform changes to legislation, This will result in a cumulative effect on risk to Benefits in particular, especially with universal credit pending. There is also a risk to training and support offered to the Electoral Services Team in a year where a combined General Election and Local Council Elections are due in May 2015.	S11	51	51

Service	Gross Budget £'000	Net Budget £'000	Description of Saving Opportunity	Saving Type	Impact on Outcomes / Priorities	Equalities Impact	Savings identified 2015/16 £'000	Full Year effect of 2015/16 savings £'000
Overview of City Services Division			Future proofed generic management roles to facilitate a flexible and resilient approach, strengthening the skills of the management roles to encompass changes to City Services.	Other Efficiency Gains	Management service redesign to specifically ensure robust generic Job Descriptions at management level with potential for reducing management capacity in terms of numbers and driving change.	S11	35	35
City Services (Life Events) Total							**157**	**157**
Legal & Democratic Services								
Members' Allowances - this includes basic and Special Responsibility allowances, transport and other reimbursement of expenditure incurred by Members	1,061	1,061	The Independent Remuneration Panel recommendations for a revised scheme of basic and special responsibility allowances were agreed by full Council. This will mean a reduction in some special responsibility allowances and a rationalisation of others.	Other Efficiency Gains	The proposed changes to the scheme will provide a more sustainable arrangement having regard to the needs of members (including new members expected to join the Council is 2015) and the resources available to the organisation.	Not required	25	30
Political Assistants - there are 3 political assistants (one for each group) supporting Members by providing research, advice, administrative and clerical support	137	137	The proposal means the Council will cease to have Political Assistants, but some basic support being provided to Political Groups from existing Democratic Services	Other Efficiency Gains	There will be less politically-contextualised support for Members.	S12	100	100
Legal & Democratic Services Total							**125**	**130**
FINANCE, RESOURCES & LAW TOTAL							**4,536**	**4,583**
FINANCE, RESOURCES & LAW TOTAL (excl Tax Base savings shown in Revenues & Benefits)							**2,268**	**2,315**
PUBLIC HEALTH								
Public Health-savings against grant and allocation of those savings to services to deliver Public Health Outcomes								
Smoking & Tobacco	741	0	Respecifying and retendering the service has achieved savings from October 2014. Decision taken not to provide a schools based stop smoking service has further reduced costs.	Commissioning	Improving VFM by the retendering of a Community Stop Smoking Service which will achieve 40% of its quits from targeted populations and a Hospital based Service.	EIA produced as part of re-tendering	35	35

Service	Gross Budget £'000	Net Budget £'000	Description of Saving Opportunity	Saving Type	Impact on Outcomes / Priorities	Equalities Impact	Savings identified 2015/16 £'000	Full Year effect of 2015/16 savings £'000
Substance Misuse Services: commissioning drug and alcohol prevention and treatment including in patient beds.	6,858	31	Contract award agreed by P & R will result in savings; there is potential for an additional saving within the Injectable Opioid Treatment Service (IOT) (currently commissioned nationally).	Commissioning	New contract is not expected to have an impact on outcomes. Subject to negotiation with contractor, stopping Injectable Opioid Treatment Service (IOT) may result in more drug related crime in the city.	EIA produced as part of P & R report	400	400
Public Health Advice	532	0	Reduce overall service level and service redesign.	Other Efficiency Gains	Workload has been picked up within current establishment.	Not required	30	30
Physical Activity - a range of contracts aimed at increasing the activity levels of the least active adults and children	469	0	Exercise referral service redesign to improve VFM is underway and new contract will be awarded in 2015.	Commissioning	The revised contract for the referral service will enable it to be more efficient and should not involve a reduction in service to clients.	Not required	10	10
Other Public Health Savings			Savings following review of commitments and potential contract reductions against the public health grant	Other Efficiency Gains	No expected impact	Not required	285	285
			Allocation of Public Health grant against services to deliver Public Health Outcomes					
Following a review of commitments Public Health have identified scope to use up to £760k of the 2015/16 PH grant and other budgets towards services in other directorates which achieve public health outcomes			Funding of £250k Older People preventative contracts and transfer of commissioning responsibility from Adults to Public Health		Saving captured under Adults	Not required	-250	-250
			Funding of Bike It schools project		Saving captured under Transport.	Not required	-35	-35
			Funding for road safety initiatives (proposal to be developed)		Saving captured under Transport.	Not required	-50	-50
			Funding for Active for Life and Healthwatch programme		Saving captured under Assistant Chief Executive	Not required	-100	-100
			Funding for intelligence funding across Children's		Saving captured under Children's Services	Not required	-120	-120
			Funding for play work (with Housing) £20k		Saving captured under Children's Services	Not required	-20	-20
			Funding for Teenage Pregnancy £55k		Saving captured under Children's Services	Not required	-55	-55
			Funding for CAMHS £80k assumed by Children's		Saving captured under Children's Services	Not required	-80	-80
			£50k Funding for intelligence functions across Housing,		Saving captured under Housing General Fund	Not required	-50	-50
Public Health Total							**0**	**0**

Service	Gross Budget £'000	Net Budget £'000	Description of Saving Opportunity	Saving Type	Impact on Outcomes / Priorities	Equalities Impact	Savings identified 2015/16 £'000	Full Year effect of 2015/16 savings £'000
Community Safety								
Community Safety - Working with the street community to reduce crime and Anti Social Behaviour (ASB), targeted operations to reduce drugs supply, co-ordinating multi agency, building community resilience to drugs	189	0	Incorporating commissioning of street outreach services, priority and prolific offenders and support for drugs interventions within recommissioning of substance misuse services for 2015 achieves a saving to community safety of £39k whilst retaining capacity.	Commissioning	Positive impact	S13	39	39
			Restructuring of 2 existing posts (policy officer migrants and CS manager, community cohesion)and release of vacant post	Other Efficiency Gains	Restructuring will sustain prioritised work although a reduction in capacity overall.	36 & S13	31	31
			Restructuring of partnership community safety team (PCST)	Other Efficiency Gains	Restructuring will result in reduced front line case work and management capacity; services will need to be reprioritised with higher thresholds.	36 & S13	20	20
Communities against Drugs and Environment Improvement Team	68	68	Removed match funding of £68k.The end of European (INTERREG) funding for the Communities Against Drugs Team requires consideration of possible alignment with public health. Total funding required to sustain this service is £136k were alignment not possible. Reduced capacity of Environment Improvement Team may also be sought.	Other Efficiency Gains	This service reduces the harm caused by the misuse of drugs in local communities and families. Stopping this service would have detrimental impact on the resilience of communities to crime and would potentially increase the degeneration of the physical environment.	36 & S13	68	68
Community Safety Total							**158**	**158**
Public Protection								
Environmental Health & Licensing - Protects and improves public health and the environment. Mandatory, statutory services, inspection and investigation to regulate food safety, occupational health and safety,	2,583	1,655	1. Development of a self funded wildlife management team charging for pest control at competitive prices offering non lethal ethical options and an expert paid wildlife advice service.	Fees & Charges	Will improve environmental sustainability and health and wellbeing.	Not required	20	20

Service	Gross Budget £'000	Net Budget £'000	Description of Saving Opportunity	Saving Type	Impact on Outcomes / Priorities	Equalities Impact	Savings identified 2015/16 £'000	Full Year effect of 2015/16 savings £'000
statutory nuisance, air quality, contaminated land, local authority licensing functions, pest prevention and dog control.			2. Create a public health project team from a disbanded health and safety team. Reduce services across regulatory services including removal of the late night noise investigation service and retain a small contingency for noise investigation with the police if partnership opportunity can be identified.	Other Efficiency Gains	Will reduce service.	Not required	165	165
Trading Standards - A regulatory service, supporting the local economy, protecting consumers and businesses through a programme of inspections, investigations and advice to ensure a fair and safe trading environment in the city. Trading standards staff enforce a range of consumer protection legislation covering weights and measures, food standards, product safety, age restricted sales, animal health and fair trading, including consumer credit, trade marks and mis-described goods and services.	481	465	Service redesign to allow sustainability of statutory service in future.	Other Efficiency Gains	Will reduce service and priority will only be given to work where the team has a statutory duty to undertake regulation. With a high number of SME in the City contributing to the local economy, priority will be given to supporting these where possible but it is likely that the level of support previously provided will not be sustained.	S14	50	50
Public Protection Total							**235**	**235**
PUBLIC HEALTH TOTAL							**393**	**393**
GENERAL FUND TOTAL							**16,465**	**18,291**

SAVINGS REFLECTED IN THE TAX BASE	**2,268**	**2,268**
TOTAL SAVINGS	**18,733**	**20,559**

Further Savings 2015/16 to Support a Substitute Budget

Appendix 8

Service	Gross Budget £'000	Net Budget £'000	Description of Saving Opportunity	Saving Type	Impact on Outcomes / Priorities	Equalities Impact	Savings identified 2015/16 £'000	Full Year effect of 2015/16 savings £'000
ADULT SERVICES								
Adults Assessment								
Learning Disabilities (LD) - Residential. Community Care Services provided by the Independent Sector to meet assessed needs.	12,125	10,882	Target all out of city placements with a purpose of bringing people back into supported living in the City. Consider alternative models of care to include supported living. Ensure appropriate funding streams are in place (e.g. specialist placements or Clinical Commissioning Group contribution). Transitions - explore responsibility for funding over 18s and opportunities from joint commissioning. Review high cost placements including Supported Living (VfM4). Also on third party spend negotiate rates linked to better use of technology.(VfM4) Issue on capacity as moving people with complex needs takes time to develop new services and support during the transitional phase.	Commissioning	Reducing expenditure on Learning Disabilities to bring in line with other client groups. This in turn will deliver equality of levels of service across client groups.	1	313	625

Service	Gross Budget £'000	Net Budget £'000	Description of Saving Opportunity	Saving Type	Impact on Outcomes / Priorities	Equalities Impact	Savings identified 2015/16 £'000	Full Year effect of 2015/16 savings £'000
Learning Disabilities (LD) - Home Care, Day Care & Direct Payments. Community Care Services provided by the Independent Sector to meet assessed needs.	11,858	11,179	Drive forward the personalisation agenda and increased use of Direct Payments and support service users to seek cost effective solutions to meet eligible needs. Review high cost placements & third party spend within main Home Care contract review. Use of Support Broker to deliver alternatives. Issue of capacity of market to respond to change in care needs and support plan and in availability of care manger and social worker.	VFM Programme	Reducing expenditure on Learning Disabilities to bring in line with other client groups. This in turn will deliver equality of levels of service across client groups. Driving forward personalisation within the context of reduced expenditure.	2	208	415
Older People - Residential/Nursing (includes Older People with Mental Health needs (OPMH)). Community Care Services provided by the Independent Sector to meet assessed needs.	21,911	10,286	Ensure effective review to reflect any change in needs. Impact of task force in identifying all appropriate funding sources. Review housing options. Identify links to Better Care (especially for Older People Nursing) and potential sources of funding. Impact of good results on delayed transfers of care - potential risk share agreement. Integrated model of working. Increased scrutiny of placements. Ensure not paying above set rates and reduce number of cost waivers. Consider moving people if weekly cost is too expensive compared to comparators.	VFM Programme	Continue to reduce the number of people going into residential/nursing care in line with Better Care. Focus on getting people back home.	3	257	257
Adults Assessment Total							**778**	**1,297**
Adults Provider								
Home Care. (6 services including Independence at Home)	4,629	4,267	Review staffing structure. Review criteria for services. Potential to invest in the community rather than in beds. Commission independent sector. Change of culture and efficiencies through health and social care integration. Reduce service and agree funding with NHS.	Commissioning	Potential impact on joint service delivery and integration plans within the better care plan and short term services. Agree service specification and funding with NHS.	37 & S15	200	400
Adults Provider Total							**200**	**400**
ADULT SERVICES TOTAL							**978**	**1,697**

Service	Gross Budget £'000	Net Budget £'000	Description of Saving Opportunity	Saving Type	Impact on Outcomes / Priorities	Equalities Impact	Savings identified 2015/16 £'000	Full Year effect of 2015/16 savings £'000
CHILDREN'S SERVICES								
Stronger Families, Youth & Communities								
Youth Service - Integrated support service for children aged 13-19 plus Youth Participation and Youth Employability services	2,073	1,915	Deletion of vacant posts from the Youth Service	Commissioning	Reduction in youth work capacity will reduce opportunities for children, young people and their families to participate in some community based activities currently free or low cost at the point of delivery. Families can access other activities provided by the council, voluntary sector or commercial providers. Some of those activities may incur a charge which will put financial pressure on families on low incomes.	38	146	146
Early Years (Early Help) - Children's Centres. City-wide service integrated with health visiting which aims to improve outcomes for children under 5. 12 designated Children's Centres plus a further 9 linked sites. Statutory duties to ensure sufficient children's centres and improve early years outcomes. Presumption against closure and requirement to consult on changes /closures.	2,498	2,471	Redesign the Children's Centre service taking into account the public consultation. The redesign will include a revised core offer in the context of the early help strategy to focus council resources on those families in the greatest need of support and to use interventions which have the best evidence for improving outcomes. Reduce universal groups, encourage community and family capacity by supporting volunteering.	Commissioning	Reduction in universal and changes to early help services for children under 5. Focussing services on families who need most early help and exploring integration with early help services for older children. School readiness will be supported by the extended offer of free childcare for 2 year olds in low income families and free early education for all 3 and 4 year olds.	39 & S16	366	717
			Reduce the number of designated CCs from 12 to 8. The following children's centres would no longer be designated as statutory: West Hove, Cornerstone , City View and Hollingbury & Patcham . These venues will continue to be used for health visiting. Explore whether other children and family services including those provided by voluntary organisations can be delivered from children's centres.		Risk of 'requires improvement' or 'inadequate' CC Ofsted inspections because Ofsted may consider there are not sufficient children's centres and that those that remain do not cover the full core offer.			

Service	Gross Budget £'000	Net Budget £'000	Description of Saving Opportunity	Saving Type	Impact on Outcomes / Priorities	Equalities Impact	Savings identified 2015/16 £'000	Full Year effect of 2015/16 savings £'000
			Reduce council funding for voluntary sector partners in line with the revised core offer and reduce funding for respite childcare funding.		Reduction in funding may lead to the closure of voluntary organisations.			
			To transfer funding for additional Speech and Language Therapy in SCT (£47k) in Children's Centres for children under 5 to the Dedicated Schools Grant.					
Play Service	131	131	The play service will be redesigned and delivered on a reduced budget of £100k	Commissioning	Withdrawal by the council from the delivery play provision will reduce opportunities for children, young people and their families to participate in some community based activities currently free at the point of delivery. Families can access other activities provided by the council, voluntary sector or commercial providers. Some of those activities may incur a charge which will put financial pressure on families on low incomes. However, targeting council resources on those most in need supports the children's service Early Help Strategy and priorities in the Corporate Plan.	16	31	31

Service	Gross Budget £'000	Net Budget £'000	Description of Saving Opportunity	Saving Type	Impact on Outcomes / Priorities	Equalities Impact	Savings identified 2015/16 £'000	Full Year effect of 2015/16 savings £'000
Early Years - Nurseries. Statutory duties to secure sufficient free early education for 4, 3 and low income 2 year olds. Statutory duty to secure sufficient childcare for working parents. Part of Children's Centre service so there is a requirement to consult.	1,621	608	Review and consult on options to remove the subsidy for Council run nurseries and Tarnerland Nursery School. This will include identifying in-house efficiencies where possible and in the longer term, considering alternative providers including schools, staff mutuals and the private and voluntary sector, no longer providing full day care and focussing on free early education for low income 2 year olds and 3 and 4 year old, reducing opening hours, increasing fees, changes to staffing and the potential for combining with other services. It is likely that different options will be developed for each nursery and that the implementation of changes across all of the nurseries may need to be staggered.	Other Efficiency Gains	The impact will depend on the options chosen. The review will consider the Council's priority to secure free childcare places for two year olds in low income families and the particular issues for each nursery. Any changes to nursery provision will have a significant impact on young children and their families. The best time to make changes to minimise impact is September when 4 year olds leave to start school. A change in provider would have a significant impact on the 150 staff employed by the Council. This number does not include staff employed by Tarnerland Nursery School. Most of the nurseries are part of the children's centre service so there also needs to be a public consultation on any changes to services.	17	33	100
Early Years - Childcare - support for childminders, out of school childcare, childcare workforce training, business support for childcare, inclusion funding for children under 2, management and administration of free entitlement for 3 and 4 year olds	660	632	Reduction in support for out of school childcare; no longer run Moulsecoomb summer playscheme or fund reduced price places for Free School Meals (FSM) children in holidays; school age childcare and non-school based after school care. Retain reduced sustainability funding for voluntary out of school providers, withdrawal of all playwork qualification funding; reduction in early years qualification funding with priority for settings with funded 2 year olds and 'requires improvement judgements'; reduction in short course programme; increase in income generated (achieved by increasing course cost to £50 for a full day and £60 for adverts in the Job Vacancy List); reduced support for childminders and staffing restructure.	Other Efficiency Gains	Changes in support to out of school childcare reflect changes in Ofsted requirements which reduce requirements for qualifications. Removal of funding for holiday and after school provision will remove reduced price access for children on FSM. Unlikely that another provider will run a holiday scheme without a subsidy in Moulsecoomb so no holiday places available for local children including those referred by social workers. Withdrawal of funding for playwork qualifications likely to reduce quality of provision in sector. Reduction in qualification and training funding may reduce quality of early years provision. Reduction in staffing for childminding will reduce support to childminders and may reduce quality of provision.	40 & S17	93	102
Stronger Families, Youth & Communities Total							**669**	**1,096**
CHILDREN'S SERVICES TOTAL							**669**	**1,096**

Service	Gross Budget £'000	Net Budget £'000	Description of Saving Opportunity	Saving Type	Impact on Outcomes / Priorities	Equalities Impact	Savings identified 2015/16 £'000	Full Year effect of 2015/16 savings £'000
ENVIRONMENT, DEVELOPMENT & HOUSING								
City Clean and Parks								
City Clean and Parks service	13,585	13,187	We have commenced a comprehensive service redesign across City Clean and Parks informed by customer feedback and designed to improve efficiency and integration across all aspects of these services. The savings levels will require some fundamental changes to how the service operates including further mechanisation of street cleaning and thereby reducing manual street cleansing activities. The proposal includes a reduction in gardening provision of approximately 8%.	Commissioning	There will be some reductions in the scope of scale of manual street sweeping across the city replaced by mechanical sweeping. The model for supporting and maintaining parks and open spaces will change by a refocused ranger service and a proposed reduction in gardener related activities.	41, S18 & S19	300	400
Public Conveniences - The service provides 42 traditional public toilets across the city. The contract for cleaning, attending and opening and closing the site is let to a private contractor . The contract is due for renewal in March 2017. Many of the sites require investment and are currently being assessed by Property & Design.	993	980	Reduce opening times of some sites, reduce cleansing frequency and close sites which are in close proximity to alternative locations.	Other Efficiency Gains	Toilet provision would be focussed on areas with high visitor numbers such as the seafront and destination parks. Closing toilets in more suburban areas would have a more significant impact on the elderly population and people with medical conditions which mean they need to access public toilets more frequently.	42	120	160
City Parks Trees - The Arboriculture Team are responsible for the inspection and maintenance of trees in the city. There are an estimated 12,000 street trees. Some of the maintenance work is sub contracted out.	774	762	Cease planting of new and replacement trees.	Stop Service	BHCC is recognised for the quantity and quality of trees in the city. The presence of trees has a number of benefits in relation to visual impact, mitigating extreme weather. Street trees in particular have costs associated with damage to highway structure and street cleansing during the autumn. These would decrease over time as the number of trees declined. Stopping planting new trees will gradually erode the number of trees in the city which will have an impact on the street scene.	Not required	60	80
City Clean and Parks Total							**480**	**640**

Service	Gross Budget £'000	Net Budget £'000	Description of Saving Opportunity	Saving Type	Impact on Outcomes / Priorities	Equalities Impact	Savings identified 2015/16 £'000	Full Year effect of 2015/16 savings £'000
Housing General Fund								
Private Sector Housing Team Improving housing conditions in the private rented & owner occupied homes through renewal advice, assistance (1128 Requests for Assistance in 2013/14) and enforcement; Improving management and conditions in Houses in Multiple Occupations (HMO) through, enforcement and licensing (3019 HMOs currently subject to licensing across the City); Improving Home Energy Efficiency, improving thermal comfort and reducing fuel poverty and CO2 emissions through home energy efficiency measures.	650	197	Deletion of 2 posts in the Sustainability Team. These posts support accessing alternative funding streams and investment opportunities to finance energy efficiency programmes for private sector housing and council housing in the City. These include HRA capital programme, Feed In Tariffs, 'Green Deal' and Energy Company Obligation, possible access to lower cost finance through 'Your Energy Sussex' funding, Government, DECC & DOH, programmes including funding obtained via Heat Network Delivery Unit, Warm Homes Healthy People and Green Deal Pioneer Places programmes and European INTERREG bids.	Other Efficiency Gains	Should the team be deleted and/or alternative funding not be identified there will be significantly reduced capacity and expertise to deliver against corporate and Housing Strategy priorities.	43 & S20	55	74
Housing Related ('Supporting People') - services are preventative services for vulnerable adults to maximise independent living. These represent externally commissioned services delivered by organisations supporting people with a range of support needs to include services for: homeless people, people with substance misuse and mental health support needs; young people; and people experiencing domestic violence. Housing Commissioning are working with commissioning partners in the city to better meet the health and social care needs of vulnerable people through improved joint and integrated commissioning.	7,248	7,248	Explore new service delivery models and explore further income growth. Our 2013 needs assessment analysis indicates high level of local needs/demands for housing-related support services.	Commissioning/Procurement		27	350	700
Housing General Fund Total							**405**	**774**
ENVIRONMENT, DEVELOPMENT & HOUSING TOTAL							**885**	**1,414**

Service	Gross Budget £'000	Net Budget £'000	Description of Saving Opportunity	Saving Type	Impact on Outcomes / Priorities	Equalities Impact	Savings identified 2015/16 £'000	Full Year effect of 2015/16 savings £'000
FINANCE, RESOURCES & LAW								
City Services (Revenues & Benefits)								
Housing Benefits / CTR administration costs. Housing benefit administration is a statutory function. Involves the award of benefits to approximately 20% of the households in the city. Naturally this tends to include a large percentage of elderly and vulnerable customers.	3,293	3,293	Reduction of Public Service Hours - To realise a saving it is estimated that the closure would be 20 -25% of current counter or phone opening. It would also mean inconsistent opening hours between services in the customer service centre	Other Efficiency Gains	The saving relates to managing demand more effectively but it does not in itself reduce it. Therefore there is an increased risk of poorer customer service and/or work backlogs and the latter can have financial impact in terms of housing benefit subsidy. Additional funding is expected in relation to the roll out of Universal Credit and the associated, in the short term at least, increase in public service demand. The level of this funding is currently unknown.	44	39	58
City Services (Revenues & Benefits) Total							**39**	**58**
FINANCE, RESOURCES & LAW TOTAL							**39**	**58**
PUBLIC HEALTH								
Community Safety								
Community Safety: Commissioning, co-ordination and delivery of core community safety and crime reduction services, including, domestic violence, violence against women and girls, Anti Social Behaviour (ASB) and hate incidents, preventing radicalisation, youth justice, physical crime prevention, substance misuse and public engagement relating to community safety.	1,385	1,245	Violence against women and girls commissioner extending responsibilities to include East Sussex; funding contribution of at least £10k.	Fees & Charges	Improved collaboration with police and pan-Sussex authorities.	36	10	10
			Reduction in the capacity of intelligence, analytical and strategic assessment functions.	Other Efficiency Gains	Will result in reduced ability to accurately identify trends and effectively target resources.	S13	18	18
Community Safety Total							**28**	**28**
PUBLIC HEALTH TOTAL							**28**	**28**
GENERAL FUND TOTAL							**2,599**	**4,293**

Further Savings 2015/16 to support a Council Tax Freeze

The local government finance settlement includes new council tax freeze grants for 2015/16 equivalent to a 1% increase in council tax for those councils who agreed to freeze their council tax in 2015/16. The grant for Brighton & Hove is estimated to be £1.267m.

The savings package required to deliver a freeze budget, taking into account the freeze grant, is £25.770m. The savings identified within the Referendum and substitute budget proposals total £24.852m as shown in Appendices 7 and 8, therefore the additional savings required to deliver a freeze budget are £0.918m.

However, if Council was to agree a freeze budget this would release one off resources of £1.178m that would otherwise be required to hold a referendum or implement a substitute budget, largely due to timing delays.

These include: -

One off costs avoided	**£'000**
Estimate one off costs of holding the referendum vote	100
Additional staffing costs associated with maintaining the collection rate set in the council tax base report agreed at January P&R	194
The additional costs of re-billing, refunds and adjusting council tax accounts including additional staff costs.	157
Subtotal	**451**
The timing delay of implementing savings within the substitute budget as below:	
Learning Disabilities (LD) - Residential. Community Care Services provided by the Independent Sector to meet assessed needs.	156
Learning Disabilities (LD) - Home Care, Day Care & Direct Payments. Community Care Services provided by the Independent Sector to meet assessed needs.	103
Home Care. (6 services including Independence at Home)	100
Early Years (Early Help) - Children's Centres. City-wide service integrated with health visiting which aims to improve outcomes for children under 5. 12 designated Children's Centre's plus a further 9 linked sites. Statutory duties to ensure sufficient children's centres and improve early years outcomes. Presumption against closure and requirement to consult on changes / closures.	261
Early Years - Childcare - support for childminders, out of school childcare, childcare workforce training, business support for childcare, inclusion funding for children under 2, management and administration of free entitlement for 3 and 4 year olds	9
Public Conveniences - The service provides 42 traditional public toilets across the city. The contract for cleaning, attending and opening and closing the site is run by Wettons. The contract is due for renewal in March 2017. Many of the sites require investment and are currently being assessed by Property & Design.	40
City Parks Trees - The Arboriculture Team are responsible for the inspection and maintenance of trees in the city. There are an estimated 12,000 street trees. Some of the maintenance work is sub contracted out.	20
Private Sector Housing Team	19

Housing Benefits / CTR administration costs. Housing benefit administration is a statutory function. Involves the award of benefits to approximately 20% of the households in the city. Naturally this tends to include a large percentage of elderly and vulnerable customers.	19
Total	**1,178**

The following table includes savings proposals totalling £2.683m. A combination of some of these savings or any further proposals brought forward as budget amendments could be used to identify the additional £0.918m required for a freeze budget.

Service	Gross Budget £'000	Net Budget £'000	Description of Saving Opportunity	Saving Type	Impact on Outcomes / Priorities	Equalities Impact	Savings identified 2015/16 £'000	Full Year effect of 2015/16 savings £'000
ASSISTANT CHIEF EXECUTIVE								
Corporate Policy & Communities								
Equality and Cohesion - Centralised team ensuring council meets legal duties including delivery of our Equality and Inclusion Policy & Action Plan, Equality Impact Assessments (incl Budget), Stonewall Index & diversity workers forums.	243	243	Deletion of budget for direct delivery of equalities events and move to an enabling role supporting others to access other funding for activities/events. Mainstreaming of diversity mentoring scheme into council's learning and development programme.	Other Efficiency Gains	A potential reduction in support for equality and diversity initiatives that benefit our staff and the city's communities.	45	20	20
BHCC Community Grants: Team delivering the annual and three year grant programmes supporting community and voluntary activity in the city. The team also provides a Grant Finder Service supporting Third Sector organisations in securing external funding.	1,806	1,806	£150k reduction in funds for discretionary grants Please note at the 2014 Budget Council a saving of £165k was taken from the discretionary grants programme but deferred until 2015/16. These two savings total £315k and will take effect from April 2015.	Commissioning	The current 3 Year Grant programme is £1.3m and supports 69 organisations. The Annual Grants Programme is £0.4m and supports more than 140 local organisations. Many of these organisations support preventative services that can lower demand on statutory services. Reductions in their funding could impact on other services and council outcomes around empowerment, inclusion & tackling disadvantage.	45	150	150
Community & Third Sector Commission supports community resilience with residents in our most deprived neighbourhoods, modernisation of the third sector & improving the quality of engagement with key equality groups in the city specifically BME, disabled and LGBT residents.	638	574	£200k from Year 2 and 3 of the Communities and Third Sector Commissioning Prospectus (in partnership with the Clinical Commissioners Group and Public Health). In Year 2 (2015/16) the full year savings will be reduced by using £100k of reprofiled commissioning funds carried over from 2014/15. Full savings of 200k will come into effect in 2016/17 (Year 3). There is potential for recommissioning across a much wider service and funding area to mitigate the pressure through improved efficiencies.	Commissioning	Reductions in the Commission will reduce investment in the Third Sector (support and investment in modernisation) and affect our work around community development, empowerment and engagement. The full impact of the savings in 2015/16 will be mitigated through efficiencies in other funding streams. The establishment of a third sector commissioning prospectus will aim to minimise impacts.	45	175	200

Service	Gross Budget £'000	Net Budget £'000	Description of Saving Opportunity	Saving Type	Impact on Outcomes / Priorities	Equalities Impact	Savings identified 2015/16 £'000	Full Year effect of 2015/16 savings £'000
Overview & Scrutiny (O&S) enables the authority to meet statutory scrutiny requirements. As part of the council's decision making processes it a) checks & reviews policy b) monitors performance c) holds the council, its partners & external agencies to account. The service also supports the Older People's Council (OPC), Tenant Scrutiny & the Health & Wellbeing Board.	220	213	Provision of a further reduced Overview and Scrutiny function, dissolving the Older People's Council and replacing this with an Older People's consultative forum.	Other Efficiency Gains	Work will be required to ensure the authority is able to meet its statutory responsibilities as they relate to scrutiny. Work undertaken by O&S for vulnerable/disadvantaged groups and key strategic issues (e.g. Trans, Sea Front, Bullying, Autism) will, where possible, need to be addressed by other teams in the council. By ensuring the OPC is replaced with a new Consultative Forum impacts on older people should be minimised.	12b	30	30
BHCC Community Grants: Team delivering the annual and three year grant programmes supporting community and voluntary activity in the city. The team also provides a Grant Finder Service supporting Third Sector organisations in securing external funding.	1,806	1,806	Close the grants programme with the third sector and retain some commissioning with savings of £1m.	Commissioning	Significant impact on the city's community and voluntary sector and some projects and activities will cease as a result. There would be an impact on wider commissioning arrangements with the authority. Existing Infrastructure support will be available to support the sector with the change.	46	830	1,000
Corporate Policy & Communities Total							**1,205**	**1,400**
ASSISTANT CHIEF EXECUTIVE TOTAL							**1,205**	**1,400**

Service	Gross Budget £'000	Net Budget £'000	Description of Saving Opportunity	Saving Type	Impact on Outcomes / Priorities	Equalities Impact	Savings identified 2015/16 £'000	Full Year effect of 2015/16 savings £'000
CHILDREN'S SERVICES								
Stronger Families, Youth & Communities								
Youth Service - Integrated support service for children aged 13-19 plus Youth Participation and Youth Employability services	2,073	1,915	£32k saving will be achieved by overall reductions in staffing within the service. Removing the £400k commissioned contract for the delivery of universal Youth Work with community and voluntary sector youth work organisations. Provision is currently delivered by 8 organisations forming the Brighton & Hove Youth Collective led by Impact Initiatives.	Commissioning	Targeting remaining resources on those most in need supports the children's service Early Help Strategy and the priorities of the Corporate Plan. The Youth work team will have increased flexibility to adapt delivery and interventions to who, where and when it will be most effective. Reduction in youth work capacity will reduce opportunities for children, young people and their families to participate in some community based activities currently free or low cost at the point of delivery. Families can access other activities provided by the council, voluntary sector or commercial providers. Some of those activities may incur a charge which will put financial pressure on families on low incomes. Impact of the changes to Youth Employability Service will be minimal. Via increased use of social media platforms, a reconfiguration of delivery will be initiated to ensure that there is minimal disruption.	38	245	400

Service	Gross Budget £'000	Net Budget £'000	Description of Saving Opportunity	Saving Type	Impact on Outcomes / Priorities	Equalities Impact	Savings identified 2015/16 £'000	Full Year effect of 2015/16 savings £'000
Early Years - Nurseries. Statutory duties to secure sufficient free early education for 4, 3 and low income 2 year olds. Statutory duty to secure sufficient childcare for working parents. Part of Children's Centre service so there is a requirement to consult.	1,621	608	Review and consult on options to remove the subsidy for Council run nurseries and Tarnerland Nursery School. This will include identifying in-house efficiencies where possible and in the longer term, considering alternative providers including schools, staff mutuals and the private and voluntary sector, no longer providing full day care and focussing on free early education for low income 2 year olds and 3 and 4 year olds, reducing opening hours, increasing fees, changes to staffing and the potential for combining with other services. It is likely that different options will be developed for each nursery and that the implementation of changes across all of the nurseries may need to be staggered.	Other Efficiency Gains	The impact will depend on the options chosen. The review will consider the Council's priority to secure free childcare places for two year olds in low income families and the particular issues for each nursery. Any changes to nursery provision will have a significant impact on young children and their families. The best time to make changes to minimise impact is September when 4 year olds leave to start school. A change in provider would have a significant impact on the 150 staff employed by the Council. This number does not include staff employed by Tarnerland Nursery School. Most of the nurseries are part of the children's centre service so there also needs to be a public consultation on any changes to services.	17	33	100
Stronger Families, Youth & Communities Total							**278**	**500**
Education & Inclusion								
Music & Arts Study Support	1,168	136	Reducing subsidies for children and young people (CYP) of parents on low incomes from 100% to 80%.	Other Efficiency Gains	The reduction in subsidy for CYP in challenging circumstances/families on low incomes could impact on access to learning music for these CYP.	21	7	10
Education & Inclusion Total							**7**	**10**
CHILDREN'S SERVICES TOTAL							**285**	**510**

Service	Gross Budget £'000	Net Budget £'000	Description of Saving Opportunity	Saving Type	Impact on Outcomes / Priorities	Equalities Impact	Savings identified 2015/16 £'000	Full Year effect of 2015/16 savings £'000
ENVIRONMENT, DEVELOPMENT & HOUSING								
City Clean and Parks								
City Clean and Parks service	13,585	13,187	We have commenced a comprehensive service redesign across City Clean and Parks informed by customer feedback and designed to improve efficiency and integration across all aspects of these services. The savings levels will require some fundamental changes to how the service operates including further mechanisation of street cleaning and thereby reducing manual street cleansing activities as well as reduced service levels in some lower priority areas. The proposal includes a reduction in gardening provision of approximately 8%.	Commissioning	There will be some reductions in the scope of scale of manual street sweeping across the city replaced by mechanical sweeping. The model for supporting and maintaining parks and open spaces will change by a refocused ranger service and a proposed reduction in gardener related activities.	41, S18 &S19	200	400
Public Conveniences - The service provides 42 traditional public toilets across the city. The contract for cleaning, attending and opening and closing the site is let to a private contractor. The contract is due for renewal in March 2017. Many of the sites require investment and are currently being assessed by Property & Design.	993	980	Further reductions in opening times across Winter periods and full closure of other sites. We would need to firm up these proposals in greater detail, if this saving is to be accepted. This would take the savings on public conveniences to £210k – a budget reduction of around 21%.	Other Efficiency Gains		42	50	50
City Clean and Parks Total							**250**	**450**

Service	Gross Budget £'000	Net Budget £'000	Description of Saving Opportunity	Saving Type	Impact on Outcomes / Priorities	Equalities Impact	Savings identified 2015/16 £'000	Full Year effect of 2015/16 savings £'000
Transport								
Public Transport - the team's primary function is to manage the council's supported bus network and general bus related measures which aim at increasing bus patronage in the city such as multi modal ticketing. They are also charged with managing the Quality Bus Partnership involving the 5 private bus operators. There is also a customer facing element including bus promotion and dealing with customer enquires.	1,367	1,196	Reduction of expenditure by early termination of 7 Supported Bus Contracts. The specific reductions are weekend and weekday evening services 21, 38A, Sunday and Public Holiday services 38A, 21A, winter Sunday and PH evening services 21B, 81A and weekday limited service 84.	Commissioning / Procurement	Will impact on Priorities - Tackling inequality and Creating a more sustainable city. The cumulative impact of these service reductions may lead to other services becoming unviable and their further termination by the Bus Operators, Council officers will engage with Operators to mitigate these impacts and investigate the possibility that some of these routes or parts of routes could run commercially.	23	37	89
Transport Division - Restructure - The overall provision of Transport Policy, Scheme Development, Traffic Management, Highway Management, Enforcement, Street Lighting, Coast Protection and Parking Management in accordance with Statutory and other legal obligations related to theses services on behalf of the Highway and Transport Authority and Unitary Authority.			Efficiencies and savings derived from the Restructure of the Transport Division including the reduction of 2 posts in Road Safety and Parking.	Other Efficiency Gains	Reduced support to Child Pedestrian Training service and policy development in Parking.	Not required	76	76
Highways Winter Service - Statutory service for treatment of public highway in ice, frost and snow	302	302	Reduction in frequency of filling grit bins at locations to be determined across the City.	Other Efficiency Gains	Reduction in Council's ability to support local communities access public footways in severe snow / frost conditions.	Not required	15	15
Parking - On Street On-street pay & display, pay-by-phone, permits, enforcement, penalty charge notices, penalty processing and appeals, customer services	6,788	-13,026	Reduction in support to Community Events Budget including provision of free parking bay suspensions and associated direct contractual costs.	Commissioning / Procurement	Community events reliant on provision of free parking bays will need to rationalise the use of free bays and consider alternative locations with less impact on city centre parking. Potential Impacts on external visitor related events. These proposals will not impact on Remembrance Day or Pride Events.	24	41	41

Service	Gross Budget £'000	Net Budget £'000	Description of Saving Opportunity	Saving Type	Impact on Outcomes / Priorities	Equalities Impact	Savings identified 2015/16 £'000	Full Year effect of 2015/16 savings £'000
Transport Strategy & Projects - Development and co-ordination high level policy and strategic issues involving transport; development and delivery of major transport projects; assessment of transport implications of development proposals; management of transport model; monitoring of capital programme.	193	193	Net saving from service redesign within the Transport Planning Team to support essential delivery of LTP policies and schemes.	Other Efficiency Gains	None. Service redesign completed	Not required	3	3
Transport Total							**172**	**224**
Housing General Fund								
Housing Options/Statutory Homelessness Preventing homelessness by finding alternative housing for people who are about to become homeless and to whom the council would otherwise have a duty to provide accommodation - this includes some specialist options workers to understand the needs of specific client groups e.g. Learning Disabilities, Domestic Violence. In addition Options managers assist in finding accommodation for those people who present significant risk to the public if they aren't accommodated, and have a Prison Officer Accommodation Liaison Officer (POAL) who assists people leaving prison to find accommodation and hence reduce potential to re-offend. Assessing homeless applications from those households who do become homeless to determine what housing duty the Council has, and dealing with reviews of such decisions to minimise Court proceedings.	1,143	1,142	Reduction of 1x Housing Options Officer and 1.5 x admin support to front line statutory homeless service		Potential reduction in the amount of homelessness prevention we are able to deliver and resulting increase in statutory homelessness	26 & S21	69	69

Service	Gross Budget £'000	Net Budget £'000	Description of Saving Opportunity	Saving Type	Impact on Outcomes / Priorities	Equalities Impact	Savings identified 2015/16 £'000	Full Year effect of 2015/16 savings £'000
Temporary Accommodation Providing a range of emergency and longer term leased temporary accommodation to statutory homeless and also corporately on behalf of Adult Services (Mental health, Learning Disabilities, Physical Disabilities, HIV team) and Children's Services (young people and families). In addition the team manages Brighton & Hove Seaside Community Homes properties.	19,886	1,558	1) Increased income of £30k from Seaside Homes management fee and so apportion GF staff against these budgets.		Managing temporary accommodation within existing resources while funding staff from Seaside Homes management fee will enable savings to be achieved from the General Fund whilst still being able to deliver management to our lease providers and tenants/licences.	Not required	30	30
Housing General Fund Total							**99**	**99**
ENVIRONMENT, DEVELOPMENT & HOUSING TOTAL							**521**	**773**
GENERAL FUND TOTAL							**2,011**	**2,683**

Appendix 10

Further Savings 2015/16 to support a Threshold Budget

The threshold budget for 2015/16 is a budget set with a 2% [1.99%] council tax increase being the council tax level above which a referendum would be triggered.

The savings required to deliver a Threshold budget are the same as those required for the Substitute budget and therefore the Threshold budget is the combined savings outlined in Appendices 7 and 8.

However, if Council was to agree a threshold budget this would release one off resources since the timing delay required to hold a referendum or implement a Substitute budget, is mitigated.

These include: -

One off costs avoided	**£'000**
Estimate one off costs of holding the referendum vote	100
Additional staffing costs associated with maintaining the collection rate set in the council tax base report agreed at January P&R	194
The additional costs of re-billing, refunds and adjusting council tax accounts including additional staff costs.	157
Subtotal	**451**
The timing delay of implementing savings within the substitute budget as below:	
Learning Disabilities (LD) - Residential. Community Care Services provided by the Independent Sector to meet assessed needs.	156
Learning Disabilities (LD) - Home Care, Day Care & Direct Payments. Community Care Services provided by the Independent Sector to meet assessed needs.	103
Home Care. (6 services including Independence at Home)	100
Early Years (Early Help) - Children's Centres. City-wide service integrated with health visiting which aims to improve outcomes for children under 5. 12 designated Children's Centre's plus a further 9 linked sites. Statutory duties to ensure sufficient children's centres and improve early years outcomes. Presumption against closure and requirement to consult on changes /closures.	261
Early Years - Childcare - support for childminders, out of school childcare, childcare workforce training, business support for childcare, inclusion funding for children under 2, management and administration of free entitlement for 3 and 4 year olds	9
Public Conveniences - The service provides 42 traditional public toilets across the city. The contract for cleaning, attending and opening and closing the site is run by Wettons. The contract is due for renewal in March 2017. Many of the sites require investment and are currently being assessed by Property & Design.	40
City Parks Trees - The Arboriculture Team are responsible for the	20

inspection and maintenance of trees in the city. There are an estimated 12,000 street trees. Some of the maintenance work is sub contracted out.	
Private Sector Housing Team	19
Housing Benefits / CTR administration costs. Housing benefit administration is a statutory function. Involves the award of benefits to approximately 20% of the households in the city. Naturally this tends to include a large percentage of elderly and vulnerable customers.	19
Total	**1,178**

APPENDIX 11

Annual Minimum Revenue Provision (MRP) Statement

Statutory guidance issued by the government in February 2008 requires the council to prepare an annual statement on the amount of debt that will be repaid in the following year.

The following statement is recommended for approval for 2015/16:

For 2015/16 the following provision will be made in the revenue account:

- For debt in the future which will be Supported Capital Expenditure, and for capital expenditure incurred before 1st April 2008, the council will set aside a sum of 4% of the notional debt relating to capital investment but excluding capital investment on the HRA housing stock (known as the non-HRA capital financing requirement).
- For debt where the government provides no revenue support, and for capital expenditure incurred after 1st April 2008:
    - Where the debt relates to an asset, the council will set aside a sum equivalent to repaying debt over the life of that asset either in equal annual instalments or on an annuity basis, the method determined by that most financially beneficial to the council over the life of the asset, or
    - Where the debt relates to expenditure which is subject to a capitalisation direction issued by the Government the council will set aside a sum equivalent to repaying debt over a period consistent with the nature of the expenditure under the annuity basis.
    - Where the debt relates to capital loans to a third party, the council will make MRP payments consistent with the repayment of loan instalments from the third party.
- In the case of finance leases and on-balance sheet PFI contracts the MRP requirement will be regarded as met by a charge equal to the element of the lease payment or unitary charge that is applied to write down the balance sheet liability in the year.

Appendix 12

Brighton & Hove City Council – Prudential Indicators 2015/16 to 2017/18

The following prudential indicators are recommended for the council.

A **Prudential indicators for Affordability**

In demonstrating the affordability of its capital investment plan the council must:

- determine the ratio of financing costs (e.g. capital repayments, interest payments, investment income, etc) to net revenue stream for both the Housing Revenue Account (HRA) and non-HRA services for a 3 year period; and
- determine the incremental impact on the council tax and housing rent (in both instances the scope for increases is governed by the Government's ability to limit council tax increases and the current restriction on council rents).

Indicator A1 sets out the ratio of financing costs to net revenue stream. The estimates of financing costs include current commitments and the proposals in this budget report.

A1 Prudential indicator – Estimates of the ratio of financing costs to net revenue stream 2015/16 to 2017/18 (Referendum Budget)

	2015/16 Estimate	**2016/17 Estimate**	**2017/18 Estimate**
	£'000	£'000	£'000
Non-HRA	**8.8%**	**9.2%**	**9.7%**
HRA	**14.5%**	**14.8%**	**11.2%**

The above table, A1, sets out the ratio of financing costs to the net revenue stream under the assumption of the base budget position of a 5.9% council tax increase. The ratio of financing costs to the net revenue stream of the substitute budget are set out in A1a below:

A1a Prudential indicator – Estimates of the ratio of financing costs to net revenue stream 2015/16 to 2017/18 (Substitute Budget)

	2015/16 Estimate	**2016/17 Estimate**	**2017/18 Estimate**
	£'000	£'000	£'000
Non-HRA	**9.0%**	**9.4%**	**9.9%**
HRA	**14.5%**	**14.8%**	**11.2%**

Indicators A2 and A3 set out the estimated incremental impact on both the levels of council tax (Band D equivalent) and housing rents of the recommended capital investment plans and funding proposals. The

impact has been calculated using the latest projections on interest rates for both borrowing and investments. The impact does not take account of government support included for new borrowing.

A2 Prudential indicator – Estimates of the incremental impact of the new capital investment decisions on the council tax 2015/16 to 2017/18

	2015/16 Estimate	2016/17 Estimate	2017/18 Estimate
Addition in council tax requirement	**£17.75**	**£23.78**	**£43.47**

A3 Prudential indicator – Estimates of the incremental impact of the new capital investment decisions on the average weekly housing rents 2015/16 to 2017/18.

	2015/16 Estimate	2016/17 Estimate	2017/18 Estimate
Addition in average weekly housing rent	**£39.21**	**£46.40**	**£43.46**

B **Prudential indicators for Prudence**

A key indicator of prudence is that the Council's gross debt does not, except in the short term, exceed the total of the council's need to borrow. This allows some flexibility for limited early borrowing for future years, but ensures that borrowing is not undertaken for revenue purposes. Under the Code the underlying need to borrow for a capital purpose is measured by the capital financing requirement.

Indicator B1 compares the estimated gross debt (i.e. including PFIs and other long term liabilities) with the estimated capital financing requirement as at 31 March each year. Indicator B2 compares gross debt to net debt to show the extent of borrowing in advance of need (where applicable).

B1 Prudential indicator – Gross debt (including PFI liabilities) and the capital financing requirement 2015/16 to 2017/18

	31-Mar-16 Estimate	31-Mar-17 Estimate	31-Mar-18 Estimate
	£'000	£'000	£'000
External Debt	**225,792**	**240,134**	**247,457**
PFI Liabilities	**54,149**	**52,015**	**49,719**
Gross debt (incl PFI liabilities)	**279,941**	**292,149**	**297,176**
Capital financing requirement	**332,876**	**337,737**	**328,035**

B2 Prudential indicator – Gross debt (including PFI liabilities) and Net debt 2015/16 to 2017/18

	31-Mar-16 Estimate	31-Mar-17 Estimate	31-Mar-18 Estimate
	£'000	£'000	£'000
External Debt	**225,792**	**240,134**	**247,457**
PFI Liabilities	**56,127**	**54,149**	**52,015**
Gross debt (incl PFI liabilities)	**279,941**	**292,149**	**297,176**
Net debt (incl PFI liabilities)	**250,807**	**262,952**	**252,365**

C **<u>Prudential indicator for Capital Expenditure</u>**

Elsewhere on this agenda is a report recommending the capital investment plans for the council over the next three years. Indicator C1 summarises the recommendations within that report. Indicator C2 sets out the estimates of the capital financing requirement over the same period.

C1 Prudential indicator – Estimates of total capital expenditure 2015/16 to 2017/18

	2015/16 Estimate	2016/17 Estimate	2017/18 Estimate
	£'000	£'000	£'000
Total non-HRA	**73,750**	**110,708**	**136,299**
Total HRA	**47,311**	**36,225**	**27,000**
Total programme	**121,061**	**146,933**	**163,299**

In considering the capital investment plan the council has had regard to a number of key issues, namely:

- affordability, e.g. implications for council tax/housing rents
- prudence and sustainability, e.g. implications for external borrowing
- value for money, e.g. option appraisal
- stewardship of assets, e.g. asset management planning
- service objectives, e.g. strategic planning for the authority
- practicality, e.g. achievability of the forward plan.

C2 Prudential indicator – Estimates of capital financing requirement 2015/16 to 2017/18

	2015/16 Estimate	2016/17 Estimate	2017/18 Estimate
	£'000	£'000	£'000
Non-HRA	**206,246**	**201,765**	**190,704**
HRA	**126,630**	**135,972**	**137,331**
Total	**332,876**	**337,737**	**328,035**

The estimates are based on the financing options included in the capital investment report. The estimates will not commit the council to particular methods of funding – the actual funding of capital expenditure will be determined after the end of the relevant financial year.

The council has a number of daily cash-flows, both positive and negative, and manages its treasury position in terms of its borrowings and investments in accordance with the approved treasury management strategy and practices. In day to day cash management no distinction can be made between revenue cash and capital cash. External borrowing arises as a consequence of all the financial transactions of the authority and not simply those arising from capital spending. It is possible therefore, that external debt could exceed the capital financing requirement in the short term.

D <u>Prudential indicators for External Debt</u>

A number of prudential indicators are required in relation to external debt.

D1 Prudential indicator – Authorised limit 2015/16 to 2017/18

	2015/16 Estimate	2016/17 Estimate	2017/18 Estimate
	£'000	£'000	£'000
Borrowing	**319,000**	**332,000**	**377,000**
Other long term liabilities	**57,000**	**55,000**	**53,000**
Total	**376,000**	**387,000**	**430,000**

The authorised limit is the aggregate of gross borrowing (i.e. before investment) and other long term liabilities such as finance leases. **In taking its decisions on the budget report the council is asked to note that the authorised limit determined for 2015/16 in the above table is a statutory limit required to be determined by full Council under section 3(1) of the Local Government Act 2003**.

The authorised limits are consistent with the council's current commitments, existing plans and the proposals in the budget report for capital expenditure and financing, and with its approved treasury management policy statement and practices. The Executive Director of Finance & Resources confirms that they are based on the estimate of most likely, prudent but not worst case scenario, with in addition sufficient headroom over and above this to allow for operational management, for example unusual cash movements. Risk analysis and risk management strategies have been taken into account, as have plans for capital expenditure, estimates of the capital financing requirement and estimates of cashflow requirements for all purposes.

D2 Prudential indicator – Operational boundary 2015/16 to 2017/18

	2015/16 Estimate	**2016/17 Estimate**	**2017/18 Estimate**
	£'000	£'000	£'000
Borrowing	**308,000**	**321,000**	**366,000**
Other long term liabilities	**57,000**	**55,000**	**53,000**
Total	**365,000**	**376,000**	**419,000**

The operational boundary is based on the authorised limit but without the additional headroom. The operational boundary represents a key management tool for in-year monitoring by the Executive Director of Finance & Resources. As with the authorised limit figures for borrowing (gross) and other long term liabilities are separately identified.

The authorised limit and operational boundary separately identify borrowing from other long-term liabilities. The council is recommended to delegate authority to the Executive Director of Finance & Resources, within the total limit for any individual year, to effect movement between the separately agreed limits for borrowing and other long term liabilities, in accordance with option appraisal and best value for money for the authority. Any such changes made will be reported to the council at its next meeting following the change.

D3 HRA limit on indebtedness 2015/16 to 2017/18

	2015/16 Estimate	**2016/17 Estimate**	**2017/18 Estimate**
	£'000	£'000	£'000
HRA limit on indebtedness	**156,840**	**156,840**	**156,840**
HRA capital financing requirement (C2)	**126,630**	**135,972**	**137,331**

Under the reform of housing finance implemented from 1st April 2012 the Government has published the *Limits on Indebtedness Determination 2012* which sets out the maximum amount of housing debt that the council may have outstanding at any one time. For the

purposes of D3 housing debt is deemed to equal the HRA capital financing requirement.

E **Prudential indicators for Treasury Management**

A number of prudential indicators are required in respect of treasury management. The indicators are based on the council's treasury management strategy and take into account the pre-existing structure of the council's borrowing and investment portfolios.

E1 ***Prudential indicator – Brighton & Hove City Council has adopted the "CIPFA Code of Practice for Treasury Management in the Public Services" within Financial Standing Orders.***

E2 ***Prudential indicators – Upper limits on interest rate exposure 2015/16 to 2017/18***

	2015/16	2016/17	2017/18
Upper limit on fixed interest rate exposure	**112%**	**111%**	**119%**
Upper limit on variable interest rate exposure	**45%**	**45%**	**48%**

The above percentages are calculated on the net outstanding principal sums (i.e. net of investments). The upper limit of 119% is a consequence of the council maintaining a limited investment portfolio.

Indicator E2a exemplifies the indicator over borrowing and investment.

E2a ***Prudential indicators (supplemental) – Upper limits on interest rate exposure 2015/16 to 2017/18***

	2015/16	2016/17	2017/18
Upper limit on borrowing – fixed rate exposure	**100%**	**100%**	**100%**
Upper limit on borrowing – variable rate exposure	**40%**	**40%**	**40%**
Upper limit on investments – fixed rate exposure	**100%**	**100%**	**100%**
Upper limit on investments – variable rate exposure	**100%**	**100%**	**100%**

Indicator E2a is supplemental to Indicator E2 and shows separately the maximum limits for both borrowing and investments. The indicator is not a requirement of the prudential code but it does show more clearly the interest rate exposure limits within which borrowing and investments will be managed. The effect of the limits is that the Executive Director of Finance & Resources will manage fixed interest rate exposure within the range 60% to 100% for borrowing and within the range 0% to 100% for investments.

E3 Prudential indicator – Upper and lower limits on the maturity structure of borrowing 2015/16

	Upper limit	Lower limit
Under 12 months	**40%**	**0%**
12 months and within 24 months	**40%**	**0%**
24 months and within 5 years	**50%**	**0%**
5 years and within 10 years	**75%**	**0%**
10 years and above	**100%**	**40%**

The limits in Indicator E3 represent the amount of projected borrowing that is fixed rate maturing in each period as a percentage of total projected borrowing that is fixed rate at the start of the period.

E4 Prudential indicator – Principle sums invested for periods longer than 364 days

	2015/16	2016/17	2017/18
	£000	£000	£000
Limit	**25,000**	**25,000**	**25,000**

Appendix 13

Budget 2015/16 Equality Impact Assessments (EIAs) for impacts on Service-Users and Staff: Process, Assessment and Planned Actions

Summary

The council is legally required (in the Equality Act 2010) to evidence how it has rigorously considered its equality duties in its budget-setting process. To achieve this, Equality Impact Assessments (EIAs) have been completed on all budget proposals with a potential impact on service-users and on staff related to their legally protected characteristics.

Impacts are identified and mitigating actions proposed, where possible. All EIAs are available in Appendix 12 and should be considered alongside the relevant proposal.

This document explains the EIA process and identifies the cumulative impacts, across all the proposals, and overall mitigating actions which will need to be taken. Within the framework of significant budget reductions there will inevitably be impacts on specific individuals and groups, but proposed mitigating actions will reduce these as far as possible, and monitoring of actual impact will enable appropriate interventions as proposals are implemented.

Service-Users

At this stage, significant impacts across multiple proposals have been identified on the following groups of service-users:

- Disability
- Age – older and younger people
- Ethnicity
- Gender - women
- Child Poverty

The most important impacts and/or mitigating actions at this stage are:

Reducing additional support to meet needs, but statutory provision is maintained.

Where changes to services to individuals are needed, assessments will be used to identify specific needs.

Making commissioning more efficient and cost effective to maintain quality while targeting services better.

Communicating changes to all stakeholders, effectively and appropriately

Reducing funding for some mainstream/open activities and focusing on targeted priority groups.

Pressures on Third Sector (CVS) from multiple proposals and national context

Cumulative impact of increasing and/or introducing fees and charges, but exemptions and concessions are planned.

Where impacts are identified, there are plans for further consultation with stakeholders on how changes are implemented.

Closer and more efficient partnership working to fill gaps and to increase efficiency

Encouraging residents to volunteer and become more actively engaged in activities, which has both benefits and risks.
Ongoing local impacts of national changes to the welfare system, combined with rising living costs impact some groups more severely than others.
'Channel Shift' encourages online access to services, but unless carefully planned can exclude some groups.

Staff
Potential impacts have been identified for individuals with the following protected characteristics, based on the fact that there is a higher representation in staff groups affected. Further details is below and specific decisions on how to implement budget decisions with impacts on staff will be made after further exploring the equality issues through staff consultation processes:

Disability
Age
Gender
Ethnicity
Gender reassignment
Religion or Belief
Sexual Orientation

The most important impacts and/or mitigating actions at this stage are:

Use equality data to develop detailed proposals and continue assessing impacts.
Ensure relevant policies and procedures are equitably and appropriately applied.
Review vacant posts, use of agency employees etc to minimise the impact on current substantive post holders.
Where possible consider voluntary severance to reduce compulsory redundancies.
Ensure all selection processes are clear and free from bias, and take into account individual needs.
Ensure clear processes and criteria in selection for voluntary redundancy.
Ensure managers involved in selection have completed relevant training.
Managers delivering service changes are supported and advised by HR.
All employees are offered meetings to discuss circumstances and concerns and are offered interview skills and CV writing training.
Attach EIA to consultation documents, and continue to assess equality impacts.
Consider the need for support and training to re-skill in new working methods.

Full details of all impacts and actions are below.

1. Introduction

1.1 This report describes the process of Equality Impact Assessment (EIA) made on the budget proposals for 2015/16 and analyses the findings. The council has legal duties under the Equality Act 2010 to consider the needs of diverse people in our budget-setting processes and address negative impacts where possible.

1.2 Budget EIAs evidence how the council is meeting this duty. EIAs are available in Appendix 12.

1.3 This report describes:

- the council's legal duties in the budget-setting process (section 2);
- which legally protected groups of service-users are identified at this stage as potentially experiencing disproportionate impacts, cumulatively from proposals (section 3);
- council-wide cumulative impacts on service-users identified at this stage and the over-arching actions which will be needed to mitigate negative impacts and maximise positive impacts (section 4);
- impacts identified from known data on staff across all proposals, across the council and in specific directorates (section 5);
- council-wide mitigating actions, to reduce/remove negative impacts on staff (section 6);
- the national and local context (sections 7 and 8);
- the council's approach to and aims in EIA as part of decision-making (section 9).

2. Our legal duties

2.2 Under the equality duty set out in the Equality Act 2010, public authorities must have 'due regard' to the need to eliminate unlawful discrimination, harassment and victimisation, to advance equality of opportunity, and to foster good relations between people who share a protected characteristic and those who do not.

2.3 The protected groups covered by the equality duty are: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation. The duty also covers marriage and civil partnerships (only in respect of eliminating unlawful discrimination). Assessment has also been included of impacts and actions in relation to child poverty.

2.4 The law requires that public authorities demonstrate that they have paid conscious and rigorous attention to the equality duty aims in their decision-making.

2.5 By law, our assessments of impact on equality must:

- Contain enough information to enable a public authority to demonstrate it has had 'due regard' to the aims of the equality duty in its decision-making
- Consider ways of mitigating or avoiding any adverse impacts.

Our Budget EIA process meets these requirements.

2.6 The Public Sector Equality Duty (PSED) does not prevent councils from making difficult decisions such as reorganisations and relocations, redundancies, and service reductions, nor does it prevent decisions which may affect one group more than another group.

2.7 The duty does enable public bodies to demonstrate that they are making financial decisions in a fair, transparent and accountable way. This involves considering the needs and the rights of different members of the community, how impacts will affect them and mitigating negative impacts as fully as possible.

2.8 Nationally, there have been a number of successful legal challenges to funding decisions because public authorities have failed to show such consideration. In such cases, the public authority may have to start the decision-making process again, with improved consultation and evidence-gathering to identify the impact on particular groups.

> *"Even when the context of decision-making is financial resources in a tight budget, that does not excuse compliance with the PSEDs [Public Sector Equality Duties], and there is much to be said for the proposition that even in straitened times the need for clear, well informed decision-making when assessing the impacts on less advantaged members of society is as great, if not greater."*
> Blake J in R (Rahman) v Birmingham City Council
> [2011] EWHC 944 (Admin)

3. Service-Users: Impacts identified across all proposals

3.1 The EIA process and consultation have been based on identifying whether or not impacts are likely to be different for a person because of their protected characteristic (with a focus on where impacts may be worse) and if so, list the proposed mitigating actions.

3.2 There has also been an overall assessment of:

- the impact of funding changes from one service on another across the council (cumulative impacts);
- consideration of what mitigating actions can be taken, and how we can monitor, evaluate and take action on impacts which may occur.

3.3 The overall assessment is that the proposals put forward have all been considered within the framework of the council's legal duties under the Equality Act 2010 and due regard has been given to the potential impacts on people arising from their legally protected characteristics. Within the framework of significant budget reductions there will inevitably be impacts on specific individuals and groups, but proposed mitigating actions will reduce these as far as possible, and monitoring of actual impact will enable appropriate interventions as proposals are implemented.

3.4 However, the EIAs do highlight concerns about the council's ability to achieve our Corporate Plan objective of 'tackling inequality' in service delivery. Therefore we have identified key activities to ensure continued progress against this aim. More details are below.

4. Service-Users: Identified Cumulative Impacts and Proposed Mitigating Actions

4.1 The EIA template highlights where officers identify a cumulative impact linked to other services or the wider local/national context. The Policy and Communities team has also considered all the EIAs to assess where groups may be impacted by more than one change across the council.

4.2 Impacts are identified across a number of budget proposals for the following protected characteristics:

- Disability
- Age – older and younger people
- Ethnicity
- Gender - women
- Child poverty

4.3 These are the result of proposed changes to a number of services targeted towards these groups. Specific actions to mitigate as far as possible impacts arising from each proposal are defined within the relevant EIAs. In addition council-wide mitigating actions are detailed below.

4.4 Cumulative impacts and proposed mitigating actions identified from EIAs:

4.4.1 Statutory provision: Services will maintain this to protect the most vulnerable, but there is likely to be reduction in support for some people with resulting impacts on their care, independence and support, and consequent impacts on carers.

4.4.2 Assessments: Services which use assessments will ensure that these are used before any changes are made, so specific needs can be targeted and efficient and effective services provided. This also requires communication of this process to service-users, carers, relevant Community and Voluntary Sector groups and other partners.

4.4.3 Commissioning: Making this more efficient and cost effective to maintain quality while targeting services better. In order to ensure compliance with the equality duty, equalities requirements must be built into commissioning processes and contracts to ensure that diverse needs are appropriately identified, addressed and monitored.

4.4.4 Communicating Changes: Ensuring that service-users, carers, families, relevant CVS groups and other partners are aware of changes so that transitions, especially for the most vulnerable, are understood and managed as well as possible. All groups must receive information in ways which are appropriate and accessible, and as early as possible to enable safe and effective transition through any changes.

4.4.5 Priority Groups: Funding is reducing for some mainstream/open activities, while there is an increased focus on targeted priority groups and earlier

interventions. This often builds on work done previously to widen mainstream activities to make them more accessible and inclusive for everyone. This approach requires that equalities monitoring and knowledge of communities is extremely robust so that priority groups are accurately identified and changes in the city and/or need are recognised and addressed.

4.4.6 Pressures on Third Sector (CVS): Proposals include reductions in the Discretionary Grant programme and commissioning (including infrastructure support), and reductions in charitable rate relief. All of these proposals combine within a wider context of reducing national funding and increasing demand for CVS services. The combined impacts could be considerable, without further changes in the Third Sector.

4.4.7 Fees and Charges: A number of proposals involve increasing fees/charges and/or charging for previously free services. Though often the increase in each charge is small, the cumulative impact for people affected by multiple increases can be significant. This can have a specific impact on people who are already struggling financially. This is clearly an issue of poverty, but also affects the legally protected characteristics of gender (95% of lone parents are women and women are more likely to be in part-time or lower paid work), disability (though some EIAs offer some protections to disabled people, their carers may still experience additional costs), and ethnicity (some BME communities are more likely to experience poverty). Services are planning to use exemptions and concessions to reduce impacts on people who will experience most disadvantage/exclusion. The council also provides signposting to appropriate financial inclusion and advice services where appropriate to assist those in hardship.

4.4.8 Consultation: A number of EIAs propose further consultation on how their proposals are implemented. These must ensure that the views of all affected groups are taken into account and opportunities are created in the consultation process for diverse communities to participate. Results of the consultations and agreed changes must be widely advertised.

4.4.9 Partnership Working: Closer and more efficient partnerships internally between council services and also with CVS and local / regional statutory partners are proposed to fill gaps and to increase efficiency. For many services, this approach will build on existing strong working relationships. It will require creative approaches to joint working, and sharing information and practices, and possibly funding.

4.4.10 Volunteering and collaboration: Some proposals plan to encourage residents to volunteer and become more actively engaged in activities. This supports a community empowerment and demand management approach and recognises the value of community assets (physical resources and skills/time). However, not all communities have equal assets or the ability to mobilise them without (at least initial) support. Equally, groups which take on the role of providing community services must ensure that they remain open, accessible and inclusive to all the diverse communities eligible to use them – or risk excluding people and damaging community cohesion.

4.4.10 **Welfare Reform**: Ongoing national changes to the welfare system and an overall reduction of that budget have required significant changes locally. The impact has been that many claimants have experienced reductions in benefits received or no inflationary increases, within a context of rising living costs (utilities and food prices) and high housing costs relative to income. Some groups experience these pressures more severely than others.

4.4.10 **'Channel Shift'**: Some proposals are encouraging service-users to access services digitally, providing the opportunity for significant cost savings for the council and greater convenience for some residents. However, some groups are less likely to have access to ICT at home, or lack the skills to access services digitally. Where proposals include 'channel shift', this must be matched by an ongoing commitment to provide face-to-face contact for people who still require it, and to use some of the resource savings to fund this.

4.5 Other mitigating actions

4.5.1 It is important to note that existing council equalities approaches such as Equality Impact Assessment and actions from the council's Equality and Inclusion Policy will be a critical part of minimising or avoiding negative impacts on specific groups protected in law. Also, needs assessments and actions from them (such as the Joint Strategic Needs Assessment, current work focused on Black and Minority Ethnic communities and the Trans community) will enable better understanding of communities and their access to and outcomes from services, helping us to identify and respond to needs more effectively.

4.5.2 Regular equalities monitoring and analysis to evaluate trends and identify actions, and robust equality impact assessment which actively engages stakeholders are fundamental to meeting our legal duties and corporate commitments. Senior managers will continue to have responsibility for overseeing these processes as decisions are made and service changes take place.

5. Staff: Impacts identified across all proposals

5.1 The Human Resources team has assessed the equalities impacts on staff that are known at this stage and EIA templates have been completed for all proposals affecting staff. This process will continue through staff consultation processes to enable staff to raise specific and additional issues.

5.2 Information which might identify individuals has been withheld from this document to protect confidentiality, but all information has been provided to managers and will be used to inform the implementation of agreed proposals.

5.3 For groups of over 20 staff equalities data has been used to assist the identification of potential impacts. Where there are fewer than 20 staff affected data has not been produced to protect the confidential sensitive equalities information provided by staff. EIAs have been completed in these instances with regard to known information about the staff group and proposals made

5.4 The EIA template highlights where officers identify a cumulative impact linked to the make-up of the workforce across the Council in terms of protected groups as compared to the make-up of groups affected. HR has considered all the EIAs both individually and cumulatively.

5.5 The detailed impact of a number of proposals across the Council is unknown at this stage before consultation processes are complete and therefore the EIAs are based on an analysis of the make-up of the workforce affected, and potential impacts of changes. This is particularly relevant in the following areas:

- Able and Willing where final decisions won't be taken until September 2015,
- Adults Assessment where the service redesign in underway in relation to the Care Act and Better Care
- Adults Provider Services where the review of bed based services may not have staffing impacts if full recovery of health costs is achieved, and the review of day services where detailed proposals have not been made at the time of writing.

5.6 Potential impacts have been identified for individuals with the following protected characteristics, based on the fact that there is a higher representation in staff groups affected. These are the impacts identified from known data at this stage. Specific decisions on how to implement budget decisions with impacts on staff will be made after further exploring the equality issues through staff consultation processes:

- Disability
- Age
- Gender
- Ethnicity
- Sexual orientation
- Gender reassignment
- Religion or belief

5.7 Impacts identified, by protected characteristic:

- Overall the groups affected by budget proposals are broadly in line with the make-up of the Council's workforce in terms of age, with over 40% of those at risk between the ages of 40 and 54.
- A slightly higher proportion of those at risk are females in lower grade ranges (61.63% compared to 56.1% of the total workforce in this category).
- The proportion of BME and White Irish staff at risk is marginally lower than representation across the council from these groups, but is higher in relation to white other staff (7.74% compared to 5.9%). Ensuring there are no language barriers in relation to our change processes will be particularly important in some areas.

- The proportion of disabled staff affected by proposals is marginally higher than the Council average and within the detail of proposals there are some significant areas where reasonable adjustments through our processes will need to be particularly considered. With regard to Able and Willing there will be additional measures and support through the Supported Employment Team.
- LGBT staff affected are marginally higher than council averages in the middle grade ranges (15.36% compared to 13.38% across the council).

5.7.1 Key impacts have been identified in relation to changes proposed at Able and Willing. There is potential for these proposals to have a disproportionate impact on disabled staff. As a Supported Business for disabled employees the service will always employ a high proportion of disabled employees in comparison to the Adult Directorate and Council. Final decisions won't be taken until later in the year when a project to generate more business has concluded.

5.7.2 Disabled staff in the service may experience particular barriers in accessing information and getting their views heard. There may also be significant barriers in finding alternative employment if there is a reduction in posts. Positive action is planned to include training on interview skills, coaching and signposting to relevant forums. The communications approach will ensure the use of plain English so that information is accessible.

5.7.3 Across other areas of Children's Services there are some significant impacts on female workers including part-time workers who may be restricted in hours that can be worked in relation to other opportunities. The design of posts and structure will need to take into account impacts for groups of staff. Caring and parenting responsibilities will be considered by managers.

5.7.4 In City Clean there is a significantly higher proportion of White Other staff affected which will require particular attending, particularly to ensure that our communication methods are clear, and any selection processes are free from bias as a result of any language or literacy issues.

6. Staff: Council-wide Mitigating Actions

6.1 In addition to the specific mitigations identified in each service area the Council has guidance, procedures and approaches for managing change that are designed to ensure change is managed fairly and groups with protected characteristics are not negatively impacted:

6.1.1 When developing any further detailed proposals take account of the staffing equalities data to inform decision making and/or continue assessing staff equality impacts.

6.1.2 Ensure the council's relevant policies and procedures are equitably and appropriately applied (management of change protocol, redeployment, development of new post details, job evaluation processes etc) to ensure that

no adverse impact is created for employees related to their protected characteristics.

6.1.3 Review vacant posts, use of agency employees etc to minimise the impact on current substantive post holders.

6.1.4 Where proposals may result in a reduction of posts consider the offer of voluntary redundancy to mitigate the impact of potential compulsory redundancy processes.

6.1.5 Where a reduction in posts will mean compulsory redundancy ensure that selection processes are clear and free from bias, and that processes take into account any individual needs.

6.1.6 Ensure processes and criteria related to selection for voluntary redundancy are clear and transparent and use the compensation panel appropriately.

6.1.7 Ensure managers involved in selection have completed corporate recruitment and selection training and are signposted to the Equality & Diversity e-learning module.

6.1.8 Ensure that managers delivering service changes are appropriately supported and advised by HR in relation to all employee equalities issues.

6.1.9 Ensure all employees are offered one to one meetings to discuss their circumstances and any concerns they may have.

6.1.10 Ensure all employees are offered one to one meetings to discuss their circumstances and any concerns they may have, and are offered interview skills and CV writing training.

6.1.11 Attach the summary EIA to each consultation document, and continue to assess equality impacts through the consultation process.

6.1.12 Consider the need for appropriate support and training to re-skill in new working methods.

7. National context

7.1 The budget proposals are being developed within the context of ongoing reduced public funding to local government.

7.2 Key national issues that may have an equalities impact include:

- austerity measures which are resulting in reductions in public expenditure across most of public services;
- the national welfare reforms; and
- reforms to adult social care and health.

8. Local context

8.1 The council's priorities for 2015-19 as contained in the draft Corporate Plan agreed by Policy & Resources Committee in December 2014 are:

- Economy, jobs & homes
- Children & young people
- Health & wellbeing
- Community safety & resilience
- Environmental sustainability

These match with the Brighton & Hove Connected (LSP) priorities for the whole city, as contained in the Sustainable Community Strategy: 'Brighton & Hove: the Connected City'.

8.2 Relevant local priorities and context includes:

- Substantial proactive work to support financial inclusion;
- A collaborative approach across the council to help mitigate the impacts of welfare reform where possible;
- Close partnership working across social care and health both for children's services and adults';
- A strong focus on improving educational attainment and opportunities for access to employment for our young people;
- A joint approach to public services as a whole for the city through the City Management Board;
- Greater alignment between the development of the medium term financial strategy and Corporate Plan 2015-19
- Using Modernisation Boards across the council to drive service redesign that will lead to greater collaboration with partners and communities to provide better, more joined up outcomes for everyone.

9. Brighton & Hove City Council Approach and Process

9.1 The council uses a Budget EIA process to identify the main potential disproportionate impacts arising because of people's protected characteristics and, for service-users, on child poverty. Where relevant they draw on existing service EIAs.

9.2 The aims of an Equality Impact Assessment become especially important at times of straitened budgets, enabling us to:

- think about what the council is trying to achieve;
- consider what impact the decision will have on different groups;
- target resources to those who are most vulnerable;
- fund services which respond to people's diverse needs
- save money by getting it right first time.

9.3 Service leads completed EIAs on budget proposals where the proposed changes potentially impact on service provision and/or on staff. The document presented to Members lists all the disproportionate impacts on groups

because of their protected characteristic. It also identifies the planned actions to mitigate negative impacts.

9.4 A consultation event with community and voluntary sector groups was held in December, hosted by Community Works, and feedback was incorporated into the relevant EIA and/or responded to directly by managers.

9.5 All the EIAs have been reviewed by the Communities, Equality and Third Sector Team and/or Human Resources and discussed by the Executive Leadership Team to consider overall impacts and ensure consistency.

9.6 The Human Resources team have assessed equalities impacts on staff arising from the proposals. Information from staff consultation processes was incorporated into these EIAs, where available.

9.7 Since the equality duty is a continuing duty which must be complied with when implementing and reviewing a decision, assessment of equality impacts and responses to them will continue after budget decisions are agreed. Data from these EIAs will also be shared with relevant managers, to enable them to identify the best ways to implement the decisions to minimise negative or disproportionate impacts on legally protected and socially excluded groups.

All Budget 2015-16 Equality Impact Assessments (EIA)

Notes:

- This document contains all the EIAs completed on proposals with a potential impact on service-users and on staff.
- They are listed in the order in which they appear in the savings proposals documents, and numbered sequentially.
- The EIAs included are summaries of the full versions but all impacts and mitigating actions have been included.

A further short paper outlining the cumulative impacts and mitigating actions across all the EIAs accompanies this document (title: 'Budget 2015-16 Equality Impact Assessments (EIAs) for impacts on Service-Users and Staff: Process, Assessment and Planned Actions', Appendix 11)

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List of all Equality Impact Assessments – Budget 2015-16

Potential Impacts on Service-Users		
EIA no	**Directorate and area**	**Proposal**
'Referendum Budget'		
1	**Adult Social Care**	Learning Disability Residential
2		Learning Disability Homecare
3		Older People Residential
4		Mental Health Residential
5		Care Home Fees
6		Learning Disability Employment
7		Learning Disability Accommodation
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9		Resource Centres
10		Commissioning
11	**Assistant Chief Executive**	Sports Development
12A		Overview and Scrutiny
13		Mayoralty
14		Museum Charges

15		Libraries
16	**Children's Services**	Play Services
17		Council Nurseries
18	Deleted	
19		Home to School Transport
20		School Improvement
21		Music and Arts
22	**Environment, Development & Housing**	Pre-application Charges
23		Supported Bus Routes
24		Parking On Street
25		Housing Adaptations
26		Housing Options / Statutory Homelessness
27		Housing Related Support
28		Car Parks and Garages
29	**Finance & Resources**	Workstyles and Corporate Landlord
30		Council Tax Reduction
31		Council Tax: Class C and D Discounts
32		Online Claiming and DICE (Digital Inclusion)

33		Benefits Outreach
34		Cemeteries Maintenance
35		Bartholomew's House Security
36	**Public Health**	Community Safety
'Substitute Budget'		
37	**Adult Social Care**	Homecare
38	**Children's Services**	Youth Service
39		Children's Centres
40		Support for Child Care
41	**Environment, Development & Housing**	City Clean and City Parks - Service Redesign
42		Public Toilets
43		Private Sector Housing – Sustainability Team
44	**Finance & Resources**	Reduced Counter Service Hours
Further Savings		
45	**Assistant Chief Executive**	Community, Equality & Third Sector Team – all proposals
12B		Older People's Council
46		Community, Equality & Third Sector Team – Grants

Potential Impacts on Staff

EIA no	Directorate and area	Proposal
'Referendum Budget'		
S1	**Adult Social Care**	Adults Assessment Service: service redesign to deliver the Care Act and Better Care
S2		Adult Provider Services: Resource Centres, Older People
S3		Adult Provider Services: Learning Disability Services – Able and Willing
S4		Adult Commissioning Service: contract management and commissioning function
S5	**Assistant Chief Executive**	Policy and Communities Unit
S6	**Children's Services**	Contact Centres
S7		Music and Arts Service
S7A		Special Educational Needs & Disability (SEND)
S8	**Environment, Development & Housing**	City Regeneration
S9		Planning and Building Control
S10		Housing Sustainability Team
S11	**Finance & Resources**	City Services
S12	**Legal & Democratic Services**	Political Assistants
S13	**Public Health**	Community Safety
S14		Regulatory Services
'Substitute Budget'		

S15	**Adult Social Care**	Adult Provider Services: Home Care Services
S16	**Children's Services**	Children's Centres
S17		Early Years and Childcare Team
S18	**Environment, Development & Housing**	City Clean
S19		City Parks
S20		Housing
Further Savings		
S21	**Environment, Development & Housing**	Housing Options

Adult Social Care – Referendum Budget
EIA 1

1. Service Area	ASC Assessment	Impact on Service-users
3. Head of Service	Brian Doughty	
4. Budget Proposal	**Briefly and simply explain what budget changes are proposed.** Learning Disabilities (LD) - Residential Services provided by the Independent Sector to meet assessed needs. Ongoing process of reducing residential placements and maximising independent living opportunities. Sustain progress on shared lives. Plan to reduce expenditure by 10% year on year. These proposals will impact upon up to 200 people with a learning disability currently living in residential care. • Maintain eligibility criteria at substantial and critical as amended by Care Act. • Consider and implement recommendations from the Peer Review. • Target all out of city placements with a purpose of bringing people back into supported living in the City. • A Personal budget to be offered to all recipients of service. • Consider alternative models of care to include supported living. • Ensure appropriate funding streams are in place (eg specialist placements or CCG contribution). • Transitions-explore responsibility for funding over 18s and opportunities from joint commissioning. • Review high cost placements including Supported Living (VfM4). Also on 3rd party spend negotiate rates linked to better use of technology.(VfM4)	
5. Summary of impacts	**Highlight the main / most significant potential impacts which will need to be mitigated or avoided** **Groups affected: Age (older), Disability, Ethnicity, Gender (women), Carers** • Moving people from their current placements which could be disruptive to them and their families/carers. • Perception of loss of services: this is about change rather than a loss in service as we will ensure eligible needs are met.	

	• Carers may perceive this as a reduction in service and unsettling for residents, again we will ensure eligible needs are met • This strategy is targeted at people with a Learning Disability many of whom have physical/health problems which will be addressed through the integrated approach of the Community Learning Disabilities Team taking into account physical and mental health needs.
6. Key actions to reduce negative impacts	**What actions are proposed to reduce or avoid potential negative impacts and increase positive impacts?** • We will continue to provide appropriate services and support which will meet assessed need applying the national eligibility criteria enshrined in the Care Act. • Engage with individuals, families and carers to support them through the process • Use of personal budgets will provide greater opportunities to access community resources, employment and training opportunities • We will ensure a Carers Assessment in line with new duties under the Care Act is undertaken to mitigate any impact upon the caring role, this will result in an increase in Assessments which has been taken on board in planning for Care Act implementation • ASC market position statement will provide the framework for the development of personalised services across the city. • Advocacy requirement for all client groups is a key element of new responsibilities under the Care Act, and will be developed in line with these new duties
7. Cumulative impacts	If the proposals from across ASC services are agreed then this will impact on the services we provide to vulnerable people. This means that people with a learning disability, who are the recipients of these services, may see a reduction in more than one service that they currently receive.

EIA 2

1. Service Area	ASC Assessment	Impact on Service-users
3. Head of Service	Brian Doughty	
4. Budget Proposal	**Briefly and simply explain what budget changes are proposed.** Learning Disabilities (LD) - Home Care, Day Care & Direct Payments: Community Care Services provided by the Independent Sector to meet assessed needs. • Drive forward the personalisation agenda and increased use of Direct Payments/Personal Budgets and brokerage services with the aim of increasing independence and providing greater choice • Supporting service users to seek cost effective solutions to meet eligible needs in line with the Care Act. • ·Review high cost placements & third party spend	
5. Summary of impacts	**Highlight the main / most significant potential impacts which will need to be mitigated or avoided** **Groups affected: Age (older), Disability, Ethnicity, Gender (women), Carers** • Service changes are focussed on people with a learning disability many of whom will have physical/health needs • Some services that are provided over and above required to meet assessed need will be withdrawn. • Some service users will be required to move to different providers of service • Increased choice for service users. • May be a perception of cut in service • Carers of people with a learning disability are often unsettled by change and may perceive this as a loss of service	
6. Key actions to reduce negative	**What actions are proposed to reduce or avoid potential negative impacts and increase positive impacts?**	

impacts	• We will continue to provide appropriate services and support which will meet assessed need applying the national eligibility criteria enshrined in the Care Act. • Engage with individuals, families and carers to support them through the process • Use of personal budgets will provide greater opportunities to access community resources, employment and training opportunities • We will ensure a Carers Assessment in line with new duties under the Care Act is undertaken to mitigate any impact upon the caring role, this will result in an increase in Assessments which has been taken on board in planning for Care Act implementation • ASC market position statement will provide the framework for the development of personalised services across the city. • Advocacy requirement for all client groups is a key element of new responsibilities under the Care Act, and will be developed in line with these new duties • Recognise the need to maintain friendship groups to alleviate social isolation, • Integrated working with health to ensure all social and health care needs are met • Implement recommendations from the peer review responding to service users aspirations for independence
7. Cumulative impacts	If the proposals from across ASC services are agreed then this will impact on the services we provide to vulnerable people. This means that people with a learning disability who are the recipients of these services, may see a reduction in more than one service that they currently receive.

EIA 3

1. Service Area	ASC Assessment	Impact on Service-users
3. Head of Service	Brian Doughty	
4. Budget Proposal	**Briefly and simply explain what budget changes are proposed.** Older People - Residential/Nursing, includes Older People with Mental Health needs (OPMH). Community Care Services provided by the Independent Sector to meet assessed needs. • Ensure effective review to reflect any change in needs. Impact of task force in identifying all appropriate funding sources especially people eligibility for Continuing Health Care Funding. • Review housing options. Identify links to Better Care (esp for OP Nursing) and potential sources of funding. • Impact of good results on delayed transfers of care: potential risk share agreement. • Integrated model of working. • Increased scrutiny of placements. • Ensure not paying above set rates and reduce number of cost waivers. • Consider moving people if weekly cost is too expensive compared to comparators.	
5. Summary of impacts	**Highlight the main / most significant potential impacts which will need to be mitigated or avoided** **Groups affected: Age (older), Disability, Ethnicity, Gender (women), Carers** • These proposals relate to older people: promoting independence and supporting more older people is a positive impact. • People requiring residential/nursing home care are likely to have physical health problems and some disability because of their ages • Carers, admission to residential and nursing home care and examining alternatives is often distressing time for carers	

	• More women are placed in residential and nursing home care as a result of the demographics of city • Dependant on effective community services to keep people within their own homes. • Some reduced choice if only focussing on services in the city
6. Key actions to reduce negative impacts	**What actions are proposed to reduce or avoid potential negative impacts and increase positive impacts?** • Ensure appropriate health and social care services available to support people in their own communities as part of the Better Care plan • Continuing to develop services which promote greater independence enabling people to live in their own homes and communities. • Engagement with families and carers to explain choice: ensuring carers are fully involved in assessment process and supported through admission and ongoing review and by offering Carers Assessments as part of new duties under the Care Act • Market position statement will identify the need to support carers and ensure staffing supply • Recruitment of Carers is an issue which will be addressed as part of Workforce planning in response to the care act, taking into account the range of factors including the low wage economy, competing employment opportunities, housing costs etc. • The Care Act sets out clarity in relation to Assessment Processes which will be implemented in a way that ensures equity, effectiveness and fairness
7. Cumulative impacts	**None**

EIA 4

1. Service Area	ASC Assessment	Impact on Service-users
3. Head of Service	Brian Doughty	
4. Budget Proposal	**Briefly and simply explain what budget changes are proposed.** Adults with Mental Health - Residential. Community Care Services provided by the Independent Sector to meet assessed needs: • Apply the national eligibility criteria established by the Care Act and offer a Personal Budget as mandatory. The resource allocation system (RAS) will ensure equity of provision. • Scrutiny of all packages of care to ensure only eligible needs are met and the most cost effective solution to meeting assessed need is in place	
5. Summary of impacts	**Highlight the main / most significant potential impacts which will need to be mitigated or avoided** **Groups affected: Age (older), Disability, Ethnicity, Gender (women), Carers** • Some services that are provided over and above that required to meet assessed needs will be withdrawn • Services for people with mental health needs who may have associated physical difficulties • Increased choice and control for service users. • Change is often difficult for carers and they require support. • Impact on fluctuating health conditions • Impact on whole health and care economy • Increased demand for advocacy	
6. Key actions to reduce negative	**What actions are proposed to reduce or avoid potential negative impacts and increase positive impacts?**	

impacts	• Effective and focussed assessment with the purpose of meeting eligible needs in line with Care Act regulation. • Staff support for change through ongoing care management. • Carers Assessment will be offered where appropriate, full engagement with carers and involvement in • assessment process, ensuring appropriate placements are made • Effective and focussed assessment with the purpose of meeting eligible needs applying the National Eligibility criteria and new assessment processes through implementation of Care Act responsibilities • Development of advocacy services in line with Care Act responsibilities • Welfare rights team will maximise benefit entitlement • Ensuring the needs of people with dual/multiple diagnoses are met through an integrated approach with health
7. Cumulative impacts	**None**

EIA 5

1. Service Area	Adult Social Care - Commissioning & Contracts	Impact on Service-users
3. Head of Service	Anne Hagan	
4. Budget Proposal	**What budget changes are proposed?** (Use the savings proposal wording and more detail if needed) All community care - across all client groups: Fees for services provided by the Independent Care Sector To take a targeted approach to the increase in fees payable to independent and voluntary sector providers that supply care services to those people with eligible social care needs. The sector provides care services to all client groups on behalf of Brighton and Hove City Council Adult Social Care and Brighton and Hove Clinical Commissioning Group. This includes care homes, home care services, shared lives & Supported Living arrangements. (This does not include Community Short Term Services commissioned jointly by BHCC & the NHS: These services are non-chargeable)	
5. Summary of impacts	**Highlight the main / most significant potential impacts which will need to be mitigated or avoided** **Groups affected: Age (older people), Disability (physical, mental or learning disability)** Proposals will be outlined to Health & Wellbeing Board in Feb 2015 that recommend an uplift in fees to those areas where it is most needed: • There will be no impact on statutory provision: ie Adult Social Care have a statutory requirement to meet the eligible social care needs of individuals. • People using care services will include those people who are older, have a physical disability, a learning disability, or a mental health need • There are some areas of services where fee levels will not be uplifted. Where fees are not uplifted: people will have a review as appropriate to ensure their care needs are being met. • Carers may be concerned about the impact of any change to services on service users, and also what it may mean for them in terms of the support they receive as carers.	

	• People from the BME community are not disproportionately impacted by this proposal (High diagnosis of dementia in this group are not reported) • Both council and NHS commissioners are working with providers on an individual basis and discussions are being held regarding planned service activity. This includes the development of a Market Position Statement that outlines what services BHCC need to commission in the future. • The proposals have been discussed & approved by the CCG : e.g.They are aware that care homes have limited capacity to provide beds at the rate the Local Authority can pay .This could result in delays in a hospital discharge as a suitable placement is sought at a Local Authority rate. • The market will have to limit their spend in some areas: there may be implications for the quality of services Some individuals may be at risk if the quality of services is affected by the fee paid by BHCC
6. Key actions to reduce negative impacts	**What actions will you take to reduce / avoid potential negative impacts and increase positive impacts?** • Where fees are not uplifted: people will have a review as appropriate to ensure their care needs are being met. Their families would also be fully involved in this process where relevant. This would include people who may have higher levels of need. Some of these Individuals may be eligible for Continuing Health Care funding (non-chargeable to the individual.) • Providers will be asked to highlight if the needs of service users have changed, and if they require a review. • The proposed fees increase will be targeted at those groups where the need is greatest. (e.g people with dementia) • Commissioners informing the recommendations work closely with independent and voluntary sector providers that supply care services on behalf of Brighton & Hove City Council Adult Social Care and Brighton & Hove Clinical Commissioning Group. The recommendations in the 'Fee Level for Adult Social Care Services 2015-16 Report' targets those areas where an increase in fees is most needed. • The needs of individuals are fully taken into account, with a view to maximising their independence. Each person has a support plan that reflects their needs and the outcomes they want to achieve. • Ongoing contracts are being reviewed and discussions with providers taking place, including re-specifying contracts/contract sums to reduce possible impact where relevant. • Carers will be fully involved in the assessment and review processes for individuals. The needs of carers are fully considered in any assessment of an individual. This means that carers will have their own carers assessment. • Discussions are being held with the CCG about the increase in need of individuals who require social care, and the cost of that care to the council. BHCC are working with the CCG to undertake more market development to respond to the changing needs of individuals • Adult Social Care operate a robust system of auditing quality in all care services. Individuals also receive reviews on an regular basis. Any concern about quality is highlighted through an individual safeguarding

	process, or through the Contracts Team in Adult Social Care.
7. Cumulative impacts	All service users supported by Adult Social Care have their needs assessed on an individual basis. People will continue to have services that meet their assessed need

EIA 6

1. Service Area	ASC Provider services	Impact on Service-users
3. Head of Service	Karin Divall	
4. Budget Proposal	**Briefly and simply explain what budget changes are proposed.** Employment: review opportunities within supported employment, Able & Willing, and day services to develop a different offer to meet aspirations of people with learning disabilities and drive efficiencies. A learning disabilities review suggests that we should focus on promoting independence and in meeting the aspirations of people with a learning disability. A more personalised approach should give the opportunity to deliver savings. Enabling more people to access volunteering, employment and training this will see a shift in investment away from traditional activities and services, meet aspirations of people with a learning disability and drive efficiencies by disinvesting in building based services.	
5. Summary of impacts	**Highlight the main / most significant potential impacts which will need to be mitigated or avoided** **Groups affected: Age (older), Disability, Ethnicity, Gender (women), Carers** • If more people are to be supported into education, training and employment then there need to be employment and training opportunities available in the City, otherwise people will be left without alternatives. • People with a learning disability may choose to attend a day service as this gives social opportunities and a chance to make friends and this may be lost if these services are not available in the future. • Carers may prefer building based services as this provides certainty and security for them and enables them to continue with employment and other activities. Any change to service provision might affect a carer's ability to continue to provide care and may result in their family member needing to have a residential service instead of remaining at home. • The service is specifically for people with learning disabilities and for all ages from 18. This is the primary groups affected.	

	• There will be a disproportionate impact on men who comprise the majority of service users. • Carers for people receiving services may be affected by any change to service delivery. They may not receive the support they need to continue caring responsibilities • The service is provided for people with a learning disability who generally have a smaller per-centage representation of people from black and minority ethnic communities in the City. The impact on people from these communities who use these services will be the same as for all service users.
6. Key actions to reduce negative impacts	**What actions are proposed to reduce or avoid potential negative impacts and increase positive impacts?** • Every service user will have a review, be provided with an individual support plan and will be offered a personal budget. There supported employment team will work with each individual to look at how their support can be delivered based on individual needs. • Any changes to service capacity will need to be managed within the wider health and social care service provision which will need to carry out individual assessments to ensure that people's needs can still be met. • Building based services will still be required for some people with a learning disability who may be unable to sustain training or employment. • Any changes to service provision or re-commissioning will need to be made following a carers assessment or review to ensure that the carers needs can continue to be met
7. Cumulative impacts	If the proposals from across ASC services are agreed then this will impact on the services we provide to vulnerable people. This means that people with a learning disability who are the recipients of these services, may see a reduction in more than one service that they currently receive. The reduction in building based services may mean that people are not supported to participate in activities or have social opportunities, and alongside other changes to residential services may mean that they are not able to have the same opportunities as other residents of the City.

EIA 7

1. Service Area	ASC Provider services	Impact on Service-users
3. Head of Service	Karin Divall	
4. Budget Proposal	**Briefly and simply explain what budget changes are proposed.** Realigning accommodation and supported living including respite to enable service users to live independent lives. A learning disabilities review suggests that we should focus on promoting independence and in meeting the aspirations of people with a learning disability. A more personalised approach to how we provide accommodation and residential services should give the opportunity to deliver savings. Realigning accommodation and supported living including respite to enable service users to live independent lives, and supporting people to move to increase their independence including people who currently live outside the City enabling them to return to living in the City where appropriate.	
5. Summary of impacts	**Highlight the main / most significant potential impacts which will need to be mitigated or avoided** **Groups affected: Age (older), Disability, Ethnicity, Gender (women), Carers** • If more people are to be supported into more independent living, then housing options need to be available for them. • Service users and carers may prefer higher levels of support as this provides greater security. • The service is specifically for people with learning disabilities and for all ages from 18. This is the primary group affected. • There will be a disproportionate impact on men who comprise the majority of service users. • The service is provided for people with a learning disability who generally have a smaller per-centage representation of people from black and minority ethnic communities in the City. The impact on people from these communities who use these services will be the same as for all service users.	
6. Key actions to	**What actions are proposed to reduce or avoid potential negative impacts and increase positive impacts?**	

reduce negative impacts	• Every service user will have a review, be provided with an individual support plan and will be offered a personal budget. • Any changes to service capacity will need to be managed within the wider health and social care service provision which will need to carry out individual assessments to ensure that people's needs can still be met. • Residential care will still be required for some people with a learning disability who may be unable to sustain independent and supported living.
7. Cumulative impacts	If the proposals from across ASC services are agreed then this will impact on the services we provide to vulnerable people. This means that people with a learning disability who are the recipients of these services, may see a reduction in more than one service that they currently receive. The reduction in registered residential and supported accommodation may mean that people will have less choice about living within a group home, and alongside other changes to day services may mean that they are not able to have the same opportunities as other residents of the City.

EIA 8

1. Service Area	ASC Assessment	Impact on Service-users
3. Head of Service	Brian Doughty	
4. Budget Proposal	**Briefly and simply explain what budget changes are proposed.** A more personalised approach through reviews should avoid high cost packages and personal budgets should result in lower spend per individual and different support plans A learning disabilities review suggests that we should focus on promoting independence and in meeting the aspirations of people with a learning disability. A more personalised approach and the provision of personal budgets will give the opportunity to deliver savings. Enabling more people to access volunteering, employment, training and the use of community assets, will see a shift in investment away from traditional activities and services, meet aspirations of people with a learning disability and drive efficiencies by increasing choice.	
5. Summary of impacts	**Highlight the main / most significant potential impacts which will need to be mitigated or avoided** **Groups affected: Age (older), Disability, Ethnicity, Gender (women), Carers** • If more people are to be supported into education, training and employment then there need to be employment and training opportunities available in the City, otherwise people will be left without alternatives. • People with a learning disability may choose to attend a day service as this gives social opportunities and a chance to make friends and this may be lost if these services are not available in the future. • Carers may prefer building based services as this provides certainty and security for them and enables them to continue with employment and other activities. Any change to service provision might affect a carer's ability to continue to provide care and may result in their family member needing to have a residential service instead of remaining at home. • The service is specifically for people with learning disabilities and for all ages from 18. This is the primary groups affected. • There will be a disproportionate impact on men who comprise the majority of service users. • Carers for people receiving services may be affected by any change to service delivery. They may not receive	

	the support they need to continue caring responsibilities • The service is provided for people with a learning disability who generally have a smaller per-centage representation of people from black and minority ethnic communities in the City. The impact on people from these communities who use these services will be the same as for all service users.
6. Key actions to reduce negative impacts	**What actions are proposed to reduce or avoid potential negative impacts and increase positive impacts?** • Every service user will have a review, be provided with an individual support plan and will be offered a personal budget. The social work team will work with each individual to look at how their support can be delivered based on individual needs. • Any changes to service capacity will need to be managed within the wider health and social care service provision which will need to carry out individual assessments to ensure that people's needs can still be met. • Building based services will still be required for some people with a learning disability who may be unable to sustain training or employment. • Any changes to service provision or re-commissioning will need to be made following a carers assessment or review to ensure that the carers needs can continue to be met
7. Cumulative impacts	If the proposals from across ASC services are agreed then this will impact on the services we provide to vulnerable people. This means that people with a learning disability who are the recipients of these services, may see a reduction in more than one service that they currently receive. The reduction in building based services may mean that people are not supported to participate in activities or have social opportunities, and alongside other changes to residential services may mean that they are not able to have the same opportunities as other residents of the City. The use of personal budgets will ensure greater equity in service provision across all client groups

EIA 9

1. Service Area	ASC Provider services	Impact on Service-users
3. Head of Service	Karin Divall	
4. Budget Proposal	**Briefly and simply explain what budget changes are proposed.** Resource Centres Older People: Craven Vale, Knoll House, Ireland Lodge (Mental Health), Wayfield Avenue (Mental Health): review criteria for the bed services and reduce numbers of beds funded through Social Care. The council's older people resource centres (Residential Care) are jointly commissioned and funded by Adult Social Care and Health and are part of the wider joint health and social care delivery. Two of the Resource Centres are focused on short term support to enable people to return home from hospital, or to avoid hospital admission. Two of the Resource Centres provide care for people with mental health needs. ASC receive some funding from the CCG to support this work. The Council provided services differ from those in the independent sector in that they provide short term services that enable people to return home. As part of the wider work being carried out to integrate health and social care service delivery, a review of these services will determine whether they are funded correctly and whether we are providing the right model and size of service.	
5. Summary of impacts	**Highlight the main / most significant potential impacts which will need to be mitigated or avoided** **Groups affected: Age (older), Disability, Ethnicity, Gender (women), Carers** • If the service was reduced as a result of the financial savings and it was not possible to attract additional funding then the number of beds would be reduced and this might impact on older people who may have to wait longer in hospital for a service. This may impact on their ability to return to more independent living and may mean more people have to move into residential care rather than being able to continue living in their own homes.. • The service is specifically for older people, disabled people, people with learning disabilities and people with mental health issues. These are the primary groups affected. • Carers for people receiving services may be affected by any change to service delivery. They may not receive the support they need to continue caring responsibilities e.g. short term service that provides support to the person they are caring for. • There will be an impact on women who comprise the majority of service users.	

	• The per-centage of older people from black and minority ethnic communities is generally lower than for younger people in the City. Therefore the proportion of older people from these communities who use these services is lower.
6. Key actions to reduce negative impacts	**What actions are proposed to reduce or avoid potential negative impacts and increase positive impacts?** • A full EIA will be required for any changes to the service. • Any changes to service capacity will need to be managed within the wider health and social care service provision which will need to carry out individual assessments to ensure that people's needs can still be met. • Any delays in providing short term services may impact on the people's ability to re-gain skills for independent living or mean that more people have to move into residential care rather than being able to return home. • Carers: Any changes to service provision or re-commissioning will need to be made following a carers assessment or review to ensure that the carers needs can continue to be met.
7. Cumulative impacts	If the proposals across ASC services are agreed then this will impact on the services we provide to vulnerable people. This means that women, older people, older people with mental health needs and people with a learning disability who are the main recipients of services, will see a reduction in more than one service that they currently receive. The reduction in short term bed services may mean that people do not receive the rehab and reablement that they need in order to live independently in the community, and alongside this other changes to day services and residential services may mean that there are not able to have the same opportunities as other residents of the City to live independently. The cumulative impact may mean that fewer people are able to continue to live independently in their own homes as they age. The impact of short term reablement and rehabilitation services is measured on a monthly basis and results in about 55% of service users requiring no further care when they return home. There are proposals within Housing services whereby supported living options may be but these are unlikely to contribute to any cumulative impact across with these ASC proposals, as these involve people living in their own homes or who may need to move into registered care homes, rather than people living in supported housing.

EIA 10

1. Service Area	Adult Social Care - Commissioning & Contracts	Impact on Service-users
3. Head of Service	Anne Hagan	
4. Budget Proposal	**What budget changes are proposed?** Opportunity to procure Adult Social Care services in a more efficient way through commissioning against individual outcomes. Continue to use the commissioning prospectus approach where appropriate.	
5. Summary of impacts	**Highlight the main / most significant potential impacts which will need to be mitigated or avoided** **Groups affected: Age (older), Disability (inc Learning Disabilities), Carers** • A reduction in funding for some contracts where the needs of service users have changed and services need to be reviewed as a result. e.g. a person with a learning disability may have received a traditional day service but may be offered a more personalised service using a community resource • People using care services will include people with a learning disability and or a physical disability & mental health needs; any proposed changes may have a greater impact on older service users some of whom may also have dementia and mobility needs. • People living in & using commissioned social care services have high needs associated with a learning and or physical disability. • Carers may be concerned about the impact of any change to services on service users, and also what it may mean for them in terms of the support they receive as carers • Change in the way services are procured will enable individuals to have their needs met in a way that ensures that the outcomes they want to achieve. • Staff and families feel that the impact of change on some service users (e.g some service users with a learning disability could be negative and potentially result in regressive behaviour and anxiety. • There will be no impact on statutory provision	
6. Key actions to reduce negative	**What actions will you take to reduce / avoid potential negative impacts and increase positive impacts?**	

impacts	• The needs of individuals are fully taken into account, with a view to maximising their independence. Each person has a support plan that reflects their needs and the outcomes they want to achieve – their families would also be fully involved in this process where relevant • Ongoing contracts are being reviewed and discussions with providers taking place, including re-specifying contracts/contract sums to reduce possible impact where relevant • The Adult Social Care Commissioning Prospectus supports the aim in Brighton and Hove to foster the development of services across local communities which promote and improve the health and well- being of people living in the City. • The Prospectus approach to funding will strengthen existing arrangements, introduce new opportunities for partnership & innovation & improve the capacity to meet emerging need. • Commissioners from Adult Social Care/ Public Health/Communities & Equality/ Clinical Commissioning Group will be working together to commission services that meet outcomes & achieve more efficient use of resources • Service users, carers (and where relevant – independent sector care providers & Community Works) would be involved in decision making. Any changes to services would be fully communicated. • Any changes to commissioned services in the voluntary sector would involve a consultation with the people using the services & the organisation concerned • Carers will be fully involved assessment & review processes for individuals. The needs of carers are fully considered in any assessment of an individual.
7. Cumulative impacts	**None**

Assistant Chief Executive – Referendum Budget

EIA 11

1. Service Area	Sports Development	Impact on Service-users
3. Head of Service	Jan Sutherland, Sport and Physical Activity Manager	
4. Budget Proposal	**What budget changes are proposed?** • The services of the Sports Development Team are being reviewed and re-designed to merge the sport and physical activity programmes and budget with the physical activity function of Public Health. The delegated responsibilities will transfer from the Assistant Chief Executive Directorate to Public Health. • There will be a £200,000 budget saving in the Sports Development budget reducing sport and physical activity engagement opportunities. • A number of programme proposals have been reviewed with the intention to maintain focus targeted work with protected characteristic groups and priority neighbourhoods as identified in the JSNA for Physical Activity as needing the most support to take up sporting opportunities. • Public Health outcomes and objectives within the Sport and Physical Activity Strategy have been considered with priority sports being developed where possible.	
5. Summary of impacts	**Highlight the main / most significant potential impacts which will need to be mitigated or avoided** **Impacts are possible on all the protected groups** **1 - Active for life** – Reduce these accessible activity programmes and events for residents that are experiencing the highest levels of inequality, barriers to participation and living in the least active communities. a) Reduction in printed publicity and marketing materials which may prevent targeted groups and residents being aware of opportunities available to them. b) Community venue hire bookings will be reduced in priority neighbourhoods which could impact on community groups. c) Weekly targeted sport and physical activity programmes will be reduced, providing fewer opportunities for service users to be active; many who face social, economic and cultural barriers. d) The provision of activities and information at engagement events across the city including within priority neighbourhoods will be reduced impacting on service users and community groups. e) Core staffing hours will be reduced and fewer experienced qualified coaches/instructors will be employed to	

	deliver community based activities impacting on all service users. **2 - Healthwalks –** a) Same as 1 a) **3 - TAKEPART –** a) Same as 1a), b) The events and activities delivered within the successful two week free sport and physical activity festival will reduced providing fewer opportunities in various locations across the city. Service users from priority neighbourhoods and protected characteristics could be affected, since the programme offers inclusive and accessible 'taster' sessions. **4 - Summer Fun Holiday Programme –** a) End funding for the established Summer Fun Holiday programme, which provides 1000 places for children and young people to take part in sport and physical activity courses. This will impact on carers and parents who may rely on this provision for respite and childcare and who are unable to afford alternative sports provision. b) Same as 1b) c) Children and young people will not have not the opportunity to be active (1 in 5 children attending the programme do less than the recommended level of physical activity) and try different activities (46%% had never tried that activity before). d) Children and young people will also not have the opportunity to link with local club opportunities which will also impact on sustainable activity levels and community clubs. (65% were not already members of clubs) **5 - Active Brighton and Hove –** The community engagement activities and promotion varies depending on sport and external project funding but reductions in funding are likely to impact on protected groups. a) Same as 1a above b) Same as 1b above c) Delivery of free or low cost targeted programmes which support major city sporting events will be reduced. d) Training courses (e.g. safeguarding and equalities) to enable clubs and groups to sustain opportunities in the community will longer be available which will impact on all service users and protected groups.
6. Key actions to reduce negative	**What actions will you take to reduce / avoid potential negative impacts and increase positive impacts?**

impacts	**Actions can be taken to reduce most of the impacts (described here) and defined priority groups can be protected from most impacts. However, there will be impacts on community groups who run venues, due to reduced venue hire; and there will be fewer sports/physical activity opportunities which are inclusive and accessible.** **1 - Active for Life** – a) Redesign and produce joint promotional and publicity materials using focus groups and maximise social media promotion. b) Sign post other activity providers to hire community venues in priority neighbourhoods. c) Communicate changes in provision to partners and residents as soon as possible and try to source external funding to develop, deliver and sustain low cost, local and inclusive opportunities. d) Provide support and advice to sports clubs, schools, leisure centres and community groups to further develop collaborative working to maximise resources and reduce impact to participants that face potential barriers to participation. e) Advise colleagues, coaches and community as soon as possible and recruit coaches from protected groups or with previous inclusion experience. **2 - Healthwalks –** a) Same as 1a above **3 - TAKEPART –** a) Same as 1a,b,c,d above **4 - Summer Fun Holiday Programme –** a) The impact of no longer delivering general mainstream activities needs to be communicated to service users and providers as early as possible and sign post to other activity providers. The programme is to be reviewed with Freedom Leisure with the possibility of enhancing their existing holiday programmes. b) Same as 1b c) Sport and physical activity programmes will focus on groups who need the most support (low income, target groups, priority neighbourhoods) and will be delivered in partnership with clubs through the Active For Life programme. Promote compass card activities as widely as possible and signpost service users to other opportunities. d)Same as 1d **5 - Active Brighton and Hove –**

	a) Same as 1a and develop an online A-Z on sport and physical activities on the council's website. Ensure quality assurance processes are in place and further developed. Sign-post clubs and volunteers to other training providers. Support clubs and groups to apply for funding for key safeguarding and inclusion courses and specific sessions that are inclusive for protected characteristic groups.
7. Cumulative impacts	Public Health Exercise Referral programme is being decommissioned. Physical activity support to patients in primary care will be delivered by health trainers as part of a one year pilot.

EIA 12A

1. Service Area	Overview & Scrutiny (O&S)	Impact on Service-users
3. Head of Service	Giles Rossington (acting)	
4. Budget Proposal	**What budget changes are proposed? (Use the savings proposal wording and more detail if needed)** Deletion of the service to deliver a minimum function that meets statutory requirements. Development of a basic scrutiny function. Overview & Scrutiny enables the authority to meet statutory scrutiny requirements. As part of the council's decision making processes it a) checks & reviews policy b) monitors performance c) holds the council, its partners & external agencies to account. The service also supports the Older People's Council, Tenant Scrutiny & the Health & Wellbeing Board.	
5. Summary of impacts	**Highlight the main / most significant potential impacts which will need to be mitigated or avoided** **Groups affected: potentially all protected groups** • There are statutory responsibilities for the council in relation to scrutiny which must be maintained. • The focus of much past O&S work has been on services for vulnerable/disadvantaged groups. Previous panels have focused on dementia, services for children/adults with Autism, Travellers, sexual violence, Trans communities, youth offending and homelessness. This level of work will not be able to be maintained by the authority. This potentially means missed opportunities for a co-ordinated, city-wide approach to improving services and accessible provision for these groups. • The ability of the authority to undertake a rolling overview process on key issues through cross party working (for example the Seafront) will be reduced.	
6. Key actions to reduce negative impacts	**What actions will you take to reduce / avoid potential negative impacts and increase positive impacts?** Work will be undertaken between Policy and Communities and Legal and Democratic services to ensure the authority is able to meet its statutory responsibilities as they relate to scrutiny.	

	• The Policy and Communities Team programme will need to focus even more keenly on working with council teams and other external partners to identify needs and gaps clearly, and to support improvement of services both in the council and across the city.
7. Cumulative impacts	None identified

EIA 13

1. Service Area	Civic Mayor's Office	Impact on Service-users
3. Head of Service	Richard Butcher Tuset	
4. Budget Proposal	**What budget changes are proposed?** Service redesign reducing the Mayoralty to basic functions including removing staffing support. No administrative support for organising events such as Remembrance Day. The Mayor promotes the presence and activity of all communities within the city, including minority groups, through attendance at upward of 800 civic and community engagements each year (between the Mayor and Deputy Mayor). The budget proposal is to reduce the role of Mayor to the statutory function as Chairperson of Council meetings and a small number of other civic duties (see below). This will include the deletion of a dedicated Civic Mayor's Office and associated chauffeurs, and associated staffing and supplies and services budget, with remaining, minimal diary support provided through the Leadership Support Service and Democratic Services (the latter around formal council business only). As there will no longer be a Mayor's Service any previous support to the Youth Mayor/Deputy Youth Mayor would have to be withdrawn. Remaining duties: • Full Council Meetings (Chair) • Annual Meeting of the Council (Mayor Making) • Remembrance Services • Armistice Day two minutes silence • The Chattri Service • Citizenship Ceremonies • Royal Visits to the City Though the Mayor will still have a presence at Remembrance the council will no longer be able to organise and coordinate the programme of events as it has done.	
5. Summary of	**Highlight the main / most significant potential impacts which will need to be mitigated or avoided**	

impacts	Groups affected: The large number of groups that meet with the Mayor every year will be affected by this proposal, but none specifically or disproportionately. However, the removal of the role of Youth Mayor has potential to impact on young's people involvement in democracy and engagement in civic activities. The Mayor provides a popular and high profile civic role which has provided an open and inclusive offer of recognition and support for all groups and communities in the city. The proposals mean that this offer is no longer available.
6. Key actions to reduce negative impacts	**What actions will you take to reduce / avoid potential negative impacts and increase positive impacts?** • It is recommended that the role of promoting communities within the city is not restricted to the Mayor alone and therefore be acknowledged through the work of other Members and council officers and partner organisations. • It is proposed that the Mayor continue to have a presence at the civic events listed above.
7. Cumulative impacts	None identified

EIA 14

1. Service Area	Royal Pavilion & Museums – Admissions Charges	Impact on Service-users
3. Head of Service	Janita Bagshawe	
4. Budget Proposal	**What budget changes are proposed?** Introduction of admission charges across Museum sites; Booth Museum of Natural Science, Hove Museum & Art Gallery and Brighton Museum & Art Gallery for non residents of Brighton & Hove.	
5. Summary of impacts	**Highlight the main / most significant potential impacts which will need to be mitigated or avoided** • There are potential impacts on all visitors to the city, but no disproportionate or specific impacts on any particular groups, except for people on low incomes. People from groups which traditionally do not access museums are likely also to experience this as a greater barrier. • B&H resident perceptions that charges apply to them • Potential financial impact on non-residents across all protected characteristics. • Impact on visitor numbers of residents & non-residents across all sites	
6. Key actions to reduce negative impacts	**What actions will you take to reduce / avoid potential negative impacts and increase positive impacts?** • Advertising changes so B&H residents (from all communities) know that they get in for free and that no-one is excluded from this offer. Use range of methods, including website, CVS, community newsletters, press, radio, etc. • Introduce sliding scales & concessions based on model used at Pavilion, including for disabled people, older people, and those on low incomes. Consider free entry for under 16s and family rates. • Introduce “Friends of B&H” rate if visiting with residents (proof required) • Free entry for those involved in time-limited projects with Royal Pavilion and Museums • Continue targeted work with specific community groups across the city through grant funded activity. • Complete full EIA	

EIA 15

1. Service Area	**Libraries – new charging framework**	**Impact on Service-users**
3. Head of Service	**Sally McMahon**	
4. Budget Proposal	**What budget changes are proposed?** (Use the savings proposal wording and more detail if needed) Establish new libraries charging framework – introducing charges for services previously provided free of charge. These include: charging for events and activities for adults and children, and charging for computer use after one hour free.	
5. Summary of impacts	**Highlight the main / most significant potential impacts which will need to be mitigated or avoided** **Groups affected: Age (older and younger), Disability, Child Poverty** • Impact of new charges on children and families with low incomes - • Activities and services for children and adults that used to be free will be charged for, so some people may find this a barrier.	
6. Key actions to reduce negative impacts	**What actions will you take to reduce / avoid potential negative impacts and increase positive impacts?** • Consultation process in place to identify public views on the new charges. Charges have been kept to a reasonable level, and in line with similar charges being proposed in other services e.g. Children's centres. • Exemptions and concessions will apply for those on low income or in receipt of benefits. Every user will get one free hour of computer use a day, and those entitled to concessions and exemptions will get more free time. • Exemptions to charges are provided for children or adult with learning disabilities. Concessions (half price) are provided for people on low income or who are in receipt of benefits. • We also propose to offer some activities and services free to targeted groups in the community where it fits in with the Libraries Plan and Community Strategy. • We will ensure that we communicate widely on any changes which are agreed, explaining who is eligible for concessions and what proofs are needed.	
7. Cumulative impacts	The potential impact on benefit claimants being able to carry out their claim online using public computers in libraries is mitigated by the fact that the proposals specifically allow longer sessions for people who are unemployed, and that libraries will be offering special job seeking help sessions which will be provided free.	

Children's Services – Referendum Budget

EIA 16

1. Service Area	Stronger Families Youth and Communities: Youth - Play Service	Impact on Service-users
3. Head of Service	Chris Parfitt	
4. Budget Proposal	**What budget changes are proposed?** We are unable to sustain the current level of General Fund expenditure on the Play Service. It has been agreed that a more targeted service will be provided on our council estates and for that to be funded by HRA resources if it is considered a priority. Public Health have also agreed to fund elements of the service. If this does not prove feasible or acceptable we will end the service as a reduced one is unlikely to make economic sense.	
5. Summary of impacts	**Highlight the main / most significant potential impacts which will need to be mitigated or avoided** **Groups Affected: Age (younger), Disability, Ethnicity, Gender, Child Poverty** The universal inclusive play offer will be reduced by the proposal if additional funding in not secured The BHCC Play Service will be focused on supporting families and children most in need through offering supported inclusive play opportunities. The service will need to assess the viability of the Play Bus. We will explore how schools can be supported in the maintenance and development of play opportunities. The play service only keeps records of numbers of users not information and demographics due to the nature of the current play offer so we are not able to give detailed analysis. Disability: Current Play service provision includes support to special schools: currently one session per week term time is delivered to one special school. This session will be reviewed as part of the necessary delivery model change should the budget be agreed. As part of this we will explore alternative funding routes for school based delivery. Travellers: The service has provided, as requested, to support travellers. Funding for this work has come from other parts of Children's Services. We are exploring options on continued funding and delivery and whether this	

	continues will be clearer after the budget decision. Gender: Main carers in vulnerable communities or families with low income will have reduced options for their children to be involved in universal organised play activities. However we will be focusing the delivery model on maintaining the reach to communities and families most in need.
6. Key actions to reduce negative impacts	**What actions will you take to reduce / avoid potential negative impacts and increase positive impacts?** Already funding has been secured from other corporate budgets to maintain a core play service and work is continuing to explore other avenues of funding. There has been investment in open play spaces across the city through the Play Build programme, regenerating play facilities and play grounds. There is strong evidence that positive health, mental, cognitive and social benefits can be attributed to good school based break time play interventions which are provided by most primary schools. We will explore how schools can be schools supported in the maintenance and development of play opportunities in school time. To coordinate remaining activity across council departments to maintain an offer of play activities, culture, leisure, libraries, CVS and schools. If we are to retain the Play Service DAF Lorry, specially converted to deliver play activities, we will need to find alternative funding: for example leasing to another organisation or provider to cover costs and raise income or it will be disposed of. We will work to coordinate play activity across council departments and partners: culture, leisure, libraries, CVS groups and schools to maintain an offer of play activities To drive the play bus the driver needs to hold a HGV licence and the vehicle needs special permission regarding where it is parked up when not in use. The only place we have this permission and access for is Carden Junior School. Managing it being hired out is a possibility, but this could incur administrative costs which would need to absorbed by the financial gain from hiring out. The service has always encouraged other services to use the bus where appropriate. Once the decision is made on budget allocation, a full EIA will be completed
7. Cumulative impacts	There will be other proposed reductions to services to children and families from other departments that may impact on families and therefore indirectly to young people in those families. The cumulative impact will not be clear until the saving plan is agreed but managers across services are where possible sharing plans.

EIA 17

1. Service Area	Early Years - Council Nurseries	Impact on Service-users
3. Head of Service	Caroline Parker	
4. Budget Proposal	**What budget changes are proposed?** Review and consult on options to remove the subsidy for Council run nurseries and Tarnerland Nursery School. This will include: • identifying in-house efficiencies where possible and in the longer term, • considering alternative providers including schools, staff mutuals and the private and voluntary sector, • no longer providing full day care and focussing on free early education for low income 2 year olds and 3and 4 year old, • reducing opening hours, increasing fees, changes to staffing and the potential for combining with other services. It is likely that different options will be developed for each nursery and that the implementation of changes across all of the nurseries may need to be staggered.	
5. Summary of impacts	**Highlight the main / most significant potential impacts which will need to be mitigated or avoided** • The impact will depend on the outcome of the review and the future shape of the nurseries. It is most likely that any changes will have the greatest impact on children under 5 and women. • The impact on disabled children will depend on the outcome of the review. The Jump Start and Roundabout nurseries have higher than average levels of children with special educational needs. There is no proposal to change the level of additional support for children with disabilities which is available to all nurseries. Children with disabilities are entitled to free part time childcare places for two year olds. • Monitoring shows that around 20% of all children attending council nurseries are from BME groups and the proportion varies between nurseries. The impact will depend on the outcome of the review which will consider the BME profile of each nursery. The Ethnic Minority Achievement Service work with BME groups at risk of poor outcomes to support children to take up nursery places. • Any change is likely to have a greater impact on women who tend to take responsibility for arranging childcare. • Two year olds from families on out of work benefits and working families on low incomes are entitled to free	

	part time early education places. Around a third of children (900) are eligible. The Government has announced the introduction of a pupil premium for 3 and 4 year olds from families on out of work benefits in free early education places from April 2015. Working families on low incomes can claim the childcare element of the Working Tax Credit to support their childcare costs. • The Jump Start and Roundabout nurseries have high numbers of children on a child protection plan.
6. Key actions to reduce negative impacts	**What actions will you take to reduce / avoid potential negative impacts and increase positive impacts?** **Groups affected: Age, Ethnicity, Gender, Religion & Belief, Child Poverty, Child Protection** • The review will consider how to continue to secure free childcare places for 2 year olds in low income families, the particular issues for each nursery and the supply of childcare in the rest of the city. • Complete a full EIA as part of the service review. • Ensure consultation with a wide range of stakeholders to include different perspectives.
7. Cumulative impacts	The proposed changes to children's centres to focus on the most disadvantaged children and families will reduce services for children under 5 and women who are not disadvantaged.

EIA 19

1. Service Area	Children's Services – Home to School Transport	Impact on Service-users
3. Head of Service	Jo Lyons	
4. Budget Proposal	**Briefly and simply explain what budget changes are proposed.** Home to School Transport - Transport between home and school for children who live beyond the statutory walking distance. The appropriate school is the nearest maintained school to the child's home that is suitable to their age, educational needs and has a place available. Saving of £500,000 from a budget of £2,351,000. Savings opportunities on this budget include: • Reducing the number of children with special educational needs (SEN) requiring taxi transport though the promotion of independent travel training • Increased scrutiny of need for transport assistance linked with the Education, Health and Care Plan (EHCP) assessment process • Retendering all transport contracts for home to school transport for new contracts commencing September 2015 • Reviewing the levels of support in the Post 16 Education Transport Policy • Reviewing and reducing the number of children's services vehicles	
5. Summary of impacts	**Highlight the main / most significant potential impacts which will need to be mitigated or avoided** **Groups Affected: Age (younger), Disability** • The Council has a statutory duty to provide transport for children with special educational needs, disability or mobility problems which mean that they cannot reasonably be expected to walk to their school. The proposed assumption of independent travel applies to secondary age children attending Cedar Centre, Downs Park Patcham House, Homewood College and the Pupil Referral Unit (total 113 children) • There could be a negative impact on disabled students and those who have a statement of special educational needs if new contracts result in less favourable or less flexible arrangements • Children with SEND may not have the confidence to travel independently and attendance at school may be affected • Pre-school children with SEND may have less ready access to pre-school assessment facilities	

	• Post-16 young people with SEND may have less ready access to alternative colleges outside the city
6. Key actions to reduce negative impacts	**What actions are proposed to reduce or avoid potential negative impacts and increase positive impacts?** • All disabled pupils who have a statutory entitlement to transport on account of disability and distance will continue to receive support from the LA: individual assessments for each child linked to the Education, Health and Care Plan (EHCP) process and independent travel training provided by schools will ensure that the assumption that a child can travel to school in ways other than by taxi is reasonable and where this is not the case a taxi will continue to be provided, and this provision kept under review as independent travel skills improve • Consultation with schools, parents, students and stakeholder groups on revisions to the home to school transport policy will be held in November 2014 • Schools will be assisted in providing independent travel training to their secondary age students • As part of the EHCP assessment process the opportunity to include home to school transport within personal budgets will be considered in consultation with families so that they may make their own transport arrangements • Parents of children with special educational needs have been consulted on the specification for new transport contracts and their responses have been taken into account in the preparation of tender documents to be issued at the end of October; more carefully specified contracts will assist in assuring the quality of service provided under the new contracts from 2015 • Continue to develop earlier assessment of eligibility for transport to special schools linked to the EHCP assessment process and annual reviews, so that routes and vehicle occupancy can be planned well in advance in consultation with schools • Council wide development of an Integrated Transport Unit will assist in ensuring cost effective and efficient transport services which may also be part of the transport offer for children with SEND • Funding for transport for pre-school children with SEND to pre-school settings is being considered in consultation with the pre-school settings concerned • Children of families with low incomes are entitled to transport assistance (normally a bus pass) if they live more than 2 miles from school rather than more than 3 miles as for other children
7. Cumulative impacts	There are other proposals from Transport around supported bus routes: Children's Services and Environment (Transport) teams will work together to mitigate any cumulative effects of proposals from the two Directorates

EIA 20

1. Service Area	Community Learning	Impact on Service-users
3. Head of Service	Jo Lyons	
4. Budget Proposal	**Briefly and simply explain what budget changes are proposed.** School Improvement - Primary, secondary and special advisors, primary and secondary national strategies, school training & development, governor support, family learning and schools data service. Remove the remaining Council subsidy from Community Learning, with the service becoming fully dependent upon grant funding (currently c 80%). The Council delivers its Adult and Community Learning in partnership with other providers. On top of the grant provided for this provision the Council provides a subsidy to support management of the programme. We are proposing that a provider takes on responsibility for managing the grant and ensuring provision continues so the subsidy would no longer be needed. Saving of £44,000 (£67,000 in a full year). Total funding for the service is £391,000 of which £324,000 is made up of grants from the Skills Funding Agency and the Education Funding Agency. £60,000 from these grants is allocated to three community hubs (Whitehawk Inn, The Bridge and Hangleton and Knoll Project) to provide Neighbourhood Learning in Deprived Communities programmes. Potential impacts include: • some reduction in learning opportunities choice for families who access Family Learning and for those who are disadvantaged or have low skills • Transfer of Skills Funding Agency(SFA) grant to other providers because SFA not prepared to fully fund management and admin costs • Loss of capacity to support three community hubs providing Neighbourhood Learning in Deprived Communities programmes	
5. Summary of impacts	**Highlight the main / most significant potential impacts which will need to be mitigated or avoided**	

	Groups Affected: Poverty – adults and children • In13-14, the Community Learning (CL) Team ran 128 courses for 692 adult learners (977enrolments) and 473 children in 37 community settings, including 20 schools and seven Children's Centres • Potential loss of learning opportunities and guidance for adults who are disadvantaged and with low levels of learning and skills • Potential loss of Family Learning opportunities (developing literacy, numeracy and parenting skills) provided in primary schools and Children's Centres in more disadvantaged parts of the city • Potential loss of guidance, learning and volunteering opportunities provided through three community hubs
6. Key actions to reduce negative impacts	**What actions are proposed to reduce or avoid potential negative impacts and increase positive impacts?** Negotiate with Skills Funding Agency commitment to transfer grant funding to a partner provider in the city Negotiate with a partner provider to continue the programmes currently offered by the Community Learning Team and the community hubs Reach agreements with Children's Centres and primary schools for the continuation of Family Learning programmes, working with the partner provider
7. Cumulative impacts	No cumulative impacts identified.

EIA 21

1. Service Area	Music & Arts	Impact on Service-users
3. Head of Service	Peter Chivers	
4. Budget Proposal	**What budget changes are proposed?** (Use the savings proposal wording and more detail if needed) The Music & Arts Service presently receives a subsidy from the Local Authority approx. 15 % of total service funding which is focused on providing a subsidy scheme to support access to learning for CYP form families on low incomes. Through the further development of the music hub the savings are to be met from a combination of: • accessing new source of funding, • deletion of a post, • reorganisation of the support team, • potentially relocation of Saturday Music Centre, • new charging model for Music Centre activities, • reducing subsidies for CYP of parents on low incomes from 100% to 80% • increase in fees above inflation and • remodelling of provision.	
5. Summary of impacts	**Highlight the main / most significant potential impacts which will need to be mitigated or avoided** **Groups affected: Disability, Ethnicity, Child Poverty** • Potential impact on the number of CYP from low income families to be able to develop their musical interest and potential. 19% of our present young musicians or approx. 500 young people learning instruments each week, increasing the cost to parents/carers from £0 to £55.98 per year per plus £22.44 if hiring an instrument. And 14 for other music activities from £0 to £43.26 per year • Reduction in pupil numbers resulting in less teaching hours required which would impact on number of teacher hours required • Impact on the numbers of CYP accessing dance due to the deletion of a range of dance activities - 45 currently attend regular sessions – this would be and reduced to zero	

	• We do not have data on disability or ethnicity of our current users. Service users in challenging circumstances can be reliant on financial support to access activities. A reduction in funding may be a barrier to access. • Currently approximately 19% of children accessing the service receive financial support towards the cost of tuition. A reduction in funding may restrict access for these children.
6. Key actions to reduce negative impacts	**What actions will you take to reduce / avoid potential negative impacts and increase positive impacts?** • The level of 100% subsidy for Looked After Children would remain • Improved sign posting for service users to charities and grant giving bodies. • Collect and collate equality data over the coming year, to identify trends in uptake and impacts of these changes. • Exploring links with other agencies that provide dance activities • Explore with partners other funding streams such as Pupil Premium.

Environment, Development & Housing – Referendum Budget

EIA 22

1. Service Area	Planning and Building Control	Impact on Service-users
3. Head of Service	Martin Randall	
4. Budget Proposal	**What budget changes are proposed?** A business plan to be prepared to support the implementation of pre-application charges to secure fee income as part of the corporate value for money programme.	
5. Summary of impacts	**Highlight the main / most significant potential impacts which will need to be mitigated or avoided** **Groups affected: Disability, Poverty** • The pre-application charges will need to be set fairly without prejudicing the involvement in planning of those people on low incomes by adding to the overall cost of development or restricting opportunities for homes to be adapted for disabled people. • Pre-application charging for all applications might mitigate against home adaptation work if fees were set prohibitively high • An additional charge for development could limit people on low incomes from pursuing home improvements	
6. Key actions to reduce negative impacts	**What actions will you take to reduce / avoid potential negative impacts and increase positive impacts?** • Fees for pre-application discussions will initially apply to major developments only where they can be more readily factored in as part of overall development costs. • Early communications with representatives of the Planning Agents' Forum have taken place. Planning professionals are familiar with the concept as many Las in the region charge for this service. • Initially only major developments would attract charges. Pre-application discussion can assist in generating certainty and avoiding unnecessary expenditure and/or abortive applications. • A fair system of charging will be established. Initially, charges will only apply to major planning applications	
7. Cumulative Impacts	None.	

EIA 23

1. Service Area	Transport – Supported Bus Routes	Impact on Service-users
3. Head of Service	Mark Prior	
4. Budget Proposal	**What budget changes are proposed?** (Use the savings proposal wording and more detail if needed) Reduction of expenditure by early termination of 7 Supported Bus Contracts. This proposal does not affect in any way the provision of School Bus Contracts. The specific reductions affect services 21, 38A, 21A, 21B, 81A and 84. This The Council currently supports 26 bus contracts, including school buses to various parts of the city that are not commercially viable.	
5. Summary of	**Highlight the main / most significant potential impacts which will need to be mitigated or avoided**	

impacts	**Groups affected: Age (older people), Disability, Ethnicity, Religion and Belief** Following service user survey carried out in 2011 it is clear that a number of groups will be affected by a reduction in bus service: • **Age (older people)**: The city has a very active older population which makes use of late evening buses, eg: to access leisure and cultural activities and visit family and friends. • **Disability:** Disabled people are more reliant on buses than the general population. For those who are unable to drive public transport can be their only method of travel. Their ability to travel any significant distance to access a bus stop can also be limited so although a nearby alternative service may be available for the general population this will not necessarily be the case for mobility-impaired people. Many disabled people work and some work shifts which means that they will also be impacted by the removal of evening buses and those at weekends. • **Ethnicity:** A higher percentage of people from minority ethnic groups are economically disadvantaged and bus passenger surveys indicate that a disproportionately high number of people from ethnic minorities use buses. A reduction in bus services, particularly those that serve areas with a large number of ethnic minority inhabitants, is likely to particularly affect ethnic minorities. • **Religion and Belief:** There are only a limited number of faith schools and religious buildings in the city and therefore it may be necessary for people to travel long distances to attend one of these. A reduction in bus services, particularly those that stop near faith schools or religious buildings, may have a disproportionate effect on faith groups.
6. Key actions to reduce negative impacts	Due to the geography of the city and the outlying areas that are served by these service there would be very little that the council could do to off-set the impacts.
7. Cumulative Impacts	None identified.

1. Service Area	Transport Operations	Impact on Service-users
3. Head of Service	Austen Hunter	
4. Budget Proposal	**What budget changes are proposed?** 1. Reduce need to maintain, replace and collect cash from Pay & Display machines £225,000 Replace 50% of Pay & Display Machines with Pay by Phone only: In 2017, a new £1 coin will be introduced, requiring recalibration of 1,300 existing Pay & Display machines - cost over £600,000. In addition, majority of city's 1,300 machines will be life expired and need replacing at potentially much higher cost. An alternative is to phase out Pay & Display and switch to combination of Pay by Phone, PayPoint (cash payments in convenience stores) and on-street card payments. As part of a two-year phased programme to remove all on-street cash accepting machines by 2017, 50% of machines could be removed in 2015/16. 2. Additional permit and transient income £60,000 Introduction of new parking schemes in Lewes Road Triangle, Bakers Bottom, Wish Park / Bolsover Road to improve access for residents and those with greatest need. 3. Improved management of PCN debt £40,000 4. Enhanced investigation operations in partnership with East Sussex and Sussex Police £5,000 Reduce Blue Badge fraud (people using Blue Badges incorrectly) through enhanced investigation operations in partnership with East Sussex and Sussex Police. 5. Review of P&D and Permit Tariffs £571,000 Increase Pay & Display and permit parking tariffs by circa 4%. Re-balancing the levels of off-street and on-street parking tariffs creating a fair balance between the needs of pedestrians and cyclists, public transport users and motorists 6. Reduction in support to Community Events Budget including provision of free parking bay suspensions	

	and associated direct contractual costs. Community events reliant on provision of free parking bays will need to rationalise the use of free bays and consider alternative locations with less impact on city centre parking. Potential Impacts on external visitor related events. These proposals will not impact on Remembrance Day or Pride Events.
5. Summary of impacts	**Highlight the main / most significant potential impacts which will need to be mitigated or avoided** **Groups affected: Age (older), Disability, Poverty** 1. It will become less easy to pay using cash. In some areas, where there is no nearby PayPoint outlet, there may be no practical cash option. This may have an adverse impact on older people, and disabled people who are not Blue Badge holders (see below). 2. Parking controls may: • Make it harder for car owners on low income & Travellers to park. • Limit the amount of time vehicles can remain in one place. • Make it harder for people who rely on carers 3. PCN debt: No disproportionate impacts identified 4. Blue badge Fraud: Stress caused to people using Blue Badges who are challenged 5. Pay & Display Tariffs: • Increasing the cost of parking will make it harder for people on low income to access the city by car. • Impacts on disabled people with a Blue badge will be minimised due to discounted cost parking permits 6. It will become more expensive to put on a community event such as Pride or the Kemp Town Carnival. Increased cost for community events may make the holding of some events non viable. This may be due to size of the organisation, or membership in areas of low wage or unemployment.
6. Key actions to reduce negative impacts	**What actions will you take to reduce / avoid potential negative impacts and increase positive impacts?** 1. Cash options will be available at nearby PayPoint outlets (cash payments in convenience stores). In addition, cash accepting Pay & Display machines will be available (albeit the distance to walk to a machine may be longer in areas where machines are removed). Consideration will be needed to providing

adequate communications for how the system will work.

- Removal of machines to be staggered across the city with reference to PayPoint options and retention of cash accepting machines at reasonable intervals.
- In some areas, where there is no nearby PayPoint outlet, there may be no practical cash option.
- Blue Badge holders will continue to benefit from concessions which allow them to park for free throughout Brighton and Hove in any Pay and Display or Shared use parking bay. As such they would not need to use this service provided that their badge is correctly displayed. For other disabled groups the pay by mobile framework agreement includes the ability to pay for parking by cash at retail locations in Brighton and Hove. Almost all of these are fully accessible to disabled drivers, whether or not they are blue badge holders. For hard of hearing and deaf groups, there is the option to register online or via text and carry out each subsequent transaction by text. The service provider is also required to ensure that suitable customer service channels are available for this group
- Sensitivity to potential language barriers as part of the communications plan. For service users whose first language is not English, the registration process can include an option to be transferred to a translator who will be able to help set up their registration for the service and explain how the service can be subsequently used by text, website (which can also be translated), smart phone applications etc.
- Some customers could find the use of this technology daunting but traditional P&D parking will remain available

2. Parking schemes: The council's strategy is to increase alternative options to car use – e.g. buses, cycling, walking

- Tariffs are adjusted according to area e.g. more residential areas have a lower tariff for paid-on street parking than the city centre
- Carer badges are available
- Work closely with Travellers' Liaison regarding unauthorised parking and information on authorised travellers' sites

3. PCN debt: Not actions required

4. Blue Badge Fraud: Ensure that enforcement staff are well trained and able to provide good information about the reasons for the initiative and the options available.

5. Pay & Display Tariffs: The increase in cost will be limited to an incremental change. Discounted cost parking permits are available for groups with the greatest need. The council continues to invest in alternative transport such as bus travel, walking and cycling. However, increased fees will inevitably have an impact on people on low incomes.

	6. No specific mitigation proposed.
7. Cumulative impacts	1. None 2. None 3. Any changes to debt collection operations for charges in other services (eg: Revenues and Benefits) could add pressure to people in financial difficulty. 4. None 5. A rise in Council Tax or other council charges could have a cumulative impact on people with a low income 6. Events organisers may incur a range of other costs including licenses, street cleaning, road closures, policing, ambulance and other emergency services

EIA 25

1. Service Area	Housing Adaptations Service	Impact on Service-users
3. Head of Service	Martin Reid	
4. Budget Proposal	**What budget changes are proposed?** 1) Housing Revenue Account (HRA) to fund an Occupational Therapy (OT) resource at £16,000, given that dedicated OT hours are used to support HRA households to make informed choices about their housing options. This includes supporting people through the housing application and lettings process; advising on the suitability of the HRA properties; accompanying disabled HRA applicants to view offers of council properties. 2) Deletion of Senior Occupational Therapist (OT) post (0.78fte) saving £34,000 Brighton & Hove has a rising demand for housing adaptations across all tenures in the City as people live longer at home with more complex needs. The Housing Adaptations Service enables disabled adults and children to live as independently as possible at home for as long as possible in line with national evidence that timely housing adaptations can: significantly improve people's quality of life; deliver direct savings in relation to care costs; defer entry into residential care; and, prevent unnecessary hospital admissions. The Service enables independent living through assessment and delivery of disabled housing adaptations and assistance across all tenures in the City. The Housing Adaptations Service is responsible for the discharge of statutory housing duties, including Community Care Act & Housing Grants, Construction and Regeneration Act requirements in relation to delivery of major housing adaptations. The team also commission newly built adapted and accessible homes and help ensure best use of our existing adapted and accessible homes through our Accessible Housing Register. In 2013/14 £2.16m was spent on delivering 1,229 housing adaptations (Council & private sector) including 436 major adaptations (over £1,000).	
5. Summary of impacts	**Highlight the main / most significant potential impacts which will need to be mitigated or avoided**	

Groups affected: Age (older), Disability, Ethnicity.

1. The first budget proposal seeks to review the appropriate level of HRA funding toward the non statutory services supporting existing and new disabled council tenants through the lettings process and making the best use of the adapted council housing stock. Vulnerable residents of the city are over represented within the council's social housing stock. Approaching half of all households awaiting assessment for major housing adaptations across all tenures in the City are council tenants, a highly disproportionate figure given that council housing makes up a very small proportion of overall housing stock.

   We do not anticipate any impact on service users arising from this proposal.

2. The second budget proposal is the deletion of a Senior OT post in the team. We anticipate a significant impact on service users arising from this proposal. The loss of the Senior OT post would:

- Increase waiting times for specialist OT assessment and time taken to deliver housing adaptations across all tenures in the City, both as a result of the reduction in assessment capacity particularly around the most complex needs cases and supervisory support to less experienced OTs. Current average number of referrals to the team stands at 40 to 50 per month with the Service currently assessing all referrals within the national guideline time.
- Reduce capacity to support commissioning of new affordable accessible homes, through loss of capacity to input at the pre-planning application design stages, linking the supply of new affordable accessible homes to meeting the housing needs of disabled people on the council's Housing Register or as an alternative to costly/disruptive adaptations.
- Reduce capacity in making best use of the council's existing adapted and accessible housing stock, through loss of capacity for input into mainstream capital programmes, refurbishment programmes, e.g. sheltered housing refurbishments, loft/extensions project, proactively increasing the supply of accessible homes better managing the demand for reactive adaptations.
- Reduction in the supervisory capacity in the team, where the Senior OT is responsible for the clinical supervision of less experienced OTs, and leads on professional development and service improvements.
- Age: Link between ageing population and disability means older people, 65+ are a significant majority of service users, reduced capacity will impact on assessment and delivery of adaptations across all tenures.
- Disability: All clients referred are assessed under Community Care Act, have a permanent and substantial disability to be eligible for the service, reduced capacity will impact on the assessment and delivery of housing adaptations to disabled households.
- Ethnicity: there will be reduced capacity for assessment and supervision of complex housing adaptation cases affecting households from all ethnic and national origins, including for younger households from more diverse backgrounds who also face additional Housing pressures such as overcrowding.

	• Carers: Reduced capacity for assessment and supervision of complex cases including the needs of carers, formal or informal.
6. Key actions to reduce negative impacts	**What actions will you take to reduce / avoid potential negative impacts and increase positive impacts?** Reduce/avoid potential negatives impacts through re-prioritising existing workload, including : • Increase waiting times for specialist OT assessment, reduce Senior OT cover for the Housing Adaptations OT team inbox , currently covered Mon – Friday, reduce Senior OT input on all work other than assessment and clinical supervision of other OTs; • Reduce capacity to support commissioning of new affordable accessible homes – delegate to less experienced OTs/reduce input; • Reduce capacity in making best use of the council's existing adapted and accessible housing stock – delegate to less experienced OTs/reduce input; • Reduction in the supervisory capacity in the team – reduce frequency of OT supervisions. • Provide more/better info to CVS including Age UK locally, CAB, ASC teams, The Fed – Centre for Independent Living, Tenants Disability Network**.**
7. Cumulative impacts	Disabled Facilities Grant (DFG) falls within the Better Care fund in 2015/16: this is likely to impact on team's involvement in developing linked Performance Indicators to outcomes – reduced Senior OT capacity will impact on capacity to do this and implement service improvements going forward.

EIA 26

1. Service Area	Housing Options / Statutory Homelessness	Impact on Service-users
3. Head of Service	Sylvia Peckham	
4. Budget Proposal	**What budget changes are proposed?** 1. Removal of post that delivers housing advice to inmates of Lewes prison immediately pre-release (this is not a statutory obligation). The work will be picked up by other teams in housing options. Reduction in housing options officer post with work to be spread across remaining team. 2. Loss of a further I Full Time Equivalent (FTE) Housing Options Officer and 1.5 FTE admin support to front line homeless prevention service.	
5. Summary of impacts	**Highlight the main / most significant potential impacts which will need to be mitigated or avoided** **Groups affected: Age, Disability, Gender (men)** 1. Lewes prison housing advice: • Increase in male ex-offenders who will become street homeless. As rough sleeping is increasing we need to ensure we consult with probation and police and street services teams. • Men of all ages (over 18) are being released from prison who are in need of accommodation to prevent re-offending. Loss of this resource will have an impact on all ages. • Those who are older or disabled are at more risk if we cannot prevent homelessness as they will have to go through the homelessness service and be in B&B which is likely to have a more detrimental impact on their health and wellbeing. • People being released from prison often have multiple complex needs which include mental and physical health problems. • We have a disproportionate number of single vulnerable people coming through homelessness who have mental and/or physical disabilities and so the loss of an officer will have a disproportionate impact. • The Officer is based in Lewes Prison which is a male only prison and so loss of this post will only affect men leaving prison.	

	2. Other staff members: • Potential decrease in prevention of homelessness and increase in statutory homeless who we need to provide accommodation for. • People who are older are at more risk if we cannot prevent homelessness as they will have to go through the homelessness service and be in B&B which is likely to have a more detrimental impact on their health and wellbeing. • We have a disproportionate number of single vulnerable people coming through homelessness who have mental and/or physical disabilities and so the loss of an officer will have a disproportionate impact.
6. Key actions to reduce negative impacts	**What actions will you take to reduce / avoid potential negative impacts and increase positive impacts?** • There will be consultation with agencies who benefit from this service to see if effects can be mitigated. • We will also advise street services outreach teams of likely increase in rough sleepers who may need to be worked with. • Consultation with partner agencies whose work will be impacted by the withdrawing assistance from ex-offenders to see if this can be mitigated. • Realign the Housing Options service to mitigate the loss of an officer.
Cumulative impacts	**None**

EIA 27

1. Service Are	Housing Related Support Budget	Impact on Service-users
3. Head of Service	Narinder Sundar	
4. Budget Proposal	**What budget changes are proposed?** The budget changes proposed to deliver savings include: decommissioning services; re-modelling services; consolidation and merging contracts; internal transfer of budget to lead commissioners in the organisation (ie, substance misuse to Public Health; domestic violence to Community Safety). Please refer to the Policy and resources Committee 22nd January Housing Related Support Commissioning Plan report which can be found via this link: http://present.brighton-hove.gov.uk/ieListDocuments.aspx?CId=689&MId=5093&Ver=4 In 2014/15, the budget for Homeless Prevention Grant and Housing Related Support external contracts totals £7.87m and a further £2.95m forms part of the Council's base budget spend on homelessness prevention and housing related support services (the latter being "in house" services). At the 4th December 2014, Policy & Resources Committee, the Budget Update report noted savings proposals for the 2015/16 financial year which included a full year effect £2m reduction to the external contracts total in 1.2 above, with £1m savings to be achieved in the 2015/16 financial year. A full year effect reduction of approximately 25% of the housing related support budgets in 2015/16 will undoubtedly mean that next year will see a significant amount of change in the way services will be delivered and capacity will reduce. The Council needs to be clear about what we will stop doing, start doing and what we will change about the way we work and the services we commission. In order to achieve savings of this level, some contracts will come to an end on 31st March 2015 and not be renewed and some will be extended for up to a year; however by the end of the financial year a phased procurement process to retender all services will have taken place and new delivery models will have begun.	
5. Summary of	**Highlight the main / most significant potential impacts which will need to be mitigated or avoided**	

impacts	**Groups affected: Age (older and younger people), Disability, Ethnicity, Gender (men), Child Poverty, homeless people and families in temporary accommodation** Overall impacts: • A reduction in of housing-related support provision may lead to tenancy breakdown/failure; • Increase rough sleeping/homelessness, antisocial behaviour, emergency / A&E hospital admissions, • Increased demand on residential care, increase in drug-related deaths associated with chronic drug/alcohol use; increase in waiting list for existing residential rehabilitation services; • Increases in adult safeguarding alerts. Age: • Loss of bedspaces for young people; loss of floating support for young people; • Any reduction in housing-related support service provision will negatively impact rough sleepers who are aged between 25-49 years. • Band 2 & 3 supported accommodation has higher levels of 18-25 year olds and higher levels of over 45's than rough sleeping population. • Alarm Services for older people under review – any reduction in provision will negatively impact older people. Disability: • Increase in complex, enduring health & social care needs of aging homeless client group (ie, alcohol related dementia; korsakoff's syndrome and other physical disabilities / multiple, complex needs. (ie, mental health; substance misuse; offending). Ethnicity: • 2011 Census indicated Brighton & Hove's BME population is 19.5%; this is reflected in band 2 & 3 supported accommodation client profiles. • Proposal to decommission sheltered hosing for people of Jewish faith (18 unit) will have a negative impact on this ethnic/religious group. LGBT • Positive impact expected as a result of the city wide Domestic Violence re tender which will comply with Equality Act Gender: • Of 723 rough sleeper clients in 2012, 91% were male and 9% female. This is similar for band 2 & 3 supported accommodation Child poverty: • Young families in temporary accommodation – family nurses report increasingly that young families are being poorly accommodated • Young people's floating support service supports families in temporary accommodation and some of these families may be considered to be living in poverty in line with welfare reform changes.

	Other groups: • Homeless people are more likely to suffer a range of inequalities: access to health, education, training, employment, housing, building social networks to avoid isolation and therefore experience multiple deprivations.

6. Key actions to reduce negative impacts	**What actions will you take to reduce / avoid potential negative impacts and increase positive impacts?**
	
	• Overall actions:
	  ○ 'Task & Finish' Groups have been set up to focus on specific service areas/client groups (ie, floating support, older people) and changes to services will be carefully managed through these groups with consultation with service providers to minimise negative impacts of changes.
	  ○ A review of specific service areas will be undertaken (ie, Integrated Support Pathway services for single homeless people; residential rehab review for people with substance misuse issues; ASC review of older people's services) to improve referral and access of housing-related support to clients.
	  ○ Work with commissioning and delivery partners (such us Clinical Commissioning Group, Public Health and third sector external service providers) will continue through various existing boards (ie, Homeless Integrated Care Board, Better Care) to minimise negative impacts by improving co-ordination of health and social care support to vulnerable homeless clients.
	• Age:
	  ○ Any new service specification for generic, wider floating support service to include a specialism for young people (including looked after children & care leavers)
	  ○ Integrated Support Pathway EIA (services for single homeless) will be reviewed alongside review of service delivery model
	• Ethnicity:
	  ○ There will be a review of services, including the needs of older Jewish people.
	• Child poverty, homelessness:
	  ○ Any new service specification for generic, wider floating support service to include a specialism for young families, services for single homeless people, and the needs of people in temporary accommodation.
	  ○ New framework agreement for temporary accommodation will improve quality of temporary accommodation
	
	There are no key actions identified to reduce the negative impacts for
	
	• Disability
	• Gender

7. Cumulative impacts	Budget reductions across the organisation for services for vulnerable adults at a time of increased pressures on services (homelessness and rough sleeping in the city continue to rise), welfare reform changes and rising rents will lead to considerable negative cumulative impacts on vulnerable people in the city with housing and support needs.

EIA 28

1. Service Area	Housing – Car Parks and Garages	Impact on Service-users
3. Head of Service	Angela Smithers	
4. Budget Proposal	**What budget changes are proposed?** To increase the charges to all car parks and garages on Housing Revenue Account (HRA) land by an average of 5%. This will increase revenue to the HRA by an estimated £45,000 in 2015/16. However this increase may not be applied to all pricing categories or all geographical areas. This could impact on the overall revenue prediction.	
5. Summary of impacts	**Highlight the main / most significant potential impacts which will need to be mitigated or avoided** • Since 2010 only inflationary increases have been applied to charges. This raise will be above inflation which currently stands at 1.2% to increase the revenue stream from this department. • If the 5% charge is spread across all licence holders, the impacts will be spread among both council tenants and private sector residents who also have the right to rent car parking spaces and garages managed by Housing. • There is managed parking at a number of sheltered housing schemes especially in the central zone. These residents pay the highest charges for renting spaces. • 19% of residents renting car parking spaces or garages are blue badge holders, with the majority tenants and leaseholders. The small increases for this group are balanced by having alternative options available should they choose not to continue renting. • Carers may rent car parking spaces/garages to provide regular and ongoing support to residents and therefore may be negatively impacted by a larger increase • The increase in income will be used to improve services to council tenants and leaseholders.	
6. Key actions to	**What actions will you take to reduce / avoid potential negative impacts and increase positive impacts?**	

reduce negative impacts	• Renting a car park or garage is a choice and other options are available: people over retirement age are entitled to a free bus pass and there are good public transport links throughout the city that cater for all groups. Also on street parking which cost significantly less for all age groups. • There is alternative on-street parking and where this is enforced the cost of parking is significantly lower for all persons and only £5 a year for residents with a disabled parking permit (known as a 'blue badge'). In addition, blue badge holders are prioritised to ensure their needs are met as swiftly as possible. • A blanket increase of 5% to all car parking spaces and garages will impact on council tenants and leaseholders who make up 76% of total renters. • We have various levels of charges and discounts according to status. Council tenants and council leaseholders (resident in their accommodation) are eligible for lower charges to rent these facilities than private residents. Therefore, proportionally, the increase is higher for private sector tenants. For example, council tenants with a blue badge will face an increase of between 6p per week to 24p per week; whereas private sector renters will face larger increases from 23p per week to £1.08 per week. See appendix 1 for the full charges for each group in each area. • People with carers badges have the right to park freely on street for up to an hour where there is enforcement of the charges – this is to enable them to carry out their duties to the person they are caring for. • Good public transport links throughout the city cater for all groups. Disabled users can usually access transport as an alternative to using car parking spaces. • Tenants above retirement age will be entitled to a free bus pass should they wish to claim it. For those tenants who require extra support, this can access via customer services or for those in sheltered services via their scheme managers. • A decision could be made to apply the 5% increase to zones with high demand and to certain types of licence holder, for example private renters. With an inflationary increase for all other licence holders.
7. Cumulative impacts	This rise in charges can be seen in conjunction with other increases in charges to rent and service charges. However, as stated, renting a car park and/or garage is a choice. Moreover, private sector residents proportionally bear the largest charges and make up 24% of total renters. Council tenants who are affected do have alternatives to renting these facilities, albeit these might not be as convenient or desirable as their current arrangements.

Finance & Resources and Law – Referendum Budget

EIA 29

1. Service Area	Property & Design	Impact on Service-users
3. Head of Service	Angela Dymott	
4. Budget Proposal	**What budget changes are proposed?** (Use the savings proposal wording and more detail if needed) Property & Design budget proposals include • 15/16 savings for Workstyles, agreed at Special Policy & Resources Committee September 2013. The Workstyles Phase 3 programme commenced in 2013 and has achieved the re-location of relevant teams to refurbished Bartholomew House, Montague House, Portslade Town Hall and the temporary decanting of staff to enable the refurbishment of Hove Town Hall. The programme is enabling flexible working for staff with appropriate technology, improved customer experience and service delivery as part of the modernisation agenda. • Corporate Landlord continues to provide efficiencies and economies of scale through smarter procurement of corporate service (ie cleaning) and maintenance contracts. • The Planned maintenance budget is to be reduced by approx. 7.5% keeping the focus on priority buildings identified though the Asset Management Plan and Building Maintenance Strategy. 4) Additional income will be achieved from the commercial portfolio and property related consultancy fees.	
5. Summary of impacts	**Highlight the main / most significant potential impacts which will need to be mitigated or avoided** **Groups affected: Disability, Religion & Belief** • The ability for staff to work more flexibly in improved working environments facilitated by the workstyles project will impact positively on business service reviews enabling improved productivity in the remaining services and staff in scope and improved customer interaction through better access arrangements for citizens.	

	• The reduction in the planned maintenance budget will have little immediate impact on the 5 year programme but will add to the required maintenance backlog. • Specific access and support needs of disabled staff, visitors and customers will be assessed within the overarching Workstyles programme and the individual EIAs for services. The Workstyles approach encourages positive effect of increased and improved access for all customers and staff through appropriate technological and environmental solutions. • The current multi-faith space provision in Hove Town Hall will be temporarily re-located under Workstyles Phase 3 to Kings House. A new space has been identified for this function in the refurbishment of HTH.
6. Key actions to reduce negative impacts	**What actions will you take to reduce / avoid potential negative impacts and increase positive impacts?** • Workstyles 3 will improve customer and services access through all channels of communication, will improve access and will support service delivery changes for staff and councillors in scope. • The reduction in the planned maintenance budget will be monitored through the asset management process assessing the condition, suitability and capacity of the strategic priority buildings to support service delivery. The impact on the public should be negligible as priority areas will be allocated appropriate maintenance resources. • An EIA has been completed for each phase of the Workstlyes programme. These are being reviewed and updated for phase 3 with learning from previous phases being incorporated. All services in scope of Phase 3 will be carrying out their own service EIAs which will be monitored through the Workstyles Phase 3 programme board.
7. Cumulative impacts	Reduction of City Clean's public toilet provision at HTH Reduction of service delivery could impact on increased vacant and surplus to requirement buildings. Alternative service delivery models could impact of building transfers and re-locations.

EIA 30

1. Service Area	Revenues and Benefits – Council Tax Reduction	Impact on Service-users
3. Head of Service	Graham Bourne	
4. Budget Proposal	**What budget changes are proposed?** To change the Council Tax Reduction (CTR) scheme for working age people due to a reduction in the funding from government. The proposed changes would mean most working age people in receipt of CTR would have to pay more council tax next year. The specific proposals are to: • increase the minimum amount people on CTR have to pay from 8.5% to 25%; For a person on Job Seekers Allowance in a band A property this would mean a person currently pays £1.67 per week and they would have to pay £4.91 per week. For current claimants any increase in the amount to pay will be limited to £5 per week • reduce the amount of savings a person can claim and be entitled to CTR from £16,000 to £6000; • To count Child Benefit as an income in the assessment of CTR; • To remove Second Adult Rebate • To double the amount non-dependants are expected to contribute towards Council Tax before CTR is paid • To increase the earnings disregard (the amount of weekly earnings ignored as income when calculating a CTR entitlement) for some disabled people and some carers	
5. Summary of impacts	**Highlight the main / most significant potential impacts which will need to be mitigated or avoided** **Groups affected: Age (working age, especially under 25s), Gender (women)**	

	The key impact of the first four measures would be that claimants of Council Tax Reduction would have to pay a higher amount of Council Tax than they have in previous years. A full and detailed equality impact assessment is being carried out alongside the work required to make these changes. A report which sets out the changes, and that will consider the full equality impacts will go to the Policy and Resources committee and to Council in December. Areas where disproportionate impact may occur are identified below The key impact of the final measure (increasing the earning disregard) is that for those affected the scheme would be more generous than it would have been otherwise. Although due to the first four changes the overall impact is still likely to be that they have to pay a net higher amount than they would have done in previous years. The changes will not affect claims made by people of pensionable age but all people of working age will have to pay a higher amount of Council Tax. This change will not affect people in receipt of income based benefits like Income Support. This means those with the least income will not be affected by this measure. • Single people under 25 face losing a higher % of their overall income because they receive less benefits overall than others. • The specific measure to increase the earnings disregard for disabled people in receipt of a disability premium is a positive change because it will increase the amount of CTR a person would get compared with what they would get otherwise. • Changes to the way child benefit is counted will impact on 1255 families where the parents are in an opposite-sex relationship; 6 where the parents are in a same-sex relationship (in all cases lesbian couples). The change would affect 1961 single parents of which 1846 are women and 98 are men. • The measure to include child benefit in the assessment of CTR will specifically mean some families with children will have to pay a greater amount of Council Tax than they would otherwise. This will affect 3171 families in all. These will tend to be families who are in work and receive partial amounts of CTR. • The specific measure to increase the earnings disregard for people in receipt of a carer's premium will increase the amount of CTR a person would get compared with what they would get otherwise.
6. Key actions to	**What actions will you take to reduce / avoid potential negative impacts and increase positive impacts?**

reduce negative impacts	Informal consultation has been undertaken in July and August 2014 with the community and voluntary sector to help shape the proposals and to disseminate information about the possible changes. Further to this the service will; • Undertake specific consultation from Sept – Oct 2014 about the changes including distributing information about the consultation to all working age CTR recipients; • Complete a full EIA as a part of the specific decision making process around CTR; • Ensure the provision of clear communications about the change so people have time to prepare. This will include making information available according to need whether that is through 121 conversations or translations. This will include providing information to organisations which support people with protected characteristics; • Continue to provide a discretionary fund which can be used to increase the amount of CTR anyone can get if they face exceptionally difficult circumstances according to the criteria determined by Council in December 2012 (reviewed and confirmed in December 2013). The discretionary scheme will be reviewed again in December 2014; • Ensure there is availability of money advice within the city so people can receive help dealing with benefits, payment of council tax, budgeting and moving towards work. Scope and funding to be determined; This links strongly with the work of the financial inclusion commission but a separate analysis is still required to see if CTR recipients will require specific provision next year. This decision will be taken before the scheme is made. • Provision was made in the first year of the scheme to increase the earnings disregard for single people. This was designed to incentivise work and to help single people (including people under 25) to mitigate this impact. • Specific information to be made available to agencies that support female single parents.

7. Cumulative impacts	The government's welfare reform programme has been ongoing since 2010 the impact of which has been that many people who receive state benefits have seen the level of those benefits reduce or increase at rates less than inflation. The impact of these changes cannot been seen in isolation from broader issues affecting financial wellbeing including living costs relating to essential utilities and goods, and the state of the economy and its impact on the availability of employment. These elements create an extremely complex picture about which it is very difficult to generalise given individuals and families varying levels of capability, resilience and capacity to work. Advice services report pressure on the services they provide.

EIA 31

1. Service Area	Revenues & Benefits – Class C and D Discounts	Impact on Service-users
3. Head of Service	Graham Bourne	
4. Budget Proposal	**Briefly and simply explain what budget changes are proposed.** **The removal of certain council tax discounts namely:** <u>Remove the Class C discount</u> Currently a Council Tax discount is available while a property is unfurnished and unoccupied. This discount lasts for up to four weeks, or until the property is furnished or occupied whichever date is earlier. The proposal is to not make any awards from 1 April 2015 and in respect of April 2015 onwards. (There are currently approximately 18,000 awards per annum ranging between one and 28 days) <u>Remove the class D uninhabitable discount</u> Currently a council tax discount is available on uninhabitable properties for up to 12 months, or six months after work is complete, if the property is still empty after remedial works. (the definition of uninhabitable is lengthy but is in relation to 'major' repairs re roofs, external walls, foundations, floors and some internal supporting wall repairs). The proposal is to not make any awards from 1 April 2015 and in respect of April 2015 onwards. (There are currently 1,000 awards per annum ranging between 1 day and 12 months)	
5. Summary of impacts	**Highlight the main / most significant potential impacts which will need to be mitigated or avoided** **Groups affected: Possible impact on Age and Disability** • Possible increased effect on elderly (but only as more likely to own property and for that property to be in a high band) • Potential occupancy issues may be related to the property not being suitably adapted. • For the change to be successful the service will need to retain a discretion to provide support in exceptional circumstances that would warrant sympathetic consideration. (see section 6) • There is a range of exemptions that apply to unoccupied properties that will remain in place and cover sensitive issues such as probate and moving to permanent residential care. (see section 6) • There will be a financial impact on those liable for council tax where their property is unoccupied and unfurnished or uninhabitable. Mainly this change will affect	

	• landlords of properties that are empty between lets - sometimes being refurbished. • owners/landlords of properties that are being substantially refurbished. • the Local Authority where properties cannot be let immediately due to damage/eviction/abandonment by tenant .
6. Key actions to reduce negative impacts	**What actions are proposed to reduce or avoid potential negative impacts and increase positive impacts?** It is proposed to keep a residual discretionary fund that may be used to award a maximum discount of four weeks in exceptional circumstances that may include: • situations where an element of unforeseen complexity, such as localised flooding • exceptional personal circumstances that leave an individual unable to deal with their affairs and without anyone else able to help Exceptional circumstances do **not** include situations that are standard or common between lets or ownership. For example: • refurbishment and cleaning between lets • the process of finding a new tenant or buyer, even if that becomes an extended process. • awaiting planning permission, or another official process, before proceeding with work Existing exemptions already exist that cover specific unoccupied property situations. These will remain unaltered. Impacts on specific groups (eg: older people) will be mitigated by officer knowledge of advice and support specific for elderly such as adult social care, age concern, pension service etc. Where a house is being specially adapted because of disability the customer will be considered for a Council Tax band reduction. Referrals are made to Private Sector housing for disabled facility grant Referrals may also be The Empty Properties Team and the Acquisitions team to ensure properties are subsequently brought back to the market.
7. Cumulative impacts	There have been no cumulative impacts identified from the changes introduced in April 2013 (Class C reduction from six months maximum to six weeks, with discretion for a further six weeks) and April 2014 (Class C reduction from six weeks to four weeks).

EIA 32

1. Service Area	Revenues & Benefits – Claiming Online & DICE	Impact on Service-users
3. Head of Service	Graham Bourne	
4. Budget Proposal	**Briefly and simply explain what budget changes are proposed.** It is proposed that from April 2015 customers can only claim housing benefit and council tax reductions on-line. The budget saving relates to reduced printing costs and the rationalisation of other paper forms and their supply.	
5. Summary of impacts	**Highlight the main / most significant potential impacts which will need to be mitigated or avoided** **Groups affected: Age (older), Disability, poverty** A 100% commitment to on-line claiming means that those with limited or no access to the internet or with limited or no computer literacy skills may have difficulty claiming. This may disproportionately affect older people, those on lower incomes and disabled people. While many DWP benefits are moving to predominantly on-line it is recognised that a significant minority of customers will, initially at least, need assistance. The current on-line claiming facility for Housing Benefit has been running for over 3 years and we are projecting to receive 4500 on line claims in 14/15, just over 25% of claim forms completed. The voluntary sector and support workers are already familiar with on-line claiming for DWP benefits and the current system, however initially this group may need additional support with on-line being used for every claim. We will liaise with the CVS and Advice Services Network through regular channels to ensure they are prepared for the change and take any of their concerns on board. The Council's on-line claiming system is design to streamline the claiming process by guiding customers to complete their applications more accurately and in providing the correct supporting documents with the application. However it is not available in any other language than English, which may disadvantage speakers of other languages.	

	There is a significant minority in the city who struggle with dealing independently with the current benefit claiming arrangements because of their literacy skills. This group will have similar difficulties with the on-line system.
6. Key actions to reduce negative impacts	**What actions are proposed to reduce or avoid potential negative impacts and increase positive impacts?** The change will need to be advertised and promoted, including through the CVS. Arrangements will need to be made to ensure there is sufficient resources to provided assisted claiming; face to face or over the phone. Staff are experienced in dealing with customers where English is not their first language and current arrangements can be adapted Prior to the cut off point work will need to be done with the voluntary sector, housing associations and relevant officers in housing and social care to ensure full familiarity with the on-line claiming system. The on-line claiming system is designed to be easy to use and navigate. The system will be reviewed to see whether it would benefit from further tweaks or enhancements if it is going to be the dominant claiming channel. The DWP are moving to an on-line claiming model and this proposal is in keeping with the future direction of benefit administration. We will consult with the DWP to try and promote a unified approach to the transition. Other authorities have already made the transition to on-line only. We will consult with them to understand the best approach. Similarly other organisations are operating in this way and we will try and glean any lessons we can from their experience. We will change benefit related letters to 'nudge' customers towards on-line self help in advance of the full change. As with any change in the benefits service there has been careful consideration in the proposals to the impact on service capacity. Not only are there customer implications in under resourcing the service or not having resilience to deal with increases in demand, but significant financial repercussions that could be counter productive to the saving intent and impact on other council services. The service has a continual programme that focuses on the rationalisation of existing resources to maximise the value of first contact with the customer and minimise double handling, error and cost. This work encompasses

	the intelligent use of technology in terms of automated communication with other benefit agencies and online claiming. There is an unknown factor in terms of the potential impact on customer demand of future welfare reform proposals. This position is being monitored and any emerging pressures will be reported.
7. Cumulative impacts	Benefit claims are completed or accepted in areas of Adult Social Care and Housing. The introduction of on-line claiming would have to be co-ordinated with these services in the context of any budget savings that may have impact on resources in these areas.

EIA 33

1. Service Area	Revenues & Benefits - Outreach	Impact on Service-users
3. Head of Service	Graham Bourne	
4. Budget Proposal	**Briefly and simply explain what budget changes are proposed.** Reduce the Benefit administrative budget by reducing commitments to outreach work. Specifically we have one post dedicated to 'working the seams' between adult social care (ASC), housing, and the DWP identifying vulnerable cases and ensuring they claim full benefit entitlements. The major internal beneficiary of this work is ASC financial assessments. Additionally the Benefit Service has a Special Accommodation Team that has responsibility for assessing benefit entitlements in respect of temporary accommodation, placements and hostels. Traditionally this team's work extends into outreach, supporting the Council's own private sector housing teams and charitable and social organisations providing the accommodation. In this respect it is specifically proposed that the team; • No longer provides a support officer for the emergency placement team (daily) • No longer provides an outreach officer at the DWPs Brighton and Hove offices (afternoon a week) • No longer conducts outreach visits to the 'shared lives' project • No longer conducts outreach visits to the Youth Advice centre	
5. Summary of impacts	**Highlight the main / most significant potential impacts which will need to be mitigated or avoided** **Groups affected: Age (older and younger), Disability, Gender (men)** **Others: Rough sleepers, Homeless, Victims of Domestic abuse, Substance abusers, Offenders, Care Leavers** • The work of the individual officer primarily focusses on older people and/or very vulnerable, particularly those who have difficulty engaging with service providers. • The outreach work from the team tends to be mostly around the single young people under 25, homelessness and rough sleepers with the associated vulnerabilities; some of the customers who are beneficiaries will be elderly and vulnerable. • There is a high proportion of mental health related disability in the groups concerned. • The under 25, homeless and rough sleeper groups tend to be predominantly men.	

6. Key actions to reduce negative impacts	**What actions are proposed to reduce or avoid potential negative impacts and increase positive impacts?** • While the work of skilled benefit experts cannot be completely replicated there is mitigation that could ensure a lesser but still valuable contribution. • In terms of the individual officer role the availability of DWP systems to ASC officers who enable more direct identification of service users requiring additional support and this could be signposted to appropriate agencies. However it is not certain at this stage that this facility will be made available. The increasing use of on-line claiming systems incorporating self help guidance should, in the longer term, make assisted claiming easier for non benefit experts. • The team changes would mean changes in relationships with the services involved and involvement with individual cases by exception. There would be a need to change some internal processes and again it is expected that on-line claiming will emerge as a feature. It use internally can be promoted by training. For the external agencies it may involve more visits to the customer service centre as well as a familiarisation with supporting and assisting online claiming. It is not yet known, with their capacity likely to be inhibited by funding cuts as to whether these agencies will be able to provide this support. • As with any change in the benefits service there has been careful consideration in the proposals to the impact on service capacity. The changes have to have an associated drop in workload for the proposed reduction in two posts in the service Not only are there customer implications in under resourcing the service or not having resilience to deal with increases in demand, but significant financial repercussions that could be counter productive to the saving intent and impact on other council services. • The service has a continual programme that focuses on the rationalisation of existing resources to maximise the value of first contact with the customer and minimise double handling, error and cost. This work encompasses the intelligent use of technology in terms of automated communication with other benefit agencies and online claiming. • There is an unknown factor in terms of the potential impact on customer demand of future welfare reform proposals. This position is being monitored and any emerging pressures will be reported.
7. Cumulative impacts	Depending on the mitigation there may be an impact, both in terms of financial cost and service cost on other Council Services. This may be further adversely impacted by proposed budget reductions in these related services. Therefore the position may need looking at as a whole, particularly across ASC and private sector housing to be certain of the effectiveness of the combined saving proposals and future service plans.

EIA 34

1. Service Area	**Life Events – Reduction of cemetery maintenance contract between Bereavement Services and City Parks**	**Impact on Service-users**
3. Head of Service	**Paul Holloway**	
4. Budget Proposal	**Briefly and simply explain what budget changes are proposed.** A new realistic City Parks maintenance contract is being proposed, prioritising cemetery areas where citizens regularly visit graves, and reducing levels of maintenance in less used cemetery areas where there is no new burial space, and it is known there are less customer visits. This reduction in City Parks service will relieve a £130k pressure which needs to be cross referenced with City Parks VFM budget proposals.	
5. Summary of impacts	**Highlight the main / most significant potential impacts which will need to be mitigated or avoided** **Groups affected: Age, Disability** A reduced service contract may potentially have a very high impact. This is a reduction in service, and will be a visible decrease in standards of "upkeep" in the cemeteries. Older cemetery areas will visually appear less accessible, causing potential issues for elderly customers and visitors, and those with mobility problems. Full H&S risk assessments will however be carried out regularly	
6. Key actions to reduce negative impacts	**What actions are proposed to reduce or avoid potential negative impacts and increase positive impacts?** • There are eight cemeteries across Brighton & Hove. Five of the cemeteries are full to capacity, with some space still available in certain areas that has already been pre-booked. (No new burial plots are available in these cemeteries.) • A priority schedule is to be drawn up, allocating more grounds maintenance resourcing in the cemeteries where we have most regular visits to graves. These areas will receive a higher level of maintenance. The priority areas will therefore be kept to a high standard, and there will be no visual impact, or other impacts to existing customers and visitors. • The older cemetery areas, where the graves are less frequently visited, will have less maintenance / upkeep resources allocated. In these areas, grass cutting will be kept to a minimum, with concentration more	

	on borders and pathways, to ensure access is still possible. Grass in the centre of grave areas will be cut less frequently, with a likely "meadow effect" created, with pathways being maintained, so still ensuring access to individual plots and groups of graves. • Full Health and Safety risk assessments will be carried out to ensure safe access is maintained where possible. Some cemetery areas are very old and do have access limitations already. New proposals will seek to ensure current access levels are maintained. • The areas less frequently maintained will be visually apparent. They will though favour wildlife and nature preservation. • All cemetery areas across the city will continue to have regular inspection regimes, and react to works as considered necessary, with special attention paid where there are risks to Health and Safety of customers and visitors to our cemetery grounds.
7. Cumulative impacts	These budget savings proposals are made in conjunction with City Parks, and a review carried out jointly to agree the reduction in maintenance of our cemeteries, with ongoing reviews and reaction to any major issues, especially around H&S. Some cemetery areas will visually appear to be better maintained than others, and access may be easier in different areas of our cemeteries.

EIA 35

1. Service Area	Life Events –reduce the security officer presence at Bartholomew House Customer Service Centre	Impact on Service-users
3. Head of Service	Paul Holloway	
4. Budget Proposal	**Briefly and simply explain what budget changes are proposed.** This proposal reduces the presence of security officers at Bartholomew House Customer Service Centre, from 2 officers to 1 officer during the hours that services are open to customers. Services affected would be Housing Strategy, Revenues and Benefits, Adult Social Care, Environmental Health and Licensing, and Concessionary Travel. All services would continue to provide customer interface arrangements in the same way.	
5. Summary of impacts	**Highlight the main / most significant potential impacts which will need to be mitigated or avoided** Customers would be minimally impacted by a visual reduction in security officer presence (from 2 to 1) at the Customer Service Centre. A reduction in security officer presence will also have minimal impact on staff providing front-line services, including “Reception” and “meeter greeter” services. Management of the customer interface would continue to be provided in the same way. Consistency of service, along with speed and quality of service provision should not be affected.	
6. Key actions to reduce negative impacts	**What actions are proposed to reduce or avoid potential negative impacts and increase positive impacts?** The new arrangement will be carefully monitored to ensure any adverse and negative impacts on customer service, including customer and staff safety, are quickly addressed.	
7. Cumulative impacts	Welfare Benefit changes, and the introduction of Universal Credit (the date for Universal Credit introduction in Brighton & Hove is not yet known.) may see an increase in the numbers of customers who attend the Customer Service Centre. This would obviously result in an increase in demand for Benefits services and some Housing services, potentially. Increases in customer attendance will be carefully monitored, and security provision changed, if necessary.	

Public Health – Referendum Budget

EIA 36

1. Service Area	Community Safety	Impact on Service-users
3. Head of Service	Linda Beanlands	
4. Budget Proposal	**What budget changes are proposed?** Release vacant post of Prevent engagement officer working with those individuals most at risk and vulnerable to being drawn into radicalisation. End post of Communities Against Drugs (CAFTA) Co-ordinator following end of Interreg (European), project funding Restructure and service redesign of Community Safety services overall; the approach will: i) achieve value for money savings through re-commissioning domestic/sexual violence services, including with East Sussex and re-aligning remaining communities against drugs work with re-commissioned substance misuse services ii) reduce service capacity overall, but prioritising retention of front line and casework capacity	
5. Summary of impact	**Highlight the main / most significant potential impacts which will need to be mitigated or avoided** **Groups affected: Disability, Ethnicity, Gender (men and women), Gender Re-assignment, Sexual Orientation, Religion/Belief** A reduction in Prevent engagement could particularly affect those individuals, families and communities most at risk and vulnerable to being drawn into radicalisation: most commonly young men. There is also a potential impact on community cohesion. The end of the CAFTA post and the subsequent re-aligning of Communities Against Drugs work is occurring	

	within the wider re-commissioning of substance misuse services and so will not have any significant impact on vulnerable communities: No impacts identified. The value for money savings to be achieved through re-commissioning domestic/sexual violence services will have a positive impact on vulnerable victims through more effective and co-ordinated services at point of delivery: No impacts identified. The wider restructure and service redesign of community safety services could have an impact on vulnerable victims, including the characteristics of religion, belief, race , disability, sexual orientation, gender and gender re-assignment
6. Key actions to reduce negative impacts	**What actions will you take to reduce / avoid potential negative impacts and increase positive impacts?** The functions of two posts, the manager for Community Cohesion and the Policy Officer for Migrants are being reviewed to incorporate prioritised functions within wider role of the Prevent engagement officer, thereby largely mitigating the effect of the loss of that post. The restructuring and service redesign of community safety services overall, will firstly focus on changes to management capacity and responsibilities, thus reducing the effect on front line services which are delivered to vulnerable victims. Any restructuring of casework services will continue to prioritise those victims who are considered to be at highest risk and with the highest level of vulnerability.
7. Cumulative impacts	Restructuring community safety services overall will result in decreased capacity at a time of increased demand and emerging new priorities, such as increased risks from radicalisation, child sexual exploitation and modern slavery. Anticipated reductions in police services, particularly neighbourhood policing, will increase demand on community safety.

Adult Social Care – Substitute Budget
EIA 37

1. Service Area	ASC Provider services	Impact on Service-users
3. Head of Service	Karin Divall	
4. Budget Proposal	**Briefly and simply explain what budget changes are proposed.** The council's directly provided homecare services have recently become part of a wider joint health and social care team focused on short term support to enable people to return home from hospital, or to avoid hospital admission. ASC receive some funding from the CCG to support this work. As part of the wider work being carried out to integrate health and social care service delivery, a review of this model of service will determine whether the services are funded correctly and whether the right staffing structure is in place. The proposals will include seeking additional funding from health and if this is un-successful there will be reduced staffing. The service provides personal care for people within their own homes, and about 100 people are in receipt of these services at any one time.	
5. Summary of impacts	**Highlight the main / most significant potential impacts which will need to be mitigated or avoided** **Groups affected: Age (older), Disability, Ethnicity, Gender (women), Carers** • If the service was reduced as a result of the financial savings and it was not possible to attract additional funding then the size of the service would be reduced and this might impact on older people who may have to wait longer in hospital for a service. This may impact on their ability to return to more independent living and may mean more people have to move into residential care. • The service is short term (up to six weeks) and so there would be no impact on people using the service. The impact would be with reduced staff that the team's capacity would be reduced and therefore people may have to wait longer for this service and stay in hospital for longer. • The service is specifically for older people, disabled people, people with learning disabilities and people with mental health issues. These are the primary groups affected.	

	• There will be a disproportionate impact on women who comprise the majority of service users. • Carers for people receiving services may be affected by any change to service delivery. They may not receive the support they need to continue caring responsibilities • The service is provided for older people who generally have a smaller percentage representation of people from BME communities in the City. The impact on people from these communities who use these services will be the same as for all service users.
6. Key actions to reduce negative impacts	**What actions are proposed to reduce or avoid potential negative impacts and increase positive impacts?** • A full EIA will be required for any changes to the service. • Any changes to service capacity will need to be managed within the wider health and social care service provision which will need to carry out individual assessments to ensure that people's needs can still be met. • Any delays in providing short term services may impact on the people's ability to re-gain skills for independent living or mean that more people have to move into residential care. • Carers: Any changes to service provision or re-commissioning will need to be made following a carers assessment or review to ensure that the carer's needs can continue to be met • More women are supported by the Homecare Team and more likely to be affected by changes to services. If there are reductions in service then these service users are more likely to move into residential care, or be admitted to hospital, or stay in hospital for longer. • Fewer people from a BME community will generally be supported by the service (because of the city demographic), although as the BME population ages these difference will reduce. The impact on people from these communities will be the same as for other service users.
7. Cumulative impacts	If the proposals from across ASC services are agreed then this will impact on the services we provide to vulnerable people. This means that women, older people, older people with mental health needs and people with a learning disability who are the main recipients of services, may see a reduction in more than one service that they currently receive. The reduction in homecare services may mean that people are not supported to live independently in the community, and alongside this other changes to day services and residential services may mean that they are not able to have the same opportunities as other residents of the City.

Children's Services – Substitute Budget

EIA 38

1. Service Area	Stronger Families Youth & Communities: Youth Service	Impact on Service-users
3. Head of Service	Chris Parfitt	
4. Budget Proposal	**What budget changes are proposed?** (Use the savings proposal wording and more detail if needed) • Cease the provision of universal, open access youthwork delivered by the council's Youth Service. Continue to design the council youth work delivery to provide targeted early help youth work interventions to vulnerable young people focused only on targeted level 2/3* young people (*as referenced in the BHCC Threshold document 2014). • Ending of the commissioning arrangements with Brighton and Hove Youth Collective contract held with Impact Initiatives, for universal and open access youth work, • Youth Employability Service: The saving will be made in not filling current vacancies and efficiency savings	
5. Summary of impacts	**Highlight the main / most significant potential impacts which will need to be mitigated or avoided** **Groups affected: Age (younger), Gender, Child Poverty** • Data has been collected and analysed for protected characteristics and will be used to inform the planned full EIA. • BHCC Youth Service - there will be no universal youthwork provision delivered by BHCC since to make the saving vacancies will not be filled and the youth support work team reconfigured. Approximately 850 young people participating will be affected • B&HYC contract ending will reduce the number of young people across the city having access to youth work activities. • Main carers in vulnerable communities or families with low income will have reduced options for their children to be involved in positive activities. • CVS - there will be no funding of universal provision contracted via the Brighton and Hove Youth Collective access and participation to youth work opportunities will be reduced across the city. Approximately 1480	

	young people 13 – 19 participating will be affected • Youth Employability Service - The saving will be made in not filling current vacancies and efficiency savings
6. Key actions to reduce negative impacts	**What actions will you take to reduce / avoid potential negative impacts and increase positive impacts?** • It is local authorities' duty to secure, so far is reasonably practicable, equality of access for all young people to the positive, preventative and early help they need to improve their well-being. • By focusing the remaining BHCC Youth service on targeted youth work interventions, integrated in the Early Help strategy to support the personal and social development of young people. Building the capabilities they need for learning, work, and the transition to adulthood; helping those young people at risk of dropping out of learning or not achieving their full potential to engage and attain in education or training; and raising young people's aspirations, building their resilience, and enabling them to inform their decisions and thereby reducing teenage pregnancy, risky behaviours such as substance misuse, and involvement in crime and anti-social behaviour. • Working on a coordinated approach across the local authority, community and voluntary sector (including uniformed and faith organisations), to construct an offer to young people, providing opportunities to take part in a wide range of sports, arts, music and other social activities. Through this offer they can develop and socialise safely with their peers, enjoy social mixing, and develop relationships with adults they trust. This can connect young people with their communities, enabling them to belong and contribute to society, including through volunteering • The relationship with the community provision delivered and the reach to young people with the focus on open access youth work will be compromised without the collective. Reduction on the spend on young people will reduce reach and this will need to be addressed as part of the above points and reconfiguring of existing resources and creating capacity. • The Youth Employability Service team will reconfigure delivery to ensure that there is minimal disruption to service delivery for example increased use of IT-based access for young people and where it does not take the team away form core tasks there will be a strategy to income generate funding from sources outside of the authority • Alternative uses and management of youth centres will need to be explored. This could include leasing or selling the property. Explore shared use by Children's services, and other providers such as community and/or school groups where and if possible. This could reduce or increase the opportunity for young people to participate in activities. • Support to CVS to explore alternative funding strategies which are less / non reliant on LA funding. • Improved information and links for young people friendly activities provided by other BHCC departments and youth sectors such as uniformed and faith based groups.

	• Once the decision is made on budget allocation, a full EIA will be completed. • Disability: Any review of service specification and delivery needs to reflect the need of young people with SEND. Better data is need recording SEN. Decisions on funding have not been made regarding disability work – see section 7 below. • Ethnicity: Any review of service specification and delivery needs to reflect the need of young people and ethnicity/ race and barriers and changes. Decisions on funding have not been made regarding BME work – see section 7 below. • Sexual orientation: Decisions on funding have not been made regarding LGBTU young people – see section 7 below. • Economically disadvantaged people: the work of the collective works takes place in areas of high deprivation and poverty across the city, including Whitehawk, Moulsecoomb, Hangleton and Knoll, Tarner and areas of the city centre. Economically disadvantaged people / young people and the most vulnerable people in our communities will be disproportionately affected.
7. Cumulative impacts	There are planned reductions to the overall youth: Youth Offending Team and Youth Employability Service. There will be other proposed reductions to services to families from other departments that may impact on families and therefore indirectly to young people in those families. Impact of budget proposals for sports development and the reduction overall therefore of non-educational development opportunities for young people (none youth-work) in the city will impact on their physical and mental well-being, general development, and socialising skills. Allsorts, BMEYPP and Extra Time: specific commissioned equalities youth service provision that the council has been contracted from April 2012 to March 2015 funding £15,000 per organisation is coming to the last quarter of the contract period. Decisions on this funding have not been made and there needs to be an evaluation of the current contact and decisions made following due process based on this regarding March 2015 onwards. Discussions have started. The cumulative impact will not be clear until the saving plan is agreed but managers across services where possible are sharing plans.

EIA 39

1. Service Area	Early Years - Children's Centres	Impact on Service-users
3. Head of Service	Caroline Parker	
4. Budget Proposal	**What budget changes are proposed?** Reduce funding for the children's centre service by 30%. Redesign the Children's Centre service taking into account a public consultation. The redesign will include the following elements. • Reduce the number of designated CCs from 12 to 8. The following children's centres would no longer be designated as statutory: West Hove, Cornerstone, City View and Hollingbury and Patcham. These venues will continue to be used for health visiting and limited outreach from the main centres. • A revised core offer in the context of the early help strategy to focus council resources on those families in the greatest need of support and to use interventions which have the best evidence for improving outcomes • The Healthy Child Programme delivered by health visitors and free early education for low income 2 year olds and all 3 and 4 year olds will form the main universal service. • Reduce universal groups including Baby and Stay and Play activities and deliver time limited, evidenced based groups to support new parents and the development of children under 2 with reserved places for target families. The emphasis will be on the critical first two years when parents, especially new parents, need the most support. • Reduce home visiting and encourage targeted families to attend groups, where appropriate. • Reduce council staff to achieve savings and deliver the new offer • Reduce council funding for voluntary sector partners in line with the revised core offer (Early Childhood Project, Brighton Unemployed Centre) and reduce council funded groups provided in libraries and other community venues. • Reduce funding for respite childcare and encourage families to access relevant children's centre groups. • Explore the option of income for accommodating health visitors and midwives. • Explore whether other children and family services including those provided by voluntary organisations can be delivered from children's centres at no cost to the council. • To transfer funding for the Sensory Needs Service (£22k) to support deaf children under 3 to funding for	

	special needs and disabilities. This alternative funding has been agreed. • To transfer funding for additional Speech and Language Therapy in SCT (£47k) in Children's Centres for children under 5 to the Dedicated Schools Grant. This alternative funding has been agreed. • Encourage community and family capacity by supporting volunteering, and sign posting families to services in their communities. • Improve pathways for families to access other children's and adult's council, health and voluntary sector services; • Changes in children's centre services will specifically impact on children under five and their families. The current integrated delivery of the Healthy Child programme (HCP), delivered by health visitors, and the free entitlement for early education places for disadvantaged two year olds and all three and five years will continue to be delivered.
5. Summary of impacts	**Highlight the main / most significant potential impacts which will need to be mitigated or avoided** **Main groups affected: Age (younger), Ethnicity, Gender (women), Poverty** • The service supports children under five and the vast majority of adults who use the service are women (88%). Any changes in the services may therefore disproportionately impact on these groups. • Monitoring of services users shows that across the city some 35% of children and families using the services are BME. The largest group is White Other (13%) followed by Other Mixed (4%). There is a variation in attendance across the city with the Tarner children's centre having the largest attendance. Any changes in the services may therefore disproportionately impact on BME groups. • Families living in poverty are one of the main target groups for children's centres and will be impacted by the change in services. There will also be an impact on families on low incomes who do not qualify for free early education for two year olds.
6. Key actions to reduce negative impacts	**What actions will you take to reduce / avoid potential negative impacts and increase positive impacts?** • A public consultation on changes to the children's centre service including all relevant stakeholder and representative groups • Completing a full EIA taking account of the consultation; • Council funded children's centres services will focus on evidence based interventions that improve outcomes for the most disadvantaged children, including expanding the free entitlement programme for 2 year olds from low income families, in line with national targets. • Two year olds from families on out of work benefits and working families on low incomes are entitled to free

	part time early education places. Around a third of children (900) are eligible. • The increased number of health visitors working as part of the integrated children's centre service will increase the delivery of the universal elements of the Healthy Child Programme including the offer of universal reviews for children by age 1 and 2.5 to identify needs. • The integrated model with health visiting ensures that the need of all early children and their families is assessed and the identified support is provided based on these needs taking into account protected characteristics. • Disabled children are a targeted group for children's centre services and will continue to be supported. • Consider the impact of the proposals on each children's centre area. • Working with the Ethnic Minority Achievement Service to increase the take up of two year old places by BME groups. • Continuing to offer Bilingual Families Groups and the MOSAIC group in children's centres.
7. Cumulative impact	Proposals to reduce support for childcare and review council run nursery provision will also impact on women and children under 5.

EIA 40

1. Service Area	Early Years – support for childcare	Impact on Service-users
3. Head of Service	Caroline Parker	
4. Budget Proposal	**What budget changes are proposed?** Reduce support for out of school childcare: • reduce staff who provide advice and support to out of school childcare providers • no longer run the four week Moulsecoomb summer playscheme (attended by 53 children in 2014) and consult Moulsecoomb Primary School about whether they will take over running the scheme. • no longer fund any reduced price places for Free School Meals (FSM)/economically disadvantaged children in holiday school age childcare and non-school based after school child care. • Reduce sustainability funding for voluntary sector out of school providers. Reduce funding for Childcare Workforce Development: • withdraw all funding for playwork qualifications.. • reduction in early years qualification funding with priority for settings with funded 2 year olds and requires improvement judgements, • reduction in short course programme, • increase in income generated (achieved by increasing course costs and adverts in the Job Vacancy List), • reduced support for childminders and staffing restructure. Review and reduce support for childminders: • reduce the number of staff who provide advice and support to childminders • reduce the number of childminder drop-ins provided in children's centres and focus support on childminders with a requires improvement Ofsted judgement	
5. Summary of	**Highlight the main / most significant potential impacts which will need to be mitigated or avoided**	

impacts	**Main groups affected: Age (younger), Disability, Gender (women), Ethnicity, Poverty, Child Protection** The greatest impact will be on: • Primary school age children from families on free school meals/or who are economically disadvantaged who may no longer be able to access reduced price places; • The majority of the childcare workforce are women (national figures are 98% in early years and 90% in out of school) so any reduction in support for training and qualifications will have a greater impact on women. Monitoring of the take up of childcare training shows that 94% of participants are women. • Children with special educational needs and child protection children who have attended the four week Moulsecoomb Summer playscheme if this no longer runs. To date this financial year 42% of reduced price places in out of school childcare were used by disabled children or those with a special educational need. • 81% of children attending the Moulsecoomb playscheme in the summer of 2014 were White British and 19% were BME. To date this financial year 21% of reduced price places in out of school childcare were used by BME children • There will be an impact on children on child protection places: 4% of the children attending the Moulsecoomb Playscheme
6. Key actions to reduce negative impacts	**What actions will you take to reduce/avoid potential negative impacts and increase positive impacts?** • Schools have pupil premium funding to support children on free school meals/economically disadvantaged and are responsible for deciding the best way to spend this to close the gap in attainment for these children. The Government has changed the requirements for the registration of out of school childcare (including relaxing rules about staff ratios and qualification requirements) with the aim of making it easier and cheaper for schools and others to provide childcare places. Low income working parents can claim the childcare element of the Working Tax Credit for school run or registered out of school childcare. • Early Years and Childcare providers are encouraged to research other funding for qualifications before accessing the CEYC bursary fund. For workers under 24 year olds, the employer should consider apprenticeship funding, which is paid directly to the training provider. Students older than 24 should consider the 24+advanced learning loan (repayments start when the salary reaches £21k).
7. Cumulative impacts	Women who are also impacted by proposed changes to the children's centre service and council run nurseries.

Environment, Development & Housing – Substitute Budget
EIA 41

1. Service Area	Cityclean and City Parks	Impact on Service-users
3. Head of Service	Richard Bradley	
4. Budget Proposal	**What budget changes are proposed?** We have commenced a comprehensive service redesign across City Clean and Parks informed by customer feedback and benchmarking data designed to improve efficiency and integration across all aspects of these services and generate income, eg through commercial waste collection, to offset some of the budget savings. The savings levels will require some fundamental changes to how the service operates including further mechanisation of street cleaning as well as reduced service levels in some lower priority areas. . There will be some reductions in the scope of CityClean services in particular street sweeping in suburban areas and the model for supporting and maintaining parks and open spaces will need to change. The redesign is based on a 5 year business plan and it is not anticipated that there will be significant impacts on service users in the coming financial year. However the final proposals will be subject to equality impact assessments.	
5. Summary of impacts	**Highlight the main / most significant potential impacts which will need to be mitigated or avoided** **Groups affected:** None identified at this stage.	
6. Key actions to reduce negative impacts	**What actions will you take to reduce / avoid potential negative impacts and increase positive impacts?** • Detailed proposals will be subject to equality impact assessments.	

EIA 42

1. Service Area	Cityclean and City Parks	**Impact on Service-users**
3. Head of Service	Richard Bradley	
4. Budget Proposal	**What budget changes are proposed?** (Use the savings proposal wording and more detail if needed) Closure of a number of public toilets (8 sites) and reduced opening times at other sites (11 sites). Maintain provision as far as possible in destination locations (eg sea front, green flag parks).	
5. Summary of impacts	**Highlight the main / most significant potential impacts which will need to be mitigated or avoided** **Groups affected: Age (older), Disability, Carers** • Reducing public toilet provision will have an impact on older people, young children and their parents and people with certain medical conditions or impairments who need to use the facilities more regularly, as well as their carers. Closing toilets can limit their ability to go about their daily lives. • Based on qualitative evidence gathered as part of toilet scrutiny in July 2013: Older people may need to use toilet facilities more frequently and lack of facilities can limit their ability to go out. People with young children may also need to use toilet facilities more frequently, and will be particularly affected by any closures close to play areas	
6. Key actions to reduce negative impacts	**What actions will you take to reduce / avoid potential negative impacts and increase positive impacts?** • Opportunities for mitigation are limited as the proposals will result in a service reduction. Where possible toilet provision is already included in the leases of park cafes. • Proposed closures will be targeted to sites where there is lower foot fall or where alternative facilities are relatively close or where people are likely to be closer to their homes. • Signage is in place to advise people of the nearest alternative provision. • Alternative forms of provision such as 'Use Our Loo' scheme being explored as part of Toilet Scrutiny Recommendations but opportunities are limited as there is limited interest from businesses to open their toilets to non-customers.	

EIA 43

1. Service Area	Private Sector Housing - Housing Sustainability Team	Impact on Service-users
3. Head of Service	Angela Smithers	
4. Budget Proposal	**What budget changes are proposed?** (Use the savings proposal wording and more detail if needed) Loss of Housing Sustainability Team – (PHR 026 Energy Efficiency).	
5. Summary of impacts	**Highlight the main / most significant potential impacts which will need to be mitigated or avoided** **Groups affected: Age (older and younger people), Disability, Child Poverty** Improving Housing Quality - Decent Warm Homes is an emerging priority in the City-wide Housing Strategy aligned to Home Energy Conservation Act statutory duties, including investing in home energy efficiency. The City has an ageing housing stock, an ageing population and a high proportion of households with a support need. 12% of households are in fuel poverty, higher than the South East average of 8.9%, (2012). The Joint Strategic Needs Assessment identifies the relationship between poor housing and poor health outcomes, in particular fuel poverty and poor thermal comfort commonly found in hard to treat homes that comprise a significant proportion of private sector housing in the City. Investment in home energy efficiency reduces costs elsewhere, in particular for Health & Social Care. Chartered Institute of Environmental Health & Building Research Establishment toolkit indicates the following cost of poor housing for Brighton & Hove - more than 1,200 excess cold & falls in the home incidents each year impact on quality of life and cost society £20m per annum (£8m NHS costs & £12m in lost work & the need for benefits & support). The cost to adapt & improve this housing is estimated at £2m. Fuel Poverty is defined as a household needing to spend more than 10% of its income to maintain an adequate level of warmth. With higher energy prices poorer more vulnerable households across all age groups are at more risk of being fuel poor and living in homes with poor thermal comfort.	

	Older people, very young children, disabled people and those with medical conditions who are living in fuel poverty are at greater risk of ill heath. We have an aging population in the City with a particular increase in vulnerable households over the age of 85. Older fuel poor vulnerable households living in homes with poor thermal comfort are a particular concern of Public Health when measuring excess winter deaths. In 2012 it was estimated that 14,337 (11.8%) households living in the city were fuel poor. The lower layer super output area with the 2nd highest percentage of households in fuel poverty was found in the Moulsecoomb & Bevendean ward with 21% fuel poor, a ward with a high percentage of families with dependent children.
6. Key actions to reduce negative impacts	**What actions will you take to reduce / avoid potential negative impacts and increase positive impacts?** Identifying investment opportunities for home energy efficiency measures, in particular in relation to private sector housing, is continuing to prove a significant challenge following: • The end of public sector capital investment in Private Sector Housing Renewal funding; • Impact of reduction in Feed In Tariffs (scheme whereby energy suppliers have to make regular payments to householders and communities who generate their own electricity from renewable or low carbon sources such as solar electricity panels (PV); • Slow take up of Green Deal; • Changes to availability of Energy Company Obligation. In light of financial challenges and to meet savings required the Housing General Fund, budget proposals include deletion of the Private Sector Housing Sustainability Team as a 2015/16 savings opportunity to support additional savings. The Housing Sustainability Team are currently wholly funded as part of the overall Private Sector Housing General Fund budget. We will we continue to look to identify and review all funding options to support a resource to access alternative funding streams for home energy efficiency measures for private sector housing and council housing in the City. In particular, w**e** propose to continue to work with Your Energy Sussex (YES) local authority partnership seeking Local Enterprise Partnership & Energy Company Obligation (ECO) funding to improve home energy efficiency. YES aims to bring together all 14 local authorities in West Sussex, Brighton & Hove and East Sussex to deliver a range of projects focussed on energy efficiency and renewable energy generation aiming to benefit all residents and businesses.

	Removal of Housing General Fund budget supporting the Housing Sustainability Team will result in deletion of the two posts outlined undertaking the range of work detailed in this EIA. This will cause additional pressure on remaining staff and risk our performance given improving home energy efficiency and exploring investment options to deliver against this corporate and city-wide priority are likely to remain an area of strategic focus for both the Council and Brighton & Hove Connected (the Local Strategic Partnership). We propose to review remaining service delivery and staff resources to identify any alternative funding sources, efficiencies/streamlining and ensure resources are deployed in the most effective manner to enable continued delivery against corporate and city-wide home energy efficiency priorities. Overall, staff are aware of the need to make savings and deliver more for less.

Finance & Resources – Substitute Budget

EIA 44

1. Service Area	Revenues & Benefits	Impact on Service-users
3. Head of Service	Graham Bourne	
4. Budget Proposal	**Briefly and simply explain what budget changes are proposed.** Reduce the Benefit administrative budget by reducing overall counter and/or phone hours. Condensed customer demand could more effectively be dealt with reduced resources. A service redesign could fast-track high impact work and re-direct low impact work to online self service. While overall opening hours would be reduced there is an opportunity to make the service more accessible for working customers.	
5. Summary of impacts	**Highlight the main / most significant potential impacts which will need to be mitigated or avoided** **Groups affected: No specific or disproportionate impacts are identified on any particular group** Any reduction in Benefit Administration capacity has the potential to impact on the speed and quality of the service and therefore must be delivered with improved efficiency in place. The Benefit customer base naturally encompasses those on low incomes and a high proportion of vulnerable customers. This specific change may reduce the overall availability of the service but not to the relative disadvantage of any group or characteristic in comparison to another.	
6. Key actions to reduce negative	**What actions are proposed to reduce or avoid potential negative impacts and increase positive impacts?**	

impacts	The redesign/review has only just commenced and the final model is yet to be established. However the principles are established in that the redesign / review; • Would maximise the use of staff as a resource i.e. reduce the amount of unproductive officer time spent waiting for a call or customer. • Allow for resources to concentrate on doing value work quickly so customers do not need to chase • Direct low value enquiries to web pages so customers can self help. • Filter phone calls so urgent work is prioritised • Review letters and telephone messages so customers are 'nudged' to the most effective channel of communication • Use newly accumulated customer contact data to better predict peaks in demand and plan to manage resources around these peaks accordingly As with any change in the benefits service there has been careful consideration in the proposals to the impact on service capacity. Not only are there customer implications in under resourcing the service or not having resilience to deal with increases in demand, but significant financial repercussions that could be counter productive to the saving intent and impact on other council services. The service has a continual programme that focuses on the rationalisation of existing resources to maximise the value of first contact with the customer and minimise double handling, error and cost. This work encompasses the intelligent use of technology in terms of automated communication with other benefit agencies and online claiming. There is an unknown factor in terms of the potential impact on customer demand of future welfare reform proposals. This position is being monitored and any emerging pressures will be reported.
7. Cumulative impacts (proposed changes elsewhere which might worsen impacts identified above)	The delay to the introduction of Universal Credit means that the service has had to delay its preparatory plans which has made resource management difficult. The proposed changes to the Council's CTR scheme may increase demand on the service at the same time as these proposals are being introduced. A similar peak in demand may occur when Universal does pick up pace (probably April 2016 onwards). The transfer to Universal Credit will provide an opportunity to move customers onto a new model that would be more effective in supporting customers to access and sustain work to improve their income and social inclusion. The delay in introducing the operational structure around Universal Credit and any further welfare reform changes may place additional administrative burden on the Council in the interim. This may manifest in extra demand on the Council's discretionary funds, a significant proportion of which are administered by the Revenues and Benefits Service. It is against this backdrop that the service will make the budget savings.

Assistant Chief Executive – Further Savings

EIA 45

1. Service Area	Communities Equality & Third Sector Team	Impact on Service-users
3. Head of Service	Richard Butcher Tuset	
4. Budget Proposal	**Briefly and simply explain what budget changes are proposed.** **Equalities**: Saving of £20,000 from a net budget of £243,000 • Deletion of budget for direct delivery of equalities events and move to an enabling role supporting others to access other funding for activities/events. Mainstreaming of diversity mentoring scheme into council's learning and development programme. **Grants**: Saving of £150,000 from a net budget of £1,806,000 • BHCC Community Grants: Team delivers the annual and three year grant programmes supporting community and voluntary activity in the city. The team also provides a Grant Finder Service supporting Third Sector organisations in securing external funding. • Please note at the 2014 Budget Council a saving of £165k was taken from the discretionary grants programme but deferred until 2015/16. These two savings total £315,000 and will take effect from April 2015. **Communities**: £200,000 from Year 2 and 3 of the Communities and Third Sector Commissioning Prospectus. In Year 2 (2015/16) the full year savings will be reduced by using £100k of reprofiled commissioning funds carried over from 2014/15. Full savings of £200,000 will come into effect in 2016/17 (Year 3). There is potential for recommissioning across a much wider service and funding area to mitigate the pressure through improved efficiencies. • The Third Sector Prospectus went live on 1 July 2014, pooling money from the Communities Team, Public Health and the Clinical Commissioners' Group to fund Third Sector Infrastructure, Community Development and Community Engagement.	
5. Summary of	**Highlight the main / most significant potential impacts which will need to be mitigated or avoided**	

impacts	**Groups Affected: All protected characteristic groups** **Equalities projects**: • Events now supported by the projects budget are now minimal, as alternative sources of support have been developed for most. This approach will continue (see Mitigating Actions) so impacts of this proposal are small for all groups • Pride is a key feature of the city's calendar for LGBT staff and straight allies. Our staff float is a high profile visible means of demonstrating our support for LGBT staff and communities with potential loss of this impacting on our reputation as an employer and city ambassador **Discretionary Grants** tend to be particularly effective at supporting Third Sector (or CVS) organisations that work with and support communities with legally protected characteristics, and those who are marginalised and vulnerable, including those experiencing poverty/financial exclusion. The proposed reduction of **Discretionary Grants** funding will potentially result in: • decreased capacity to meet some corporate priorities with specific impacts on characteristics protected in law, • reduced capacity for CVS groups which support community resilience and reduce reliance on statutory services, • potential wider impact on ability to attract match funding. **Communities**: The Prospectus specifically commissioned work with and for BME, LGBT, parents and families, disabled people including carers, and economically excluded communities. As a result of the proposal these groups will have reduced support to engage with the council around their needs and develop solutions both with and independent to the council; increasing rather than diverting demand on public services. In addition infrastructure support to community and voluntary equalities groups in the city will be reduced specifically those working with the communities above causing a cumulative negative impact for these groups.
6. Key actions to reduce negative impacts	**What actions are proposed to reduce or avoid potential negative impacts and increase positive impacts?**

	Equalities projects: • Reduced projects budget: discussions have begun with affected groups to identify other options and support. Council support will continue to be offered, including to mark civic events. • Workers' forums funding: Pooling of resources for council initiatives and increasing the numbers of joint activities to maximise impact of funding. There are significant commitments to improvement for these staff groups in the council's workforce development action plan. The proposed reduction of **Discretionary Grants** funding will require: • Closer analysis of existing grant funded organisations and activities to ensure the greatest protection for groups with protected characteristics and other vulnerabilities. Any proposal will be subject to an EIA process and will be considered by the Lead Member for Communities & Equalities. There will also be a role for the Members Advisory Group and Community Works in commenting on the options. • Ongoing communications to CVS groups about funding decisions, alternative sources of support (where these still exist) and potentially support to enable groups to close with minimum disruption and impact to service-users. **Communities**: • Reprofile 2014/15 commissioning budget to free up £100,000 and carry over to cover some of the 2015/16 budget reduction • Work is in progress with third sector organisations to look at combining a number of related funding streams into a single new commission from April 2016. This will enable us to take a strategic approach to third sector funding reductions based on the outcomes that the city wants to achieve which will minimise the impact of this reduction. An EIA will accompany the options analysis.
7. Cumulative impacts	None

EIA 12B

1. Service Area	Older People's Council (Overview & Scrutiny)	Impact on Service-users
3. Head of Service	Giles Rossington (acting)	
4. Budget Proposal	**What budget changes are proposed? (Use the savings proposal wording and more detail if needed)** Dissolving the Older People's Council and replacing this with an Older People's consultative forum. Development of a basic scrutiny function. Proposal is to cease funding 4 yearly OPC elections – to include the election due to take place in July 15. This will save C £10,000 pa (£30,000-£40,000 election costs). The £9,000 pa funding currently used to support OPC activities (admin support and expenses) will be reinvested to help develop an older people's consultative forum.	
5. Summary of impacts	**Highlight the main / most significant potential impacts which will need to be mitigated or avoided** The OPC represents and lobbies on behalf of older people (over 60) and the planned savings could, without mitigation, result in a loss of representation.	
6. Key actions to reduce negative impacts	**What actions will you take to reduce / avoid potential negative impacts and increase positive impacts?** The replacement representative forum, through engagement and learning from elsewhere, should ensure any possible impacts of this saving are minimised. In addition representative/lobbying work could also be picked up by other bodies responsible for older people services. These could potentially include: • Age Friendly City Steering Group (commissioner/provider forum) • Age Friendly City Forum (this is the CCG's 'gateway' group for engagement with older people across the city) • Older People's Forums – in localities (potential to develop ongoing ASC work to develop role of locality service-user groups) • LATs – could be developed as consultative body	
7. Cumulative impacts	None identified	

EIA 46

1. Service Area	Communities Equality & Third Sector Team	Impact on Service-users
3. Head of Service	Richard Butcher Tuset	
4. Budget Proposal	**Briefly and simply explain what budget changes are proposed.** **Grants**: Saving £1,000,000 – delete the grants service: grants, related posts and ancillary budget and retain some commissioning. • BHCC Community Grants: delivering the annual and three grant programmes supporting community and volunteering activity in the city. The team also provides a Grant Finder Service supporting Third Sector organisations in securing external funding. Proposal is delete the grants programme and the posts delivering the programme and the supporting budget for supplies and services. • Note that this budget is already scheduled to be reduced by £165,000 in April 2015 as a result of the 2014/15 savings which Members deferred for 1 year.	
5. Summary of impacts	**Highlight the main / most significant potential impacts which will need to be mitigated or avoided** **Groups affected: potentially all groups – see notes below.** **Discretionary Grants** tend to be particularly effective at supporting Third Sector (or CVS) organisations that specifically work with and support communities with legally protected characteristics, and those who are marginalised and vulnerable, including those experiencing poverty/financial exclusion. The proposed deletion of **Discretionary Grants** funding will result in: • decreased capacity to meet some corporate priorities with specific impacts on characteristics protected in law, in particular children and young people • reduced capacity of CVS groups to engage in and facilitate community engagement work with council services to improve delivery. • reduced capacity for CVS groups which support community resilience, and provide early interventions to	

	reduce reliance on statutory services, • potential wider impact on ability to attract match funding from other local and national sources The range of organisations in receipt of three year grant funding covers all protected characteristics. Furthermore whilst the more generic organisations in receipt of grant funding do not necessarily focus only on communities/individuals with specific protected characteristic they are more likely to provide tailored provision responding to the needs of people arising from their protected characteristic. In context of the above when categorising the groups funded: Explicitly, seven target support to BME communities, 25 support children and young people, 8 support disabled people, 6 support men or women, 4 support LGBT communities and four support older people.
6. Key actions to reduce negative impacts	**What actions are proposed to reduce or avoid potential negative impacts and increase positive impacts?** The proposed deletion of **Discretionary Grants** funding will: • Require ongoing communications to CVS groups about funding decisions, and re-prioritise internal staff work to support groups to apply for alternative sources of funding (where these still exist) or to support groups to close with minimum disruption and impact to service-users. • Continue but change the emphasis of the current infrastructure commission (Community Works Partnership) to focus more of its resources on supporting groups at risk as a result of the deletion of the grants programme, significantly reducing its support to the wider sector • Require continued work with Sussex Community Foundation on establishing a Brighton and Hove Endowment Fund as an alternative source of funding. This will have limited impacts in the short-term due to the time required to establish and build up the fund.
7. Cumulative impacts	None

Budget Staffing Equality Impact Assessments 2015-16 – identified impacts and actions

Overview

Individual equality impact assessments have been completed at this stage with the known data for all proposals that include a direct staffing impact and potential reduction in posts. The equality duty (in the Equality Act 2010) is an ongoing duty, therefore assessment of equality needs and impacts will continue through the consultation processes and in the implementation of any changes.

For any group over 20 staff affected an analysis of equalities data has taken place. This document identifies where the profile of the potentially affected staff varies from the Directorate and/or council profile. This has informed consideration of mitigating actions to address impacts.

Where there are fewer than 20 staff affected data has not been produced to protect the confidential sensitive equalities information provided by staff. EIAs have been completed in these instances with regard to known information about the staff group and proposals made.

The outcome of EIAs will guide the consultation process and inform the implementation of changes.

Impacts identified, by protected characteristic:

- Overall the groups affected by budget proposals are broadly in line with the make-up of the Council's workforce in terms of age, with over 40% of those at risk between the ages of 40 and 54.
- A slightly higher proportion of those at risk are females in lower grade ranges (61.63% compared to 56.1% of the total workforce in this category).
- The proportion of BME and White Irish staff at risk is marginally lower than representation across the council from these groups, but is higher in relation to white other staff (7.74% compared to 5.9%). Ensuring there are no language barriers in relation to our change processes will be particularly important in some areas.
- The proportion of disabled staff affected by proposals is marginally higher than the Council average and within the detail of proposals there are some significant areas where reasonable adjustments through our processes will need to be particularly considered. With regard to Able and Willing there will be additional measures and support through the Supported Employment Team.
- LGBT staff affected are marginally higher than council averages in the middle grade ranges (15.36% compared to 13.38% across the council).

In addition to the specific mitigations identified in each service area the Council has guidance, procedures and approaches for managing change that are designed to ensure change is managed fairly and groups with protected characteristics are not negatively impacted:

- When developing any further detailed proposals take account of the staffing equalities data to inform decision making and/or continue assessing staff equality impacts.
- Ensure the council's relevant policies and procedures are equitably and appropriately applied (management of change protocol, redeployment, job evaluation processes etc.) to ensure that no adverse impact is created for employees related to their protected characteristics.

- Review vacant posts, use of agency employees etc to minimise the impact on current substantive post holders.
- Where proposals may result in a reduction of posts, consider the offer of voluntary redundancy to mitigate the impact of potential compulsory redundancy processes.
- Where a reduction in posts will mean compulsory redundancy ensure that selection processes are clear and free from bias, and that processes take into account any individual needs.
- Ensure processes and criteria related to selection for voluntary redundancy are clear and transparent and use the compensation panel appropriately.
- Ensure managers involved in selection have completed corporate recruitment and selection training and are signposted to the Equality & Diversity e-learning module.
- Ensure that managers delivering service changes are appropriately supported and advised by HR in relation to all employee equalities issues.
- Ensure all employees are offered one to one meetings to discuss their circumstances and any concerns they may have, and are offered interview skills and CV writing training.
- Attach the summary EIA to each consultation document, and continue to assess equality impacts through the consultation process.

EIA No.	EIA Proposal	
S1	**Adults Assessment Services** – Service redesign to deliver the Care Act and Better Care. Review of staffing structures and working practices to achieve a reduction of people going into residential care, drive forward the personalisation agenda, ensure effective reviews and a review of placements at social work level.	
Groups potentially impacted	**Impacts identified**	**Specific Mitigating Actions (in addition to the generic actions identified above)**
The service employs proportionately higher number of disabled employees, BME staff and male employees. There are fewer LGBT staff than the council target.	The proposals could have a disproportionate effect on identified groups, particularly if reasonable adjustments for staff with disabilities are not made The service area employs above average BME staff when compared to the council average and therefore any reductions in staff in this area could negatively impact on representation of staff in these groups. The	• Ensure all reasonable adjustments are made for disabled staff. • Signpost staff to relevant workers forums. • Offer employees more detailed job application and interview support. • Consider the need for appropriate support and training to re-skill in new working methods. • Positive action to include training on interview skills,

	services employs a higher proportion of males than other areas in Adults Services (or the Council), and therefore reductions in this area could disproportionately affect men. Reductions in staff in this area could also further erode the representation of LGBT staff.	coaching and signposting to relevant forums. • Review communications approach (plain English etc) and monitor understanding. • Use of 121 meetings to consider individual situations related to caring responsibilities and other specific needs.
EIA No.	**EIA Proposal**	
S2	**Adult Provider Services, Resource Centres - Older People Services (i.e. Craven Vale, Ireland Lodge, Wayfield Avenue, Knoll House)** – Review criteria for the bed based services and reduce number of beds funded through social care. Potential impact on joint service delivery and integration plans within Better Care and short term services. £1m savings aligned to services. No expected impact on outcomes provided that full cost recovery of health costs is achieved. There are no current proposals with direct staffing implications. Proposals would only emerge if the full cost recovery of health costs is not achieved. Approx 187 employees are currently employed in this service area. (167 employed on Sc6 or below and 20 employed on SO1/2 and above)	
Groups potentially impacted	**Impacts identified**	**Specific Mitigating Actions (in addition to the generic actions identified above)**
The proposals have the potential to have a disproportionately negative impact on older workers, disabled workers, some minority ethnic groups, male employees and employees with a religion or belief.	The service area has a higher proportion of disabled employees when compared to council and services averages, and the target. The service has below the average and council targets in relation to BME and LGBT staff, and therefore these proposals could further erode representation of these groups.	• Offer all employees job application and interview support. • Ensure all appropriate reasonable adjustments are made for disabled employees and specifically consider needs in relation to any need for staff to move location. • Positive action including skills interview training and internal coaching as well as signposting to appropriate Workers Forums and mentoring schemes. • Review communication approach options and monitor understanding.
EIA No.	**EIA Proposal**	

S3	**Adult Provider Services – Learning Disability Services – Able and Willing (Supported Business) –** Review Business plan and reduce subsidy from Sept 2015 as agreed by budget council in Feb 2014. Reduce subsidy by further £100k from Sept 2015 (£200k from April 2016). Plan to reduce the subsidy invested by the council in Able & Willing (A&W) by generating additional new business. If new business is not generated to balance the budget then a review of the service will be undertaken to identify alternative options to provide a sustainable service going forward. No reviews of the service or detailed plans have been conducted at the time of writing. Approx 26 employees are employed in this service area (24 employed on Sc6 or below and 2 employed on SO1/2 and above)	
Groups potentially impacted	**Impacts identified**	**Specific Mitigating Actions (in addition to the generic actions identified above)**
A significant number of staff in Able and Willing are disabled. The service also has a comparatively higher representation of older workers and lower than council average for BME workers. The service is a Supported Business for disabled employees so will always employ a high proportion of disabled employees in comparison to the Adult Directorate and Council.	There is potential for these proposals to have a disproportionate impact on disabled staff. Disabled staff in the service may experience particular barriers in accessing information and getting their views heard. There may also be significant barriers in finding alternative employment if there is a reduction in posts in this area..	In addition to the generic actions described above: • Ensure individual reasonable adjustments through processes are made as necessary. • Utilise the support of the Council's Supported Employment team and appropriate non council agencies to support employees. • Positive action including skills interview training and internal coaching as well as signposting to Disability Workers and Carers' Network and mentoring schemes. • Review communications approach options and monitor understanding. • Ensure appropriate support at 121 meetings. • Positive action to include training and signposting for BME employees. • Utilise the support of the Council's Supported Employment team and appropriate non council agencies to support employees;
EIA No.	**EIA Proposal**	

S4	**Adult commissioning service –** Review contract management and commissioning function & explore scope for joint working. Opportunity for efficiencies through better alignment of functions. Focus on statutory functions, review monitoring arrangements in the light of the Care Quality Commission. Clarify roles between commissioning, contracts, procurement and partners. Service review being undertaken Dec 2014. Detailed proposals to emerge early 2015. £130k savings aligned to service area. Approx. 39 employees are currently employed in this service area (8 employed on Sc6 or below, 27 employed on SO1/2 to M7 and 4 at M8 or above).	
Groups potentially impacted	**Impacts identified**	**Specific Mitigating Actions (in addition to the generic actions identified above)**
A disproportionate number of disabled employees and male employees are potentially impacted. The service is below council average and targets for some BME groups and LGBT staff and therefore proposal has the potential to further erode representation of this group.	The proposals could impact disproportionately on disabled employees. These staff may need specific adjustments or additional support through the process.	• Reasonable adjustments to be considered and made (where appropriate) in the application of all Council policies and procedures. • Occupational Health Service advice to be sought as necessary. • Positive action including skills interview training and internal coaching as well as signposting to workers forums. • Ensure managers involved in selection have completed corporate recruitment and selection training. • Review communications approach and monitor understanding.
EIA No.	**EIA Proposal**	
S5	**Policy and Communities Team** – The proposal covers the deletion of the Overview & Scrutiny Team, the deletion of the Mayoral Office and the restructure of the Leadership Support & the Communities, Equality and Third Sector Team. There are 17 staff at risk of redundancy within the proposal at a variety of grades.	
Groups potentially impacted	**Impacts identified**	**Specific Mitigating Actions (in addition to the generic actions identified above)**
Group affected are under 20 therefore the people data for the	The service is above the BME, White Other and White Irish group targets, and employs	• Equality impacts and needs will continue to be explored with the line manager and staff, through

wider Policy and Communities team has been referred to. This identifies that the proposals could have a negative impact on BME and White Other employees, LGBT employees and female employees.	a higher proportion of female employees than the council average, and a significantly higher proportion of LGBT staff.	consultation. • Signposting to training support for interviews and signposting to Workers Forums. • Signpost to LGBT Workers' Forum. • Offer / signpost to Council's mentoring schemes
EIA No.	**EIA Proposal**	
S6	**Children's Services – Contact Centres** – Achieve savings of £200,000 from total Children's Centres budget of £1,089,000. Restructure of Contact service. This service provides supervised contact for children and their families. The proposal is to reduce the management structure and change job descriptions to cover management responsibilities more effectively. There are currently 30 staff employed in the service.	
Groups potentially impacted	**Impacts identified**	**Specific Mitigating Actions (in addition to the generic actions identified above)**
In broad terms the proposal to reduce staffing has the potential to have a disproportionately negative impact on: • Age • Gender	The service has a comparatively older workforce than the council and Children's Services as a whole. The proposals impact posts at a management level which tend to be occupied by older employees and therefore are disproportionately impacted by these proposals. The service area employs significantly more female employees compared to the council and but proportionately less than Children's Services as a whole and significantly exceeds the council target. Therefore male representation in the service, Children's Services as whole and the council will be disproportionately impacted by the proposals.	• Offer all employees job application and interview support. • Consider the need for appropriate support and training to re-skill employees in new working methods.
EIA No.	**EIA Proposal**	

S7	**Children's Services – Music and Arts Service** – The Music & Arts Service presently receives funding from the Council which represents approximately 15% of total service funding amounting to £136k. This is focused on providing a subsidy scheme to support access to learning for children and young people (CYP) from families on low incomes. It is proposed that this funding is reduced by either 57k or 67k in 2015/16. Through the further development of the music hub model savings are to be met from a combination of accessing new sources of funding and the following: • Remodelling provision • Review of staffing • Relocation of Saturday Music Centre • New charging model for Music Centre activities • Increase in fees above inflation • Potentially reducing the level of subsidy for music tuition. Reductions in hours across administration and finance functions in the service have already been achieved by not replacing hours that have been vacated. The proposal (subject to consultation) regarding the staffing of Music & Arts service, in addition to the above is to delete the Dance Development Officer post, review present dance service provision and explore other delivery models in partnership with other agencies such as South East Dance. Although the ambition would be to continue some of the present offer outside of the service it is likely that some areas of activity will cease	
Groups potentially impacted	**Impacts identified**	**Specific Mitigating Actions (in addition to the generic actions identified above)**
Due to the numbers of staff affected, to preserve employee confidentiality, no employee equalities data has been gathered or analysed from the council's employee database. Comments are based on evident information. Men are in a minority in the council and in Children's Services. The service has slight male under-representation when	Low representation of BME, disabled and LGBT staff could be further eroded by proposals.	• Generic actions across council will apply, but no further mitigating actions identified as necessary.

compared to the council average but this would not be further impacted under this proposal.		
EIA No.	**EIA Proposal**	
S7A	**Children's' Services - SEN team (including Educational Psychology Service and Children and Adolescent Mental Health Service)** Potential reduction in costs across the services and review of staffing. No specific proposals are currently defined on how this saving will be achieved.	
Groups potentially impacted	**Impacts identified**	**Specific Mitigating Actions (in addition to the generic actions identified above)**
In broad terms the proposal to reduce staffing has the potential to have a disproportionately negative impact on the following protected characteristics: • Age • Disability • Ethnicity • Gender • Sexual Orientation • Religion/Belief	The service has a comparatively older workforce than the council. The service has above the average and target of disabled staff that are all in the middle grade range. Almost all posts in the service are middle or higher grades with slightly more in the middle range, The proportion of BME staff in this service is above average for the council and is above the council target. Consequently this group could be disproportionately impacted by any staff reductions as they are over represented.. The service area employs significantly more female employees on compared to the council but less then Children's Services generally and significantly exceeds the council target. The proposals could reduce the representation of men in this service area. The service area employs a slightly lower average number of LGBT employees compared to both the council and Children's Services. LGBT under	• Offer all employees job application and interview support, and highlight potential training opportunities such as apprenticeships for younger workers. • Positive action including skills interview training and internal coaching as well as signposting to LGBT Forum & mentoring scheme. • Consider the need for appropriate support and training to re-skill employees in new working methods. • Ensure that all appropriate reasonable adjustments are made for disabled employees. • Utilise the support of the council's Supported Employment Team and appropriate non council agencies to support employees where appropriate and necessary. • Positive action including skills interview training and internal coaching as well as signposting to Disability Workers Forum & mentoring schemes. • Review communications approach options (plain English etc) and monitor understanding.

	representation in the service area may be further eroded by the proposals.	
EIA No.	**EIA Proposal**	
S8	**Environment Development and Housing – City Regeneration** – A service restructure is proposed to meet the budget savings of £90k. The aims of the restructure are to: • Develop a more integrated 'One Regeneration Unit' that facilitates greater coordination of projects and greater collaboration across teams through a programme management approach. • Deliver value for money. • To improve the balance of the management team structure in terms of spans of control. • To address the imbalances in administrative and project management support that currently exists across the service.	
Groups potentially impacted	**Impacts identified**	**Specific Mitigating Actions (in addition to the generic actions identified above)**
The impact of a reduction in posts will have the potential to have a disproportionately negative impact on groups of employees with protected characteristics re: • Religion or Belief • Sexual Orientation • Ethnicity There is a high proportion of unknown equality data in some areas.	The service area is in line with the BME target and above council averages. White Irish employees are above the target and above council averages. City Regeneration is a relatively small unit and therefore the proposals may erode the representation of BME or White Other employees in the service area. The service is below the LGBT Target and Council average. Therefore LGBT representation in the service and council may be further eroded by the proposals. LGBT employee groups are more likely to suffer from a lack of employer awareness and information regarding LGBT issues.	• Positive action to include training on interview skills, coaching and signposting to relevant forums e.g. BME workers forum that run a mentoring scheme. • Review communications approach options (plain English etc.) and monitor understanding. • Encourage completion of equalities data to reduce the number of unknowns to enable more accurate data.
EIA No.	**EIA Proposal**	

S9	**Environment, Development and Housing - Planning** – Budget savings of £252k have been identified in Planning and Building Control. The Service had recently been through a large scale restructure and is still bedding in the changes. Therefore the budget savings will be found through a mixture of deleting vacant posts and Voluntary Severance.	
Groups potentially impacted	**Impacts identified**	**Specific Mitigating Actions (in addition to the generic actions identified above)**
Part-time workers	The Council and EDH are below the disability, BME target. Planning is significantly below the disability target. If disabled or LGBT staff volunteer for VS it will further impact on disabled employee representation in Planning and EDH. The service has a high representation of male employees.	A further EIA is completed if needed/required Longer term to consider how to widen representation of ethnic groups and disabled employees. • Discuss reasons for applying for VS to identify if the VS request relates to any barriers employees may be facing in the workplace. • Ensure that all appropriate reasonable adjustments are made for disabled employees • Positive action including skills interview training and internal coaching as well as signposting to Disability Workers Forum. • Consider and take account of any disability issues.
EIA No.	**EIA Proposal**	
S10	**Environment, Development and Housing – Housing sustainability team** – This proposal consists of loss of the Housing Sustainability Team- 1.61 FTE – (Housing General Fund budget PHR 026 Energy Efficiency). The proposal (subject to consultation) regarding the Housing Sustainability Team is to delete 2 management posts. The Housing Sustainability Team are currently wholly funded as part of the overall Private Sector Housing General Fund budget with a particular focus on: improving home energy efficiency; improving thermal comfort; reducing fuel poverty and CO2 emissions through home energy efficiency measures; discharge of Home Energy Conservation Act duties.	
Groups potentially impacted	**Impacts identified**	**Specific Mitigating Actions (in addition to the**

		generic actions identified above)
Due to the numbers of staff affected, to preserve employee confidentiality, no employee equalities data has been gathered or analysed from the council's employee database – no significant impacts identified.	NA	Likely to be resolved through Voluntary Severance
EIA No.	**EIA Proposal**	
S11	**Finance and Resources** – Review of the management and support layers within City Services to prepare for future changes and demands on the services, Council wide. Proposals look to introduce more accountability and responsibility for service delivery across management posts. 13 x posts Sc5-M8 will be deleted, and 11 x posts Sc5 – M8 will be created.	
Groups potentially impacted	**Impacts identified**	**Specific Mitigating Actions (in addition to the generic actions identified above)**
The combined groups of affected staff within City Services include lower male representation (30%) when compared to averages within the council (41%), Directorate (48%), and City Services (42%). No specific mitigation: Council policies and support processes to be equitably applied.	A low proportion of the affected employees (31%) are male when compared to the council average. Male employees are in a minority in the council and below target. Therefore male representation in the service area is proportionate to the council, although may be further eroded by the proposals.	No specific actions: relevant processes and procedures to be undertaken in an equitable manner. Positive action to include training on interview skills
EIA No.	**EIA Proposal**	

S12	**Legal and Democratic services – Political Assistants** – Political Assistants - there are 3 political assistants (one for each group) supporting Members by providing research, advice, administrative and clerical support. The proposal means the Council will cease to have Political Assistants, but some basic support being provided to Political Groups from existing Democratic Services.	
Groups potentially impacted	**Impacts identified**	**Specific Mitigating Actions (in addition to the generic actions identified above)**
Due to the numbers of staff affected, to preserve employee confidentiality, no employee equalities data has been gathered or analysed from the council's employee database – no significant impacts identified.	All 3 posts deleted so potentially 3 redundancies	• Avoiding any compulsory redundancies via offering VS and through redeployment. • Support has also been offered via interview skills training and CV writing workshops.
EIA No.	**EIA Proposal**	
S13	**Public Health – Community Safety** – Review community safety function. Opportunity for efficiencies through better alignment of functions. Service review being undertaken Dec 2014.. £158k savings aligned to service area. Approx. 23 employees are currently employed in this service area (1 employed on Sc6 or below, 21 employed on SO1/2 to M7 and 1 at M8 or above).	
Groups potentially impacted	**Impacts identified**	**Specific Mitigating Actions (in addition to the generic actions identified above)**
The Public Health Directorate is currently proposing changes across a variety of service areas to achieve current and future required budget savings. Emerging proposals are to delete several posts, transfer some posts to other council teams and TUPE transfer some posts to the private sector. In broad terms the proposals have the potential to have a	Employees in the service area are on average younger than the directorate and council average, and service is above the disability target. The service area is significantly below directorate and council averages and targets for BME, White Other and White Irish. Subsequently the proposals have the potential to further erode representation in these minority groups.	• Reasonable adjustments to be considered and made (where appropriate) in the application of all council policies and procedures. • Occupational Health Service advice to be sought as necessary. • Positive action including skills interview training and internal coaching as well as signposting to Disability Workers Forum, women's forum, LGBT and BME forum. • Ensure managers involved in selection have completed corporate recruitment and selection training.

disproportionately negative impact on various groups of employees with protected characteristics re: • Disabled employees • Minority ethnic groups • Male employees • Employees with a religion/belief system • LGBT employees	A higher proportion of staff in the service area are male and therefore the proposals could further erode representation of female staff. The service area is significantly above target in relation to sexual orientation, employing a significantly higher proportion of LGBT employees compared to both council and Directorate.	
EIA No.	**EIA Proposal**	
S14	**Public Health – Regulatory Services** – Redesign of service of function to achieve 11% savings and make service sustainable in the future. Focus on delivery of statutory services. Emerging proposals: Opportunity for efficiencies through better alignment of functions (disband health & safety team to create public health project team & develop a self funded wildlife management team. Service review being undertaken Dec 2014. £235k savings aligned to service area. This will result in the deletion of vacancies, the internal transfer of some posts to the PH Team and the management of redundant posts through voluntary severance processes. Approx. 101 employees are currently employed in this service area (43 employed on Sc6 or below, 52 employed on SO1/2 to M7 and 6 at M8 or above).	
Groups potentially impacted	**Impacts identified**	**Specific Mitigating Actions (in addition to the generic actions identified above)**
The Public Health Directorate is currently proposing changes across a variety of service areas to achieve current and future required budget savings. In broad terms the proposals have the potential to have a disproportionately negative impact on various groups of employees with protected characteristics re:	The council and Directorate and service are above the disability target. The service area is above and council average but below the Directorate average. Therefore the proposals may disproportionately impact on the number of disabled employees in the service area when compared to the council. The service area is above directorate and council averages and targets for BME but remains off target. Subsequently the	• Reasonable adjustments to be considered and made (where appropriate) in the application of all council policies and procedures. • Occupational Health Service advice to be sought as necessary. • Positive action including skills interview training and internal coaching as well as signposting to Disability Workers Forum LGBT and BME workers forum. • Ensure managers involved in selection have completed corporate recruitment and selection training.

• Disabled employees • Minority ethnic groups • Male employees • LGBT employees	proposals have the potential to disproportionately impact on BME representation in the service when compared to the Directorate and council. The service area is significantly below target employing a significantly lower proportion of LGBT employees compared to both council and Directorate. Therefore LGBT representation in the service and council may be further eroded by the proposals.	
EIA No.	**EIA Proposal**	
S15	**Adult Provider Services, Home Care Services** – Review staffing structure. Review criteria for services. Potential to invest in community rather than in beds. Commission independent sector. Change of culture and efficiencies through health and social care integration. Reduce service and agree funding with NHS. Potential impact on service delivery and integration plans with Better Care and short term services. Specification and funding to be agreed with the NHS re bed based review in early 2015. No detailed proposals have been made at the time of writing. Report to follow in the New Year. Approx 158 employees are currently employed in this service area (138 employed on Sc6 or below and 20 employed on SO1/2 and above). £400k savings aligned to the service.	
Groups potentially impacted	**Impacts identified**	**Specific Mitigating Actions (in addition to the generic actions identified above)**
The proposals have the potential to have a disproportionately negative impact on disabled staff, some minority ethnic groups, male employees and employees with a religion or belief.	There is a disproportionally low representation of disabled employees in this area and therefore this could be further eroded. The service employs an above average number of BME staff compared with the council and adults directorate average and targets, therefore BME representation may be disproportionately affected. There are fewer male employees in the	• Ensure all appropriate reasonable adjustments are made for disabled employees; • Offer skills interview training and internal coaching as well as signposting to the relevant workers forums and mentoring schemes; • Review communication approach and monitor understanding of staff; • Consider any disability related issues in the relocation of staff;

	service than the council average.	
EIA No.	**EIA Proposal**	
S16	**Children's Service – Children's Centres** – Achieve savings of £779,000 from total Children's Centres budget of £2,471,000. This to be achieved by realigning services to focus on those most in need and merging Children's Centres where demand is lower. As a result staffing levels to be reduced. There are currently 45.78 Full Time Equivalent (FTE) posts in the service (approximately 145 employees). The proposed staffing reductions are for three specific posts totalling approximately 11 FTE across these posts.	
Groups potentially impacted	**Impacts identified**	**Specific Mitigating Actions (in addition to the generic actions identified above)**
In broad terms the proposal to reduce staffing has the potential to have a disproportionately negative impact on the following protected characteristics: • Age • Disability • Ethnicity • Gender • Sexual Orientation • Religion/Belief	The service has a comparatively younger workforce than the council. The service has above the average and target of disabled staff and a higher proportion of lower grade employees are disabled than from higher grades. Lower grade posts make up the vast majority of posts in the service and all posts affected in this proposal are lower graded. If BME staff are either redeployed or made redundant as a result of these proposals this could further erode this under represented group. The service area employs significantly more female employees on compared to the council and Children's Services and significantly exceeds the council target. The proposals could reduce the representation of men in Children's Centres. This is an area where it has been traditionally more difficult to recruit men. The service area employs a below average number of LGBT employees compared to	• Offer all employees job application and interview support, and highlight potential training opportunities such as apprenticeships for younger workers. • Positive action including skills interview training and internal coaching as well as signposting to LGBT Forum & mentoring scheme. • Consider the need for appropriate support and training to re-skill employees in new working methods. • Ensure that all appropriate reasonable adjustments are made for disabled employees. • Utilise the support of the council's Supported Employment Team and appropriate non council agencies to support employees where appropriate and necessary. • Positive action including skills interview training and internal coaching as well as signposting to Disability Workers Forum & mentoring schemes. • Review communications approach options (plain English etc) and monitor understanding.

	both the council and Children's Services. LGBT under representation in the service area may be further eroded by the proposals.	
EIA No.	**EIA Proposal**	
S17	**Children's Services Early Years and Childcare team –** Proposed savings of £102,000 out of a total budget of £660,000. This to be achieved through reduction in support for out of school childcare, no longer run Moulsecoomb summer playscheme or fund reduced price places for Free School Meals children in holiday school age childcare and non-school based after school care, retain reduced sustainability funding for voluntary out of school providers, withdrawal of all playwork qualification funding, reduction in early years qualification funding with priority for settings with funded 2 year olds and requires improvement judgements, reduction in short course programme, increase in income generated (achieved by increasing course cost to £50 for a full day and £60 for adverts in the Job Vacancy List), reduced support for childminders and staffing restructure. 20 staff are employed in this service.	
Groups potentially impacted	**Impacts identified**	**Specific Mitigating Actions (in addition to the generic actions identified above)**
As not more than 20 employees affected to preserve employee confidentiality, no employee equalities data has been gathered or analysed from the council's employee database. Comments below are based on evident information. Men are in a minority in the council and in Children's Services. The service has male under representation when compared to the council average and may be further reduced as a result of these proposals.	A low proportion of the affected employees (30%) are male when compared to the council average. Male employees are in a minority in the council and below target. aft Therefore male representation in the service area and council may be further eroded by the proposals.	• Relevant processes and procedures to be undertaken in an equitable manner. • Positive action to include training on interview skills

EIA No.	EIA Proposal	
S18	**Environment, Development and Housing – City Clean**– Reduction in Street cleansing to meet budget savings through a move toward greater use of mechanical sweeping and less manual cleansing. The exact number of posts impacted is not available at the time of writing. The introduction of a flexible, multi-skilled core nucleus of staff that moves around services to meet the meets of residents and operational demands.	
Groups potentially impacted	**Impacts identified**	**Specific Mitigating Actions (in addition to the generic actions identified above)**
The service is undertaking a full service review and full details of plans are not available however it is anticipated that there will be a reduction of staff within Street Cleansing. The impact of a reduction in Street Cleansing staff will have the potential to have a disproportionately negative impact on groups of employees with protected characteristics re: • Female employees • BME workers • White – other workers • Disabled employees • Sexual orientation • Employees with a religion/belief system	The service age profile is broadly in line with that of the Council with a slightly higher number of staff aged between 20 – 29 years and 40 – 49 years. The service is slightly above the average for disabled employees therefore proposals may disproportionately impact on the representation of disabled employees in the service. The service area is significantly below the BME target and council averages. Therefore the proposals may further erode the relatively low representation BME employees in the service area. The service area is significantly above the 'White – Other' target and Council averages. Therefore White-Other representation may be disproportionately impacted by the proposals. Proposals may further erode the relatively low representation of female employees in the service area. 10% of employee disability data is not known in the service area. The analysis above is based on declared date only.	• Ensure that all appropriate reasonable adjustments are made for disabled employees. • Positive action including skills interview training and internal coaching as well as signposting to the Disability workers Forum & mentoring schemes and women's workers forum. • Review communications approach options (plain English etc.) and monitor understanding. • Consider and take account of any disability issues. • Consider how we can use the learning resource centre to support staff through change • Positive action to include training on interview skills, coaching and signposting to relevant forums e.g. BME workers forum that run a mentoring scheme. • Review communications approach options (plain English etc) and monitor understanding.

EIA No.	EIA Proposal	
S19	**Environment, Development and Housing city parks** – In recognition of reduced budgets the review in City Parks proposes a reduction in Gardening posts to meet budget savings. The exact number of posts impacted is not available at the time of writing but it estimated approximately 8 – 10 posts across the service. It is also proposed to refocus the Ranger service to engage more with residents and volunteers. The proposed delivery model proposes the introduction of a flexible, multi skilled core nucleus of staff that moves around services within City Clean and Parks to meet the meets of residents and operational demands.	
Groups potentially impacted	**Impacts identified**	**Specific Mitigating Actions (in addition to the generic actions identified above)**
The impact of a reduction in Gardening posts will have the potential to have a disproportionately negative impact on groups of employees with protected characteristics re: • Female employees • BME workers • Disabled employees • Sexual orientation	The service area is below the Council disability average and the Council target, and for BME and White Other staff, LGBT staff and has significantly lower representation from female staff. Therefore the proposals may further erode the relatively low representation of these groups in the service. Note: 12.59% of employee disability data is not known in the service area and 25% of LGBT data. The analysis above is based on declared data only.	• Ensure that all appropriate reasonable adjustments are made for disabled employees. • Positive action including skills interview training and internal coaching as well as signposting to the Disability workers Forum & mentoring schemes, and BME workers forum. • Review communications approach options (plain English etc.) and monitor understanding. • Consider and take account of any disability issues. • Encourage completion of equalities data to reduce the number of unknowns to enable more accurate data.
EIA No.	**EIA Proposal**	
S20	**Environment Development and Housing - Housing** – Deletion of 1.00 FTE office manager funded by GF Deletion of 1 FTE PA support to Head of Housing/Service which is currently covered by agency staff. Head of Temporary Accommodation and Head of Housing Strategy to share PA support and remaining PA to support Head of Housing. Change of line management for current PA to Head of Housing Strategy to office managers.	
Groups potentially impacted	**Impacts identified**	**Specific Mitigating Actions (in addition to the**

		generic actions identified above)
Due to the numbers of staff affected, to preserve employee confidentiality, no employee equalities data has been gathered or analysed from the council's employee database. Comments are based on evident information. PA support is wholly female	None	Voluntary Severance is being offered to staff and a number of staff have already come forward regarding this. It is likely however that this will be resolved through redeployment.
EIA No.	**EIA Proposal**	
S21	**Environment Development and Housing – Housing Options** – Loss of 2.64 Full Time Equivalent (FTE) Housing Options Officer delivering front line homeless prevention work. Loss of 1.5 FTE admin providing support to front line homeless prevention service, Deletion of 0.5 FTE Allocation Manager post (temporary accommodation and supported accommodation) and 0.27 FTE of Band 3 supported accommodation move-on officer.	
Groups potentially impacted	**Impacts identified**	**Specific Mitigating Actions (in addition to the generic actions identified above)**
Due to the numbers of staff affected, to preserve employee confidentiality, no employee equalities data has been gathered or analysed from the council's employee database – no significant impacts identified.	None	Voluntary Severance is being offered to staff and a number of staff have already come forward regarding this. It is very likely that the saving will be achieved through VS.

APPENDIX 15

Council Carbon Budgets for 2015/16

Carbon Budget	Budget lead	2012/13 Carbon Footprint (tonnes CO_2)	2013/14 Carbon Footprint (tonnes CO_2)	2013/14 Spend (net £)	2014/15 Carbon Budget target (tonnes CO_2)**	2015/16 Carbon Budget Target (tonnes CO_2)***
1) Total Corporate emissions (gas, electricity and oil – incl. Freedom Leisure)*	Angela Dymott	**11,798**	**11,802**	**2,981,967**	**11,330**	**10,877**
2) Landlord Housing emissions (incl gas and electricity)*	Angela Smithers	**5,505**	**5,645**	**1,304,609**	**5,419**	**5,202**
3) Total School emissions (incl gas, electricity and oil)*	Angela Dymott	**9,175**	**9,905**	**2,396,196**	**9,509**	**9,129**
4) Fleet fuel emissions	Richard Bradley	**2,160**	**2,207**	**947,576**	**2,119**	**2,034**
5) Street Lighting emissions (electricity)	Mark Prior	**4,868**	**4,724**	**933,815**	**4,526**	**4,345**

Caveats:
*Gas and oil data has been normalised using degree day analysis, to factor out the variations in outside air temperature.
** Based on 4% reduction on 2013/14 performance. Performance against the 2014/15 budget will be calculated in July 2015.
*** Based on a 4% reduction on 2014/15 target (2014/15 actual data will be available in July 2015).

Context to performance:

Corporate: Planned maintenance programmes for corporate buildings each year addresses key energy saving initiatives including oil to gas conversions and improvements to insulation. There have been several changes to occupied buildings over the course of the year as part of the Workstyles Phase 3 programme. Automated Meter Reading (AMR) equipment is now installed on many of our utility meters and we are working to address wasted energy. We are currently working on the energy efficient design and refurbishment of Hove Town Hall as one of the main council hubs. We are currently improving insulation in several corporate landlord maintained buildings. The installed solar PV systems at Bartholomew House and Hove Town Hall have been exceeding the expected performance and therefore generating more electricity than anticipated.

Schools: Planned maintenance programmes for school buildings each year addresses key energy saving initiatives including oil to gas conversions and improvements to insulation. There have been several school expansions over the course of the year and in 2014/15 a new satellite school was opened. Demand for electricity is higher due to increased electrical equipment including interactive whiteboards, electric kitchens, and IPads. Solar Panels were installed at St Bartholomew's Primary in early 2014 as part of Solar Schools and further schools are raising funds for panels. As part of the project to open a new school in Holland Road we installed a new solar array. During 2014/15 schools have been provided with access to AMR data to help them reduce energy use and they have also been given access to interest free loans for energy efficiency projects and this is a focus going forward. Resource Futures have been providing environmental education support to schools which is helping address sustainable behavioural change and understanding in schools.

Freedom Leisure: Freedom Leisure work to an annual energy reduction plan across all the sites they manage. This includes good housekeeping, LED lighting and PIR sensors, insulation enhancements and other mechanical enhancements.

Housing: Housing are continuing to support investment projects that will both reduce energy usage and assist residents at a time when fuel poverty is a major challenge in the sector. Already during 2014 several sheltered housing schemes have had solar PV installations put in, and connected to the landlords' supply into the buildings. Additionally, the long-term upgrade of communal lighting and controls is continuing, giving an improved service at times when residents need it. At the same time, the lift replacement programme, which will see almost all the lifts replaced over the next 5 years, is being delivered. These projects, along with communal gas boiler system upgrades and insulation improvements, will assist in further meeting our carbon reduction targets across the housing stock.

Street Lighting: Continuing with energy efficient renewal of lighting across the city. Improving the data held within lighting inventory. The Street Lighting Team are exploring options for further capital investment in replacement energy efficient fittings.

Fleet Fuel: We have reduced the fleet and replaced vehicles with lower CO_2 (g/km) however the fuel usage has risen. This may be due to disruption at Cityclean and the removal of casual and essential car user's allowance.

Brighton & Hove City Council

Budget Consultation and Engagement: Summary Report

January 2015

Findings: at a glance

- Public Health is residents' highest priority for themselves and second highest priority for the city, just below Education; a third would increase spend on it. Central Services is residents' lowest priority.
- Whilst the majority want funding to be, at least, maintained for all service areas, around two-fifths would reduce funding for the Council Tax Reduction Scheme, Central Services and Highways and Traffic Management.
- Two fifths think Council Tax should never rise; half think it could under certain circumstances.
- Residents are very much in favour of the exploitation of fines for anti-social behaviour as a way to increase income, and of differential charging for attractions for residents and visitors.
- Residents would **STOP** delivering non-essential services and stop spend on road/traffic/cycle/parking developments.
- Residents would **START** to focus on delivering (only) essential services, start introducing or increasing charges/rates/taxes/fines and start improving road/traffic/cycle/ parking arrangements.
- Residents would **CHANGE** (by streamlining/cutting) council services / staffing / pay / councillors / benefits and change road / traffic / cycle / parking arrangements.

About this report: at a glance

- Results of the random sample survey of 502 residents are the most statistically robust: the summary above draws on these alone.
- Other findings reported draw on: 383 self-selecting survey responses, 22 self-selecting stakeholder survey responses, 12 young people's views, 294 web based budget tool users' views.
- Detailed information on approach, methods and response rates is at end of this report.

About the consultation approach

The budget consultation approach taken in 2013/14 was felt to efficiently deliver robust results, as well as enabling residents to have their say about the council's budget, should they wish to. The approach was therefore mirrored this year, with some improvements to consultation questions.

Specifically:

- a postal survey was issued to a random sample of 3,000 households in early October 2014, with an aim of obtaining a robust sample;
- the same survey questions were made available online via the Consultation Portal from 26 September 2014 to 12 January 2015, and the link to this survey was widely promoted via social media, and in emails to strategic partners, the community and voluntary sector, the business sector and other stakeholders;
- the same survey was made available in hard copy in libraries and public buildings and to targeted groups such as residents of sheltered housing and the Youth Council; and
- an online budget literacy and prioritisation tool was hosted on the Brighton & Hove City Council website budget pages from 26 September 2014.

About this report

This report presents the results from the range of consultation activities outlined above but with a focus on the results to the survey issued to a random sample of households as this is the most robust, representative feedback. As there were 502 responses we can be sure that the results are representative to within +/- 4% of the views of all households.

This report is organised in the following sections:

A) Results from random sample (502 responses): Paper and online survey.
B) Results from self-selecting sample (405 responses): Paper and online survey.
C) Results from self-selecting sample of City Partners, stakeholders and community and voluntary group representatives (22 responses): Online survey.
D) Results from discussion of survey questions by young people (12 participants).
E) Results from online budget literacy and prioritisation tool (294 responses).
F) Methods and response rates.

There is a range of other consultation and engagement activity taking place with stakeholders, staff and representative groups that also has relevance to budget deliberations.

A) Results from random sample (502 responses): Paper and online survey

Residents were first invited to rate as high, medium or low, the priority they would give to different service areas for themselves and their family, then to do the same prioritisation exercise for the city.

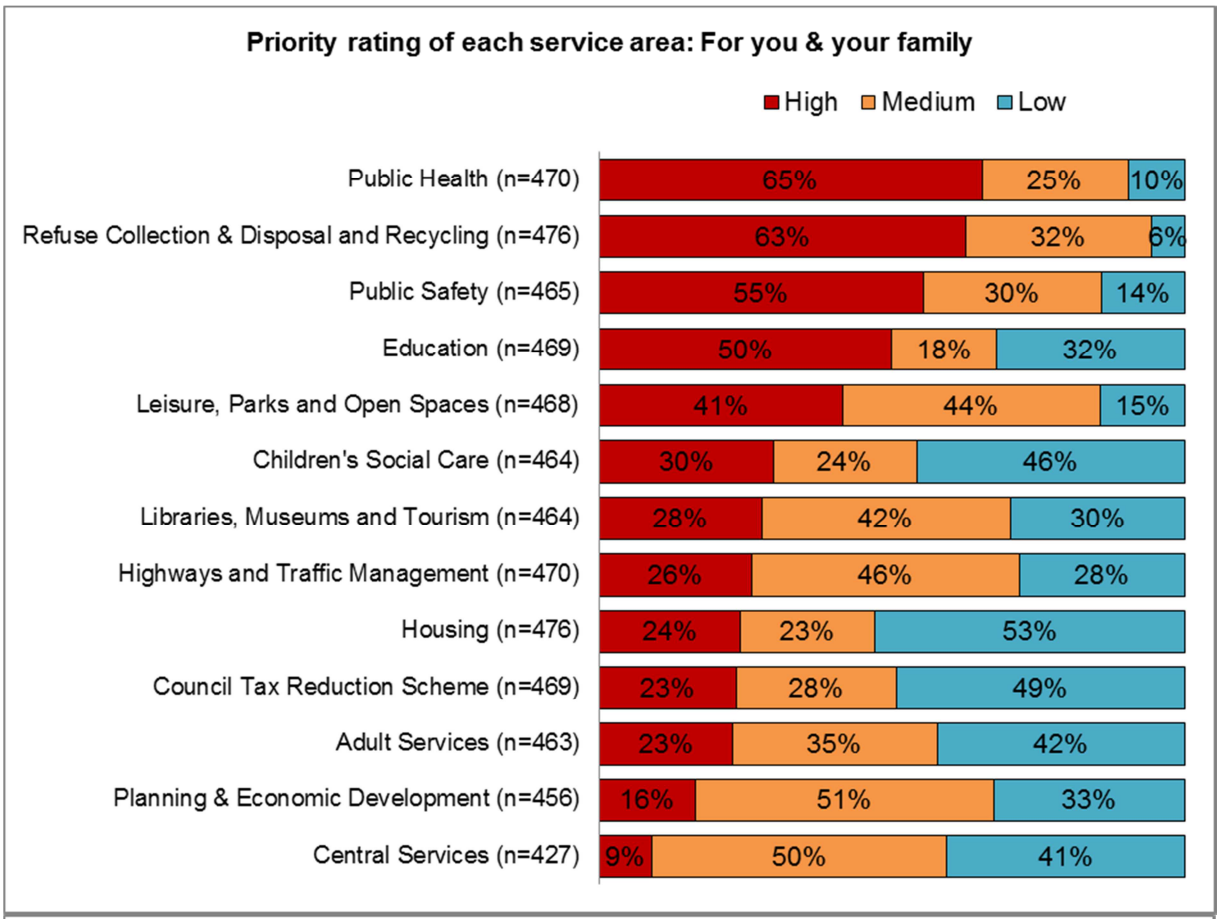
Not everyone who completed the survey rated every service area so the number of people rating each service area is given in brackets on charts. For example only 427 respondents rated Central Services, whereas 470 rated Public Health.

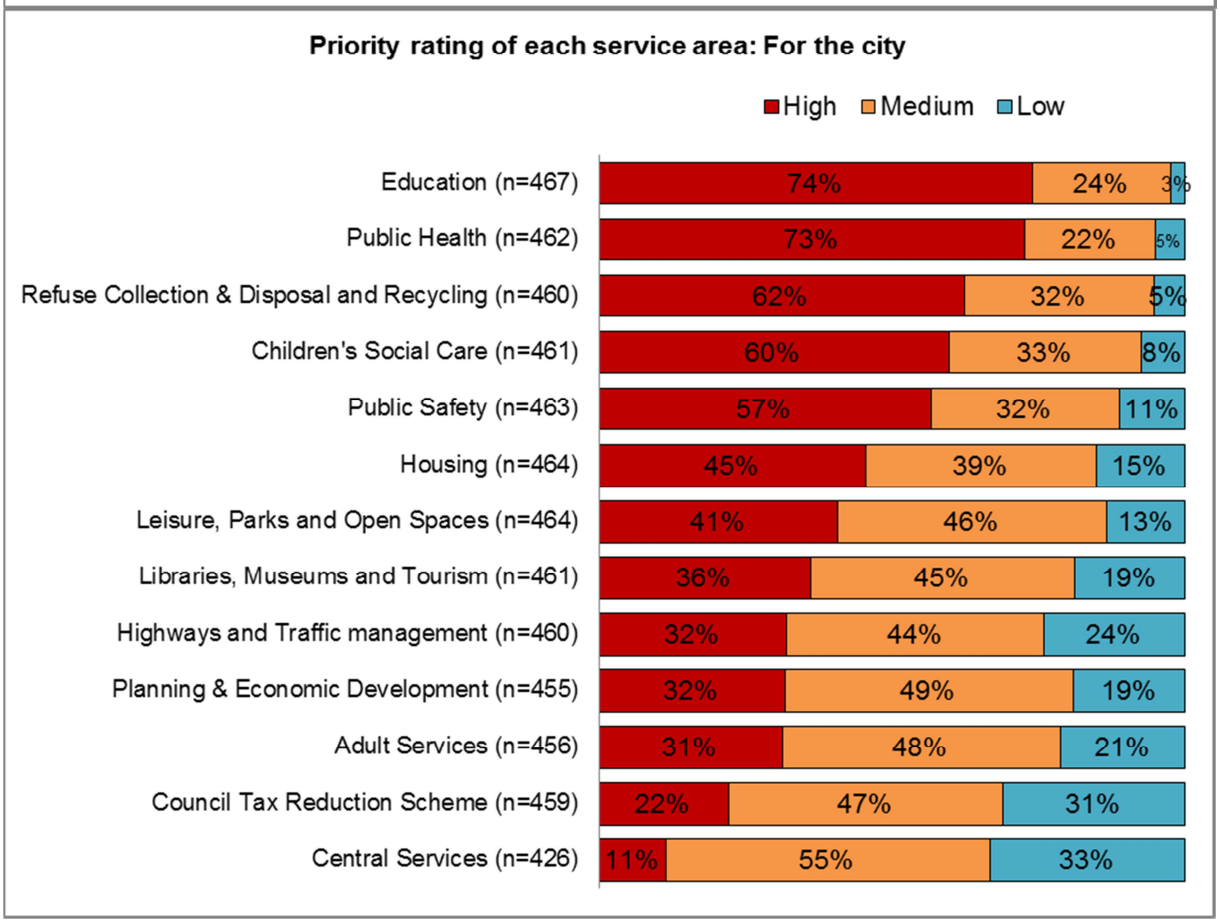
A small number of respondents only rated services for themselves and their family and did not go on to rate them for the city as well.

Results show that respondents tended to rate service areas as a higher priority for the city than for themselves and their families. There was also, unsurprisingly, more polarisation when rating service areas for themselves compared to the city; if a respondent (and their family) uses or benefits from a particular service they may be more inclined to rate it a higher priority, whereas a respondent not using or benefitting from a service may be more inclined to rate it low.

Compared to last year's results, the proportions rating services as high priorities are lower, and proportions rating services as low priorities are higher, suggesting the scale of the budget challenge may be better understood this year.

The charts overleaf show the service areas ranked from highest priority to lowest for respondents and their families, then for the city.


Priority rating of each service area: For you & your family
High
Medium
Low
Public Health (n=470) 65% 25% 10%
Refuse Collection & Disposal and Recycling (n=476) 63% 32% 6%
Public Safety (n=465) 55% 30% 14%
Education (n=469) 50% 18% 32%
Leisure, Parks and Open Spaces (n=468) 41% 44% 15%
Children's Social Care (n=464) 30% 24% 46%
Libraries, Museums and Tourism (n=464) 28% 42% 30%
Highways and Traffic Management (n=470) 26% 46% 28%
Housing (n=476) 24% 23% 53%
Council Tax Reduction Scheme (n=469) 23% 28% 49%
Adult Services (n=463) 23% 35% 42%
Planning & Economic Development (n=456) 16% 51% 33%
Central Services (n=427) 9% 50% 41%


Priority rating of each service area: For the city
High
Medium
Low
Education (n=467) 74% 24% 3%
Public Health (n=462) 73% 22% 5%
Refuse Collection & Disposal and Recycling (n=460) 62% 32% 5%
Children's Social Care (n=461) 60% 33% 8%
Public Safety (n=463) 57% 32% 11%
Housing (n=464) 45% 39% 15%
Leisure, Parks and Open Spaces (n=464) 41% 46% 13%
Libraries, Museums and Tourism (n=461) 36% 45% 19%
Highways and Traffic management (n=460) 32% 44% 24%
Planning & Economic Development (n=455) 32% 49% 19%
Adult Services (n=456) 31% 48% 21%
Council Tax Reduction Scheme (n=459) 22% 47% 31%
Central Services (n=426) 11% 55% 33%

Higher priority areas

Top five (largest proportion rating high priority for the city)

- Education (74% high)
- Public Health (73% high)
- Refuse Collection, Disposal and Recycling (62% high)
- Children's Social Care (60% high)
- Public Safety (57% high)

- With the exception of Public Health, which wasn't asked about in last year's survey, all service areas have lower priority ratings this year.
- Education was rated the highest priority for the city by 74% of respondents, with just 3% rating it a low priority. For respondents and their families, Education received a lower rating (50% high) but was nonetheless the fourth highest ranked service.
- Public Health had the highest priority rating for respondents and their families (65% high) and was rated even higher for the city as a whole (73% high), although 1% below the top priority of Education.
- Refuse Collection, Disposal and Recycling received high and very similar priority ratings, regardless of whether respondents were rating it for themselves or the city (63% and 62% respectively).
- Children's Social Care had a high priority rating, especially when rated for the city, with 60% rating it high. Although only 30% rated it high for themselves and their families, it ranked 6th out of the 13 service areas asked about.
- Public Safety, like Refuse Collection, Disposal and Recycling, was rated very similarly for respondents themselves (55% high) and the city (57% high).

Lower priority areas

Bottom five (largest proportion rating low priority for the city)

- Central Services (33% low)
- Council Tax Reduction Scheme (31% low)
- Highways and Traffic Management (24% low)
- Adult Services (21% low)
- Planning & Economic Development (19% low)

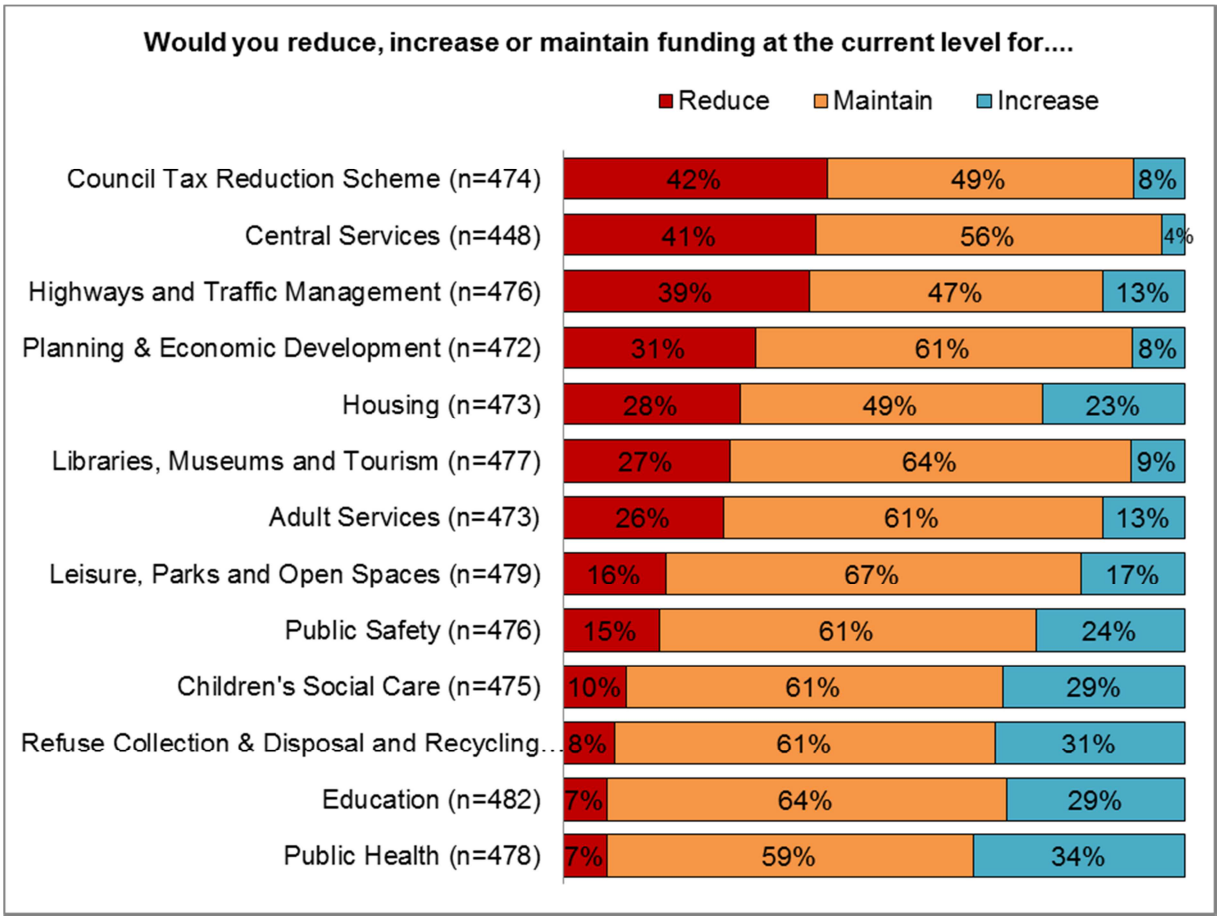
- As in previous years, Central Services was the lowest rated area with just 11% rating it a high priority for the city, and only 9% rating it high for themselves. A third of respondents rated it a low priority for the city.
- Although, generally, larger proportions rated service areas as lower priorities this year, just two areas were rated low by around a third; Central Services and Council Tax Reduction Scheme.
- Despite differences in how respondents rated services for themselves and for the city, the four lowest rated services were the same. These were Central Services, Adult Services and Council Tax Reduction Scheme, all of which were rated low priorities by at least a fifth of respondents.

- The service area with the largest proportion, 53%, rating it a low priority for themselves and their family was Housing. This compares to 15% rating it low for the city.

Areas with the widest spread of opinion

- Analysis of areas with a spread of opinion shows where views are more polarised, with comparable proportions rating areas high and low. When rating services for themselves there was more variance than when rating services for the city. As mentioned before, this is likely to be as people rate services they currently use, or are more likely to use, as a higher priority.
- The widest spread of opinions when rating services for themselves and their families were Highways and Traffic Management (26% high, 28% low) and Libraries, Museums and Tourism (28% high, 30% low).
- Service areas where views were divided over the priority for the city were Highways and Traffic Management (32% high, 24% low) Adult Services (31% high, 21% low).

Respondents were asked to say whether they would reduce, increase or maintain service area funding at the current level. This year, respondents were more inclined than last year to say funding should be reduced, and less inclined to say it should be increased, across all service areas (except Public Health which was not asked about last year). Results are shown below.



Reduce funding

Respondents generally didn't want funding (spending) reduced with the majority opting to either maintain or increase funding for all areas.

That said, 42% would reduce funding for the Council Tax Reduction Scheme, 41% would reduce funding for Central Services and 39% would reduce it for Highways and Traffic Management.

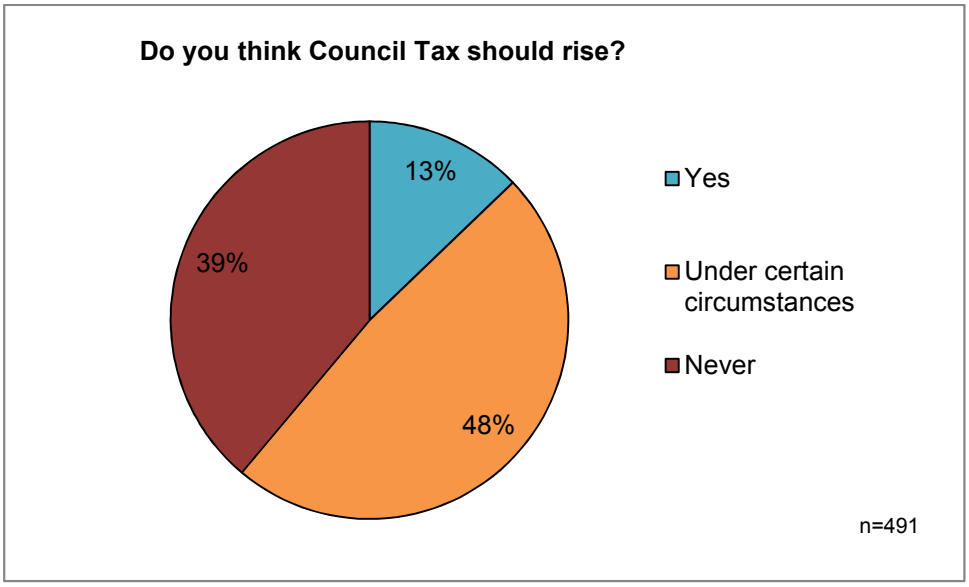
Increase funding

The only service area where at least a third wanted funding (spending) increased was Public Health, with 34% saying they would increase funding and just 7% saying they would reduce it. A comparatively large proportion, 31%, would increase funding for Refuse Collection, Disposal and Recycling. 29% each said they would increase funding for Education and Children's Social Care.

Maintain funding

With the exception of 3 service areas (Housing, Council Tax Reduction Scheme and Highways and Traffic Management) over half of respondents thought funding should be maintained at the current level. Service areas with the highest proportions of respondents thinking funding should be maintained were Leisure, Parks and Open Spaces (67%), Education (64%) and Libraries, Museums and Tourism (64%).

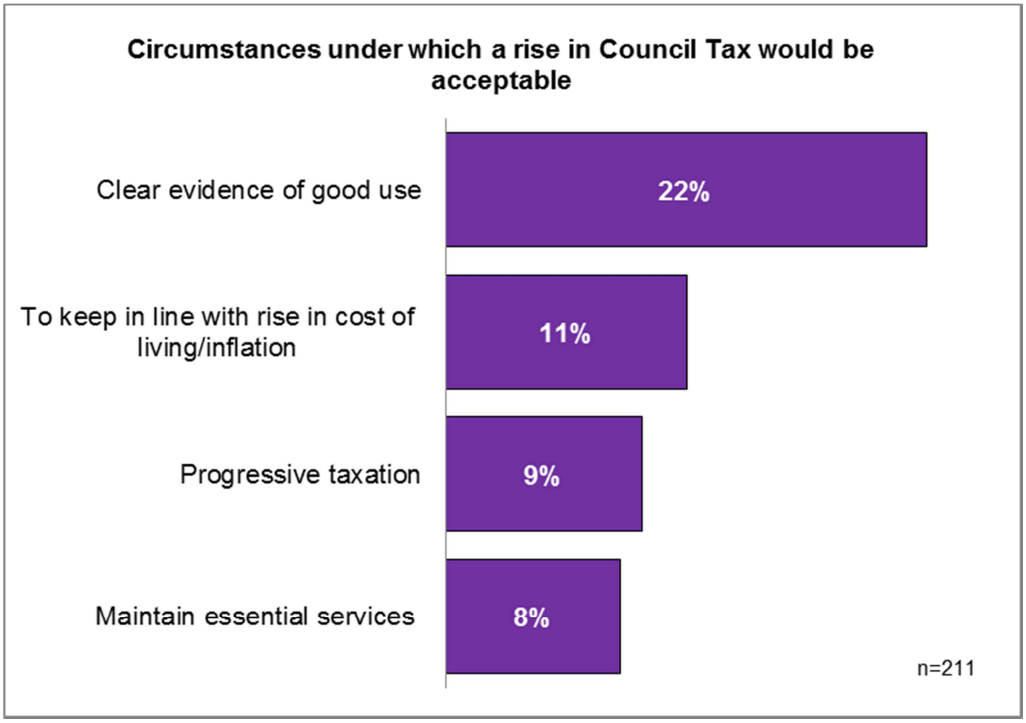
Respondents were then asked if they felt Council Tax should ever rise to reduce pressure on the council's finances.



13% of the sample felt that Council Tax should rise, a notably larger proportion than the 6% saying it should in response to last year's survey. However, 39% thought that it should never rise whilst 48% felt that an increase in Council Tax could be justified in certain circumstances; both of these results are within +/- 5% of last year's results.

Analysis of comments made by respondents who answered that Council Tax could rise "under certain circumstances" has been conducted to establish what those circumstances are. It shows there are 4 main positions:

- If there's clear evidence of the money being put to "good use" (22%[1])
- If the rise is in line with cost of living increases/inflation (11%)
- If the system is progressive[2] (9%)
- If the rise is in order to maintain essential services (8%)



Some respondents specified particular services that money raised from any rise in Council Tax should be used to fund. In order of mentions these were:

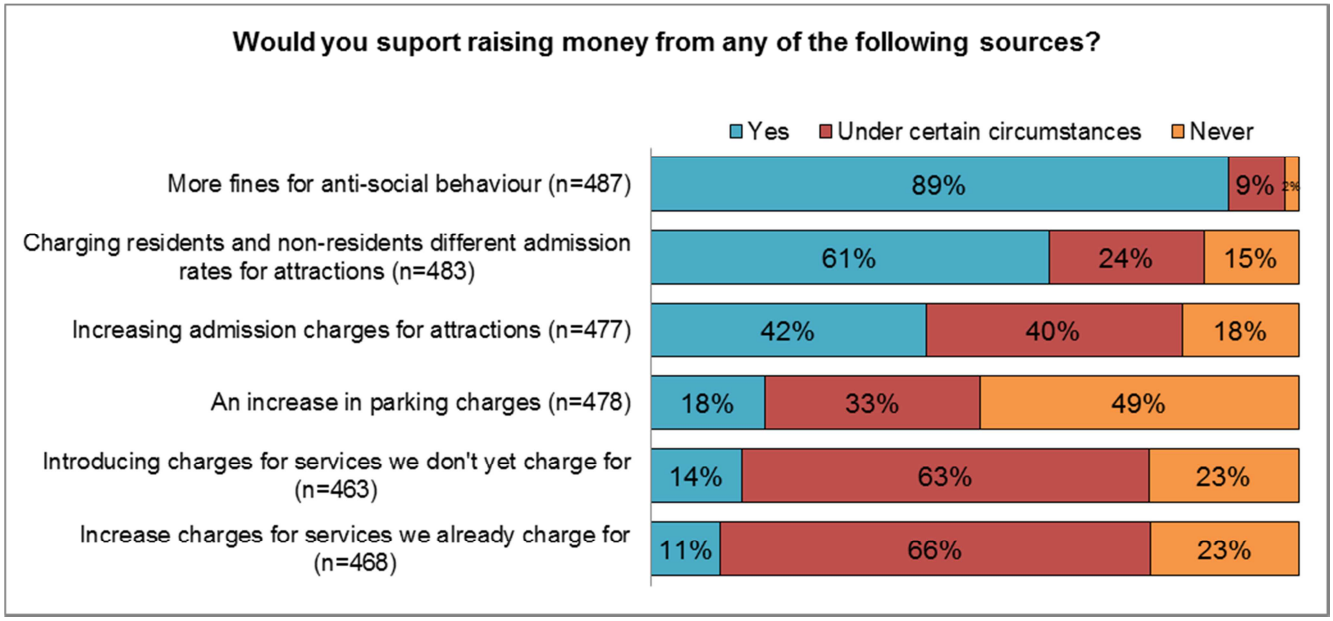
- Public Health (6%)
- Waste and recycling (5%)
- Social care (5%)
- Schools and Education (4%)

4% of respondents would support a rise in Council Tax to finance the Council Tax Reduction Scheme.

There was a wide range of other circumstances under which a rise in Council Tax would be acceptable, but, with the exception of those noted above, none were mentioned ten times or more.

[1] Proportion calculated as the number of mentions of an issue as a percentage of respondents answering the question "under certain circumstances".
[2] The term "progressive" was used by some respondents in their answers to different questions, and implied by many more. It has been used in this analysis to indicate views which essentially implied 'taxing those with greater wealth' or basing the system on ability to pay.

Respondents were then asked if they would support raising money from any of 6 different sources. Two new sources were asked about in this year's survey: "charging residents and non-residents different admission rates for attractions" and "introducing charges for services we don't yet charge for", and the wording of one option changed from "increasing admission charges for services" to "increasing charges for services we already charge for".



As in previous years, there was clear support for easing pressure on the council's finances through more fines for antisocial behaviour such as litter, dog fouling and noise, with 89% of the sample saying they would support raising money via such fines and only 2% saying this should never happen.

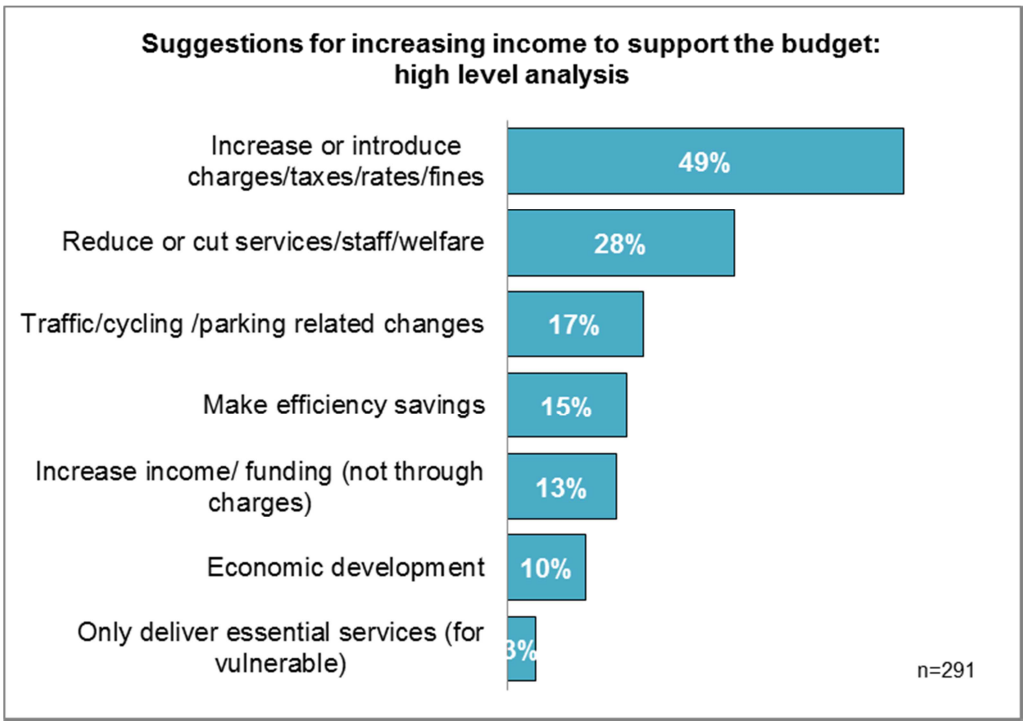
The majority, 61%, also favoured charging residents and non-residents different rates for attractions.

This year there was more of an appetite to increase charges for attractions with 42% in favour. Last year respondents were divided as to whether increasing admission charges for attractions should be done, with similar proportions in favour (26%) as opposed (27%).

49% of respondents were opposed to increasing revenue through raising parking charges, a slightly lower proportion than last year (55%).

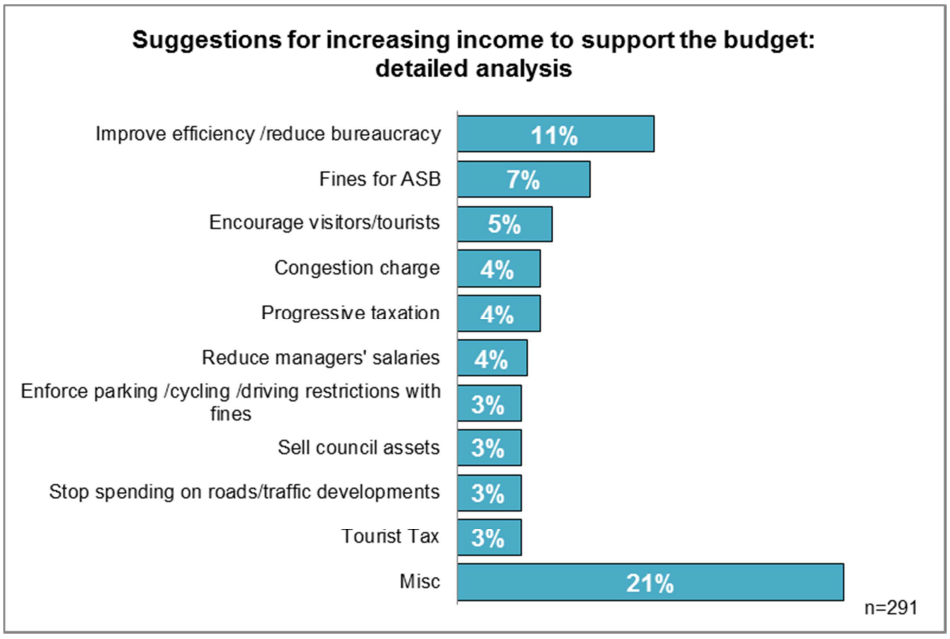
The majority (around two thirds in each case) said that only under certain circumstances would they favour the introduction of charges for services we don't yet charge for and increasing charges for services we already charge for.

Respondents' other suggestions for increasing income to support the budget were wide ranging. Analysis has therefore been undertaken at two levels; at a high level, with suggestions grouped into broad themes or categories, and then at a more granular level, with counts of mentions of single issues.



Analysis at a high level shows increasing, or introducing charges, taxes, rates and fines was the most common type of suggestion from residents for raising income, with 49% of those responding to the question commenting to this effect. This compares against 28% who suggested making cut-backs and reductions, although note that many respondents made suggestions that fit into more than one category, so some have suggested raising charges, as well as reducing services. [3]

The chart below shows only those suggestions that were mentioned at least ten times.

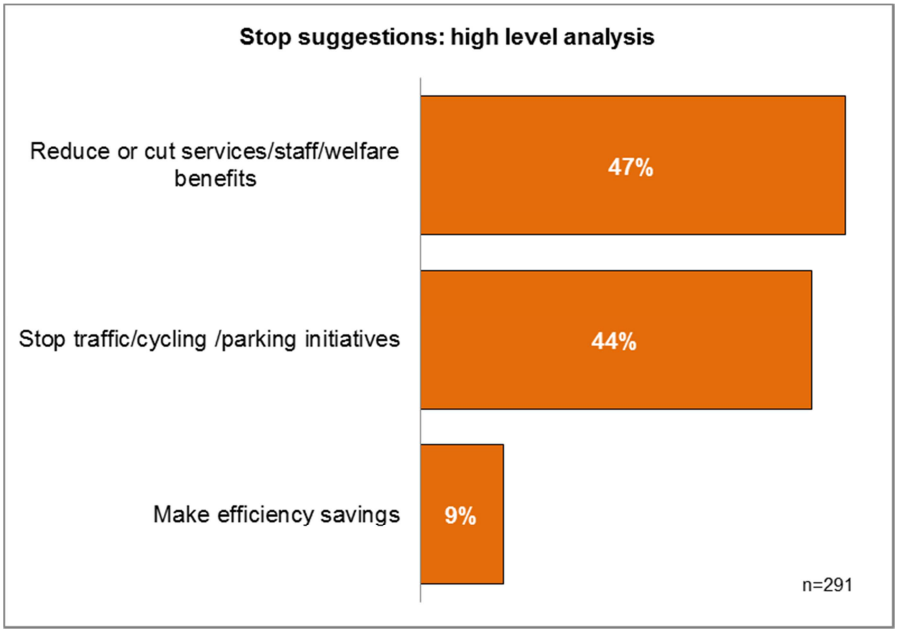


The most common single issue mentioned was to improve efficiency, cut out waste and bureaucracy and streamline services.

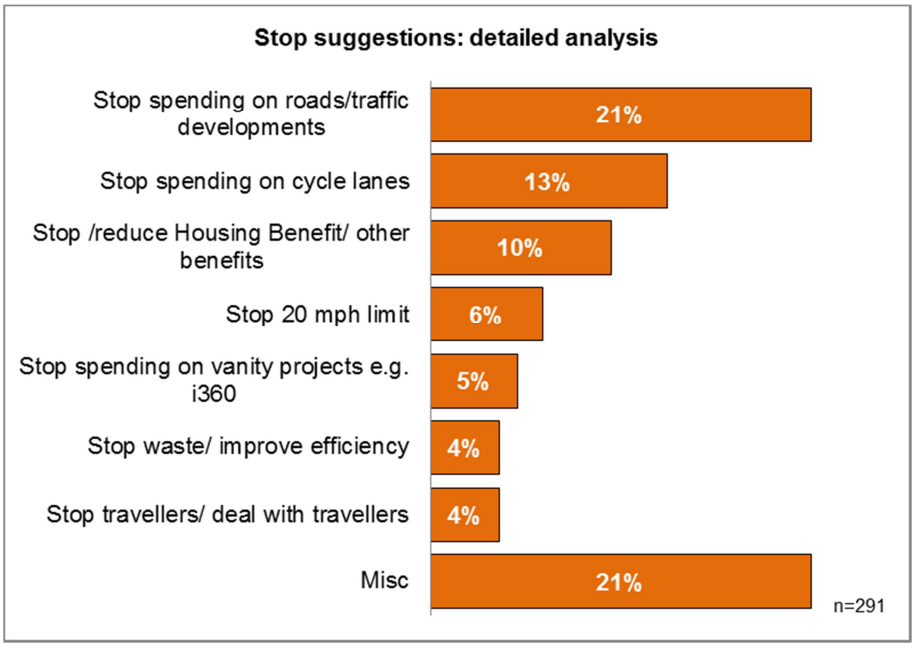
[3] Where this is the case responses are multi-coded.

Fines for anti-social behaviour were another popular suggestion, regarded as a win-win for the city. Some respondents singled out different types of ASB they would charge for, such as spitting and littering.

Respondents were asked, in the financial context, what they would stop doing, or do less of. Again, the charts below show only those issues mentioned at least ten times.



Unsurprisingly, due to question wording, comments clustered around reducing or cutting services, staff and benefits. Stopping traffic, cycling and parking initiatives was a close second with 44% suggesting making fewer changes to transport infrastructure.

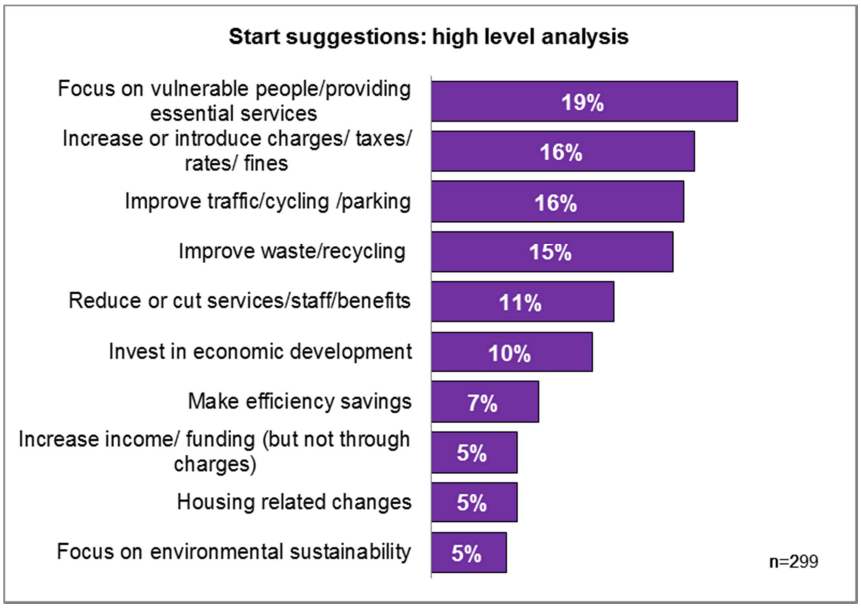


Looking in more detail at what respondents felt could be stopped shows alterations to roads (including bus lanes) was the most frequently mentioned single issue, with 21% of responses referring to them.

A further 13% referred specifically to spend on cycling lanes that they would stop to help close the budget gap.

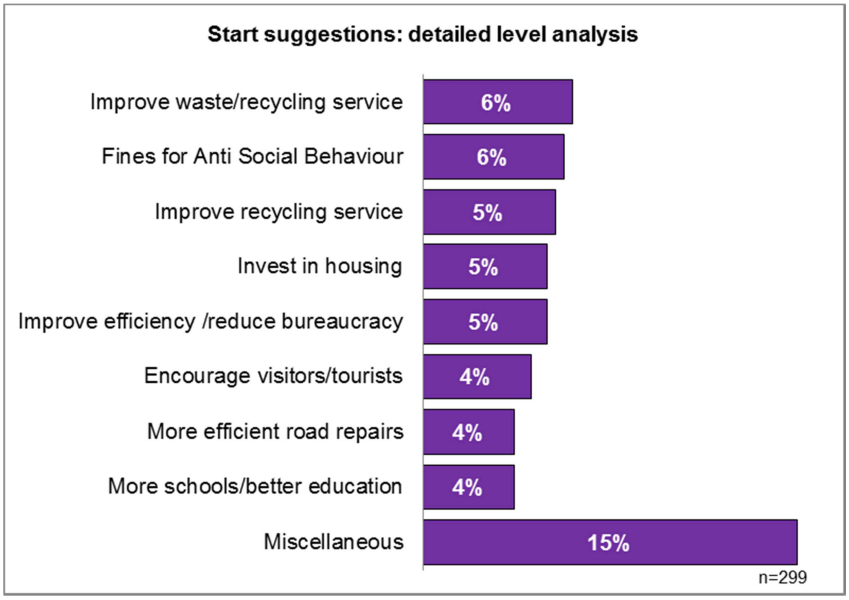
Reducing benefits, particularly Housing Benefit, was mentioned by 10%, and, in some cases, sentiments around this suggestion were expressed strongly.

The next question asked respondents what they would start doing, or do more of.



19% of respondents felt that the council should focus its efforts on delivering (only) essential services and prioritising vulnerable residents. Respondents had different views about what those essential services were and who the most vulnerable residents are, but there was general consensus that social care and children's services, including education, should be prioritised.

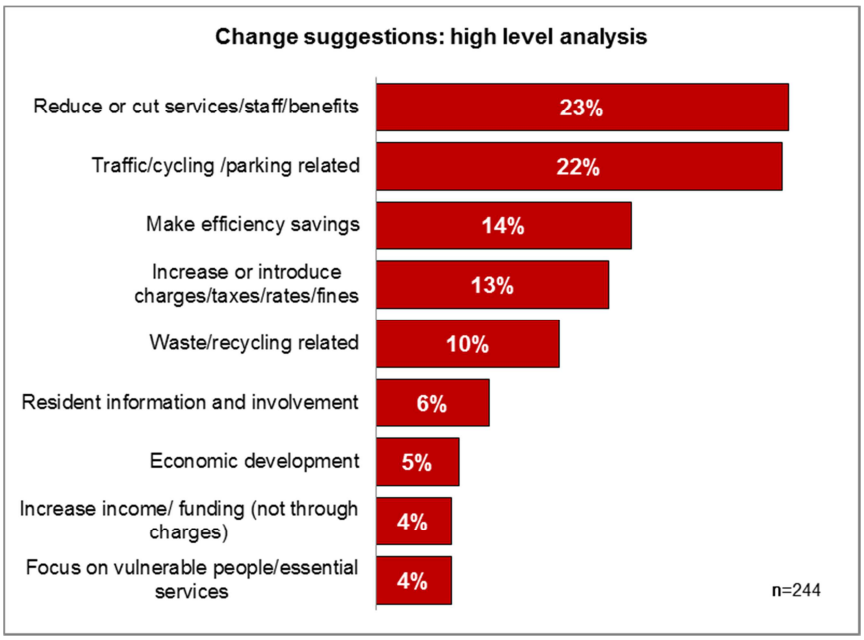
16% each said that, to help close the budget gap, they would introduce or increase charges/taxes or improve traffic/cycling/parking. 15% mentioned improving waste and recycling collections.



Looking in more detail at suggestions reveals that, whereas 6% of respondents referred to improving the waste/recycling service, a further 5%

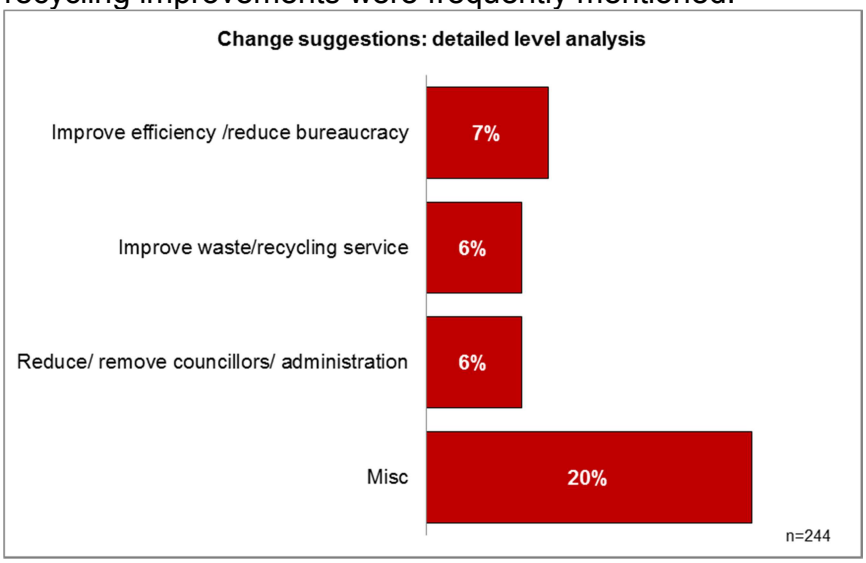
specifically singled out improvements to recycling services as something they would start to focus on.

Finally, respondents were asked what they would change or do differently. Most respondents chose to recap on their previous answers here.



Reducing or cutting services/staff/benefits was the top suggestion for change mentioned by 23%; 13% felt increasing or introducing charges should be part of the funding gap solution. This suggests that, on balance, respondents would favour cutbacks rather than paying more to maintain the status quo.[4]

Again, traffic, cycling and parking related changes and waste collection and recycling improvements were frequently mentioned.



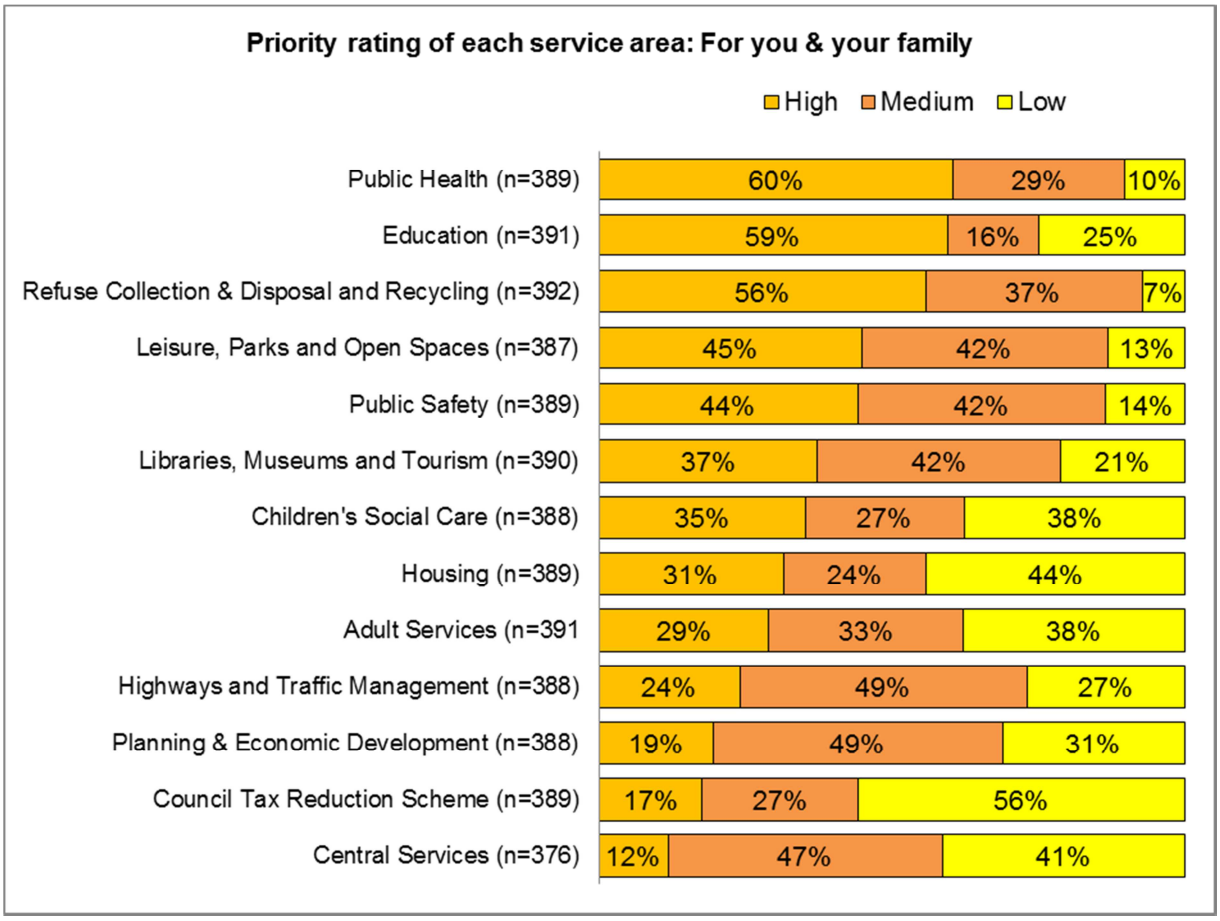
[4] This finding appears to contradict respondents' earlier answers around suggestions to increase income, whereby increasing or introducing charges was favoured over cutbacks. However, this is likely to be due to question wording; the former question asked about increasing income specifically, and cutbacks would not increase income, although they would effectively increase the amount of money available to divert to where it was needed.

There was a particularly wide range of single issues mentioned in response to this question, and, as in previous charts, the chart above shows only those issues mentioned by at least ten respondents.

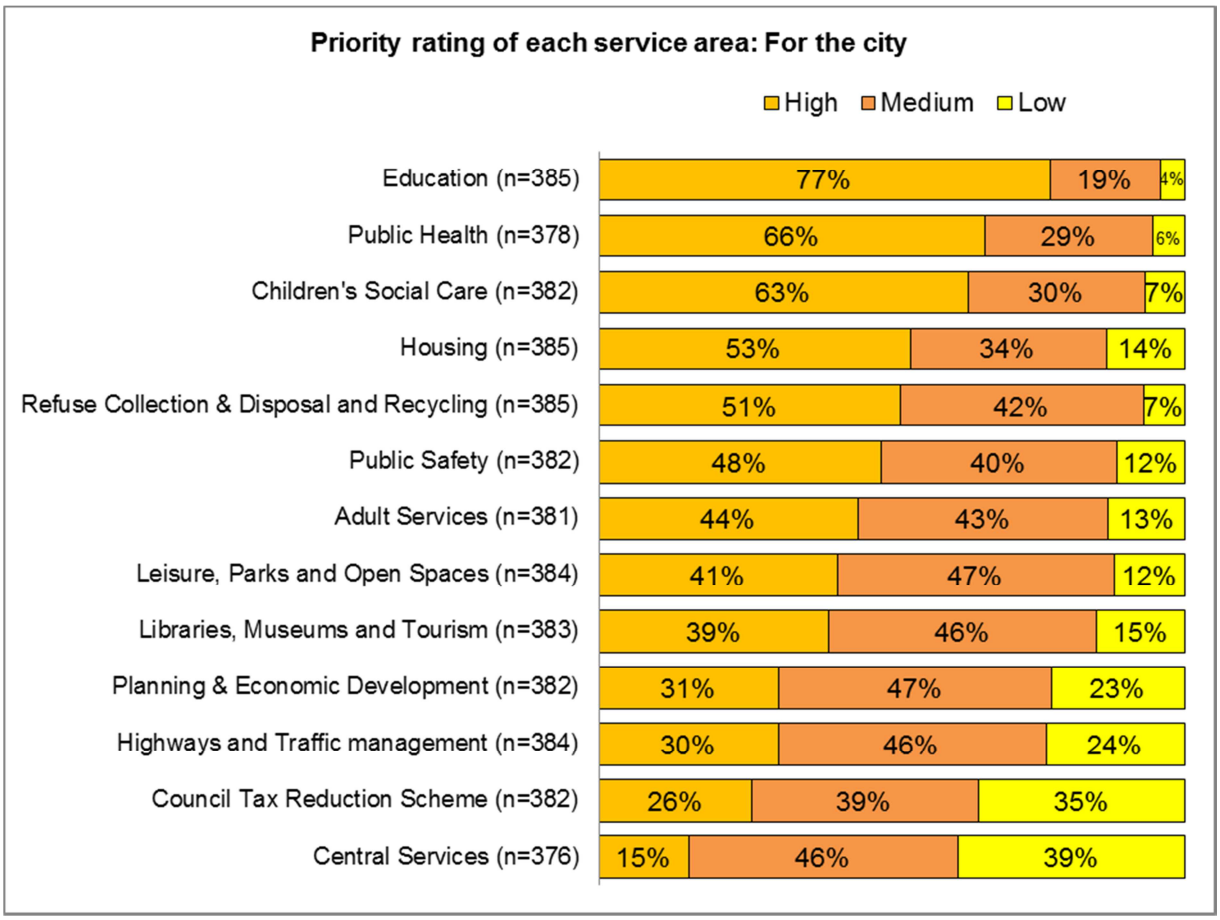
The biggest single issue respondents would change, mentioned by 7%, was improving efficiency within the council.

B) Results from self-selecting[5] sample (405 responses): Paper and online survey

The charts that follow show the analysis of self-selecting survey responses to the same survey that the random sample completed. Commentary is only made to highlight similarities and differences between this self-selecting sample's responses and the random sample's responses.



[5] Generally, self-selecting respondents tend to differ from the general population by having 'stronger' opinions. This causes self-selection bias which is not present in a random sample.



Higher priority areas

Top five (largest proportion rating high priority for the city)

- Education (77% high)
- Public Health (66% high)
- Children's Social Care (63% high)
- Housing (53% high)
- Refuse Collection, Disposal and Recycling (51% high)

Four of the top five priorities of self-selecting respondents were the same as those of the random sample and the top two are the same. Housing was not in the top five of the random sample (it was 6th with 45% rating it high), whereas Public Safety was 57% high.

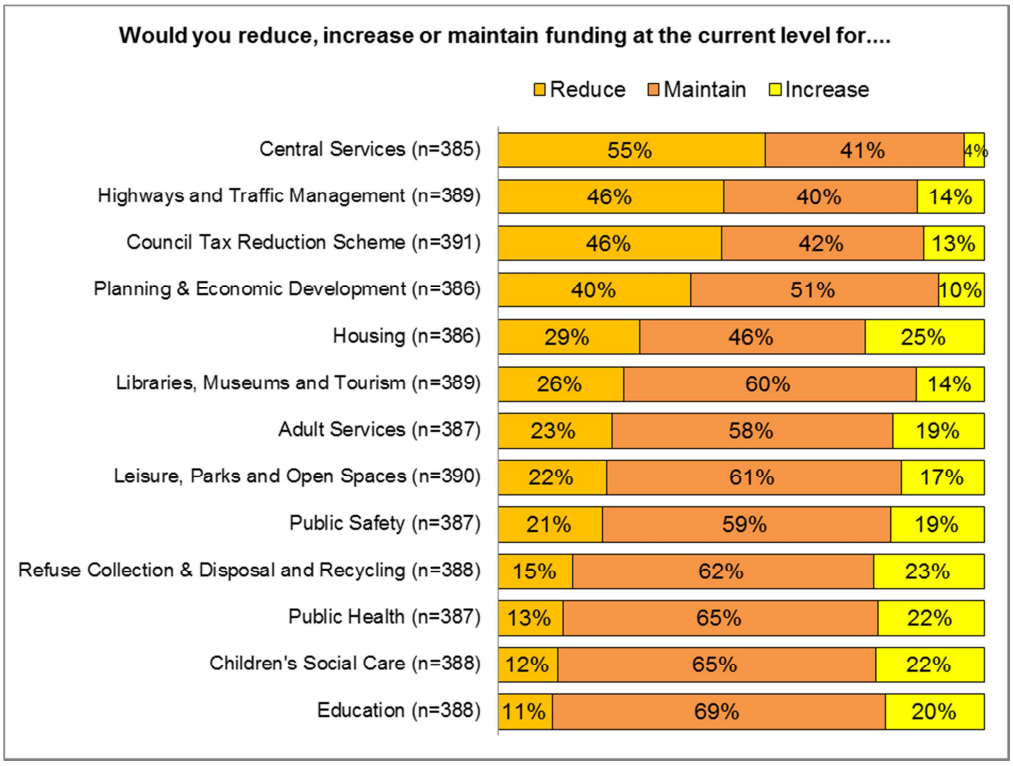
Lower priority areas

Bottom five (largest proportion rating low priority for the city)

- Central Services (39% low)
- Council Tax Reduction Scheme (35% low)
- Highways and Traffic Management (24% low)
- Planning & Economic Development (23% low)
- Libraries, Museums and Tourism (15% low)

Again, four of the bottom five priorities for this self-selecting sample were the same as for the random sample. The exception is Libraries, Museums and Tourism which was in this sample's lowest five priorities, whereas Adult Services was in the random sample's bottom five (21% low).

Respondents were asked to say whether they would reduce, increase or maintain service area funding at the current level.



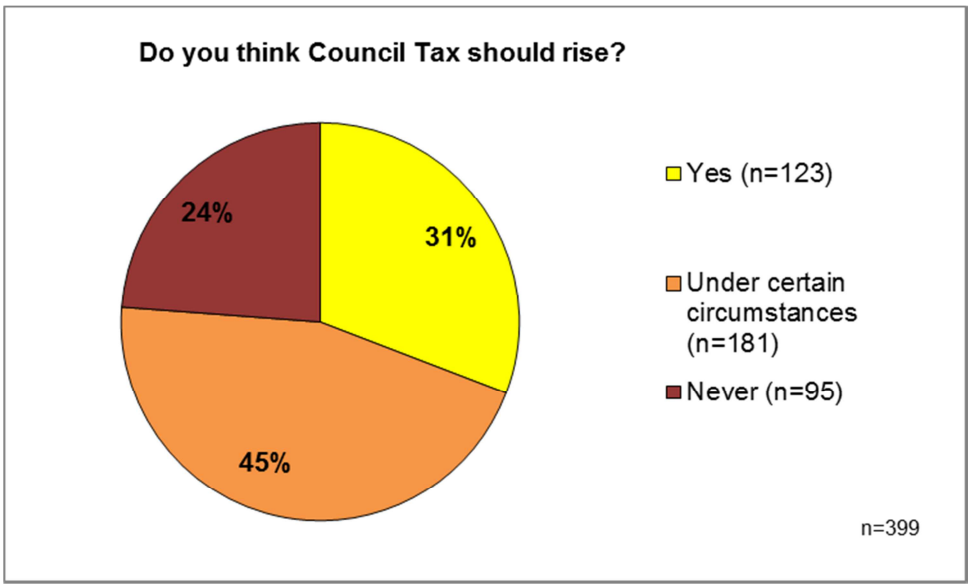
Reduce funding

Self-selecting respondents were notably more likely to think funding for Central Services should be reduced (55% compared to 41% of the random sample) as well as funding for Planning & Economic Development (40% compared to 31%) and Refuse Collection, Disposal and Recycling (15% compared to 8%).

Increase funding

Self-selecting respondents were more likely to think that funding for Adult Services should be increased (19% increase compared to 13%) as well as funding for Libraries, Museums and Tourism (14% compared to 9%).

Respondents were then asked if they felt Council Tax should ever rise to reduce pressure on the council's finances.

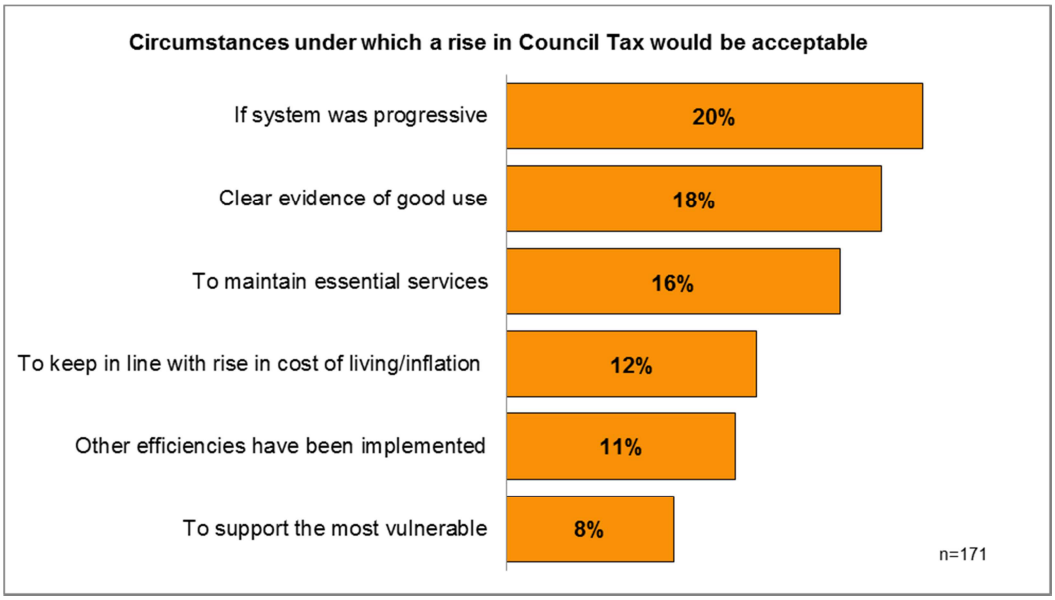


The self-selecting sample was more supportive of a rise in Council Tax. Whereas just 13% of the random sample felt that Council Tax should rise, 31% of the self-selecting sample felt it should. A lower proportion than the random sample felt it should never rise (24% compared to 39%).

Analysis of comments made by respondents who answered that Council Tax could rise "under certain circumstances" is presented below.

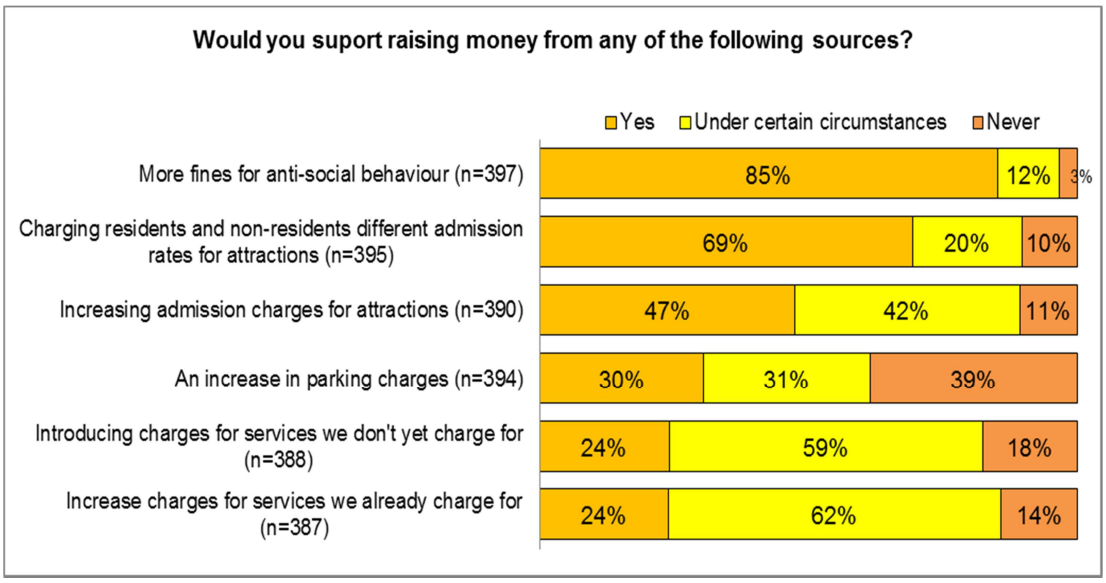
Self-selecting respondents' 4 main circumstances under which a rise would be acceptable are the same as the random samples, although ranked in a different order. The system being progressive was this sample's primary concern, mentioned by 20% of this sample, compared to 10% of the random sample. Maintaining essential services was also more frequently mentioned by this sample (16%, compared to 9% of the random sample).

The next chart shows all those circumstances mentioned at least ten times.



3% of self-selecting respondents would support a rise in Council Tax to finance the Council Tax Reduction Scheme.

Respondents were then asked if they would support raising money from any of 6 different sources.

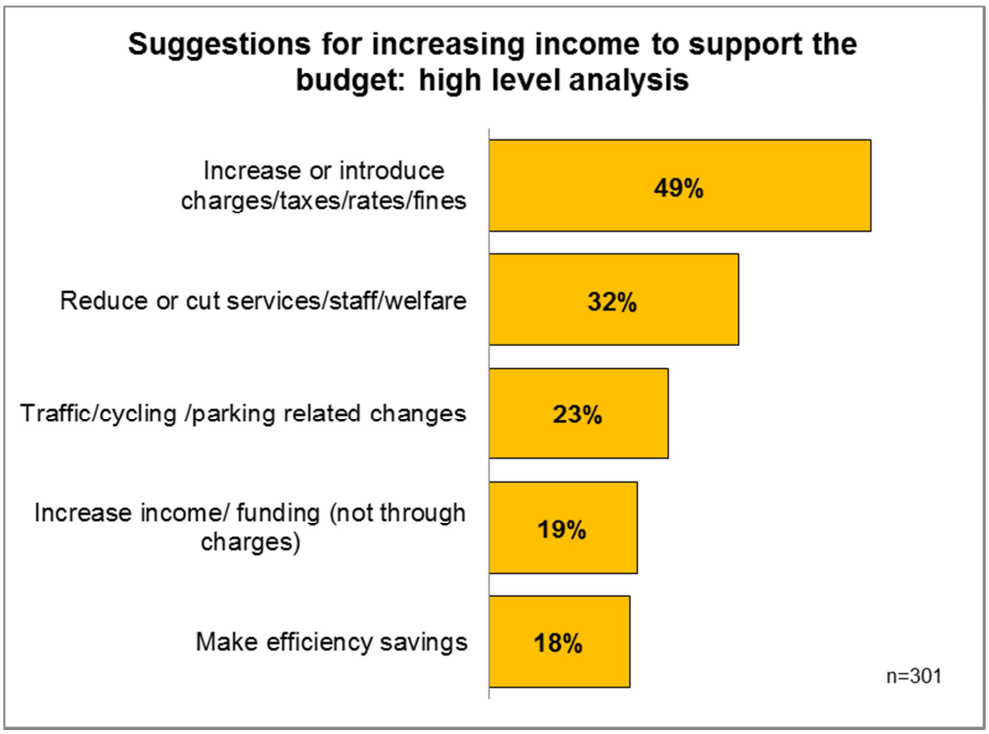


Self-selecting respondents were generally more likely to be in favour of raising money from the potential sources asked about in the survey and less likely to say they should “never” be exploited.

This sample was notably more likely to be in favour of increasing charges for services the council already charges for (24% in favour compared to 11% of the random sample), increasing parking charges (30% in favour compared to 18% of the random sample) and introducing charges for services the council doesn’t yet charge for (24% compared to 14%).

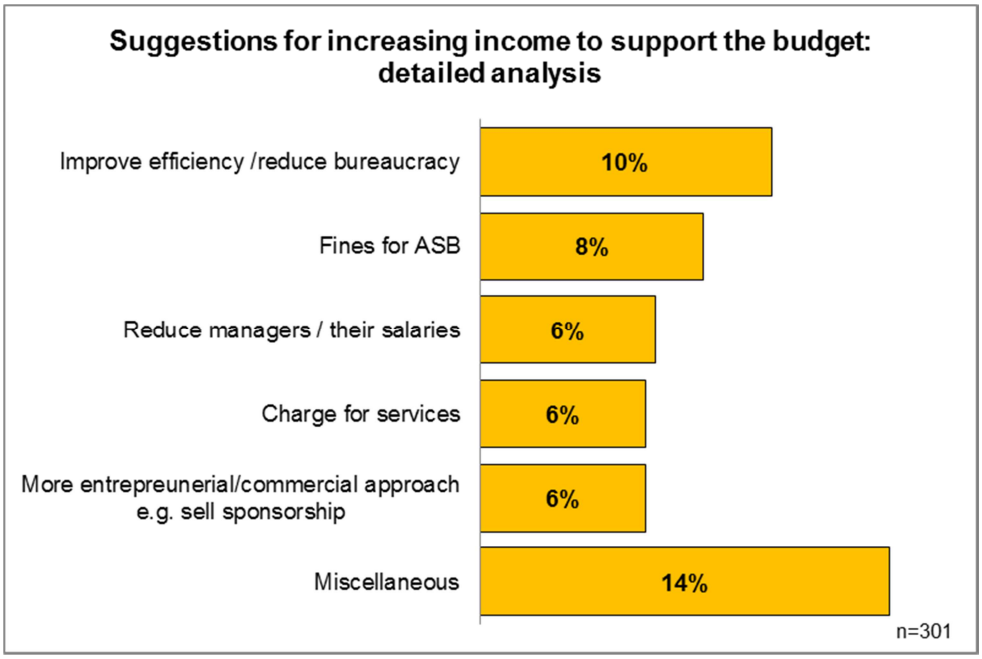
This sample’s suggestions for increasing income to support the budget were more varied, wide ranging and often quite detailed. Therefore, mirroring the analysis approach adopted for the random sample, suggestions have been analysed at two levels; at a high level, with suggestions grouped into broad categories, and at a more granular level of mentions of single issues.

Only the top five issues are charted from this point on as so many issues were raised.



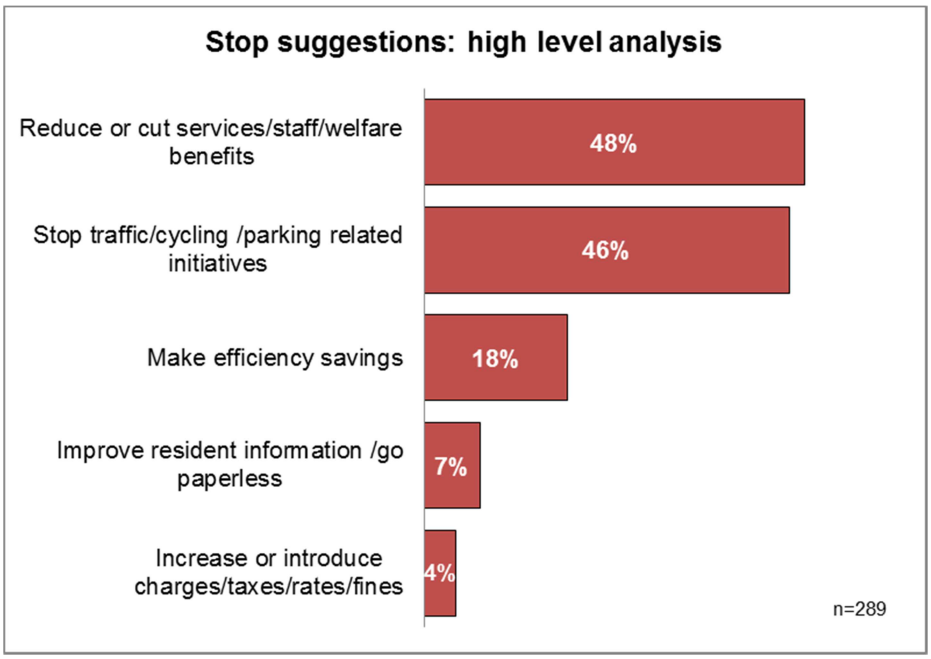
The top five high level issues for both the self-selecting and random sample are the same, although the bottom two issues were ranked in reverse order.

The next chart shows more detailed analysis.

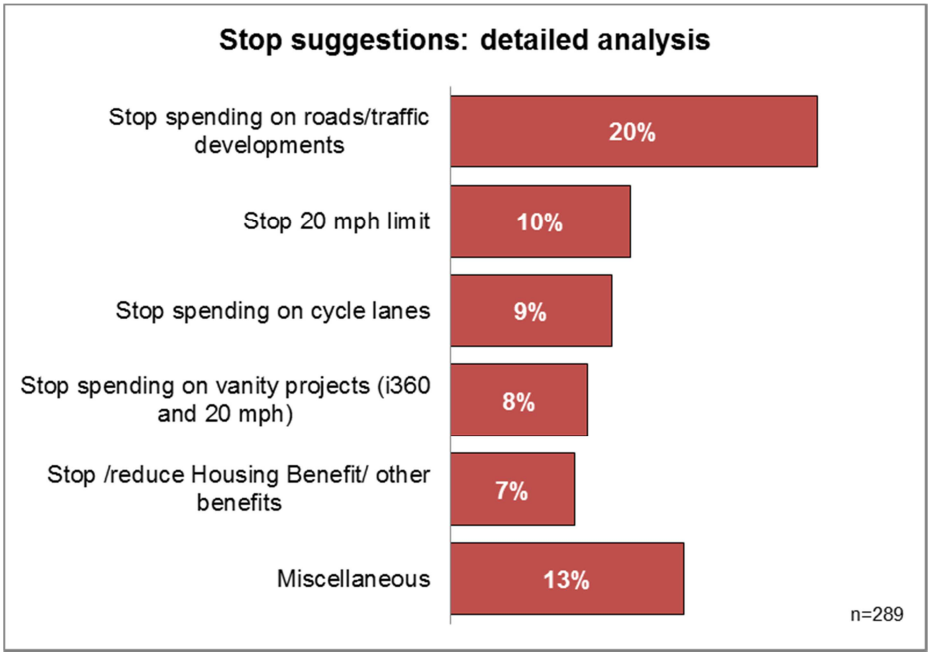


The top two suggestions for both samples are the same. The self-selecting sample was slightly more likely to suggest reducing council managers or their salaries, charging for services and adopting a more entrepreneurial approach. Note that the category of charge for services encompassed a wide range of opinion, with, for example, some in favour of small charges for all services, sometimes on a means-tested basis, and others only in favour of charges for very specific issues like library use.

The charts below show what the self-selecting sample said they would stop doing, or do less of, to address the budget gap.

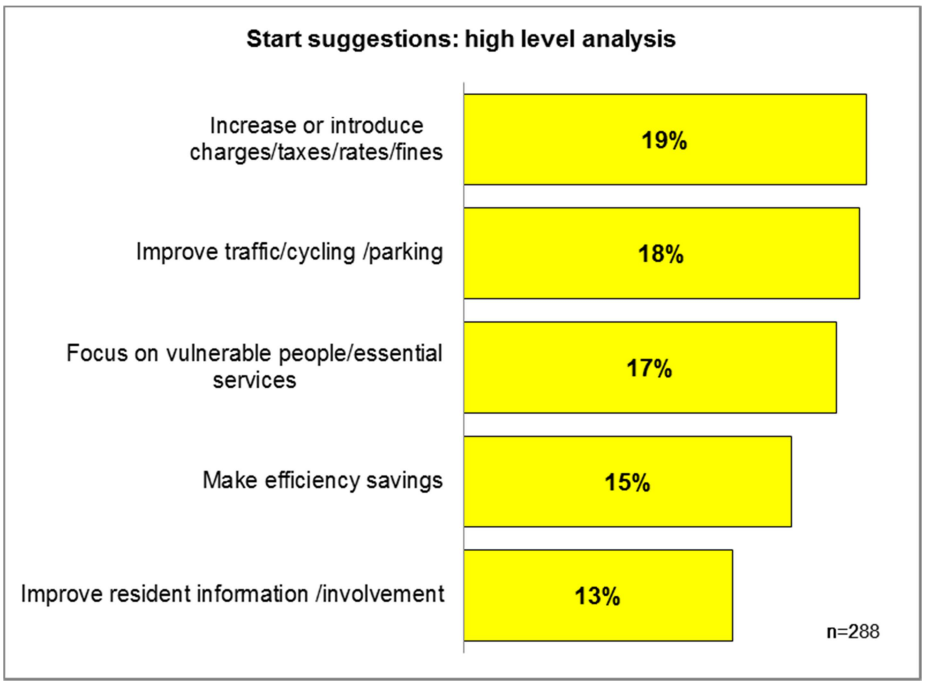


The top three suggestions were the same across the different samples. The self-selecting sample was more likely to favour exploiting efficiencies and reducing waste than the random sample (18% compared to 9%).



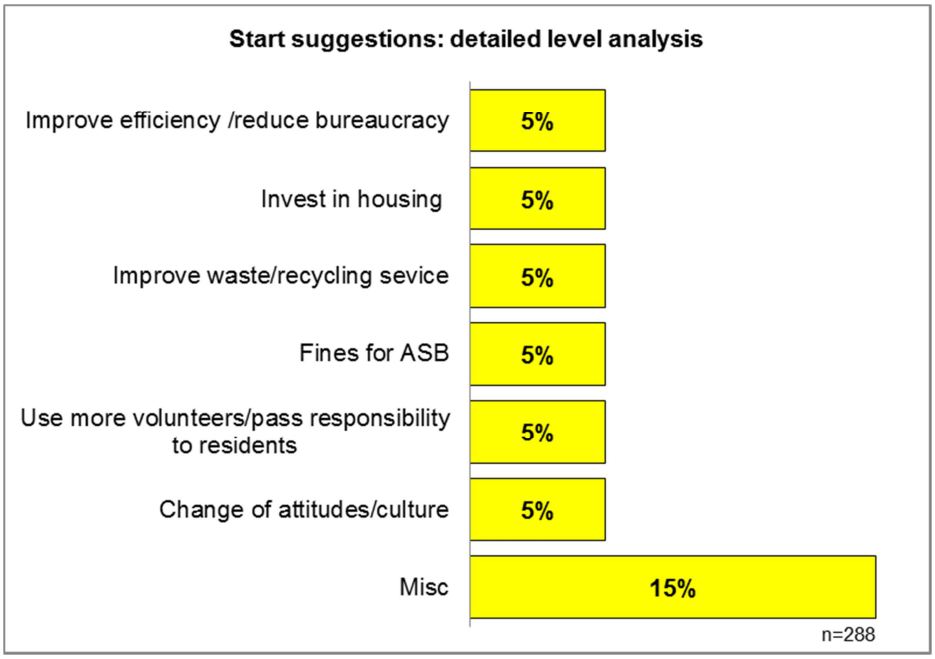
The top five single suggestions to 'stop' were the same across both samples, although in a slightly different order, with the self-selecting sample more likely to suggest stopping the 20 mph limit and associated spend (10% compared to 6%), more likely to suggest stopping spend on what they describe as "vanity" projects (8% compared to 5%) and less likely to suggest stopping spend on cycle lanes (9% compared to 13%) and reducing housing and welfare benefits (7% compared to 10%).

The next question asked respondents what they would start doing, or do more of.



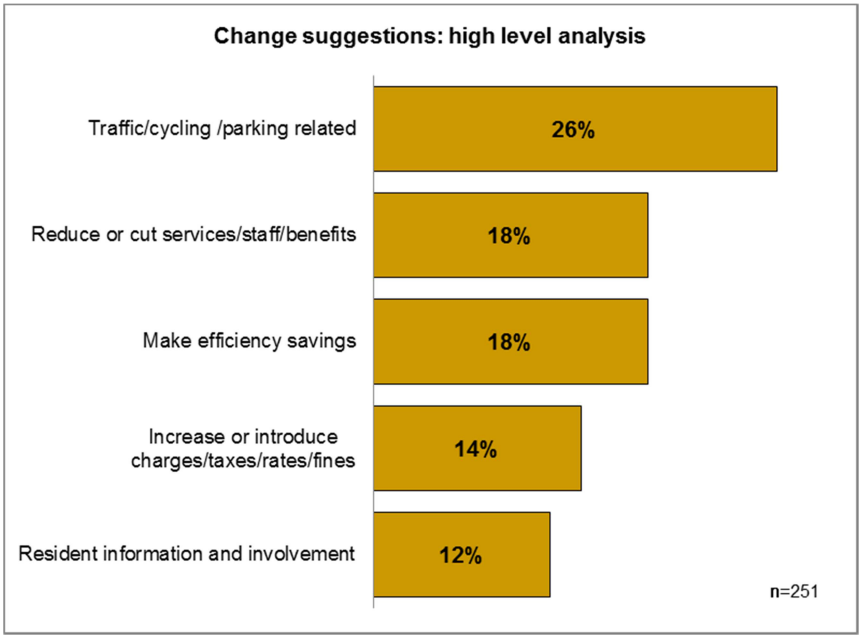
The top three suggestions to start were the same across the samples although in a different order with the self-selecting sample slightly more likely to suggest increasing or introducing charges/taxes/fines than the random sample (19% compared to16%).

One notable difference between the samples is the much higher amount of suggestions regarding resident information and involvement made by the self-selecting sample. Within this category there was a range of suggestions from ensuring that residents know and understand the council's predicament, to passing responsibility for maintaining their street to residents.

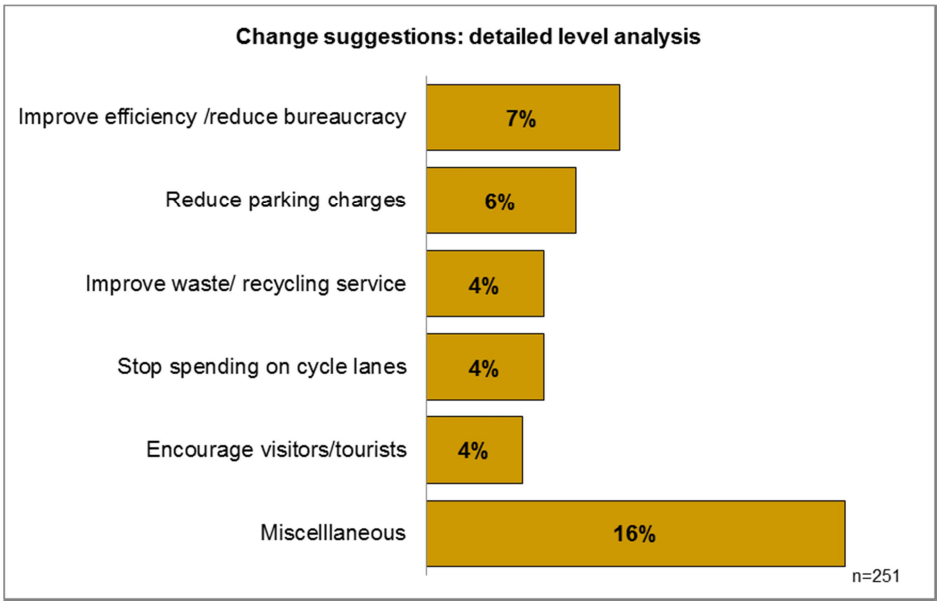


As was the case with the random sample there was a wide range of suggestions made by comparatively small proportions of the self-selecting sample; the six suggestions on the chart above were all mentioned by 5% of the sample so in this case the chart shows the top six suggestions. Four of the top six issues are the same across the samples. The self-selecting sample were more likely to suggest using volunteers more, or passing responsibility on to residents, and to suggest a change of attitudes and culture, either within the council, or across partners and residents in the city or both.

Finally, respondents were asked what they would change or do differently.



Four of the top five issues were the same across the samples; waste and recycling services was the 5th most suggested change by the random sample (10%) but the 7th by the self-selecting sample (also 10%), and resident information and involvement was the 5th most suggested change by the self-selecting sample (12%) but the 6th by the random sample (6%).



As for the random sample, the biggest single issue respondents would change, mentioned by 7%, was improving efficiency. In fact two of the top three suggestions for change were the same across the samples; Improve efficiency /reduce bureaucracy and improve the waste/recycling service. Also of note is that reducing parking charges was the second most frequently suggested change made by the self-selecting sample.

C) Results from self-selecting sample of City Partners, stakeholders and community and voluntary group representatives (22 responses): Online survey

The following results show only where City Partners, stakeholders and community and voluntary group representative results were at least 10% different to the remainder of the self-selecting sample.

These respondents were less likely to rate the following as high priorities for the city;

- Council Tax Reduction Scheme
- Refuse Collection, Disposal and Recycling
- Public Safety

These respondents were less likely to rate Central Services as a low priority for the city.

They were more likely to advocate a reduction in funding for;

- Council Tax Reduction Scheme
- Housing
- Leisure, Parks and Open Spaces

They were less likely to advocate an increase in funding for these services;

- Adult Services
- Children Services

These respondents were less likely to advocate a reduction in funding for Planning and Economic Development.

They were more likely to say ‘yes’ that Council Tax should rise.

These respondents were less likely to say ‘never’ to the following;

- An increase in parking charges
- Introducing charges for services we don’t yet charge for.

D) Results from discussion of survey questions by young people (12 participants)

Twelve young people took part in a facilitated discussion, focussing on the last three survey questions (What would you stop, start, change to help close the budget gap). The young people came up with six suggestions under each heading (in one case, seven suggestions) and then selected one action under each heading that they felt was the most important for the council to focus on. Results are presented below.

What would you STOP doing, or do less of?
Young people said their priority would be to stop funding services for those who can afford to pay.

Young people also said they would stop:

1. Giving free bus passes when you reach retirement age.
2. Providing street lighting in unnecessary places or places where there is sufficient lighting (But do not compromise on safety).
3. Unnecessary road-works (or at least communicate why they are happening).
4. Capital investment by 25%.
5. Paying high salaries to council officers.

What would you START doing, or do more of?
Young people's priority would be to start providing more work experience, apprenticeships and volunteer opportunities for young people.

Young people also said they would start:

1. Pay as you go lights! Consider motion sensors; solar panels; only on when necessary etc. But do not compromise on safety.
2. Promoting mental health awareness and encourage volunteering as helping hands.
3. Discussing how lessons are planned in school to consider alternative options to learning in and out of school.
4. Offering free music lessons/ creative opportunities for the under 16s as this can help improve self-confidence, self-esteem and gives young people something to do.
5. Investing in youth programmes such as Youth Voice.

What would you CHANGE or do differently?
Young people said their priority would be to change council tax to a more progressive system.

Young people also said they would change:

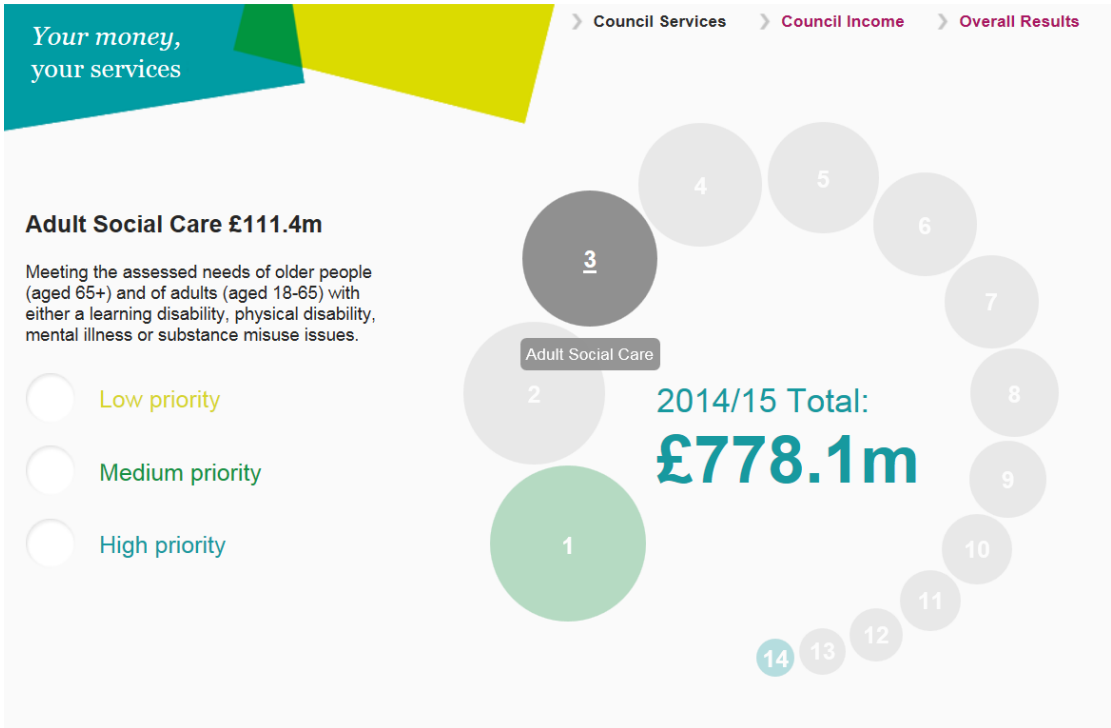
1. The way people who make claims for financial support are checked.
2. Street lighting to be solar powered to provide energy and generate income.
3. Council bureaucracy, i.e. to reduce it.
4. Cycle lanes, to improve them.

5. Libraries/museums/tourist attractions to generate income and reward (pay staff) based on how much they bring in.
6. Encourage better recycling and improve the recycling service.

E) Results from online budget literacy and prioritisation tool (294 responses)

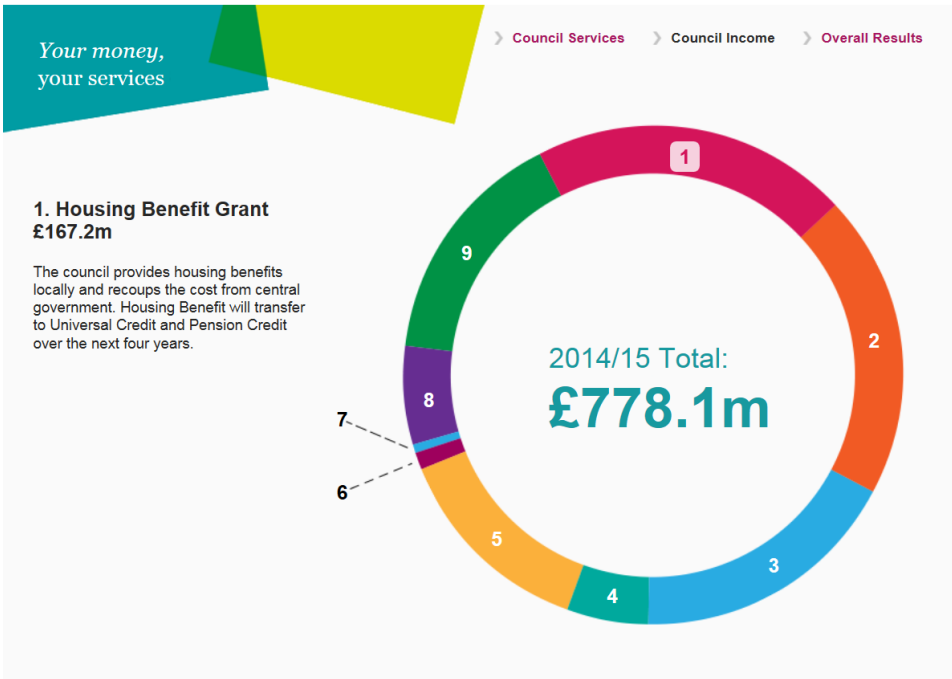
By 13 January 2015 686 people had elected to use the interactive budget tool on the council's website which shows how much money is spent on different service areas, as well as where it comes from. On the first screen, when a user clicks a particular service area, details of what each area includes appear, as well as the cost in 2014/15.

The screenshot below shows the tool when the user has clicked on Adult Social Care.



Users of the tool have the opportunity to rate the 14 different service areas with a priority rating of high, medium or low. Not all users choose to do this, and the tool is as much, if not more, about budget literacy as it is about gathering feedback. So, whilst 686 people have looked at the tool (these are individuals looking at the tool rather than the number of visits which is 1076) a maximum of 294 have gone on to prioritise service areas. This sample is self-selecting and so should not be considered statistically robust, but the results are indicative of users' views.

On the second screen users can find out where council income comes from. In the screenshot overleaf the user has clicked on the red section of the chart (labelled 1) relating to the Housing Benefit Grant.

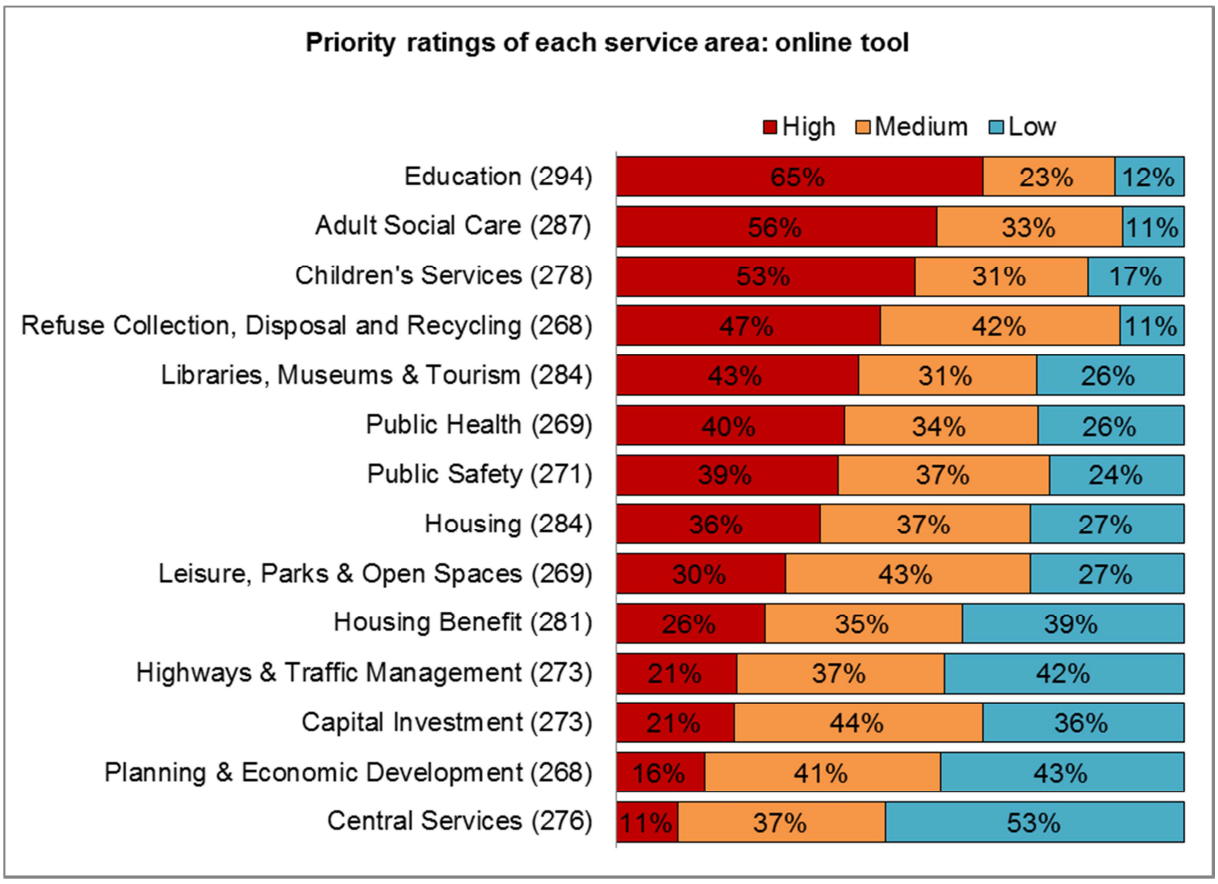


On the final screen of the tool users can see the average results of how users of the tool have prioritised services.

Not all users who prioritised any services as high, medium or low prioritised all services; they missed out rating some. For example, 294 users have given Education a priority rating but only 268 have given Refuse Collection, Disposal and Recycling a rating.

The chart below shows the percentage of all users rating each service area as high, medium or low.

Note that there are two additional service areas in the tool to the ones asked about in the survey outlined above; “Capital Investment Programme” and “Housing Benefit”. Also the term “Adult Social Care” is used on the tool where “Adult Services” is used on the survey and “Other children’s services” is used on the tool where “Children’s Social Care” is used on the survey. Council Tax Reduction Scheme is included in the survey and not the tool.



As for the survey, compared to last year's results, the proportions rating services as high priorities are lower, and proportions rating services as low priorities are higher. For example, last year, three service areas (Education, Adult Social Care and Children's Social Care) were rated a high priority by at least two thirds of tool users. This year no services have been rated a high priority by quite such a large proportion. Last year, the largest proportion rating any service as a low priority was 39%, (for Planning and Economic Development) whereas this year it's 53% for Central Services.

Higher priority areas

Top five (largest proportion rating high priority):

- Education (65% high)
- Adult Social Care (56% high)
- Children's Services (53% high)
- Refuse Collection, Disposal & Recycling (47% high)
- Libraries, Museums and Tourism (43% high)

- Education and Adult Social Care, as in previous years, were given high priority ratings; this year at least half of respondents (65% and 56% respectively) thought they were high priorities.
- Adult Social Care, along with Refuse Collection, Disposal and Recycling, had the smallest proportions (11%) rating them a low priority.
- Libraries, Museums & Tourism was considered a high priority by 43%, making it the 5th highest rated service this year, whereas last year it was 10th out of fourteen. That said, 26% felt it was a low priority, indicating mixed views.

- Analysing results by adding the proportions rating services as high or medium priorities reveals that four services were rated as such by at least four fifths of respondents: Adult Social Care (89%), Refuse Collection, Disposal & Recycling (89%), Education (88%) and Children's Services (83%).

Lower priority areas

Bottom five (largest proportion rating low priority)

- Central Services (53% low)
- Planning and Economic Development (43% low)
- Highways and Traffic Management (42% low)
- Housing Benefit (39% low)
- Capital Investment (36% low)

- Over half (53%) of tool-users thought that Central Services was a low priority and just 11% thought it was a high priority.
- Planning and Economic Development received slightly higher ratings, but 43% also felt this was a low priority area, and just 16% felt it was a high priority.
- Highways and Traffic Management and Housing Benefit both had around two fifths rating them low (42% and 39%) but Housing Benefit also had 26% rating it high.
- Capital investment had a comparatively smaller proportion rating it a low priority (36%), but a comparatively high proportion rating it a medium priority (44%).

Areas with the widest spread of opinion

- Housing and Leisure Parks & Open Spaces appear to divide opinion, with smaller differences between high and low ratings than other service areas.

F) Methods and response rates

Paper and online survey: random sample

A paper based survey was issued to a stratified random sample of 3,000 households across the city in the first week of October 2014. The cover letter accompanying the survey explained that households could also complete the survey online. The sample was stratified to ensure that all areas of the city were targeted.

A reminder letter and another survey were issued to those households that had not responded three weeks later.

A closing date of 31 October 2014 was set, although surveys received up to 30 November are included in the analysis.

In total 502 surveys were received via this method, representing a response rate of 16.9% (once void addresses are removed from the base). Despite using the same methodology as last year, the response rate was lower than anticipated (25%). However, the sample is robust at the city level at a confidence interval of +/- 3.99% depending on how many people responded to each question. This means that we can be sure that the results are accurate to within +/- 4%. For example, if a result from this sample of households is 45% we know that the actual result, were we to survey all households in the city, would be within the range 41% to 49%.

Paper and online survey: self-selecting sample

Paper copies of the survey were available in public buildings such as our libraries, customer service centres and other council buildings and the survey was available online on the Consultation Portal from 26 September 2014 to 12 January 2015.

A link to the online survey was sent to city partners with an invitation to complete the survey and also to forward it on to city stakeholders. 22 surveys were received from city partners, stakeholders and community and voluntary group representatives so the results were analysed within the self-selecting sample. However, where answers of this sub-group of stakeholder representatives differed by 10% or more compared with the rest of this sample this has been highlighted in a short section of the report.

In total, 405 surveys were received via this approach by 12 January 2015.

As this sample was self-selecting we can assume it differs from the general population, by being more engaged about the issue(s) being consulted on and therefore having stronger, or more considered, opinions. Therefore the results have been analysed separately to the results of the random sample survey.

Discussion of survey questions by young people

The Youth Service Participation Team facilitated consultation with young people about the budget, which included asking 12 young people to discuss the final three survey questions (What would you stop, start, change). The discussion took place at Brighton Town Hall on 18 December 2014. Their collective views are presented in this report.

Online budget literacy and prioritisation tool

The budget pages of the Brighton & Hove City Council website include a link to an interactive budget tool. This enables users to see how much money is spent on different service areas, where the money comes from and, if they wish, to indicate what priority they would give the service areas if they were setting the budget.

The tool is still available at the time of writing but data was downloaded for analysis on 13 January 2015.

In total 686 people had used the tool and a maximum of 294 people went on to prioritise service areas, a much larger number than last year when just 83 people prioritised services over the same five month analysis period.

Appendix 17

Report of the Budget Scrutiny Panel 2015/16

A) Introduction

The Panel

The 2015/16 budget scrutiny panel consisted of Cllrs Gill Mitchell (Chair), Dee Simson and Leo Littman. The panel held three evidence-gathering meetings. The first of these explored the strategic context for the budget plans with the council's Leader and Chief Executive. The second and third meetings focused on the spending plans of specific departments with the input of the relevant Policy Committee Chairs, Directors, and Heads of Service. Services represented at these meetings included Adult Social Care, Housing, Children's Services, Policy & Communities, Community Safety, and Public Health. Senior officers from Finance & Resources attended and contributed to all three meetings. A full list of witnesses and details of meetings is included as **Appendix 1** to this report. Minutes from the panel meetings are included as **Appendices 2, 3** and **4**.

The Financial Context

This year's budget plans have been formulated in the context of very significant year-on-year reductions in local authority funding, with more than £20 million of savings to be made in 2015/16 and similar economies required across the next several years.

Although local authority funding is experiencing particular large reductions, there is pressure on budgets across the public sector, with less money available across local systems to provide services.

At the same time, demand for some public services – particularly for health and social care – is rising rapidly. This is partly due to an ageing population, although the causes of rising demand are complex.

It is clear that the council cannot absorb these levels of year-on-year funding reductions and continue to deliver the current levels of service. The council is responding to these challenges in several ways: by increased collaboration with public and third sector partners; by modernising council services; by seeking to increase the revenue-generating potential of key services; by seeking to develop a more complete understanding of demand for services and of how this demand might be better managed; and by moving to a very different understanding of the relationship between citizen and state.

The following section of the report explores what witnesses to the scrutiny panel told members about these challenges, and what the council is doing in response to them via its budget planning. It also looks at how achievable this year's plans are. The concluding section contains the panel's recommendations to Policy & resources (P&R) decision-makers.

B) Challenges/Themes

1 Collaboration

Collaboration across the public sector. The council's Chief Executive, Penny Thompson C.B.E., told the panel that collaboration across the local public sector was increasingly important. There have been significant advances in this agenda over the past few months. These include the development of the city Health & Wellbeing Board (HWB), the City Management Board (CMB), and the Safe in the City Partnership. In addition to these broad partnership bodies, there has been really effective co-working in a number of more specific areas, including the Better Care Fund, the Stronger Families Stronger Communities programme, and the recently completed review of Special Educational Needs and Disability (SEND) services for children and young people.[1]

Increased collaboration between public services is important not just because we need to use diminishing resources in the most effective ways, but because all public sector organisations need to make significant changes, and it is not sensible for organisations to change in isolation from one another. However, the ultimate aim here may well be for really effective joint working rather than the formal integration of organisations.[2]

The starting point for budget planning has been the Sustainable Communities Strategy priorities, a set of goals shared by key public sector partners across the city and by all political groups.[3]

In subsequent meetings the panel heard in more detail about some of the collaborative work that has been taking place in the past few months. For example, Denise D'Souza, Executive Director of Adult Services, informed members of discussions with the Brighton & Hove Clinical Commissioning Group (CCG) around future funding for intermediate care[4] beds in city Resource Centres. The CCG is being asked to agree to increase its funding for these beds to more accurately reflect the split between patients with primarily health needs (NHS-funded) and those who primarily require care (council-funded, subject to a means-test). This will allow the

[1] Evidence from Penny Thompson (PT): 12.12.14 point 3.11
[2] PT 12.12.14 point 3.11
[3] PT 12.12.14 point 3.6
[4] Short term community beds to support people coming out of hospital who are not yet ready to return home, or who require assessment to determine how best to support them going forward.

council to put forward a significant budget saving (£1M) without reducing levels of service.[5] Similar negotiations are underway with regard to the CCG under-writing elements of the Community Care Budget and pump-priming some of the Better Care Fund initiatives, provided that the council works effectively with NHS commissioners to help reduce hospital admissions and to improve hospital discharge times for people with complex health problems.[6]

Pinaki Ghoshal, Executive Director of Children's Services, informed the panel about recent improved partnership working with schools, and about the potential to do even more. For example, schools are the biggest referrer to the city Early Help Hub (EHH) and also spend a good deal on early help services (although they don't necessarily badge them as early help). However, this provision tends to be undertaken by individual schools in isolation from other agencies, and sometimes from other schools. If the council, the Clinical Commissioning Group and schools came together collectively to commission early help services then we would potentially see much better outcomes for young people.[7]

The panel very much welcomes these initiatives and many others across other services detailed by witnesses. It is clear that there has been a step-change in the degree and the ambition of collaborative working in the past few months and that it is producing increasing significant and concrete results. It is also evident that there is the potential to do still more.

Collaboration across local authorities. As well as working more closely with our public sector partners in the city, it is obviously also important that we co-work effectively with neighbouring councils. Again, the panel heard about lots of activity in this area. For instance, Denise D'Souza informed members about plans to share an independent Adult Safeguarding Board Chair with East Sussex; about the regional joint working to implement the Care Act; and about the recent decision to co-commission a new Integrated Community Equipment Stores service with West Sussex County Council.[8] In a similar vein, Linda Beanlands, Commissioner for Community Safety, told the panel about arrangements to share the post of Violence against Women and Girls Commissioner with East Sussex County Council.[9]

In general the panel heard that there are opportunities to achieve significant economies of scale for services delivered to a population of 500,000 plus.[10] Since the population of Brighton & Hove is considerably less than this, there appears to be an obvious impetus to work jointly with our neighbours on a wide range of projects.

[5] Evidence from Denise D'Souza (DD): 06.01.15 point 8.7
[6] DD 06.01.15 point 8.7
[7] Evidence from Pinaki Ghoshal (PG): 08.01.15 point 13.8
[8] DD 06.01.15 point 8.9
[9] Evidence from Linda Beanlands (LB): 08.01.15 point 13.28
[10] DD 06.01.15 point 8.9

Panel members welcome the work that has gone on here. This will clearly become even more important in coming months, driven at a strategic level by the developing Greater Brighton Economic Board partnership.

Collaboration within the council. As well as working effectively with our external partners, it is important that different sections of the council work well together, something that is challenging in such a large and complex organisation. The panel heard a good deal about projects to better align council departments, or to transfer responsibilities for a service to a team better positioned to deliver high quality outcomes.

For instance, Cllr Bill Randall, Chair of the Housing Committee, told members that the recent transfer of responsibility for homeless prevention services (those services formerly funded by 'Supporting People' grants) from Housing to Adult Social Care (ASC) makes good sense in terms of best supporting a very vulnerable client group who are often too challenging to be supported by Housing workers alone.[11]

A number of the more significant transfers of responsibility within the council involve Public Health (PH). For example, the panel heard that services for street outreach and prolific offenders that had previously been funded by Community Safety will now form part of the PH substance misuse contract.[12] Dr Tom Scanlon, Brighton & Hove Director of Public Health, told the panel that he had gladly taken the opportunity to brand PH as a council service, without losing sight of its core purpose to improve population health.[13]

Collaboration with the Community & Voluntary sector and directly with communities. Richard Butcher Tuset, Head of Policy & Research, told the panel that local community & voluntary sector organisations (the 'third sector') are vital to the city, with every £1 spent with the sector estimated to generate an additional £13 in other benefits. However, given the scale of savings required from the council and from other public sector bodies, public funding for the sector will inevitably come under increasing pressure in the coming years. It is important that we support the third sector to transform itself to meet these new challenges, and a key element of this will involve understanding more precisely what community & voluntary sector organisations offer to the city and how to target support most effectively.[14]

The council has already invested in Community Works to support third sector transition. The local authority is also reviewing the current three-year grants programme. In general there is likely to be a shift from grant funding to commissioning (via the successful Prospectus model) in order to ensure the delivery of more specific outcomes. The council is also actively looking at national and international best practice in terms of identifying alternative income streams to

[11] Evidence from Cllr Bill Randall (BR): 06.01.15 point 8.18
[12] LB 08.01.15 point 13.25
[13] Evidence from Dr Tom Scanlon (TS): 06.01.15 point 8.32
[14] Evidence from Richard Butcher Tuset (RBT): 08.01.15 point 13.14

support the third sector – for example the potential of encouraging more philanthropic support of the sector, particularly in terms of infrastructure projects.[15]

In addition the council is currently reviewing all its third party spend, including third sector spend, as part of the corporate Value for Money work. This review will seek to identify opportunities to increase efficiency and reduce duplications across all the council's contracting and commissioning.[16]

The council uses a matrix impact approach to focus on key third sector organisations across the city, looking at how healthy they are, how resilient to change they are likely to be, and what can be done to support them to remain sustainable.[17] Going forward it is vital that the council is as clear as possible about its intentions with regard to third sector funding: in order to plan effectively the sector needs to understand whether particular income streams, such as three-year grants, are going to be retained or discontinued.[18]

This year's budget planning has included increased engagement with the third sector via Community Works, and movement in the direction of a more truly collaborative approach to budget-setting, although the tight time-scales involved mean that this process is inherently challenging, and it is clear that there is more to be done here.[19]

Cllr Jason Kitcat, Leader of the council, stressed that supporting the third sector is very much a two-way conversation: he is eager for the sector to respond positively to the budget plans, putting forward its own ideas about future levels and types of support.[20]

Linda Beanlands informed members of the successful series of 'One Voice' meetings, which have brought the council's Chief Executive and Executive Leadership Team together with representatives of city faith and BME communities. There is scope to build on this work to create more opportunities for communities to talk directly to public sector decision-makers.[21]

2 Modernisation

In a world of diminishing resources it is important that the council is a lean and effective organisation, that departments work coherently together and that the services we fund and the models of service provision (e.g. whether internally provided, provided via a cooperative or mutual or commissioned externally from the community & voluntary or independent sectors) are supported by a robust evidence-base.

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[15] RBT 08.01.15 point 13.15
[16] RBT 08.01.15 point 13.16
[17] Ibid point 13.17
[18] Ibid point 13.19
[19] Ibid point 13.18
[20] Cllr Jason Kitcat (JK): 12.12.14 point 3.13
[21] LB 08.01.15 point 13.32

Other sections of this report deal with what the council is doing to ensure that departments collaborate effectively and that decisions about our services are based on the most up-to-date and accurate information. Cllr Kitcat stressed to the panel that the focus of this year's budget savings has been on re-designing services to optimise their efficiency. The council is committed, via the budget and other initiatives such as the corporate modernisation and value for money programmes, to developing service models that best support the goal of maintaining and improving outcomes with diminishing funds.[22] To support this end, some services key to the delivery of organisational change, such as Communications, have not been required to make significant savings.[23]

Penny Thompson emphasised the point that, although this is technically a one year budget plan, it has very much been developed in the context of the next four to five years. In many ways, this year's budget is a precursor of the types of change that will need to happen over the coming years – for example the delivery of more and more services digitally.[24] It is important to understand that by no means all these changes are about managing declining resources; initiatives such as the increasing personalisation of services, the move away from building-based provision, and the shift to digital will all save money, but they will also deliver better outcomes for residents.[25]

3 Income Generation

One obvious response to reductions in government funding is for councils to seek to increase their capacity to generate income. Cllr Jason Kitcat told the panel that the council was actively looking to generate income in a number of areas: for example, through developments including the i360, the seafront arches, Brighton Centre/Black Rock, and the King Alfred. The council is now looking to support major projects to go beyond a break-even position.[26]

Cllr Kitcat stated that the budget plans also effectively protect the council's Economic Generation and European teams, services which are key to delivering additional income.[27] Elsewhere, plans are in place to develop the revenue-earning potential of services – for example CityClean collecting commercial waste. However, for commercialisation to be a realistic prospect, services need to have a really good record for reliability, which means that it may not be possible to proceed immediately with this type of initiative.[28]

Geoff Raw, Executive Director of Environment, Development & Housing, told members that the council already sought to bid for any available national or regional

[22] JK 12.12.15 point 3.3
[23] PT and JK 12.12.15 point 3.18
[24] PT 12.12.15 point 3.8
[25] PT 12.12.15 point 3.16
[26] JK 12.12.15 point 3.17
[27] JK 12.12.14 point 3.17
[28] JK 12.12.14 point 3.10

funding, and is committed to ensuring that new responsibilities, such as landlord registration schemes, are as far as possible self-financing. Going forward, the potential for differentiating between core and non-core Housing Revenue Account (HRA) services, and for introducing elements of charging for the latter will need to be explored, although it is vital that this is undertaken with the support of council tenants.[29]

Penny Thompson told the panel that it was important that the council sought to maximise its income-generating potential. However, income generation is not a panacea: it cannot conceivably outweigh the loss of income through government grant reductions. It must also be recognised that key services such as adult and children's care will never be financially self-sustaining.[30] Nigel Manvell, Assistant Director Finance & Procurement, added that the goal of moving towards self-sustainability was an organisational aim rather than necessarily for every individual service.[31]

4 Intelligence

With funding across the public sector diminishing, and only limited short-term opportunities to significantly increase income, it becomes more and more vital to understand what support local people require, how best to provide that support, and which organisations and sectors are best placed to support it. Public sector commissioners need to know which interventions work and which don't in order to allocate limited resources efficiently. With demand increasing in key areas, it is also increasingly important that the funders understand why more people want support and the options available to manage and reduce demand, via managing people's expectations, encouraging self-support and through better prevention.

It is therefore crucial that organisational and citywide intelligence is as powerful and as effective as possible, and that the public sector is rigorous in using it to inform the difficult decisions ahead.

Cllr Kitcat told the panel that the budget plans were based on our best understanding of the effectiveness of interventions. So for example, investment in effective preventative services such as Early Help and the Stronger Families Stronger Communities (SFSC) programme has been maintained, whereas preventative services which can't show such an evidence-base have unavoidably seen their funding reduced.[32] Penny Thompson added that intelligence also shows us both how much our citizens value cultural services and the significant role that they have to play as preventative services.[33]

[29] Evidence from Geoff Raw (GR): 06.01.15 points 8.25 and 8.23
[30] PT 12.12.14 point 3.17
[31] Evidence from Nigel Manvell (NM): 12.12.14 point 3.17
[32] JK 12.12.14 point 3.12
[33] PT 12.12.14 point 3.12

Nigel Manvell, Assistant Director Finance & Procurement, told members that accurately measuring the financial, social and economic benefits to the council and the broader community of particular interventions can be complex, requiring the use of Social Return on Investment (SROI) models that are still being developed nationally. However, it is important that commissioners continue to develop more and more sophisticated tools, even if in the interim we have to rely on less precise measures of performance, such as achieving the government's process-based SFSC targets.[34]

Linda Beanlands explained to the panel the increasing importance of intelligence to the work of Community Safety, citing ongoing work with the Police & Crime Commissioner and with Sussex Police to share information more effectively to support work on serious & organised crime and on child sexual exploitation. Linda Beanlands stressed the need to think innovatively – for example by training Environmental Health officers in trafficking matters so that they can identify potential issues when undertaking their regular hygiene inspections of restaurants.[35]

Dr Tom Scanlon told the panel that Public Health had been re-positioned to be the locus of the council's intelligence function, with staff moving across from other departments to augment the existing PH intelligence and research functions.[36]

Sarah Tighe-Ford, Equalities Coordinator, told the panel that having good intelligence will be key to mitigating the impact of current and future budget savings plans on particular vulnerable groups. Women, disabled people, older people, and children & young people are the groups at most obvious risk as these they use council services the most.[37] Richard Butcher Tuset added that it was important that these equalities impacts are mapped across all local public services not just the council. The City Management Board has already undertaken good work here, but more will need to be done.[38]

5 Citizen and State

Assuming that the pattern of reducing government spending continues, the relationship between individuals who receive services and the public sector organisations that commission or deliver them is bound to alter in the next few years, as diminishing funds across the public sector mean that fewer people receive state services, and the nature of these services changes. Inevitably this will mean either that people learn to live without some services, or that individuals and communities come together to provide them themselves.

[34] NM 12.12.14 point 3.14
[35] LB 08.01.14 point 13.30
[36] TS 06.01.15 point 8.32
[37] Evidence from Sarah Tighe-Ford (STF): 08.01.15 point 13.22
[38] RBT 08.01.15 point 13.22

This is by no means a wholly negative process: greater personalisation and more direct contact with services via digital media has the potential to much better reflect people's wants and needs in terms of the services they receive. It may also be the case that a significant change in the relationship between citizen and state would have happened in the absence of public sector funding reductions: an ageing population and other major demographic changes mean that many public services would have been stretched beyond their limits whether or not their funding was reduced. There is no obvious alternative to individuals taking more responsibility for their own wellbeing and that of their local communities.

The council has crucial roles to play in enabling and supporting this change. In part, this will involve developing a much better understanding of demand – analysing why people use services, how much of this use is essential, and what tools are available to manage, reduce or redirect demand. In part, it will also involve the council adopting different attitudes to community demands. Richard Butcher Tuset told the panel that this should include supporting community resilience by adopting a 'can do' attitude to community ideas; the council is currently often so risk averse that it risks blocking worthwhile community-led initiatives.[39]

There will also need to be a change in public attitudes, with the expectation that the council will deliver non-essential services replaced with an understanding that many things that people currently expect from the state will in future be the responsibility of individuals and families. For example, Pinaki Ghoshal told the panel that there was the opportunity to make significant savings in the home-to-school transport budget without having a negative impact on those who genuinely rely on the service. The council will continue to support those with a statutory entitlement, but other parents will need to recognise that the responsibility for getting their children to and from school is, and should be, theirs.[40]

Achievability

It is important to ask whether budget plans are realistic, particularly when the council is being required to make such large savings year-on-year, when demand is increasing in often unpredictable ways, and when overspends are predicted on key 2014-15 budgets.

Cllr Kitcat told the panel that delivering the budget savings would be a challenge, particularly as demand for adult care services continues to grow. This is particularly the case when policy committees reject plans, agreed in outline at Budget Council, to re-design services to increase efficiency and reduce costs.[41]

Cllr Rob Jarrett, Lead Member for Adult Social Care, agreed that there were particular pressures on the system which meant it would be foolish to be complacent.

[39] RBT point 13.21
[40] PG 08.12.15 point 13.4
[41] JK 12.12.14 point 3.16

Even if all the identified budget savings are achieved, pressures on other parts of the system may result in significant overspends.[42]

Denise D'Souza informed members that budget planning for ASC is inherently difficult because a small number of complex cases can transform an under-spend into an over-spend, with the cost of individual care packages potentially exceeding £500,000 per year.[43]

Pinaki Ghoshal told the panel that demand for high needs specialist care services could be extremely volatile. Demand can also be influenced by events outside the council's control – for example a high profile case of child abuse elsewhere in the country can increase local referrals of children into care. These risks cannot be wholly mitigated, although they can be reduced by better partnership working and by initiatives such as the multi-agency safeguarding hub (MASH)[44]

C Conclusions and Recommendations

The budget planning process and presentation of the budget.

As this year's budget scrutiny review progressed, panel members were struck – even more so than in previous years – by the degree to which the detailed information they received from witnesses enhanced their understanding of some of the key budget proposals. In particular, there were several instances in which it was explained that apparently detrimental 'cuts' to services were actually transfers of funding responsibility from one department to another, or from the council to a partner body, and that there was in fact no negative impact upon the services provided.

The assurance provided by these explanations of some of the budget savings was very welcome; it is clear that a lot of work has gone into ensuring that the council's savings plans have as little negative impact on services to city residents as possible. Of course, it is precisely this kind of opportunity for members to engage in depth with the budget proposals that the budget scrutiny process is intended to provide.

Nonetheless, panel members did feel that there was a particularly stark gap between the council's savings plans as detailed in the draft budget papers and the detailed, narrative explanation of these plans in the context of the complex web of public sector budgets across the city.

This is not intended as a criticism of the budget report itself: members recognise that the report format is largely prescribed, and that finance officers are required to produce draft budget plans under quite extraordinary time-pressures. Officers should be commended for producing really clear and comprehensive plans at such an early point in the budget process.

[42] Evidence from Cllr Rob Jarrett (RJ): 06.01.15 point 8.13
[43] DD 06.01.15 point 8.13
[44] PG 08.01.14 point 13.12

It is also the case that producing more detailed budget papers would probably result in diminishing returns: the budget plans are already challenging enough to read; adding more detail would discourage people from engaging with them. Indeed, a good deal of additional contextualising information is already available in the form of the council's excellent Equality Impact Assessment (EIA) process. The problem is not the availability of additional information, but the complexity of the situation.

This is particularly so because it is clear that we have moved well beyond the point where the council's budget plans can sensibly be considered as a discrete entity: the plans of our city partners are key to understanding many of the changes that the council is seeking to make.

Panel members do not have any specific suggestion to make which might improve the budget papers themselves: it may well be that they are as good as anyone could reasonably make them. However, members would like to suggest that next year's budget planning process should seek to make available, to elected members and to interested members of the public, more information about the planning of our key city partners and about the inter-relations between their strategic and financial planning and that of the council. Given the complexity of these relationships, the ideal form for this would be a series of engagement events: it is much easier to understand the thinking behind the budget plans when it is explained face-to-face by the people in charge of delivering change.

Next year will see particular challenges for elected members, since the May local elections are bound to deliver many new Councillors for whom the council's budget setting processes will be largely novel. Panel members believe that key to supporting members to understand next year's budget process will be to start briefing as early as possible – potentially in the induction programme for new members – and to ensure that it is a major theme of member development and performance reporting throughout the year. For example, members wonder whether it might be possible to augment the regular Targeted Budget Management (TBM) reports to Policy & Resources Committee with information which outlines how our key partners are progressing with implementing their financial and strategic plans, and what this means for the council.

Finding new ways to talk to elected members will be particularly important because this may be the last year in which it will be possible to undertake an independent budget scrutiny process.

RECOMMENDATION 1 – Budget planning for 2016/17 and subsequent years should include a series of member seminars at which council officers and partners can detail the progress of their collaborative work and its impact on budget plans.

Intelligence

A point emphasised repeatedly by witnesses at panel meetings was the importance of intelligence - of understanding as precisely as possible what the level of need is across the city, and what the most effective ways of addressing that need are. Increasingly, intelligence needs to be shared across the public sector and third sectors, with neighbouring authorities, and directly with local residents.

The panel heard about some excellent work ongoing to preserve and improve the council's intelligence functions. This planning focuses on positioning Public Health as the core of the council's data gathering and analysis capacity.

The panel very much supports this work. As council and other public sector budgets reduce, it becomes all the more important that we have the best possible intelligence, and that we share it as effectively as we can with our partners. The council also needs to be more aware than ever of good practice at a regional and national level. There is a strong case for protecting and even for increasing funding for services which support officers to make the best possible operational decisions. It is equally vital that the council retains the capacity to support elected members from all political groups to make well-informed strategic decisions and be involved in the development of policy.

RECOMMENDATION 2 – the council's intelligence functions are key to delivering the levels of savings required. The council should continue to fund these services at the current level at the very least.

Achievability

Achieving this year's budget plans will inevitably present a challenge, particularly given the volatile nature of demand for aspects of adult and children's care services, and the high cost of providing very specialist support in these areas. The panel welcomes the work that is being undertaken to mitigate these risks, such as the development of the MASH, and attempts to rationalise the costs of disability placements and residential care.[45]

One area that does concern panel members is how realistic it is to put forward savings for 15-16 which assume the in-year re-structure of services. The panel questions how possible it is to re-structure a service and deliver savings almost immediately. In panel members' experience, re-structures generally take much longer than anticipated and, even if they do eventually deliver really significant savings, they may not to do within the timeframe of the 2015/16 financial year.

[45] PG 08.01.15 point 13.12

Cumulative Impact

The panel remains worried about the cumulative impact of this year's budget savings, coupled with reductions in other public sector budgets and the impact of welfare reform, on vulnerable groups. Of particular concern are women and children living in more deprived communities.

Whilst the panel welcomes assurances that the cumulative impact of public sector savings is being monitored closely, members would like to see this work reported back to elected members before we begin the formal part of next year's budget planning – for example by a report to P&R on the equalities impact of the 2015/16 budget savings across the local public sector.

RECOMMENDATION 3 – The council should report back to September 2015 P&R committee on the impact on protected groups of the 2015/16 budget savings and those of our public sector partners.

Appendices to the Budget Scrutiny Panel Report

Appendix One

2015/16 Budget Scrutiny: List of Meetings and Witnesses

12 December 2014

- Cllr Jason Kitcat, Leader
- Penny Thompson C.B.E., Chief Executive
- Nigel Manvell, Assistant Director Finance & Procurement

06 January 2015

- Cllr Rob Jarrett, Lead Member for Adult Social Care
- Cllr Bill Randall, Chair of Housing Committee
- Denise D'Souza, Executive Director, Adult Services
- Geoff Raw, Executive Director, Environment, Development & Housing
- Dr Tom Scanlon, Director of Public Health

08 January 2015

- Pinaki Ghoshal, Executive Director, Children's Services
- Richard Butcher Tuset, Head of Policy & Research
- Sarah Tighe-Ford, Equalities Coordinator
- Linda Beanlands, Community Safety Commissioner
- Peter Castleton, Community Safety Manager

Appendix Two

BRIGHTON & HOVE CITY COUNCIL

SCRUTINY PANEL ON THE 2015/16 BUDGET

3.00pm 12 DECEMBER 2014

COUNCIL CHAMBER, HOVE TOWN HALL

MINUTES

Present: Councillor Mitchell (Chair)

Also in attendance: Councillor Simson

PART ONE

1 PROCEDURAL BUSINESS

1.1 There were no substitutes or declarations of interest and the press & public were not excluded from the meeting.

2 CHAIR'S COMMUNICATIONS

2.1 There were none.

3 BUDGET DISCUSSION

3.1 Witnesses were:

- Cllr Jason Kitcat (JK), Leader, Brighton & Hove City Council (BHCC)
- Penny Thompson CBE (PT), Chief Executive, BHCC
- Nigel Manvell (NM), Assistant Director Finance & Procurement, BHCC
- James Hengeveld, Head of Finance – IMFP, BHCC

3.2 JK introduced the 2015/16 draft council budget, explaining that this was a budget in the context of very significant year-on-year reductions in local authority funding. The budget is not a stand-alone document, but is intended to be read alongside the Corporate Plan and the council's Medium Term Financial Strategy, which together represent the administration's vision for the future of the council.

3.3 All council departments proposed savings plans for this year's budget, with the focus being on improving or maintaining outcomes for local people rather than the minutiae of service details. Improving outcomes with lower funding is likely to require service redesign, and this is central to this year's budget planning. This is not a 'salami-slicing' budget: services that will play a key role in the development and redesign of the authority (e.g. Communications) have necessarily been protected to some extent.

3.4 The draft budget has once again been published at a very early stage to allow people to engage with it. Currently there is still a significant gap between the savings required and those offered up in the budget plans.

3.5 Given that the main political groups are currently unable to agree on Council Tax (CT) levels for next year, the draft budget papers model all three likely CT scenarios (a 5.9% increase, a threshold increase and a freeze).

3.6 PT advised members that the Sustainable Communities Strategy (SCS) was the starting-point for corporate and budget planning. Given that 2015/16 is an election year it was particularly important to ensure that budget planning was based on a set of priorities commonly owned by all political groups and by our key city partners.

3.7 PT stated that the council's role would inevitably become more circumscribed in the next few years. The relationship between citizen and state also needed to change significantly across public services, with a much greater stress on 'personalisation': individuals taking more control of and responsibility for their support and for their local communities.

3.8 PT advised members that this was technically a one year budget plan, but that the context was the next four to five years. In many ways this budget is a precursor for the types of change that will need to happen in the coming years – for example the delivery of more and more services digitally.

3.9 In response to a question from DS on the digitally excluded (particularly in deprived communities) JK responded that the number of digitally excluded people is in fact quite small, with 80% plus of people both on-line and keen to self-serve. For those who are excluded support is available from city libraries and community services such as Whitehawk Inn and The Bridge. Moving to digital services has the potential to save a considerable amount of money without impacting negatively on the most vulnerable.

3.10 In answer to a question from GM on the extent to which the budget plans sought to move the council in the direction of becoming a self-sustaining business model, JK told members that plans were in place to develop the revenue-earning potential of services – for example CityClean collecting commercial waste. However, services need to have a really good record for reliability before considering commercialisation. There may also be opportunities for some adult social care services to increase revenue as part of the initiatives that form the local Better Care Fund project.

3.11 In response to a question from GM about collaboration across the local public sector, PT pointed to the work already under way via the city Health & Wellbeing Board (HWB), City Management Board (CMB), the Stronger Families Stronger Communities (SFSC) programme, the recently completed joint review of SEN and Disability Services, and the Safe in the City Partnership. The entire public sector needs to make major changes, and it is not sensible for organisations to change in isolation from one another. However, the aim may well be for really effective joint working rather than organisational integration.

3.12 In answer to a question from DS about preventative services, JK stressed that the budget plans do support the preventative agenda. However, not all investment delivers the same results, and it is increasingly vital that we target resources at what has been proven to work – for example Early Help and the SFSC programme. PT added that the Early Help Hub was a good example of the current focus on preventative work. It was also important to recognise the key role cultural services have to play in prevention and the importance that citizens attach to them.

3.13 JK also noted that this connected to the broad question of how best to fund and/or support the 3rd sector across the city. JK is eager for the sector to

respond positively to the budget plans, putting forward its own ideas about future levels and types of support.

3.14 In answer to a query from GM about the effectiveness of the Stronger Families Stronger Communities programme (and in particular, Payment By Results [PBR] funding), NM told the panel that PBR payments are triggered when SFSC families meet certain Government targets, and that the council has thus far been successful in attaining its targets. However, this is a process rather than an outcomes measure; calculating the actual financial, social and economic benefits to the council and the broader community of the SFSC interventions requires the use of complex Social Return on Investment (SROI) models. These are still being developed nationally.

3.15 In response to a question from DS about reductions to services in more deprived areas, JK confirmed that there had been engagement with agencies including the police and that the potential risk implications of these savings had been discussed. Discussion has included talking about the potential to use budgets across the public sector more intelligently.

3.16 In answer to a question from GM on how achievable the budget plans were, JK commented that they did present a challenge, particularly as the demand for ASC services continues to grow, and because elected members have voted against recommended re-designs of services to make them more efficient. However, there is really good joint working emerging, particularly in terms of the HWB and the suite of Better Care Fund initiatives. Also, now that equal pay has been resolved, CityClean is in a much better position to develop. PT added that many other local areas have already delivered this type of change and that there is the managerial will to drive change in the council. It is also the case that by no means all the changes are about managing declining resources; initiatives such as the increasing personalisation of services, the move away from building-based provision, and the move into digital will all save money, but they will also deliver better outcomes for service users.

3.17 In response to a question from DS on how the budget encourages greater income generation, JK answered that the council was actively looking to generate income in a number of areas – e.g. the i360, the seafront arches, Brighton Centre/Blackrock, King Alfred. The general approach to projects was now to look to go further than breaking even. The budget plans effectively protect the Economic Regeneration and European teams - teams which deliver a good deal of additional income. PT told the panel that this area was covered in the Corporate Plan and Medium Term Financial Strategy rather than in the budget plans. However, it was important not to exaggerate the potential of income generation: this could be significant, but it could not conceivably outweigh the loss of income through government grant reductions. It must also be recognised that some services, such as adult and children's care, will never be financially self-sufficient. NM noted that the concept of moving towards self-sustainability was aimed at achieving this at an organisational level rather than individual services becoming self-sustaining.

3.18 In answer to a query from GM about why some services, such as Communications, had been protected from cuts, JK responded that the Comms budget had been significantly reduced several years ago and there was limited scope to make further reductions. There is also limited scope to increase

revenue without seeing more obtrusive advertising around the city. The Communications budget is spent wisely, particularly in terms of the dissemination of key public health messages. PT added that it was also vital to retain the capacity to undertake effective internal Comms – we know that staff value good communication. In addition, the growth of social media presents significant challenges and risks, with particular risks associated with managing social media poorly.

4 4 DATE OF NEXT MEETING

4.1 The next meeting will be held on the 6th January 2015 (10-12). The meeting concluded at 4pm.

Signed

Chair

Dated this day of

Appendix Three

BRIGHTON & HOVE CITY COUNCIL

SCRUTINY PANEL ON THE 2015/16 BUDGET

10.00am 6 JANUARY 2015

COUNCIL CHAMBER, HOVE TOWN HALL

MINUTES

Present: Councillor

Also in attendance: Councillor Littman and Mitchell

PART ONE

5 PROCEDURAL BUSINESS

5.1 There were no declarations of interest and the press & public were not excluded from the meeting.

6 MINUTES OF THE PREVIOUS MEETING

6.1 The draft minutes of the panel meeting of 12 December 2014 were agreed.

7 CHAIR'S COMMUNICATIONS

7.1 There were none.

8 BUDGET DISCUSSION

8.1 Witnesses at this session were:

- Cllr Rob Jarrett (RJ), Lead Member for Adult Social Care
- Denise D'Souza (DD), Executive Director Adult Services
- Cllr Bill Randall (BR), Chair of Housing Committee
- Geoff Raw (GR), Executive Director Environment, Development & Housing
- Dr Tom Scanlon (TS), Director of Public Health

Adult Social Care

8.2 RJ explained that adult social care (ASC) services were experiencing intense pressures due to funding reductions, increasing demand for services, and significant new responsibilities in relation to Deprivation of Liberty Safeguards

(DOLS), and the implementation of the Care Act. Moreover, the entire local health and social care system is experiencing similar pressures, and it is important that our strategies for dealing with problems for ASC do not simply increase pressures elsewhere in the system. ASC is currently projected to overspend across the current financial year, in part because council committees have declined to approve the implementation of plans previously agreed in principle at Budget Council which would have enabled in-year savings to be made.

8.3 For the coming year, ASC planning will continue to focus on supporting people to maintain independent lives in the community rather than going into residential care, with an additional focus on the increased use of tele-care technology to support independent living.

8.4 ASC staff are frequently working beyond their contracted requirements to ensure that services are delivered, and there is therefore little prospect of making significant staff cost savings.

8.5 Given the high levels of pressure across the system, there would be a significant risk involved in wholesale service re-design at this point (some re-design will be necessary in response to the Care Act and to BCF).

8.6 Because of the degree of strain the health and social care system is experiencing we need to be very cautious about the achievability of the ASC budget saving plans.

8.7 DD outlined some of the specific pressures currently being experienced by ASC. These include:

Deprivations of Liberty Safeguards. A recent court judgement in relation to DOLS has seen the number of assessments increase from around 35 per annum to 35+ per month. There is a significant financial cost to these assessments, but also a severe drain on senior manager capacity (approximately 500K for the year 14/15 – this is an additional cost to the local authority which will recur and which is not covered by central government funding).

Care Act. The Care Act introduces significant new responsibilities for local authorities from 01 April 2015, particularly in terms of the number of assessments that may need to be carried out. Some transformation funding has been centrally provided, but it is not yet clear what level of funding will be provided to discharge the new responsibilities.

Better Care Fund (BCF). BCF requires the council and the city Clinical Commissioning Group (CCG) to develop a series of new initiatives aimed at reducing hospital and residential care admissions by better supporting people in the community. This work is progressing well, with active and positive engagement from the CCG. The CCG is providing additional funding to pump-prime BCF work.

Community Care Budget. The growth of demand on this budget that has been experienced in recent years has slowed somewhat this year, and the CCG has agreed to underwrite a significant proportion of the service overspend (1-1.3M) provided that the council works with them (via BCF) to reduce hospital discharge times for people with complex health problems.

Learning Disability (LD). An independent review of LD services has recently been completed and high-level intentions to re-design services will be reported to February 2015 Health & Wellbeing Board (HWB). The service re-design plans will seek to give learning disabled people greater control over their support and to encourage more people into employment. This will entail changes to the current models of care – e.g. a diminishing role for day services.

Resource Centres. A review of short-term bed use is currently ongoing. The council is talking to the CCG about funding for some ASC-funded beds that are used by people with significant health needs – the aim being for the CCG to agree to underwrite costs for beds which are supporting the delivery of NHS care.

8.8 GM noted that she was reassured to hear that so much has been achieved in terms of ASC and CCG co-working in recent months.

8.9 In response to a question from LL on the potential for co-working across local authorities, DD informed members that there was effective work ongoing here, with the potential to do even more. Examples include sharing the cost of homeless prevention services with neighbouring authorities, sharing an independent Chair for the Adult Safeguarding Board with East Sussex County Council, the regional implementation of elements of the Care Act, and the recent decision to co-commission a new Integrated Community Equipment Store service with West Sussex County Council. Generally speaking, there are opportunities to achieve significant economies of scale for services delivered to a population of 500,000 plus, and therefore an impetus for Brighton & Hove to work jointly with its neighbours on a number of projects.

8.10 In answer to a question from DS about the potential negative impact on individuals and on voluntary and community sector organisations of supporting more people in the community, DD acknowledged that this was a significant issue. This forms a core strand of the BCF plans, with a major focus on reducing loneliness, and equal footing for third sector organisations when planning for the integration of support services. There will be a similar focus in any LD service re-design which will support learning disabled people and their families and carers to lead fulfilling lives.

RJ added that the council was encouraging third sector organisations to work more closely with one another in order to reduce duplication and ensure that limited resources are used in the most efficient way. Funding for carer support and for advocacy has been maintained for the past three years to ensure that service users remain able to make their voices heard.

8.11 In response to a question from GM about savings from contract changes, DD told the panel that some savings (130K) had been identified through a rationalisation of ASC commissioning teams. There may be the potential to make further savings in terms of quality monitoring, which is a role which the Care Quality Commission (CQC) is now responsible for across ASC. However, the CQC is not yet in a position where it can deliver this effectively, so there are no immediate savings here. There may also be potential savings to be achieved when the CCG co-locates with the council, although again this savings are not currently realisable. Other contract savings (230K) will be achieved by re-negotiating contracts that are due to end or by transferring responsibility for some services to Public Health (PH).

8.12 In answer to a query from GM on the potential to continue to reduce the number of people going into residential care, RJ informed members that there is still some scope to reduce admissions, but that this will inevitably diminish over coming years.

DD added that Brighton & Hove has a high proportion both of people living alone and of people living in converted buildings – both potentially problematic for maintaining independent living. There is an opportunity here to use supported housing to accommodate more of this client group.

Much has been done in recent years to reduce the rate of city admissions into residential care. However, rising incidents of dementia present a real challenge to this trend.

Although the city is not currently experiencing major demographic pressures in terms of a growth in the number of older people, we are seeing steadily increasing demand from younger people with complex physical disability or LD needs. These placements can be very high cost, and there is no obvious way to reduce demand via better preventative services. However, there is a conversation to be had as to where in the local health and care economy the funding for this group should come from. It is also important that 'younger older' people are encouraged to keep fit and healthy.

8.13 In answer to a question from DS on the achievability of savings plans, RJ told the panel that it would be foolish to be very confident that the savings can be achieved – there are simply too many pressures on the system. Even if all the budget savings are achieved, pressures on other parts of the system may result in overspends.

DD added that budget planning for ASC is inherently difficult because a small number of complex cases can transform an under-spend into an over-spend: with the cost of individual care packages potentially exceeding 500K pa. However, we are in the fortunate position of having a really good partnership with our local NHS commissioners – and also fortunate that our CCG is on a good financial footing.

Housing

8.14 BR explained to the panel that housing services were inexorably linked to adult and children's care provision, with 16% of city households including a disabled resident, a figure which rises to 41% for council properties.

8.15 There are a large number of people in the city who are in mainstream housing but who require significant support (typically due to alcohol/substance misuse and/or mental health problems.

8.16 Similarly there are lots of older people who are not in dedicated Sheltered (or 'senior') housing, but who require similar types of support to that offered to Sheltered scheme residents.

8.17 There is a clear need to support vulnerable people who are not in dedicated supported housing then, and this will require co-working with adult and children's social care, with NHS bodies and with the third sector. It is also important that we ensure that our dedicated supported housing facilities are as good as they can be – for example the recent work converting Sheltered flats with shared washing facilities to include self-contained showers.

8.18 The transfer of responsibilities for 'Supporting People' homeless prevention services to ASC makes good sense in terms of best supporting a very vulnerable client group who are too challenging to be supported by Housing alone. Going forward it is essential that the role of different agencies, and in particular of third sector organisations, is more clearly defined, and that all services work effectively together eliminating the duplication that is currently present in the system. Recent work with PH shows that this integrated approach can be really effective.

8.19 Making the planned 'supporting people' savings (including significant commissioning savings in 2016/17) will be challenging, but we are well placed to manage the process effectively. We are also fortunate that Brighton Housing Trust (BHT) was recently successful in bidding for Big Lottery Fund money to support homeless prevention across Sussex. Working in concert with neighbouring authorities will also be key: many of the city's homeless population are from elsewhere in Sussex, often from places that don't offer very much in the way of homelessness support.

8.20 BR is sceptical of the merits of plans to end the service which offers housing advice and support to people released from Lewes Prison. Many of these people have a local housing connection or will in any case end up in the city, and there is a real risk of the council incurring significant long-term costs if this group is not appropriately advised and/or housed.

8.21 The decision to delete the housing sustainability team is also an unfortunate one, but sadly inevitable given the risks inherent in contracts that were negotiated by West Sussex County Council.

8.22 In terms of the Housing Revenue Account (HRA) this year's budget plans support the continued transfer of funding from management costs to maintenance and renewal, with more being spent on maintenance and new

building than at any time in the past 10 years, and more new council homes being built than for many years.

8.23 GR added that it was important that the council adopted a consistent approach to housing and that it planned in the context of the next few years. For example, steps are being taken to link 'supporting people' services to the Better Care Fund in order to protect them, as far as possible, from the challenging savings required of the council in the next 3-4 years. The council will need to continue to identify efficiencies, and to continue to use the HRA appropriately to support council tenants and leaseholders. It is also important that we distinguish between HRA funding for the essential maintenance of properties and for other services which add additional value (and where we may need to contemplate an element of charging). It is particularly important that the uses we put HRA funds to continue to be supported by council tenants, and to this end the council will need to strive to be more transparent about how funding is used.

8.24 In response to a question on 'supporting people' savings from DS, DD told the panel that commissioners from ASC, Housing, PH and Children's Services had come together to look at the whole range of these services. Savings would be achieved by reducing the number of contracts (there are currently over 70), by eliminating duplication, by ensuring that we identify our best value contracts and commission to this standard across the board, and by de-commissioning some services where performance is too low.

More broadly, there is a general push to move to a more outcomes-based commissioning model which should significantly improve performance and offer opportunities for efficiencies.

When re-commissioning it is also important that the council considers not only the current financial position but also our projected finances in several years' time; there is little point entering into contracts that we can afford now but will not be able to fund in subsequent years.

BR added that the third sector was also engaged in a similar process of rationalisation and integration via the Moneyworks and other initiatives. GR agreed that it was vital that the sector responded to the situation – its offer would have to change as the funding available for services inevitably declines.

8.25 In answer to a question about the potential to grow income, GR told members that it was difficult to quantify the potential for additional income. The council already bids for any available funding, and is committed to ensuring that new schemes (e.g. landlord registration) are, as far as possible, self-financing. The potential to charge for certain none-core HRA services is also something that will need to be explored.

BR added that the decision to charge Registered Social Landlords (RSLs) to advertise in the Homemove magazine is another move to maximise the council's income.

In terms of capital projects, GR told members that there may well be the opportunity to draw in additional resources; we are already seeing considerable RSL and private sector interest in building new homes as part of the New Homes for Neighbourhoods initiative.

8.26 In response to a question from LL on the potential to continue to make savings from integration, BR told members that this was hard to quantify. However, integration is as much about providing a seamless service for customers as it is about saving money.

8.27 In answer to a query from GM on temporary accommodation (TA), GR informed the panel that there was a significant supply issue here, with rising rents across the city making it less attractive for landlords to tie up their properties in long-term TA leases to the council. It was important that the council acted to guarantee landlords a secure income from TA leasing, but there were limits to what the we can do as we cannot realistically pay in excess of Local Housing Allowance levels.

8.28 GR told members that the council would have to think more innovatively about housing in the coming years, potentially co-investing with RSLs or the private sector to develop properties for key workers or other groups would provide the council with an income-stream as well as increasing housing supply.

8.29 GR identified the growth of our city universities as a major pressure in terms of housing supply, with Brighton and Sussex seeking to increase student numbers by more than 12,000, but only planning to create an additional 6,000 dedicated student housing places. However, as well as being a pressure there is the potential here for the council to become involved directly in the student housing market, although this would inevitably mean using sites that might otherwise be used for other purposes.

BR added that he would like to see university expansion take place outside the city – for example around university sites in Hastings – the continued expansion of universities within the city may not be sustainable. The Strategic Housing Partnership is actively engaging with the universities and with student unions on this issue, but with little success to date.

8.30 In response to a question from DS on how realistic the budget saving from increasing Traveller site rents was likely to be given the temporary closure of Horsdean required to develop the permanent site (and the failure to reach agreement on an alternative temporary transit provision). GR agreed that this saving was unlikely to be achieved and offered to re-think it.

8.31 GM noted that she was reassured to hear that so much work was going on, particularly around ‘supporting people’ services.

Public Health (PH)

8.32 TS told members that he had gladly taken the opportunity to re-brand PH as a council service, without losing sight of its core purpose. Areas of particular

focus included positioning PH as the locus of the council's 'intelligence' function, with staff from other departments augmenting the existing PH intelligence and research functions; a review of preventative services such as smoking cessation, with a greater emphasis on key interventions (such as workplace support and interactions with people planning to have operations); closer working with care services, particularly around preventing ill-health; and better links with schools (something that would have been very difficult had PH remained an NHS services) – for example the development of 'parental contracts' at Varndean and Dorothy Stringer schools aimed at discouraging parents from supplying their children with alcohol.

8.33 In response to a question from GM about the end of the PH funding 'ring-fence', TS told the panel that he thought it likely that the ring-fence would eventually go, but that restrictions on the use of PH funding are likely to remain for the foreseeable future.

8.34 In answer to a query from GM on co-working across the council and with the third sector, TS told members that a good deal of co-working was under way – with for example PH taking over responsibility for some 'supporting people' services. PH was working closely with the third sector and with the council's Communities team to support change.

8.35 GM thanked all the witnesses for coming to the meeting and playing their part in a frank and informative discussion.

9 DATE OF NEXT MEETING

The meeting concluded at Time Not Specified

Signed Chair

Dated this day of

Appendix Four

BRIGHTON & HOVE CITY COUNCIL

SCRUTINY PANEL ON THE 2015/16 BUDGET

10.00am 8 JANUARY 2015

COUNCIL CHAMBER, HOVE TOWN HALL

MINUTES

Present: Councillor Mitchell (Chair)

Also in attendance: Councillors Littman and Simson

PART ONE

10 PROCEDURAL BUSINESS

10.1 Cllr Simson declared an interest as a trustee of the Youth Collective.

10.2 The press & public were not excluded from the meeting.

11 MINUTES OF THE PREVIOUS MEETING

11.1 The draft minutes of the 06 January meeting were not yet ready to be agreed – panel members will consider these and the draft minutes of the 08 January meeting at a later date.

12 CHAIR'S COMMUNICATIONS

12.1 There were none.

13 BUDGET DISCUSSION

13.1 Witnesses at this meeting were:

- Pinaki Ghoshal (PG), Executive Director Children's Services
- Richard Butcher Tuset (RBT), Head of Policy & Performance
- Linda Beanlands (LB), Commissioner Community Safety
- Peter Castleton (PC), Community Safety Manager
- Sarah Tighe-Ford (STF), Equalities Coordinator, Communities Team

Children's Services

13.2 PG told members that Children's Services spending could be classified under three areas: schools; high need specialist services; and less specialist work in areas such as early help, prevention, support for young people with Special Educational Needs (SEN), schools support, youth services, and children's centres.

13.2 There is relatively little opportunity for the council to make savings in schools spending: most of this funding is ring-fenced for specific purposes. There is the potential to make savings in specialist services over the longer term via more effective early help and preventative services reducing demand for high-cost specialist interventions such as taking children into care, and the council and partners are very much engaged in this area: e.g. via the development of the Early Help Hub (EHH) and the MASH (multi agency safeguarding hub), and the formation of an integrated 'adolescent' support service for our most vulnerable young people. However, in the short-term, there are relatively few savings to be made while demand remains at current levels.

13.3 In consequence, a large percentage of the savings planned are inevitably focused on the third category of services. Key elements here include a focus on more efficient provision of home-school transport; a re-design of SEN services following the recent SEN review (due to be reported to a joint meeting of Children's Committee and the Health & Wellbeing Board on 03 February 2015); the development of a Service Level Agreement (SLA) with schools that accurately captures the cost to the council of schools support; and improved intelligence, such as that already coming through the EHH, which will be used to improve commissioning.

13.4 In answer to a question from DS on the achievability of home-school transport savings, PG told members that there were achievable without significant negative impacts. There is a local culture of expectation in terms of the local authority providing transport to school, but whilst it is important that the council continues to support those who need and have a statutory right to support, in general the onus should be on parents taking responsibility for travel to and from school.

13.5 In response to a query from LL about the cumulative impact of savings plans on vulnerable children and families, PG told members that these risks would be mitigated by the ongoing work to ensure that services delivered to families are better integrated, more efficient, and more effectively personalised. For example, where children exhibit challenging behaviour we will be moving to offering more support to help families understand and manage their own children's needs rather than just supporting a range of professionals to deal with it outside the home.

13.6 In answer to a question from LL on the dangers of making short term savings before long term improvements are in place, PG assured members that he was alert to this danger. The MASH and the EHH provide an important safety net here – much more effectively so than the services they replaced.

13.7 In response to a question from GM on the impact of a series of savings on low income women and families, PG told members that we need to be clear about the financial situation we are facing: there is less money available to us and we need to make hard choices. It is important that we use the funds we do have in the most efficient way possible – and this relies upon us having and using the best possible intelligence. We also need to benchmark our services against those in other areas to ensure that we get best value for money. For example, most local areas do not fund extended services for schools; this is something that schools could do more to support locally. Similarly, the council is an outlier in subsidising its community learning services. Other city providers run a successful service without subsidising their offers and it seems sensible to follow their lead.

13.8 In answer to a question from GM on the changing role of schools, PG agreed that there were opportunities to encourage schools to do more to share the cost of a range of services that they benefit from. Since PG came into post he has been very active in strengthening the council's challenge to schools. We have seen a marked improvement in partnership working, but much more could be done. For example, schools are the biggest referrer to the EHH and already spend a good deal on early help (although they don't necessarily badge it as such). However, this provision tends to be undertaken in isolation from other agencies and sometimes from other schools. If the council, the Clinical Commissioning Group (CCG) and schools came together collectively to commission early help services then we would potentially see much better outcomes for young people.

13.9 In response to a query from DS on savings to third sector Youth Services, PG told members that Youth Services should be a key part of city early help provision. It is important that we move to a model in which youth workers are embedded in the early help system.

13.10 In answer to a question from DS about the pattern of referrals into the EHH, PG told the panel that referrals were largely in line with city demographics, with younger children and families being referred for help as well as teenagers. There are important links here with the Stronger Families Stronger Communities programme.

13.11 In response to a query from GM about youth offending, PG told members that there had been a significant reduction in the numbers of young people coming into the system, so much so that it will be possible to delete some vacant posts in the YOS team. Re-offending rates remain high, although the trend is positive. It is important that we maintain a focus on this area. GM agreed, noting that the figure for new entrants had fallen across the country, largely because the police have new powers to deal with offenders outside the court system.

13.12 In answer to a question from LL on the achievability of budget projections for high needs specialist services, PG informed members that this was a volatile area that could be impacted by events outside the council's control (for example, a high profile abuse case such as that of 'Baby Peter' could

increase the number of children referred for and taken into care). Whilst these risks cannot be wholly mitigated, they can be reduced by better partnership working and by initiatives such as the MASH. It is also important that we manage residential costs properly (a similar point applies to disability placements).

13.13 In response to a query from DS about the potential risk of schools opting out of buying council support services, PG told members that most schools do not currently opt out although they could do. It is important that the council offers high quality, value for money support to schools and also important that the council understands the costs associated with providing services: currently some services are financially self-sustaining; others are effectively subsidised by the council, but necessarily so as they mitigate risks for which the council is liable; and others are run at a loss – a position which is not tenable in the long term.

Communities

13.14 RBT told members that the community and voluntary sector is very important to the city, with every £1 spent with the third sector estimated to generate £13 in other benefits. However, given the scale of the savings required from the council and other public sector bodies, public funding for the sector will inevitably come under increasing pressure in the coming years. It is therefore vital that we understand what the third sector (including social enterprises and faith groups) offers the city and how best to support it through a period of significant change.

13.15 In consequence, the council has invested in Community Works in order to support third sector transition. The council is also reviewing the current three year grant programme. In general we are likely to see a move away from grants to commissioning the sector (via the commissioning prospectus) to deliver specific services or outcomes. The council is also actively looking at national and international best practice in terms of identifying alternative income streams to support the third sector – for example encouraging philanthropic support for infrastructure projects.

13.16 In addition, the council is looking at its third sector contracts and commissions as part of the Value for Money (vfm) third party spend review. This review will seek to identify opportunities to increase efficiency and reduce duplication across the council's contracting and commissioning.

13.17 The council is also using a matrix impact approach to focus on key third sector organisations across the city, looking at how healthy they are, how resilient to change they are likely to be, and what can be done to support them to remain sustainable.

13.18 This year has also seen consultation with Community Works with regard to the draft budget plans. The tight time-scales for the budget make this process inherently challenging, but some good progress has been made since last year, and we are starting to move in the direction of a more collaborative

approach to budget setting with our third sector partners. More needs to be done though.

13.19 Going forward, the council will need to decide what services beyond those required by statute it wants to continue to support – the third sector needs to understand whether particular funding streams, such as three year grants funding, are going to be retained or discontinued.

13.20 The future is likely to see a growing role played by faith organisations across the city, and the council will need to further develop relationships with this sector.

13.21 In response to a question from DS about how the budget plans support community resilience, RBT told members that it was essential that the third sector was in a position to support increased community resilience. The city has a good track record of the city community and voluntary sector effectively managing significant change, for example in terms of the recent rationalisation of advice services. The move from grants funding to commissioning will also support the council's ability to target support where it is most needed. Future public sector funding for the third sector is likely to further community resilience by focusing on support for employment.

It is also important that the council supports community resilience by adopting a 'can do' attitude to community plans. The council is too often so risk adverse that it risks blocking worthwhile community-led ideas.

13.22 In answer to a question from LL on the impact of budget savings plans on women in disadvantaged communities, STF told members that certain groups of people are the heaviest users of council services – women, disabled people, older people, young people. Significant reductions in council funding will inevitably have a disproportionate impact on the groups that use services the most. However, it is important that the council identifies and monitors trends in terms of Equality Impacts, so as to best understand where it most needs to intervene. Having really good intelligence, and talking directly to communities, is key here.

RBT added that it was increasingly important that Equality Impacts were mapped across public services, not just the council. Good work has already been undertaken via the City Management Board, but more needs to be done.

Community Safety

13.23 LB told members that the council's plans to change Community Safety provision were only part of the picture across the city; changes to police, probation and the court service also needed to be factored in. This adds complexity and makes it even more important that the council works together with its partners to mitigate the impact of savings plans.

13.24 Resources for Community Safety are reducing, but demand is increasing in key areas. These include: domestic violence, sexual violence, child sexual

exploitation, serious and organised crime, modern slavery and trafficking, harmful traditional practices, and re-offending by serious offenders. We need to target resources in these areas.

13.25 Some Community Safety work has been included in the recently re-profiled Public Health Substance Misuse Services contract (elements of services for street outreach and for prolific offenders). This represents good value for money without any negative impact on service delivery. There may be the potential to include some of the Communities Against Drugs work in the SMS contract.

13.26 Budget plans include a proposal to delete a vacant Prevent (domestic terrorism) post. However, there is the prospect of some Home Office funding here.

13.27 Transferring some responsibilities to the PH team has meant that capacity has been maintained in reducing hate crimes and in community engagement.

13.28 The council commissioner for violence against women and children is now a shared post with East Sussex County Council, reducing the burden of costs.

13.29 Environmental Project Officers have been transferred to the council's Communities team to make best use of the considerable overlap with this service.

13.30 In response to a question from LL about protecting and enhancing intelligence functions, LB told members that high quality intelligence was very important. We are working with the Police & Crime Commissioner and with Sussex Police to share intelligence more effectively, particularly in terms of Serious and Organised Crime and Child Sexual Exploitation. Services have also been thinking innovatively here: for example by training Environmental Health officers who inspect restaurants and other businesses to be aware of trafficking issues.

13.31 PC told members that Community Safety has doing more work to support the police – and particularly Police Community Support Officers to manage their most difficult cases. There is also a growing role in supporting 'mainstream' services such as Housing Associations and the council's Housing service.

13.32 In response to questions about Community Safety's role in building community resilience, LB told members that the service had been involved in the successful 'One Voice' meetings bringing together the council's Chief Executive and Executive Leadership Team with representatives of BME and Muslim communities. There is scope to do more in terms of bringing communities together with public sector decision-makers.

13.33 In answer to a question from DS about the potential cumulative impact of budget plans on particular groups, such as women, LB told the panel that she shared their concerns, but hoped that effective planning across agencies,

pooled budgeting, better integration with safeguarding services, and a greater focus on early intervention would ameliorate some of this impact.

14 THE NEXT STEPS

The meeting concluded at Time Not Specified

Signed Chair

Dated this day of

Appendix Five

Extract from the draft minutes of the 26 Jan 2015 Overview & Scrutiny Committee (OSC) meeting

43.1 Cllr Mitchell, who had chaired the budget scrutiny panel, told the committee that the panel had been struck by the complexity of this year's budget planning and by how much good work was taking place. Moves to protect and coalesce the council's 'intelligence' functions were also welcomed by the panel. However, panel members had concerns about the cumulative impact of the savings plans, and about assumptions that as yet unspecified service changes would deliver significant in-year savings.

43.2 Cllr Simson agreed that the budget sessions had been very informative: it was good to see so much starting to happen. However, it was disappointing that the lead members for some service areas had been unable to attend the panel's evidence gathering meetings. It was also disappointing that Community Works had not been able to participate in the formal budget scrutiny panel process to the same extent as in previous years.

43.3 Cllr Hawtree noted a dichotomy between the civilised and consensual tone of the budget scrutiny report and the tone of debate at previous budget council meetings. Cllr Summers agreed that it was unfortunate that budget debate too often ended in party political wrangling and was reported so negatively in the local media. It would be useful if the media reported the findings of the budget scrutiny panel, since it would show how hard the council was working to make the organisation more efficient.

43.4 Cllr Mitchell told the committee that it was important that new members were thoroughly briefed about budget and other financial matters – this should be included in the new member induction programme, and potentially also in the sessions currently being run for aspirant new members. Cllr Wilson noted that training on budget issues would have been useful to her; as a member who joined the council following a by-election she had not gone through the new member induction process.

43.5 RESOLVED – that the budget scrutiny panel report be endorsed and referred to Policy & Resources committee for consideration.

Scrutiny Budget Panel 2015/16: List of Recommendations and Proposed Responses:

Recommendation	Context to response	Action proposed
1) Budget planning for 2016/17 and subsequent years should include a series of member seminars at which council officers and partners can detail the progress of their collaborative work and its impact on budget plans.	The Local Strategic Partnership (Brighton & Hove Connected) is a public forum to which reports on partnership activity are regularly submitted and considered by the meetings of the partnership. Specific items have also been considered at the City Management Board (CMB) and CMB Finance Directors sub-group in relation to budget planning including sharing financial planning information wherever possible.	**Agreed with options:** Options could include specific agenda items around budget and resource planning at one or more Brighton & Hove Connected meetings at appropriate times of the year to which members of all parties could be invited. Alternatively, an extraordinary meeting or specific seminar could be considered to achieve the same. Options will be considered and reflected in the 'budget process' report to Policy & Resources Committee for Members' approval, usually taken in July of each year.

Recommendation	Context to response	Action proposed
2) The council's intelligence functions are key to delivering the levels of savings required. The council should continue to fund these services at the current level at the very least.	The importance of these services is well understood in terms of supporting effective long term planning and commissioning of services. However, like many information services, intelligence services are improving over time and, in particular, the continuing alignment and increased sharing of data across partnerships makes extracting, analysing and presenting information easier and more efficient with time. Therefore, while intelligence information should and can continue to improve, this does not necessarily mean that it will cost the same to provide over time.	**Partially agreed:** The importance of intelligence services is acknowleged but there are many options for organising who provides information and how it is provided across and between partners. In addition, this cannot preclude all political groups from being able to put forward investment or savings proposals for any service, including intelligence services, as part of budget proposals or by amendment thereof.
3) The council should report back to the September 2015 P&R Committee on the impact on protected groups of the 2015/16 budget savings and those of our public sector partners.	It should be noted that some savings proposals will require ongoing monitoring and reporting to relevant policy and service committees as normal. For example, initiatives linked to Better Care Fund Plan implementation will be reported to the Health & Wellbeing Board.	**Agreed:** However, Members may wish to consider whether or not this is more properly considered by the Health & Well-being Board rather than the Policy & Resources Committee.

Budget Council	Agenda Item 60
26 February 2015	Brighton & Hove City Council

Subject:		**Supplementary Financial Information for Budget Council**		
Date of Meeting:		**26 February 2015**		
Report of:		**Interim Executive Director of Finance & Resources**		
Contact Officer:	**Name:**	**James Hengeveld**	**Tel:**	**29-1242**
	E-mail:	**James.Hengeveld@brighton-hove.gov.uk**		
Wards Affected:		**All**		

FOR GENERAL RELEASE

1. PURPOSE OF REPORT AND POLICY CONTEXT:

1.1 To update Members with further budget information that has been received since the Revenue Budget & Capital Investment Programme reports were written for Policy & Resources Committee on the 12 February 2015.

1.2 Policy and Resources on the 12 February 2015 referred to Council for consideration proposals for a 5.9% council tax increase that would trigger a referendum alongside a Substitute budget; a council tax freeze; and a Threshold 1.99% council tax increase. The impact of each of these proposals on the overall council tax is set out in the tables at paragraph 3.7.

2. RECOMMENDATIONS:

2.1 That Council use the statutory budget and the Council Tax Resolutions set out in this report for a 5.9% council tax increase, a council tax freeze and a Threshold 1.99% increase as the basis of debate at the meeting.

3. CONTEXT / BACKGROUND INFORMATION

2015/16 General Fund Budget & Council Tax

3.1 The new and revised information in this report was set out in paragraph 4.4 of the 12 February 2015 Policy & Resources committee report and covers the following:-

- Any other grants that are announced before Budget Council.
- The Environment Agency levy figure agreed for 2015/16 and any changes to the budget and council tax calculation resulting from the levy.
- The agreed council tax set by the Sussex Police & Crime Commissioner, East Sussex Fire Authority and Rottingdean Parish.
- The statutory council tax calculations required under the 1992 Local Government Finance Act.

- The full budget and council tax resolution for Budget Council.
- Fees and charges referred to council by the Economic Development and Culture Committee and the Environment, Transport and Sustainability Committee along with extracts from the minutes of the meetings to allow these fees and charges to be considered with the overall budget package.

3.2 Following on from Policy & Resources committee on the 12 February 2015, officers have selected savings proposals from appendix 9 of the Revenue Budget and Council Tax 2015/16 report sufficient to enable members to opt for a Council Tax Freeze. These are set out in appendix 18 together with the implications for one off funding and the part year effect of savings. In summary the savings identified of £0.918m require one off funding of £0.372m. Therefore appendix 18 becomes a substantive proposal for a budget based on a council tax freeze and would be the starting point for any amendments thereof.

3.3 There is a statutory requirement to consult on significant changes to children's centres. Appendix 22 reports on the outcome of the consultation and outlines amendments to the original proposals arising from the consultation along with an updated Equalities Impact Assessment (EIA).

New grants information

3.4 Appendix 3 listed specific grants for 2015/16 and the universal infant free schools meals grant introduced from September 2014 was omitted from the appendix and is estimated to be £1.371m in 2014/15 and £2.350m in 2015/16. The Education Capital Maintenance allocation for 2015/16 has been announced and is £4.909m. This will be incorporated into the education capital programme.

Environment Agency Levy

3.5 The Environment Agency levy has been set at £58,314 as provided for in the budget report to Policy & Resources committee on 12 February 2015.

Fees and Charges

3.6 The fees and charges referred to council by the Economic Development and Culture Committee and the Environment, Transport and Sustainability Committee form part of the budget proposals considered by Policy & Resources Committee and referred to Budget Council. Should members wish to change any of these proposed fees and charges, the consequent impact on the budgets proposals will need to be addressed by way of an amendment at Budget Council.

Council Tax

3.7 The following tables show the overall council tax proposed incorporating the amounts set by Sussex Police & Crime Commissioner and East Sussex Fire Authority.

TABLE 5: Overall Council Tax based on a 5.9% increase			
	2015/16 Band D Council Tax	Change on 2014/15	Percentage change
Brighton & Hove City Council	£1,390.01	£77.43	5.90%
Sussex Police & Crime Commissioner	£143.91	£2.79	1.98%
East Sussex Fire Authority	£85.07	£1.62	1.94%
Total for Brighton & Hove residents	£1,618.99	£81.84	5.32%

TABLE 6: Overall Council Tax based on a Freeze			
	2015/16 Band D Council Tax	Change on 2014/15	Percentage change
Brighton & Hove City Council	£1,312.55	-£0.03*	0.00%
Sussex Police & Crime Commissioner	£143.91	£2.79	1.98%
East Sussex Fire Authority	£85.07	£1.62	1.94%
Total for Brighton & Hove residents	£1541.53	£4.38	0.28%

*The council tax for Brighton & Hove City Council would reduce by £0.03 with a Freeze budget due to a technical adjustment requiring the inclusion of Enclosure Committees in calculating the freeze.

TABLE 7: Overall Council Tax based on a 1.99% increase			
	2015/16 Band D Council Tax	Change on 2014/15	Percentage change
Brighton & Hove City Council	£1,338.68	£26.10	1.99%
Sussex Police & Crime Commissioner	£143.91	£2.79	1.98%
East Sussex Fire Authority	£85.07	£1.62	1.94%
Total for Brighton & Hove residents	£1,567.66	£30.51	1.98%

3.8 The Rottingdean Precept was set on 2 February 2015 at £43,330.

Budget and Council Tax Appendices

3.9 Details of the additional council taxes paid by residents of Enclosure Committees for the maintenance of gardens in Hanover Crescent, Marine Square and Royal Crescent are given in appendix 25A, 25B and 25C.

3.10 The list of new budget and council tax appendices attached to this report is included under Supporting Documentation below.

SUPPORTING DOCUMENTATION

Appendices:

18. Selected savings proposals in support of the council tax freeze option.
19. Fees and charges referred to Council by the Economic Development and Culture Committee.
20. Fees and charges referred to Council by the Environment, Transport and Sustainability Committee.
21. Revised description for the Public Transport saving included in appendix 7 & 9 and the Children's Centre saving included in appendix 8 of the General Fund Revenue Budget and Council Tax 2015/16.
22. Response to the Children's Centres consultation including an updated EIA.

23A The council tax for each band and for households entitled to a single person discount based on a Council Tax increase of 5.9%.

23B The council tax for each band and for households entitled to a single person discount based on a Council Tax freeze.

23C The council tax for each band and for households entitled to a single person discount based on a Council Tax increase of 1.99%.

24A The statutory calculations required under the 1992 Local Government Act based on a 5.9% Council Tax increase.

24B The statutory calculations required under the 1992 Local Government Act based on a Council Tax freeze.

24C The statutory calculations required under the 1992 Local Government Act based on a Council Tax increase of 1.99%.

25 A Proposed full resolution for Budget Council based on a Council Tax increase of 5.9%.

25B Proposed full resolution for Budget Council based on a Council Tax freeze

25C Proposed full resolution for Budget Council based on a Council Tax increase of 1.99%.

Documents in Members' Rooms

1. A copy of the Children's Centre Consultation Summary, which has also been circulated to Members separately and published as a supporting document.

Background Documents

1. No further background documents.

Substantive proposal for a Council Tax Freeze

The local government finance settlement includes new council tax freeze grants for 2015/16 equivalent to a 1% increase in council tax for those councils who agreed to freeze their council tax in 2015/16. The grant for Brighton & Hove is estimated to be £1.267m.

The savings package required to deliver a freeze budget, taking into account the freeze grant, is £25.770m. The savings identified within the Referendum and substitute budget proposals total £24.852m as shown in Appendices 7 and 8, therefore the additional savings required to deliver a freeze budget are £0.918m.

However, if Council was to agree a freeze budget this would release one off resources of £1.178m that would otherwise be required to hold a referendum or implement a substitute budget, largely due to timing delays.

These include: -

One off costs avoided	**£'000**
Estimate one off costs of holding the referendum vote	100
Additional staffing costs associated with maintaining the collection rate set in the council tax base report agreed at January P&R	194
The additional costs of re-billing, refunds and adjusting council tax accounts including additional staff costs.	157
Subtotal	**451**
The timing delay of implementing savings within the substitute budget as below:	
Learning Disabilities (LD) - Residential. Community Care Services provided by the Independent Sector to meet assessed needs.	156
Learning Disabilities (LD) - Home Care, Day Care & Direct Payments. Community Care Services provided by the Independent Sector to meet assessed needs.	103
Home Care. (6 services including Independence at Home)	100
Early Years (Early Help) - Children's Centres. City-wide service integrated with health visiting which aims to improve outcomes for children under 5. 12 designated Children's Centre's plus a further 9 linked sites. Statutory duties to ensure sufficient children's centres and improve early years outcomes. Presumption against closure and requirement to consult on changes / closures.	261
Early Years - Childcare - support for childminders, out of school childcare, childcare workforce training, business support for childcare, inclusion funding for children under 2, management and administration of free entitlement for 3 and 4 year olds	9
Public Conveniences - The service provides 42 traditional public toilets across the city. The contract for cleaning, attending and opening and closing the site is run by Wettons. The contract is due for renewal in March 2017. Many of the sites require investment and are currently being assessed by Property & Design.	40
City Parks Trees - The Arboriculture Team are responsible for the inspection and maintenance of trees in the city. There are an estimated 12,000 street trees. Some of the maintenance work is sub contracted out.	20
Private Sector Housing Team	19

Housing Benefits / CTR administration costs. Housing benefit administration is a statutory function. Involves the award of benefits to approximately 20% of the households in the city. Naturally this tends to include a large percentage of elderly and vulnerable customers.	19
Total	**1,178**

The following table includes savings proposals totalling £0.918m sufficient to enable members to opt for a Council Tax Freeze. This will require £0.372m one off resources to cover the timing delay of implementation. If these proposals are accepted this will reduce the above one off resources to £0.806m.

Service	Gross Budget £'000	Net Budget £'000	Description of Saving Opportunity	Saving Type	Impact on Outcomes / Priorities	Equalities Impact	Savings identified 2015/16 £'000	Full Year effect of 2015/16 savings £'000
ASSISTANT CHIEF EXECUTIVE								
Corporate Policy & Communities								
Equality and Cohesion - Centralised team ensuring council meets legal duties including delivery of our Equality and Inclusion Policy & Action Plan, Equality Impact Assessments (incl Budget), Stonewall Index & diversity workers forums.	243	243	Deletion of budget for direct delivery of equalities events and move to an enabling role supporting others to access other funding for activities/events. Mainstreaming of diversity mentoring scheme into council's learning and development programme.	Other Efficiency Gains	A potential reduction in support for equality and diversity initiatives that benefit our staff and the city's communities.	45	20	20
Overview & Scrutiny (O&S) enables the authority to meet statutory scrutiny requirements. As part of the council's decision making processes it a) checks & reviews policy b) monitors performance c) holds the council, its partners & external agencies to account. The service also supports the Older People's Council (OPC), Tenant Scrutiny & the Health & Wellbeing Board.	220	213	Provision of a further reduced Overview and Scrutiny function, dissolving the Older People's Council and replacing this with an Older People's consultative forum.	Other Efficiency Gains	Work will be required to ensure the authority is able to meet its statutory responsibilities as they relate to scrutiny. Work undertaken by O&S for vulnerable/disadvantaged groups and key strategic issues (e.g. Trans, Sea Front, Bullying, Autism) will, where possible, need to be addressed by other teams in the council. By ensuring the OPC is replaced with a new Consultative Forum impacts on older people should be minimised.	12b	30	30
Corporate Policy & Communities Total							**50**	**50**
ASSISTANT CHIEF EXECUTIVE TOTAL							**50**	**50**

CHILDREN'S SERVICES

Stronger Families, Youth & Communities

Youth Service - Integrated support service for children aged 13-19 plus Youth Participation and Youth Employability services	2,073	1,915	Reducing the £400k commissioned contract for the delivery of universal Youth Work with community and voluntary sector youth work organisations. Provision is currently delivered by 8 organisations forming the Brighton & Hove Youth Collective led by Impact Initiatives.	Commissioning	Targeting remaining resources on those most in need supports the children's service Early Help Strategy and the priorities of the Corporate Plan. The Youth work team will have increased flexibility to adapt delivery and interventions to who, where and when it will be most effective. Reduction in youth work capacity will reduce opportunities for children, young people and their families to participate in some community based activities currently free or low cost at the point of delivery. Families can access other activities provided by the council, voluntary sector or commercial providers. Some of those activities may incur a charge which will put financial pressure on families on low incomes. Impact of the changes to Youth Employability Service will be minimal. Via increased use of social media platforms, a reconfiguration of delivery will be initiated to ensure that there is minimal disruption.	38	83	136
Early Years - Nurseries. Statutory duties to secure sufficient free early education for 4, 3 and low income 2 year olds. Statutory duty to secure sufficient childcare for working parents. Part of Children's Centre service so there is a requirement to consult.	1,621	608	Review and consult on options to remove the subsidy for Council run nurseries and Tarnerland Nursery School. This will include identifying in-house efficiencies where possible and in the longer term, considering alternative providers including schools, staff mutuals and the private and voluntary sector, no longer providing full day care and focussing on free early education for low income 2 year olds and 3 and 4 year olds, reducing opening hours, increasing fees, changes to staffing and the potential for combining with other services. It is likely that different options will be developed for each nursery and that the implementation of changes across all of the nurseries may need to be staggered.	Other Efficiency Gains	The impact will depend on the options chosen. The review will consider the Council's priority to secure free childcare places for two year olds in low income families and the particular issues for each nursery. Any changes to nursery provision will have a significant impact on young children and their families. The best time to make changes to minimise impact is September when 4 year olds leave to start school. A change in provider would have a significant impact on the 150 staff employed by the Council. This number does not include staff employed by Tarnerland Nursery School. Most of the nurseries are part of the children's centre service so there also needs to be a public consultation on any changes to services.	17	33	100
Stronger Families, Youth & Communities Total							**116**	**236**
CHILDREN'S SERVICES TOTAL							**116**	**236**

ENVIRONMENT, DEVELOPMENT & HOUSING

City Clean and Parks

City Clean and Parks service	13,585	13,187	We have commenced a comprehensive service redesign across City Clean and Parks informed by customer feedback and designed to improve efficiency and integration across all aspects of these services. The increased savings levels will require some fundamental changes to how the service operates including further mechanisation of street cleaning and thereby reducing manual street cleansing activities as well as reduced service levels in some lower priority areas. The proposal includes a reduction in gardening provision of approximately 8%.	Commissioning	There will be some reductions in the scope of scale of manual street sweeping across the city replaced by mechanical sweeping. The model for supporting and maintaining parks and open spaces will change by a refocused ranger service and a proposed reduction in gardener related activities.	41, S18 &S19	200	400
City Clean and Parks Total							**200**	**400**

Transport

Public Transport - the team's primary function is to manage the council's supported bus network and general bus related measures which aim at increasing bus patronage in the city such as multi modal ticketing. They are also charged with managing the Quality Bus Partnership involving the 5 private bus operators. There is also a customer facing element including bus promotion and dealing with customer enquires.	1,367	1,196	Reduction of expenditure by early termination of a further 5 Supported Bus Contracts. The specific reductions are 38A Monday to Saturday evenings and winter Sunday evenings; 21 winter Sunday evenings; 21A Sundays and Public Holidays; 84 Monday to Friday.	Commissioning / Procurement	Will impact on Priorities - Tackling inequality and Creating a more sustainable city. The cumulative impact of these service reductions may lead to other services becoming unviable and their further termination by the Bus Operators, Council officers will engage with Operators to mitigate these impacts and investigate the possibility that some of these routes or parts of routes could run commercially.	23	37	89
Parking - On Street On-street pay & display, pay-by-phone, permits, enforcement, penalty charge notices, penalty processing and appeals, customer services	6,788	-13,026	Reduction in support to Community Events Budget including provision of free parking bay suspensions and associated direct contractual costs.	Commissioning / Procurement	Community events reliant on provision of free parking bays will need to rationalise the use of free bays and consider alternative locations with less impact on city centre parking. Potential Impacts on external visitor related events. These proposals will not impact on Remembrance Day or Pride Events.	24	41	41
Transport Strategy & Projects - Development and co-ordination high level policy and strategic issues involving transport; development and delivery of major transport projects; assessment of transport implications of development proposals; management of transport model; monitoring of capital programme.	193	193	Net saving from service redesign within the Transport Planning Team to support essential delivery of LTP policies and schemes.	Other Efficiency Gains	None. Service redesign completed	Not required	3	3

Transport Total							**81**	**133**
Housing General Fund								
Housing Options/Statutory Homelessness Preventing homelessness by finding alternative housing for people who are about to become homeless and to whom the council would otherwise have a duty to provide accommodation - this includes some specialist options workers to understand the needs of specific client groups e.g. Learning Disabilities, Domestic Violence. In addition Options managers assist in finding accommodation for those people who present significant risk to the public if they aren't accommodated, and have a Prison Officer Accommodation Liaison Officer (POAL) who assists people leaving prison to find accommodation and hence reduce potential to re-offend. Assessing homeless applications from those households who do become homeless to determine what housing duty the Council has, and dealing with reviews of such decisions to minimise Court proceedings.	1,143	1,142	Reduction of 1x Housing Options Officer and 1.5 x admin support to front line statutory homeless service	Other Efficiency Gains	Potential reduction in the amount of homelessness prevention we are able to deliver and resulting increase in statutory homelessness	26 & S21	69	69
Temporary Accommodation Providing a range of emergency and longer term leased temporary accommodation to statutory homeless and also corporately on behalf of Adult Services (Mental health, Learning Disabilities, Physical Disabilities, HIV team) and Children's Services (young people and families). In addition the team manages Brighton & Hove Seaside Community Homes properties.	19,886	1,558	1) Increased income of £30k from Seaside Homes management fee and so apportion GF staff against these budgets.		Managing temporary accommodation within existing resources while funding staff from Seaside Homes management fee will enable savings to be achieved from the General Fund whilst still being able to deliver management to our lease providers and tenants/licences.	Not required	30	30
Housing General Fund Total							**99**	**99**
ENVIRONMENT, DEVELOPMENT & HOUSING TOTAL							**380**	**632**
GENERAL FUND TOTAL							**546**	**918**

Budget Council	**Appendix 19**
26 February 2015	Brighton & Hove City Council

Subject:		**Fees & Charges 2015/16 – Assistant Chief Executive Directorate - Extract from the Proceedings of the Economic Development & Culture Committee Meeting held on the 15 January 2015**		
Date of Meeting:		**26 February 2015**		
Report of:		**Monitoring Officer**		
Contact Officer:	Name:	**Mark Wall**	**Tel:**	**29-1006**
	E-mail:	mark.wall@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 determination:
Recommendations: That consideration and decision in respect of all other fees and charges be reserved for discussion at Budget Council on 26 February 2015.

ECONOMIC DEVELOPMENT & CULTURE COMMITTEE

4.00 pm 15 January 2015
COUNCIL CHAMBER, HOVE TOWN HALL

DRAFT MINUTES

Present: Councillors Bowden (Chair),Hawtree (Deputy Chair), Brown (Opposition Spokesperson), Deane, Mears, Morgan, Randall, Robins, Simson and Wealls.

PART ONE

52 FEES & CHARGES 2015/16 - ASSISTANT CHIEF EXECUTIVE DIRECTORATE

52.1 The Committee considered a report of the Assistant Chief Executive representing and seeking approval to the review of fees and charges across six service areas: Libraries,

Royal Pavilion and Museums, Seafront, Sports Facilities, Venues and Outdoor Events. The changes would be implemented from April 2015 unless otherwise stated.

52.2 The Assistant Chief Executive explained that Fees and charges for services were reviewed annually in line with the Corporate Fees & Charges Policy. As a minimum, all fees and charges were increased by the corporate rate of inflation which had been set at 2.0%. This was the same percentage by which income budgets would be increased. For the Sports Facilities Contract there was a formula to calculate the inflationary price increase linked to the All Items Retail Prices Index Excluding Mortgage Interest Payments (RPIX). The increase calculated for 2015/16 was 2.63%.

52.3 The council's Financial Regulations required that any proposed increases in fees and charges over and above inflation were agreed by the council. They also stated that it is good practice to report on fees and charges that are rising by inflation only.

52.4 It was stressed that the proposals also needed to be viewed in the context of the very challenging financial position facing the council, with an estimated £102m savings requirement by 2019/20. A range of the proposals in the report to increase fees and charges above the inflation rate sought to increase income and achieve budget savings with increased income targets.

52.5 The Chair, Councillor Bowden explained that discussions in relation to the report recommendations which had taken place with the opposition spokespersons had indicated that they considered it appropriate for discussion and approval of recommendations 1, 3, 4, 5 and 6 to be reserved for the meeting of Full Council on 26 February 2015-at which the Budget for 2016/17 would be agreed. If the Committee agreed to this, it would be necessary however, for the proposed fees and charges for the Royal Pavilion and Preston Manor for 2016/17 to be agreed at that meeting. This was necessary in order that that this information could be provided for trade/tourism and other relevant publications which were prepared a year in advance.

52.6 Having agreed to this approach Members had the opportunity to ask questions and Councillor Mears requested supporting information in respect of the proposed arrangements and charges for Saltdean Library. It was agreed that the Head of the Library and Information Service would provide this information to the Committee independently of the meeting.

52 7 **RESOLVED:**

(1) That the committee approves the fees and charges for the Royal Pavilion and Preston Manor for 2016/17 set out in Appendix 2 to the report; and

RESOLVED TO RECOMMEND:

(2) That consideration and decision in respect of all other fees and charges be reserved for discussion at Budget Council on 26 February 2015.

Note: The committee agreed that with the exception of the proposed fees and charges for the Royal Pavilion for 2016/217 as set out in Appendix 2 to the report, consideration of all other fees and charges be deferred for discussion at Budget Council.

63 ITEMS REFERRED FOR COUNCIL

63.1 Item 52:-Fees and Charges 2015/16 – Assistant Chief Executive Directorate.

The Committee agreed that with the exception of the proposed fees and charges for the Royal Pavilion for 2016/217 as set out in Appendix 2 to the report, consideration of all other fees and charges be deferred for discussion at Budget Council.

Budget Council 26 February 2015	**Appendix** Brighton & Hove City Council

Subject:		**Fees & Charges 2015/16 – Assistant Chief Executive Directorate**		
Date of Meeting:		**26th February 2015** 15th January 2015 – Economic Development & Culture Committee		
Report of:		**Assistant Chief Executive**		
Contact Officer:	**Name:**	**Ian Shurrock** **Toby Kingsbury**	**Tel:**	**29-2084** **29-2701**
	Email:	**ian.shurrock@brighton-hove.gov.uk** **toby.kingsbury@brighton-hove.gov.uk**		
Ward(s) affected:		**All**		

FOR GENERAL RELEASE

1. PURPOSE OF REPORT AND POLICY CONTEXT

1.1 The fees and charges for services are reviewed annually in line with the Corporate Fees & Charges Policy. As a minimum, all fees and charges are increased by the corporate rate of inflation which has been set at 2.0%. This is the same percentage by which income budgets will be increased. For the Sports Facilities Contract there is a formula to calculate the inflationary price increase linked to the All Items Retail Prices Index Excluding Mortgage Interest Payments (RPIX). The increase calculated for 2015/16 is 2.63%.

1.2 The council's Financial Regulations require that any proposed increases in fees and charges over and above inflation are agreed by the council. They also state that it is good practice to report on fees and charges that are rising by inflation only.

1.3 This combined report presents the review of fees and charges across six service areas: Libraries, Royal Pavilion and Museums, Seafront, Sports Facilities, Venues and Outdoor Events. The changes would be implemented from April 2015 unless otherwise stated.

1.4 The proposals should also be viewed in the context of the very challenging financial position facing the council, with an estimated £102m savings requirement by 2019/20. A range of the proposals in the report to increase fees and charges above the inflation rate are to increase income and achieve budget savings with increased income targets.

2. RECOMMENDATIONS:

2.1 That the committee approves the fees and charges for Libraries and Information Services for 2015/16 in Appendix 1a.

2.2 That the committee approves the fees and charges for the Royal Pavilion & Museums for 2015/16 in Appendix 2.

2.3 That the committee approves the fees and charges for the Seafront for 2015/16 in Appendix 3.

2.4 That the committee approves the fees and charges for Sports Facilities for 2015/16 in Appendix 4.

2.5 That the committee approves the fees and charges for the Brighton Centre for 2015/16 in Appendix 5

2.6 That the committee approves the fees and charges for Outdoor Events for 2015/16 in Appendix 6

2.7 That the committee grants delegated authority for officers to negotiate hire fees where commercially necessary outside the approved fees & charges.

3. CONTEXT/ BACKGROUND INFORMATION

3.1 The fees and charges proposed in the attached appendices have been increased by the base line of 2.0% (or 2.63% in the case of sports facilities) unless indicated otherwise. However, the amounts have been rounded for ease of administration and therefore the actual percentage increase is often not exactly 2.0% or 2.63%. Where a percentage increase above inflation is proposed an explanation is given in this main report.

3.2 LIBRARIES & INFORMATION SERVICES (please see Appendix 1)

3.2.1 Brighton & Hove Libraries provide unique free to use public spaces and services open and available to all communities of all ages:

- Free to join at any age
- Free to go into and spend time in
- Free loan of books and ‘e’ books
- Free access to consult books, read newspapers and magazines
- Free access to information
- Free unlimited wi-fi use
- Free story times
- Free class visits
- Free space for community run activities
- Free promotion/outreach to schools and other community partners

3.2.2 Charges are currently made for a range of facilities and services.

- There are concessions on charges based on low income or disability
- There are commercial and community rates around the hire of spaces.

3.2.3 Current charges for facilities and services are:

- Overdue charges for late return of books and other materials
- Loan of audio-visual materials - audio books, music compact discs, films on DVD, music score sets

- Reserving stock
- Photo-copying and printing
- Room hire and exhibition spaces

Proposals for 2015 – 2016

3.2.4 As many Library Service charges are only a few pence it is not possible to increase them annually by inflation. Instead, most prices are left unchanged for a number of years until an increase in real prices can be adopted. For this reason, many of the fees and charges are remaining the same, and where increases have been proposed, they are above the rate of inflation.

3.2.5 In order to meet the annual increase in income targets for inflation and to help address the budget gap for the coming year, a number of existing charges are proposed to be increased, and a number of new charges are proposed to be introduced.

3.2.6 Additional income will also be achieved through increased commercial activity and actively seeking donations from the public.

3.2.7 All of these changes will enable Library Services to achieve an additional £52,000 of income next year, bring the total income target for Library Services for 2015-16 to £493,100. After taking account of the inflation uplift, this will mean a contribution of £43,000 toward the meeting the budget gap.

Maintenance of concessionary rates and exemptions:

3.2.8 The comprehensive range of concessionary and exemption arrangements for disadvantaged borrowers will be maintained:

3.2.9 Concessions on charges - usually half price will be available to:
- People receiving job seekers allowance, employment and support allowance, income support and pension credit. This will be expanded to cover Universal Credit when this is introduced.
- People receiving disability living allowance, personal independence payment or with other verification of long standing disability.

3.2.10 People with learning disabilities, for example Compass Card holders, are exempt from charges. There will continue to be no charges for children and young people for fines and reservations.

3.2.11 Summary of the changes to fees and charges:

Change	Current	Proposed	% increase
Increase in charges for hire of Jubilee Library conference rooms (discount rates):			
Conference room 1 full day	£180	£190	5.5%
Conference room 1 half day	£110	£115	4.5%
Conference room 3 full day	£150	£165	10%
Conference room 3 half day	£ 90	£ 95	5.5%
Evening supplement for all hires per hour	£25	£30	20%

Increase exhibition space hire per week (commercial) (discount)	£100 £50	£150 £100	50% 100%
Increase in hire charge for community library rooms (Coldean, Hangleton, Hove, Patcham, Whitehawk, Woodingdean) - Discount rate	£25	£40	60%
Increase in hire charge for community library rooms (Hollingbury, Moulsecoomb, Portslade, Rottingdean, Saltdean, Westdene) – Discount rate	£25	£30	20%
Increase in charges for computer printing per sheet A4 black & white / colour A3 black & white / colour	10p/15p 50p/£1	12p/20p 60p/£1	20% / 33% 20% / 0%
Increase in photocopier charges A4 black & white / colour	10p/15p	12p/20p	20% / 33%
Increase reader printer charges per sheet	25p	50p	100%
Increase in reservation charges BHCC stock Full price / concessionary price	50p/25p	90p/45p	80%
Increase in fines for adults for late return of books & CDs	20p	25p	25%
Increase hire charge for DVD box sets p.w.	£3	£5	66%
Music Score Sets: Stop borrowing in scores from other services as very expensive to administer Remaining sets in BHCC stock to be available for hire at a flat rate for all groups to cover costs	£15	£60	300%
Increase in income from the Booklover Store	Estimated to achieve additional £10,000		
Actively seeking public donations	Aiming to achieve £3,000 in first year		

3.2.12 Music score sets will no longer be borrowed from other authorities as this is a very expensive service to provide, and the remaining sets in BHCC stock will continue to be hired out at an increased charge to cover costs. Many authorities have also stopped providing this service for cost reasons, including West Sussex and Surrey. The service is only used by 15 groups, one third of which are outside the city but with a local member. The groups using this service will be signposted to other library authorities who still provide this service.

3.2.13 The proposed increase to the reservations charges is to reflect the true administration costs of providing this service. All of the remaining increases are to charges that have not been increased for at least four years and in some cases no change has been made since 2000. Appendix 1a shows the dates all Library charges were last increased.

3.2.14 New charges to be introduced:

New Charge	Detail
For additional hours (above one hour of free use) of library computers	First hour Free Additional hour £1 per hour *Concessions* *First two hours free*
For events and activities in libraries	Events and activities for adults Coffee mornings £1 for coffee and biscuits Talks/events/performances Usual charge £3-£5 per person Book and writing groups (in house) £5 per person p.a. Book and writing groups (external) £30 per group p.a. *Concessions* *half price* Events and activities for children Baby boogie Donations – suggested £1 Craft activities Charge to cover cost. Minimum £1 Talks/events/performances Charge to cover cost. Minimum £1 per person *Concessions* *half price*

3.2.15 There will still be free access to library IT facilities for one hour per day, and additional free access and targeted support will be provided to people who are identified as digitally excluded e.g. job seekers need longer than one hour to complete job applications or apply for benefits. There will also be additional supported free sessions for job seekers to help them find work or access benefits.

3.2.16 People with learning disabilities, for example Compass Card holders are exempt from charges so will be able to attend the activities and events for free.

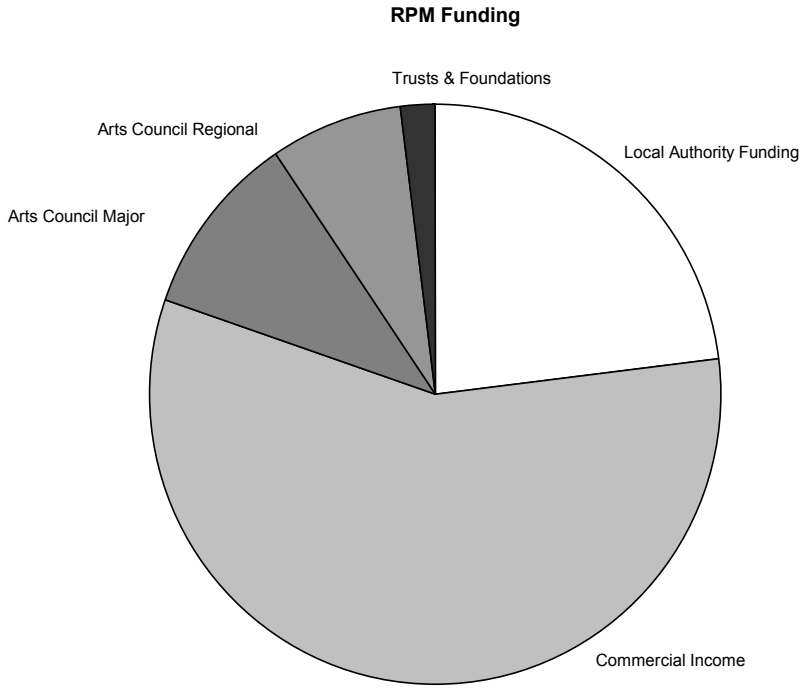
3.2.17 There will still be some events and activities that Libraries will put on for free as part of special projects, for instance, to reach vulnerable people. There may be special circumstances where the cost of putting on a high profile event will require a higher charge.

3.2.18 A full list of all Libraries fees and charges is in Appendix 1a. All changes have been highlighted.

3.2.19 A table of comparisons with other authorities is in Appendix 1b.

3.3 **ROYAL PAVILION & MUSEUMS (please see Appendix 2)**

3.3.1 The Royal Pavilion & Museums (RPM) currently covers 57% of its own running costs through fees and charged activity, catering and retail. A further 20% is secured through grants and trusts including Major Partner Museum Funding from the Arts Council and the work of the Royal Pavilion Foundation. The BHCC contribution is 23% of an annual turnover of £6.9million.



Admission Charges Royal Pavilion & Preston Manor

3.3.2 Admission charges for the Royal Pavilion, Preston Manor and charged exhibitions were approved by Economic Development and Culture Committee in January 2014. Approval was at that time given for prices up to March 2016. The income target for 14/15 for the Royal Pavilion alone is £2,480,266, and, in line with the corporate budget inflationary uplift of 2.0% on income targets, this will increase by £49,605 for the financial year 15/16 and an additional £50,597 in 16/17 i.e. £100,202 inflationary uplift in two years. As a result, this means that there is very limited scope to generate additional income from Royal Pavilion admissions to offset reductions in core budgets.

3.3.3 Travel Trade and group bookings in 2013/14 made up 40% of business to the Royal Pavilion, bringing in excess of 139,000 visitors and over £900,000 worth of income. Due to booking timescales, marketing strategies and pricing for travel trade must be planned a year to 18 months in advance to fit in with industry press offers. It is therefore imperative that prices are agreed well in advance to maximise coverage in industry press, and provide correct information at trade fairs to secure bookings to allow sufficient planning for this key business area.

3.3.4 Attached in Appendix 2 are agreed prices to March 2016 and proposed prices to March 2017.

3.3.5 The % increases shown in Appendix 6 relate to the inflation of prices from 15/16 to 16/17. Prices have again been inflated above 2.0% particularly on ticket prices where the larger proportions of visitors are admitted e.g. group rates. The group business has been flourishing over recent years and many groups are entitled to trade rates below the

advertised group rate due to the number of visitors they bring to the venues. This strategy has been adopted to maximise potential income growth in line with expectations around level of budget savings required for 15/16 and beyond.

3.3.6 The charging practices and visitor trends of comparable paid for visitor attractions are kept under review on a continuous basis and are shown in the table below. Royal Pavilion comparators are other Historic houses/castles from Visit England's top attractions monitor plus leading attractions in 45 minute drive time. Preston Manor comparators are historic houses/castles of similar scale within 45 minute drive time:-.

Prices 2014/15			
	CHILD	**ADULT**	**CONCESSION**
Royal Pavilion 14/15	**£6.00**	**£11.00**	**£9.00**
Royal Pavilion Previously agreed 15/16	£6.20	£11.50	£9.50
Arundel Castle	£9.00	£16.00	£13.50
Buckingham Palace	£11.25	£19.75	£18.00
Hampton Court Palace & Gardens	£9.10	£18.20	£15.40
Leeds Castle	£16.00	£24.00	£21.00
Petworth House & Park	£6.20	£12.50	NA
The Roman Baths, Bath	£8.80	£13.50	£11.75
Waddesdon Manor & Gardens	£9.00	£18.00	N/A
Warwick Castle	£21.00	£24.00	£16.80
Windsor Castle	£11.00	£18.50	£16.75
Preston Manor 14/15	**£3.40**	**£6.40**	**£5.20**
Preston Manor previously agreed 15/16	£3.50	£6.50	£5.40
Anne of Cleves House	£2.10	£5.20	£4.80
Charleston	£6.00	£11.00	£10.00
Michelham Priory	£4.20	£7.80	£6.80
Parham Park	£5.00	£10.00	£9.00

Please note 15/16 prices for other attractions listed here will be increasing but amounts are not all in the public domain at this time.

3.3.7 Visitor research shows that the attractions are perceived as providing good value for money. In 2014/15 for the period April - Sept, 74% of visitors to the Pavilion rated it as excellent or good value for money, with figures of 85% at Preston Manor.

Admission Charges, Brighton Museum,

3.3.8 In support of the 2015/16 budget strategy and the need to deliver savings, it is proposed to introduce admission charges for the first time to Brighton Museum. A full-year saving of £200,000 has been proposed and reported to Policy & Resources Committee on 4th December 2014. Charges will be introduced from 1 May 2015.

3.3.9 Proposed charges are set out in Appendix 2 and are in line with the existing pricing structure for the Royal Pavilion & Preston Manor. As such, concessions are available to students, seniors and unemployed and carers accompanying disabled visitors are admitted free. Brighton & Hove residents and their children will continue to enjoy free admission.

3.3.10 RPM also has a number of free and discounted admission arrangements for various disadvantaged groups such as looked after children, disability groups, home schooled children, armed forces members as well as a heavily discounted charity rate. All of these rates will be available at the Museum. All children attending in a school group will enjoy free admission regardless of whether their school is within Brighton & Hove.

3.3.11 It is proposed to offer saver joint tickets to the Royal Pavilion & Brighton Museum to encourage visits across the sites.

3.3.12 It is anticipated for the purposes of calculating income potential that Museum visitor numbers will drop by 50% following the introduction of admission charges. This has been the pattern with the National museums.

3.3.13 The introduction of charges for Brighton Museum will have a negative effect on other income streams within the Museum namely donations and exhibition income. Income targets for both will be revised and the separate charges for one exhibition a year at Brighton Museum dropped for fee paying visitors. Brighton & Hove resident adults will continue to be charged a reduced rate for visiting the major exhibition each year.

3.3.14 The Royal Pavilion & Museums Foundation membership scheme, now with in excess of 4,300 members, will continue to offer free entry year round to all charged sites within RPM.

3.3.15 The admission charges of a number of local museums and some other local authority museums have been considered in setting proposed rates.

Proposed Prices 2015/16	**Adult**
Brighton Museum	**£5.00**
Brighton Toy and model Museum	£4.50
Ditchling Museum	£6.50
Lewes Castle Museum	£7.00
Hastings Jerwood	£8.00
Seaford Museum	£2.00
Newhaven Fort	£2.00
Norwich Castle	£7.95
Bath Museum & Assembly Rooms	£8.00
Dulwich	£6.00
Pallant House	£8.50

Corporate Hire & Weddings

3.3.16 Broadly speaking a 2.5% rise has been added to all Functions and Private hire prices with prices being rounded. Prices have remained static since 2009/10 when both the corporate hire and wedding business were severely hit by the recession nationally. Business for 2013/14 reached 91% of pre re-recession levels which had dropped as low as 69%. A comprehensive weddings and events benchmarking exercise was carried out in Summer 2014 which has informed the price setting for the coming year.

3.3.17 The major change proposed for 2015-16, is the introduction of a 15% surcharge for events held on a Saturday and Sunday throughout the year. This has been introduced to reflect the higher staffing costs for weekend events. The Council's Pay and Allowances Modernisation introduced in October 2013 has increased staffing costs for evenings and weekends. These increased costs cannot be covered within existing budgets and therefore need to be passed on to clients.

3.3.18 As prices for Weddings are commonly higher at weekends across venues in the City and further afield, RPM will publicise both weekday and weekend rates, as opposed to high season (April –Sept) and low season (Sept - March) previously publicised.

3.3.19 In addition from 1 April internal events that are hosted at RPM that fall into the category of 'free hires', subventions or in-kind contributions will need to have all 'at cost' charges met by the department booking the event, i.e staffing, security, admin.

Image Reproduction

3.3.20 Following our successful free release of over 380 hi-res assets relating to WW1 under a non-commercial Creative Commons licence, we will extend this across our digital collections. This will support our commitment to open data, and support our aim of using our digital assets to support learning initiatives across the city. It also follows the widely recognised success of the Rijksmuseum's recent decision to promote similarly free access to its digitised collections.

3.3.21 We will no longer be offering a print reproduction service and as a result these fees have been removed. This change reflects the ongoing decline in print image sales across the heritage sector.

Services to schools & Booking Fees for groups

3.3.22 Charges are made for taught school sessions at RPM sites. These have not increased since 2009. In order to meet the increased costs of running these sessions caused by an increase in fees to our facilitators, we propose to raise all charges by £1.00. This brings charges into line with other providers in the south east so the charge will remain competitive. It will also ensure full cost recovery on these sessions. See Appendix 2.

3.3.23 Brighton & Hove schools will continue to have free admission to Pavilion, Preston Manor. Admission for all school groups visiting Brighton Museum, Hove Museum & the Booth Museum will be free.

3.3.24 All RPM telephone bookings and general enquiries are handled through the RPM bookings office. The office also books school and group visits on behalf of a number of other heritage attractions throughout the city. A booking fee of £1.50 is charged on all bookings through the office whether that be a single ticket for a lecture of £5 for a

multiple group booking of in excess of £500. It is proposed from 1 April to charge a booking fee of £3.50 for group bookings. Individual bookings will remain at £1.50.

3.4 **SEAFRONT (please see Appendix 3)**

Volks Railway Fees & Charges

3.4.1 The proposal for 2015/16 is to increase the Senior Citizen single journey rate by 30p to £2.10. All other single journey ticket prices are around 75% of the price of a return ticket except for the Senior rate which is slightly lower at 67%. This increase will bring the percentage relationship for single/return tickets in line with the other age categories. The VERA special rate has remained at 50p for the past few years and has not been increased. The proposal for 2015/16 is to increase it by 10p which is a 20% increase. In reality, this increase will only affect a handful of customers as those VERA members who regularly help at the railway generally travel for free.

Beach Chalets

3.4.2 There are 105 brick built beach chalets in Brighton & Hove which are owned by the council and rented for an annual fee by tenants. The council is responsible for the on-going maintenance costs of the chalets and utility charges. The demand for beach chalets is extremely strong and the waiting lists have been closed since 2003 with some people having been on the lists for over 10 years.

3.4.3 In April 2011, to assist with the reduction in the waiting lists, it was agreed that all new tenants have 5 year fixed term tenancies and must be residents of the city, a pricing differential was introduced between residents and non-residents, and prices increased from a low base of 10% (with an inflationary increase in 2013/14). This has resulted in a small number of new tenants (4 or 5 each year) but not sufficient to re-open the waiting lists. Therefore, the following proposals are aimed at both generating additional income as a budget saving, meeting increased costs e.g. utilities, and increasing the turnover of tenants to enable more residents to enjoy these most sought after amenities.

3.4.4 The proposal is for a 50% increase on the current price spread over the next 2 years, starting with a 25% increase in 2015 /16 with the remaining 25% the following year. For fixed term tenancies in Saltdean & Rottingdean this equates to a charge of £1.77 per day or approximately £10 per month extra in year one, with a further £10 per month increase in year 2. For fixed term tenancies in Hove this equates to a charge of £3.03 per day or approximately £18 per month extra in year one, with a further £18 per month increase in year 2. This stepped increase will enable chalet tenants to make an informed decision over next summer as to whether they are maximising the use and value of their chalet. This also allows for the tenant to hand the chalet back before the final 25% increase the following year.

3.4.5 Comparisons with chalets in other seafront locations and with a similar type of facility are not easy to make. The best comparator that has been identified are the brick built chalets in Worthing which have water but no electricity supply. The charge for these beach chalets is £1,160 per annum for the current financial year. The proposed increased charge for 2015/16 for the Hove chalets compares very favourably with Worthing, as the Hove chalets have an electricity supply met by the council.

3.5 **SPORTS FACILITIES (please see Appendix 4)**

3.5.1 Six council sports facilities are operated on behalf of the council by Freedom Leisure. Under the terms of the contract, Freedom Leisure retain the income generated and are responsible for all of the operational costs associated with the delivery of the service.

3.5.2 The fees and charges that Freedom Leisure implement are controlled by the contract which allows for an annual maximum uplift in line with inflation. The All Items Retail Prices Index Excluding Mortgage Interest Payments (RPIX) is used to provide the relevant percentage uplift.

3.5.3 Proposed charges for the sports facilities for 2015/16 are included in Appendix 4. The majority of fees and charges for the sports facilities operated by Freedom Leisure on behalf of the council are proposed to be increased by the contractual rate of 2.63%. Charges for health & fitness memberships are proposed to be held at the current year's level.

3.6 **BRIGHTON CENTRE (please see Appendix 5)**

3.6.1 Proposed charges for the Brighton Centre for 2015/16 are included in Appendix 5. These proposed charges are required to achieve the corporate rate of inflation of 2% plus additional VFM savings included in the 2015-16 Revenue Budget.

3.6.2 The Brighton & Hove Schools Concert will continue to receive favourable rates as in previous years to minimise the risk to Brighton & Hove Music Service for this important annual event.

3.7 **OUTDOOR EVENTS (please see Appendix 6)**

3.7.1 Proposed charges for Outdoor Events for 2015/16 are included in Appendix 6. These proposed charges are primarily in line with the corporate rate of inflation having been uplifted by 2.0%.

3.7.2 An above inflation increase is proposed for the "Enthusiast" category of events on Madeira Drive which are the motorised vehicle rallies in order that a greater value can be achieved from these events. In addition, significant increases are proposed for the charges for Commercial Promotions i.e.poster sites, due to the strong demand for these advertising locations.

4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

4.1 The rationale for the proposed increases in the fees and charges are indicated in the body of the report.

5. COMMUNITY ENGAGEMENT & CONSULTATION

5.1 There has been public consultation on the proposed new charges in Libraries. All but three of the proposals received majority support from the respondents, so most of the proposed new charges remain unchanged. The main area of concern was the introduction and level of charges for children's events and activities, and the

book/writing group charges. However there was a general willingness from many respondents to making a small payment to cover costs, and a concern to ensure that those on low incomes were not put off coming to libraries.

5.2 There were 308 responses to the consultation. The majority of respondents supported the proposed new charges for computer use and for events and activities for adults, with the exception of the book/writing group charges. The majority of respondents did not support the level of charges proposed for children's activities and events, with the exception of a charge for Baby Boogie, although staff have raised concerns over how this charge might be administered in an open library setting.

5.3 The following changes have been made to the proposals as a result:

- All concessions and exemptions will be better advertised so that those on low incomes or who are disabled get the concessionary half price rate, or free if they are entitled to an exemption. This also applies to children of adults with those concessions or exemptions.
- Baby Boogie will not have a fixed charge. Instead there will be an active collection of donations at every event, with a suggested rate of £1 per child. This will be much easier for staff to administer and more acceptable to participants as it can be built into the activity itself.
- Children's events and craft activities will be charged at a rate to cover the cost of delivering the event, with a minimum charge of £1 per child per event or activity.
- Book/writing groups will be charged at an annual rate of £30 per group for external groups and £5 per person p.a. for library run groups. The costs will cover the costs of administration of the service.

5.4 Consultation has been undertaken with Freedom Leisure in relation to the Sports Facilities charges. Customers are used to the annual uplifts and are notified of them at least one month in advance of them being implemented.

6. CONCLUSION

6.1 The proposed fees and charges across the six service areas are considered proportionate and reasonable. Where charges are proposed for increases above inflation there are sound business reasons.

7. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

7.1 The fees and charges included in this report have been reviewed in accordance with the Corporate Fees and Charges policy and are expected to achieve the income targets included in the draft 2015/16 budget strategy.

Finance Officer Consulted: Michael Bentley *Date: 18/12/14*

Legal Implications:

The Fees and Charges Policy has been properly applied and the proposals in the report are considered to be reasonable, proportionate and appropriate.

Lawyer Consulted: Bob Bruce *Date: 18/12/14*

Equalities Implications:

7.2 When fees and charges are proposed, a balance needs to be found to ensure services remain financially sustainable whilst still providing value for money. The proposed fees and charges provide a range of flexible pricing to minimise price being a barrier to participation.

Sustainability Implications:

7.3 In order to assist with the long-term sustainability of services and to continue providing a quality service, it is necessary that the charges be set at an appropriate level.

Any Other Significant Implications:

7.4 None

SUPPORTING DOCUMENTATION

Appendices:

1. Appendix 1a – Libraries Fees & Charges 2015/16
1a. Appendix 1b – Comparisons with other authorities
2. Appendix 2 – Royal Pavilion & Museums Fees & Charges 2015/16
3. Appendix 3 – Seafront Fees & Charges 2015/16
4. Appendix 4 – Sports Facilities Fees & Charges 2015/16
5. Appendix 5 – Brighton Centre Fees & Charges 2015/16
6. Appendix 6 – Outdoor Events Fees & Charges 2015/16

Documents in Members' Rooms

None

Background Documents

None

APPENDIX 1A

LIBRARY SERVICE PROPOSED FEES AND CHARGES 2015-16

(Proposed changes are highlighted)

SUMMARY OF CHARGES:	Current	Date Last Changed	Proposed
RESERVATION CHARGES			
Items in stock in Brighton & Hove	50p	2008	90p
Inter-library loans from outside Brighton & Hove and the SELMS Consortium	£3.50	2013	£7.00
Inter-library loans from authorities in the SELMS Consortium	£2.00	2013	£3.00
Print Disabled card holders – print and talking books	Free	Pre 1997	Free
Print Disabled card holders – all other materials incl AV	Half price	2008	Half price
Exempt card holders (people with learning disabilities) – All materials	Free	2008	Free
Concessionary Card Holders	Half price	Pre 1997	Half price
Children and young people's reservations	Free		Free
LOST ITEMS - CHARGES			
Books and other resources (all members)	Replacement cost	Pre 1997	Replacement cost
Computer ticket replacement (all members)	£1.00	Pre 2000	£1.00
TALKING BOOKS CHARGES			
Spoken word recordings (abridged editions) Single Issue Fee per 3 week loan	80p	Pre 2000	80p
Spoken word recordings (unabridged editions) Single Issue Fee per 3 week loan	£1.50	Pre 2000	£1.50
Spoken word loans to Print Disabled card holders	Free	Pre 1997	Free
Spoken word loans to Exempt card holders (people with learning disabilities)	Free	Pre 1997	Free
Spoken word loans to Concessionary card holders	Half price	Pre 1997	Half price
Language courses per 3 weeks (all members)	£2.00	Pre 2000	£2.00
AUDIO VISUAL AND MUSIC CHARGES			
Annual Subscription (enabling free CD loan and half price DVDs)	£30.00	2008	£30.00

Quarterly subscription (enabling free CD loan and half price DVDs)	£10.00	2008	£10.00
Music recordings Single Issue Fee for one week loan	£1.00	2008	£1.00
Scores per set – BHCC sets only	£15.00	2013	£60.00
DVD box set loans to adults – Hire charge per week	£3.00	2008	£5.00
DVD loans to adults – Hire charge per week for premium films	£3.00	2008	£3.00
DVD loans to adults – Hire charge per week for other DVDs	£2.00	2010	£2.00
DVD loans to children and young people – Hire charge per week	£1.50	2008	£1.50
All audio-visual loans to print disabled and concessionary card holders	Half price	2008	Half price
All audio-visual loans to Exempt Card Holders (people with learning disabilities)	Free	2009	Free
OVERDUE CHARGES	Current		Proposed
Books on loan to adults - overdue charge per book per day with maximum charge of £8 per loan	20p	2010	25p
Books on loan to children and young people - overdue charge per day	No charge	2008	No charge
Music CDs on loan to adults - overdue charge per CD per day – (all members)	20p	2008	25p
Toys - overdue charge per day	No charge	2008	No charge
DVDs on loan to adults – overdue charge per day – (all adult members)	60p	2008	60p
DVDs on loan to children and young people – overdue charge per day	30p	2005	30p
Books and talking books on loan to print disabled card holders – overdue charges	Free	Pre 1997	Free
All loans, including loans of audio-visual material, to Exempt card holders (people with learning difficulties)	Free	2009	Free
USE OF COMPUTERS			
First hour per day	Free		Free
Additional hours – per hour or part of hour	Free		£1
Concessions – first two hours	Free		Free
Concessions – additional hours	Free		£1
Children and young people (0-19)	Free		Free
PRINTING, COPYING AND SENDING FAXES			
All charges apply to all library users:			
Printing from IT equipment A4 black & white	10p	2002	12p

A3 black & white	15p	2002	20p
A4 colour	50p	2000	60p
A3 colour	£1	2000	£1
Photocopier charges A4 black and white	10p	2000	12p
A3 black and white	15p	2000	20p
A4 colour	£1.00	2000	£1.00
A3 colour	£1.50	2000	£1.50
Reader printer (Jubilee and Hove Libraries) per A4 sheet	25p	2000	50p
Fax – sending - per page	£1.00	2001	£1.00
Fax – receiving - per page	10p plus £2 handling charge	2008	10p plus £2 handling charge
SUMMARY OF FEES FOR ADDITIONAL SERVICES:	Current	Last changed	Proposed
RESEARCH FEES			
Research carried out by Library staff for private individual - flat rate fee per hour, plus any online fees, copying or printing costs.	£20	2010	£20
Research carried out by Library staff for business/commercial user - flat rate fee per hour, plus any online fees, copying or printing costs.	£40	2010	£40
EXHIBITIONS	Current		Proposed
Jubilee Library – commercial hire – fee per week	£100	2008	£150
Jubilee Library – discount - fee per week	£50	2008	£100
Hove Library – fee per week	£20	2008	£20
Hove Library - Hire of display cabinets – fee per week per cabinet	£10	2008	£10
Above costs are within core library opening hours. Additional Facilities Management costs apply if access required outside these hours.			
HIRE OF LIBRARY PREMISES			
Charge per Session for Coldean, Hangleton, Hove, Patcham, Whitehawk and Woodingdean libraries. These libraries have good IT and other facilities which are included in the room hire.			
Commercial hire Morning	£80	2012	£80
Afternoon	£80	2012	£80
Evening	£80	2012	£80

Discount rate: Morning	£25	2012	£40
Afternoon	£25	2012	£40
Evening	£25	2012	£40
Charge per Session for Hollingbury, Moulsecoomb, Portslade, Rottingdean, Saltdean and Westdene libraries.			
Commercial hire Morning	£60	2012	£60
Afternoon	£60	2012	£60
Evening	£60	2012	£60
Discount rate: Morning	£25	2012	£30
Afternoon	£25	2012	£30
Evening	£25	2012	£30
Hire cost includes use of all facilities including IT at no extra cost. Library reserves right to pass on any additional costs incurred as a result of use, e.g. cleaning.			
HIRE OF JUBILEE LIBRARY CONFERENCE ROOMS			
Standard Hire:			
Conference Hall - full day	£575	2008	£575
Conference Hall – half day	£380	2008	£380
Conference room 1 - full day	£290	2008	£290
Conference room 1 - half day	£180	2008	£180
Conference room 2 - full day	£320	2008	£320
Conference room 2 - half day	£220	2008	£220
Conference room 3 – full day	£250	2008	£250
Conference room 3 – half day	£150	2008	£150
Discount rate:			
Conference Hall - full day	£400	2008	£400
Conference Hall - half day	£290	2008	£290
Conference room 1 - full day	£180	2008	£190
Conference room 1 - half day	£110	2008	£115
Conference room 2 - full day	£220	2008	£220
Conference room 2 - half day	£140	2008	£140
Conference room 3 – full day	£150	2008	£165
Conference room 3 – half day	£90	2008	£95
Evening supplement for all hires per hour	£25	2008	£30
Activity space in children's library – hire per hour	£25	2008	£25
Library main hall – available for hire	POA		POA
Hire costs (exclusive of V.A.T.) includes use of all facilities including presentation and IT equipment at no extra cost.			

Above costs are within core library opening hours. Additional Facilities Management costs apply outside these hours.			
EVENTS AND ACTIVITIES			
For Adults:			
Coffee mornings including	Free	New	£1
Talks / events / performances – usual charge	Free	"	£3-£5
Book and writing groups – external group fee p.a.	Free	"	£30
Book and writing groups – in-house group fee per person p.a.	Free	"	£5
Concessions	Free	"	Half price
For Children (up to age 19):			
Baby boogie per child	Free	New	Donation suggest £1
Craft Activities	Free	"	Cost of activity minimum £1
Talks / events / performances – usual charge	Free	"	Cost of Event minimum £1
Concessions	Free	"	Half price
People with learning disabilities, for example Compass Card holders are exempt from charges so will be able to attend the activities and events for free. There will still be some events and activities that Libraries will put on for free as part of special projects, for instance, to reach vulnerable people. There may be special circumstances where the cost of putting on a high profile event will require a higher charge.			
MISCELLANEOUS			
Tours of Jubilee Library	£25	2008	£25
IMAGE REQUESTS – SERVICE FEES	See separate list	2006	See separate list
REPRODUCTION CHARGES	See separate list	2006	See separate list

SUMMARY OF CONCESSIONS AND EXEMPTIONS	
CONCESSIONARY CARD HOLDERS	
Concessionary cards are for **people on low income** or for **people with disabilities.** Suitable proof of entitlement is required. (See list of accepted proofs)	
Card holder entitlement:	
Audio-visual materials, talking books, - hire charges	Half price
Reservations – all materials	Half price
All overdue charges	Full price
Events and activities	Half price
Computer use – First two hours per day	Free
Computer use – additional hours per day	£1
Language courses – hire charges and overdue charges	Full price
All other fees and charges	Full price
SENIOR CITIZENS DISCOUNT SUBSCRIPTION CARD	
People aged 60 or over can purchase an audio-visual discount card that will entitle them to half price audio-visual loans. Suitable proof of entitlement is required. (See list of accepted proofs)	
Annual or quarterly subscription card entitles holder to: Free CD loans Half price DVD loans (maximum 4 items at any one time)	Half price
PRINT DISABLED CARD HOLDERS	
Print disabled cards are only available for **people who cannot use standard print** – e.g. people with visual impairment, or people with dyslexia, or those with a physical disability that prevents them holding a book. Suitable proof of entitlement is required. (See list of accepted proofs)	
Card holder entitlement:	
Talking books – issues and overdue charges	Free
Reservations – print and talking books	Free
Reservations – all other materials	Half price
Audio-visual materials – hire	Half price
Audio-visual materials – overdue charges	Full price
Language courses – hire charges and overdue charges	Full price
All other fees and charges	Full price

EXEMPT CARD HOLDERS (PEOPLE WITH LEARNING DISABILITIES)	
Exempt cards are available for adults with learning disabilities, children with learning disabilities and special needs. Suitable proof of entitlement is required. (See list of accepted proofs)	
Card holder entitlement:	
Overdue charges - all materials	Free
Reservations – all materials	Free
Talking books – issues	Free
Audio-visual materials – hire	Free
Computer use	Free
Events and activities	Free
Language courses – hire charges and overdue charges	Full price
All other fees and charges	Full price

Appendix 1b - Comparisons with other authorities

Information taken sourced from Fines and Charges in Public Libraries in England and Wales 2014.

- DVD hire length varies between 2/3/7 days

Neighbouring Authority	Adult fines per day	Reserve fee for local stock adult and child	DVD hire	Music score loans	Photocopy charges	Computer printout charges	PC hire
Brighton & Hove	20p CD 20p	50p Child free	£3.00/£2.00	£25.00 (£15.00 local groups) per set per month	A4b/w 10p A3b/w 15p A4col £1.00 A3col £1.50	A4b/w 10p A4col 15p	Free
East Sussex	17p CD loan charge	80p Child free	£3.50/£2.50	£30 per set for first three months, then +£30 per extra month	A4b/w 10p A3b/w 15p A4col £1.00 A3col £1.50	A4b/w 20p A4col 50p	Free
West Sussex	20p CD 20p	75p 60p online Child free	£3.00/£2.00	N/A	A4b/w 10p A3b/w 15p A4col 50p A3col £1.00	A4b/w 15p A4col 50p	£30 annual £2.50 phr
Surrey	20p CD 20p	£1.20 Online 60p Child free	£2.00-£6.00	£5-8 per month per set of 20 (£7-10 outside Surrey)	A4b/w 10p A3b/w 20p A4col £1.00 A3col £1.50	A4b/w 20p A4col£1.00	Free but £2 phr for non-members and extra time

SELMS Authority	Adult fines per day	Reserve fee for local stock adult and child	DVD hire	Music score loans	Photocopy charges	Computer printout charges	PC hire
Buckinghamshire	25p CD 40p	free	£1.50-£2.80	£15 per set	A4b/w 15p A3b/w 20p A4col 50p A3col 75p	A4b/w 15p A4col 20p	Members 1hr free the 50p per 15mins Non-members 50p per 15mins
Camden	30p CD 30p	82p Child free	£3.00/£2.00 conc	N/A	A4b/w 20p A3b/w n/a A4col 25p A3col n/a	A4b/w 20p A4col£1.00	Free £1.50 phr guests
Hertfordshire	20p CD loan charge	60p Child free	£2.00-£3.00	£7 per set per month	A4b/w 10p A3b/w 20p A4col n/a A3col n/a	A4b/w 15p A4col 50p	Free 1hr then £2.40 phr
Kent	15p CD loan charge	35p Child free	£5.00/£1.00	£10 per set per month / £4 for local groups Small sets £2.00 per set per month/£2.00 for local groups	A4b/w 10p A3b/w 15p A4col £1.00 A3col £1.00	A4b/w 10p A4col£1.00	Free to members Non-members variable
Medway	20p/5p over 60s CD n/a	free	£1.10/£2.50	N/A	A4b/w 10p A3b/w 20p A4col 75p A3col £1.00	A4b/w 10p A4col 20p	free

Milton Keynes	26p CD26p	80p Child free	£2.75 £5.50 boxed set	£11 per set	A4b/w 20p A3b/w 30p A4col £1.20 A3col £1.60	A4b/w 25p A4col 75p	Free 0.5hr for members Non-members and extra 0.5hr £1.30
Richmond Upon Thames	20p CD loan charge	free	£5.25/£1.00	£16 for every 25 copies or part thereof	A4b/w 10p A3b/w 20p A4col £1.00 A3col £1.50	A4b/w 10p A4col£1.00	free
Slough	15p CD15p	50p Child free	£1.70/2.70	N/A	A4b/w 10p A3b/w 20p A4col n/a A3col n/a	A4b/w 20p A4col 50p	free
West Berkshire	20p CD 60p	free	£3.00/£2.00	£15 per set per month / £12 for local groups	A4b/w 10p A3b/w 30p A4col £1.00 A3col £1.60	A4b/w 10p A4col£1.00	free
Windsor & Maidenhead	20p CD 20p	free	£2.40/£2.95	Price on application	A4b/w 15p A3b/w 30p A4col 30p A3col 60p	A4b/w 15p A4col 30p	Free 45mins then £1.00 phr

Comparator Group Authority	**Adult fines per day**	**Reserve fee for local stock adult and child**	**DVD hire**	**Music score loans**	**Photocopy charges**	**Computer printout charges**	**PC hire**
Bath & NE Somerset	15p CD 15p	£1.00 Child free (AV £1.00)	£2.00	£25.00/50.00 (registered groups)	A4b/w 10p A3b/w 20p	A4b/w 10p A4col 50p	Free 30mins then £3 phr (£3.60 non-members)

					A4col 80p A3col £1.50		Concessions 90mins free then £1.80 phr
Bedford	26p CD loan charge	£1.25 Child free	£2.90	£13.50/£27.00	A4b/w 10p A3b/w 20p A4col£1.00 A3col £1.50	A4b/w 10p A4col 45p	Free 1st 0.5hr then £1.20 per 0.5hr Concessions 60p U16 free
Blackpool	20p CD n/a	60p Child free	N/A	N/A	A4b/w 10p A3b/w 75p A4col £1.00 A3col £1.20	A4b/w 10p A4col 75p	free
Bournemouth	18p CD 15p	£1.10 Child free	£1.00/£2.50	£6.00/£18.00	A4b/w 10p A3b/w 20p A4col 50p A3col £1.00	A4b/w 15p A4col 50p	free
Bristol	15p CD loan charge	£1.00 Child free (AV £1.00)	£1.00/£2.80	£18 per set	A4b/w 10p A3b/w 20p A4col £1.00 A3col£2.00	A4b/w 10p A4col 60p (child 25p)	free
North Tyneside	15p CD 15p	Free (Premier card) others 50p Child free	£1.30	N/A	A4b/w 10p A3b/w 20p A4col £1.00 A3col £1.50	A4b/w 10p A4col 30p	Premier free, other members 3hrs per week free then £1phr Guests £1.50 phr
Plymouth	13p CD 25p	free	£0.70/£3.00	£1.70 per month per copy (local) £3.00-£3.50 (outside Plymouth)	A4b/w 10p A3b/w 20p A4col £1.00 A3col £1.50	A4b/w 10p A4col £1.0	Residents free Visitors £1.0 per 15mins

Portsmouth	17p CD 30p	free	£2.50/£3.50	£15 per set of 40	A4b/w 10p A3b/w 20p A4col £1.00 A3col £1.50	A4b/w 50p A4col£1.00	Free up to 4hrs per day
Reading	25p CD 40p	50p Child free	£2.00/£4.00	£4.00/6.00/+12.00 (booking fee)	A4b/w 10p A3b/w 20p A4col n/a A3col n/a	A4b/w 15p A4col n/a	free
Sefton	12p for first 12 days then 20p CD loan charge	free	£2.50	N/A	A4b/w 10p A3b/w 25p A4col 50p A3col £1.00	A4b/w 10p A4col 15p	Free for 2 hrs daily
Southampton	15p CD 25p	free	£1.00/2.00 £4 box set	£20 per set of 40 not in stock	A4b/w 10p A3b/w 20p A4col 50p A3col £1.00	A4b/w 10p A4col 50p	free
Southend-on-Sea	15p CD 15p	free	£2.50	50p per copy per 4 week period/£6.00 for sets.	A4b/w A3b/w A4col A3col All at local market rate	A4b/w 30p A4col n/a	Free 1hr then £1.50phr
Torbay	16p CD 16p	60p Child free	£2.60/£2.00	£1.70 per month per copy	A4b/w 10p A3b/w 20p A4col 50p A3col 75p	A4b/w 10p A4col 20p	Free 1hr then £1 per 0.5hr or £2 non-members

Trafford	12p CD n/a	free	£2.00	£40/£35/£30/£25	A4b/w 10p A3b/w 15p A4col 50p A3col £1.00	A4b/w 10p A4col 15p	Free 1hr then 50p per 0.5hr
York (York Libraries are now an Industrial Provident Society)	15p CD loan charge	free	N/A	N/A	A4b/w 10p A3b/w 20p A4col 60p A3col £1.00	A4b/w 10p A4col 70p	Free 2hrs for members then £1 phr Non-members £1 phr

NB. No other authorities identify a separate reader printer charge

Fees & Charges 15/16
Appendix 3 – Seafront

Seafront	Current Price 2014/2015 Incl VAT	2% increase for 2015/2016 Incl VAT	Proposed 2015/16 (rounded to nearest 50p)	Increase £	Increase %
Beach Hut Licence Hove Prom	314.75	321.05	321.05	£ 6.30	2.0%
Beach Hut Transfer Administration Fee (see 3.4.4 in main report)	77.00	78.54	78.50	£ 1.50	1.9%
Winch or Capstan Site	25.50	26.01	26.00	£ 0.50	2.0%
Beaching Permit for pleasure/sailing/rowing boat	34.00	34.68	34.50	£ 0.50	1.5%
Beach Lock Site – small (self build)	25.50	26.01	26.00	£ 0.50	2.0%
Beach Lock Site – large (self build)	50.50	51.51	51.50	£ 1.00	2.0%
Beach Locker – (locker owned by council)	84.50	86.19	86.00	£ 1.50	1.8%
Beach Volleyball (court hire - peak)	23.50	23.97	24.00	£ 0.50	2.1%
Beach Volleyball (court hire – off peak)	15.50	15.81	16.00	New	New
Beach Basketball Court	Free	Free	Free	Free	Free

Beach Chalets	Current Price 2014/2015 (incl VAT)	50% increase over 2 years - Proposed 2015/16	50% increase over 2 years - Proposed 2016/17	Year 1 Increase £	Increase %	Total Increase by year 2 £	Increase %
Tenants of Brighton & Hove							
Hove	928.86	1,161.08	1,393.29	£ 232.22	25%	464.43	50%
Madeira Drive	637.55	796.94	956.33	£ 159.39	25%	318.78	50%
Saltdean	541.25	676.56	811.88	£ 135.31	25%	270.63	50%
Rottingdean	541.25	676.56	811.88	£ 135.31	25%	270.63	50%
Ovingdean	604.85	756.06	907.28	£ 151.21	25%	302.43	50%
Non-Tenants of Brighton & Hove							
Hove	1114.61	1,393.26	1,671.92	£ 278.65	25%	557.31	50%
Madeira Drive	765.11	956.39	1,147.67	£ 191.28	25%	382.56	50%
Saltdean	649.54	811.93	974.31	£ 162.39	25%	324.77	50%
Rottingdean	649.54	811.93	974.31	£ 162.39	25%	324.77	50%
Ovingdean	725.80	907.25	1,088.70	£ 181.45	25%	362.90	50%
Tenants Fixed Term Tenancies							
Hove	883.45	1,104.31	1,325.18	£ 220.86	25%	441.73	50%
Madeira Drive	608.59	760.74	912.89	£ 152.15	25%	304.30	50%
Saltdean	516.65	645.81	774.98	£ 129.16	25%	258.33	50%
Rottingdean	516.65	645.81	774.98	£ 129.16	25%	258.33	50%
Ovingdean	577.33	721.66	866.00	£ 144.33	25%	288.67	50%

Volks Railway	Current Price 2014/2015	2% increase for 2015/2016	Proposed 2015/2016 (rounded up to nearest 10p)	Increase £	Increase %	
Adult single	2.70	2.75	2.80	£ 0.10	3.7%	
Adult return	3.60	3.67	3.70	£ 0.10	2.8%	
Child single	1.60	1.63	1.70	£ 0.10	6.3%	
Child return	2.10	2.14	2.20	£ 0.10	4.8%	
Senior single	1.80	1.84	2.10	£ 0.30	16.7%	This brings the percentage relationship for single/return tickets in line with the other age categories.
Senior return	2.70	2.75	2.80	£ 0.10	3.7%	
Family single	6.90	7.04	7.10	£ 0.20	2.9%	
Family return	9.30	9.49	9.50	£ 0.20	2.2%	
Adult group return	2.60	2.65	2.70	£ 0.10	3.8%	
Child group return + talk	2.70	2.75	2.80	£ 0.10	3.7%	
Child group return	1.70	1.73	1.80	£ 0.10	5.9%	
Halfway Adult single	1.60	1.63	1.70	£ 0.10	6.3%	
Halfway child single	1.00	1.02	1.10	£ 0.10	10.0%	
VERA Members	0.50	0.51	0.60	£ 0.10	20.0%	
Special	1.00	1.00	1.00	Keep the same	0.0%	

Bandstand Ceremony Hire Fees	Current Price already approved for 2014 & 2015 seasons (April - September)	Proposed 2016 & 2017 seasons booking fees (set for 2 years)	Proposed 2016 & 2017 seasons booking fees rounded up to nearest £5 (set for 2 years)	Increase £	Increase %
Bandstand (top deck)	£550	605.00	605.00	£ 55.00	10.0%
Bandstand + west wing	£750	825.00	825.00	£ 75.00	10.0%

Fees & Charges 15/16
Appendix 4 – Sports Facilities

Main Heading	Type	Current 2014/2015	Proposed 2015/2016	% increase
Admission	Adult	£ 1.45	£ 1.50	3.45%
	Junior	£ 1.05	£ 1.10	4.76%
Badminton & Table Tennis	Adult Peak	£ 7.40	£ 7.60	2.70%
	Adult Peak Leisure Card	£ 4.45	£ 4.55	2.25%
	Adult Off Peak	£ 3.50	£ 3.60	2.86%
	Adult Off Peak Leisure Card	£ 2.10	£ 2.15	2.38%
	Adult Off Peak Non Member	£ 3.80	£ 3.90	2.63%
	Adult Off Peak Non Member Leisure Card	£ 2.30	£ 2.35	2.17%
	Junior Off Peak	£ 1.90	£ 1.95	2.63%
	Junior Off Peak Leisure Card	£ 1.15	£ 1.20	4.35%
Table Tennis	Adult Peak	£ 4.45	£ 4.55	2.25%
	Adult Peak Leisure Card	£ 2.65	£ 2.70	1.89%
	Adult Off Peak	£ 2.10	£ 2.15	2.38%
	Adult Off Peak Leisure Card	£ 1.25	£ 1.30	4.00%
	Adult Off Peak Non Member	£ 2.30	£ 2.35	2.17%
	Adult Off Peak Non Member Leisure Card	£ 1.40	£ 1.45	3.57%
	Junior Off Peak	£ 1.15	£ 1.20	4.35%
	Junior Off Peak Leisure Card	£ 0.70	£ 0.70	0.00%
Fitness Suite	Peak Casual Session	£ 4.75	£ 4.85	2.11%
	Off Peak Casual Session	£ 2.80	£ 2.85	1.79%
	Peak Casual Leisure Card	£ 2.85	£ 2.90	1.75%
	Off Peak Casual Leisure Card	£ 1.70	£ 1.75	2.94%
	Casual Induction	£ 21.75	£ 22.30	2.53%
	Casual Induction Leisure Card	£ 13.05	£ 13.40	2.68%
	Membership - 6 site DD	£ 48.50	£ 48.50	0.00%
	Membership SDLC & MSLC Single DD	£ 34.60	£ 35.50	2.60%

	Membership Off Peak DD	£	24.15	£	24.80	2.69%
	Membership SDLC & MSLC Single DD Leisure Card	£	20.35	£	20.90	2.70%
	Membership Off Peak DD Leisure Card	£	14.20	£	14.60	2.82%
Main Hall Hire	Whole Hall Peak	£	45.05	£	46.25	2.66%
	Whole Hall Off Peak	£	20.15	£	20.70	2.73%
	Half Hall Hire Peak	£	23.85	£	24.50	2.73%
	Half Hall Hire Off Peak	£	9.85	£	10.10	2.54%
	Function (ie 9am till 13.30)	£	200.00	£	205.25	2.63%
	Function (ie 12 till)	£	401.30	£	411.85	2.63%
Bar	None Function per hour	£	17.65	£	18.10	2.55%
	Function	£	212.00	£	217.60	2.64%
Pool Room	Hire Per Hour	£	17.60	£	18.05	2.56%
Haven Suite	None Function per hour	£	17.60	£	18.05	2.56%
	Function	£	212.00	£	217.60	2.64%
Birthday Parties	First Hour	£	36.15	£	37.10	2.63%
Coaching per Session	Adult	£	4.25	£	4.35	2.35%
	Junior	£	4.25	£	4.35	2.35%
Outside Multicourt Whole Pitch	Peak	£	22.35	£	22.95	2.68%
	Off Peak	£	11.70	£	12.00	2.56%
	Peak With Lights	£	26.05	£	26.75	2.69%
	Off Peak With Lights	£	14.15	£	14.50	2.47%
Racket Sports Membership (Annual Payment)	Adult	£	11.75	£	12.05	2.55%
	Adult Ass	£	23.55	£	24.15	2.55%
	Junior	£	3.55	£	3.65	2.82%
	Family	£	14.05	£	14.40	2.49%
	Family Ass	£	47.00	£	48.25	2.66%

Fees & Charges 15/16
Appendix 5 – Brighton Centre

	2014/15	2015/16	% increase
Auditorium 1			
* Open Days	£ 11,400.00	£ 11,700.00	2.6
* Prep / Clearing Days	£ 7,400.00	£ 7,600.00	2.6
Per hour charge after 1800pm			
* 1800pm - 0100am	£ 430.00	£ 440.00	2.3
* 0100am - 0800pm	£ 540.00	£ 550.00	1.8
Auditorium 2			
* Open Days	£ 3,900.00	£ 4,000.00	2.5
* Prep / Clearing Days	£ 2,650.00	£ 2,720.00	2.6
Per hour charge after 1800pm			
* 1800pm - 0100am	£ 200.00	£ 205.00	2.4
* 0100am - 0800pm	£ 235.00	£ 240.00	2.1
Syndicate 1,2,3,4			
* Open Days	£ 2,000.00	£ 2,050.00	2.4
* Prep / Clearing Days	£ 1,250.00	£ 1,280.00	2.3
The Restaurant	£ 1,250.00	£ 1,280.00	2.3
MASS MEDIA AREA			
* Open Days	£ 1,575.00	£ 1,610.00	2.2
* Prep / Clearing Days	£ 1,050.00	£ 1,075.00	2.3
Meeting Room 1			
* Open Days	£ 1,200.00	£ 1,230.00	2.4
* Prep / Clearing Days	£ 820.00	£ 840.00	2.4
Office 2	£ 240.00	£ 245.00	2.0
Meeting Rooms/Office 3-5			
Meeting Room 3	£ 660.00	£ 675.00	2.2
Office 4	£ 240.00	£ 245.00	2.0
Meeting Room 5	£ 475.00	£ 485.00	2.1
Entire Suite			
- Per day up to 4 days	£ 695.00	£ 710.00	2.1
- Per day for additional days	£ 310.00	£ 315.00	1.6
Meeting Rooms/Office 6-8			
Meeting Room 6	£ 240.00	£ 245.00	2.0
Office 7	£ 160.00	£ 165.00	3.0
Meeting Room 8	£ 240.00	£ 245.00	2.0
Entire Suite			
- Per day up to 4 days	£ 575.00	£ 590.00	2.5
- Per day for additional days	£ 290.00	£ 295.00	1.7

Meeting Rooms/Offices 9-13	£	620.00	£	635.00	2.4
Meeting Room 14	£	240.00	£	245.00	2.0
Meeting Room 15	£	235.00	£	240.00	2.1
FOYER DISPLAY AREAS					
* Open Days per m2	£	11.20	£	11.50	2.6
* Prep / Clearing per m2	£	9.65	£	9.85	2.0
TEMP BANK	£	205.00	£	210.00	2.4
MEZZANINE BARS	£	565.00	£	580.00	2.6
First Aid	£	17.00	£	17.45	2.6

Notes:
Stewarding costs are charged separately from Hire Fees
Normal Working Day : 0800am – 1800pm
Brighton Centre charges are all shown net of VAT.

Fees & Charges 15/16
Appendix 6 – Outdoor Events

Outdoor Events	Current 2014/2015	Proposed 2015/2016	Increase £	Increase %
Application Fee				
Commercial	£100.00	£100.00	£0.00	0.0%
Charity (National)	£75.00	£75.00	£0.00	0.0%
Enthusiast	£50.00	£50.00	£0.00	0.0%
Community	£0.00	£0.00	£0.00	0.0%
Hire of Parks & Open Spaces				
Commercial				
Small	£1,000.00	£1,020.00	£20.00	2.0%
Medium	£2,000.00	£2,040.00	£40.00	2.0%
Large	Negotiable	Negotiable	Negotiable	Negotiable
Charity				
Small	£500.00	£510.00	£10.00	2.0%
Medium	£1,000.00	£1,020.00	£20.00	2.0%
Large	£2,000.00	£2,040.00	£40.00	2.0%
Community				
Small	£125.00	£125.00	£0.00	0.0%
Medium	£250.00	£255.00	£5.00	2.0%
Large	£500.00	£510.00	£10.00	2.0%
Hire Of Madeira Drive (per day including road closure 6am-6pm)				
Commercial	£8,365.00	£8,535.00	£170.00	2.0%
Charity	£2,680.00	£2,735.00	£55.00	2.1%
Enthusiast	£1,580.00	£1,738.00	£158.00	10.0%
Community*	£1,500.00	£1,530.00	£30.00	2.0%
Commercial Promotions				
Per day (weekends)	£1,250.00	£1,500.00	£250.00	20.0%
Per day (weekdays)	£1,000.00	£1,250.00	£250.00	25.0%

Reinstatement Deposit				
Commercial	£5,000.00	£5,000.00	£0.00	0.0%
Charity/Community	£500.00	£500.00	£0.00	0.0%
Advertising Sites				
Poster Sites 10 Day Period	£5.00	£5.10	£0.10	2.0%

*Community events may be eligible for a full or partial waiver of the hire fee. Refer to the council's Outdoor Events Policy.

Budget Council 26 February 2015	**Appendix 20** Brighton & Hove City Council

Subject:		**Fees & Charges 2015/16 – Environment, Development & Housing Directorate - Extract from the Proceedings of the Environment, Transport & Sustainability Committee Meeting held on the 20 January 2015**		
Date of Meeting:		**26 February 2015**		
Report of:		**Monitoring Officer**		
Contact Officer:	Name:	**Mark Wall**	**Tel:**	**29-1006**
	E-mail:	mark.wall@brighton-hove.gov.uk		
Wards Affected:	All			

FOR GENERAL RELEASE

Action Required of the Council: To receive the item referred from the Environment, Transport & Sustainability Committee for determination:
Recommendations: That the Committee agrees that Appendix 4 (Parking Fees and Charges) be referred to Budget Council for consideration.

BRIGHTON & HOVE CITY COUNCIL

ENVIRONMENT, TRANSPORT & SUSTAINABILITY COMMITTEE

4.00pm 20 JANUARY 2015

COUNCIL CHAMBER, HOVE TOWN HALL

MINUTES

Present: Councillors West (Chair), Deane (Deputy Chair), Cox (Opposition Spokesperson), Janio (Opposition Spokesperson), Mitchell (Group Spokesperson), Robins (Group Spokesperson), Daniel, Davey, Hawtree and G Theobald.

PART ONE

74 FEES AND CHARGES 2015/16

74.1 The Committee considered a report of the Executive Director, Environment, Development & Housing that set out the proposed 2015/16 fees and charges for the service area covered by the Environment, Transport and Sustainability Committee in accordance with corporate legislations and policy.

74.2 The Chair read the following statement:

"Members will note that advice has been circulated by the council's Head of Law with reference to the following report stating that given the potential complications with the budget process, it is proposed that:

1. *All elements of the proposed fees and charges that are not contentious/have cross party support will be agreed at the meeting.*

2. *The parts of the proposals which Members would like to vote against or amend will be referred to full Council to be decided as part of the budget. At the moment, the only item that we are aware of is the one relating to parking fees and charges.*

This will enable the Council to make decisions taking account of the full financial implications in the context of the overall budget and, at the same time, avoid everything going to full Council, which would make the Council agenda unmanageable".

74.3 Councillor Mitchell stated that she agreed with the suggestion provided and asked if a formal amendment to the recommendations was required.

74.4 Councillor Theobald stated that he understood the reasoning behind the proposal and that he would support any motion to amend the recommendations accordingly.

74.5 The Deputy Head of Law suggested the following technical amendment to the recommendations as shown in bold italics below:

2.1 That Committee approves the proposed fees and charges for 2015/16 as set out within the report and its appendices ***with the exception of Appendix 4 (Parking Fees and Charges)***

2.2 That the Committee agrees that Appendix 4 (Parking Fees and Charges) be referred to Budget Full Council for consideration

74.6 Councillor Hawtree asked why this specific element of the report was to be deferred to Full Council as he could not recall any previous examples.

74.7 The Executive Director Environment, Development & Housing clarified that as the pressure on the authorities funding became more onerous the council's fees and charges would become more important. The proposals would provide the political groups a fuller scope of the various parts of the council's budgets and perhaps allow for further briefings on the matter.

74.8 Councillor Cox referred to paragraph 3.14 and enquired whether Decriminalised Parking Enforcement (DPE) of on street parking was introduced in 2011 as stated.

74.9 The Head of Transport clarified that this was a typing error and DPE of on street parking had been introduced in 2001.

74.10 Councillor Janio stated that he had heard various reports that PCSO's could now issue Penalty Enforcement Notices and asked if this was the case.

74.11 The Head of Transport stated that as far as he was aware, PCSO's could only issue obstruction notices but he would provide further clarification to Members subsequent to the meeting.

74.12 Councillor Cox stated that a High Court ruling had been taken against Barnet Council for misinterpreting the law and implementing excessive parking charges and he believed that the proposals for parking charges presented to the Committee would present a similar risk to this authority if agreed. Councillor Cox noted his particular concern that the proposals recommend charges higher than those that had led to the judgement against Barnet Council. Councillor Cox stated that he was sure an argument would be made that parking charges were being implemented in a legal manner but cautioned that there would be serious implications if the charges would be used towards the General Fund for example, as this would be against the law stipulating that parking revenue could only be used for specific purposes. Councillor Cox urged a further review of the proposals before its submission to Full Council as it would not be in the authority's interest to operate outside the law. Councillor Cox supplemented that it was very unclear whether charges were being increased to raise revenue or to reduce congestion and pollution as the case was regularly made for both. Councillor Cox stated that continued rises were not in the interests of residents or businesses in the city.

74.13 Councillor Mitchell stated that her group were also concerned by the proposals in particular the increases and decreases for annual and six monthly permits. Councillor Mitchell relayed that the figures clearly demonstrated that in some areas the charges for these permits were far too high and in some instances, no permits had been sold at all. Councillor Mitchell stated her concern that charges were being increased to offset the proposed reductions on annual and six monthly permits. Councillor Mitchell stated that parking permits needed to be fair and this in turn would ensure that parking in the city could be effectively controlled. Councillor Mitchell added that every other charge contained within the report was proposed to increase at the rate of inflation and it was only fair that parking charges did likewise.

74.14 Councillor Davey stated that there was no question regarding the legality of the parking charges proposed. Councillor Davey stated that over the past three years most charges had been frozen or reduced and across all areas there was a modest increase of 2%-4% with some going down, some going up and some remaining the same. Councillor Davey provided the example of Regency Car Park that had 10 price tariffs. Of those 10, 7 would be reduced, 2 would increase and 1 would stay the same. Councillor Davey noted that the proposals would mean that parking in Regency Car Park would be less expensive than under the previous administration. Councillor Davey added that there were 220 parking tariffs in the report and he urged the opposition parties to review their

position as the proposals presented were fair and coherent. Councillor Davey supplemented that prices were targeted to encourage use and overall, grounded in managing congestion and air quality problems on which Brighton and Hove were improving but was still a huge concern.

74.15 Councillor Robins asked if the allotment waiting list charge of £15 was refunded when applicants were successful.

74.16 The Executive Director Environment, Development & Housing stated that he was unable to answer that question at this time but would relay the answer to Members subsequent to the meeting.

74.17 The Chair then put the amended recommendations to the vote which passed.

74.18 **RESOLVED-** That Committee approves the proposed fees and charges for 2015/16 as set out within the report and its appendices with the exception of Appendix 4 (Parking Fees and Charges); and

74.19 **RESOLVED TO RECOMMEND:** That the Committee agrees that Appendix 4 (Parking Fees and Charges) be referred to Budget Council for consideration.

PARKING FEES & CHARGES 2015-16			
	2014-15	2015-16	
	Actual Charge £	Proposed Charge £	Change %
Car parks			
The Lanes			
1 hour	1.00	**2.00**	100.0%
2 hours	5.00	**5.00**	0.0%
4 hours	13.00	**13.00**	0.0%
9 hours	20.00	**20.00**	0.0%
24 hours / Lost ticket	23.00	**23.00**	0.0%
Weekend - 1 hour	4.00	**4.00**	0.0%
Weekend - 2 hours	8.00	**8.00**	0.0%
Weekend - 4 hours	15.00	**15.00**	0.0%
Weekend - 9 hours	20.00	**20.00**	0.0%
Weekend - 24 hours / Lost ticket	25.00	**25.00**	0.0%
Evenings 18.00 – 24.00	4.50	**4.50**	0.0%
Night 24.00 – 11.00	5.00	**5.00**	0.0%
Annual season ticket	2,500.00	**2,500.00**	0.0%
Residents permit waiting list 16.00-11.00 Mon-Fri (Zone Z only)	1,500.00	**1,500.00**	0.0%
London Road			
1 hour	1.00	1.00	0.0%
2 hours	3.00	3.20	6.7%
4 hours	5.00	5.20	4.0%
9 hours	8.00	8.40	5.0%
24 hours / Lost ticket	15.00	15.60	4.0%
Saturday - 1 hour	2.00	2.00	0.0%
Saturday - 2 hours	4.00	4.20	5.0%
Saturday - 4 hours	6.00	6.20	3.3%
Saturday - 9 hours	8.00	8.40	5.0%
Saturday - 24 hours / Lost ticket	17.50	18.20	4.0%
Evenings 1800 - 2400	4.50	4.50	0.0%
Night 24.00 – 11.00	5.00	5.00	0.0%
Annual season ticket	1,000.00	1,040.00	4.0%
Annual season ticket - reduced rate	750.00	780.00	4.0%
Weekly	51.50	53.60	4.1%
Residents permit waiting list 16.00-11.00 Mon-Fri (Zone Y)	400.00	416.00	4.0%
Regency Square			
1 hour	1.00	**2.00**	100.0%
2 hours	5.00	**4.00**	-20.0%

4 hours	12.00	**7.00**	-41.7%
9 hours	17.00	**11.00**	-35.3%
24 hours / Lost ticket	20.00	**16.00**	-20.0%
Evenings 1800 - 2400	4.50	**4.50**	0.0%
Night 24.00 – 11.00	5.00	**5.00**	0.0%
Quarterly season ticket	650.00	**300.00**	-53.8%
Annual season ticket	2,000.00	**1,000.00**	-50.0%
Residents permit waiting list 16.00-11.00 Mon-Fri (Zone M)	750.00	**750.00**	0.0%
Weekly season ticket	new	**60.00**	-
Commercial season ticket annual		**1,200.00**	-
Trafalgar Street			
1 hour	1.00	**2.00**	100.0%
2 hours	3.50	**4.00**	14.3%
4 hours	6.00	**7.00**	16.7%
6 hours	8.00	**9.00**	12.5%
9 hours	10.00	**11.00**	10.0%
24 hours / Lost ticket	15.50	**16.00**	3.2%
Weekend - 1 hour	2.00	**2.50**	25.0%
Weekend - 2 hours	4.00	**4.50**	12.5%
Weekend - 4 hours	6.00	**7.50**	25.0%
Weekend - 6 hours	9.00	**9.50**	5.6%
Weekend - 9 hours	11.50	**12.00**	4.3%
Weekend - 24 hours / Lost ticket	17.50	**17.50**	0.0%
Evenings 1800 - 2400	4.50	**4.50**	0.0%
Night 24.00 – 11.00	5.50	**5.50**	0.0%
Quarterly season ticket	1,000.00	**400.00**	-60.0%
Annual season ticket	2,000.00	**1,200.00**	-40.0%
Residents permit waiting list 16.00-11.00 Mon-Fri (Zone Y)	800.00	**750.00**	-6.3%
Carlton Hill			
2 hours	4.00	4.20	5.0%
4 hours	8.00	8.40	5.0%
9 hours	10.50	11.00	4.8%
24 hours	17.50	18.20	4.0%
Quarterly season ticket	750.00	780.00	4.0%
High Street			
2 hours	4.00	4.20	5.0%
4 hours	8.00	8.40	5.0%
9 hours	10.50	11.00	4.8%
24 hours	17.50	18.20	4.0%
Quarterly season ticket	750.00	780.00	4.0%
Annual season ticket	2,000.00	2080.00	4.0%

Oxford Court			
2 hours	4.00	4.20	5.0%
4 hours	8.00	8.40	5.0%
9 hours	10.50	11.00	4.8%
24 hours	17.50	18.20	4.0%
Quarterly season ticket	750.00	780.00	4.0%
Norton Road			
1 hour	1.00	1.00	0.0%
2 hours	2.00	2.00	0.0%
4 hours	3.00	3.20	6.7%
5 hours	4.00	4.20	5.0%
9 hours	4.50	4.60	2.2%
12 hours	5.00	5.20	4.0%
Annual Season Ticket	750.00	780.00	4.0%
King Alfred			
1 hour	1.50	1.60	6.7%
2 hours	2.00	2.00	0.0%
3 hours	2.50	2.60	4.0%
4 hours	3.00	3.20	6.7%
Rottingdean West Street			
1 hour	1.00	1.00	0.0%
2 hours	1.50	1.60	6.7%
3 hours	2.50	2.60	4.0%
Rottingdean Marine Cliffs			
1 hour	1.00	1.00	0.0%
2 hours	1.50	1.60	6.7%
11 hours	2.50	2.60	4.0%
Quarterly season ticket	50.00	52.00	4.0%
Haddington Street			
1 hour	1.50	1.60	6.7%
2 hours	2.00	2.00	0.0%
3 hours	2.50	2.60	4.0%
Black Rock			
1 hour	1.00	1.00	0.0%
2 hours	2.00	2.00	0.0%
3 hours	3.00	3.20	6.7%
4 hours	4.00	4.20	5.0%
9 hours	5.00	5.20	4.0%

Madeira Drive Coach Park			
4 hours	8.00	8.40	5.0%
8 hours	15.00	15.60	4.0%
On-street (Pay & Display)			
HIGH ZONE			
Zone Y - Central Brighton North			
1 hour	3.50	3.60	2.9%
2 hours	6.00	6.20	3.3%
4 hours	10.00	10.40	4.0%
Zone Z - Central Brighton South			
1 hour	3.50	3.60	2.9%
2 hours	6.00	6.20	3.3%
4 hours	10.00	10.40	4.0%
Seafront Inner - Madeira Drive (1 Mar - 31 Oct) [West of Madeira Lift]			
1 hour	3.00	3.20	6.7%
2 hours	5.00	5.20	4.0%
4 hours	10.00	10.40	4.0%
11 hours	15.00	15.60	4.0%
Seafront Inner - Marine Parade [West of Burlington Street]			
1 hour	3.00	3.20	6.7%
2 hours	5.00	5.20	4.0%
4 hours	10.00	10.40	4.0%
11 hours	15.00	15.60	4.0%
Seafront Inner - King's Road			
1 hour	3.00	3.20	6.7%
2 hours	5.00	5.20	4.0%
4 hours	10.00	10.40	4.0%
11 hours	15.00	15.60	4.0%
MEDIUM ZONE			
Seafront Inner - Kingsway [East of Fourth Avenue]			
1 hour	2.00	2.00	0.0%
2 hours	4.00	4.20	5.0%
4 hours	6.00	6.20	3.3%
11 hours	10.00	10.40	4.0%
Zone Y - Central Brighton North [Cheapside & The Level]			
1 hour	2.00	2.00	0.0%
2 hours	4.00	4.20	5.0%
4 hours	6.00	6.20	3.3%

Seafront Inner - New Steine			
1 hour	2.00	2.00	0.0%
2 hours	4.00	4.20	5.0%
4 hours	6.00	6.20	3.3%
11 hours	10.00	10.40	4.0%
LOW ZONE			
Seafront Outer - Kingsway [West of Hove Street]			
1 hour	1.00	1.00	0.0%
2 hours	2.00	2.00	0.0%
4 hours	3.00	3.20	6.7%
11 hours	5.00	5.20	4.0%
Seafront Outer - Madeira Drive [East of Madeira Lift]			
1 hour	1.00	1.00	0.0%
2 hours	2.00	2.00	0.0%
4 hours	4.00	4.20	5.0%
11 hours	7.00	7.20	2.9%
Seafront Inner - Madeira Drive (1 Nov - 28/29 Feb) [West of Madeira Lift]			
1 hour	1.00	1.00	0.0%
2 hours	2.00	2.00	0.0%
4 hours	4.00	4.20	5.0%
11 hours	7.00	7.20	2.9%
Rottingdean High Street			
1 hour	1.00	1.00	0.0%
2 hours	2.00	2.00	0.0%
4 hours	3.00	3.20	6.7%
Zone A - Preston Park Station			
1 hour	1.00	1.00	0.0%
2 hours	2.00	2.00	0.0%
4 hours	3.00	3.20	6.7%
11 hours	5.00	5.20	4.0%
Zone C - Queen's Park			
1 hour	1.00	1.00	0.0%
2 hours	2.00	2.00	0.0%
4 hours	3.00	3.20	6.7%
11 hours	5.00	5.20	4.0%
Zone E - Preston Park Station North			
1 hour	1.00	1.00	0.0%
2 hours	2.00	2.00	0.0%

4 hours	3.00	3.20	6.7%
11 hours	5.00	5.20	4.0%
Zone H - Kemp Town			
1 hour	1.00	1.00	0.0%
2 hours	2.00	2.00	0.0%
4 hours	3.00	3.20	6.7%
11 hours	5.00	5.20	4.0%
Zone J - London Road Station			
1 hour	1.00	1.00	0.0%
2 hours	2.00	2.00	0.0%
4 hours	3.00	3.20	6.7%
11 hours	5.00	5.20	4.0%
Zone M - Brunswick			
1 hour	1.00	1.00	0.0%
2 hours	2.00	2.00	0.0%
4 hours	3.00	3.20	6.7%
11 hours	5.00	5.20	4.0%
Zone N - Central Hove			
1 hour	1.00	1.00	0.0%
2 hours	2.00	2.00	0.0%
4 hours	3.00	3.20	6.7%
11 hours	5.00	5.20	4.0%
Zone O - Goldsmid			
1 hour	1.00	1.00	0.0%
2 hours	2.00	2.00	0.0%
4 hours	3.00	3.20	6.7%
11 hours	5.00	5.20	4.0%
Zone Q - Prestonville			
1 hour	1.00	1.00	0.0%
2 hours	2.00	2.00	0.0%
4 hours	3.00	3.20	6.7%
11 hours	5.00	5.20	4.0%
Zone R - Westbourne			
1 hour	1.00	1.00	0.0%
2 hours	2.00	2.00	0.0%
4 hours	3.00	3.20	6.7%
11 hours	5.00	5.20	4.0%

Zone T - Hove Station Area			
1 hour	1.00	1.00	0.0%
2 hours	2.00	2.00	0.0%
4 hours	3.00	3.20	6.7%
11 hours	5.00	5.20	4.0%
Permits			
Residents permits			
1 year (full scheme)	120.00	**125.00**	4.2%
3 months (full scheme)	40.00	**41.50**	3.8%
1 year (light touch)	90.00	**95.00**	5.6%
6 months (light touch)	55.00	**57.00**	3.6%
1 year (full scheme) - low emission	60.00	**62.50**	4.2%
3 months (full scheme) - low emission	20.00	**20.75**	3.8%
1 year (light touch) - low emission	45.00	**47.50**	5.6%
6 months (light touch) - low emission	27.50	**28.50**	3.6%
Blue Badge resident permit	10.00	**10.00**	0.0%
Blue Badge resident permit (low emission)	10.00	**10.00**	0.0%
Visitors Permits			
Full scheme - per permit	2.60	**2.80**	7.7%
Light touch – per permit	1.60	**1.60**	0.0%
Hotel Permits			
Area C (24 hours)	7.50	**7.80**	4.0%
Area N (1 day)	3.00	**3.20**	6.7%
Traders Permits			
One year	600.00	**624.00**	4.0%
3 months	160.00	**166.40**	4.0%
One year - low emission	300.00	**312.00**	4.0%
3 months - low emission	80.00	**83.20**	4.0%
Business Permits			
One year	300.00	**312.00**	4.0%
3 months	85.00	**88.40**	4.0%
One year - low emission	150.00	**156.00**	4.0%
3 months - low emission	42.50	**44.20**	4.0%
School Permits			
One year	120.00	**125.00**	4.2%
3 months	40.00	**41.50**	3.8%
Doctors Permits (per bay)	**90.00**	**93.60**	**4.0%**

Electric Vehicles Permit	**25.00**	**26.00**	**4.0%**
Carers Permits (not Professional)	**0.00**	**0.00**	**0.0%**
Suspensions			
Suspensions (1st 8 weeks)	40.00	**40.00**	0.0%
Suspensions (Over 8 weeks)	20.00	**20.00**	0.0%
Blue Badge (3 years)	**10.00**	**10.00**	**0.0%**
Car Club (1 year)	**20.00**	**20.80**	**4.0%**
Waivers (1 day)	**10.00**	**10.00**	**0.0%**
Professional Carers (1 year)	**25.00**	**26.00**	**4.0%**
Dispensations (1 year)	**30.00**	**31.20**	**4.0%**

Appendix 21

Revised saving description for Public Transport and Children's Centres

Service	Gross Budget £'000	Net Budget £'000	Description of Saving Opportunity	Saving Type	Impact on Outcomes / Priorities	Equalities Impact	Savings identified 2015/16 £'000	Full Year effect of 2015/16 savings £'000
ENVIRONMENT, DEVELOPMENT & HOUSING								
Transport as in appendix 7								
Public Transport - the team's primary function is to manage the council's supported bus network and general bus related measures which aim at increasing bus patronage in the city such as multi modal ticketing. They are also charged with managing the Quality Bus Partnership involving the 5 private bus operators. There is also a customer facing element including bus promotion and dealing with customer enquires.	1,367	1,196	Reduction of expenditure by early termination of 2 Supported Bus Contracts. The specific reductions are Monday to Saturday evening service 21 Marina to city centre and city centre to Goldstone Valley.	Commissioning/Procurement	Will impact on Priorities - Tackling inequality and creating a more sustainable city. The cumulative impact of these service reductions may lead to other services becoming unviable and their further termination by the Bus Operators. Council officers will engage with Operators to mitigate these impacts and investigate the possibility that some of these routes or parts of routes could run commercially.	23	36	85
Transport as in appendix 9								
Public Transport - the team's primary function is to manage the council's supported bus network and general bus related measures which aim at increasing bus patronage in the city such as multi modal ticketing. They are also charged with managing the Quality Bus Partnership involving the 5 private bus operators. There is also a customer facing element including bus promotion and dealing with customer enquires.	1,367	1,196	Reduction of expenditure by early termination of a further 5 Supported Bus Contracts. The specific reductions are 38A Monday to Saturday evenings and winter Sunday evenings; 21 winter Sunday evenings; 21A Sundays and Public Holidays; 84 Monday to Friday.	Commissioning / Procurement	Will impact on Priorities - Tackling inequality and Creating a more sustainable city. The cumulative impact of these service reductions may lead to other services becoming unviable and their further termination by the Bus Operators, Council officers will engage with Operators to mitigate these impacts and investigate the possibility that some of these routes or parts of routes could run commercially.	23	37	89

Service	Gross Budget £'000	Net Budget £'000	Description of Saving Opportunity	Saving Type	Impact on Outcomes / Priorities	Equalities Impact	Savings identified 2015/16 £'000	Full Year effect of 2015/16 savings £'000
CHILDREN'S SERVICES								
Stronger Families, Youth & Communities								
Early Years (Early Help) - Children's Centres. City-wide service integrated with health visiting which aims to improve outcomes for children under 5. 12 designated Children's Centre's plus a further 9 linked sites. Statutory duties to ensure sufficient children's centres and improve early years outcomes.	2,498	2,471	Redesign the Children's Centre service taking into account the public consultation. In the context of the early help strategy council resources will be focussed on those families in the greatest need of support to improve outcomes. Reduce the number of universal stay and play groups but continue to provide at least one group in each designated children's centre and encourage community and family capacity by supporting volunteering. Reduce council funding for voluntary sector partners and no longer fund drop-in groups in libraries from September 2015. Reduce the number of designated CCs from 12 to 10. The following children's centres would be redesignated as linked sites: West Hove and Cornerstone and used for early years services including health visiting. Explore whether other children and family services including those provided by voluntary organisations can be delivered from children's centres. To transfer funding for additional Speech and Language Therapy in SCT (£47k) in Children's Centres for children under 5 from the Dedicated Schools Grant on a temporary basis for 2015/16. Transfer funding for childcare places for children in need from the Dedicated Schools Grant on temporary basis for 2015/16 (£160,000) to be approved by the Schools Forum.	Commissioning	Some reduction in universal and changes to early help services for children under 5. Focussing services on families who need most early help and exploring integration with early help services for older children. School readiness will be supported by the extended offer of free childcare for 2 year olds in low income families and free early education for all 3 and 4 year olds. Reduction in funding may lead to the closure of voluntary organisations. The Schools Forum does not agree to the transfer of funding for childcare places for 2015/16.	39 & S16	366	717

Appendix 22

SUPPLEMENTARY INFORMATION IN RESPECT OF SAVINGS PROPOSALS CONCERNING CHILDREN'S CENTRES

1. POLICY CONTEXT

1.1 There is a statutory requirement to consult on significant changes to children's centres. This paper:
(i) reports on the outcome of the consultation on proposals to reduce children's centre services, set out in the Council's draft budget proposals for 2015/16
(ii) outlines amendments to those proposals arising from the consultation,
(iii) sets out the basis upon which the proposed savings can be made and the changes to the arrangements for current children's centres this will involve.

1.2 The consultation was predicated on saving being required to the Council's general fund budget for children's centres of an overall figure of £779,000 from the total children's centre budget of £2,471,000. Alternative areas of funding have been identified to fund £269,000 and reduce the actual reduction to the children's centre budget to £510,000.

1.3 It was proposed that scale of the original saving would be achieved by the following changes to the current model:

- Reduce the number of designated CCs from 12 to 8. The following children's centres would no longer be designated as statutory: West Hove, Cornerstone, City View and Hollingbury and Patcham. These venues would continue to be used for health visiting. Explore whether other children and family services including those provided by voluntary organisations can be delivered from children's centres.

- Provide a revised core offer in the context of the early help strategy to focus council resources on those families in the greatest need of support and to use interventions which have the best evidence for improving outcomes. Reduce universal groups, encourage community and family capacity by supporting volunteering. Reduce council funding for voluntary sector partners in line with the revised core offer and reduce funding for respite childcare funding.

- To transfer funding for additional Speech and Language Therapy in SCT (£47k) in Children's Centres for children under 5 and funding for Sensory Needs Service (£22k) to support deaf children under 2 to funding for special needs and disabilities to the Dedicated Schools Grant

- Detailed proposals consulted on were to merge the following Advisory Groups: City View with Tarner and Cornerstone and Hollingbury and Patcham with Hollingdean; reduce universal groups by replacing on-going baby groups with an eight week course and to replace on-going toddler, stay and play and jump for joy groups with a term long group aimed at children under two. The proposals included running additional groups in high need areas and supporting parent-led groups. The proposals also included no longer funding open access groups in

libraries run by the Early Childhood Project. There were also proposals to reduce funding for childcare places for children in need and reduce home visiting by council staff.

1.4 Following the consultation additional funding of £160,000 has been identified to reduce the overall level of savings from the children centres budget The proposed saving to the Council's general fund budget will remain at £779,000 but the proposed reduction in the actual children's centre budget will be £510,000 because of the alternative funding. This has allowed changes to be made to the proposals upon which the original savings were predicated, as detailed below. These revised proposals mean that notwithstanding the savings, under the redesign Hollingbury and Patcham, and City View will be retained as designated children's centres; Cornerstone and West Hove will be re-designated as linked sites; all designated children's centres will still offer an on-going, open-access drop in baby group and one open access stay and play group; council staff will continue to provide home based interventions for families; funding will be retained for childcare places for children with child protection and early help plans and transition funding will be offered for voluntary sector partners.

2. CONSIDERATIONS RELATING TO THE SAVINGS PROPOSED:

2.1 Members will wish to note the feedback to the consultation about changes to children's centres when considering the council budget proposals for 2015/16, and consider the Equalities Impact Assessment attached.

2.2 In the event that a saving of £510,000 to the current budget for children centres is agreed, to achieve that saving it will be necessary to redesign children's centre services as follows:

- Re-designate West Hove Children's Centre as a linked site to Conway Court Children's Centre;
- Re-designate Cornerstone Children's Centre as a linked site to Tarner Children's Centre;
- Merge the following Advisory Groups: City View with Tarner and Cornerstone and Hollingbury and Patcham with Hollingdean;
- Provide open-access drop in baby groups in designated children's centres for parents/carers and non-mobile babies, but no longer run council funded eight week courses for new parents;
- Reduce the number of open access toddler, stay and play groups and jump for joy groups, but continue to offer one on-going open access group in each designated children's centre.
- Continue to provide additional or different groups in areas where children and families have the lowest education, social and health outcomes to reduce inequalities.
- Actively explore increasing the role of volunteers and support parents and community groups to run additional groups themselves.
- Support families who need most help to attend open access and referral groups in children's centres and continue to provide home based interventions where most needed.
- Cease funding of drop-in groups in libraries from September 2015, but provide transitional funding to allow time to explore alternative options for income or delivery.

- Continue to provide childcare funding for children with child protection or early help plan, and review this approach as part of the Children's Services Value for Money programme.

3. CONTEXT/ BACKGROUND INFORMATION

3.1 The first Children Centres opened in the city in 2004. The core purpose of Children's Centres, as set out in the Government's Sure Start Children's Centre Statutory Guidance, is to improve outcomes for young children and their families and reduce inequalities between families in greatest need and their peers in:

- child development and school readiness;
- parenting aspirations and parenting skills; and
- child and family health and life chances.

The guidance states that a children's centre should make available both universal and targeted early childhood services either by providing the services at the centre itself or by providing advice and assistance to parents, carers and prospective parents in accessing services provided elsewhere. Local authorities must ensure that children's centres provide some activities for young children on site.

3.2 In Brighton and Hove there is a wholly integrated, citywide children's centre service which includes health visiting. Midwives are based in larger centres. Health visitors and midwives are funded from NHS budget are not included in the proposals for budget reductions. There are currently 12 statutory children's centres in Brighton and Hove serving a population of 14,745 children under five. Services are also provided from linked sites.

3.3 The children's centre proposals have been made because of the very significant savings that Brighton & Hove City Council has to find for the financial year 2015-16 and beyond. It will not be possible to provide the same level of services across the council with the proposed reduction in funding to the council budget. If savings are not made in the area of children centres, then further cuts will need to be made to other council services in addition to the savings already set out within the budget proposals. Other councils have already reduced spending on children's centres. Councils report their planned level of spending on children's services to the Department of Education. The planned level of spending for 2014/15 in Brighton and Hove on children's centres is comparatively high - £75 per head compared to the national mean average of £52 and £60 for statistical neighbours

4 Results of the consultation

4.1 The public consultation was launched on 11 December 2014 and closed on 2 February 2015. The consultation was sent by email and text to Children's Centre users, and publicised on Facebook and Twitter. A flyer was distributed to children's centre users. Consultation meetings were held with all Children's Centre Advisory Groups. In addition reference was made to the proposals in the consultation concerning the council budget. There were 842 responses to the consultation questionnaire. A petition with 836 signatories (on 13 February 2015) opposing the original proposals has also been made known to the Council.

4.2 The consultation documents have been circulated to all members and a full report on the consultation responses, distributed to councillors as essential reading for this item. A summary capturing key outcomes of the consultation is annexed to this report. The responses to the consultation have affirmed the value placed on the services offered by the current children's centres by those who responded. The table in annex one summarises responses and comments.

4.3 It can be seen that the majority of responses to the consultation disagreed with the rationale and the proposals. The strongest disagreements were with the proposals to change baby, toddler/stay and play groups and groups in libraries. Half of all responders did agree that children and families who need most help should be given priority for services.

Proposed amendments to changes to children centre arising from the consultation responses

4.4 In view of the consultation responses, and having considered the equalities impact assessment appended at Appendix 2 to this report, alternative areas of funding have been identified, so as to allow a service redesign which prioritises some of the areas that respondents identified as being of the most value in delivering the aims of the children's centres.

Proposal to merge children's centres

4.4 In response to the consultation the proposal is to retain Hollingbury and Patcham and City View as designated children's centres.

4.5 The proposal to retain Hollingbury and Patcham is based on concerns that parents have expressed about the difficulty of travelling to Hollingdean. The proposal about City View is based on responses about travelling and that groups at Tarner will be over-subscribed.

4.6 Cornerstone will become a linked site to Tarner children's centre. Cornerstone is a community centre which runs a wide range of activities including a baby group and a voluntary pre-school. Health visitors will continue to run a Healthy Child Clinic here.

4.7 West Hove children's centre is based in West Hove Infant School. Baby and Stay and Play groups for the area are already delivered from Conway Court. West Hove will continue to offer a healthy child clinic, midwives clinic, and a referral group.

4.8 The council will also explore what other children and family services can be delivered from children's centres, including those provided by the council and voluntary sector.

Proposal to merge advisory groups

4.9 It is still proposed to merge the existing Hollingbury and Patcham and City View Advisory Groups, as these have not been well attended. Combining groups will reduce duplication and release time for Parent Involvement Workers to support volunteers, gather views from parents, support parents to attend the remaining

groups and contribute to the development of services delivered by other providers including parent led or community groups.

Proposal to change baby groups

4.10 There was strong disagreement with this proposal and attracted the largest number of comments. Responders to the consultation argued that parents were much more likely to attend universal groups and that these groups had been a life line for them. We recognise that transition to parenthood is a crucial time when all families need support and are therefore a high priority for future funding. The revised proposal is to continue to offer universal, open access groups for parents and babies who are not yet mobile. However the additional "baby and you" course for new parents in some areas will no longer run if the savings are approved.

Proposal to change stay and play / jump for joy groups

4.11 Responders strongly disagreed with this proposal. However with the reduction in funding there will not be possible for children's centre staff to run the same number of groups and do the same number of home visits, these will need to be more carefully targeted. In the past these groups were the only free provision for two year olds. Now two year olds from low income families are eligible for free childcare places. The revised proposal is provide one open access stay and play type group in each designated children's centre. The main focus of the groups will be for children under two. Children's centres will continue to support volunteers and will support parents to run additional groups themselves. Children's Centre staff will continue to provide additional or different groups in areas where children and families have the lowest education, social and health outcomes to reduce inequalities.

No longer fund the Early Childhood Project to run groups in libraries and community venues

4.12 There was strong opposition to this proposal. However to continue to run open access drop in groups in libraries would be inconsistent with the proposals for the groups described above. Therefore it is proposed only to fund these groups for the summer term to allow the Early Childhood Project time to consider alternative sources of income or whether parents could run their own groups.

To reduce home visiting

4.13 There was strong opposition to reducing home visiting by council staff. There is no proposal to change home visiting by health visitors. Council staff will continue to provide home visits for vulnerable families. However the overall amount of time available will be less because of the reduction in council staff.

To reduce childcare funding for children in need

4.14 There was opposition to this proposal. The funding is used to provide childcare for children as part of a child protection or early help plan. This will be funded from the Dedicated Schools Grant for 2015/16 The use of this funding will be reviewed as part of the Children's Services Value for Money programme.

5 ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

5.1 The proposals aims to ensure that resources are targeted at the children and parents in greatest need within a robust, quality and evidenced based universal and targeted service offer.

6 COMMUNITY ENGAGEMENT & CONSULTATION

6.1 This report summarises the results of the Children's Centre consultation.

7. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

7.1 The budget for Children's Centres for 2014/15 is £2,471,000. The proposals outlined will meet the savings required in the Council general fund of £779,000. The breakdown of this figure is shown below.

- Reduction in Council funded staff (total saving of £376,000). This will reduce capacity to deliver groups and home visits.
- Alternative sources of funding (£269,000) have been agreed for the following services previously funded by the children's centre budget: Speech and Language Therapy for early years children and support for deaf children under two from the Dedicated Schools Grant (£69,000), of which £47,000 has currently only been allocated on a one-off basis in 2015/16. Childcare for children in need will be temporarily funded for 2015/16 from the Dedicated Schools Grant subject to agreement from the Schools Forum (£160,000). Performance analysis for children's centres and health visiting from Public Health (£40,000).
- Savings from Supplies and Services (£105,000) including reducing premises costs, equipment, supplies, finance support, and staff training.
- Reductions in funding for voluntary sector partners (£29,000): Early Childhood Project (£18,000) and the Brighton Unemployed Centre (£11,000)

Finance Officer consulted: Steve Williams / David Ellis 16 February 2015

Legal Implications:

7.2 Local Authorities are under a duty to secure sufficient provision of children's centres to meet local need, so far as is reasonably practicable (section 5A Childcare Act 2006).

Section 5D of the Act provides that LA's must ensure that there is consultation before either (i) making a significant change to the range and nature of services provided through a children's centre and/or how they are delivered, or (ii) closing a centre or reducing services to such an extent that it no longer meets the statutory definition of a children's centre.

Statutory guidance has been issued by the Department for Education-" Sure Start children's centres statutory guidance" (April 2013)- which local authorities must have regard to when carrying out duties relating to these centres. The guidance provides further direction as to the manner of any consultation process, requiring in particular that LA's should consult 'everyone who could be

affected by the proposed changes' and that an explanation should be included as to how the LA will continue to meet the needs of families with children under five as part of any reorganisation of services. LA's are also advised that particular attention should be given to ensuring disadvantaged families and minority groups participate in any consultations. The supplemental information contained in this document sets out how this has been complied with, and members have also been provided with a full report as to the outcome of the consultation. Members must have due regard to the EIA in reaching any decision.

Lawyer consulted: Natasha Watson 13/2/2015

Equalities Implications:

7.3 The original budget EIA has been updated to take account of the proposed changes and information gathered from the consultation. It is attached to this report. It will be seen that the greatest impact of the proposals are on women and pre-school children. Monitoring of services users shows that across the city some 35% of children and families using the services are BME. The largest group is White Other (13%) followed by Other Mixed (4%). Any changes in services may therefore disproportionately impact on BME groups. The service supports families living in poverty so any changes in service will impact on this group. The EIA sets out how some of these impacts can be addressed through the service redesign proposed.

7.4 Children's Centres will continue to be monitor equalities impacts so that remedial action can be taken if needed.

Risk and Opportunity Management Implications:

7.5 Risks have been considered in the development of the consultation proposals. The main risks are:

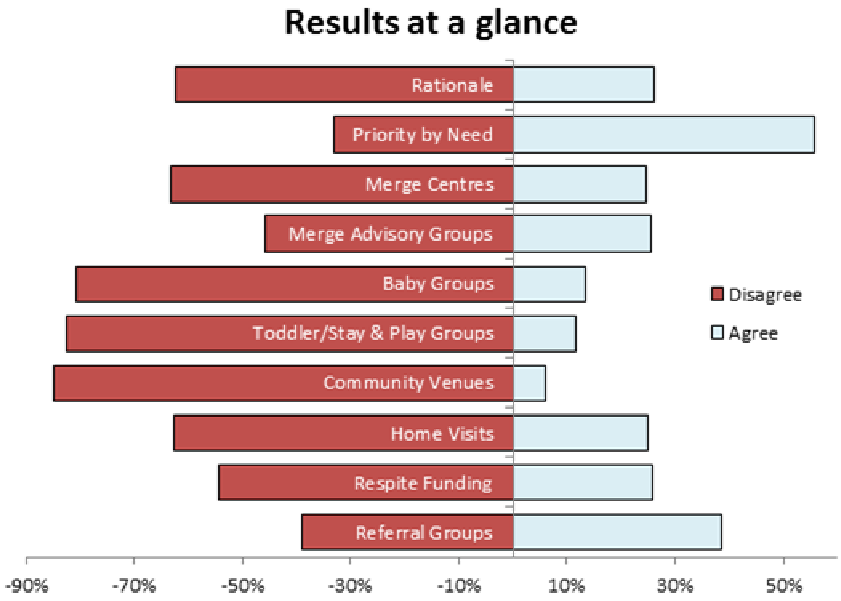
- the revised core offer is not effective in providing sufficient early help and so increased numbers of children access social work;
- Ensuring that the service redesign still meets the statutory functions and does not lead to requires improvement or inadequate inspection judgements by Ofsted
- capital clawback from the Department of Education if funded premises are not used for early years purposes. There is a risk that the DfE will seek to claw back capital funding from children's centres that are no longer used for early years purposes. The proposal assumes that the three centres with substantial capital funding (West Hove and City View), will be used to deliver universal health visiting services and some reduced council funded early years services to pockets of disadvantage.

Public Health Implications:

7.6 The proposal aims to ensure that services will still be delivered for all parents and contribute to the Healthy Child Programme.

Annex 1 - Summary of the children's centre consultation responses

The graph below shows the percentage of respondents who disagree or agree with each proposal in the consultation. A detailed analysis of the response to each proposal is provided in consultation report.



The table below includes a summary of the comments made in response to the consultation. Full details are in the consultation report.

Question	Response	Top 3 comments plus those with over 50 responses
Rationale for proposals to reduce children's centre services	62% disagreed 26% agreed	Children's centres provide vital services and should not change Savings now will lead to greater costs / problems in the future Universal services are more effective and should be kept Comments on national government / council should oppose cuts
Families who need most help should have priority	56% agreed 33% disagreed	All children and families need support regardless of income. How do you define need? (*Many responders assumed that need was based on whether a family was claiming benefits and disagreed with this approach)* Will increase the risk of post natal depression / mental health problems and isolation.
Proposals to merge children's centres	63% disagreed 25% agreed	Difficult and expensive for families to travel further Children's centres and services should be local Do not close children's centres or specific groups in children's centres
Proposal to merge advisory	45% disagreed 26%	Children's Centres and services should be local. The questionnaire was hard to understand / don't understand the specific question

groups	agreed 22% neither agreed nor disagreed	Difficult and expensive for families to travel further *[Note – some responders did not know what an Advisory Group was and assumed this question was about closing children's centres or groups within them]*
Change baby groups to an 8 week course	81% disagreed 13% agreed	Universal services more effective and should be kept How do you define need Group was a life line / invaluable Should be drop in / flexible Will mean all potentially vulnerable families will not be identified Course too short / inflexible Will increase the risk of post natal depression / mental health problems and isolation.
Change on going stay and play groups to groups lasting one term	83% disagreed 11% agreed	All families need support regardless of income Course too short / too inflexible Children's Centres provide vital services and should not change Should be drop-in / flexible
No longer run drop ins in libraries and community venues	85% disagreed 6% agreed	Don't close universal groups in community venues Supports children with reading and access to books Services should be local
Reduce home visits	63% disagreed 25% agreed	Do not stop home visits Less home visiting will increase risks for vulnerable families Important for families who do not attend children's centres Remaining children's centres / groups will be over subscribed *[Some responders thought that this question was about health visitors. It refers to home visits from council staff].*
Reduce funding for childcare for children with high levels of need	54% disagreed 26% agreed	Will mean worse outcomes for children How do you define need Responders assumed the question was about childcare for working parents / free early education.
Proposal to review referral and target groups	39% disagreed 38% agreed	More information needed about the purpose of the review Children's centres provide vital services and should not change Agree with the proposals
Other comments		Children's services should be protected / cut other areas Heart-breaking/appalled/disastrous for future generations Do not close children's centres / groups in children's centres

REVISED EIA 39

1. Service Area	Early Years - Children's Centres	Impact on Service-users
3. Head of Service	Caroline Parker	
4. Budget Proposal	**What budget changes are proposed?** (Use the savings proposal wording and more detail if needed) Reduce funding for the children's centre service by 30% (£779,000) • Re-designate West Hove Children's Centre as a linked site to Conway Court Children's Centre; • Re-designate Cornerstone Children's Centre as a linked site to Tarner Children's Centre; • Merge the following Advisory Groups: City View with Tarner and Cornerstone and Hollingbury and Patcham with Hollingdean; • Provide open-access drop in baby groups in designated children's centres for parents/carers and non-mobile babies and no longer run eight week courses for new parents; • Reduce the number of open access toddler, stay and play groups and jump for joy groups but continue to offer one on-going open access group in each designated children's centre. Increase the role of volunteers and support parents to run additional groups themselves. Continue to provide additional or different groups in areas where children and families have the lowest education, social and health outcomes to reduce inequalities. • Support families who need most help to attend open access and referral groups in children's centres but continue to provide home based interventions where most needed. • Cease funding of drop-in groups in libraries from September 2015, but provide transitional funding to allow time to explore alternative options for income or delivery. • To transfer funding for the Sensory Needs Service (£22k) to support deaf children under 2 to funding for special needs and disabilities. • To transfer funding for additional Speech and Language Therapy in SCT (£47k) in Children's Centres for children under 5 to the Dedicated Schools Grant • To transfer funding for childcare for children in need to the DSG and to review future funding as part of the Children's Services value for money programme.	
5. Summary of impacts	**Highlight the main / most significant potential impacts which will need to be mitigated or avoided**	

	• The service supports children under five and the vast majority of adults who use the service are women. Any changes in the services may therefore disproportionately impact on these groups. • Monitoring of services users shows that across the city some 35% of children and families using the services are BME. The largest group is White Other (13%) followed by Other Mixed (4%). There is a variation in attendance across the city with the Tarner children's centre having the largest attendance. Any changes in the services may therefore disproportionately impact on BME groups. • The service supports families living in poverty so any changes in service may impact on this group.
6. Key actions to reduce negative impacts	**What actions will you take to reduce / avoid potential negative impacts and increase positive impacts?** • A public consultation was held on changes to the children's centre service and the proposals have been modified as a result of the consultation. The consultation was promoted to all parents using children's centres and staff encouraged families attending the Bilingual Families Groups to complete the consultation. • Changes in children's centre services will specifically impact on children under five and their families. The revised proposals include continuing to offer open access baby and stay and play groups. The responses to the consultation said this was essential to address inequality and promote social cohesion. • Council funded children's centres services will focus support on those families and children most at risk of poor outcomes. • Two year olds from families on out of work benefits and working families on low incomes are entitled to free part time early education places. Around a third of children (900) are eligible. • The increased number of health visitors working as part of the integrated children's centre service will increase the delivery of the universal elements of the Healthy Child Programme including the offer of universal reviews for children by age 1 and 2.5 to identify needs. • The integrated model with health visiting ensures that the need of all early children and their families is assessed and the identified support is provided based on these needs taking into account protected characteristics. • Disabled children are a targeted group for children's centre services and will continue to be supported. • Continuing to offer Bilingual Families Groups and the MOSAIC group in children's centres. • Children's centre will monitor equalities impacts from the revised services to take remedial action if needed.
7. Complete all three columns for each group[i]	

Age (people of all ages)	**Y**	Changes in children's centre services will specifically impact on children under five and their families. Responders to the consultation argued that early years intervention is important for the best start in life and that savings here would lead to greater costs later. The revised proposals include continuing to offer open access baby and stay and play groups. The responses to the consultation said this was essential to address inequality and promote social cohesion. The current integrated delivery of the Healthy Child programme (HCP), delivered by health visitors, and the free entitlement for early education places for disadvantaged two year olds and all three and five years will continue to be delivered.	• Council funded children's centres services will continue to focus most support on those families and children most at risk of poor outcomes. • Two year olds from families on out of work benefits and working families on low incomes are entitled to free part time early education places. Around a third of children (900) are eligible. • The increased number of health visitors working as part of the integrated children's centre service will increase the delivery of the universal elements of the Healthy Child Programme including universal reviews by age 1 and 2.5 to identify needs. • Children's centre will monitor equalities impacts from the revised services to take remedial action if needed.
Disability (having a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities)	**N**	Disabled children are a targeted group for children's centre services and will continue to be supported. Alternative funding for the Sensory Need Service to support deaf children under 3 has been agreed. Alternative funding for the Speech and Language Service has been agreed.	• Actions as in age above
Ethnicity/Race (this includes ethnic or national origins, colour or nationality, including refugees and migrants; and Gypsies and Travellers)	**Y**	The revised proposals include continuing to offer open access baby and stay and play groups. The responses to the consultation said this was essential to address inequality and promote social cohesion. Monitoring of services users shows that across the city some 35% of children and families using the services are BME. The largest group is White Other (13%) followed	• Actions as in age above • Continue to work the Ethnic Minority Achievement Service to increase the take up of two year old places by BME groups. • Continuing to run Bilingual Families Group and the MOSAIC group

		by Other Mixed (4%). There is a variation in attendance across the city with the Tarner children's centre having the largest attendance. 20% (169) of responders to the consultation were from BME groups. Compared to the number of parents registered with children's centres there were slightly more responders from white other backgrounds but lower responses from other groups. The responses from BMR groups were compared with those from White British. Overall responses were similar in disagreeing to the proposals with BME groups more likely to disagree.	
Gender (both men and women are covered under the Act)	**Y**	Monitoring of services shows that the majority of parents using the services are women. 83% of responders to the consultation were women. Any changes to the service will impact disproportionally on women. The proposals have been revised to take account of responses to the consultation.	• Actions as in age above
Gender reassignment (a transsexual person is someone who proposes to, starts or has completed a process to change his or her gender.)	**N**	12 respondents to the consultation (1,4%) did not identify with the gender they were assigned at birth. The integrated model with health visiting ensures that the need of all early children and their families is assessed and the identified support is provided to all families taking account of protected characteristics.	• Actions as in age above
Religion or Belief (any religion with a clear structure and belief system, or any philosophical or religious belief, or lack of religion or belief.)	**N**	The percentage of respondents with no particular religion (42.75%) was similar to data from the 2011 census, which was 42.4%. However, the percentage of respondents who are Christian (23.83%) was significantly lower than the census (42.5%) as was the percentage of responses from Muslims; 1.4% compared to the 2.2%	• Actions as in age above • Working with the Ethnic Minority Achievement Service to increase the take up of two year old places by BME groups.

		recorded in the census. The integrated model with health visiting ensures that the need of all early children and their families is assessed and the identified support is provided taking account of protected characteristics.	
Sexual Orientation (the Act protects bisexual, gay, heterosexual and lesbian people)	**N**	The percentage of responders to the consultation were bisexual (2%), gay men (1%), lesbian / gay men (2%). The integrated model with health visiting ensures that the need of all early children and their families is assessed and the identified support is provided to all families taking account of protected characteristics.	• Actions as in age above
Child Poverty (Children and young people in families living on less than 60% of national median income before housing costs. In B&H around 22% of all children.)	**Y**	Families living in poverty are one of the main target groups for children's centres and will be impacted by the change in services. There will also be an impact on families on low incomes who do not qualify for free early education for two year olds.	• Actions as in age above • One of the main aims of the service review is to ensure that services and resources are focused on improving outcomes for the most disadvantaged children, including expanding the free entitlement programme for 2 year olds from low income families, in line with national targets
Other groups relevant to this proposal (These groups will be specific and relevant to the service, including but not only: Carers, people experiencing domestic or sexual violence, looked after children, homeless people)	**N**	The service will continue to focus on improving outcomes for the most disadvantaged early years children, in line with the early help strategy. The changes to the proposals will help to ensure that all families can access universal groups which are not stigmatising. Home based interventions will continue to be offered to the most vulnerable families. Alternative funding has been identified for childcare for children in need. The service will also identify opportunities to align early years services	• Actions as in age above

		more effectively with other services as part of the development of an early help service for 0-19 children.	
8. Cumulative impacts (proposed changes elsewhere which might worsen impacts identified above)	**Are any cumulative impacts identified across your service area from proposals in other departments OR from other service areas?** Please explain what these might be • Proposals to reduce support for childcare and review council run nursery provision will also impact on women and children under 5.		

Based on 5.9% council tax increase

Band	A entitled to disabled relief reduction	A	B	C	D	E	F	G	H
Ratio to Band D	0.5556	0.6667	0.7778	0.8889	1.0000	1.2222	1.4444	1.6667	2.0000
Council Tax (including Police and Fire Precepts):									
2015/16	899.44	1,079.32	1,259.22	1,439.10	1,618.99	1,978.76	2,338.54	2,698.31	3,237.98
2014/15	853.97	1,024.76	1,195.57	1,366.36	1,537.15	1,878.73	2,220.33	2,561.91	3,074.30
2 or more Adults household:									
Increase £	45.47	54.56	63.65	72.74	81.84	100.03	118.21	136.40	163.68
Increase %	5.32%	5.32%	5.32%	5.32%	5.32%	5.32%	5.32%	5.32%	5.32%
Increase per week	£0.87	£1.05	£1.22	£1.40	£1.57	£1.92	£2.27	£2.62	£3.15
Increase per month	£3.79	£4.55	£5.30	£6.06	£6.82	£8.34	£9.85	£11.37	£13.64
Households in receipt of 25% discount:									
Increase £	34.10	40.92	47.74	54.55	61.38	75.02	88.66	102.30	122.76
Increase %	5.32%	5.32%	5.32%	5.32%	5.32%	5.32%	5.32%	5.32%	5.32%
Increase per week	£0.66	£0.79	£0.92	£1.05	£1.18	£1.44	£1.70	£1.97	£2.36
Increase per month	£2.84	£3.41	£3.98	£4.55	£5.11	£6.25	£7.39	£8.53	£10.23

Other Council Tax Statistics:											**Total**
Chargeable Dwellings	- Number	38	25,568	27,229	31,169	18,260	10,573	4,440	2,578	147	120,002
	- %	0%	21%	23%	26%	15%	9%	4%	2%	0%	
Single Person Discounts - 25%	- Number	28	15,362	11,949	9,819	4,804	2,359	811	394	7	45,533
	- %	74%	60%	44%	32%	26%	22%	18%	15%	5%	

Based on council tax freeze

Band	A entitled to disabled relief reduction	A	B	C	D	E	F	G	H
Ratio to Band D	0.5556	0.6667	0.7778	0.8889	1.0000	1.2222	1.4444	1.6667	2.0000
Council Tax (including Police and Fire Precepts):									
2015/16	856.40	1,027.68	1,198.97	1,370.25	1,541.53	1,884.09	2,226.66	2,569.21	3,083.06
2014/15	853.97	1,024.76	1,195.57	1,366.36	1,537.15	1,878.73	2,220.33	2,561.91	3,074.30
2 or more Adults household:									
Increase £	2.43	2.92	3.40	3.89	4.38	5.36	6.33	7.30	8.76
Increase %	0.28%	0.28%	0.28%	0.28%	0.28%	0.29%	0.29%	0.28%	0.28%
Increase per week	£0.05	£0.06	£0.07	£0.07	£0.08	£0.10	£0.12	£0.14	£0.17
Increase per month	£0.20	£0.24	£0.28	£0.32	£0.36	£0.45	£0.53	£0.61	£0.73
Households in receipt of 25% discount:									
Increase £	1.82	2.19	2.55	2.92	3.28	4.02	4.75	5.48	6.57
Increase %	0.28%	0.28%	0.28%	0.28%	0.28%	0.29%	0.29%	0.28%	0.28%
Increase per week	£0.04	£0.04	£0.05	£0.06	£0.06	£0.08	£0.09	£0.11	£0.13
Increase per month	£0.15	£0.18	£0.21	£0.24	£0.27	£0.33	£0.40	£0.46	£0.55

Other Council Tax Statistics:											**Total**
Chargeable Dwellings	- Number	38	25,568	27,229	31,169	18,260	10,573	4,440	2,578	147	120,002
	- %	0%	21%	23%	26%	15%	9%	4%	2%	0%	
Single Person Discounts - 25%	- Number	28	15,362	11,949	9,819	4,804	2,359	811	394	7	45,533
	- %	74%	60%	44%	32%	26%	22%	18%	15%	5%	

Based on 1.99% council tax increase

Band	A entitled to disabled relief reduction	A	B	C	D	E	F	G	H
Ratio to Band D	0.5556	0.6667	0.7778	0.8889	1.0000	1.2222	1.4444	1.6667	2.0000
Council Tax (including Police and Fire Precepts):									
2015/16	870.92	1,045.10	1,219.30	1,393.48	1,567.66	1,916.02	2,264.40	2,612.76	3,135.32
2014/15	853.97	1,024.76	1,195.57	1,366.36	1,537.15	1,878.73	2,220.33	2,561.91	3,074.30
2 or more Adults household:									
Increase £	16.95	20.34	23.73	27.12	30.51	37.29	44.07	50.85	61.02
Increase %	1.98%	1.98%	1.98%	1.98%	1.98%	1.98%	1.98%	1.98%	1.98%
Increase per week	£0.33	£0.39	£0.46	£0.52	£0.59	£0.72	£0.85	£0.98	£1.17
Increase per month	£1.41	£1.70	£1.98	£2.26	£2.54	£3.11	£3.67	£4.24	£5.09
Households in receipt of 25% discount:									
Increase £	12.71	15.26	17.80	20.34	22.88	27.97	33.05	38.14	45.76
Increase %	1.98%	1.98%	1.98%	1.98%	1.98%	1.98%	1.98%	1.98%	1.98%
Increase per week	£0.24	£0.29	£0.34	£0.39	£0.44	£0.54	£0.64	£0.73	£0.88
Increase per month	£1.06	£1.27	£1.48	£1.70	£1.91	£2.33	£2.75	£3.18	£3.81

Other Council Tax Statistics:											**Total**
Chargeable Dwellings	- Number	38	25,568	27,229	31,169	18,260	10,573	4,440	2,578	147	120,002
	- %	0%	21%	23%	26%	15%	9%	4%	2%	0%	
Single Person Discounts - 25%	- Number	28	15,362	11,949	9,819	4,804	2,359	811	394	7	45,533
	- %	74%	60%	44%	32%	26%	22%	18%	15%	5%	

APPENDIX 24A

Based on 5.9% council tax increase

CALCULATION OF BRIGHTON AND HOVE'S COUNCIL TAX REQUIREMENT AND COUNCIL TAX

CALCULATIONS REQUIRED UNDER THE LOCAL GOVERNMENT FINANCE ACT 1992

		£	£
S31A	**Expenditure**		
	Gross Revenue expenditure on Brighton and Hove services	712,455,653	
	Contribution to reserves	714,000	
	Contingency	3,025,000	
	Levies and "County-wide" services	137,305	
	Special items	28,183	
	Parish precept	43,330	
			716,403,471
	Income		
	Government Grants, fees and charges	543,917,663	
	Business Rates Local Share	52,379,945	
	Transfer from business rates collection fund	3,586,117	
	Transfer from council tax collection fund	196,416	
	Contribution from reserves	0	
			600,080,141
	Council Tax Requirement (R)		116,323,330

S31B	R = Council Tax Requirement	116,323,330
	T = Taxbase	83,633.50
	R/T =Basic Council Tax	1,390.87

S34	**(i) S34 (2)**	
	B = Section 31B Calculation	1,390.87
	A = Total of Special Items (as defined in S35)	71,513
	T = Taxbase	83,633.50
	B - (A / T) = Council Tax for areas with no special items	1,390.01
	(ii) S34 (3)	
	C = Section 34 (2) calculation	1,390.01
	S =	
	Rottingdean Parish special item	43,330
	Hanover Crescent Enclosure Committee special item	7,489
	Marine Square Enclosure Committee special item	13,119
	Royal Crescent Enclosure Committee special item	7,575
	TP =	
	Rottingdean Parish taxbase	1,516.60
	Hanover Crescent Enclosure Committee taxbase	42.10
	Marine Square Enclosure Committee taxbase	67.70
	Royal Crescent Enclosure Committee taxbase	30.30
	C + (S / TP) = Council Tax for areas with special items:-	
	Rottingdean Parish	1,418.58
	Hanover Crescent Enclosure Committee	1,567.90
	Marine Square Enclosure Committee	1,583.79
	Royal Crescent Enclosure Committee	1,640.01

APPENDIX 24B

Based on council tax freeze

CALCULATION OF BRIGHTON AND HOVE'S COUNCIL TAX REQUIREMENT AND COUNCIL TAX

CALCULATIONS REQUIRED UNDER THE LOCAL GOVERNMENT FINANCE ACT 1992

S31A	**Expenditure**	£	£
	Gross Revenue expenditure on Brighton and Hove services	708,686,653	
	Contingency	3,025,000	
	Levies and "County-wide" services	137,305	
	Special items	28,183	
	Parish precept	43,330	
			711,920,471
	Income		
	Government Grants, fees and charges	545,581,663	
	Business Rates Local Share	52,379,945	
	Transfer from business rates collection fund	3,586,117	
	Transfer from council tax collection fund	196,416	
	Contribution from reserves	331,000	
			602,075,141
	Council Tax Requirement (R)		109,845,330

S31B	R = Council Tax Requirement	109,845,330
	T = Taxbase	83,633.50
	R/T =Basic Council Tax	1,313.41

S34	**(i) S34 (2)**	
	B = Section 31B Calculation	1,313.41
	A = Total of Special Items (as defined in S35)	71,513
	T = Taxbase	83,633.50
	B - (A / T) = Council Tax for areas with no special items	1,312.55
	(ii) S34 (3)	
	C = Section 34 (2) calculation	1,312.55
	S =	
	Rottingdean Parish special item	43,330
	Hanover Crescent Enclosure Committee special item	7,489
	Marine Square Enclosure Committee special item	13,119
	Royal Crescent Enclosure Committee special item	7,575
	TP =	
	Rottingdean Parish taxbase	1,516.60
	Hanover Crescent Enclosure Committee taxbase	42.10
	Marine Square Enclosure Committee taxbase	67.70
	Royal Crescent Enclosure Committee taxbase	30.30
	C + (S / TP) = Council Tax for areas with special items:-	
	Rottingdean Parish	1,341.12
	Hanover Crescent Enclosure Committee	1,490.44
	Marine Square Enclosure Committee	1,506.33
	Royal Crescent Enclosure Committee	1,562.55

APPENDIX 24C

Based on 1.99% council tax increase

CALCULATION OF BRIGHTON AND HOVE'S COUNCIL TAX REQUIREMENT AND COUNCIL TAX

CALCULATIONS REQUIRED UNDER THE LOCAL GOVERNMENT FINANCE ACT 1992

		£	£
S31A	**Expenditure**		
	Gross Revenue expenditure on Brighton and Hove services	709,161,653	
	Contribution to reserves	41,000	
	Contingency	3,025,000	
	Levies and "County-wide" services	137,305	
	Special items	28,183	
	Parish precept	43,330	
			712,436,471
	Income		
	Government Grants, fees and charges	544,243,663	
	Business Rates Local Share	52,379,945	
	Transfer from business rates collection fund	3,586,117	
	Transfer from council tax collection fund	196,416	
			600,406,141
	Council Tax Requirement (R)		112,030,330

S31B	R = Council Tax Requirement	112,030,330
	T = Taxbase	83,633.50
	R/T =Basic Council Tax	1,339.54

S34	**(i) S34 (2)**	
	B = Section 31B Calculation	1,339.54
	A = Total of Special Items (as defined in S35)	71,513
	T = Taxbase	83,633.50
	B - (A / T) = Council Tax for areas with no special items	1,338.68
	(ii) S34 (3)	
	C = Section 34 (2) calculation	1,338.68
	S =	
	Rottingdean Parish special item	43,330
	Hanover Crescent Enclosure Committee special item	7,489
	Marine Square Enclosure Committee special item	13,119
	Royal Crescent Enclosure Committee special item	7,575
	TP =	
	Rottingdean Parish taxbase	1,516.60
	Hanover Crescent Enclosure Committee taxbase	42.10
	Marine Square Enclosure Committee taxbase	67.70
	Royal Crescent Enclosure Committee taxbase	30.30
	C + (S / TP) = Council Tax for areas with special items:-	
	Rottingdean Parish	1,367.25
	Hanover Crescent Enclosure Committee	1,516.57
	Marine Square Enclosure Committee	1,532.46
	Royal Crescent Enclosure Committee	1,588.68

Appendix 25A

<u>Based on 5.9% council tax increase</u>
General Fund Revenue Budget 2015/16

Formal Council Tax Resolution

1. It be noted that on 22 January 2015 the Council calculated the Council Tax Base 2015/16

   (a) for the whole Council area as 83,633.50 (Item T in the formula in Section 31B of the Local Government Finance Act 1992, as amended (the "Act")); and

   (b) for dwellings in those parts of its area to which special items relate: -
   Rottingdean Parish – 1,516.60
   Hanover Crescent Enclosure – 42.10
   Marine Square Enclosure – 67.70
   Royal Crescent Enclosure – 30.30

2. Calculate that the Council Tax requirement for the Council's own purposes for 2015/16 (excluding Parish precepts) is £116,280,000

3. That the following amounts be calculated for the year 2015/16 in accordance with Sections 31 to 36 of the Act:

   (a) £716,403,471 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act taking into account all precepts issued to it by Parish Councils.

   (b) £600,080,141 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act

   (c) £116,323,330 being the amount by which the aggregate at 3(a) above exceeds the aggregate at 3(b) above, calculated by the Council in accordance with Section 31A(4) of the Act as its Council Tax requirement for the year. (Item R in the formula in Section 31B of the Act).

   (d) £1,390.87 being the amount at 3(c) above (Item R), all divided by Item T (1(a) above), calculated by the Council, in accordance with Section 31B of the Act, as the basic amount of its Council Tax for the year (including Parish precepts).

   (e) £71,513 being the aggregate amount of all special items referred to in Section 34(1) of the Act

   (f) £1,390.01 being the amount at 3(d) above less the result given by dividing the amount at 3(e) above by the Item T (1(a) above), calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no special items relates.

(g) £1,418.58 Rottingdean Parish
£1,567.90 Hanover Crescent
£1,583.79 Marine Square
£1,640.01 Royal Crescent

being the amounts given by adding to the amount at 3(f) above the amounts of the special item or items relating to dwellings in those parts of the Council's area mentioned above divided in each case by the relevant amount at 1(b) above, calculated by the Council, in accordance with Section 34(3) of the Act, as the basic amounts of its council tax for the year for the dwellings in those parts of its area to which one or more special items relate.

Band:	**A***	**A**	**B**	**C**	**D**	**E**	**F**	**G**	**H**
Parts of the Council's area	**£**	**£**	**£**	**£**	**£**	**£**	**£**	**£**	**£**
Rottingdean Parish	788.10	945.72	1,103.34	1,260.96	1,418.58	1,733.82	2,049.06	2,364.30	2,837.16
Hanover Crescent	871.06	1,045.27	1,219.48	1,393.69	1,567.90	1,916.32	2,264.74	2,613.17	3,135.80
Marine Square	879.88	1,055.86	1,231.84	1,407.81	1,583.79	1,935.74	2,287.70	2,639.65	3,167.58
Royal Crescent	911.12	1,093.34	1,275.56	1,457.79	1,640.01	2,004.46	2,368.90	2,733.35	3,280.02
All other parts of the councils area	772.23	926.67	1,081.12	1,235.56	1,390.01	1,698.90	2,007.79	2,316.68	2,780.02

* Entitled to disabled relief

4. To note that the Police & Crime Commissioner and the Fire Authority have issued precepts to the Council in accordance with Section 40 of the Local Government Finance Act 1992 for each category of dwellings in the Council's area as indicated in the table below.

Band:	**A***	**A**	**B**	**C**	**D**	**E**	**F**	**G**	**H**
	£	**£**	**£**	**£**	**£**	**£**	**£**	**£**	**£**
Sussex Police & Crime Commissioner	79.95	95.94	111.93	127.92	143.91	175.89	207.87	239.85	287.82

* Entitled to disabled relief

Band:	**A***	**A**	**B**	**C**	**D**	**E**	**F**	**G**	**H**
	£	**£**	**£**	**£**	**£**	**£**	**£**	**£**	**£**
East Sussex Fire Authority	47.26	56.71	66.17	75.62	85.07	103.97	122.88	141.78	170.14

* Entitled to disabled relief

5. That the Council, in accordance with Sections 30 and 36 of the Local Government Finance Act 1992, hereby sets the aggregate amounts shown in the tables below as the amounts of Council Tax for 2015/16 for each part of its area and for each of the categories of dwellings.

Band:	**A***	**A**	**B**	**C**	**D**	**E**	**F**	**G**	**H**
Parts of the Council's area	**£**	**£**	**£**	**£**	**£**	**£**	**£**	**£**	**£**
Rottingdean Parish	915.31	1,098.37	1,281.44	1,464.50	1,647.56	2,013.68	2,379.81	2,745.93	3,295.12
Hanover Crescent	998.27	1,197.92	1,397.58	1,597.23	1,796.88	2,196.18	2,595.49	2,994.80	3,593.76
Marine Square	1,007.09	1,208.51	1,409.94	1,611.35	1,812.77	2,215.60	2,618.45	3,021.28	3,625.54
Royal Crescent	1,038.33	1,245.99	1,453.66	1,661.33	1,868.99	2,284.32	2,699.65	3,114.98	3,737.98
All other parts of the councils area	899.44	1,079.32	1,259.22	1,439.10	1,618.99	1,978.76	2,338.54	2,698.31	3,237.98

* Entitled to disabled relief

6. In accordance with Section 52ZB of the Local Government Finance Act 1992 and the Excessiveness Principles for 2015/16 approved by the House of Commons on 10 February 2015, the Council determines its relevant basic amount of council tax for the financial year 2015/16, based on the administrations proposed 5.9% council tax increase, is excessive.

Appendix 25B

<u>Based on council tax freeze</u>
General Fund Revenue Budget 2015/16

Formal Council Tax Resolution

1. It be noted that on 22 January 2015 the Council calculated the Council Tax Base 2015/16

   (a) for the whole Council area as 83,633.50 (Item T in the formula in Section 31B of the Local Government Finance Act 1992, as amended (the "Act")); and

   (b) for dwellings in those parts of its area to which special items relate: -
   Rottingdean Parish – 1,516.60
   Hanover Crescent Enclosure – 42.10
   Marine Square Enclosure – 67.70
   Royal Crescent Enclosure – 30.30

2. Calculate that the Council Tax requirement for the Council's own purposes for 2015/16 (excluding Parish precepts) is £109,802,000

3. That the following amounts be calculated for the year 2015/16 in accordance with Sections 31 to 36 of the Act:

   (a) £711,920,471 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act taking into account all precepts issued to it by Parish Councils.

   (b) £602,075,141 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act

   (c) £109,845,330 being the amount by which the aggregate at 3(a) above exceeds the aggregate at 3(b) above, calculated by the Council in accordance with Section 31A(4) of the Act as its Council Tax requirement for the year. (Item R in the formula in Section 31B of the Act).

   (d) £1,313.41 being the amount at 3(c) above (Item R), all divided by Item T (1(a) above), calculated by the Council, in accordance with Section 31B of the Act, as the basic amount of its Council Tax for the year (including Parish precepts).

   (e) £71,513 being the aggregate amount of all special items referred to in Section 34(1) of the Act

   (f) £1,312.55 being the amount at 3(d) above less the result given by dividing the amount at 3(e) above by the Item T (1(a) above), calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no special items relates.

(g) £1,341.12 Rottingdean Parish
£1,490.44 Hanover Crescent
£1,506.33 Marine Square
£1,562.55 Royal Crescent

being the amounts given by adding to the amount at 3(f) above the amounts of the special item or items relating to dwellings in those parts of the Council's area mentioned above divided in each case by the relevant amount at 1(b) above, calculated by the Council, in accordance with Section 34(3) of the Act, as the basic amounts of its council tax for the year for the dwellings in those parts of its area to which one or more special items relate.

Band: **Parts of the Council's area**	**A*** **£**	**A** **£**	**B** **£**	**C** **£**	**D** **£**	**E** **£**	**F** **£**	**G** **£**	**H** **£**
Rottingdean Parish	745.07	894.08	1,043.09	1,192.11	1,341.12	1,639.15	1,937.17	2,235.20	2,682.24
Hanover Crescent	828.02	993.63	1,159.23	1,324.84	1,490.44	1,821.65	2,152.86	2,484.07	2,980.88
Marine Square	836.85	1,004.22	1,171.59	1,338.96	1,506.33	1,841.07	2,175.81	2,510.55	3,012.66
Royal Crescent	868.08	1,041.70	1,215.32	1,388.93	1,562.55	1,909.78	2,257.02	2,604.25	3,125.10
All other parts of the councils area	729.19	875.03	1,020.87	1,166.71	1,312.55	1,604.23	1,895.91	2,187.58	2,625.10

* Entitled to disabled relief

4. To note that the Police & Crime Commissioner and the Fire Authority have issued precepts to the Council in accordance with Section 40 of the Local Government Finance Act 1992 for each category of dwellings in the Council's area as indicated in the table below.

Band:	**A*** **£**	**A** **£**	**B** **£**	**C** **£**	**D** **£**	**E** **£**	**F** **£**	**G** **£**	**H** **£**
Sussex Police & Crime Commissioner	79.95	95.94	111.93	127.92	143.91	175.89	207.87	239.85	287.82

* Entitled to disabled relief

Band:	**A*** **£**	**A** **£**	**B** **£**	**C** **£**	**D** **£**	**E** **£**	**F** **£**	**G** **£**	**H** **£**
East Sussex Fire Authority	47.26	56.71	66.17	75.62	85.07	103.97	122.88	141.78	170.14

* Entitled to disabled relief

5. That the Council, in accordance with Sections 30 and 36 of the Local Government Finance Act 1992, hereby sets the aggregate amounts shown in the tables below as the amounts of Council Tax for 2015/16 for each part of its area and for each of the categories of dwellings.

Band: **Parts of the Council's area**	**A*** **£**	**A** **£**	**B** **£**	**C** **£**	**D** **£**	**E** **£**	**F** **£**	**G** **£**	**H** **£**
Rottingdean Parish	872.28	1,046.73	1,221.19	1,395.65	1,570.10	1,919.01	2,267.92	2,616.83	3,140.20
Hanover Crescent	955.23	1,146.28	1,337.33	1,528.38	1,719.42	2,101.51	2,483.61	2,865.70	3,438.84
Marine Square	964.06	1,156.87	1,349.69	1,542.50	1,735.31	2,120.93	2,506.56	2,892.18	3,470.62
Royal Crescent	995.29	1,194.35	1,393.42	1,592.47	1,791.53	2,189.64	2,587.77	2,985.88	3,583.06
All other parts of the councils area	856.40	1,027.68	1,198.97	1,370.25	1,541.53	1,884.09	2,226.66	2,569.21	3,083.06

* Entitled to disabled relief

6. In accordance with Section 52ZB of the Local Government Finance Act 1992 the Council determines its relevant basic amount of council tax for the financial year 2015/16 is not excessive.

Appendix 25C

<u>Based on 1.99% council tax increase</u>
General Fund Revenue Budget 2015/16

Formal Council Tax Resolution

1. It be noted that on 22 January 2015 the Council calculated the Council Tax Base 2015/16

   (a) for the whole Council area as 83,633.50 (Item T in the formula in Section 31B of the Local Government Finance Act 1992, as amended (the "Act")); and

   (b) for dwellings in those parts of its area to which special items relate: -
   Rottingdean Parish – 1,516.60
   Hanover Crescent Enclosure – 42.10
   Marine Square Enclosure – 67.70
   Royal Crescent Enclosure – 30.30

2. Calculate that the Council Tax requirement for the Council's own purposes for 2015/16 (excluding Parish precepts) is £111,987,000

3. That the following amounts be calculated for the year 2015/16 in accordance with Sections 31 to 36 of the Act:

   (a) £712,436,471 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act taking into account all precepts issued to it by Parish Councils.

   (b) £600,406,141 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act

   (c) £112,030,330 being the amount by which the aggregate at 3(a) above exceeds the aggregate at 3(b) above, calculated by the Council in accordance with Section 31A(4) of the Act as its Council Tax requirement for the year. (Item R in the formula in Section 31B of the Act).

   (d) £1,339.54 being the amount at 3(c) above (Item R), all divided by Item T (1(a) above), calculated by the Council, in accordance with Section 31B of the Act, as the basic amount of its Council Tax for the year (including Parish precepts).

   (e) £71,513 being the aggregate amount of all special items referred to in Section 34(1) of the Act

   (f) £1,338.68 being the amount at 3(d) above less the result given by dividing the amount at 3(e) above by the Item T (1(a) above), calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no special items relates.

(g) £1,367.25 Rottingdean Parish
£1,516.57 Hanover Crescent
£1,532.46 Marine Square
£1,588.68 Royal Crescent

being the amounts given by adding to the amount at 3(f) above the amounts of the special item or items relating to dwellings in those parts of the Council's area mentioned above divided in each case by the relevant amount at 1(b) above, calculated by the Council, in accordance with Section 34(3) of the Act, as the basic amounts of its council tax for the year for the dwellings in those parts of its area to which one or more special items relate.

Band: **Parts of the Council's area**	**A*** **£**	**A** **£**	**B** **£**	**C** **£**	**D** **£**	**E** **£**	**F** **£**	**G** **£**	**H** **£**
Rottingdean Parish	759.58	911.50	1,063.42	1,215.33	1,367.25	1,671.08	1,974.92	2,278.75	2,734.50
Hanover Crescent	842.54	1,011.05	1,179.55	1,348.06	1,516.57	1,853.59	2,190.60	2,527.62	3,033.14
Marine Square	851.37	1,021.64	1,191.91	1,362.19	1,532.46	1,873.01	2,213.55	2,554.10	3,064.92
Royal Crescent	882.60	1,059.12	1,235.64	1,412.16	1,588.68	1,941.72	2,294.76	2,647.80	3,177.36
All other parts of the councils area	743.71	892.45	1,041.20	1,189.94	1,338.68	1,636.16	1,933.65	2,231.13	2,677.36

* Entitled to disabled relief

4. To note that the Police & Crime Commissioner and the Fire Authority have issued precepts to the Council in accordance with Section 40 of the Local Government Finance Act 1992 for each category of dwellings in the Council's area as indicated in the table below.

Band:	**A*** **£**	**A** **£**	**B** **£**	**C** **£**	**D** **£**	**E** **£**	**F** **£**	**G** **£**	**H** **£**
Sussex Police & Crime Commissioner	79.95	95.94	111.93	127.92	143.91	175.89	207.87	239.85	287.82

* Entitled to disabled relief

Band:	**A*** **£**	**A** **£**	**B** **£**	**C** **£**	**D** **£**	**E** **£**	**F** **£**	**G** **£**	**H** **£**
East Sussex Fire Authority	47.26	56.71	66.17	75.62	85.07	103.97	122.88	141.78	170.14

* Entitled to disabled relief

5. That the Council, in accordance with Sections 30 and 36 of the Local Government Finance Act 1992, hereby sets the aggregate amounts shown in the tables below as the amounts of Council Tax for 2015/16 for each part of its area and for each of the categories of dwellings.

Band: **Parts of the Council's area**	**A*** **£**	**A** **£**	**B** **£**	**C** **£**	**D** **£**	**E** **£**	**F** **£**	**G** **£**	**H** **£**
Rottingdean Parish	886.79	1,064.15	1,241.52	1,418.87	1,596.23	1,950.94	2,305.67	2,660.38	3,192.46
Hanover Crescent	969.75	1,163.70	1,357.65	1,551.60	1,745.55	2,133.45	2,521.35	2,909.25	3,491.10
Marine Square	978.58	1,174.29	1,370.01	1,565.73	1,761.44	2,152.87	2,544.30	2,935.73	3,522.88
Royal Crescent	1,009.81	1,211.77	1,413.74	1,615.70	1,817.66	2,221.58	2,625.51	3,029.43	3,635.32
All other parts of the councils area	870.92	1,045.10	1,219.30	1,393.48	1,567.66	1,916.02	2,264.40	2,612.76	3,135.32

* Entitled to disabled relief

6. In accordance with Section 52ZB of the Local Government Finance Act 1992 the Council determines its relevant basic amount of council tax for the financial year 2015/16 is not excessive.

Budget Council	**Agenda Item 61**
26 February 2015	Brighton & Hove City Council

Subject:		**Capital Resources and Capital Investment Programme 2015/16 - Extract from the Proceedings of the Policy & Resources Committee Meeting held on the 12th February 2015**		
Date of Meeting:		**26 February 2015**		
Report of:		**Monitoring Officer**		
Contact Officer:	Name:	**Mark Wall**	**Tel:**	**29-1006**
	E-mail:	mark.wall@brighton-hove.gov.uk		
Wards Affected:	All			

FOR GENERAL RELEASE

Action Required of the Council:
To receive the item referred from the Policy & Resources Committee for approval:

Recommendation:

(1) That the draft Capital Investment Strategy for 2015 to 2025 as detailed in Appendix 4 to the report be approved;

(2) That the Capital Investment Programme for 2015/16 as detailed in Appendix 1 to the report be approved;

(3) That the estimated capital resources in future years as detailed in Appendix 1 to the report be noted;

(4) That the allocation of £0.25m resources in 2015/16 for the Strategic Investment Fund for the purposes set out in paragraph 3.19 of the report be approved;

(5) That the allocation of £2.0m for the ICT fund be approved;

(6) That the allocation of £1.0m for the Asset Management Fund be approved; and

(7) That the proposed use of council borrowing as set out in paragraph 3.34 and Appendix 3 to the report be approved.

POLICY & RESOURCES COMMITTEE

4.00 pm 12 February 2015
COUNCIL CHAMBER, HOVE TOWN HALL

DRAFT MINUTES

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

PART ONE

140 CAPITAL RESOURCES AND CAPITAL INVESTMENT PROGRAMME 2015/16

140.1 The Committee noted that the special circumstances for non-compliance with Council Procedure Rule 5, Access to Information Rule 5 and Section 100B of the Local Government Act 1972 as amended (items not to be considered unless the agenda is open to inspection at least five days in advance of the meeting) were that information on the 2014/15 financial position was still being finalised and officers were awaiting critical information about the final Local Government Grant Settlement for 2015/16 from the Department for Communities and Local Government (CLG).

140.2 The Interim Executive Director for Finance & Resources introduced the report, concerning the level of available capital resources in 2015/16 to enable the Committee to propose a Capital Investment Programme for 2015/16 to the Council. The Capital Investment Programme was set out in the context of the Medium Term Financial Strategy which was included in the General Fund Revenue Budget report. The Executive Director noted that the planned investment over the forthcoming year amounted to £120.6m investment in council services.

140.3 Councillor Sykes welcomed the report and thanked the officers involved in producing the report. He particularly noted the impact the capital programme had on jobs, homes and the income stream within the city for 2015/16.

140.4 Councillor A. Norman welcomed the report but stated that she was opposed to the proposed spending of capital receipts from the sale of Kings House on the redevelopment of Hove Town Hall. She asked for an update on the proposed sale of Kings House and also questioned the increased level of capital investment in ICT, which amounted to approximately £6m over the last 3 years. She queried whether it would be better to outsource the service rather than continue to put resources into it.

140.5 The Assistant Director, Property & Design informed the committee that the sale of Kings House was proceeding and that she would provide Members with a briefing note following the meeting on the current position.

140.6 The Chair stated that there had been an under-investment in ICT for a number of years and it was necessary to ensure that it could meet the needs of the organisation.

140.7 Councillor Shanks drew the committee's attention to the increased level of resources available for investment into the city's schools and the ability to provide a new secondary school once a site had been identified.

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

140.9 **RESOLVED TO RECOMMEND**

(1) That the draft Capital Investment Strategy for 2015 to 2025 as detailed in Appendix 4 to the report be approved;

(2) That the Capital Investment Programme for 2015/16 as detailed in Appendix 1 to the report be approved;

(3) That the estimated capital resources in future years as detailed in Appendix 1 to the report be noted;

(4) That the allocation of £0.25m resources in 2015/16 for the Strategic Investment Fund for the purposes set out in paragraph 3.19 of the report be approved;

(5) That the allocation of £2.0m for the ICT fund be approved;

(6) That the allocation of £1.0m for the Asset Management Fund be approved; and

(7) That the proposed use of council borrowing as set out in paragraph 3.34 and Appendix 3 to the report be approved.

Budget Council	**Agenda Item 61**
26 February 2015	Brighton & Hove City Council

Subject:		**Capital Resources and Capital Investment Programme 2015/16**		
Date of Meeting:		**26 February 2015** 12 February 2015 – Policy & Resources Committee		
Report of:		**Interim Executive Director Finance & Resources**		
Contact Officer:	**Name:**	**James Hengeveld** **Rob Allen**	**Tel:**	**29-1242** **29-1245**
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Ward(s) affected:		**All**		

FOR GENERAL RELEASE

1. PURPOSE OF REPORT AND POLICY CONTEXT:

1.1 The purpose of the report is to inform Policy & Resources Committee of the level of available capital resources in 2015/16 to enable the committee to propose a Capital Investment Programme for 2015/16 to Budget Council. The capital programme is set in the context of the Medium Term Financial Strategy included alongside the General Fund Revenue Budget report elsewhere on this agenda. The proposed programme results in £120.6m investment in council services next year.

1.2 In December 2013 and December 2014, the Government confirmed a number of capital allocations within the Local Government Capital Finance Settlement for 2015/16. Some indicative allocations for the following years 2016/17 to 2020/21 were also announced. All such support from the Government now comes in the form of capital grants.

1.3 This report includes the use of revenue contributions and general reserves to support capital investment and should be read in conjunction with the General Fund Revenue Budget and Council Tax 2015/16 and the Housing Revenue Account Budget 2015/16 reports elsewhere on the agenda.

2. RECOMMENDATIONS:

That the Policy & Resources Committee recommends to Council the following: –

2.1 The draft Capital Investment Strategy 2015 to 2025 as shown in Appendix 4.

2.2 The Capital Investment Programme for 2015/16 in Appendix 1.

2.3 Note the estimated capital resources in future years as detailed in Appendix 1.

2.4 To allocate £0.25m resources in 2015/16 for the Strategic Investment Fund for the purposes set out in paragraph 3.19.

2.5 To allocate £2.0m for the ICT fund.

2.6 To allocate £1.0m for the Asset Management Fund.

2.7 The proposed use of council borrowing as set out in paragraph 3.34 and Appendix 3.

3. CONTEXT/ BACKGROUND INFORMATION

Context

3.1 The council needs to consider capital investment decisions in the context of modernising council services and generating new income streams to help meet the considerable financial challenges ahead. A draft Capital Investment Strategy 2015 to 2025 is attached at Appendix 4 to this report, which sets out the provisional investment needs over the next 10 years setting a framework for the planning, prioritisation, management and funding of the council's capital expenditure. The Strategy represents an essential element within the council's overall Corporate Planning Framework. Alongside the Strategy, officers and advisers have been developing a new flexible capital model which also measures the potential outcomes of the major investment schemes and programmes as well as demonstrating links to the priorities in the draft Corporate Plan. This model will be finalised over the coming year.

3.2 The capital programme is funded through a combination of government grants, borrowing, capital receipts and reserves, external contributions and revenue contributions. The level of sales of council homes through 'right to buy' has tended to fall in recent years, not helped by uncertainty in the housing market; government consultation over changes to the system and a reduction in the availability of mortgages. However during 2014/15 through to 2015/16 the number of council house sales are estimated to rise to similar levels to those experienced 5 years ago and this level is expected to be maintained for the next three years. Over the last 5 years the level of other capital receipts received by the council has fallen dramatically as a result of the economic downturn and a decline in the property market. However a number of sites have been identified and approved for disposal which will support the delivery of new investment in schemes such as the Workstyles Phase 3 project. Sites recently sold include Patcham Place, Hove Park Depot and other vacant corporate properties and projected disposals include Kings House and Patcham Court Farm.

3.3 The council has been successful in attracting new grants and working with partners to generate other resources to enable a programme of just over £120.6m to be proposed. Successful grants have been awarded for New England House Growth Hub through the City Deal of £4.9m during 2014. Successful grants have been awarded from the Heritage Lottery Grants (HLF) and Arts Council England to support the Royal Pavilion Estates Regeneration project plus funding from the HLF and the Big Lottery Fund to support the Stanmer Estate Restoration Project.

3.4 The agreed policy of the council is to set a fully funded Capital Investment Programme dependent upon the achievement of certain capital receipts. Forecast levels of capital receipts for the next few years are sufficient to cover

proposed allocations in the capital strategy, however, receipts from the sales of properties mentioned above will need to be achieved.

Capital Investment Programme

3.5 A proposed Capital Investment Programme for 2015/16 together with the impact in future years, by project, is shown at Appendix 1 to this report. The latest capital re-profiling arising from the 2014/15 capital programme detailed in the Targeted Budget Management (TBM) month 9 report elsewhere on the agenda is incorporated into the 2015/16 programme and will be finalised when the capital accounts are closed in May 2015. The re-profiling is funded from resources carried forward from earlier years.

3.6 The financial implications of individual projects are included in the detailed reports that are submitted by services for each project to allow the relevant committees to give their full consideration to the capital and revenue costs prior to their approval. Full provision for the revenue implications arising from the proposed Capital Investment Programme has been made in the General Fund and Housing Revenue Account revenue budgets.

3.7 The 2015/16 capital programme includes additional investment in the following areas:-

- £15.0m will be spent on investment in schools.
- £47.3m in the housing stock.
- £10.6m in new transport related schemes.

3.8 As well as significant capital investment in the short term the council is facing some major longer term capital investment challenges including the delivery of additional secondary school places, the major works needed to the seafront structures / infrastructure and investment in street lighting infrastructure. The 10-year Capital Investment Programme in Appendix 1 and the Capital Investment Strategy in Appendix 4 details further some of those challenges for which funding is not yet identified.

Major Capital Investment Areas

3.9 The council is facing demands for new pupil places in particular parts of the city, and previously the government's allocation of Education Basic Need funding was not keeping up with these demands. It is estimated that up to £60.0m investment will be needed by 2020 for secondary school places in Brighton and Hove including a potential new secondary school within the city. The current government policy indicates that extra capital resources for Free Schools and Academies would not be provided where these are being developed to meet Basic Need. The government announced three year allocations up to 2016/17 for new pupil Basic Need of £12.039m for 2015/16 and £12.641m for 2016/17. Previous years allocations were around £3.9m pa. The future allocations are based upon revised calculations of costs and the need to cope with pupils moving from primary to secondary schools. No further indicative announcements have been made beyond 2016/17.

3.10 The Housing Revenue Account (HRA) Capital Programme 2015-2018 investment proposals, also being presented to this Committee, aim to create a long-term sustainable asset base, which best meets the needs of residents and the City as a whole. The HRA capital strategy focuses on meeting Corporate Plan priorities through building new homes and improving the quality and sustainability of the existing housing stock. The HRA capital strategy aims to ensure that every pound invested reaches beyond the housing service and contributes to regeneration, tackling inequality, creating training and employment opportunities, and improving sustainability.

3.11 The council secures capital funding for transport schemes through the government's Local Transport Plan (LTP) process. The LTP consists of a long-term strategy and a short term delivery plan that identifies the principles that help deliver the council's strategic transport objectives and the city's Sustainable Community Strategy. Funding for the LTP has been announced for the next 3 years for 2015/16 to 2017/18 at £5.682m, £ 5.463m and £5.391m respectively. Indicative allocations have been announced for the three years 2018/19 to 2020/21 for £5.169m p.a., the announced allocations are lower than previous years of £7.479m in 2014/15 and £6.349m in 2013/14. Funding for the Highways Maintenance grant which forms an element of the government transport funding has been reduced nationally and diverted toward a new Local Highways Maintenance Challenge Fund. Local authorities will be able to bid from this fund for major maintenance projects that are sometimes difficult to fund through the normal needs element allocations they receive. A detailed Local Transport Plan report will be presented to Policy and Resources Committee in March whilst the LTP4 Delivery Plan report will also be presented in due course.

3.12 Workstyles Phase 3 was approved at a Special Policy & Resources Committee on 12 September 2013 and includes £16.0m of investment within the Capital Investment Programme to be delivered by 2016/17. The project will enable the modernisation of the council's workplaces and deliver essential investment in the council's property and ICT infrastructure as well as providing ongoing revenue budget savings. The Hove Town Hall south end option approved at Committee on 10 July 2014 includes investment of £2.638m to be funded through borrowing and generating rental income streams to support the revenue budget. The investment will provide commercial space and office space for public, voluntary and community sectors such as the Brighton & Hove Clinical Commissioning Group and the Citizens Advice Bureau.

3.13 The Capital Investment Programme includes potential capital pressures for investment in seafront highways infrastructure and seafront colonnade works which could require in the region of £100m investment over a number of years. This was detailed in the Response to Seafront Infrastructure Scrutiny Panel Recommendations report to Policy & Resources Committee on 22 January 2015. The LTP may make contributions toward this investment requirement. Other funding sources are being considered, for example the potential for additional income to be generated from the financing of the i360 development that could be set aside for this purpose.

3.14 Major investment will be required toward street lighting infrastructure of up to £26m and this was detailed in a report on the investment options to Policy & Resources on 22 January 2015. Options include formalising an 'invest to save'

city-wide street lighting feasibility assessment with potentially the Green Investment Bank or other potential investors.

3.15 The council has developed ways of providing major capital investment in the city by working in partnership with the private sector and public bodies for example the Heritage Lottery Fund (HLF), Arts Council England (ACE) and the Coast to Capital Local Enterprise Partnership (C2C LEP) whereby most of the capital investment is undertaken and accounted for by the private sector.

3.16 Recent bids include ACE Stage 2 and HLF Round 1 funding totalling £10.8m towards the £19.1m Phased 1 capital works for the Royal Pavilion Estates Regeneration project. Work will continue to secure funding for Phase 1 through external fundraising and match funding from the Council and Brighton Dome & Festival Ltd. Further bids to HLF will be prepared and submitted for subsequent phases of the works which will amount to £41.6m of investment for all phases.

3.17 Additional funding has been secured as part of the Greater Brighton City Deal for £4.9m to invest up to £24.5m to develop New England House into a Growth Hub. Work will continue to seek a private sector partner to enter into a joint venture to deliver and operate the growth hub. A development grant form HLF and Big Lottery Fund has also been secured to develop detailed plans to support the Stanmer Estate Restoration Project bid. The HLF and Big lottery Fund have confirmed that £4m funding has been earmarked for the project. A second HLF application to restore Home Farm was not successful at stage 1 and options for this element of the project are currently being reconsidered. The i360 Project has commenced and was agreed at a Special Policy & Resources Committee in March 2014. The project uses a combination of Council borrowing, C2C LEP funding and private equity investment and will provide a new net income stream to the Council. A list of further major projects under construction or yet to commence is shown in Appendix 2.

Corporate Funds

3.18 Revised projections for future capital receipts should enable sufficient resources to cover allocations to corporate funds as detailed below.

TABLE 1: Corporate Funds	**2015/16 £ million**	**2016/17 £ million**	**2017/18 to 2024/25 £ million pa**
Strategic Investment Fund (SIF)	0.250	0.250	0.250
Asset Management Fund (AMF)	1.000	1.000	1.000
ICT Fund	2.000	0.500	0.500

Strategic Investment Fund

3.19 It is proposed to allocate £0.250m to the Strategic Investment Fund (SIF) in 2015/16. The council has ongoing commitments to major projects that require financial support to enable their progression. The financial support takes the form of legal fees and specialist advisors for finance, design, architectural,

transport, engineering and other external specialists. A sum of £0.060m is required from the 2015/16 SIF allocation to support the Royal Pavilion Estate capital project and in particular to progress the fundraising work required to fund the scheme. The remaining £0.190m SIF allocation will be reported to further Policy and Resources Committees in due course.

ICT Fund

3.20 It is proposed to allocate £2.0m resources to the Information and Communication Technology (ICT) Fund to finance the cost of improvements in ICT and in particular to support urgent investment in the council's core infrastructure, security and assurance strategy. This investment follows allocations of £1.0m capital and £1.0m revenue support in 2013/14 and £2.0m investment in 2014/15. A detailed report will follow to this Committee in due course.

Asset Management Fund

3.21 It is proposed to allocate £1.0m resources per annum to the Asset Management Fund (AMF). The AMF includes expenditure on a range of properties covering, fire safety, health & safety, Equalities Act 2010 responsibilities and general improvements. The AMF will make a contribution of £0.7m towards the Workstyles Phase 3 strategy which was detailed in a report to Special Policy & Resources Committee on 12 September 2013. Bids to the remaining balance of the fund are currently being finalised and proposals for allocations of resources to schemes will be subject to a further report to this Committee.

Capital Resources

3.22 A fully financed Capital Investment Programme is proposed for 2015/16 assuming that existing approved capital projects spend in-line with their budget and certain net usable receipts of just under £10.7m in total are achieved next year. Table 2 below shows how the programme will be financed in 2015/16. The position for the years 2016/17 onwards is less clear until future Government allocations are confirmed. All Government support is now allocated through capital grants and all grants are unringfenced with the exception of Devolved Schools Capital Grant which must be allocated to schools.

TABLE 2: Capital Resources	**2015/16 £ million**
Capital Grants:	
- Capital grant announcements in previous years and profiled for spend in 2015/16	2.963
- New capital grants	25.630
Total Government Support	**28.593**
Capital Receipts Reserve	11.518
Capital Reserves	4.715

Specific Reserves	1.352
External Contributions	4.591
Direct Revenue Funding – Housing Revenue Account	22.837
Direct Revenue Funding – Service Departments	1.432
Council Borrowing	38.975
Temporary funding for Workstyles Phase 3	6.625
Total Capital Resources	**120.638**

Capital Grants

3.23 The Government distributes capital grants towards the financing of certain capital expenditure. In 2015/16, it is anticipated that the council will receive new capital grants of £25.630m as summarised in table 3 below, and £2.963m from grants already announced where the spending of these grants is now profiled in 2015/16.

3.24 It is possible that other capital grants may be received during the year and these will be reported through TBM monitoring reports to Policy & Resources Committee as and when they are announced.

3.25 The new capital grants are in three main areas:

- Education Basic Need funding of £12.039m is included for new pupil places;
- Education funding of £2.577m (estimated) for investment in the maintenance of educational buildings and children's centres in the city;
- Transport funding of £5.682m to include the transport related schemes and highways maintenance.

TABLE 3: New Grants announced for 2015/16	**£ million**
Education Basic Need	12.039
Education Capital Maintenance*	2.577
Schools Devolved Capital*	0.500
Transport and Maintenance (LTP)	5.682
Highways Maintenance Challenge Fund*	1.737
Better Care Funding	1.595
HCA Empty Homes Grant	1.200
Housing Energy Efficiency Grants	0.300
Total	**25.630**

* Estimated figure to be confirmed

3.26 The grant funding is provided to the council as a “Single Capital Pot” and with the exception of Schools Devolved Capital can be reprioritised as the council sees fit. It is proposed that all capital grants will be allocated in full to the relevant service.

3.27 The proposed new Local Transport Plan (LTP) programme for 2015/16 of £5.682m represents a decrease of 24% over 2014/15 which was allocated at £7.479m. The LTP is made up of Integrated Transport funding and Highways Maintenance funding from the government. The allocations for Highways Maintenance have nationally been reduced with funding allocated to a separate Local Highways Maintenance Challenge Fund and authorities are able to bid to this fund for major maintenance projects. The LTP grant will be fully allocated to the service for 2015/16, less a repayment of £1.420m to reserves for forward funding to the LTP 2014/15 programme. The funding will be prioritised to invest in street lighting as well as maintain roads and pavements alongside other sustainable transport initiatives such as Valley Gardens. A separate detailed report will be presented to Policy & Resources in March 2015.

Capital Receipts

3.28 The funding of the 2015/16 capital programme is dependent upon the achievement of £10.7m net capital receipts for investment into the General Fund capital programme during the year. This includes receipts associated with the disposal of surplus buildings identified under the Workstyles project which are required for investment into this project and receipts ringfenced for reinvestment into the Stanmer regeneration project. Progress will be closely monitored throughout the year for all receipts and reported through the regular TBM reports. Beyond 2015/16, the generation of the large capital receipt from Kings House (Workstyles Phase 3) is included in the forecast. Failure to achieve some of these receipts will require the capital allocations for future years to be reviewed.

3.29 The net receipts from ‘right to buy’ sales are split between funding for corporate strategic projects delivering regeneration including affordable housing opportunities, and investment directly in housing. The forecast receipts for Brighton & Hove City Council is set at an assumed level of £0.475m per annum. Any surplus above £0.475m will be set aside to invest in replacement homes.

3.30 The council housing capital programme assumes a further £3.2m receipts in 2015/16 from the planned leasing of further tranches of properties to Brighton & Hove Seaside Community Homes. This funding will be used for investment in council owned houses within the Housing Revenue Account. It is the means by which the council is securing additional investment to bring council housing up to decent homes standard through levering in private finance. The level of capital receipts will be monitored throughout the year and the level of capital expenditure adjusted through the regular TBM reports as necessary to reflect the resources actually available.

Capital Reserves

3.31 The level of reserves relates purely to unspent resources carried forward from previous years which are already earmarked for specific schemes. The council

monitors these resources over a rolling period by continually updating projections and comparing these against the level of commitments within the approved Capital Investment Programme.

Specific Reserves

3.32 Specific reserves will be used to support schemes directly related to the purpose of the reserve or to support corporate priorities. Specific reserves relate to the Brighton Centre Redevelopment reserve to support the Waterfront regeneration project considered by this Committee in December 2014, the King Alfred redevelopment, funding of the Workstyles Phase 3 to support project resources and the refurbishment and extension of New England House.

External Contributions

3.33 The council will receive new external contributions totalling £4.591m in 2015/16 associated with transport initiatives for North Street (Royal Bank Scotland contribution) and Valley Gardens (Local Growth Fund).

Direct Revenue Funding

3.34 The General Fund and Housing Revenue Account budget reports elsewhere on the agenda include direct revenue funding of £24.269m. A summary of the allocations by service is shown in the table below.

TABLE 4: Direct Revenue Funding	**£ million**
Property & Design – planned maintenance	0.500
Structural maintenance for schools	0.900
Assistant Chief Executive – Grants Voluntary Sector	0.007
Multi Agency Bonds – Corporate Services	0.025
Total General Fund Services	**1.432**
Housing Revenue Account	22.837
Grand Total	**24.269**

Council Borrowing under the Prudential Code

3.35 Council borrowing under the Prudential Code can be undertaken only when it can be demonstrated that it is affordable, for example, where the investment leads to greater efficiency in future service provision and generates revenue savings or reductions in budgeted spend. For 2015/16 it is proposed that the council will undertake borrowing of £38.975m to finance capital expenditure plans as detailed Appendix 3.

Temporary Funding

3.36 Temporary funding through either borrowing or the use of reserves will be required to finance the cash flows associated with the Workstyles Phase 3

project. The costs associated with short term funding have been built into the Workstyles business plan to cover capital investment until capital receipts are realised.

4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

4.1 The budget process allows all parties to put forward viable alternative capital investment proposals to Budget Council on 26 February 2015. Budget Council has the opportunity to debate both the proposals put forward by Committee at the same time as any viable alternative proposals. All budget amendments must have been "signed off" by finance officers no later than 12.00 noon on Monday 23 February.

5. COMMUNITY ENGAGEMENT AND CONSULTATION

5.1 The level of consultation undertaken on individual schemes will be reported to Members when the detailed report is submitted to the Executive for approval. The overall programme and appropriate levels of capital investment are subject to the same consultation processes as the revenue budget, which are described in the revenue budget report elsewhere on the agenda.

6. CONCLUSION

6.1 The council is under a statutory duty to set its council tax and budget before 11 March each year. The recommendations to Budget Council contained within this report together with the recommendations in the revenue budget report, will enable the council to meet its statutory duty.

7. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

7.1 These are contained within the main body of the report.

Finance Officer Consulted: Rob Allen *Date: 04/02/2015*

Legal Implications:

7.2 Policy & Resources Committee has delegated power to formulate the council's capital investment programme, and to recommend its adoption by full Council as part of the overall budget setting process.

Lawyer Consulted: Oliver Dixon *Date: 05/02/15*

Equalities Implications:

7.3 The equality implications of individual schemes included within the Capital Investment Programme are reported to Members when the detailed report is submitted to the relevant committees for final approval along with any appropriate Equality Impact Assessments. The programme includes resources to finance adaptations to the homes of disabled people and capital projects that are designed to improve living conditions of all sections of the community,

through direct investment by the council. The Asset Management Fund will address access improvements to council services and buildings.

Sustainability Implications

7.4 The environmental implications of individual schemes included within the Capital Investment Programme are separately reported to Members when the detailed report is submitted to the relevant committee for final approval. All projects are required to give due consideration to sustainability issues including energy conservation and the procurement of materials from managed and sustainable sources. The investment in sustainable transport initiatives and in street lighting will have a positive impact on the council's One Planet Living programme and on carbon reduction targets for the council and city as a whole.

Any Other Significant Implications:

Risk and Opportunity Management Implications:

7.5 The risk implications of individual schemes included within the Capital Investment Programme are reported to Members when the detailed report is submitted for approval. The Risk Matrix in Appendix 6 of the Revenue Budget report elsewhere on the agenda highlights some of the general risks to the Capital Investment Programme.

SUPPORTING DOCUMENTATION

Appendices:

1. Capital Investment Programme 2015/16 to 2024/25

2. Other Capital Investment

3. Council Capital Borrowing 2015/16

4. Draft Capital Investment Strategy 2015-2025

Documents in Members' Rooms

1. None

Background Documents

1. Letter from the Department for Transport dated 11 December 2014.

2. Notifications from the Department for Education dated 18 December 2013 and 24 January 2014

3. Various files held within the Integrated Financial Management & Planning units. Budget and accounting files are held within Integrated Financial Management & Planning.

Capital Investment Programme 2015/16 to 2024/25 **Appendix 1**

Capital Scheme	**Profiled Payments 2015/16 £000**	Profiled Payments 2016/17 £000	Profiled Payments 2017/18 £000	Profiled Payments 2018/19 £000	Profiled Payments 2019/20 £000	Profiled Payments 2020/21 £000	Profiled Payments 2021/22 £000	Profiled Payments 2022/23 £000	Profiled Payments 2023/24 £000	Profiled Payments 2024/25 £000
SUMMARY										
Approved Schemes										
Children's Services	**7,263**	0	0	0	0	0	0	0	0	0
Adult Services	**427**	375	375	0	0	0	0	0	0	0
Environment,Development & Housing (GF)	**9,973**	5,976	3,391	1,350	1,845	1,547	741	770	801	833
Environment, Dev & Housing (HRA)	**6,277**	0	0	0	0	0	0	0	0	0
Assistant Chief Executive	**18,082**	6,222	0	0	0	0	0	0	0	0
Finance, Resources & Law	**11,681**	15,256	12,250	0	0	0	0	0	0	0
New Schemes										
Children's Services	**12,483**	16,361	18,700	18,700	13,700	3,700	3,700	3,700	3,700	3,700
Adult Services	**309**	1,220	1,220	1,500	1,500	1,500	1,500	1,500	1,500	1,500
Environment,Development & Housing (GF)	**8,859**	22,811	27,163	21,119	15,169	15,169	10,000	10,000	10,000	10,000
Environment, Dev & Housing (HRA)	**41,034**	36,225	27,000	25,600	25,600	24,900	24,600	24,100	24,100	23,600
Assistant Chief Executive	**0**	39,057	87,500	74,000	6,000	0	0	0	0	0
Finance, Resources & Law	**4,250**	2,550	3,250	3,250	3,250	3,250	3,250	3,250	3,250	3,250
Total	**120,638**	**146,053**	**180,849**	**145,519**	**67,064**	**50,066**	**43,791**	**43,320**	**43,351**	**42,883**
Funded by:										
Government Grants - Single Pot	**22,990**	22,019	9,286	8,969	8,969	8,969	8,800	8,800	8,800	8,800
Government Grants - Ringfenced	**5,603**	26,749	7,122	5,600	3,900	600	600	600	600	600
Capital Receipts	**6,918**	19,425	47,840	32,090	1,750	1,250	750	750	750	750
Capital Receipts HRA	**4,599**	1,590	0	2,900	2,100	2,100	2,100	2,000	2,000	2,000
Capital Reserves	**515**	0	0	0	0	0	0	0	0	0
HRA Capital Reserves	**4,200**	1,000	500	500	500	500	0	0	0	0
Specific Reserves	**1,352**	6,118	0	0	0	0	0	0	0	0
External Contributions	**4,591**	20,478	16,043	6,458	3,085	712	741	770	801	833
Direct Revenue Funding	**1,433**	1,400	1,500	1,520	1,400	1,400	1,400	1,400	1,400	1,400
Revenue Contribution to capital HRA	**22,837**	24,000	24,500	25,000	26,000	26,400	26,400	27,000	27,000	27,000
Council Borrowing	**38,975**	24,149	53,508	40,192	7,160	6,835	1,000	1,000	1,000	1,000
Temporary Funding	**6,625**	-6,625	0	0	0	0	0	0	0	0
Total	**120,638**	**140,303**	**160,299**	**123,229**	**54,864**	**48,766**	**41,791**	**42,320**	**42,351**	**42,383**
Funding deficit GF	**0**	5,750	20,550	25,190	15,300	5,500	6,000	6,000	6,000	6,000
Funding (surplus) HRA	**0**	0	0	(2,900)	(3,100)	(4,200)	(4,000)	(5,000)	(5,000)	(5,500)

Nb. No capital schemes for Public Health announced

Capital Scheme	**Profiled Payments 2015/16 £000**	Profiled Payments 2016/17 £000	Profiled Payments 2017/18 £000	Profiled Payments 2018/19 £000	Profiled Payments 2019/20 £000	Profiled Payments 2020/21 £000	Profiled Payments 2021/22 £000	Profiled Payments 2022/23 £000	Profiled Payments 2023/24 £000	Profiled Payments 2024/25 £000
CHILDREN'S SERVICES										
Approved Schemes										
Education & Inclusion										
Basic Need - New Pupil Places 2014/15	**6,489**									
Capital Maintenance 2014/15	**563**									
Devolved Formula Capital 2014-15	**211**									
New Schemes										
Basic Need - New Pupil Places	**8,506**	12,641	15,000	15,000	10,000					
Education Capital Maintenance	**2,577**	2,320	2,300	2,300	2,300	2,300	2,300	2,300	2,300	2,300
Devolved Formula Capital	**500**	500	500	500	500	500	500	500	500	500
Structural Maintenance	**900**	900	900	900	900	900	900	900	900	900
Total Children's Services	**19,746**	**16,361**	**18,700**	**18,700**	**13,700**	**3,700**	**3,700**	**3,700**	**3,700**	**3,700**

Capital Scheme	**Profiled Payments 2015/16 £000**	Profiled Payments 2016/17 £000	Profiled Payments 2017/18 £000	Profiled Payments 2018/19 £000	Profiled Payments 2019/20 £000	Profiled Payments 2020/21 £000	Profiled Payments 2021/22 £000	Profiled Payments 2022/23 £000	Profiled Payments 2023/24 £000	Profiled Payments 2024/25 £000
ADULT SERVICES										
Approved Schemes										
Adults Assessment										
Adaptations to Homes of Disabled People (Better Care)	**150**	150	150							
Telecare (Better Care funding)	**277**	225	225							
New Schemes										
Better Care funding to be allocated	**309**	1,220	1,220	1,500	1,500	1,500	1,500	1,500	1,500	1,500
Total Adult Services	**736**	**1,595**	**1,595**	**1,500**	**1,500**	**1,500**	**1,500**	**1,500**	**1,500**	**1,500**

Capital Scheme	**Profiled Payments 2015/16 £000**	Profiled Payments 2016/17 £000	Profiled Payments 2017/18 £000	Profiled Payments 2018/19 £000	Profiled Payments 2019/20 £000	Profiled Payments 2020/21 £000	Profiled Payments 2021/22 £000	Profiled Payments 2022/23 £000	Profiled Payments 2023/24 £000	Profiled Payments 2024/25 £000
ENVIRONMENT, DEVELOPMENT & HOUSING (GF)										
Approved Schemes										
Delivery - City Infrastructure										
Downland Initiative Programme	**61**									
Procurement of vehicles	**2,015**	608	2,758	692	1,160	835				
Transport										
Multi Operator Bus Ticketing	**50**									
North Street	**450**									
Valley Gardens Phase 1 & 2	**4,141**	4,150								
Housing General Fund										
Permanent traveller Site	**1,784**									
Horsdean travellers transit site	**120**									
B&HSCH - post lease refurbishment	**847**	617								
B&HSCH - ongoing property maintenance	**505**	601	633	658	685	712	741	770	801	833
New Schemes										
Local Transport Plan	**4,261**	5,463	5,391	5,169	5,169	5,169	5,000	5,000	5,000	5,000
Disabled Facilities Grant (Better Care funding)	**911**									
Valley Gardens Phase 3		3,000	3,000							
Seafront Infrastructure - Highways Maintenance Challenge Fund	**1,737**	3,348	2,772							
Communal bins across the city	**1,950**									
Street lighting infrastructure investment*		6,000	5,000	5,000	5,000	5,000				
Seafront infrastructure & Madeira Terrace**		5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Stanmer Park Estate - Heritage Lottery			6,000	5,950						
Total Environment, Dev & Housing - GF	**18,832**	**28,787**	**30,554**	**22,469**	**17,014**	**16,716**	**10,741**	**10,770**	**10,801**	**10,833**

* Investment potentially from Green Investment Bank or Council borrowing.

** No funding identified to date for Seafront Infrastructure investment

Capital Scheme	**Profiled Payments 2015/16 £000**	Profiled Payments 2016/17 £000	Profiled Payments 2017/18 £000	Profiled Payments 2018/19 £000	Profiled Payments 2019/20 £000	Profiled Payments 2020/21 £000	Profiled Payments 2021/22 £000	Profiled Payments 2022/23 £000	Profiled Payments 2023/24 £000	Profiled Payments 2024/25 £000
ENVIRONMENT, DEVELOPMENT & HOUSING (HRA)										
Approved Schemes										
Buildings (Improving Housing Quality)	**898**									
HRA Land (Estate groupings, garages and car parks, maximising accommodation within existing envelope, leased assets etc.)	**209**									
Building New Council Homes	**5,170**									
Identified Schemes Not Yet Approved										
Buildings (Improving Housing Quality)	**17,787**	18,914	15,853	14,800	14,800	14,800	14,500	14,500	14,500	14,000
Places (Internal communal areas, commercial assets, ext appearance of buildings, attention to the public realm.)	**7,043**	6,806	6,362	6,000	6,000	5,800	5,800	5,500	5,500	5,500
HRA Land (Estate groupings, garages and car parks, maximising accommodation within existing envelope, leased assets etc.)	**4,040**	4,430	2,908	3,000	3,000	2,500	2,500	2,500	2,500	2,500
People (Adaptations, future proofing, putting residents at the centre of endeavour, consultation.)	**1,780**	1,775	1,777	1,700	1,700	1,700	1,700	1,500	1,500	1,500
Building New Council Homes *	**10,284**	4,200								
ICT Budget	**100**	100	100	100	100	100	100	100	100	100
Total Environment, Dev & Housing - HRA	**47,311**	**36,225**	**27,000**	**25,600**	**25,600**	**24,900**	**24,600**	**24,100**	**24,100**	**23,600**

* New Build Homes capital programme budget will be updates as schemes are approved by Housing Committee, with funding of the New Homes from a mixture of grant, borrowing and the use of surplus receipts.

Capital Scheme	**Profiled Payments 2015/16 £000**	Profiled Payments 2016/17 £000	Profiled Payments 2017/18 £000	Profiled Payments 2018/19 £000	Profiled Payments 2019/20 £000	Profiled Payments 2020/21 £000	Profiled Payments 2021/22 £000	Profiled Payments 2022/23 £000	Profiled Payments 2023/24 £000	Profiled Payments 2024/25 £000
ASSISTANT CHIEF EXECUTIVE										
Approved Schemes										
Tourism & Leisure										
Brighton i360 Project	**18,000**	6,222								
Corporate Policy Performance & Communities										
Grant to voluntary & community organisations	**82**									
Identified Schemes Not Yet Approved										
Royal Pavilion Estate Development		19,057	7,500	9,000	6,000					
Brighton Waterfront		20,000	80,000	65,000						
Total Assistant Chief Executive	**18,082**	**45,279**	**87,500**	**74,000**	**6,000**	**0**	**0**	**0**	**0**	**0**

Capital Scheme	**Profiled Payments 2015/16 £000**	Profiled Payments 2016/17 £000	Profiled Payments 2017/18 £000	Profiled Payments 2018/19 £000	Profiled Payments 2019/20 £000	Profiled Payments 2020/21 £000	Profiled Payments 2021/22 £000	Profiled Payments 2022/23 £000	Profiled Payments 2023/24 £000	Profiled Payments 2024/25 £000
FINANCE, RESOURCES & LAW										
Approved Schemes										
Property & Design										
Asbestos survey	**24**									
Corporate fire risk assessments	**25**									
Legionella works	**90**									
Madeira Terrace structural repairs	**90**									
Solar Panel Implementation Plan	**54**									
Brighton Centre - Replacement chiller units	**75**									
Workstyles Phase 3	**10,015**	1,750								
Hove Town Hall south end offices & commercial	**1,283**	1,256								
New England House		12,250	12,250							
Corporate Services										
Municipal Bonds Agency	**25**									
New Schemes										
Strategic Investment Fund	**250**	250	250	250	250	250	250	250	250	250
Vehicle replacement programme	**700**	500	500	500	500	500	500	500	500	500
Planned maintenance to operational buildings	**500**	500	500	500	500	500	500	500	500	500
Planned maintenance Social Care buildings	**500**	500	500	500	500	500	500	500	500	500
Asset Management Fund	**300**	300	300	1000	1,000	1,000	1,000	1,000	1,000	1,000
ICT Fund	**2,000**	500	500	500	500	500	500	500	500	500
Total Finance, Resources & Law	**15,931**	**17,806**	**14,800**	**3,250**	**3,250**	**3,250**	**3,250**	**3,250**	**3,250**	**3,250**

Other Capital Investment **Appendix 2**

The table below identifies capital investment projects and proposed funding arrangements.

Project	**Procurement Route**	**Investment**
Projects Under Construction and completed Edward Street / American Express	Under construction through Private Sector Partnership	To be determined
Brighton Station Gateway	Regeneration project with private sector partners	Circa £5m development
Historical Records Centre (The Keep)	Partnership with East Sussex County Council and Sussex University	£19m development completed
Open Market	Partnership with Open Market Traders Association and enabling development	5m development completed
i360 Project	Private Sector Partnership	£46.2m development commenced

Projects Yet To Commence Brighton Waterfront includes Black Rock, Churchill Square shopping centre & Brighton Centre site	In conjunction with Standard Life Investment and Venue Ventures	Estimated £540m. £154m for the eastern site and £375m to the central site.
Circus St Development	Joint development with the University of Brighton	Circa £100m development
Stanmer Park Estate Restoration Project	Heritage Lottery Fund and SDNPA partners	Circa £12.0m regeneration
Royal Pavilion Estate Regeneration	Heritage Lottery Funding, Arts Council England, other grant funding and private sector partners	£41.6m regeneration
Preston Barracks / University of Brighton land	Regeneration development with Brighton University & private sector partners	To be determined
New England House Growth Hub	City Deal and private partners	Circa £24.5m investment

Council Capital Borrowing **Appendix 3**

The table below identifies council borrowing during 2015/16 for capital investment.

Council Borrowing in 2015/16	**£ million**
Housing Revenue Account - 15/16 new borrowing	7.898
Housing Revenue Account – 14/15 reprofiled schemes	6.277
Replacment programme vehicles & plant	2.715
Brighton i360	18.000
Social Care buildings	0.500
Workstyles Phase 3	0.352
Communal bins across the city	1.950
Hove Town Hall south site	1.283
Total for Capital Programme	**38.975**

- As part of the HRA business plan borrowing will be used to support the delivery of Decent Homes and funding of £6.277m was reprofiled from 2014/15 for investment in lift refurbishment, domestic rewiring, decorations and boiler replacement at various sites. A total sum of £7.898m is also profiled for investment in improving housing quality, sustainability and carbon reduction schemes, tackling inequality, standard works and building new homes. The financing costs have been identified to be met from the HRA capital financing revenue budget.
- The provision of £2.715m is for replacement of vehicles during the year. This includes replacement refuse collection street cleansing vehicles for Cityclean, potential replacement of miscellaneous waste and parks vehicles during the year and parking equipment if this proves to be the most cost-effective way of procurement. These assets may be currently provided through operational leases and paid for through the relevant service revenue budget.
- The Brighton i360 project was reported to Policy & Resources Committee on 6 March 2014 and details the funding arrangements for the scheme which includes up to £36.2m senior loan from the council to be met through borrowing. An estimated £18.0m will be drawn down during 2015/16. The financing costs will be met from income streams generated through the project.
- As a result of condition surveys on Social Care operational buildings an annual programme of planned works has been incorporated into the capital programme to ensure the buildings meet current standards and are fit for purpose.
- Workstyles Phase 3 project is funded through a combination of capital receipts, corporate funding and borrowing. An estimated £0.352m will be required in 2015/16 with financing costs being met from revenue savings generated from the project. The project is currently being reviewed and will be reported at a later date should the funding requirement differ.

- Investment in communal bins across the city is required and costings have yet to be finalised. The costs of financing the borrowing will be met from service revenue budgets as part of the business plan for the scheme.
- Hove Town Hall south site office option was reported to Policy & resources Committee on 11 July 2014. The scheme will cost up to £2.638m over 2015/16 and 2016/17 all to be met through borrowing and the financing costs to be met from commercial and third party rental streams.

BRIGHTON & HOVE CITY COUNCIL

DRAFT CAPITAL INVESTMENT STATEGY 2015-2025

1. Introduction

Over at least the next five years, the council needs to find substantial savings in its budget to meet the reduced funding from central government as part of the re-balancing of the national budget. Detailed resource projections are set out in the Medium Term Financial Strategy (MTFS).

New investment is required to modernise council services in order to minimise the impact of savings on service users and frontline services. At the same time the city faces a housing crisis with an estimated 18,000+ additional affordable homes needed by 2017. As well as providing affordable housing for local people the council also needs to:

- encourage investment in new jobs and the local economy working closely with partners in the Greater Brighton region;
- deliver the outcomes set out in the Greater Brighton Investment Programme and City Deal with government;
- meet statutory obligations for new pupil places;
- maintain and improve existing infrastructure particularly along the seafront and the transport networks across the city; and
- work with development partners to deliver a wide range of key investment projects on council owned sites.

Much of this investment can help increase potential future council income with additional resources being generated via a number of key income streams, which can also help meet budget shortfalls as well as reinvestment. This Strategy incorporates a new ten year investment and funding model which also estimates the outputs and outcomes from the proposed schemes in terms of:

- new jobs;
- economic impact;
- retained business rates;
- homes;
- student accommodation;
- council tax;
- New Homes Bonus;
- Other new income streams / returns on investment; and
- Sustainability.

The Capital Investment Strategy represents an essential element within the council's overall Corporate Planning Framework. It relates to the council's over-riding Vision and Aims for the planning and generation of capital financing resources in the medium term, in order to optimise the council's ability to achieve its priorities and objectives. The Strategy sets out the council's approach to capital investment over the next ten years and provides a framework through which the council's resources, and those matched with key partners, are allocated to help meet strategic priorities.

The Strategy is:

- concerned with, and sets the framework for, all aspects of the council's capital expenditure – its planning, prioritisation, management and funding;
- closely related to, and informed by, the council's Corporate Property Strategy & Asset Management Plan; and
- an integral aspect of the council's medium term service and financial planning process as reflected in the MTFS.

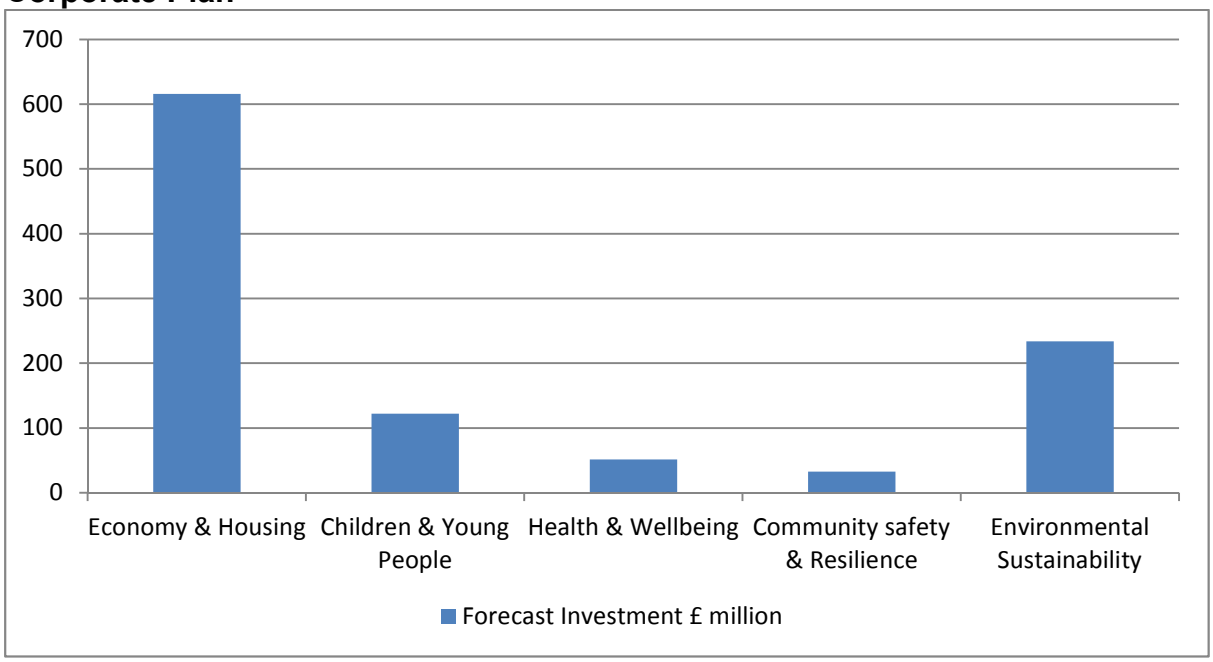
2. The Sustainable Community Strategy and draft Corporate Plan

Capital investment needs to be prioritised in accordance with the priorities set out in the Corporate Plan, which is currently draft, namely:

- **Economy & housing** – for example investing in: the creation of future job and business growth accessing new funding via the Greater Brighton Economic Board, Coast to Capital LEP and European Union; bringing forward plans for key development sites; drawing in new partnership investment to develop the Royal Pavilion Estate; enabling the development of new affordable homes, including new council homes, working with the government, registered providers and other partners to maximise investment; improving major transport routes and transport infrastructure sustainability; and regeneration of the seafront.
- **Children & young people** – investing in the planning and delivery of sufficient school places, with a focus on secondary places.
- **Health & wellbeing** – investing in supported housing to promote independence and reduce the need for acute and residential care services; and using community buildings, such as libraries, to promote health and wellbeing and co-locate facilities and services.
- **Community safety & resilience** – maintaining physically safe and inclusive neighbourhoods that encourage community activity and social action, making the most of council open spaces and ensuring road safety; and investing in the use of council buildings and services in community settings, such as libraries, to foster positive relationships with public services and between various communities.
- **Environmental sustainability** – for example investing in the continuing delivery of the UNESCO Biosphere and implementation of the One Planet Sustainability Action Plan; drawing in external investment for the Downland Estate and city parks and open spaces; continue to promote high quality sustainable development and building standards through planning policy and the City Plan; the development of opportunities with

partners to improve the quality and energy efficiency of the city's housing stock; and increasing energy efficiency measures including carbon reduction across services and renewable energy schemes for council owned land and property.

Chart 1: Forecast investment over ten years categorised by priority in the draft Corporate Plan



The priorities contained in the draft Corporate Plan are the council's contribution towards helping achieve the vision for the city set out in the Sustainable Community Strategy:
"Brighton & Hove – the connected city. Creative, dynamic, inclusive and caring. A fantastic place to live, work and visit".

3. Corporate Property Strategy & Asset Management Plan 2014-18

The Capital Investment Strategy needs to support the priorities and objectives of the Asset Management Plan and Corporate Property Strategy 2014-18. The corporate property objectives are to:

- Provide the right buildings in the right place and condition to meet future service delivery needs.
- Deliver value for money property services and support the council's modernisation programme.
- Use the One Planet principles to reduce the council's environmental impact.
- Gain best value from the non-operational portfolios – urban and agricultural.
- Use council assets to enable new city development and urban regeneration.

The Corporate Property Strategy & Asset Management Plan focuses on how the council uses property and assets to support its objectives, asset

management planning and strategy within the council and the potential effect of the external environment on the management of the property portfolio and the response needed.

4. Coast to Capital Local Economic Partnership (LEP) and Strategic Economic Plan (SEP)

The Capital Investment Strategy also needs to be informed by and closely linked to the SEP which has three key priority areas:

- Enhance business support and skills;
- Accelerate research and innovation;
- Invest in transport, flood defences and resilience.

The Coast to Capital LEP has already secured £202m from the government's local growth fund to support economic growth in the region up to 2021. The council has worked closely with partners in the Greater Brighton city region to secure a significant proportion of the funding allocated so far for the city and will continue this successful approach.

The SEP identifies the most important spatial issues that need tackling in Brighton & Hove to deliver growth which are:

- Shortage of employment space.
- Transport capacity and movement within the city.
- Mainline rail and trunk road capacity.
- City Centre renewal.

The Strategy includes proposals to help address these issues.

5. Key objectives and outcomes

The expenditure and resources forecasts for the capital programme are shown in appendices 1 and 2. The key issues and objectives are listed below along with some of the forecast outcomes if the programme is delivered.

a. New affordable homes and student accommodation

The housing strategy vision is:
"We want Brighton & Hove to be an inclusive city with affordable, high quality housing that supports a thriving economy by offering security, promoting health and wellbeing and reduces its impact on the environment. We want to help bring about integrated communities in a society that values everyone to recognise and tackle inequality faced by families, the poor and the vulnerable."

The universities and students have a positive impact on the city in many ways including generating economic growth. However, as the higher education facilities expand the additional students put pressure

on local housing and other services as well as creating tensions with other communities.

To help achieve this vision and address issues the council will for example:

- Prioritise support for new housing which meets the needs of the city.
- Provide more council housing directly by the council including the use of Right to Buy receipts, buying off-plan or supporting others to build and manage on behalf of the council.
- Continue to work with adjacent local authorities in the Greater Brighton city region to address unmet housing need across the sub-region.
- In accordance with City Plan policy, support taller buildings and higher density development in appropriate parts of the city.
- Support the development of new purpose built student accommodation in accordance with City Plan policies.

Chart 2: Estimated cumulative additional housing units in Capital Programme

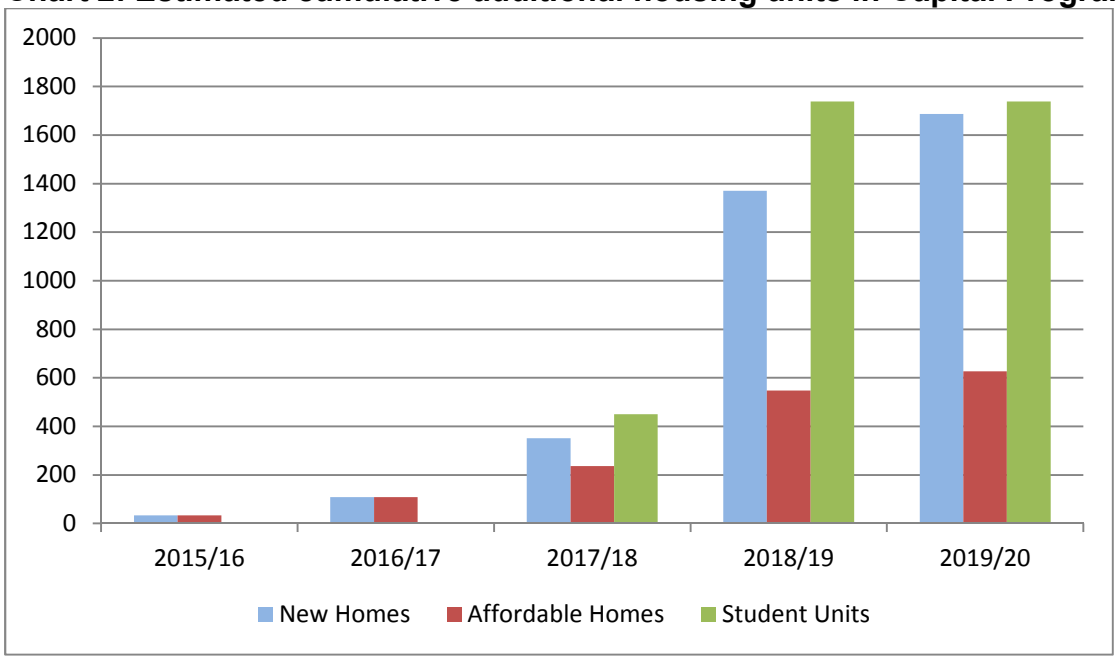
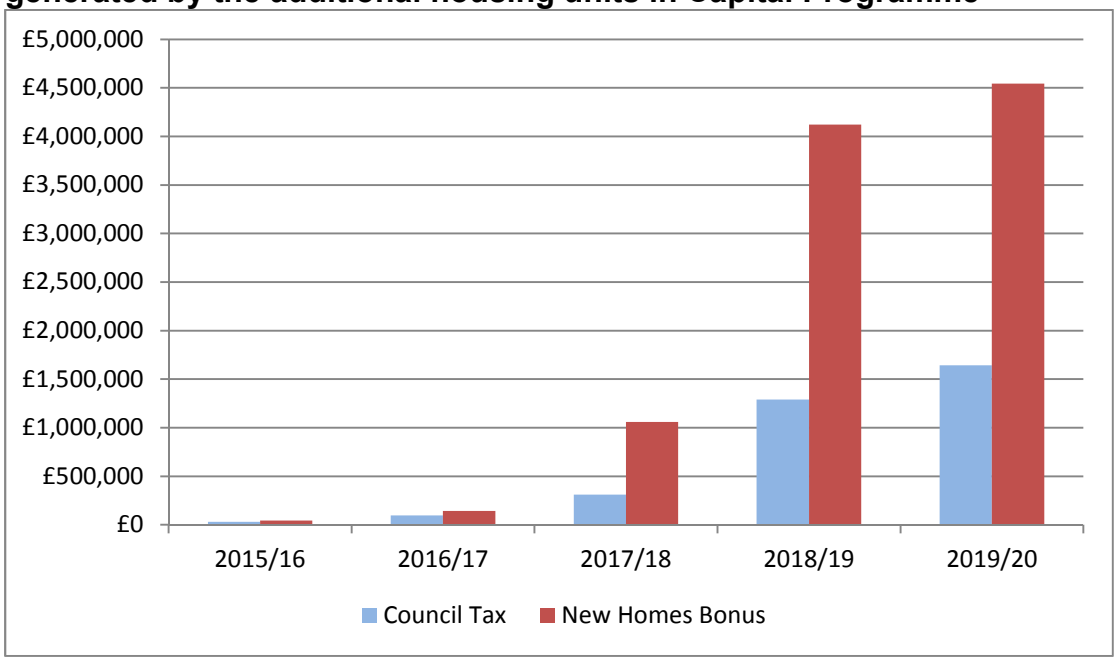


Chart 3: Estimated cumulative council tax revenue and New Homes Bonus generated by the additional housing units in Capital Programme



The introduction of self-financing for the Housing Revenue Account (HRA) in 2012 has provided additional resources from the retention of all rental income and, through greater control locally, will enable longer term planning to improve the management and maintenance of council homes. Regular reviews of the HRA 30 year Business Plan will enable a review of future opportunities for additional investment in existing housing stock, building new homes and how housing debt could be structured to accommodate these plans and possibilities.

b. New jobs and improving the local economy

The vision for 2018 set out in the Brighton & Hove Economic Strategy 2013-18 is:

"Brighton & Hove will be on the path towards a resilient low carbon economy, known for its creative, digital, information technology businesses, growing environmental industries & services, and supported by more sustainable city infrastructure. The unique cultural offer will raise the presence of the Greater Brighton City Region on the international stage and the benefits of growth will be shared by all."

In order to deliver the vision the objectives seek to build upon the city's economic assets and underpin the City Deal, as well as address the challenges which remain:

- To enhance Brighton & Hove's distinctive destination and lifestyle offer;
- To grow quality jobs and business opportunities in higher value and low carbon sectors;

- To better align job skills to protect needs and in support of higher value sectors;
- To tackle barriers to employment and to create employment opportunities for all; and
- To establish a strong and influential Greater Brighton City Region.

The Greater Brighton City Deal agreed with Central Government is expected to deliver additional GVA of £360m over the next ten years and 880 new jobs in Brighton's creative tech cluster. An essential element of the City Deal is the expansion and refurbishment of New England House providing flexible workspace, business innovation support and digital exchange at an estimated cost of £24.5m with £4.9m support from Government.

New developments and growth in the local economy will also be reflected in an increase in the rateable value of the city and a consequent increase in the council's share of local business rates.

Chart 4: Estimated cumulative net extra jobs (excluding construction) created by the Capital Programme

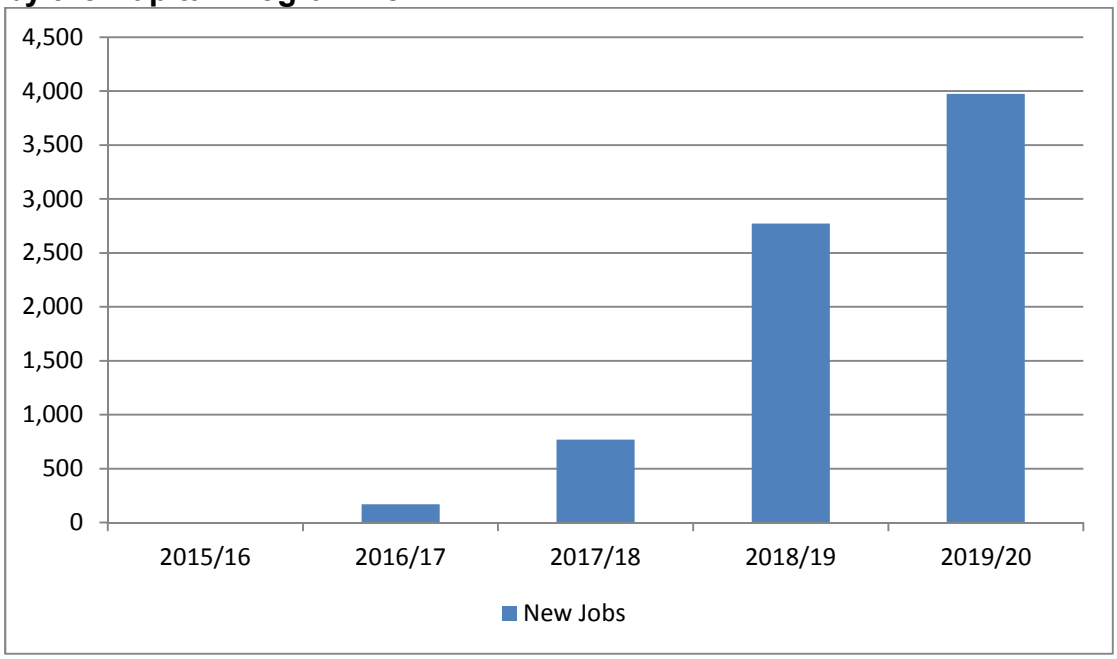
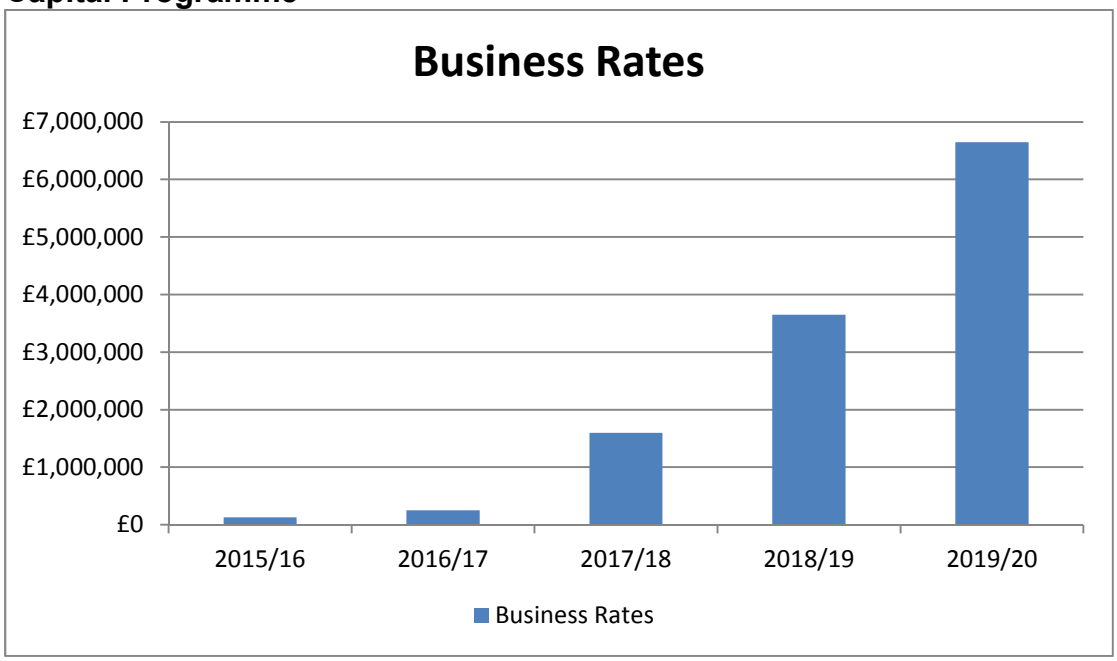


Chart 5: Estimated cumulative business rates generated for the council by the Capital Programme



c. New school places

The council has a statutory duty to secure sufficient, suitable school places for children of compulsory school age within its area. The School Organisation Plan 2013-2017 was considered by full Council in March 2014 and focuses mainly on this duty. The key messages of the Plan include:

- The increase in primary age pupils appears to be reaching its peak and numbers may decline from 2016 onwards;
- However there are still pressures in some parts of the city most notably South Hove and Saltdean, whilst there are spare places around the edge of the city;
- Secondary pupil numbers will begin to increase from 2014 and continue rising into the early part of the next decade;
- Before the end of the decade 300 additional Year 7 places will be required across the city, or 1,500 11-16 places in total, which is equivalent to another large secondary school; and
- The greatest pressure on securing sufficient secondary places tends to fall on the more central schools.

The forecasts in the School Organisation Plan are kept under review and most recent forecasts based on December 2014 data suggest that the observed trend in the School Organisation Plan for primary places is accurate and that the requirement for new secondary places may be

slightly lower than forecast. At this stage however it is not proposed to change the secondary places requirement in the Plan.

The Plan concludes that the challenges of providing additional secondary places in the next five years and beyond are exacerbated by a lack of suitable sites and the fact that many schools are already very large. Close dialogue and partnership working with schools and their governing bodies and the Department for Education will be essential in order to identify how the new places can be provided.

d. Sustainable transport and carbon reduction

Brighton & Hove is the world's first designated One Planet City, and the Brighton & Lewes Downs UNESCO World Biosphere site was designated by UNESCO's 'Man and the Biosphere' (MAB) programme in June 2014, becoming part of a global network of over 600 "sites of excellence" that seek to balance the needs of people and nature between socio-economic development and conservation, and thus progress local sustainable development in practice. The city's Sustainability Action Plan received accreditation from sustainable development charity BioRegional last year, for its plans to enable residents to live well within a fairer share of the earth's resources. The One Planet approach aims to create a future where it's easy, attractive and affordable for all of us to lead happy and healthy lives, using a fair share of the earth's resources. The sustainability action plan outlines how the council will use the one planet principles to deliver the key priority of environmental sustainability.

The 10 principles are:

- Zero carbon - Making buildings more energy efficient and delivering all energy with renewable technologies;
- Zero waste - Reducing waste arisings, reusing where possible, and ultimately sending zero waste to landfill;
- Sustainable transport - Encouraging low carbon modes of transport to reduce emissions, reducing the need to travel;
- Sustainable materials - Using sustainable products that have a low embodied energy;
- Local and sustainable food - Choosing low impact, local, seasonal and organic diets and reducing food waste;
- Sustainable water - Using water more efficiently in buildings and in the products we buy; tackling local flooding and water course pollution;
- Land use and wildlife - Protecting and expanding old habitats and creating new space for wildlife;
- Culture and community - Reviving local identity and wisdom; support for, and participation in, the arts;
- Equity and local economy - Inclusive, empowering workplaces with equitable pay; support for local communities and fair trade; and

- Health and happiness - Encouraging active, sociable, meaningful lives to promote good health and wellbeing.

Actions across these principles will also help implement the city's Climate Change Strategy, with its focus on including low carbon economy, low carbon homes and buildings', low carbon transport, sustainable energy and a city adapting well to climate change. The Action Plan sets out what the council will do in the short, medium and longer term up to 2025 and is updated on a regular basis.

A carbon budget is set for each year which shows the level of spend on energy and the estimated carbon emissions across each carbon budget area. There is a planned reduction of 4% for each year. The new capital model will attempt to measure the impact of new investment on the carbon footprint of the council.

The Local Transport Plan is currently being updated. It includes a number of high level goals that reflect the broad range of outputs that the government expects local transport to support, enable and deliver in a variety of ways, especially when investing capital grant funding. These are summarised as:

- Grow the economy;
- Reduce carbon;
- Increase safety and security;
- Provide equality, mobility and accessibility;
- Improve health and well-being;
- Enhance the public realm; and
- Encourage respect and responsibility.

These goals are supported by more detailed, strategic transport objectives which are consistent with or reflect the policies of a significant number of local strategies that have been reviewed and / or approved by the council.

e. Investment in social care and the Better Care Fund

People in the city are living longer which is good news but public services are dealing with increasing numbers of people with complex health needs. In addition significant changes are underway nationally to the social care system, creating new duties for the council in relation to people who fund their own care and informal carers.

The Brighton and Hove Better Care Plan submitted in September 2014 describes how improved services will be delivered for the frail and vulnerable population to help them stay healthy and well by providing more pro-active preventative services that promote independence and enable people to fulfil their potential. Investment is required to ensure:

- Responsive and seamless services are delivered;

- New duties are met;
- Improved patient flows out of acute hospital settings to ensure people can move out of hospital in a timely way when they no longer needed acute care, facilitating independence and reducing unnecessary lengths of stay in hospital; and
- Information technology systems are upgraded linking to one another to allow information sharing requiring access to support services 24/7 and support radically new and innovative approaches to the commissioning and delivery of care services.

f. Maintenance of council owned buildings, housing stock and infrastructure

An annual report is prepared for consideration in March each year setting out the proposed allocation of improvement and essential repair works to civic offices, historic, operational and commercial buildings within the Corporate Planned Maintenance Budget and the Social Care Planned Works Budget. These budgets relate to those buildings where the council has a repairing liability but
excludes council housing, highways and educational establishments which have their own budgetary provisions. There are separate annual reports which cover the maintenance of these assets. The maintenance proposals support the objectives in the Corporate Property Strategy & Asset Management Plan. The aim is to ensure that finite maintenance resources are invested through prioritisation and targeted at key operational assets to meet service delivery needs and maintain the value of those key assets.

Brighton & Hove's iconic seafront is one of the city's key locations, acts as the 'shop-window' for the city and is the biggest outdoor recreation space. It is one of the main reasons why people visit the city and an important site for a range of businesses. However, there are significant and growing problems within the structures that keep the seafront in operation and it is the need to address that issue which formed the remit for the Seafront Scrutiny Panel. It has been estimated that up to £100m is needed to carry out structural works to the seafront structures over the next ten years, including the £80m identified by the asset management process needed to rebuild and replace the highway related structures. The Panel reported in October 2014 and finding funding solutions for these works is an extremely high priority for the council.

The approved ICT Strategy for 2011-2016 sets out that Information Management is an essential discipline in the good governance of any organisation. Good information management practice mitigates risk of information loss, ensures legal and regulatory compliance and enables the full exploitation of the information to deliver improved customer experience and efficient service delivery. Capital investment has been increased to £2m per annum in recent years with up to £1m revenue to support the modernisation of the IT service.

The council has yet to define to scope the impact of the draft Business Strategy for a Digital Age upon the Capital Investment Strategy, however the integration and development of digital within the council is a priority area. Digital innovation will be used to develop a new relationship with citizens, taking advantage of the opportunities that improved data collection brings for everyone in empowering and individualising choices. By providing support to help individuals achieve their desired personal health and wellbeing outcomes should reduce the medium term demand and costs on public services in Brighton & Hove. The council will work with local and regional partners and seek support and funding through for example the Smarter Cities Challenge grant.

g. Investment to generate savings in current service provision

Potential schemes to support the savings proposals include:

Scheme	Source of Funding
Investment in street lighting / highways infrastructure	LTP allocation and borrowing from the Green Investment Bank
Accelerated Workstyles Phase 3 Workstyles Phase 2 (completed)	Asset Management Fund, specific reserves, council borrowing and capital receipts
Off plan procurement of housing	Borrowing possibly from the European Investment Bank and right to buy receipts
Extra Care Housing	Combination of Better Care Funding capital grant and revenue contributions
Day Centre reconfiguration	
Learning Disabilities accommodation	
Telecare & Telehealth	Better Care Funding grant
Communal bins across the city	Council borrowing as spend to save scheme
Communal Recycle Project	Grant Funding

6. Resourcing Strategy

In order to deliver the capital investment ambitions substantial additional resources will need to be identified to fill forecast funding gaps. Currently the capital programme is significantly funded by grant allocated through central government. This source of funding is diminishing and therefore needs to be substituted by alternative funds. The following paragraphs set out a strategy for maximising future resources and identifying alternative funding sources.

a. Central Government, Growth Deal and City Deal

The council will seek to maximise allocations developing appropriate projects and programmes which reflect government and partnership led

initiatives and agendas but address priority needs within the city. The council will seek to protect as far as possible capital grant funding for transport and public realm investment. The council will also allocate all education grant funding towards new primary and secondary pupil places, capital maintenance for schools and devolved formula capital for schools.

The council already has in place a City Deal with the government which sets out proposals to deliver various outcomes in return for government support and funding. The most significant funding comes in the form of a £4.9m grant towards the refurbishment and expansion of New England House and the business units therein. Through Coast to Capital LEP's Growth Deal funding has been allocated to support the delivery of other regeneration projects such as Preston Barracks (£7.7m), Circus Street (2.7m) and Valley Gardens (£14m).

b. Third Party funding

Project specific funding usually received from quasi-government sources or other national organisations or European sources. In developing capital proposals the council will always seek to maximise such external contributions subject to any related grant conditions not being inconsistent with the council's policy aims and targeted outcomes. Frequently such funding, which enhances the council's investment capacity, will also be linked to match funding arrangements.

The council will continue to bid for future resource allocations using innovative service delivery mechanisms for example through the Regional Growth Fund, Local Growth Fund and the new EU funding round starting in 2015. The council will also support Community Interest Companies (CIC) to bid for resources e.g. the Saltdean Lido CIC in its bid for Heritage Lottery Fund and Coastal Communities funding.

A growing number of private organisations are also showing interest in investing in public sector infrastructure. Each case will be subject to specific financial appraisals.

New sources of funding are also being identified in partnership with the Local Economic Partnership (LEP) working from the perspective of the Greater Brighton City Region.

c. Private contributions and enabling development

Subject to best consideration or statutory requirements the council will use its land to facilitate private sector or partnership based investment for example: Amex Community Stadium, Circus Street Development, Open Market, Preston Barracks, King Alfred, Brighton Centre and Black Rock. Strategic Investment Fund resources of £0.250m per annum will be allocated to help deliver these projects. With limited

resources available to deliver new, improved or replacement council facilities it will be essential to develop mixed use schemes with enabling development (housing, retail, business, etc).

d. Borrowing

The council has powers to borrow under the prudential code subject to any such borrowing being prudent, affordable and sustainable. This must be demonstrated through a business case and financial appraisal over the full life of the asset. For each project or scheme the council will investigate what type of borrowing and the borrowing source as part of the financial appraisal. The council has been considering borrowing from the Public Works Loans Board (PWLB), European Investment Bank, Green Investment Bank, pension and insurance companies and private banks and financial institutions. The council must be satisfied that any borrowing must be compliant with any State Aid requirements and it must develop risk mitigation strategies to ensure that risks are assessed, appropriate, monitored and minimised. Borrowing undertaken by the council on behalf of a development partner, such as the Brighton i360, will be charged an appropriate fixed margin on top of the PWLB rate to reflect the council's risk and ensure that any loan is based on commercial terms.

The Treasury has enabled LEP's to allocate cheaper borrowing from the PWLB for agreed schemes at a "project rate" which is 20 basis points below the level local authorities can normally borrow from the PWLB. The council has successfully bid for the borrowing for the Brighton i360 to be undertaken at the "project rate" for 2014/15 and 2015/16. The council will identify other appropriate schemes that might qualify for the lower rate and complete bids should future opportunities arise.

e. Asset disposals - Capital Receipts

The council will generate capital receipts from the disposal of surplus or under-used assets for reinvestment through the Corporate Property Strategy & Asset Management Plan and into other corporate funds. Proceeds from the sale of assets will be used:

i) for reinvestment in the capital programme; or
ii) for debt repayment or investment, for example, to offset any loss of rental income in the revenue budget; or
iii) for reinvestment from underperforming assets back into more commercially viable assets as part of the rationalisation of the property portfolio.

The net receipts from "right to buy" sales are split between funding for corporate strategic priorities delivering regeneration including affordable housing and investment directly in housing. Changes to

regulations mean that the council can retain a maximum of £0.475m per annum for corporate investment.

f. Leasing

Officers will explore different funding routes (e.g. outright purchase, different forms of leasing or contract hire) to ensure best value for money when purchasing for example equipment and vehicles.

g. Revenue

Some capital expenditure is funded directly from revenue such as planned maintenance for schools and other council buildings. However, there is no capacity to increase these resources in the context of the revenue budget savings requirements. The Housing Revenue Account (HRA) is able to make revenue contributions in the context of the HRA business plan.

7. Governance, management and monitoring

The Council has various mechanisms in place which seek to ensure that there is an integrated approach to addressing cross-cutting issues and developing and improving service delivery through its capital investment in pursuance of the council's over-arching aims. These include:

• Democratic decision-making and scrutiny processes which provide overall political direction and ensure accountability for the investment in the capital programme. These processes include:

The Council which is ultimately responsible for approving investment and the Capital Programme;
The Policy & Resources Committee which is responsible for setting the corporate framework and political priorities to be reflected in the Capital Programme and will continue to receive regular monitoring reports; and Service Committees and Member Boards for detailed scrutiny of individual programmes, schemes and projects.

• Officer Groups which bring together a range of service interests and professional expertise. These include:

The Corporate Investment Board comprising the Executive Leadership Team (ELT), Head of City Regeneration and other key officers which has overall responsibility for providing and recommending key investment decisions, defining the direction of the organisation and ensuring the ongoing overall alignment of the capital programme to the strategic direction of the council;
Investment Programme Boards drive and co-ordinate investment programmes and deliver the outcomes and benefits; The Programme Boards are:

- Greater Brighton Investment Programme;

- Corporate Property Strategy & Asset Management Programme;
- Seafront Investment Programme;
- City Centre Investment Programme;
- Lewes Road Investment Programme;
- New England Quarter & London Road Investment Programme; and
- Estate Regeneration Investment Programme.

Specific Project boards with wide ranging membership which can include elected Members from all parties and external partners; and Project teams are also created to oversee significant capital development projects as required.

• An integrated service and financial planning process, incorporating the corporate performance management framework. Within this framework, all proposals for capital investment are required to demonstrate how they contribute to the achievement of the Council's aims and priorities. This includes a Gateway evaluation process for investment proposals which ensures cross-cutting appraisal of projects which are aligned to the Council's key aims and priorities and deliver on the efficiency and value for money agendas.

Budget Council	**Agenda Item 62**
26 February 2015	Brighton & Hove City Council

Subject:		**Housing Revenue Account Budget 2015/16 - Extract from the Proceedings of the Policy & Resources Committee Meeting held on the 12th February 2015**		
Date of Meeting:		**26 February 2015**		
Report of:		**Head of Law**		
Contact Officer:	Name:	**Mark Wall**	**Tel:**	**29-1006**
	E-mail:	mark.wall@brighton-hove.gov.uk		
Wards Affected:	All			

FOR GENERAL RELEASE

Action Required of the Council:
To receive the item referred from the Policy & Resources Committee for approval:

Recommendation:

(1) That the budget for 2015/16 as shown in Appendix 1 to the report be approved;

(2) That a rent increase of 2.2% in line with government guidance be approved;

(3) That the changes to fees and charges as detailed in Appendix 2 to the report be approved; and

(4) That the Medium Term Financial Strategy shown in Appendix 3 to the report be noted.

POLICY & RESOURCES COMMITTEE

4.00 pm 12 February 2015
COUNCIL CHAMBER, HOVE TOWN HALL

DRAFT MINUTES

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

PART ONE

139 HOUISNG REVENUE ACCOUNT BUDGET 2015/16

139.1 **RESOLVED TO RECOMMEND**

(1) That the budget for 2015/16 as shown in Appendix 1 to the report be approved;

(2) That a rent increase of 2.2% in line with government guidance be approved;

(3) That the changes to fees and charges as detailed in Appendix 2 to the report be approved; and

(4) That the Medium Term Financial Strategy shown in Appendix 3 to the report be noted.

139.2 **RESOLVED:** That it be noted that the Housing Committee agreed to a further report being submitted to the committee on the cumulative impact of charges in due course.

Budget Council	**Agenda Item 62**
26 February 2015	Brighton & Hove City Council

Subject:		**Housing Revenue Account Budget 2015/16**		
Date of Meeting:		**26 February 2015** 12 February 2015 – Policy & Resources Committee 14 January 2015 – Housing Committee		
Report of:		**Interim Executive Director of Finance & Resources** **Executive Director of Environment, Development & Housing**		
Contact Officer:	**Name:**	**Sue Chapman**	**Tel:**	**29-3105**
	Email:	Sue.chapman@brighton-hove.gov.uk		
Ward(s) affected:		**All**		

FOR GENERAL RELEASE

1. PURPOSE OF REPORT AND POLICY CONTEXT

1.1 This report presents the proposed Housing Revenue Account Budget for 2015/16 as required by the Local Government and Housing Act 1989. Policy & Resources Committee Members are required to consider the budget proposals including savings and service pressures as well as changes to rents, fees and charges.

1.2 The council's Housing Revenue Account (HRA) contains the income and expenditure relating to the council's social landlord duties, consisting of approximately 11,700 properties and 2,700 leasehold properties. The income and expenditure relating to these properties is accounted for separately from the council's other services/activities which form part of the council's General Fund.

1.3 In managing the HRA, the budget strategy continues its aim of reducing management costs in order to optimise investment in service delivery to the benefit of our tenants and leaseholders that in turn reduces inequality, improves homes and sustains local neighbourhoods.

2. RECOMMENDATIONS:

2.1 That Policy & Resources Committee:

(a) Approves and recommends to Council the budget for 2015/16 as shown in Appendix 1.

(b) Approves a rent increase of 2.2% in line with government guidance.

(c) Approves the changes to fees and charges as detailed in Appendix 2.

(d) Notes the Medium Term Financial Strategy shown in Appendix 3.

3. HRA BUDGET PROPOSALS 2015/16

Summary

3.1 The Housing Revenue Account (HRA) is a ring-fenced account which covers the management and maintenance of council owned housing stock. A local authority's HRA must be in balance meaning that the authority must show in its financial planning that HRA income meets expenditure and that the HRA is consequently viable. In April 2012, the HRA became a 'self financing' account which means that the authority needs to ensure sufficient funds are available to meet the future management, repairs and investment needs of the stock. This has enabled the Council to improve planning for management and investment decisions over the longer term. In developing a 30 year Business Plan it is essential that the Council balances the need to increase the rent with a programme to invest money for the benefit of tenants and also building new council homes.

3.2 Although the HRA is a ring-fenced account and is not therefore subject to funding reductions applicable to the council's General Fund, the HRA follows the principles of value for money and equally seeks to drive out inefficiencies and achieve cost economies wherever possible. This frees up more HRA resources to fund priority investments for tenants as well as increasing the resources available for the building of new social housing in the City. Benchmarking of both service quality and cost with comparator organisations is used extensively to identify opportunities for better efficiency and service delivery.

3.3 The latest draft benchmarking for 2013/14 shows that the housing management service remains a high cost service compared to comparator organisations. This is, in part, due to the fact that in line with our commissioning framework we have been reinvesting some savings from the basic landlord service into preventative services such as Tenancy Sustainment and Housing Inclusion in order to try to support our most vulnerable residents and therefore avoid costs that might arise for other services such as Homelessness, Adult Social Care or Health. However, we continue to try to ensure that we have a basic landlord service which is as streamlined and efficient as possible. Therefore the budget strategy reflects savings of £0.907 million which include a number of efficiencies, additional income and the part year effect of future service redesign. These savings will be reinvested in the priorities identified in the capital programme.

3.4 The HRA Budget aims to balance the priorities of both the council and housing residents within the context of the draft Corporate Plan 2015-2019, which sets out the overall direction for the council over the next four years. The council's purpose and ambition as a local authority for the city focuses on strong civic leadership, value for money, quality public services and protecting the vulnerable. This also sets the vision, principles and priorities, which are shared with the city's Sustainable Community Strategy, Brighton & Hove Connected, which is supported by the city's public, community and private sector partnerships.

Our principles

- Increasing equality
- Improving engagement

Our priorities

- [City] Economy & housing
- Children & young people
- Health & wellbeing
- Community safety & resilience
- Environmental sustainability

The HRA budget strategy focuses upon investment to deliver corporate priorities:

1. Economy & Housing

- Continued investment in providing specialist support services for vulnerable council housing residents on low incomes including services that promote financial inclusion. This is critical for those households needing help to adjust to Welfare Reforms;
- Continued Investment in Prevention. Vulnerable residents of the City are over-represented within the council's social housing stock. HRA investment in the sheltered service and the quality of council housing promotes social inclusion and prevents negative impacts upon Health, Adult Social Care and Children's Services budgets preventing the need for costly statutory interventions such as homelessness support, corporate parenting, hospital and residential care admissions;
- Continuing to maximise the social value arising from investment in the Repairs and Improvement Partnership with Mears through provision of local jobs, raising the aspirations of young people through apprenticeships, and creating local supply chain opportunities. To date this includes:
    - 85 apprentice and work opportunities provided;
    - 95% local employment;
    - 20 local businesses employed as subcontractors;
    - Partnership with City College to enable 35 construction students to gain experience of refurbishing empty homes and looking at further training links for sustainable building solutions;
    - Estate Development Budget run as a not-for-profit business model and improved through working with residents;
    - Completion of the "Waste House" project in partnership with the University of Brighton and Mears. More than 3,000 people, among them students, apprentices, local builders and school children are involved in building the house, with the ambition to train students and apprentices around emerging sustainable industries.
- Development of new, affordable council homes, working with the government, registered providers and other partners to maximise investment.

2. Health & wellbeing

- Continue to maintain 100% of the council's housing stock at the Decent Homes Standard and invest in other priorities that promote the health and wellbeing of our residents such as:

- continuation of the loft conversion / extension programme to tackle overcrowding, and improve well-being;
- a strategic programme to tackle damp and condensation to contribute to improving health inequalities.

- Continue to provide investment in housing support for older people, through our sheltered housing model. Working proactively to enable households to retain their existing accommodation and continue to live independently in their own homes.
- Provide investment in new housing stock that supports residents and families to live independently in decent accommodation.

3. Community safety & resilience

- Continued investment in specialist tenancy management and support services to support vulnerable council housing residents and services which tackle the blight of anti-social behaviour.
- Continued investment in door entry schemes, lighting and other measures to provide security and safety in council homes.

4. Environmental sustainability

- Improving the sustainability and energy efficiency of the housing stock in line with the evolving One Planet Living Sustainable Action Plan for council housing. This would include:
  - Insulation improvements, cladding projects, and improvements to both communal lighting and door entry systems;
  - Providing energy advice to council tenants from operatives as part of the annual gas check and through other energy advice initiatives;
  - Tackling fuel poverty through continued investment in providing modern, energy efficient heating for council housing residents;
  - Investing in estate regeneration and building new council homes to high quality sustainability standards;
  - Developing opportunities with partners to improve the quality and energy efficiency of the city's housing stock.

Budget Variations

3.5 The HRA budget for 2015/16 is shown in Appendix 1 with the main budget variations detailed in Table 1 below. The budget variances result in a surplus of £0.763 million which will be used to support the capital programme and is shown as 'revenue contributions to capital schemes' within the Revenue Budget.

3.6 Employees' costs include provision for the 2.2% pay increase along with any known increments. The inflationary provision for non-employee costs ranges from zero to 2%, with the exception of some contracts where inflationary increases are agreed within the terms of the contract. All income budgets are zero-based[1] and therefore charges are estimated based on known increases in costs or inflation.

[1] A zero-based budget is one that is wholly recalculated each year rather than changing incrementally.

3.7 Savings proposals, service pressures and changes to rents and fees and charges are detailed in paragraphs 3.10 to 3.21.

3.8 The major works leasehold income budget has decreased by £0.409 million to reflect a decrease in planned major works during 2014/15 to blocks containing leaseholders.

3.9 The budget for capital financing costs of £8.341 million has reduced by £0.223 million. The budget also includes the repayment of borrowing of £3.0 million with the remaining costs being interest on the outstanding debt.

Table 1: Main Budget Variations

Variation	**£'000**
Increases in Resources:	
Savings Proposals as detailed in paragraph 3.10	(907)
Increase in rent for dwellings (net of empty properties)	(666)
Reduction in capital financing costs	(223)
Other Minor Variances	(25)
Reductions in Resources:	
Employees pay award and other inflation	404
Service Pressures as detailed in paragraph 3.11	245
Reduction in major works income from leaseholders	409
Increase in Revenue Contribution to Capital Schemes	**(763)**

Savings &Service Pressures

3.10 The HRA Budget strategy provides savings of £0.907m for reinvestment in services and the capital programme in 2015/16 by:

- Reduction in Housing Management & Maintenance staff of £0.252m through service redesign focusing on ensuring core services benchmark well with comparator organisations.
- A reduction of £0.120m in energy costs through improved efficiency.
- A reduction in maintenance unit costs through service efficiencies in the Repairs and Maintenance partnership contract and service contracts saving £0.164m where underspends are already being forecast for 2014/15.
- A reduction in a variety of budgets of £0.100m where savings have already been achieved through vacant posts, services no longer required or efficiencies. In addition there are further efficiency savings of £0.065m for materials and general office budgets.
- An increase in income from commercial properties £0.050m (reflecting the additional income currently in the 2014/15 forecast). There is also a review underway of the use of garages and car parks which is considering both enforcement and the level of fees charged. As a result, the budget includes a proposal to increase the charges by 5% achieving a saving of £0.045m.

- An increase in income of £0.111m as a result of the second year of the 3 year phased introduction of new service charges for 'Intensive Housing Management', as agreed in last year's budget report. This service to tenants in sheltered accommodation is covered by service charges eligible for Housing Benefit making the service more financially secure. The remodelled service is more aligned to health and social care outcomes and designed to respond to the changing demographics of the older population.

3.11 The budget also provides funding of £0.245m for the following service pressures:

- The Council Tax exemption scheme includes proposals to remove the exemptions (discounts) currently in place for properties that are uninhabitable or remain empty for a period of time with effect from 1 April 2015. As a consequence any HRA empty properties will pay Council Tax which is estimated to cost an extra £0.050m per annum.
- As the rollout of Universal Credit takes effect it is unclear what impact this may have on the collection of rents and services charges, but there is evidence from other studies that collection rates will be further affected. Therefore, a small contingency of £0.030m has been included in the contribution to the bad debt provision for rents to cover this.
- The HRA is required to pay a contribution of £0.027m to support the Procurement Team in the delivery of the Value for Money programme phase 4 which should achieve efficiency savings for contracts in the HRA.
- Funding from Housing Related Services (formerly Supporting People) for the sheltered housing Carelink alarm service will cease from 1 April 2015 resulting in an income loss of £0.058m.
- Funding of £0.080m to support a play service on our council estates. The council is unable to sustain the current level of General Fund expenditure on the play service. It is proposed to develop a more targeted service on our council estates, partly funded by the HRA.

Rents, Fees and Service Charges 2015/16

3.12 Rents for 2015/16 will be calculated in accordance with government guidelines on Rents for Social Housing (published May 2014). In the lead up to last year's budget setting, the government published a consultation document covering changes to the social housing rent policy set to apply from April 2015; this has now been enacted by the government. The main changes to be introduced with effect from April 2015 are that the annual increases will change from RPI + ½% + £2 per week to Consumer Price Index (CPI) + 1%. This change removes the flexibility of social landlords to increase social rents each year by an additional £2 where rents are below target. The government expects that this change will generally result in lower annual rental increases over the long term.

3.13 The current basis on which social housing target rents are set will still apply. Target rents for each property are calculated based on the relative property values, bedroom size and local earnings. Target rents will be set at every assignment of the tenancy which will include both new tenancies and mutual exchanges.

3.14 For 2015/16 rents, local authorities must use the September 2014 CPI of 1.2% plus 1% for setting rent inflationary increases; this results in an increase of 2.2%. This is the equivalent to an average increase of £1.84 per week, increasing the

average rent to £85.63. The maximum increase will be approximately £3.30, with the lowest increase being £1.31 per week. Approximately 68% of tenants are in receipt of full or partial housing benefit.

3.15 The government introduced rent restructuring with the aim of creating rents that are fair and affordable. Rents are not calculated to take into account any service charges and only include all charges associated with the occupation of a dwelling, such as maintenance of the building and general housing management services.

3.16 Service charges should therefore reflect additional services which may not be provided to every tenant or which may be connected with communal facilities rather than to a particular occupation of a house or flat. Different tenants may receive different types of service reflecting their housing circumstances. Tenants are already paying for a variety of different services such as cleaning services and grounds maintenance, depending on where they live in the City.

3.17 All service charges are reviewed annually to ensure full cost recovery and also to identify any service efficiencies which can be offset against inflationary increases, to keep increases to a minimum. The proposed fees and charges for 2015/16 are set out in Appendix 2. There are no new service charges proposed for 2015/16.

3.18 The heating and hot water service charge for residents with communal gas fired boilers is proposed to decrease by an overall average of 6.35% or £0.58 per week from 1 April 2015. Changes to charges for blocks vary between the maximum reduction of 17.6% or £2.05 per week to a maximum increase of 15.1% or £1.30 per week. Under the current corporate gas supply contract, the unit price for gas is revised annually in October each year for each block . From October 2014, the unit price for gas has decreased by an average of 3.2% for blocks with communal boilers. The latest review of gas consumption shows a reduction in estimated energy consumption in a number of blocks resulting from a mixture of improvements including boiler upgrades and replacements, and the installation of solar panels for hot water. This has therefore contributed to the overall average decrease in service charges of 6.35%.

3.19 Two council blocks (Elwyn Jones Court and Broadfields) are heated by electric heating systems. The latest review of consumption means an increase of 7% for these charges. This takes the average charge for electric heating from £8.34 to £8.92 per week.

3.20 As part of the HRA Revenue Budget Report for 2014/15, Housing Committee agreed to phase-in a new charge for Intensive Housing Management to reflect a proposed redesign of the sheltered service. The new charge has been calculated at £19.92 per week but to limit the increase to tenants, Housing Committee agreed last year to phase-in this charge over three years. Last year the charge was set at £15.06 and the proposed charge for 2015/16 is £17.49, an increase of £2.43. This charge is eligible for Housing Benefit and it is estimated that 104 tenants will have to pay this charge.

3.21 When the new Intensive Housing Management charge was introduced, there were 33 tenants in sheltered blocks who did not have to pay the full charge, as they had received transitional protection since the charge was introduced in

2003. The 2014/15 budget report proposed that this protection be removed gradually over a three-year period so that tenants receiving transitional protection should pay one third (£6.64) of the new charge in the first year and then the remainder of the charge will be phased in over a further 2 years. As this is year two of the phasing in, the charge for these tenants will be two thirds of the total (£19.92) charge, which is £13.28.

Medium Term Financial Forecast

3.22 The introduction of self financing has provided additional resources from the retention of all rental income and, through greater control locally, enables longer term planning to improve the management and maintenance of council homes. Although there are additional resources available in the long term, self financing includes a cap (or limit) on the amount of HRA borrowing for capital investment by each local authority. This limit is currently set at £156.8m for Brighton & Hove and the estimated total borrowing up to 31 March 2018 is £138.6m, providing additional borrowing capacity of £18.2m.

3.23 The HRA 30 year Business Plan will be updated in 2015 to reflect the impact of the changes to the social rent policy from April 2015 and the 2015/16 budget proposals. This will enable a review of future opportunities for additional investment in existing housing stock and building new homes and also how the housing debt could be structured to accommodate these plans or possibilities. In the meantime, until a debt strategy is developed, the Budget Strategy assumes that all revenue surpluses that are not required for capital investment are set aside for the repayment of debt. This will reduce the interest payments on existing debt and provide greater headroom in the borrowing limit for future development opportunities. A Medium Term Financial Forecast for years 2015/16 to 2017/18 is included in Appendix 3.

Projected HRA Revenue Reserves

3.24 Table 2 details the projected revenue reserves for 2015/16 which are estimated at £4.426m as at 31 March 2016. Movements in reserves include a contribution of £0.500m to fund the 2014/15 capital programme with a further £1.100m for 2015/16 and an estimated contribution of £0.541m from the 2014/15 revenue forecast outturn.

3.25 The recommended working balance (minimum level of reserves) is £3.000m. Therefore, after taking this into account, usable revenue reserves are projected at £1.426m at 31 March 2016, which can be used to support one off items of expenditure.

Table 2: Projected Unearmarked Revenue Reserves at 31 March 2016

	£'000
Reserves at 1 April 2014	5,485
Plus: Forecast contribution from 2014/15 Revenue Outturn at month 9	541
Less: Use of Reserves to fund the capital programme 2014/15	(500)
Projected reserves at 31 March 2015	**5,526**
Less use of reserves to fund the capital programme 2015/16	**(1,100)**
Total Projected Balance at 31 March 2016:	**4,426**
Applied to:	
Working Balance	**3,000**
Usable revenue reserves	**1,426**

3.26 Estate Development Budget reserves, which are held separately from the HRA general reserves above, are £0.599 million as at 1 April 2014. These reserves relate to committed revenue and capital expenditure for schemes agreed in previous financial years that are not yet completed. A review of the EDB reserves will take place following the end of the financial year 2014/15.

4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

4.1 The budget process allows all parties to engage in the scrutiny of budget proposals and put forward viable alternative budget proposals to Budget Council on 26 February 2015. Budget Council has the opportunity to debate both the proposals recommended by Policy & Resources Committee at the same time as any viable alternative proposals.

4.2 Rents have been set in accordance with the government's Social Housing Rents guidance. In previous years, the Housing Subsidy Determination controlled rent setting increases by removing resources from local authorities through non compliance. Although the subsidy system is now abolished, increases in rents above the government's rent policy will be subject to the rent rebate limitation which sets a limit on the level of rent increases. Any increases above this limit would result in a loss of Housing Benefit Subsidy, which is payable by the HRA.

4.3 The government's policy for social housing rent is to ensure rents are fair and equitable nationally. Although the authority can set rents at a lower level than rent guidelines, this would bring the rents out of line with national policy. The government's self financing valuation agreed at April 2012 is based on using the rent restructuring formula and was set at a level to provide a balanced business plan over the next 30 years. Reducing rental increases away from those levels included in the valuation will affect the 30 year Business Plan and therefore reduce the level of resources available to fund future repairs, maintenance and improvement works.

5. COMMUNITY ENGAGEMENT & CONSULTATION

5.1 The timing of the detailed budget considerations rendered them too late to be taken to Area Panels, however, all Area Panel representatives and chairs were sent a letter explaining the budget proposals. This summarised the various components including the details of the proposed savings of £0.945m, how the savings would be reinvested back into the service, the 2.2% rent increase, and advised on contact details if further information or clarification was sought.

5.2 A paper proposing amendments to the current discretionary schemes offered to tenants (which is also presented to this committee) was presented at the last round of Area Panels. In the main, representatives had concerns about the eligibility age being increased from 65 to 75, and for this reason, it is now proposed that the saving of £0.038m that would have been made is instead used to provide transition arrangements for those most in need. Therefore the proposed savings have been reduced from £0.945m to £0.907m.

5.3 A budget workshop was held in October with tenant representatives from the Value for Money Service Improvement Group. The feedback from this group was that their priority areas for spend were anti-social behaviour, new build properties, discretionary schemes and on information technology that would lead to more effective or efficient services. Their thoughts on income generating ideas centred around increasing action on rent arrears, removing any waste from the repairs service, potentially selling housing services, and increasing rents.

5.4 When asked what the group would most like to see from their landlord, a long list was produced with some examples being a good repairs and maintenance service, to be approachable and to listen, to build more homes, to provide internet access, and to help bring people together.

6. CONCLUSION

6.1 The Local Government and Housing Act 1989 requires each local authority to formulate proposals relating to income from rent and charges, expenditure on repairs, maintenance, supervision and management and any other prescribed matters in respect of the HRA. In formulating these proposals using best estimates and assumptions the Authority must set a balanced account. This budget report provides a breakeven budget and recommends rent increases in line with current government guidance.

7. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

7.1 The financial implications are contained within the main body of the report.

Finance Officer Consulted: Sue Chapman Date: 11/12/14

Legal Implications:

7.2 Paragraph 3.1 and Section 6 of the report outline the legal framework for the HRA. The Housing Committee cannot approve the HRA Budget for 2015/16. The

council's constitution provides that the Policy & Resources Committee is responsible for formulating budget proposals for approval by full Council.

Lawyer Consulted: *Liz Woodley* *Date: 31/12/14*

Equalities Implications:

7.3 The HRA budget funds services to people with special needs resulting from age, vulnerability or health. To ensure that the equality impact of the budget proposals is fully considered as part of the decision making process, an Equality Impact Assessment screening document for the HRA budget proposals has been prepared. Full equality impact assessments have been developed on specific areas where required.

Sustainability Implications:

7.4 The HRA budget will fund a range of measures that will benefit and sustain the local environment. The self-financing settlement will provide a framework within which all local authorities can sustain their stock in a good condition in the future. This should enable the council to deliver a range of measures that will benefit and sustain the local environment.

Risk and Opportunity Management Implications:

7.5 Financial risks have been assessed throughout the development of the council's HRA budget. The introduction of Self Financing means that all the risks inherent in running social housing landlord services have transferred from the government to the local authority. The key risks which will need to be managed and developed as sensitivities and scenarios within the model may include:

- Inflationary risk where expenditure inflation is greater than income, particularly with rental increases determined by national rent policy;
- Managing interest rate fluctuations and the debt portfolio;
- Long term capital and maintenance responsibilities compared with available resources;
- Balancing regeneration and redevelopment needs with tenants' priorities.

SUPPORTING DOCUMENTATION

Appendices:

1. Appendix 1: HRA Forecast Outturn 2014/15 and Budget 2015/16
2. Appendix 2: Fees and Service Charges 2015/16
3. Appendix 3: HRA Medium Term Financial Strategy

Documents in Members' Rooms

None

Background Documents

1. 2015/16 Housing Revenue Account Working Papers

Appendix 1

HRA Forecast Outturn 2014/15 and Budget 2015/16

	2014/15 Adjusted Budget £'000	2014/15 Forecast Outturn (month 9) £'000	2015/16 Original Budget £'000
EXPENDITURE			
Employees	8,563	8, 250	8,269
Premises - Repairs	11,193	11,013	11,205
Premises - Other	2,987	2,818	2,935
Transport	139	145	146
Contribution to Bad Debt Provision	291	291	321
Supplies & Services	2,801	2,946	2,477
Third Party Payments	185	177	183
Support Services - From Other Departments	2,239	2,253	2,301
Revenue Contributions to Capital Schemes*	22,074	22,074	22,837
Capital Financing Costs	8,564	9,190	8,341
Total Expenditure	**59,036**	**59,157**	**59,015**
INCOME			
Rents Dwellings *	(50,423)	(50,440)	(51,089)
Rents Car Parking / Garages	(875)	(831)	(938)
Commercial Rents	(537)	(542)	(537)
Service Charges	(6,588)	(6,627)	(6,098)
Other Recharges and Interest	(613)	(658)	(353)
Total Income	**(59,036)**	**(59,098)**	**(59,015)**
Capital Financing Costs – repayment of borrowing funded from capital reserves	**0**	**(600)**	**0**
TOTAL DEFICIT / (SURPLUS)	**0**	**(541)**	**(0)**

Housing Revenue Account Fees and Service Charges Proposals 2015/16

All fees and service charges are reviewed annually to ensure full cost recovery and also to identify any service efficiencies that can be offset against inflationary increases to keep increases to a minimum. The following table lists all of the HRA fees and service charges proposed for 2015/16. Those charges that are proposed to increase or decrease by more than standard inflation, are explained in the body of the report.

Service Area	Number of tenants affected	Estimated Number not eligible for HB	Eligible for HB	Current Average Weekly Charge 2014/15	2015/16 proposed Average increase/ (decrease) %	2015/16 proposed Average Charge	2015/16 Proposed average increase/ (decrease) per week £	Comments
Grounds Maintenance	5,601	1,532	Yes	£0.65	1%	£0.66	£0.01	Contractual increase from City Parks
Communal cleaning	5,341	1,577	Yes	£2.78	Nil	£2.78	Nil	Full cost recovery without increasing charges because of efficiencies made within this service.

APPENDIX 2

Service Area	Number of tenants affected	Estimated Number not eligible for HB	Eligible for HB	Current Average Weekly Charge 2014/15	2015/16 proposed Average increase/ (decrease) %	2015/16 proposed Average Charge	2015/16 Proposed average increase/ (decrease) per week £	Comments
Communal heating – gas	1,070	1,070	No	£9.13	(6.35%)	8.55	(£0.58)	This charge is calculated based on estimated consumption for 15/16 and the new unit price for gas.
Communal heating – electric	78	78	No	£8.34	7%	£8.92	£0.58	This Increase is based on recovery of electricity costs for these sites.
TV Aerials	5,626	1,552	Yes	£0.76	Nil	£0.76	Nil	No change.
Sheltered Services – common ways	823	107	Yes	£8.68	2.2%	£8.87	£0.19	Inflationary increase 2.2%.
Sheltered Services- laundry	798	103	Yes	£1.33	Nil	£1.33	Nil	New contract pending - No contractual increase for 15/16
Water	136	18	No	£3.60	2.2%	£3.68	£0.08	Increases based on recovery of

Service Area	Number of tenants affected	Estimated Number not eligible for HB	Eligible for HB	Current Average Weekly Charge 2014/15	2015/16 proposed Average increase/ (decrease) %	2015/16 proposed Average Charge	2015/16 Proposed average increase/ (decrease) per week £	Comments
								costs and estimated increases by Southern water of 2.2%.
Video Entry	12	2	Yes	£0.96	Nil	£0.96	Nil	No change.
Guest rooms	n/a		No	£8.80 per night	Nil	£8.80 per night	Nil	No Change.
Intensive Housing Management for tenants in sheltered accommodation	850	104	Yes	£15.06	16.1%	£17.49	£2.43	As agreed in 14/15 budget report – 2nd phase of new charge. Some tenants are also on transitional protection – details in main report.
Garages & Car Parking	2,479	2,479	No	£8.52	5%	£8.95	£0.43	As proposed in savings schedule.
Electricity – communal ways	5,302	1,557	Yes	£1.01	Nil	£1.01	Nil	Charge to reflect average unit price

Service Area	Number of tenants affected	Estimated Number not eligible for HB	Eligible for HB	Current Average Weekly Charge 2014/15	2015/16 proposed Average increase/ (decrease) %	2015/16 proposed Average Charge	2015/16 Proposed average increase/ (decrease) per week £	Comments
								for electricity and new estimates for consumption.
Lift Servicing and maintenance	2,416	596	Yes	£0.85	Nil	£0.85	Nil	No Change.
Mobility Scooter Storage	22	22	No	£3.00	(16.7%)	£2.50	(£0.50)	Electricity usage is lower than expected.

Appendix 3

Medium Term Financial Forecasts

Revenue Budget	**2015/16 £'000**	**2016/17 £'000**	**2017/18 £'000**
Expenditure			
Employees	8,269	8,100	8,212
Premises -Repairs	11,205	11,429	11,068
Other expenditure	8,363	8,219	8,284
Capital Financing	8,341	8,707	8,870
Total Expenditure	36,178	36,455	36,434
Income			
Rental Income	(51,089)	(52,166)	(53,881)
Other Income	(7,926)	(8,205)	(8,362)
Total Income	(59,015)	(60,371)	(62,243)
NET SURPLUS	**22,837**	**23,916**	**25,809**
Allocated to :			
Revenue Contribution to Capital schemes	22,837	23,916	25,809

Assumptions

1. Inflation is included at 2% per annum with pay increases at 1% for 2016/17 and 2% per annum thereafter to cover pay award and pay related matters.
2. Efficiency savings are assumed at £0.900 million over financial years 2016/17 and 2017/18.
3. Capital financing costs are projected to increase and includes capital repayment/set aside of £3.0m and £2.0m for 2016/17 and 2017/18 respectively. The total estimated borrowing as at 31 March 2018 is £138.6m, against the debt cap of £156.8m, providing the opportunity for additional borrowing of £18.2m subject to affordability.
4. Rents are assumed to increase by 2.5% for 2016/17 and 3% for 2017/18, and forecasts include an assumed increase in rental income from new build properties offset by a reduction in rental income due to Right to Buy Sales.
5. Other income is projected to increase by 2%.

The net revenue surpluses over the three year period will be used to fund the HRA Capital Programme 2015 – 2018.

Legal, Financial and Practical Consequences of Failure or Delay in Setting Council Tax

Summary

- The Council has a legal duty to set a lawful budget in time.
- Members jointly and severally (individually and collectively) have a fiduciary duty to Council Tax payers
- This means they have a duty to facilitate, rather than obstruct, the setting of a lawful budget, a process that requires flexibility and compromise
- Failure to set a lawful budget in time will lead to loss of revenue, significant additional administrative costs as well as reputational damage.
- Failure to set a budget may lead to intervention from the Secretary of State under section 15 of the Local Government Act 1999 (as happened in Doncaster, Hackney and Tower Hamlets in relation to failure of governance.)
- It may give rise to personal liability for individual Members for misfeasance in public office, negligence or breach of statutory duty.
- This note explains the position in more detail and makes practical suggestions for Members' consideration

1. The Legal Duty

1.1 Section 30(6) of the Local Government Finance Act 1992 provides that the Council has to set its budget before 11 March in the financial year preceding the one in respect of which the budget is set. This means the Council has a duty to set the 2015/16 budget before the 11 March 2015.

1.2 If the budget is set after that date, the Act says the failure to set a budget within the deadline does not, in itself, invalidate the budget. However, such delay may have significant financial, administrative and legal implications, including potential individual liability of any Member who contributed to the failure to set a budget.

1.3 Section 66 of the 1992 Act provides that failure to set a Council tax (or delay in setting a Council tax) shall not be challenged except by an application for judicial review. The Secretary of State and any other person with an interest or "standing" may apply for judicial review.

Financial Implications of delay

1.4 Delay in setting the Council tax means a delay in collecting the tax due not only to the Council, but also the precepting authorities such as the police, fire service

and others such as the parish council on whose behalf the Council acts as a collection authority.

1.5 The Council has a legal duty to provide a range of statutory services (such as refuse collection, children's services, homeless etc.) and is not absolved from its duty because of the late setting of the tax. It also has to pay the monies due to the precepting authorities (such as Fire Service and the Police) whether or not it collects any Council tax.

1.6 One significant point that Members need to be aware is that a delay in setting the budget may affect the Council's ability to enter into new agreements with significant financial commitments until and unless the budget is agreed. Otherwise these would be unfunded commitments and therefore potentially unlawful.

1.7 Even if the Council sets the budget before 11 March but much later than the planned 26 February Budget Council meeting, there is still likely to be some disruption to the administrative arrangements (such as printing, posting, delivery) that have cost implication.

2. Duty to take advice of the Chief Finance Officer

2.1 Sections 25 to 29 of the Local Government Act 2003 impose duties on the Council in relation to how it sets and monitors its budget. These provisions require the Council to make prudent allowance for the risk and uncertainties in its budget and regularly monitor its finances during the year. The legislation leaves discretion to the Council about the allowances to be made and action to be taken.

2.2 Section 25 also requires the Council's Chief Finance Officer to make a report to full Council when it is considering its budget and council tax. The report must deal with the robustness of the estimates and the adequacy of the reserves allowed for in the budget proposals, so members will have authoritative advice available to them when they make their decisions.

2.3 The section requires members to have regard to the report in making their decisions. Any decision that ignores this advice, including the implications of delay, if potentially challengeable.

3. Section 114 Report and the Prohibition Period

3.1 Section 114 of the Local Government Finance Act 1988 puts an obligation on the Section 151 Officer (The Executive Director of Finance & Resources) to issue a report "if it appears to [her] that the expenditure (including proposed expenditure) is likely to exceed the resources (including borrowing) available to [the Council.]" She would also be under a similar obligation if she became aware of a course of action which, if pursued, would be unlawful and likely to cause loss or deficiency on the part of the authority. The S.151 Officer has to consult the Chief Executive and the Monitoring Officer before issuing the report.

3.2 If such a report were issued, a copy of it must be sent to the Council's auditor and every Member of the Council. Full Council must consider the report within 21 days at a meeting where it must decide whether it agrees or disagrees with the views contained in the report and what action (if any) it proposes to take. Between the issuing of the report and the day after the meeting ("the probation period") the Council is precluded from entering into new agreements involving the incurring of expenditure except in certain limited circumstances where expenditure can be authorised by the Chief Finance Officer. The legislation also provides that "the course of conduct which led to the report being made shall not be pursued." Failure to take appropriate action in response to such a report may lead to the intervention of the Council's auditor.

3.3 It is not possible to say in advance for certain whether such a report would be issued, but, the longer the setting of the budget is delayed, the more likely there may be a section 114 report.

4. Monitoring Officer Report

4.1 Section 5 of the Local Government & Housing Act 1989 imposes on the Monitoring Officer an obligation similar to that of the S.151 Officer with the same consequences if it appears to him/her that what the Council has done or is proposing to do is likely to contravene a rule of law or any code of practice made or approved by or under any enactment or maladministration. The Monitoring Officer is also under a duty to warn Members of the consequences under the Code of Conduct for Members.

4.2 The Section 114 and Section 5 reports may be joint or separate and, if separate, they may be issued concurrently or at different times.

5. Code of Conduct Consequences

5.1 The Localism Act 2011 imposes a duty on Members to abide by the Code of Conduct for Members. In interpreting the Code, regard must be had to the General Principles of Public Life, including the requirement that they should make decisions in accordance with the law.

5.2 Members have an active duty to ensure that the Council sets a lawful budget. Voting against proposals repeatedly knowing that the result means no lawful budget, is incompatible with Members' obligations under the Code as it is bound to bring the Council in to disrepute.

6. Personal Liability of Members

6.1 Notwithstanding the abolition of surcharge, if a Councillor's wilful misconduct is found to have caused loss to the Council, the Councillor may be liable to make good such loss under the principle approved by the House of Lords in *Porter v Mag.1 (2002)*.

6.2 Depending on the exact role played by a Member, and the seriousness of the loss incurred, a Member could, in principle, be guilty of the tort and crime of

misfeasance in public office. The indemnity cover that Members are provided with by the Council does not include actions that constitute an offence or are reckless.

6.3 It is also possible (at least in theory) for a Member to be liable in negligence and or breach of statutory duty.

6.4 It must be pointed out that one would probably need to prove that what the Members were doing was deliberate or reckless and involves persistent failure to facilitate the setting of a lawful budget before it attracts liability of the sort referred to in the preceding paragraphs. The longer the setting of a budget is delayed, and the more repeatedly the Member "blocks" the setting of a lawful budget, the more likely for the liability to arise.

7 Intervention by the Secretary of State

7.1 The Local Government Act 1999 imposes a duty on the Council "...to 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."

7.2 Section 15 of the Act gives the Secretary of State the power to intervene and take a range of measures. The powers of the Secretary of State are very extensive and include:

(a) Directing the council to take any action which he considers necessary or expedient to secure its compliance with the requirements of this Part (for example setting a budget by a specified date);

(b) The Secretary of State, or a person nominated by him, exercising the Council's functions (such as setting the Council tax) for a period specified in the direction or for so long as the Secretary of State considers appropriate, and

(c) Requiring the Council to comply with any instructions of the Secretary of State or his nominee in relation to the exercise of that function and to provide such assistance as the Secretary of State or his nominee may require for the purpose of exercising the function.

7.3 If the Secretary of State decides to intervene on the issue of setting the Council tax, he need not set the full budget and could, for example, direct the Council to set a budget at a Council tax freeze level by a set date leaving the Council to work out the detailed savings for each service.

7.4 The Secretary of State is expected to exercise the powers after consulting the local authority and it usually follows a report from external auditors, by an inspector appointed by the Secretary of State, by Ofsted or similar body, although this is not a requirement in cases of urgency. The measure is stated to be one of last resort and is, itself, challengeable by way of judicial review. The Audit Commission use certain guidance in deciding whether to refer a local

authority to the Secretary of State to use his powers under section 15. These include cases where there is:

- Serious service failures in an authority that could result in danger or harm to the public;
- Persistent failure by an authority to address recommendations made by inspectors or auditors;
- Serious failures in a number of services in an authority, which reveal fundamental weaknesses in an authority's corporate capacity to manage services and make improvements;
- Serious failure in corporate governance arrangements or capacity whether or not there is serious service failure; and
- Other circumstances that demonstrate a serious or persistent failure to comply with the requirements of Part 1 of the Local Government Act 1999, which includes the requirement that authorities make arrangements to secure continuous improvement in the exercise of their functions.

7.5 The secretary of state has exercised the powers under section 15 by intervening in the case of Hackney London Borough Council in 2001 and Doncaster in 2013. More recently, the Secretary of State has used these powers to put in place a set of intervention measures against Tower Hamlets London Borough Council, for failure to comply with the best value duty. These same powers would be available to the Secretary of State if he is of the view that there is failure on the part of the Council to set a budget expeditiously resulting or risking financial loss or failure in services.

7.6 The direction of the Secretaries of State for Communities and for Education given in the Doncaster case is attached as an annex to this report for information. None of the cases where the Secretary of State exercised his section 15 powers seem to relate to failure or delay in the setting of Council Tax.

7.7 It is unlikely that the Secretary of State would intervene and set a budget for the Council immediately after the 11th March deadline passes. There is also no certainty that he would necessarily do so until things reach a much more serious point. This is because:

(a) Section 30 (6) of the Local Government Finance Act 1992 provides that that failure to set a Council tax by the deadline shall not invalidate the council tax;

(b) Section 66 of the Act provides that any failure to set the Council tax shall not be questioned otherwise than by way of an application for judicial review;

(c) The exercise of the section 15 powers require a much more serious, systematic and persistent failure (failure similar to the one in Hackney, Doncaster or Tower Hamlets.) The Financial and other governance and

service delivery of the Council is no where near anything approaching the failings in those authorities;

Given the complexity of setting a budget (the Secretary of State will have to do the same calculations and assessments the Council has) it is not a straight forward process and it is questionable if the Secretary of State or a person nominated by him could do it quicker. He is more likely to give directions for the Council to set its budget by a particular date and take particular steps and within specified parameters rather than setting it himself. By way of example, when there was a dispute with local authorities defying the government in the 1980s, Liverpool did not set their budget until 9th June and the government did not invoke any special powers. Lord Hailsham in giving judgement on whether the expectation to set local taxes for a financial year was mandatory or directory referred o delays of "months rather than days or weeks.)" Therefore, missing the 11th March deadline by a few days may not, in itself, be a sufficient ground for intervention. But the cumulative effect of delay, uncertainty and effect on third parties and service users may tip the balance in favour of intervention.

8. Reputational damage

8.1 Whatever its political make up or whatever the local challenges, the Council has had a strong financial and corporate governance reputation. Failure to set a Council tax and any intervention by the Secretary of State whether formal, informal or even references to failure to set the tax will have significant adverse impact on the Council's reputation locally and nationally. This is not simply a theoretical or fancy concept, it has real practical impact in terms of investor confidence, people's preparedness to work with the Council and even to Council tax payment rates as residents may see the Council as wasteful, procrastinating and inefficient. Reputation and credibility is had to earn but, once lost, difficult to regain.

9. Practical Advice to Members

9.1 The Council as a corporate body, and Members (both individually and collectively,) have a fiduciary duty to Council Tax payers to avoid things that would result in loss of revenue or failure to deliver services. In addition to Members' legal obligation, they also have the moral and democratic obligation to set the budget on behalf of the people who elected them.

9.2. There is always a tension between Members' desire to vote for what they believe to be the right decision on the one hand and the legal obligation to set a lawful budget on time and avoid any loss to the Council. Each budget setting has its own dynamics and permutations and it is difficult to generalise as to what a Member should do. At the risk of over simplification, a suggested practical approach would be:

(a) Members should always strive to facilitate, rather than frustrate, the setting of a lawful budget.

(b) As no Group has an overall majority in the Council, all Groups and each Member should, where possible, try to reach compromise and agreement beforehand so as to deliver a lawful budget with majority support on time;

(c) If there is failure to reach agreement, then, until it becomes clear that the Council may not be able to get the budget through, Members are free to vote as they see fit;

(d) If it becomes clear (for example as a result of an initial vote) that there is no majority support for any budget but there is a realistic prospect of such an agreement if Members are given additional time for negotiation, then Members should consider a short adjournment, or adjournment to another day, whichever is more appropriate. This would be informed by the advice from the Chief Executive after checking with each of the Group Leaders and the advice from the section 151 Officer and the Monitoring Officer.

(e) If Members do not consider that an adjournment would resolve the impasse or there has been an adjournment and no agreement reached that could deliver a majority, then officers advice would be:

    (i) To identify composite amendments (amendments that have cross party-support) and for all Members to vote for these amendments;

    (ii) When it comes to the substantive vote, for Members who support the P&R proposals (with the composite amendments) to vote for the proposal;

    (iii) For members who do not support the proposal, but are unable to secure a majority for an alternative/amendment budget, to support the substantive budget as amended, or, at least, abstain;

    (iv) In the event of P&R failing to agree on a recommendation to Budget Council, the reference in the preceding sub-paragraphs to “P&R proposals” shall read as referring to the recommendations of the Executive Director of Finance & Resources as presented in the report to the Policy & Resources Committee and Council.

    This would ensure that the Council sets a lawful budget and avoids the damaging legal and practical consequences discussed above as well as keeping the setting of local taxes locally and preserve the Council’s governing reputation.

(f) The above advice is based on the fact that, unlike other times when a proposal that fails to gain the support of a majority of members simply falls and the status quo prevails, the status quo is not a legal option when it comes to the budget. The nearest legal option the Council has to a status quo is the P&R proposals.

10. Conclusion

10.1 The Council has a duty to set a lawful budget before 11 March 2015.

10.2 Each Member has an obligation to facilitate, rather than frustrate, the setting of a lawful budget in time.

10.3 Failure to discharge that duty may leave Members at risk of breaking the Code of Conduct for Members and possibly expose them to legal liability.

10.4 It is also possible that, if there is a prolonged delay, the Secretary of State may exercise his powers under section 15 of the Local Government Act 1999 to step in and make the decision himself or ask another person to do so, which would damage the Council's governing reputation.

10.5 If, after all reasonable attempts are made, it is not possible to find a majority support for any budget (i.e. unable to get the budget through) then the most appropriate thing to do, in officers' view, would be for Members who support the P&R recommendations to vote for the recommendations and those who do not support the P&R proposals (with composite amendments) to vote for the budget, or at the very least abstain, unless they are in a position to put forward proposals that have majority support..

Abraham Ghebre-Ghiorghis,
Monitoring Officer and
Head of Legal & Democratic Services

Rachel Musson,
(Section 151 / Chief Finance Officer)
Interim Executive Director,
Finance & Resources

Penny Thompson CBE,
Chief Executive

DIRECTION UNDER SECTION 15(5) OF THE LOCAL GOVERNMENT ACT 1999 AND SECTION 497A(4B) OF THE EDUCATION ACT 1996 TO DONCASTER METROPOLITAN BOROUGH COUNCIL

WHEREAS

1. The Secretary of State for Communities and Local Government and the Secretary of State for Education ("the Secretaries of State"), have carefully considered the following reports in respect of the Metropolitan Borough Council of Doncaster ("the authority"):

    a. the Audit Commission's Corporate Governance Report of 19 April 2010;

    b. The Edlington Case - A Review by Lord Carlile of Berriew CBE QC at the request of the Secretary of State for Education of 16 November 2012;

    c. Ofsted's inspection of local authority arrangements for the protection of children in Doncaster Metropolitan Borough Council dated 16 November 2012; and

    d. Doncaster Recovery Board's Recovery Plan Annual Stocktake Report: Assessment of the State of Intervention 2012 of 8 January 2013.

2. The Secretaries of State were satisfied that the authority is failing to comply with the requirements of Part 1 of the Local Government Act 1999 ("the 1999 Act"), and is failing to perform to an adequate standard, or at all, some or all of the functions to which section 497A of the Education Act 1996 ("the 1996 Act") is applied by section 50 of the Children Act 2004 ("children's social care functions"), namely:

    a. social services functions, as defined in the Local Authority Social Services Act 1970, so far as those functions relate to children;

    b. the functions conferred on the local authority under sections 23C to 24D of the Children Act 1989 (so far as not falling within paragraph (a) above); and

    c. the functions conferred on the authority under sections 10, 12, 12C, 12D and 17A of the Children Act 2004.

3. The Secretaries of State issued a direction on 17 April 2013, in exercise of their powers under section 15(5) and (6) of the 1999 Act and section 497A(4B) of the 1996 Act, in respect of the authority ("the April 2013 direction"), and that direction remains in force.

4. The Secretaries of State have carefully considered the report and recommendations of Professor Julian Le Grand, dated 24 May 2013, on the most appropriate structure and governance arrangements for delivering improvements to the authority's children's social care services.

5. The Secretaries of State remain satisfied that the authority is failing to comply with the requirements of Part 1 of the 1999 Act, and is failing to perform to an adequate standard, or at all, some or all of their children's social care functions.

6. The Secretaries of State propose:

a. to appoint a person ("the Commissioner for Children's Social Care") to act as a Commissioner for the purposes of:

   i. the April 2013 direction (including, in particular, for the purposes of paragraph 4.iii. of that direction); and

   ii. this direction;

b. to establish, or to secure the establishment of, a company ("the Trust") for the purposes of, in particular, planning, managing, providing and/or delivering the authority's children's social care functions.

7. The Secretary of State for Communities and Local Government, having considered the representations made by the authority as required by section 15(9) of the 1999 Act, and the Secretary of State for Education, having considered the representations made by the authority, consider it necessary or expedient in accordance with their powers under section 15(5) of the 1999 Act and section 497A(4B) of the 1996 Act to direct the authority, as set out below, in order to ensure:

   a. the authority's compliance with the requirements of Part 1 of the 1999 Act; and

   b. that the authority's children's social care functions are performed to an adequate standard.

NOW THEREFORE

8. Pursuant to their powers under section 15(5) of the 1999 Act and section 497A(4B) of the 1996 Act, the Secretaries of State direct that the authority shall:

   a. comply with any instructions of the Secretary of State for Education or the Commissioner for Children's Social Care in relation to ensuring that the authority's children's social care functions are performed to an adequate standard;

   b. in relation to the establishment, setting up or carrying on of the Trust:

      i. comply with any instructions of the Secretary of State for Education or the Commissioner for Children's Social Care;
      ii. provide such assistance to the Secretary of State for Education or the Commissioner for Children's Social Care as they may require; and
      iii. cooperate fully with the Secretary of State for Education and the Commissioner for Children's Social Care.

Signed on behalf of the Secretary of State for Communities and Local Government and the Secretary of State for Education

Graham Archer
A Senior Civil Servant in the Department for Education

Paul Rowsell
A Senior Civil Servant in the Department for Communities and Local Government

Referrals

36 Where the Commission has serious concerns regarding a council's performance it may exercise its power, under section 13 of the Local Government Act 1999, to refer the council to the Secretary of State. A referral is a recommendation that the Secretary of State use his or her powers under section 15 of the Act to issue a direction where an authority is 'failing'. The Commission uses its referral powers extremely rarely and only where other options to support improvement are not considered feasible or desirable.

37 From May 2006 the Commission has determined that the circumstances that may lead it to make a referral to the Secretary of State are:

- serious service failures in an authority that could result in danger or harm to the public;
- persistent failure by an authority to address recommendations made by inspectors (or auditors);
- serious failures in a number of services in an authority, which reveal fundamental weaknesses in an authority's corporate capacity to manage services and make improvements;
- serious failure in corporate governance arrangements or capacity whether or not there is serious service failure; and
- other circumstances that demonstrate a serious or persistent failure to comply with the requirements of Part 1 of the Local Government Act 1999, which includes the requirement that authorities make arrangements to secure continuous improvement in the exercise of their functions.

38 The decision to refer a council to the Secretary of State will be made by a Referrals Committee formed with approval from the Audit Commission Board. The decision to put a case to a Referrals Committee rests with the Chairman and Chief Executive. The Referrals Committee will base its decision on inspection findings and other relevant information. The authority subject to potential referral will have an opportunity to make representations to the Referrals Committee prior to a decision being reached.

39 Further details on the way in which referral decisions are made can be found in Best Value Audit and Inspection Referrals: Policy and Procedure available at http://www.audit-commission.gov.uk